



Karnataka State Tourism Development Corporation (KSTDC)
Government of Karnataka

**Request for Qualification for
Empanelment of Consultants for Comprehensive
Architectural, Design, Engineering and Project Management
Consultancy Services for Infrastructure Projects**

RFQ No: KSTDC/2024-25/PREQUAL_TENDER_NUMBER_2

Karnataka State Tourism Development Corporation Limited
Ground Floor, BMTC Yeshwanthpur TTMC (Bus Stand),
Yeshwanthpur Circle,
Bengaluru – 560 022
Telephone: 080 4334 4334
Email: gadmin@kstdc.co; project@kstdc.co

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Disclaimer

The information contained in this Request for Qualification document (the “**RFQ**”) or subsequently provided to Bidders, whether verbally or in documentary or any other form, by or on behalf of the Authority or any of its employees or advisors, is provided to Bidders on the terms and conditions set out in this RFQ and such other terms and conditions subject to which such information is provided.

This RFQ is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidder or any other person. The purpose of this RFQ is to provide interested parties with information that may be useful to them in the formulation of their application for qualification pursuant to this RFQ (the “**Application**”). This RFQ includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFQ may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFQ. The assumptions, assessments, statements and information contained in this RFQ may not be complete, accurate, adequate or correct. Each Bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFQ and obtain independent advice from appropriate sources.

The information provided in this RFQ to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFQ or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFQ and any assessment, assumption, statement or information contained therein or deemed to form part of this RFQ or arising in any way with pre-qualification of Bidders for participation in the Bidding Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFQ.

The Authority may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFQ.

The issue of this RFQ does not imply that the Authority is bound to select and short-list pre-qualified Applications for Bid Stage or to appoint the selected Applicant or Bidder or Concessionaire, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever. The issue of this RFQ shall not confer any right on the Bidder for award of any work.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or

for any other costs or other expenses incurred by an Bidder in preparation or submission of the Application, regardless of the conduct or outcome of the Bidding Process.

Section 1. Letter of Invitation

The Karnataka Tourism Development Corporation Limited invites Request for Qualifications (RFQ) for *Empanelment of Consultants for Architectural, Design, Engineering and Project Management Consultancy Services*. The objectives and details of the Services are provided in the attached Terms of Reference.

The Bidder will be selected in line with the procedures and technical criteria's described in this RFQ.

The RFQ includes the following documents –

- Section 1 – Letter of Invitation
- Section 2 – Information to Bidders
- Section 3 – Technical Applications – Standard Forms
- Section 4 – Terms of Reference

The details ***for Request for Qualification for Empanelment of Consultants for Architectural, Design Engineering and Project Management Consultancy Services*** are as follows:-

RFQ No.:

Date: _____

[Through Karnataka Public Procurement Portal only]

REQUEST FOR QUALIFICATION FOR EMPANELMENT OF CONSULTANTS FOR
ARCHITECTURE, DESIGN, ENGINEERING AND PROJECT MANAGEMENT CONSULTANCY
SERVICES

Karnataka State Tourism Development Corporation Limited, (“KSTDC”), intends to have a panel of Consultants (individually referred to as the “**Consultant**”, collectively referred to as the “**Consultants**”) providing comprehensive Architecture, Design and Engineering Services (the “**Services**”) whose services can be readily used for projects being taken up by the Karnataka State Tourism Development Corporation Limited and its affiliated agencies – Department of Tourism (DoT), Karnataka Tourism Infrastructure Limited (KTIL), Jungle Lodges and Resorts Limited (JLR), (individually referred to as the “**Authority**”). Through this RFQ, KSTDC intends to empanel Bidders for providing Architectural, Design, Engineering and Project Management Consultancy Services. The agency applying to the RFP shall be referred to as “**Agency / Bidder**”. The scope of services shall be as envisaged in the Terms of Reference of this RFQ document. The Bidders shall be empanelled for an **initial period of 3 (three) years** and may be **renewed** for a further period of **2 (two) years** subject to satisfactory performance by the Empanelled Agencies..

Interested Bidder/ may submit their Request for Qualification (RFQ) for providing the services to KSTDC and the requisite non-refundable Application processing fee, electronically through the Karnataka Public Procurement Platform of GoK at <https://kppp.karnataka.gov.in/>.

The following shall be the calendar of events for tendering:

Sl. No.	Event Description	Date
1	Date of Pre-Application Conference	11 th December 2024, 11:00 hrs
2	Last date for receiving queries/ clarifications	12 th December 2024, 17:30 hrs
3	Last date for submitting Applications	26 th December 2024, 17:30 hrs
4	Opening of Technical Applications	27 th December 2024, 11:00 hrs
5	Presentation on Technical Application	Will be intimated later to eligible Bidders
6	Announcement of Shortlisted Bidders	Will be intimated to qualified Bidders
7	RFQ Processing Fee	INR 5,000/- (Rupees Five Thousand Only)

Postponement of Calendar of events (if any), subsequent notification, changes, amendments and selection/ rejection of Application shall be intimated only through Karnataka Public Procurement portal and will not be published in newspapers. KSTDC reserves the right to accept or reject any or all the tenders received without assigning any reasons thereof.

Kindly note that the Pre-Application Conference shall be conducted at Conference room, Karnataka State Tourism Development Corporation Limited, Ground Floor, BMTC Yeshwanthpur TTMC (Bus Stand), Yeshwanthpur Circle, Bengaluru – 560 022. Applicants interested in participating in the Pre-Application Conference are requested to send an email to gadmin@kstdc.co with their contact information (email id, phone numbers) at least 24 hours before the Pre-Application Meeting.

More details on the Services are provided in the attached Terms of Reference (TOR).

Sd/-
Tender Inviting Authority
Karnataka State Tourism Development Corporation Limited
Bengaluru, Karnataka

Section 2. Information to Bidders

1. INTRODUCTION

- 1.1. The Client named in the “Data Sheet” will select a firm among those listed in the Letter of Invitation, in accordance with the method of selection indicated in the Data Sheet.
- 1.2. The Bidders are invited to submit a Technical Application, as specified in the Data Sheet (the Application) for empanelment of consulting services as mentioned in the Data Sheet. The Application will be the basis for selection for empanelment and ultimately for issue of letter of empanelment to the selected Bidder.
- 1.3. The Assignment shall be implemented in accordance with the phasing indicated in the Data Sheet. When the Assignment includes several phases, the performance of the Applicant under each phase must be to the client’s satisfaction before work begins on the next phase.
- 1.4. The Bidders must familiarize themselves with local conditions and take them into account in preparing their Applications. To obtain first-hand information on the Assignment and on the local conditions, Bidders are encouraged to pay a visit to the Client before submitting an Application and to attend a Pre-Application conference if one is specified in the Data Sheet. Attending the Pre-Application conference is optional. The Bidder’s representative should contact the officials named in the Data Sheet to arrange for their visit or to obtain additional information on the Pre-Application conference. Bidders should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.5. The Client will provide the inputs specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.
- 1.6. Please note that (i) the costs of preparing the Application and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and (ii) the Client is not bound to accept any of the Applications submitted.
- 1.7. KSTDC expects Bidders to provide professional, objective, and impartial advice and at all times hold the Client’s interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Bidders shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
 - 1.7.1. Without limitation on the generality of this rule, Bidders shall not be hired under the circumstances set forth below:
 - a. A firm which has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, firms hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm’s earlier consulting services) for the same project.
 - b. Bidders or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the Bidders.

- 1.7.2. As pointed out in para. 1.6.1 (a) above, Bidders may be hired for downstream work, when continuity is essential, in which case this possibility shall be indicated in the Data Sheet and the factors used for the selection of the Bidder should take the likelihood of continuation into account. It will be the exclusive decision of the Client whether or not to have the downstream assignment carried out, and if it is carried out, which Bidder will be hired for the purpose.
- 1.8. It is GOK's policy to require that Bidders observe the highest standard of ethics during the execution of such contracts. In pursuance of this policy, the GOK:
- a. defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
 - ii. "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of GOK, and includes collusive practices among Bidders (prior to or after submission of Applications) designed to establish prices at artificial, non-competitive levels and to deprive GOK of the benefits of free and open competition.
 - b. will reject a Application for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
 - c. will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a GOK-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a GOK-financed contract; and
 - d. will have the right to require that, GOK to inspect Bidder's accounts and records relating to the performance of the contract and to have them audited by auditors appointed by GOK.
- 1.9. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by GOK in accordance with the above sub para 1.7 (d).
- 1.10. Bidders shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.

2. CLARIFICATION AND AMENDMENT OF RFQ DOCUMENTS

- 2.1. Bidders may request a clarification of any item of the RFQ document up to the date and time indicated in the Data Sheet, before the Application submission date. Any request for clarification must be sent in writing by electronic mail (e-mail) to the Client's e-mail address respectively, as indicated in the Data Sheet. The Client will respond to such requests and will upload the response (including an explanation of the query but without identifying the source of inquiry) in the Karnataka Public Procurement Portal of Government of Karnataka (<https://kppp.karnataka.gov.in/>).
- 2.2. At any time before the submission of Applications, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, modify the RFQ documents by amendment. Any amendment shall be issued in writing through corrigenda/ addenda. Such Corrigenda/ Addenda shall be uploaded on the Karnataka Public Procurement Portal website and will be binding on them. The Client may at its discretion extend the deadline for the submission of Applications.

3. PREPARATION OF APPLICATION

- 3.1. Bidders are requested to submit an Application (para 1.2) written in the language(s) specified in the Data Sheet.

TECHNICAL APPLICATION

- 3.2. In preparing the Technical Application, Bidders are expected to examine the documents comprising this RFQ in detail. Material deficiencies in providing the information requested may result in rejection of the Application.
- 3.3. The Technical Application shall be accompanied with requisite documents, submitted only as per the enclosed format(s) using the attached Standard Forms (Section 3):

Section 3A. Technical Application Submission Form

Section 3B. Details of the Bidder

Section 3C. Financial Capacity of the Bidder

Section 3D. Bidder's References

Section 3E. Auditor Certificate for Assignments

Section 3F. Team Composition & Format of Curriculum Vitae of proposed Key Professional Staff

Section 3G. Undertaking for Empanelment

Section 3H. Power of Attorney of Authorised Signatory of the Bidder

- 3.4. Self-attested documentary proof(s) in respect of the details furnished in the application form shall be submitted along with the application.
- 3.5. The Technical Application shall not include any information pertaining to the Financial Proposal. Bidders submitting any Financial Proposal information along with the Technical Application shall be disqualified.

4. SUBMISSION, RECEIPT, AND OPENING OF APPLICATIONS

- 4.1. The Technical Application; see para 1.2 shall be uploaded to the Karnataka Public Procurement Portal. The documents and details mentioned in Clause 3 above shall be submitted online on website <https://kppp.karnataka.gov.in/>. Details and process of online submission of the tender and relevant documents are given in the website mentioned above
- 4.2. Downloading of tender documents, submission of Application all will be through Karnataka Public Procurement Portal website <https://kppp.karnataka.gov.in> . Bidders must get themselves registered, acquainted and trained on the procedure of participating in Karnataka Public Procurement Portal.
- 4.3. Bidders are requested to go through the RFQ carefully and submit the required information without exception otherwise Applications will be rejected.
- 4.4. The completed Application comprising documents indicated in Clause 3, should be uploaded on the website given above through e-tendering along with scanned copies of requisite certificates as are mentioned in different sections in the RFQ document.
- 4.5. **Non- refundable RFQ Processing Fee**
- 4.5.1. The Bidders are requested to submit non-refundable RFQ Processing Fee as indicated in the Karnataka Public Procurement Portal along with the Technical Application
- 4.5.2. The Bidder can pay the non-refundable RFQ Processing Fee in the Karnataka Public Procurement portal using any of the valid supported payment modes.
- 4.5.3. The Bidder's Application will be evaluated only on confirmation of receipt of the payment of EMD. The EMD amount will have to be submitted by the Bidder taking into account the conditions as per the Government of Karnataka's Karnataka Public Procurement portal.
- 4.6. Bidders may refer to Karnataka Public Procurement Portal for more details on the process
- 4.7. An authorized representative of the Bidder shall digitally sign the Application in Karnataka Public Procurement.
- 4.8. The Bidder has all the time to modify and correct or upload any relevant document in the portal before submission on Karnataka Public Procurement portal.
- 4.9. The last date and time including hours, minutes and seconds for submission will be mentioned in the portal, the bid will disappear automatically immediately after the time of submission is elapsed.
- 4.10. After the deadline for submission of Applications, the Technical Application shall be opened by the evaluation committee and evaluation will be done. The Bidders who are technically qualified will be intimated for the technical presentation. Applications must be received by the Client online not later than the time specified in the Application data sheet. The electronic system would not allow any late submission of Applications after due date and time as per server time.

- 4.11. After the deadline for submission of Applications, the Technical Application will be opened after 1 working day from the date & time of submission of Applications.

5. APPLICATION EVALUATION

- 5.1. The client has adopted a two-stage selection process for selection of the Bidder/ Bidder for. The first stage (the "Pre-Qualification Stage") of the process involves pre-qualification criteria's of interested parties who make application in accordance with the provisions of this RFQ. At the end of this stage, the Technical bids of only those satisfying the pre-qualification criteria will be evaluated for technical evaluation.
- 5.2. From the time the Applications are opened to the time the selection is made, if any Bidder wishes to contact the Client on any matter related to its Application, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in the Client's Application evaluation, Application comparison or contract award decisions may result in the rejection of the Bidder's Application.

Evaluation of Technical Applications

- 5.3. The evaluation committee appointed by the Client as a whole, and each of its members individually, evaluates the Applications on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria (typically not more than three per criteria) and point system specified in the Data Sheet. Each responsive Application will be given a technical score. The Application shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

6. SELECTION

- 6.1. After the Evaluation of the Applications is completed, the Authority shall display in the KPPP Website the name of those Bidders whose Applications are selected.

7. EMPANELMENT OF CONSULTANT

- 7.1. The Bidders who have been selected for Empanelment will be notified by the Client prior to the expiration of the validity of Application by, email or letter (hereinafter called the "Letter of Acceptance"). After notifying the successful Bidder, the Client will promptly notify other Bidders that they were unsuccessful through Karnataka Public Procurement portal only.
- 7.2. Notwithstanding Clause 7.1 the Client reserves the right to accept or reject any Application and to cancel the tender process and reject all Applications, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders or Bidders of the grounds for the Client's action.

8. PERFORMANCE SECURITY

- 8.1. Within 7 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Client a Security deposit in any of the forms given below for an amount as indicated in the Data Sheet.
- Banker's cheque/Demand draft,/Pay Order in favour of in favour of the Client, payable at Bengaluru.
 - A bank guarantee in the form given in Appendix F; or.
 - Fixed Deposit Receipts (FDR) Pledged in the name of the Client

- 8.2. Performance Security shall be provided to the Client not later than the date specified in the Letter of Acceptance and shall be issued in an amount and form and type of instrument acceptable to the Client. The performance security shall be valid until a date 90 days from the date of expiry of the Contract.
- 8.3. The Performance Security shall be furnished from any Nationalised Banks/ Scheduled Commercial Banks approved by Reserve Bank of India.
- 8.4. Failure of the Selected Bidders to furnish the Performance Security as provided in Clause 8.1 would constitute sufficient grounds for the annulment of Letter of Acceptance. In such event, the Authority reserves the right to take any such measure as may be deemed fit in the sole discretion of the Authority.

9. CONFIDENTIALITY

- 9.1. Information relating to the evaluation of Applications and recommendations concerning awards shall not be disclosed to the Bidders who submitted the Applications or to other persons not officially concerned with the process until the winning Bidder has been notified that it has been awarded the contract.

DATA SHEET - INFORMATION TO CONSULTANTS

Sl. No.	Section	Title	Details
1.	1.1	Name of Client	Karnataka State Tourism Development Limited (KSTDC)
2.	1.1	The Method of Selection is	Pre-Qualification and Technical Evaluation
3.	1.2	A Technical Application is requested:	Yes
4.	1.2	Name and Description of Assignment	<p>The name, objectives, and description of the Assignment are: <i>"Request for Qualification for Empanelment of Consultants for Architectural, Design, Engineering and Project Management Consultancy Services"</i></p> <p>Objective: Karnataka State Tourism Development Corporation Limited, Government of Karnataka, intends to have a panel of Consultants (individually referred to as the "Consultant", collectively referred to as the "Consultants") providing Architecture, Design and Engineering Services (the "Services") whose services can be readily used for projects being taken up by the Karnataka State Tourism Development Corporation Limited and its affiliated agencies – DoT, JLR, KEA and KTIL (individually referred to as the "Authority").</p> <p>Through this RFQ, KSTDC intends to empanel agencies for providing comprehensive Architectural, Design, Engineering and Project Management Consultancy Services for their Infrastructure Projects.</p> <p>The Empanelment will be for a period of 3 years commencing from the Effective Date, and may be further extended for a period of 2 years at the sole discretion of KSTDC after a performance review.</p> <p>The details of the assignment and the scope of work are given in Section 5. Terms of Reference of this RFQ.</p>
5.	1.3	The Assignment is phased	No
6.	1.4	Pre-Application conference time and date	<p>A Pre-Application conference will be held: Yes</p> <p>Date and time as notified on the Karnataka Public Procurement portal.</p>

Sl. No.	Section	Title	Details
7.	1.4	Pre-Application conference venue	Conference Room, Karnataka State Tourism Development Corporation Limited, Ground Floor, BMTC Yeshwanthpur TTMC (Bus Stand), Yeshwanthpur Circle Bangalore 560022 Phone Number: 080 4334 4334
8.	1.5	The Client will provide the following inputs:	As per Terms of Reference
9.	1.7.2	The client envisages the need for continuity in downstream work	No
10.	1.8	Clauses on fraud and corruption	The clauses on fraud and corruption as defined in the RFQ Clause 1.7
11.	2.1	Clarification of any item of the RFP	Clarifications may be requested up to the date and time notified on the Karnataka Public Procurement portal. Requests for clarification beyond the notified date and time shall not be considered. Clarifications shall be requested through an e-mail sent to “ gadmin@kstdc.co ” and CC to “ project@kstdc.co ” with the subject line “ <i>Request for Qualification for Empanelment of Consultants for Architecture, Design, Engineering and Project Management Consultancy Services</i> ”
12.	3.1	Language of the Application	English
13.	3.9	Validity of Application	180 days from submission of Application
14.	4.6	Last Date and time for submission of Application	As notified in the Government of Karnataka's Karnataka Public Procurement Portal
15.	5.1	The address to send information to the Client is:	Karnataka State Tourism Development Corporation Limited, Ground Floor, BMTC Yeshwanthpur TTMC (Bus Stand), Yeshwanthpur Circle Bangalore 560022 Phone Number: 080 4334 4334
16.	5.3	Evaluation Criteria for Technical Application	As detailed below

5.3.1. Pre-Qualification Criteria

The Technical bids of only the Bidders satisfying the following Pre-qualification criteria will be evaluated:

Sl. No.	Pre-Qualification Criteria	Supporting Documents to be submitted
1.	Legal Entity: The Applicant should be a company registered in India under The Indian Companies Act, 1956 and subsequent amendments thereto or a Partnership Firm registered under The Indian Partnership Act 1932 or Limited Liability Partnership Act 2008 or a Sole Proprietorship with registered under the applicable Shops and Establishment Act with a registered office and operations in India.	<ul style="list-style-type: none"> • If the Bidder is a company – <ul style="list-style-type: none"> ○ Copy of Certificate of Incorporation • If the Bidder is a limited liability partnership – <ul style="list-style-type: none"> ○ Copy of LLP Registration Certificate • If the Bidder is a partnership firm <ul style="list-style-type: none"> ○ Copy of Partnership Registration Certificate • If the Bidder is a Sole Proprietor <ul style="list-style-type: none"> ○ Copy of registration under applicable Shops and Establishment Act in name of the Bidder ○ Copy of GST Registration • All Applicants should submit self-attested copies of the following documents – <ul style="list-style-type: none"> ○ IT Returns for the last completed financial year (FY 2022-23 / AY 2023-24) ○ PAN card ○ GST Registration
2.	Years of Experience The Bidder should have been in existence for a minimum period of 5 years	<ul style="list-style-type: none"> • Technical Application Submission Form at Section 3A • Details of the Bidder in the format at Section 3B
3.	Not Blacklisted / Barred: The Applicant should not have been blacklisted/ barred by any Central or State Government or PSU and should not be involved in any major litigation that may affect or compromise the delivery of service required.	<ul style="list-style-type: none"> • Technical Application Submission Form at Section 3A
4.	Average Annual Turnover: The Applicant should have had a minimum annual turnover of INR 50 Lakh (Rupees Fifty Lakh) in any 3 (three) of the last 5 (Five) completed financial years (i.e., FY2018-19, FY 2019-20, FY 2020-21, FY 2021-22 and FY 2022-23).	<ul style="list-style-type: none"> • Certificate from a Independent Auditor / Statutory Auditor showing the turnover of the company for the last 5 (five) completed financial years (i.e., FY2018-19, FY 2019-20, FY 2020-21, FY 2021-22 and FY 2022-23) in the format available in Section 3C. •
5.	Power of Attorney or Board Resolution for Authorized Signatory: The Applicant must submit a duly executed Power of Attorney in favour of the Authorized Signatory of the Bidder or a Copy of Board Resolution duly authorizing the signatory for	Duly executed Power of Attorney in favour of the Authorized Signatory of the Bidder (Suggested format for Power of Attorney available at Section 3H) or a Copy of Board Resolution duly authorizing signatory for signing this bid

Sl. No.	Pre-Qualification Criteria	Supporting Documents to be submitted
	signing this bid.	
6.	<p>Experience with similar Projects The Bidder should have successfully completed at least two projects / works in the last 5 (five) years preceding the application due date, each with a project cost not less than INR 1 (One) Crore.</p> <p>The scope of work of the said projects / works furnished by the Bidder should be similar to the scope of work as specified below and also the same mentioned under Sub Section 2.1 of Section 4 - Terms of Reference of this RFQ Document.</p> <p><i>The projects / works shall be similar to the following:</i></p> <ul style="list-style-type: none"> ▪ Accommodation units like Hotels, Resorts ▪ Utilities and services in and around Tourist Destinations ▪ Wayside amenities, Yatri Nivas, Restaurants ▪ Tourist Plaza & last mile connectivity ▪ Tourist Facilitation Centres, toilets, drinking water facilities, cloak rooms, etc. 	<ul style="list-style-type: none"> • Bidder's References in the format available in Section 3D • Auditor Certificate for Assignments in the format available in Section 3E • Copy of work order / purchase order / contract issued by the client for the assignment(s). The work order / purchase order / contract should meet all the requirements as per the criteria and should clearly indicate the services provided as part of the assignment.
7.	<p>Key Professional Staff The Bidder shall submit CVs of the Key Professional Staff meeting the qualification and experience requirements specified in Sub Section 9 of Section 4 - Terms of Reference of this RFQ document.</p> <p><i>The Applicant should have the Team Leader, Structural Engineer and Quantity Survey Engineer on the payroll of their firm. The Interior Designer, MEP Consultant and the Green Building Certification Consultant can be employed with the Applicant as full time / part time / on contract basis. The Applicant will be required to showcase relevant documents to confirm association of the Key Professional with the Applicant at any point of time during the bid process or during the tenure of empanelment.</i></p>	<ul style="list-style-type: none"> • Team Structure and Task Assignments for the Bidder's team in the format at Section 3F – Team Composition • CVs of the following Key Professional Staff to be provided in the format available at Section 3F – Format of CV <ol style="list-style-type: none"> 1. Team Leader (Architect) 2. Structural Engineer 3. MEP Consultants 4. Quantity Survey Engineer 5. Interior Designer 6. Green Building Certification Consultant
8.	<p>Number of Fulltime Employees The Bidder should have minimum 10 fulltime employees on their rolls.</p>	Signed undertaking from Head of HR / Administration or Company Secretary for the Bidder stating the details of number of employees in the rolls of the Company as on the date of submission of the Application.

Sl. No.	Pre-Qualification Criteria	Supporting Documents to be submitted
9.	Architect Registration All the Senior Associates, Senior Project Architects, and any Architect who will be signing the Architectural Drawings will have to be registered with the Council of Architecture	Copy of Council of Architecture Registration Certificate of the Senior Associates, Senior Project Architects, and Architects who will be signing the Architectural Drawings on behalf of the firm
10.	Undertaking for Empanelment Applicant agrees to having experience and a multi-disciplinary team for empanelment and subsequently undertaking the assignments.	Undertaking for empanelment at Section 3G

• **NOTE:**

- For Projects where the Bidder has worked as a consortium member, the Bidder shall furnish documents to substantiate the role of the firm in the project. The Client reserves the right to request any further supporting documents from the selected Bidder prior to the signing of the contract
- The Financial Capacity and Project Experience of the parent/subsidiary/associate entities of the Bidder would not be considered for evaluation
- The Client shall be free to make enquiries from previous clients of the Bidder about the work, conduct, performance, quality of service and such other related general enquiries about the Bidders. The Bidder would have no objection to the Client making such enquiries from their existing/past clients.
- *Proof of Commencement:* Copy of work order / purchase order / contract issued by the client for the assignment(s). The work order / purchase order / contract should meet all the requirements as per the criteria and should clearly indicate the services provided as part of the assignment.
- *Proof of Completion:* The Bidder is required to submit at least one of the following supporting documents as proof of completion for the projects quoted for eligibility and evaluation –
 - Certificate of Completion from the Client, signed by authorized representative for the Client
 - Self-certification from Authorized signatory of the Firm along with the supporting documents issued by respective Clients substantiating completion of the assignment.
- *Proof of Substantial Completion:* For currently ongoing projects, the Bidder may submit a certificate of Substantial Completion signed by the authorized representative of the client. A project is considered as Substantially Completed if any one of the below mentioned conditions has been met –
 - At least 80% of the Project Activities have been completed. As supporting document, a list of activities completed in the project that is certified from the client should be submitted
 - 50% of the Contract Price has been paid to the Bidder as part of the project work. As supporting document, Work Order or Invoice or PO/Certificate from the client detailing the payment made to the Bidder against each deliverable should be submitted.
 - Self-certification from Authorized signatory of the Bidder along with the supporting documents issued by respective Clients substantiating completion of the assignment.

5.3.2. Technical Evaluation Criteria

The Bidder shall be evaluated according to the below mentioned parameters –

Sl. No.	Criteria	Marks
1.	Financial Strength of the Bidder	10 marks
2.	Experience with Similar Projects of the Bidder	40 marks
3.	Qualification and Experience of Key Professional Staff	30 marks
4.	Technical Portfolio Presentation	20 marks
TOTAL		100 marks

S.N.	Technical Criteria	Maximum Marks	Supporting Documents
1. Financial Strength of the Bidder			
i1.1	<p>Average Annual Turnover: The Applicant should have had a minimum annual turnover of INR 50 Lakh (Rupees Fifty Lakh) in any 3 (three) of the last 5 (Five) completed financial years (i.e., FY2018-19, FY 2019-20, FY 2020-21, FY 2021-22 and FY 2022-23).</p> <ul style="list-style-type: none"> At least INR 50 lakh and up to INR 1 Crore – 5 marks Above INR 1 Crore and up to INR 2 Crore – 7 marks Above INR 2 Crore – 10 marks 	10 Marks	<ul style="list-style-type: none"> Certificate from a Independent Auditor / Statutory Auditor showing the turnover of the company for the last 5 (five) completed financial years (i.e., FY2018-19, FY 2019-20, FY 2020-21, FY 2021-22 and FY 2022-23) in the format available in Section 3C. .
Sub Total			10 Marks
2. Experience of Bidder			
2.1	<p>Experience with Similar Projects The Bidder should have successfully completed at least two projects/ works in the last 5 (five) years preceding the application due date, each with a project cost not less than INR 1 (One) Crore. The scope of work of the said projects / works furnished by the Bidder should be similar to the scope of work as specified below and also the same mentioned under Sub Section 2.1 of Section 4 - Terms of Reference of this RFQ Document.</p> <p><i>The projects / works shall be similar to the following:</i></p> <ul style="list-style-type: none"> Accommodation units like Hotels, Resorts Utilities and services in and around Tourist Destinations 	30 Marks	<ul style="list-style-type: none"> Bidder's References in the format available in Section 3D Auditor Certificate for Assignments in the format available in Section 3E Copy of work order / purchase order / contract issued by the client for the assignment(s). The work order / purchase order / contract should meet all the requirements as per the criteria and should clearly indicate the services provided as part of the assignment. Proof of Completion / Proof of Substantial Completion for the assignment .

S.N.	Technical Criteria	Maximum Marks	Supporting Documents
	<ul style="list-style-type: none"> Wayside amenities, Yatri Nivas, Restaurants Tourist Plaza & last mile connectivity Tourist Facilitation Centres, toilets, drinking water facilities, cloak rooms, etc. <p>The Bidder may submit projects / works where the client may be Government / Private sector.</p> <ul style="list-style-type: none"> 2 eligible projects/works – 15 marks More than 2 up to 4 eligible projects/works – 20 marks More than 4 up to 7 eligible projects/works – 25 marks More than 7 up to 10 eligible projects/works – 30 marks 		
2.2	<p>Experience with Government Projects</p> <p>The Bidder should have successfully completed at least two projects/ works for Central Government agencies or State Government agencies or their undertakings in the last 5 (five) years preceding the application due date, each with a project cost not less than INR 1 (One)Crore.</p> <p>The scope of work of the said projects / works furnished by the Bidder should be similar to the scope of work as specified below and also the same mentioned under Sub Section 2.1 of Section 4 - Terms of Reference of this RFQ Document.</p> <p><i>The projects / works shall be similar to the following:</i></p> <ul style="list-style-type: none"> Accommodation units like Hotels, Resorts Utilities and services in and around Tourist Destinations Wayside amenities, Yatri Nivas, Restaurants Tourist Plaza & last mile connectivity Tourist Facilitation Centres, toilets, drinking water facilities, cloak 	10 Marks	<ul style="list-style-type: none"> Bidder's References in the format available in Section 3D Auditor Certificate for Assignments in the format available in Section 3E Proof of Commencement for the assignment .

S.N.	Technical Criteria	Maximum Marks	Supporting Documents
	<p>rooms, etc.</p> <ul style="list-style-type: none"> For 2 (two) eligible projects/ works – 7 marks For more than 2 (two) eligible projects/ works – 10 marks 		
Sub Total			40 Marks
3. Qualification and Experience of Key Professional Staff			
3.1	<p>Team Leader (Architect)</p> <ul style="list-style-type: none"> Educational Qualification as per Sub Section 9 of Section 4 of Terms of Reference – 5 marks Years of Experience as per Sub Section 9 of Section 4 of Terms of Reference – 5 marks 	10 Marks	<ul style="list-style-type: none"> Team Structure and Task Assignments for the Bidder's team in the format at Section 3F – Team Composition CVs of the Key Professional Staff to be provided in the format available at Section 3F – Format of CV
3.2	<p>Structural Engineer</p> <ul style="list-style-type: none"> Educational Qualification as per Sub Section 9 of Section 4 of Terms of Reference – 4 marks Years of Experience as per Sub Section 9 of Section 4 of Terms of Reference – 4 marks 	8 Marks	<ul style="list-style-type: none"> Team Structure and Task Assignments for the Bidder's team in the format at Section 3F – Team Composition CVs of the Key Professional Staff to be provided in the format available at Section 3F – Format of CV
3.3	<p>MEP Engineer</p> <ol style="list-style-type: none"> Educational Qualification as per Sub Section 9 of Section 4 of Terms of Reference – 1 mark Years of Experience as per Sub Section 9 of Section 4 of Terms of Reference – 2 marks 	3 Marks	<ul style="list-style-type: none"> Team Structure and Task Assignments for the Bidder's team in the format at Section 3F – Team Composition <p>CVs of the Key Professional Staff to be provided in the format available at Section 3F – Format of CV</p>
3.4	<p>Quantity Survey Engineer</p> <ul style="list-style-type: none"> Educational Qualification as per Sub Section 9 of Section 4 of Terms of Reference – 1 mark <p>Years of Experience as per Sub Section 9 of Section 4 of Terms of Reference – 2 marks</p>	3 marks	<ul style="list-style-type: none"> Team Structure and Task Assignments for the Bidder's team in the format at Section 3F – Team Composition CVs of the Key Professional Staff to be provided in the format available at Section 3F – Format of CV
3.5	<p>Interior Designer</p> <ul style="list-style-type: none"> Educational Qualification as per Sub Section 9 of Section 4 of Terms of 	3 marks	<ul style="list-style-type: none"> Team Structure and Task Assignments for the Bidder's team in the format at Section 3F – Team Composition

S.N.	Technical Criteria	Maximum Marks	Supporting Documents
	Reference – 1 mark Years of Experience as per Sub Section 9 of Section 4 of Terms of Reference – 2 marks		<ul style="list-style-type: none"> CVs of the Key Professional Staff to be provided in the format available at Section 3F – Format of CV
3.6	Green Building Certification Consultant <ul style="list-style-type: none"> Educational Qualification as per Sub Section 9 of Section 4 of Terms of Reference – 1 mark Years of Experience as per Sub Section 9 of Section 4 of Terms of Reference – 2 marks	3 marks	<ul style="list-style-type: none"> Team Structure and Task Assignments for the Bidder's team in the format at Section 3F – Team Composition CVs of the Key Professional Staff to be provided in the format available at Section 3F – Format of CV
Sub Total			30 Marks
4. Technical Portfolio Presentation			
i.	About the Firm Brief presentation about the firm, founders, notable achievements, government empanelment, etc.	5 marks	The shortlisted Applicants will have to give a presentation in the format provided. The proposed Team Leader should be present during the meeting. One hard copy of the presentation should be submitted along with soft copy
ii.	Experience of the Bidder Experience of key projects, innovative solutions, and working in similar projects. Highlight experience of working with government clients	10 marks	
iii.	Strength of the Proposed Team Capability of proposed team in terms of qualifications, experience, and achievements.	5 marks	
Sub Total			20 Marks
Total			100 Marks

• **NOTE:**

- Under the Experience of Bidder sub-section, the Bidder can submit the same assignment for consideration for Evaluation criteria Experience with Similar Projects and Evaluation Criteria Experience with Government Projects.
- For Projects where the Bidder has worked as a consortium member, the Bidder shall furnish documents to substantiate the role of the firm in the project. The Client reserves the right to request any further supporting documents from the selected Bidder prior to the signing of the contract
- The Financial Capacity and Project Experience of the parent / subsidiary / associate entities of the Bidder would not be considered for evaluation
- The Client shall be free to make enquiries from previous clients of the Bidder about the work, conduct, performance, quality of service and such other related general enquiries about the Bidders. The Bidder would have no objection to the Client making such enquiries from their existing/past clients.

5. Under the Qualification and Experience for Key Professional Staff, if any of the Key Professional Staff proposed by the Applicant doesn't meet either Qualification or Experience criteria stipulated in Section 9 of Terms of Reference of this RFQ Document, zero marks shall be allotted for the respective criteria.
6. The Bid Evaluation Committee reserves the right to not consider a Applicant for empanelment if it is found that the Firm doesn't have the required Project Experience or Key Professional staff with the specified qualification and experience mentioned in the RFQ Document.
7. The Applicants are requested to go through the RFQ carefully and submit the required information. The Applicants are also recommended to cross check the Technical Application with the Checklist provided in Annexure 2.
8. *Proof of Commencement:* Copy of work order / purchase order / contract issued by the client for the assignment(s). The work order / purchase order / contract should meet all the requirements as per the criteria and should clearly indicate the services provided as part of the assignment.
9. *Proof of Completion:* The Bidder is required to submit at least one of the following supporting documents as proof of completion for the projects quoted for eligibility and evaluation –
 - Certificate of Completion from the Client, signed by authorized representative for the Client
 - Self-certification from Authorized signatory of the Firm along with the supporting documents issued by respective Clients substantiating completion of the assignment
10. *Proof of Substantial Completion:* For currently ongoing projects, the Bidder may submit a certificate of Substantial Completion signed by the authorized representative of the client. A project is considered as Substantially Completed if any one of the below mentioned conditions has been met -
 - At least 80% of the Project Activities have been completed. As supporting document, a List of activities completed in the project that is certified from the client should be submitted
 - 50% of the Contract Price has been paid to the Bidder as part of the project work. As supporting document, Work Order or Invoice or PO/Certificate from the client detailing the payment made to the Bidder against each deliverable should be submitted.
 - Self-certification from Authorized signatory of the Bidder along with the supporting documents issued by respective Clients substantiating completion of the assignment.

Sl. No.	Section	Title	Details
17.	5.4	Minimum Technical score for Technical Qualification	The Bidder must achieve a minimum of 70 marks overall to be technically qualified for empanelment. Post the presentation, the top scoring technically qualified Bidders will be selected for empanelment
18.	8.1	Performance Security	INR 1,00,000/- (Rupees One Lakh only)

Section 3. Technical Application – Standard Forms

3A. Technical Application Submission Form.

3B. Details of the Bidder

3C. Financial Capacity of the Bidder

3D. Bidder's References

3E. Auditor Certificate for Assignments

3F. Team Composition and Format of Curriculum Vitae of proposed Key Professional Staff

3G. Undertaking for Empanelment

3H. Power of Attorney of Authorised Signatory

3A. Technical Application Submission Form

[Location, Date]

FROM:

(Name of the Applicant)

(Address of the Applicant)

To:

The Managing Director,
Karnataka State Tourism Development Corporation Limited,
Ground Floor, BMTC Yeshwanthpur TTMC (Bus Stand),
Yeshwanthpur Circle
Bangalore – 560 022

Dear Sir:

Subject: Application for “Request for Qualification for Empanelment of Consultants for Architecture, Design, Engineering and Project Management Consultancy Services”

We, the undersigned, having examined all relevant documents including the RFQ Document and understood their contents are desirous to be empanelled as Consultants for Architectural and Engineering Services and hereby apply for the same.

We are hereby submitting our Application which includes this Technical Application on the Government of Karnataka Public Procurement portal.

We hereby undertake as follows:

1. All information provided in the Application /Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
2. I/We shall make available to the Client any additional information it may deem necessary or require for supplementing or authenticating the Application / Proposal.
3. I/We certify that in the last three years, we or any of our Associate have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
4. I/we have not blacklisted / barred by the Government of Karnataka or any of its agencies for any reasons whatsoever.
5. I/we have not been blacklisted / barred by the Central / any other State / UT Government or its agencies for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices or for backing out from the execution of contract after an award of work.
6. I/we am/are not involved in any major litigation that may affect or compromise the delivery of service required if we were to be awarded with this work.
7. I/we declares that no previous transgression occurred in the last three years immediately before submission of our Application/ Proposal, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify our exclusion from the tender process.

8. I/we have an office in Karnataka at [insert office address] or I/we shall set up an office in Karnataka within 3 (three) months from the signing of the Contract for the purpose of the assignment at our own cost.
9. I/we agree that if I/we makes incorrect statement on this subject, I/we can be disqualified from the tender process
10. I/We have examined and have no reservations to the RFQ Documents, including any Addendum issued by the Client.
11. I/We do not have any conflict of interest
12. /we hereby undertake that the information / documents / Experience certificate submitted by M/s [Name of Bidder] along with this Request for Qualification for Empanelment of Consultants for Architectural, Design, Engineering and Project Management Consultancy Services are genuine and nothing has been concealed.
13. I / we shall have no objection in case the Client verifies the document submitted from the concerned issuing clients / authority(ies). I shall also have no objection in providing the original copy of the document(s), in case the Client demands so for verification.
14. I / we hereby confirm that in case, any document, information & /or certificate submitted by me found to be incorrect/false/fabricated, the Client at its discretion may disqualify / reject my application for pre-qualification out rightly and also debar me/M/s [Name of Bidder] from participating in any future tenders/PQ.
15. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal or Request for Empanelment issued by or any Contract entered into with the Client or any other public sector enterprise or any government, Central or State; and
16. The Proposal is unconditional
17. I/We agree to keep this offer valid for 180 (One Hundred and Eighty) days from the Proposal Due Date specified in the RFQ.
18. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Applicant, without incurring any liability to the Applicants
19. I/We hereby submit a declaration that the proposal submitted by the undersigned on behalf of the tenderer (*Name of the Applicant*) shall not be withdrawn or modified during the period of validity or extended period of validity.

Our Application is unconditional and binding upon us.

We understand you are not bound to accept any Application you receive. We remain,

Yours sincerely,

Authorised Signatory:

Name and Title of Signatory:

Name of Bidder:

Address:

3B. Details of the Bidder

(On the Letterhead of the Bidder)

Sl. No.	Criteria	Details
1.	Bidder Details	
a.	Name of Company / Partnership / Firm	
b.	Country of Incorporation	
c.	Date of Incorporation and/or Commencement of Business	
d.	Brief description of the Company / Partnership / Firm including details of its main lines of business and proposed roles and responsibilities in this Project	
e.	Registered Office Details	Address: Contact Person: Mobile: Phone: Email: Fax:
f.	Branch/Regional Office Details	Address: Contact Person: Mobile: Phone: Email: Fax:
g.	Details of the Authorized Signatory	Name: Designation: Address: Phone: Email:
h.	Details for individual(s) who will serve as Point of Contact	Name: Designation: Mobile: Phone: Email:
i.	Nature of Business. COI, MOA & MOM to be submitted.	(such as Govt. Organization/Undertaking, Public/Private Ltd. Co., Partnership Firm, HUF, etc.)
2.	Company or Firm registration details with the supporting documents either copy of the Certificate of Incorporation by the Registrar of Companies or of the Registration Certificate issued by Registrar of Firms	
3.	Undertaking for number of years of experience	Number of Years: Enclosed: [] Yes [] No
4.	PAN Card Number. Self-attested copy to	Number:

Sl. No.	Criteria	Details															
	be enclosed.	Enclosed: <input type="checkbox"/> Yes <input type="checkbox"/> No															
5.	GST Number. Submit self-attested copy of GST Registration Certificate	Number: Enclosed: <input type="checkbox"/> Yes <input type="checkbox"/> No															
6.	Financial Capacity of the Bidder	As per Section 3C															
7.	IT Returns for the last completed financial years (AY 2023-24/ FY 2022-23)	Enclosed: <input type="checkbox"/> Yes <input type="checkbox"/> No															
8.	Work Experience of the Bidder	As per Section 3D															
9.	Proof of minimum number of full-time employees in the Agency	Enclosed Undertaking from Head of HR / Administration or Company Secretary regarding number of full-time employees in the Agency <input type="checkbox"/> Yes <input type="checkbox"/> No															
10.	Team composition and CVs of proposed Key Professional Staff (Suggested Format at Section 3F)	CVs of the following Key Personnel – <ul style="list-style-type: none"> Team Leader/Architect: <input type="checkbox"/> Yes <input type="checkbox"/> No Structural Engineer: <input type="checkbox"/> Yes <input type="checkbox"/> No MEP Consultant Engineer: <input type="checkbox"/> Yes <input type="checkbox"/> No Interior Designer: <input type="checkbox"/> Yes <input type="checkbox"/> No Quantity Survey Engineer: <input type="checkbox"/> Yes <input type="checkbox"/> No Green Building Certification Consultant : <input type="checkbox"/> Yes <input type="checkbox"/> No 															
11.	Signed Undertaking for Empanelment (Section 3G)	Enclosed: <input type="checkbox"/> Yes <input type="checkbox"/> No															
12.	Power of Attorney of Authorised Signatory (Section 3H)	Enclosed: <input type="checkbox"/> Yes <input type="checkbox"/> No															
13.	List projects where any disputes / litigation / arbitration was invoked and or the consultancy services were abandoned / suspended by the Bidder. Suppression of any information in this regard may lead to cancellation of empanelment of the Bidder concerned, if such information comes to the notice of Authority after empanelment.	<table border="1"> <thead> <tr> <th>Sl. No.</th><th>Name of Project</th><th>Name of Client</th><th>Location</th><th>Status</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Sl. No.	Name of Project	Name of Client	Location	Status										
Sl. No.	Name of Project	Name of Client	Location	Status													

Authorised Signatory: _____

Name and Title of Signatory: _____

Bidder's Name: _____

3C. Financial Capacity of the Bidder

(On the Letterhead of the Independent Auditor / Statutory Auditor)

Date:

We have verified the relevant records of M/s. _____ [Name of the Bidder], and certify that their annual turnover in the last five (5) financial years is as mentioned in the table below.

Annual Turnover (INR Lakhs)				
FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23

We hereby certify that of M/s. _____ [Name of the Bidder] has an average annual turnover of INR 50,00,000/- (Rupees Fifty Lakh) in any 3 (three) of the last 5 (five) completed financial years (i.e., FY 2018-19, FY 2019-20, FY 2020-21, FY 2021-22, and FY 2022-23)

Name and Address of the Bidder's Bankers:

Name: _____
Address: _____

This certificate is being issued to be produced before Department of Tourism, Government of Karnataka for the assignment “**Empanelment of Consultants for Architectural , Engineering, and Project Management Consultancy Services for Infrastructure Projects**”.

(Seal and signature of Auditor)

Name of the audit firm: _____

CA Membership Number: _____

Date: _____

Instructions:

1. The Bidder should provide details of their own Financial Capacity as specified in Data Sheet Clause 5.3.1 Sl. No. 3.
2. The Financial Capacity of the parent / subsidiary / associate entities of the Bidder would not be considered for evaluation.

3D. Bidder's References

Bidder's relevant services carried out in the five (5) years preceding the application due date that best illustrate Qualifications.

A. Summary of Experience

Bidder shall provide a summary of their work experiences in the following format –

Sl. No.	Start Date (Month, Year)	End Date (Month, Year)	Name of Client (indicate if Govt. Client)	Client Reference (Name, Designation, Phone/Email)	Name and Brief Description of Assignment	Value of Assignment (Contract Price of Project/Works)	Total Project Cost of the project	Location of Assignment
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

(Add more rows as necessary, indicate Central Government agency or State Government agency or their undertakings as Client where applicable)

Note:

1. The Bidder may submit an assignment for consideration under multiple criteria. However, such assignment shall be listed under each of the relevant criteria.
2. The Bidder shall quote their experience as an individual firm for consideration for the assessment of experience for all criteria. For Assignments where the Bidder has worked as a consortium member, the Bidder shall furnish documents to substantiate the role of the firm in the assignment. The Client reserves the right to request any further supporting documents from the selected Bidder prior to the signing of the contract

B. Details of Experience

Using the format below, provide information on each reference assignment for which your Firm/ Entity, either as a single firm as a corporate entity or as one of the major companies within an association, was legally contracted.

Sl. No.	Particulars	Details
1.	Name of Assignment	
2.	Applicable Pre-Qualification / Evaluation Criteria of this RFP	<ul style="list-style-type: none"> • Experience with Infrastructure Projects of Accommodation units like Hotels, Resorts [] Yes [] No • Experience with Infrastructure Projects of Utilities and services in and around Tourist Destinations [] Yes [] No • Experience with Infrastructure Projects of Wayside amenities, Yatri Nivas, Restaurants [] Yes [] No

Sl. No.	Particulars	Details
		<ul style="list-style-type: none"> Experience with Infrastructure Projects of Tourist Plaza & last mile connectivity [] Yes [] No Tourist Facilitation Centres, toilets, drinking water facilities, cloak rooms, etc [] Yes [] No
3.	Name of Client	
4.	Location of Client	
5.	Contact Person for Client	Name: Designation: Phone: Email:
6.	Start Date of Assignment	
7.	End Date of Assignment	
8.	Value of Assignment (Contract Value or Payments Received)	
9.	Brief description of the Assignment	
10.	Narrative description of assignment	
11.	Description of Actual Services provided by your staff	
12.	Brief Description of Results Achieved	
13.	Key Personnel / Senior Staff involved	
14.	Name and Role of Associated Consultants/ Agency if any	
15.	Proof of Commencement for Assignment issued by Client	Type of Document: Date of Issue of Document: Enclosed: [] Yes [] No
16.	Proof of Substantial Completion for Assignment <ul style="list-style-type: none"> 	Type of Document: Date of Issue of Document: Enclosed: [] Yes [] No

Bidder's Name: _____

Note:

- For Projects where the Bidder has worked as a consortium member, the Bidder shall furnish documents to substantiate the role of the firm in the project. The Client reserves the right to request any further supporting documents from the selected Bidder prior to the signing of the contract
- The Financial Capacity and Project Experience of the parent / subsidiary / associate entities of the Bidder would not be considered for evaluation

3. The Client shall be free to make enquiries from previous clients of the Bidder about the work, conduct, performance, quality of service and such other related general enquiries about the Bidders. The Bidder would have no objection to the Client making such enquiries from their existing/past clients.
4. *Proof of Commencement:* Copy of work order / purchase order / contract issued by the client for the assignment(s). The work order / purchase order / contract should meet all the requirements as per the criteria and should clearly indicate the services provided as part of the assignment.
5. *Proof of Completion:* The Bidder is required to submit at least one of the following supporting documents as proof of completion for the projects quoted for eligibility and evaluation –
 - Certificate of Completion from the Client, signed by authorized representative for the Client
 - Self-certification from Authorized signatory of the Firm along with the supporting documents issued by respective Clients substantiating completion of the assignment
6. *Proof of Substantial Completion:* For currently ongoing projects, the Bidder may submit a certificate of Substantial Completion signed by the authorized representative of the client. A project is considered as Substantially Completed if any one of the below mentioned conditions has been met –
 - At least 80% of the Project Activities have been completed. As supporting document, a List of activities completed in the project that is certified from the client should be submitted
 - 50% of the Contract Price has been paid to the Bidder as part of the project work. As supporting document, Work Order or Invoice or PO/Certificate from the client detailing the payment made to the Bidder against each deliverable should be submitted.
 - Self-certification from Authorized signatory of the Bidder along with the supporting documents issued by respective Clients substantiating completion of the assignment.

3E. Auditor Certificate for Assignments

(On the Letterhead of the Independent Auditor / Statutory Auditor)

Date: _____

To Whomsoever It May Concern

We have verified the relevant statutory and other records of M/s _____ [Name of the Bidder], and certify that the information and supporting documents submitted by M/s _____ [Name of the Bidder] as per the following is true and correct.

Sl. No.	Name of Client	Name of Assignment	Start Date (Month, Year)	End Date (Month, Year)	Value of Assignment (INR Lakhs)	Amount of Payment Received (INR Lakhs)
1.						
2.						
3.						
4.						
5.						
6.						

*Kindly provide the above details for all the projects submitted for evaluation under Form 3D

This certificate is being issued to be produced before Department of Tourism, Government of Karnataka for **“Request for Qualification for Empanelment of Consultants for Architectural, Design, Engineering and Project Management Consultancy Services”**.

(Seal and signature of Auditor)

Name of the audit firm: _____

CA Membership Number: _____

Date: _____

3F. Team Composition and Task Assignments

A. Team Composition

Note: One resource shall be proposed for only one position, i.e., the same resource cannot be proposed for more than one position.

Sl. No.	Name	Position	Man-months Required	Location	Key Tasks
1		Team Leader (Architect)			
2		Structural Engineer			
3		MEP Consultants			
4		Quantity Survey Engineer			
5		Interior Designer			
6		Green Building Certification Consultant			

(Bidder should consider support staff required to fulfil the scope of services.)

B. Format of Curriculum Vitae of proposed Key Professional Staff

Name of the Entity							
Name of Staff <i>[Provide full name]</i>							
Proposed Position <i>[Only one candidate to be nominated for each position]</i>							
Name of current employer							
Years with the current employer <i>[in years and months]</i>							
Total Years of Experience <i>[in years and months]</i>							
Association with the Bidder	a. In what capacity: <i>Full time/Part time/Contract employee</i> b. Since when: <i>Month, Year</i> c. Whether association is for this project alone: <i>Yes/No</i>						
Date of Birth <i>[dd/mm/yyyy]</i>							
Nationality							
Key Educational Qualifications <i>[Summarize college/university and other specialised education of staff member, giving names of</i>	Sl. No.	Start Date	End Date	School/ College	University	Location	Degree Obtained
	1						
	2						

schools, dates attended and degrees obtained]	3						
Employment Record [Starting with the present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organisation, titles of positions]	Sl. No.	Name of the Organization	Designation	From (month, year)	To (month, year)		
	1						
	2						
	3						
Papers presented / research carried out/ trainings / books published / awards received / honours conferred, if any	[List of papers presented / research carried out/ trainings / books published / awards received / honours conferred, if any]						
Key Work Experiences¹ [replicate the above parameters and list all the assignments to be considered for Technical Evaluation of the proposed Key Personnel]	Brief of key experience of the proposed Key Personnel						
<p>Assignment 1: [Name of the assignment]</p> <p>Year: [From-To]</p> <p>Location:</p> <p>Client:</p> <p>Position held:</p> <p>Main project features: [Brief of the project]</p> <p>Activities performed: [List of all the activities performed in the assignment]</p> <ul style="list-style-type: none"> • • • 							
<p>Assignment 2: [Name of the assignment]</p> <p>Year: [From-To]</p> <p>Location:</p> <p>Client:</p> <p>Position held:</p> <p>Main project features: [Brief of the project]</p> <p>Activities performed: [List of all the activities performed in the assignment]</p> <ul style="list-style-type: none"> • • • <p>(additional rows may be added to showcase more assignments)</p>							
Membership with Professional bodies:	[List of memberships]						

¹ Kindly ensure experience covers the requirements as per Clause 7 of Section 5. Terms of Reference

Proficiency in Languages <i>[Excellent, good, fair and poor]</i>	Language	Speaking	Reading	Writing
	English			
	Kannada			
	Hindi			

Undertaking for Relevant Qualification and Experience:

I hereby undertake that I meet the following requirements for the position of _____ (proposed position) for the assignment “*Empanelment of Consultants for Architectural, Design, Engineering and Project Management Consultancy Services*”.

- Educational Qualification: _____
- Experience: _____

[Kindly specify educational qualification and experience as per the requirements specified in of Section 5. Terms of Reference for the proposed position of the staff]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

(Signature of staff member) Date: _____

Full Name of Staff Member: _____

(Signature of authorised representative of the Bidder) Date: _____

Full Name of Authorized Representative: _____

3G. Undertaking for Empanelment

(* To be executed on appropriate stamp paper)

Affidavit of Mr.....S/o.....
R/o.....
.....

The deponent above named to hereby solemnly affirm and declare as under:

a) That I am the Proprietor / Authorized signatory of M/s.having its Head Office /Regd. Office at

b) That the information / documents / Experience certificate submitted by M/s.....along with this **Request for Qualification for Empanelment of Consultants for Architectural, Design, Engineering and Project Management Consultancy Services** to Karnataka State Tourism Development Corporation Limited are genuine and nothing has been concealed.

c) I shall have no objection in case Karnataka State Tourism Development Corporation Limited verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case Karnataka State Tourism Development Corporation Limited, demand so for verification.

d) I hereby confirm that in case, any document, information & /or certificate submitted by me found to be incorrect/false/fabricated, Karnataka State Tourism Development Corporation Limited at its discretion may disqualify / reject my application for pre-qualification out rightly and also debar me/M/s.from participating in any future tenders/PQ.

Deponent

I,, the Proprietor / Authorized signatory of M/s., do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified atthisday of

Deponent

3H. Power of Attorney of Authorised Signatory

(* To be executed on appropriate stamp paper)

Know all men by these presents, we..... (Name of the Bidder and Address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr/Ms (name), son / daughter / wife of and presently residing at, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the "Authorized Signatory") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for pre-qualification and submission of our bid for Services for the proposed assignment **"Request for Qualification for Empanelment of Consultants for Architectural, Design, Engineering and Project Management Consultancy Services"** by the Managing Director, Karnataka State Tourism Development Corporation Limited (the "Client") including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Application Conference and other meetings and providing information/ responses to the Client, representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our bid, and generally dealing with the Client in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us

AND we hereby agree to ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Signatory in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,, THE ABOVE NAMED IN PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20..... in line with the following points

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*

For [Name of the Bidder]

.....

(Signature, name, designation and address)

Witnesses:

1.

2.

(Notarised)

Accepted

.....

(Signature)

(Name, Title and Address of the Authorized Signatory)

Section 4. Terms of Reference

1. Background

Karnataka State Tourism Development Corporation Limited (KSTDC), intends to have a panel of Consultants (individually referred to as **“the Consultant”**, collectively referred to as **“the Consultants”**) for providing Architecture, Design and Engineering Services (the **“Services”**) whose services can be readily used for projects being taken up by the Karnataka State Tourism Development Corporation Limited and its affiliated agencies – DoT, JLR, KEA and KTIL (individually referred to as **“the Authority”**). The empanelment will help reduce the overall time for selection and deployment of consultants for architectural and engineering services.

2. Projects for Empanelment of Consultant

This RFQ is for Infrastructure Projects. These include projects such as those listed below or similar to those listed below:

- Development of accommodation units like Hotels, Resorts at designated areas
- Wayside amenities, Yatri Nivas, Restaurants
- Tourist Plaza & last mile connectivity
- Tourist Facilitation Centres, toilets, drinking water facilities, cloak rooms, etc.
- Repair, Restoration and upgradation of the properties/ infrastructure
- Utilities and services in and around Tourism Destinations

3. Process for Selection of Consultant from the Empanelled List of Consultants

3.1. For every Project or group of Projects to be executed, the Authority shall prepare an RFP in accordance with Karnataka Transparency in Public Procurement Act and Rules for the Selection of a Consultant for execution of the Project inviting the empanelled firms. The RFP shall include the following –

- Scope of Work
- Design Brief
- Time frame for work to be completed
- Evaluation Criteria / Bidding Parameter
- Terms and Conditions
- Draft Contract

3.2. An Evaluation Committee will be formed for the following activities –

- Evaluation of responsiveness to the important aspects of the Terms of Reference of the RFP
- Evaluation of technical Applications by applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet
- Evaluation and scoring of technical presentation on design concept and project appreciation
- Evaluation of overall technical Applications for achievement of minimum technical score as indicated in the Data Sheet
- Identification of Consultants who do not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference
- Identification of Consultants who have secured the minimum qualifying mark
- Determination of whether the Financial Applications are complete and correct any computational errors

- 3.3. Consultants who have secured the minimum qualifying mark shall be notified by the Authority and invited for the opening of the Financial Applications. The opening date shall not be sooner than one week after the notification date.
- 3.4. The Evaluation Committee appointed by the Authority shall be present during the open the financial bids of the Consultants that satisfy the technical eligibility for the Project and shall determine whether the Financial Applications are complete and correct any computational errors
- 3.5. Depending on the method of selection, either Least Cost Selection (LCS) or Quality and Cost Based Selection (QCBS), one of the Consultants shall be identified as the Selected Consultant and shall be invited for Negotiations in accordance with KTPP Act and Rules. The method of selection shall be determined based on the nature of the Project.
- 3.6. The Contract for the Project shall be awarded to the Selected Consultant after Negotiations have completed successfully. The Consultant is expected to commence the Assignment on the date and at the location specified by the Authority.

4. General Scope of Work for Selected Consultants

- 4.1. For each project, the general scope of work for the Consultant selected from among the Empanelled Consultants will be across multiple stages of the project development cycle. The Scope of work may vary from project to project based on requirement. This shall include but not be limited to –
 - Preparation of Detailed Project Report (DPR)
 - Tender Document Preparation and Tender Process Evaluation
 - Construction Supervision and Project Management
 - Quality Control and Quality Assurance
 - Green Building Rating Certification
- 4.2. The scope and design brief shall be appropriately customized as per the project requirements and form a part of the RFP issued to the empanelled Consultants.

5. Detailed Scope of Work for Empanelled Consultants

5.1. Preparation of Detailed Project Report

5.1.1. Review of Data and Documents

The Consultant shall collect necessary data from the relevant departments which may be required for the study. The major data and documents shall include, but not be limited to, the following:

- a. Relevant Topo/Sol maps
- b. Details of GTS Benchmarks
- c. Geological map
- d. Details of map/plans from Municipalities/Panchayats/PWD and other connected departments if required
- e. Comprehensive Developmental plan of the City/town if required
- f. Type and location of existing overhead and underground utility services
- g. Hydrological and Metrological Data

5.1.2. Reconnaissance and Inventory Survey

- a. The Consultant shall make an in-depth study of the project site and other available relevant information. The Consultant will have to arrange the required maps and the information needed by them from the potential sources.

- b. The detailed ground reconnaissance shall be taken up immediately after the study of maps and other data. The primary tasks to be accomplished during the reconnaissance surveys shall include;
 - 1. Topographical features of the area;
 - 2. Typical existing physical features at the site
 - 3. Preliminary identification of improvement requirements
 - 4. Inventory of major aspects including road, Cross Drainage Works, Intersections and side drains.
 - 5. Type and extent of existing utility services at the site (within ROW).
 - 6. Type and extent of existing water supply network available in the area.
- c. The data derived from the reconnaissance surveys has to be utilized for planning and programming the detailed surveys and investigations. All field studies shall be taken up on the basis of information derived from the reconnaissance surveys.

5.1.3. Topographic Surveys

The basic objective of the topographic survey would be to capture the essential ground features of the project site. The detailed field surveys shall be carried out using high precision instruments, i.e., Total stations and Automatic Levels. The Consultants would be fully responsible for any inaccuracy in surveys.

The detailed field surveys would essentially include collection of details for all features such as land, structures (bridges, culverts etc.) utilities, water supply system, existing roads, electric and telephone installations (both overhead as well as underground), huts, buildings, fencing and trees (with girth greater than 0.3 metre) oil and gas lines etc., falling within the extent of survey.

5.1.4. Soil and Material Survey

The Soil and material survey shall be carried out at the project site for finding the suitability of soil and its strength. Subsoil investigation shall be carried out as per IRC and BIS codes for the design of buildings and any other works.

5.1.5. Detailed Designs and Drawings

The Consultant has to perform the following tasks under Preparation of Detailed Design and Drawings –

- a. Design of Buildings such as Buildings and other infrastructure in line with the National Building Code provisions and as per the instruction of the Engineer in Charge.
- b. Architectural planning of the building satisfying the requirements of local/state planning guidelines and approvals based on FAR, setbacks, open areas, etc.
- c. Geotechnical Investigation as per Relevant Indian Standards to arrive at the Design Parameters.
- d. Preparation of Architectural Layout with entry and exit ramps, circulation area, parking bays and other required amenities
- e. The Structural Design of the building shall be in Compliance with the Relevant and Latest Indian Standard Codes and shall conform to Seismic zone requirements.
- f. Design of Electrical networks, in conformity with Relevant and Latest Indian Standard Codes and shall conform to Electrical Inspectorate norms.
- g. Design of Water Supply, Sanitary networks in conformity with National Building code and CPHEEO manuals / recommendations
- h. Design of Rainwater harvesting Arrangements.
- i. Preparation of drawings, plans, cross-section and other relevant drawings on suitable scales.
- j. Quantity estimation and costing based on PWD schedule of rates and data rates as required

- k. Framing of Technical specifications and Bill of Quantities (BOQ)
- l. Preparation and submission of Detailed Project Report in hard and soft copies

5.2. Tender Document Preparation and Process Management

The Consultant has to perform the following tasks under Tender Document Preparation for selection of Contractor –

- a. Preparation of Tender Document for procurement of Contractor as per the Standard Tender Documents for procurement of Goods, Works and Consultancies, whichever is applicable, as per the KTPP act
- b. Designing the 'Pre-qualification criteria', 'Technical Criteria', and detailed Scope of Work, in accordance with the objectives set by Karnataka State Tourism Development Corporation Limited
- c. Submission of a detailed Tender Document to the Department for selection of Contractor

5.3. Tender Process Evaluation

The Consultant has to perform the following tasks under Tender Process for selection of Contractor and awarding of Work Contract –

- a. Prepare BOQ and Estimates as per applicable PWD schedule of rates
- b. Necessary assistance in obtaining Administrative Approval and Technical sanction from competent authorities through the Authority
- c. Assist in finalization of Tender Documents which has to be uploaded in Government of Karnataka (GoK) Karnataka Public Procurement Portal as detailed out in the previous point
- d. Answering the technical queries raised by the contractors in the pre-bid meeting
- e. Preparing reply/clarifications for all the pre-bid questions
- f. Assisting in the evaluation of works bids received.
- g. Recommendation for award of work contracts
- h. The Consultant has to finalize the technical evaluation of the works bids received within 10 days from the date of opening of the technical bids and 3 days for evaluation of financial bids from the date of opening

5.4. Construction Supervision and Project Management

The Consultant shall perform the principal services outlined below as a part of the responsibility for the supervision of the works. They shall provide qualified professional staff with relevant experience. The Services will include but not limited to the following:

- a. Represent the interest of the Authority vis-a-vis the Contractor in any manner related to the construction contract and the proper execution thereof
- b. Furnish for the use of the Contractor all necessary topographic survey data as required for setting out of all permanent and temporary works.
- c. Review and recommend for approval the Contractor's work schedule or revisions thereto and any such plans or programmes that the Contractor is obliged to furnish for approval. The Consultant shall also prepare and submit a disbursement schedule for approval.
- d. Assess the adequacy of all inputs such as materials and labour provided by the Contractor and their methods of work in relation to the required rate of progress and when required, take appropriate action in order to expedite progress. Maintain and regularly update a list of the Contractor's equipment (and its condition) to ensure compliance with the Contractor's commitment as mentioned in the bid
- e. Inspect and evaluate all Contractor's installations and workers accommodation to ensure compliance with the terms and conditions of the contract.
- f. Examine and make recommendations on all claims from the Contractor for extension of time, extra compensation, work or expenses or other similar matters.

- g. Compute quantities of approved and accepted work and materials and check, certify and make recommendations on the Contractor's monthly and final payment certificates and shall prepare stage wise quality assurance reports and measurement recorded as per the PWD code of practice. All payments shall be checked and countersigned by the Consultant.
- h. Prepare and submit monthly reports on the progress of works, the Contractor's performance, quality of works and the project's financial status and forecasts.
- i. Propose and present for the approval any changes in the Contract Documents that may be deemed necessary for the completion of works including information on any effect the changes may have on the contract amount and the time of completion of the project, and prepare all specifications and other details.
- j. Inform on problems or potential problems, which arise in connection with the works contract and make recommendations for possible solutions.
- k. Maintain representatives at the site in such manner that adequate supervision of construction works is ascertained at all times when the Contractor is working.
- l. Provide timely assistance and direction to the Contractor in all matters related to the interpretation of the Contract Documents, ground survey controls, quality control testing & quality assurance through a certified accredited laboratory and other matters related to contract compliance and progress of the project.
- m. Organize the supervision of the works with proper allocation of responsibilities to the individual inspectors and supervise their work to ensure effective execution.
- n. Prepare and maintain inspection and engineering reports and records to adequately document the progress and performance of the works.
- o. Review and approve the Contractor's working drawings, and drawings for temporary works.
- p. Perform all survey measurements of completed or partial works where required for the determination of quantities.
- q. Assure the receipts and maintain as permanent records, all warranties required under the terms of the Contract Documents for materials and equipment accepted and incorporated in the project. All local materials incorporated in their source are also to be approved and as-built drawings to be prepared for all works by the contractor.
- r. Organize and ensure materials testing on the basis of the provisions in the needed to assure that the quality as per applicable codes.
- s. Inspect the safety aspects of the construction and temporary works to ensure that reasonable measures have been taken to protect life and property.
- t. Before the issuance of the certificate of provisional acceptance by the Authority, the Consultant shall carry out the necessary inspection, specify and supervise any remedial works to be carried out and recommend upon completion the inspection with representatives of the Contracting Authority and assist in issuing the certificate of substantial completion.
- u. Submit after review, to the Authority one complete set of reproducible, revised contract drawings showing the "as constructed" project, to the extent requested by the Authority and to the extent possible based on information provided by the Contractor.
- v. Perform all other tasks not specifically mentioned above but which are necessary, and essential to successfully supervise and control all construction activities in accordance with the terms of the works contract.
- w. Render services as project management Consultant also to plan and for timely completion of the project. The Consultant shall examine the actual progress achieved vis-à-vis, the accepted programme on a regular basis. If any shortfall is noticed, the Consultant shall study the reasons for such shortfall with specific reference to the inadequacies in the deployment of men, material and machinery at the site. The Consultant shall bring to the notice of the contractor to provide adequate men, material and machinery that are

absolutely essential to wipe off the accumulated shortfall over a reasonable time frame and also to prevent such occurrences of the shortfall in future.

- x. Provide Authority & their representative with all details of progress achieved vis-à-vis, the accepted work plan on a regular basis. If there are repeated slippages between the actual progress and work plan notwithstanding the action taken by the Contractor, the Consultant shall report to Authority & their representative with all the facts and figures including reasons for such repeated slippages in progress. The Consultant shall assist Authority & their representative in issuing notices to the contractor for wiping off the accumulated shortfall within a reasonable time frame. The Consultant shall also work out the penalties to be levied as per the agreement and intimate to Authority & their representative for taking necessary action.
- y. Deploy necessary competent and experienced design office professionals to support the Project Management Team as and when required during construction.
- z. Organize site meetings as and when required with the contractor to monitor the quality, construction schedule and any other matter pertaining to the project.
- aa. Consultant shall certify and recommend contractors running bill within three days from the date of submission of bills by the contractor in a duly prescribed electronic format with the printout of the same.

5.5. Quality Control and Quality Assurance

- a. All activities related to field studies and documentation shall be done as per the standard engineering practice and applicable codes.
- b. The Consultants should have a detailed Quality Assurance Plan (QAP) for all field studies.

5.6. Green Building Rating Certification

From the conceptual stage itself, the Consultant shall initiate required procedures for obtaining highest Green Building Rating Certification for the projects which are proposed to be developed as green buildings. The following shall be followed which will facilitate Green Building Rating Certification for the building.

- a. Manage the entire Green Building rating compliance and documentation process
- b. Perform all measurement and verification of credits as per the Green Building rating program
- c. Conduct Feasibility studies for the project in tandem with the rating system
- d. Take necessary steps for project registration with the Green Building Certification Authority
- e. Identify and implement operational improvements & equipment upgrades necessary to obtain the desired level of certification
- f. Compile all documentation, photos, technical specification, various calculations, getting the required authorization letters and signatures from stakeholders and any other write-ups and documentation required by the certification body to carry out the assessment of the project.
- g. Submit documents to the concerned Green Building Certification authority for the preliminary review and act as a one-point contact for the evaluators and respond to any clarifications solicited.
- h. After receiving preliminary review comments from the concerned Green Building Certification authority, prepare additional documents for final review as per required clarifications
- i. Submit documents to the concerned Green Building Certification authority for final review
- j. Final review comments with certification award
- k. Acceptance of award/ Appeal for the award of rejected credits

6. Interaction with Authority

- 6.1. During the entire period of services, the Consultant shall interact continuously with Authority and their representatives and provide any clarification as regard to methods being followed and carry out modification as suggested by Authority. A work plan shall be provided to Authority, and prior intimation shall be given to Authority regarding the start of key activities so that inspections of Authority officials could be arranged in time.
- 6.2. The Authority officers and other Government officers may visit the site at any time, individually or collectively to acquaint themselves with the field investigation and survey works.
- 6.3. During the construction period, the Consultant shall be required to send 3 copies each of concise monthly Progress Report by the 5th day of the following month to the Authority office so that progress could be monitored by the Authority. These reports will indicate the dates of induction and de-induction of various key personnel and the activities performed by them. Frequent meetings with the Consultant at site office or in Bengaluru are foreseen during the currency of project preparation tender process and project implementation.
- 6.4. All equipment, software and books etc. required for satisfactory services for this project shall be obtained by the Consultant at their own cost and shall be their property.
- 6.5. Consultant shall make a presentation covering all the details of the project at all required levels at Government whenever called for.

7. Deliverables

- 7.1. The following are the Deliverables to be submitted by the Consultant
 - Inception Report
 - Detailed Project Report including the main report, Designs, drawings, specifications, etc.
 - Bill of Quantities and estimates
 - Tender Document
 - Tender Evaluation Report
 - Monthly Progress Report during Construction Supervision & Project Management Stage
 - Quality Control & Quality Assurance Reports during Construction Supervision & Project Management Stage

Further, the reports shall also be submitted in CDs/DVDs (editable soft copy) in addition to 3 sets hard copies.

7.2. Inception Report (IR)

- 7.2.1. The Inception Report shall cover the following major aspects:
 - a. Project appreciation;
 - b. Detailed methodology to meet the requirements
 - c. Task Assignment and Manning Schedule;
 - d. Work plan;
 - e. Proforma for data collection;
 - f. Quality Assurance Plan (QAP)

7.3. Detailed Project Report

7.3.1. The Consultant shall submit a Draft Detailed project report (DPR) in accordance with the accepted Inception Report, and the report shall contain the following:

- Volume-1: Executive summary
- Volume-2: Main report
- Volume-3: Estimation and Quantities
 - Buildings and water supply and Electrical related works
- Volume-4: Plans and Drawings
 - Buildings and water supply and Electrical related works

7.3.2. The Draft DPR shall be submitted within the stipulated time frame as mentioned in the agreement. The details of the time frame will be detailed out in the project specific RFP that shall be released post the empanelment.

7.4. Tender Documents

The Consultant has to perform the Tender Document for procurement of Contractor as per the Standard Tender Documents for procurement of Goods, Works and Consultancies, whichever is applicable, as per the KTPP act

7.5. Tender Evaluation Reports

7.5.1. The following deliverables should be submitted with respect to tender evaluation:

- a. Bill of Quantities report as per applicable PWD schedule of rates and Technical Specification within five days from the approval of DPR from the Competent Authority The consultant shall also assist in uploading approved BOQ and Technical specifications on Government of Karnataka (GoK) Karnataka Public Procurement portal within three days from the approval of BOQ and Specifications
- b. Pre-bid clarifications report within two days from the date of pre-bid meeting
- c. Time lines for submission of the report will be detailed out in the project specific RFP that shall be released post the empanelment
- d. Report on the financial evaluation of bids within three days from the date of opening of financial bid.

7.6. Construction Supervision and Project Management Reports

7.6.1. Consultant shall submit 3 copies each of concise monthly Progress Report by the 5th day of the following month to the Authority office. The progress report shall include the following so that progress could be monitored by the Authority Representative

- a. Analysis of the resources such as Men, Material and Machinery mobilized by the Contractor
- b. Physical and Financial Progress of the work and comparing the same with the agreed work plan of the contractor.
- c. Suggestions for the shortfalls, if any, in the achieved progress
- d. Summary of the quality control and assurance
- e. List and details of the various inspection notes given by the concerned officers
- f. Details of Project review meetings held at sites
- g. Project Photographs indicating various site activities in the order of progress of work sequentially

7.7. Quality Control and Quality Assurance Reports

- 7.7.1. Consultant shall submit a report on quality control and assurance with all test records with an observation on the deficiencies and the rectification measures adopted. The consultant shall ensure, witness and certify all the tests that are mandated as per Bureau of Indian Standards, Indian Road Congress, and other Standard Testing procedures as applicable. All the tests shall be carried out in NABL/NACC accredited laboratories. Costs of the tests shall be borne by the selected Contractor.

7.8. Green Building Rating Certification

- 7.8.1. From the conceptual stage itself, the Consultant shall initiate required procedures for obtaining highest Green Building Rating Certification for the project which is proposed to be developed as Green Building projects. The following shall be followed which will facilitate Green Building Rating Certification for the building.
- a. Manage the entire Green Building rating compliance and documentation process
 - b. Perform all measurement and verification of credits as per the Green Building rating program
 - c. Conduct Feasibility studies for the project in tandem with the rating system
 - d. Take necessary steps for project registration with the Green Building Certification Authority
 - e. Identify and implement operational improvements & equipment upgrades necessary to obtain the desired level of certification
 - f. Compile all documentation, photos, technical specification, various calculations, getting the required authorization letters and signatures from stakeholders and any other write-ups and documentation required by the certification body to carry out the assessment of the project.
 - g. Submit documents to the concerned Green Building Certification authority for the preliminary review and act as a one point contact for the evaluators and respond to any clarifications solicited.
 - h. After receiving preliminary review comments from the concerned Green Building Certification authority, prepare additional documents for final review as per required clarifications
 - i. Submit documents to the concerned Green Building Certification authority for final review
 - j. Final review comments with certification award
 - k. Acceptance of award/Appeal for the award of rejected credits

8. Terms and Conditions of Empanelment

- 8.1. The empanelment shall be valid for a period of 3 (three) years extendable by another 2 (Two) years subject to satisfactory performance by the Empanelled firms. This validity period may however be modified at the discretion of Karnataka State Tourism Development Corporation Limited.
- 8.2. Consultants should give an undertaking certifying that the firm has not been blacklisted by any Government/Local bodies/PSUs. During the tenure of empanelment, if the Consultant gets blacklisted by any Government/Local bodies/PSUs and if it comes to the notice of Karnataka State Tourism Development Corporation Limited, the empanelment of the said Consultant shall be cancelled with immediate effect.
- 8.3. A Letter of Empanelment shall be issued to the selected firms for Empanelment after technical evaluation. The Draft Letter of Empanelment with the terms of conditions of empanelment is provided in Annexure 1 of this RFQ Document.

8.4. Conflict of Interest

- 8.4.1. The Authority requires that Consultants should provide professional, objective and impartial advice and at all times hold the Authority's interest paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work. The consultant and any of their affiliates shall be considered to have a conflict of interest and shall not be hired under any of the circumstances given below.
 - a. Conflicting activities or assignment i.e. providing goods or works or assignment other than consulting assignment
 - b. Conflicting relationship i.e. business/relationship with a member of Authority's staff involved in the job.
- 8.4.2. The Consultants shall not employ any staff from current or past or retired employees of KSTDTC/KTIL/DoT/JLR/KEA in any capacity unless such employee has completed at least one year post retirement/resignation or has obtained N.O.C from the concerned departments.
- 8.5. The Consultants shall be required to observe the highest standard of ethics during rendering of professional services.
- 8.6. Empanelled Consultants on a mandatory basis will have to bid for works floated by the Authority. The work shall be awarded to successful Applicant on the Terms and Conditions of the bid.
- 8.7. If the Empanelled Consultants does not bid for 5 consecutive bids issued by the Authority, their Performance Security Deposit will be forfeited, and their empanelment will be cancelled.

9. Key Professional Staff

9.1. The Minimum required qualification and experience of the Proposed Key Professional Staff are detailed below. The Applicant should have the Team Leader, Structural Engineer and Quantity Survey Engineer on the payroll of their firm. The Interior designer, Green Building Certification Consultant and MEP Consultant can be employed with the Applicant as full time / part time / on contract basis. The Applicant will be required to showcase relevant documents to confirm association of the Key Professional with the Applicant at any point of time during the bid process or during the tenure of empanelment –

Sl. No.	Proposed Key Professional Staff	Educational Qualification	Years of Experience
1.	Team Leader	<ul style="list-style-type: none"> B. Arch with a COA Registration 	<ul style="list-style-type: none"> 10 years of Experience in Project Management Consultancy, site investigation, preparation of Detailed Project Report for Building Works especially Hotel Buildings, preparation of tender documents
2.	Structural Engineer	<ul style="list-style-type: none"> Post Graduate in Structural Engineering 	<ul style="list-style-type: none"> 10 years of experience in site investigation, preparation of structural drawings & designs and recommend most economical & safe structural designs
3.	MEP Consultant	<ul style="list-style-type: none"> Graduate in Mechanical / Electrical Engineering 	<ul style="list-style-type: none"> 5 years of experience in site investigation, preparation of electrical drawings, services drawings and recommend most economical and safe electrical and services designs
4.	Green Building Certification Consultant	<ul style="list-style-type: none"> Graduate in Architectural Engineering with applicable Green Building Consultant Certification 	<ul style="list-style-type: none"> 5 years of experience in preparation of architectural designs of Green Building projects
5.	Quantity Survey Engineer	<ul style="list-style-type: none"> Graduate in Civil Engineering OR diploma in Civil Engineering/ Surveying 	<ul style="list-style-type: none"> 5 years' experience (Graduate) or with 8 years of experience (Diploma) in project preparation and construction knowledge of modern computer-based surveying methods
6.	Interior Designer	<ul style="list-style-type: none"> Graduate in Architecture or Diploma in Interior Design 	<ul style="list-style-type: none"> 3 years of experience in interior design projects

10. Payment Schedule

10.1. Below is the indicative payment schedule if any projects are awarded to the empanelled consultants selected through a tender process. These payment terms may vary from project to project and are subject to the sole discretion of MD KSTDC.

Sl. No.	Detail	Percentage
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1.	Submission and approval of Concept Plan	5%
2.	Submission and approval of Draft Detailed Project Report	15%
3.	Submission and on obtaining Administrative and Technical Approval of Final Detailed Project Report	20%
4.	Preparation of the bid document and completion bid process management (Tender Process) including selection of contractor	10%
5.	On completion of 50% of the works for PMC related services	15%
6.	On completion of the full work for PMC related services	15%
7.	Submission of completion report	10%
8.	Handing over of completed works to the relevant authority	10%
	Total	100%

Please note that these terms may change based on the project awarded subject to Authority's discretion.

Annexure 1

Draft Letter to Consultants post Empanelment

----- Letterhead -----

<Date>

To,

<Name of the selected Consultant>

<Address>

Subject: Empanelment of Consultants with KSTDC for Architectural, Engineering and Project Management Consultancy Services

Dear Sir/Madam,

Greetings from Karnataka State Tourism Development Corporation Limited!

We take reference to the RFQ issued by Karnataka State Tourism Development Corporation Limited inviting Firms for Empanelment for Architectural, Design, Engineering and Project Management Consultancy Services and the Application submitted by your Firm for Empanelment.

We are pleased to inform you that your company/firm <Name of company>, registered at <Registered Address>, has been empanelled by Karnataka State Tourism Development Corporation Limited for a **period of 3 (three) years and may be renewed for a further period of 2 (two) years** subject to satisfactory performance by the Consultant and also subject to the discretion of Karnataka State Tourism Development Corporation Limited. This empanelment has been awarded for providing consulting services for infrastructure development projects from <date> to <date>.

You are hereby requested to furnish a Performance Security deposit in the form detailed in Annexure 3 of the RFQ document for an amount of INR 10,00,000/- (Rupees One Lakh only) within 14 days of the receipt of this letter of Empanelment and valid up to the date of validity of empanelment mentioned above i.e., up to __th __month 20__. The Performance Security is required to be taken from any Nationalised Banks/ Scheduled Commercial Banks approved by Reserve Bank of India in favour of "The Managing Director, Karnataka State Tourism Development Corporation Limited." payable at Bengaluru in the form of an unconditional and irrevocable Bank Guarantee.

The following are the Terms and Conditions pertaining to Empanelment under Karnataka State Tourism Development Corporation Limited.

1. The empanelment shall be valid for a period of 3 (three) years upto _____extendable by another 2 (Two) years subject to satisfactory performance by the Empanelled firms. The validity period may however be modified at the discretion of Karnataka State Tourism Development Corporation Limited.
2. If it is brought to the notice that the performance of the empanelled agency is not satisfactory in any of the assignments awarded by KSTDC, then the empanelment shall be cancelled post forfeiture of the performance security of the concerned project
3. During the tenure of empanelment, if any empanelled agency fails to participate in more than three consecutive tenders in a year, then their empanelment will be cancelled, and the Performance Security shall be forfeited.
4. During the tenure of empanelment, if your firm gets blacklisted by any Government/Local bodies/PSUs and if it comes to the notice of Karnataka State Tourism Development Corporation Limited, the empanelment shall be cancelled with immediate effect and the Performance Security shall be returned.

The agency will have to provide relevant consultants and professionals other than the mentioned in the RFQ as and when required for the floated RFPs post empanelment.

Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records

We look forward to working with you!

Regards,

Managing Director

Karnataka State Tourism Development Corporation Limited

Annexure 2

Checklist for Bidder to apply the RFQ

1. 3A. Technical Application Submission Form
2. 3B. Details of the Bidder
3. 3C. Financial Capacity of the Bidder
4. 3D. Bidder's References
5. 3E. Auditor Certificate for Assignments
6. 3F. Team Composition & Format of Curriculum Vitae of proposed Key Professional Staff
7. 3G. Undertaking for Empanelment
8. 3H. Power of Attorney of Authorised Signatory of the Bidder
9. Undertaking from Head of HR / Administration or Company Secretary regarding number of full-time employees in the Agency.
10. Proof of Commencement for assignments
11. Proof of Completion / Substantial Completion for assignments
12. Copy of IT Returns filed for the last completed Financial Year (AY 2023-24/ FY 2022-23)
13. Self-attested copy of PAN card
14. Self-attested copy of TAN
15. GST Registration Certificate
16. Copy of Council of Architecture Registration Certificate of the Senior Associates, Senior Project Architects, and Architects who will be signing the Architectural Drawings on behalf of the Agency.

Annexure 3

Form of Guarantee for Performance Security (Proforma Bank Guarantee)

(To be stamped in accordance with Applicable Stamp Act, if any)

To
The Managing Director,
Karnataka State Tourism Development Corporation Limited,
Ground Floor, BMTC Yeshwanthpur TTMC (Bus Stand),
Yeshwanthpur Circle
Bangalore – 560 022

WHEREAS M/s.....[Name and address of Consultants] hereinafter called “the Consultants”) has undertaken, in pursuance of Letter No. dated for Empanelment to provide comprehensive Architectural, Design, Engineering and Project Management Consultancy Services for Infrastructure Projects as per the Terms and Conditions stipulated in the said letter of empanelment.

AND WHEREAS it has been stipulated by you in the said Letter that the Consultants shall furnish you with a Bank Guarantee by Nationalised Banks/ Scheduled Commercial Banks approved by Reserve Bank of India for the sum specified therein as security for compliance with his obligations in accordance with the said Letter of Empanelment.

AND WHEREAS we have agreed to give the Consultants such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Consultants up to a total of INR [Amount of Guarantee] [in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of INR [Amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Consultants before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms and conditions of the Letter of Empanelment which may be made between you and the Consultants shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Consultants or of the Bank.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to INR (Rupees) and the guarantee shall remain valid till Unless a claim or a demand in writing is made upon us on or before..... all our liability under this guarantee shall cease.

This guarantee shall be valid until _____. Signature and Seal of the Guarantor.....
In presence of

Name and Designation
(Name, Signature & Occupation)

Name of the Bank

Address

(Name & Occupation)

Date.....