

## Kerala Forest Department

### **Request for Proposal (RFP)**

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

Request for Proposals (**RFP**) from Accredited Governmental Agencies for execution of public works in PMC (Project Management Consultancy) mode having a valid and active registration [as per GO (P) No. 104/2022/Fin dated. 02/09/2022 (and its connected Government Orders) of Government of Kerala] and who are entitled to take up **Electro Mechanical Works/ General Civil Construction works** as PMC as per GO (P) 67/2021/Fin dated. 28/04/2021 for the Supply, Installation, Testing, and Commissioning of Fire Curtains at Forest Headquarters, Vazhuthacaud, Thiruvananthapuram during 2024-25



**ASSISTANT CONSERVATOR OF FORESTS**  
(ESTATE OFFICER)  
FOREST HEAD QUARTERS  
THIRUVANANTHAPURAM-695 014

**FORESTS AND WILDLIFE DEPARTMENT**

**GOVERNMENT OF KERALA**

**RFP No. EO1- 446/2025**

**Issue date : 06 /02/2025**

  
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## 1. Notice Requesting Proposals (RFP)

For and on behalf of the Government of Kerala, the Assistant Conservator of Forests & Estate Officer, Forest Headquarters, Kerala Forest Department, Thiruvananthapuram invites sealed proposals from Accredited Governmental agencies who are having a valid and active registration [as per GO (P) No. 104/2022/Fin dated. 02/09/2022 (and its connected Government Orders) of Government of Kerala] and who are entitled to take up General Civil Construction works (as defined in GO (P) 67/2021/Fin dated 28/04/2021) for the Renovation of Fire Fighting System at Forest Headquarters, Vazhuthacaud, Thiruvananthapuram. during 2024-25 in PMC (Project Management Consultancy) mode.

### 1.1. Name of Work :

SI No	Ref: File No	Name of Work	PAC Amount (Rs in lakh)
1	EO1-446/2025	Supply, Installation, Testing, and Commissioning of Fire Curtains at Forest Headquarters, Vazhuthacaud, Thiruvananthapuram during 2024-25.	380.00

*Though the RFP is being called for together for various works, the works will have to be undertaken individually with individual agreements, estimates, bills etc. for each work*

Only Accredited Governmental Agencies of Govt. of Kerala approved as per GO (P) No. 104/2022/Fin dated. 02/09/2022 (and its connected Government Orders) can submit their proposals. The bidders who wish to participate can download the RFP Document from the Website [www.forest.kerala.gov.in](http://www.forest.kerala.gov.in) or directly collect it from the office of the undersigned during working hours. **Each page of the proposal document should be duly signed by the Authorized Signatory of the bidder agency in token of acceptance of the terms & conditions of this RFP document.** The Assistant Conservator of Forests & Estate Officer, Forest Headquarters, Kerala Forest Department, Thiruvananthapuram reserves the right to cancel the RFP as a whole or in part without assigning any reasons whatsoever.

## 2. Instruction to Bidders

### 2.1 Schedule of Important Events (Unless otherwise notified separately)

RFP Issue Date : 06<sup>th</sup> February 2025

Last date of receipt of Proposals : 18<sup>th</sup> February 2025: 15.00hrs.

  
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**Opening of Proposals** : **18<sup>th</sup> February 2025 : 16.00hrs.**

**NOTE:** The dates of events may be changed at the discretion of Assistant Conservator of Forests & Estate Officer, Forest Headquarters, Kerala Forest Department, Thiruvananthapuram without assigning any reason. Such change of dates, if any, will be suitably notified through the website of the Kerala Forest department [www.forest.kerala.gov.in](http://www.forest.kerala.gov.in).

### **3. Definitions**

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

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

### **4. Objectives of RFP**

This RFP has been floated for selection among the qualified Accredited agencies through a fair and transparent bidding process, as envisaged in Para 6.1 of GO (P) No 67/2021/Fin dated 28-04-2021 of Govt. of Kerala. The proposed work viz. the Supply, Installation, Testing, and Commissioning of Fire Curtains (Supply of Fire Curtains, Installation & Testing and Commissioning Sprinkler System, Fire Detention and Alarm System) as mentioned in Paragraph 1.1 above are for improving the infrastructure/ making the Government buildings fit and worthy for occupation.

  
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## 5. Scope of Work

The Department intends to award the work mentioned in Para 1.1 above as turnkey projects (in PMC mode) which involve the complete aspects of the project as envisaged in Para 3.1 of GO (P) 67/2021/Fin dated. 18/04/2021 of Govt. of Kerala.

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

## 6. Timeline for the Assignment

All aspects of the various individual works (mentioned in Para 1.1 above) have to be completed within the respective timelines which will be mentioned in the individual agreements for each work, subsequent to the finalization of this RFP.

## 7. Eligibility

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

## 8. Performance Quality Criteria


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

## 9. Period of Validity of Proposals

Proposals shall remain valid for 90 days from the date of opening prescribed by the Purchaser. A PROPOSAL FOR A SHORTER PERIOD VALIDITY SHALL BE REJECTED BY THE PURCHASER AS NON-RESPONSIVE BID. In exceptional circumstances, the Purchaser may request the Bidder's consent for an extension to the period of validity. The requests and the responses shall be made only in writing.

## 10. Format and Signing Proposal

The bidder shall submit one complete set of RFP. **Each page of the proposal document should be duly signed and official stamp affixed by the Bidder or the Authorized Signatory of the bidder agency in token of acceptance of the terms & conditions of**

  
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this RFP document The proposals shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be authenticated by the person or persons signing the proposals.

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

The proposals should reach the office of the Assistant Conservator of Forests & Estate Officer, Forest Headquarters, Kerala Forest Department, Thiruvananthapuram [1<sup>st</sup> Floor, Vanalakshmi Building, Forest Headquarters, Vazhuthacaud, Thiruvananthapuram before the closing time mentioned at Paragraph 2.1 above and the proposals received after this specified time will not be accepted.

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

The Assistant Conservator of Forests & Estate Officer reserves the right to accept or reject any proposals, and to annul the bidding process and reject all proposals, at any time without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Purchaser's action.

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

To assist in the examination, evaluation and comparison of Proposals, the Department may, at its discretion, ask the bidder for clarification of their proposals. The request for the clarification and the response shall be in writing. **However, no clarifications post proposal opening at the initiative of the bidder shall be entertained.** The purchaser shall evaluate the proposals in detail as per the conditions of the RFP document.

#### **14. Sealing and Submission :**

Duly signed proposals along with documents mentioned in Para 17 below shall be enclosed in an envelope, sealed, and delivered to the address as below on or before the last date and time of submission.

**Assistant Conservator of Forests & Estate Officer, 1<sup>st</sup> floor, Vanalakshmi Building, Forest Headquarters, Vazhuthacaud, Thiruvananthapuram, Kerala 695 014**

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

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

Selection will be made purely on the basis of the lowest quote for PMC/ Centage

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

## **16. General Conditions of Contract**

### **Application:**

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

## **17. Standards of Performance :**

The Bidder shall perform the services and carry out their obligations under the contract with due diligence, efficiency and economy in accordance with the generally accepted professional standards and practices. The Bidder shall always act in respect of any matter relating to this contract as faithful advisor to the Government of Kerala and they shall always support and safeguard the legitimate interest of Government of Kerala in handling the project. The Bidder shall abide by the provisions/acts/rules etc. prevalent in the country.

## **18. Applicable Law**

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

## **19. Termination of Association with the Department**

The Department may terminate the contract in the following ways:

- The terms of contract expires.
- Termination of contract by PWD due to non-performance during the engagement period.
- Non-adherence to the timelines of the assignment.

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

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



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ANNEXURE

**PROPOSAL FORM**

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

Date----- Proposal reference

To

Assistant Conservator of Forests & Estate Officer,  
Forest Headquarters, Vazhuthacaud,  
Thiruvananthapuram, Kerala 695 014

Dear Sir,

Sub: Proposal for the Supply, Installation, Testing, and Commissioning of Fire Curtains at Forest Headquarters, Vazhuthacaud, Thiruvananthapuram during 2024-25 - reg:  
Ref: RFP No. EO1 - 446/2025 dated 06 /02/2025 of Kerala Forest Department

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

We shall undertake the consultancy services as per the RFP with PMC/ Centage Charge of PAC Amount as mentioned against work in the table given below:

SI No	Ref: File No of Kerala Forest Department	Name of Work	PAC Amount (Rs in lakh)	PMC/Centage Charge (in percentage of PAC Amount)
1	EO1-446/2025	Supply, Installation, Testing, and Commissioning of Fire Curtains at Forest Headquarters, Vazhuthacaud, Thiruvananthapuram during 2024-25	380.00	—*

\*Percentage rate to be filled up by the Bidder

We hereby declare that all the information and statement made in this proposal

  
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are true and accept that any misinterpretation contained in it may lead to our disqualification until the formal final contract is prepared and executed between us, this proposal, together with your written acceptance of the proposal and your notification of award, shall constitute a binding contract between us.

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

Signature-----  
in Capacity of -----

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

Date .....

Place-----

Postal Address:----- Telephone Number-----

Email Id: ..... Mobile Number .....



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