

Government of Kerala

Department of Tourism

Travancore Heritage Tourism Projects

No.P8-8590/2019

Date :08/7/2019

The Department of Tourism, Government of Kerala invites application for **selection of Architecture cum conservation consultant** (hereforth called Conservation Consultant) for the preparation of concept plan and detailed project report for “**Travancore Heritage Tourism Project**”. The Conservation Consultant will be responsible for the identification of the different projects, Preparation of Detailed Project Report for the different components, implementation drawings including plans, sections and elevations and phasing the projects for execution of similar projects. The project cost is to be **approximately Rupees 100 Crores**.

Background

Government of Kerala intends to reinstate the historical & cultural significance of Travancore. This region has a majestic past history of culture, trade and nostalgic colonial legacy. The area is also attractive with temples, beaches, hill station and other tourist attractions.

The city is home to a few museum such as Kuthiramalika Palace Museum which is situated closely to the Padmanabhaswamy temple, renowned for its Travancore styled architectural features and its structural elegance. Thiruvananthapuram also offer a huge variety of sights such as beautifully designed palaces, sacred temples.

Requirement

The area requires the Conservation of the Monuments, Heritage Structures etc. thus creating as tourist friendly destinations. The area is to be developed to a world Class Heritage Tourism Location, with an advance vision of 30 years and beyond. The Consultant/firm may be an individual, or partnership or company engaged in running/developing heritage sites with the specified qualification criteria may send in their applications along with detailed statements of experience. The Conservation Consultant’s responsibilities include the following,

1. The firm selected may have to function as **site advisor** of the project execution
2. The firm selected has to provide **support for conservation**, and to develop travancore a world class Heritage Tourism location.
3. The firm selected has to prepare a **plan for the facelift** of the tourism facilities and to **create new tourism requirements** for the conserved monuments and other attractions
4. The firm selected should also prepare a scientific plan for generating revenue and for the upkeep of the executed project premises in the specified area.
5. The team members of the firm has to visit the location, whenever necessary and give necessary advice to the Department of Tourism and have to accompany during the inspections of officials of Department of Tourism as and when requested by Department of Tourism. The cost of travelling, accommodation and other incidental expenses have to be borne by the Conservation Consultant. However, if the number of visits exceeds more than two per month after commencing of the project and as per the request of the Department of Tourism, then the actual fare as per rule will be reimbursed.

Scope of Services

1. The preliminary conceptual plans prepared by the Conservation consultant shall be got approved by the Department of Tourism or the authorized person and the Conservation consultant shall modify if desired by the Department without any additional cost. After obtaining the written approval of the Department of Tourism, three copies of the approved preliminary design and drawings (also referred to as revised drawing or design development) including plans, rough cost estimate, drawing etc. shall be furnished to the Department of Tourism along with brief specifications and cost based on plinth area rate to the satisfaction of the Department of Tourism. This process is to be done for each component according to the priority fixed.
2. After the written approval of the sketch design and preliminary estimate has been communicated to the Conservation Consultant by the Department of Tourism, the Conservation Consultant shall prepare detailed working drawings. The Conservation Consultant shall also furnish detailed drawings and Construction drawings needed at the time of execution of the said work on the basis of the latest specification.

- a. The Department of Tourism before hand shall approve the specifications in writing. All Building plans shall also show the following details of services.
 - b. All existing underground, surface and overhead services wherever plans are available with local authorities.
 - c. Proposed water supply systems including distribution pipes, stop-cocks, bib cocks, meters and fire hydrants.
 - d. Proposed sewerage system and complete internal sanitary installation with stacks, Anti symphonic pipes and vents etc. in the case of sanitary work to the extent required with the approval of the Department of Tourism including surface etc.
4. Proposals for furniture, furnishings and other items required to the Departments satisfaction.
 5. The Conservation Consultant shall prepare working drawings and details, sufficient for the proper execution of the works.
 6. The Conservation Consultant shall also render any other services connected with the said works usually and normally rendered by Conservation Consultant and not referred to, on any of the sub clauses.
 7. The Conservation Consultant shall submit to the Department of Tourism all the necessary sketch plans, within the period stipulated by the Department of Tourism. If the Conservation Consultant fails to adhere to the time schedule or extended time which may be granted by the Department of Tourism in his sole discretion, the Department of Tourism shall be entitled to terminate this agreement and entrust the work to some other Consultant and in that case, the Conservation Consultant shall be entitled to fees or compensation only up to the stage of work carried out by him as decided by Department of Tourism alone. In the event of the Conservation Consultant being not in a position to fulfill his works on design and drawing in such a way that the construction work cannot be carried out as per the time schedule, the Department of Tourism shall be free to get the design and drawings prepared by other agencies at the risk and cost of the Conservation Consultant.
 8. The Conservation Consultant shall exercise all reasonable skill care, diligence and discharge of duties hereby covenanted to be performed by him and shall exercise inspection in regard to the said works, as may be necessary to ensure that the work is being executed in accordance with the working drawings and specifications aforesaid and approved by the Department of Tourism.

9. The site plan in electronic format will be provided by the Department of Tourism, but the drawings of the existing buildings will have to be done by the Conservation Consultant for which no expenses will be paid.
10. The Conservation Consultant shall observe all the statutory regulations prevailing in the area, are subject to the approval from local bodies of government. They should associate with Department of Tourism and Executing agency in getting approvals for implementation.
11. The Conservation Consultant shall indicate on his drawings and report, the manner in which it is proposed to deal with the infrastructure service.
12. The Conservation Consultant shall assist the employer in getting all plans, blue-prints etc. and obtain approval from the competent authority in consultation with the employer without any extra charge. Fees for submission of plans if any, will be payable by the employer.
13. The Conservation Consultant shall prepare for the use of the employer, contractor and engineer of the Employer, six copies of the drawings of various trails and items or any other particular. The Conservation Consultant shall also provide further details and drawings which are Necessary for the proper execution of the work.
14. The Conservation Consultant shall not make any deviation, alteration addition or omission from the approved drawings without the knowledge of the employer. The Employer will retain the right to omit or postpone any work or part thereof at his discretion;
15. The Conservation Consultant shall review any modifications or supporting documents sent/informed to him and furnish its comments within 7 days (seven days) of receiving such modification etc.
16. The Conservation Consultant shall aid and advice the Employer in preparing a maintenance and Operational Manual.
17. The Conservation Consultant has to attend review meeting being conducted by the employer and shall give his opinion regarding the queries, suggestion etc.
18. The Conservation Consultant shall monitor and review the rectification of defects and deficiencies of the project when requested by the employer.

19. On completion of the project the Conservation Consultant shall inspect the work along either the employer/or any authorized officer and give a final report and completion certificate in this regard.

20. The Conservation Consultant shall attend any dispute review meeting as and when requested by the Employer and give his remarks.

21. On completion of the assignment, the Conservation Consultant shall duly clarify and list all drawings, documents and other relevant records and hand over to the Employer or such person as the Employer specifies and obtain a written receipt thus of.

22. Final construction should be verified whether it is executed as per design and submit comprehensive report to the Department

23. The Conservation Consultant will be liable for any defects, mistakes and deficiency, incomplete, unworkable and unsafe unfit at site conditions proposals and shall pay the employer for such the liquidated damages as fixed by the Employer.

Pre-Qualification Criteria

The Conservation Consultant should have the following essential qualifications

- i. The Bidder shall be a company/proprietorship/consortium registered in India
- ii. The lead bidder (company/proprietorship/consortium partner) shall have a minimum turnover of Rs.100 lakhs in the last 3 financial years
- iii. Bidder should have minimum 10 years experience in the field of Conservation and Heritage Tourism
- iv. Bidder should have an experience in the preparation of master plans, Architectural designs or as PMC for at least two similar Heritage Conservation Project costing more than Rs.25 Crores in the last 10 years.
- v. Bidder should have in the crew a team leader with Masters Degree in Conservation, from an approved university/institutions.

Termination of Agreement

1. The Agreement herein may be terminated at any time of one months notice on either side. In the event of the termination of the Agreement by the Department of Tourism, the Conservation Consultant/Architect shall not be entitled to any compensation or damage by reason of such termination, but only to the fees for the services actually rendered up to the time of such termination to be decided by the Department.

2. If the Conservation Consultant shall close his business or die or become incapacitated from acting as such Conservation Consultant as aforesaid, or if this Agreement is terminated before, the Department of Tourism may make use of all or any drawing, estimate or other documents prepared by the Conservation Consultant after payment for the same, as provided herein.

INFORMATION AND INSTRUCTIONS TO CONSULTANTS

1. Introduction

- i) The Department of Tourism, has invited application from firms for appointing a Conservation Consultant for the Heritage Tourism Project at Travancore. The Department of Tourism proposes to **authorise** experienced Conservation Consultants duly selected based on the details given in this document.
- ii) The Conservation Consultants are invited to submit details required for short listing. The application submitted will be the basis for short listing.
- iii) Please note that the Department of Tourism reserves the right to reject any or all of the proposals submitted for short listing without assigning any reasons.
- iv) Government policy requires that Consultants selected for any Government assignments should provide professional, objective, and impartial advice and at all times hold the Client's interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants 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.

v) It is policy of the Govt. of Kerala that Consultants under contract observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy the Government of Kerala 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 contract execution : and (ii) “Fraudulent Practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract, and includes collusive practices among Consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive other competing firms of the benefits of free and open competition.

2 The application should provide the following information using the attached Standard Forms :

i) A brief description of the firm’s organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles and names of the staff provided, duration of the assignment, contract amount, and firm’s involvement.

A narrative description of each project taken up and completed by the firm in the last 10 years should be specially indicated to understand the capacity of the agency in planning and project monitoring abilities.

(ii) CVs recently signed by the proposed professional staff or the authorized representative submitting the proposal.

(iii) Any additional information that may reflect the agency’s capabilities and credibility.

3. How to Apply: Submission, Receipt and Opening of Bid.

a) The Bidder shall submit all the bid documents in a large cover addressed to

The Director,
Department of Tourism,
Park view, Thiruvananthapuram,
Kerala.
Pin: 695033

- b) The following should be enclosed along with the bid:
- i) Tender document fee: A Demand draft of Rs.1000/- in the name of “Director, Department of Tourism, Government of Kerala, payable at Thiruvananthapuram
 - ii) Earnest Money Deposit (EMD): A refundable amount of Rs 10,000/- shall be taken in the form of Demand Draft(DD) in the name of “Director, Department of Tourism, Government of Kerala, payable at Thiruvananthapuram.
 - iii) Technical Bid Cover: Containing all the pre-qualification documents.
 - iv) Financial Bid Cover: Consisting of the Financial Bid.
- c) Each page of the application should be signed by the Authorized signatory of the Firm and submitted in a sealed cover superscripted with the name of work and addressed to the Department of Tourism. The Name and Address of the Firm should also be clearly given on the cover.
- d) The bid documents consisting of Technical and Financial bids are to be submitted in separate sealed covers I and II respectively and then enclosed in a single larger outer cover.
- e) The completed application must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- f) The application shall be opened by Department of Tourism, as per the time indicated in the data sheet.

4. Technical Evaluation Criteria

4.(1) Pre qualification

The application received will be evaluated taking into consideration the experience and financial status of the consultants.

Minimum qualifications for short listing are:-

- i) The Bidder shall be a company/proprietorship/consortium partner registered in India

- ii) The lead bidder (company/proprietorship/consortium partner) shall have a minimum turnover of Rs.100 lakhs in the last 3 financial years
- iii) Bidder should have minimum 10 years experience in the field of Conservation and Heritage Tourism
- iv) Bidder should have a experience in the preparation of master plans, Architectural designs or as PMC for at least two similar Heritage Conservation Project costing more than Rs.25 Crores in the last 10 years.
- v) Bidder should have in the crew a team leader with Masters Degree in Conservation, from an approved university/institutions.

5. DOT shall call for a presentation of all the pre-qualified bidders

The Conservation Consultants who satisfy the above minimum criteria shall be initially short listed and shall be asked to make a presentation before a committee set up for this purpose at a later date.

5.1) Technical Presentation : The Initially short listed firms have to make a presentation giving an outline of the concept of plan. The presentation will have to be made before the selection committee who will evaluate the application and award the total technical score based on the evaluation criteria and rank the consultants. A minimum of 10 days notice time will be given for the preparation for presentation.

5. 2) Evaluation of Technical Presentation:

The evaluation committee appointed by the Client will evaluate the application on the basis of the details given in the application applying the evaluation criteria, sub criteria and point system specified below.

For Turnover and Qualification of the team proposed of the Firm	- 30 points
Experience in similar heritage conservation projects	- 30 points
Presentation of the concept including methodology	- 40 points

5.3) The financial quote is to be made in percentage basis of the amount of the project in own format for

Architectural and PMC charge

(Percentage quoted of the total project cost)

	%
--	---

5.4) The fees payable for the consultancy services shall be quoted as a percentage of the actual cost of execution of the work and cost of all the works connected to this project for which the Conservation Consultant prepare drawings design, etc. And the fee will be limited as per actual cost of project. The interim payment will be made as per the stages mentioned in the Mode of Payment, according to the rough cost estimate accepted which will be adjusted towards the actual execution cost of the Project on the final stage. The actual expenditure incurred for the preparation of the model if desired by the Tourism Department will be given based on the bill submitted and will not be the part of the consultancy charges of the project.

TWO PART EVALUATION CRITERIA BASED ON MARKETING SYSTEM- TECHNO CREATIVE BID AND COMMERCIAL BID

EVALUATION METHOD FOR TECHNO – CREATIVE PRESENTATION

The highest techno- creative marks amongst the bidders whose techno-creative presentations have been evaluated would be kept as the basis for calculation of techno- creative score (TCS) of each evaluated bidder.

$$\text{Teh techno- creative score (TCS)} = \left\{ \frac{\text{Techno Creative marks of Bidder}}{\text{Highest Techno Creative marks}} \right\} \times 100$$

EVALUATION METHOD OF FINANCIAL BID

The financial bids would be opened only after the evaluation of all techno- creative presentation is completed.

Lowest financial bid would be kept as the basis for calculation of financial scores (FS) of each bidder.

The financial score (FS) of each bidder shall be calculated in the following method.

$$\text{Financial Score (FS)} = \left\{ \frac{\text{Lowest Financial Bid}}{\text{Financial Bid of Bidder}} \right\} \times 100$$

COMPOSITE EVALUATION : - The Composite Score (CS) of each bidder shall be a weighted average of the Techno-Creative Score (TCS) and Financial Score (FS). Techno-Creative (TCS) will have a weight age of 70% and Financial Score (FS) will have weight age of 30%. The weighted average total would be the determining yardstick for selection of Bidder.

$$\text{Composite Score (CS)} = \frac{(\text{TCS} \times 70) + (\text{FS} \times 30)}{100}$$

(The financial scorer will be worked out for (a) Preparation of DPR (b) Supervision etc. Separately or combined as desired by the Department of Tourism and the composite score will be made accordingly for the selection process)

7. 1. Final Selection

Agencies will be given ranking according to the total technical score obtained and the total number as required will be shortlisted. The committee will decide on, the best suited Conservation Consultants. Technical and Financial quote will be obtained from them, for that assignment for selection on QCBS (Quality and Cost Based Selection) principle (70:30)

8. Any disputes arising in this regard are to be settled in the appropriate court of law at Thiruvananthapuram.

Mode of Payment

For each of the services in the scope of work the Conservation Consultant shall be paid in the following stages consistent with the work done plus reimbursable expenses as agreed upon. Payments made to the Consultant, are on account and shall be adjusted against the final Amount payable.

Stage	Obligation of Architect	% of Payment
Stage I	Upon Administrative Sanction, Receipt of the DPR and Agreement Execution	10%
Stage II	Site Visit along with Employer's representative preparation of Drawing, preparation of estimate based on the relevant SOR. Technical Sanction is obtained for the work to commence at site.	15%
Stage III	Preparation of detailed Architectural drawings, plans etc and periodical site visit during construction and preparation of modified drawings on any alterations as requested by the Department, Employer. The Payment shall be given after getting a certificate from the Executing Agency stating that, the above has been received and the work is completed up to 50% with all clearance certificate and the concerned authorization	35%
Stage IV	The Payment shall be given after getting Certificate from the Executing Agency, Agency stating that the detailed drawing were received and the finishing work has been started or 80% completed and verified by the Authorized agency/Employer	25%
Stage V	One submission of final bill and completion certificate signed by architect & DD concerned and on getting statutory approval from local body whether necessary and on ready for functioning including all amenities	15%

DATA SHEET

Information to Consultants

- 1.1. The Name of the Client : Department of Tourism
- 1.2. The method of Selection : Based on technical & financial evaluation
- 1.3. Technical and financial proposals are requested: Yes
- 1.4. The language(s) to submit proposals : English
- 1.5. The duration of the project : Will be decided in case of each assignments Separately
- 1.6.(i) Whether the firm/entity may associate with other short-listed firm : No
- 1.7. The information on the outer envelope shall be: **Travancore Heritage Tourism Project**
- 1.8. The address for submission of proposal is : The Director
Department of Tourism
Park View
Thiruvananthapuram – 695 033
- 1.9. Proposals duly printed & signed in A4 size sheets must be submitted not later than the following date and time :
- 1.10. Address to bring any information to the Client: Same as in Para 1.8
- 1.11. The date, time and address of the proposal opening are :
- Application - at
the office of the
Director, Department of
Tourism.

DIRECTOR

DEPARTMENT OF TOURISM

Technical Bid

Cover -I

PROFORMA FOR PROFILE OF THE FIRM

• **General Information**

- Name and address of Company / Proprietorship/
Consortium/Partner :
- Name of Contact person :
- Telephone No./Fax/ E-mail :
- PAN Number :
- Service Tax Registration Number :
- Activity Areas :
- Total Experience in relevant field
(Document to be attached) :
- Experience in Govt. Works : Yes/No
(Experience certificate to be attached)
- Organizational set up
- Status(Company /Firm /Proprietorship/
Consortium) :

Turnover of the lead partner of company/proprietorship/consortium in the last 3 years (CA statement to be attached)

Details of Team Members (Experts)

Name and address	Qualification details(year, University etc. Details)	Registration details	Years of experience	No: of years with the firm	Remarks(Awards, Publications research, Honourm received etc)

• **Experience**

Summary of major completed projects (work order and completion certificate to be attached)

(Costing above Rs. 25 crores and completed :
in the last 10 years)

Sl No	Name of Project & Location	Name of Client	Nature of project (brief description)	Cost of Project	Proposed duration of Project	Actual Date of		Profile of Staff
						Commencement	Completion	

Service Tax

The percentage quoted shall be exclusive of the GST which shall be paid by the Department of Tourism. All other taxes, duties which are to be deducted by the Department of Tourism as per Law, Rules and regulations that are in force shall be deducted from the bills payable.

- Use additional sheets if required
- Certificates from the client to be attached
- List of other documents attached

CERTIFICATION

I/ We, the undersigned hereby certify that the details provided above correctly describe me/us, my/our qualification and my/our experience.

**Signature of Individual/ Authorized
Representative of the Firm/ Consortium (with
Authorization)**

NOTE

All pages of the application and copy of the certificates attached are to be signed by the Authorized signatory.

Cover – 2

Financial Bid

Quoted percentage (as Architectural and PMC fee) of the total project cost

 %