



**CENTRE FOR MANAGEMENT DEVELOPMENT**

(An Autonomous Institution Sponsored by the Govt. of Kerala)

**REQUEST FOR EMPANELMENT (RFE)  
OF AGENCIES FOR VARIOUS INVESTIGATION,  
DESIGN & PLANNING WORKS**



**CENTRE FOR MANAGEMENT DEVELOPMENT**

(An Autonomous Institution Sponsored by the Govt. of Kerala)

**Thycaud P.O, Thiruvananthapuram- 695014**

**Telephone No: 2320101, 2326221, 2328693**

**Fax: 2331253, email: cmdappraisal@gmail.com**

**Notice Inviting Request for Empanelment (RFE)**

**RFE No: CMD/RFE-1/2020**

**Date: 30.06.2020**

Sealed RFE documents are invited from Eligible agencies for various investigation works in connection with the implementation of Engineering Projects as detailed below.

**1. Name of work : Empanelment of Agencies for various Investigation, Design & Planning works for the following sectors:**

<b>Sl. No.</b>	<b>Sector</b>
I	Transport Projects
II	Building Projects
III	Other Projects

2. The sealed RFE document may be submitted to:

**THE DIRECTOR  
CENTRE FOR MANAGEMENT DEVELOPMENT  
Thycaud P.O, Thiruvananthapuram- 695014**

3. The RFE documents shall be received latest by 15.00 Hrs on 13.07.2020 and opened at 11.00 Hrs on 14.07.2020.

4. For more information and to download RFE the document please visit the website: **www.cmdkerala.net**

5. Contact details for any Clarification/enquiries:

Shri. R. Krishnamoorthy (Mobile No.9447743330)

Smt. Indirakumari V.G (Mobile No.7025156280)

**Director  
CMD, Thiruvananthapuram**

The Envelope containing the documents shall be super scribed:

**“Empanelment of Agencies for various Investigation, Design & Planning works**

**Name of Sector\*.....”**

*\* The applicant for empanelment in more than one sector/sub-sector may please submit documents in separate envelopes super scribed as applicable*

**Enclosures:**

- Proforma duly filled in & Signed**
- Documentary evidence for the Eligibility criteria in each Sector**
- Other relevant documents, wherever applicable**

**SIGNATURE OF AUTHORISED SIGNATORY**

**Details of Request for Empanelment (RFE) of Agencies for Various Investigation,  
Design & Planning works**

**1. Scope of work**

Centre for Management Development (CMD) hereinafter referred to as the Procuring Entity intends to qualify agencies for the Empanelment for various investigation works for each sector comprising various Sub-sectors as detailed below:

<b>Sl. No.</b>	<b>Sector</b>	<b>Sub-sector</b>
<b>I</b>	<b>Transport Projects</b>	a) Topographic Survey b) Traffic Survey c) Geotechnical investigation Work & Evaluation of California Bearing Ratio(CBR) d) Axle Load Survey & Benkelman Beam Deflection test (BBD) e) Hydraulic/Bathymetric survey f) Highway & Road design including Design of bridges, culverts etc.
<b>II</b>	<b>Building Projects</b>	a) Topographic Survey b) Geotechnical Investigation Work c) Architectural services d) Structural design e) Design of Electrical installations f) Design of fire fighting services g) Design of HVAC components
<b>III</b>	<b>Other Projects/Services</b>	a) Design of irrigation structures including water retaining structures b) Design of water supply schemes c) Building Information Modelling(BIM)

**The scope of the work shall include but not restricted to the following:**

**a) Topographic Survey**

- Total station survey with GPS coordinates or Preferably Drone/LiDAR survey with raw and processed data
- Reconnaissance survey
- Video and Photos of full stretch of the road/project area
- Inventory (Road, existing structures, etc.)
- Inventory of Utilities, existing road safety measures, bus shelter and other structures with in the Right of Way (RoW)
- Visual observation of:
  - Inventory and condition survey of Bridge, culvert, retaining wall, drains
  - Pavement Condition

**b) Traffic Survey**

- This may be done preferably with video recording and the following shall be furnished:
  - Classified volume count survey
  - Turning movement survey
  - Origin – Destination (O-D) survey
  - Speed and delay study
  - Parking survey
  - Accident data
  - Pedestrian survey
  - Traffic control requirements

**c) Geotechnical investigation Work & Evaluation of CBR**

- Bore hole details
- Atterberg limits, Particle size distribution, etc.
- Recommendation for foundation design
- California Bearing Ratio (CBR) test

**d) Axle Load Survey & Benkelman Beam Deflection Test (BBD)**

**e) Hydrological studies**

- Rain fall data & runoff data, etc. including historical data of flooding
- Velocity and discharge details
- Bathymetry including surroundings in rivers (upstream & downstream)
- Tide, river level or other natural constraints, Navigation details, etc.

**f) Other Services**

- Highway & Road design including Design of bridges, culverts, ROBs, etc.
- Architectural services
- Structural design
- Design of Electrical installations
- Design of Firefighting services
- Design of HVAC components
- Design of irrigation structures including water retaining structures
- Design of water supply schemes
  
- Building Information Modelling (BIM)

## **2. Eligibility Criteria**

- i. The applicant should be a well-established and reputed firm based in India with having experience not less than ONE YEAR in the sector/sub sector
- ii. The applicant should have satisfactorily provided services to preferably Government departments/agencies for at least THREE WORKS of similar nature in the relevant sector/sub-sector.
- iii. The applicant should have a TURNOVER of at least Rs.5 (FIVE) Lakhs during the last Financial year ending 31/03/2020.
- iv. The applicant should not have been debarred/black listed by Central/State Governments/PSUs, etc.

**Note: Documentary proof for meeting the eligibility criteria (i to iii) and declaration for item iv. is a must**

## **3. Submission of Document**

- 3.1 The RFE document duly signed shall be submitted in sealed envelope and submitted to CMD before **15.00 Hrs. on 13<sup>th</sup> JULY 2020.**
- 3.2 The name and mailing address with contact number of the applicant shall be written on the envelope.
- 3.3 All the information requested shall be provided in English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 3.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

## **4. Selection Criteria and Period of Empanelment**

- I. Eligible applicants shall be selected for empanelment as per the Eligibility Criteria mentioned in the document. The Procuring Entity (CMD) reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
- II. The empanelment is initially for a period of **TWO years** from the date of issue of empanelment order, extendable for further periods on mutual consent and can be foreclosed/cancelled before the said period at the discretion of the Director, CMD.
- III. CMD reserves the right to empanel an agency for all the sectors or any part thereof.

**5 Copies of the following documents shall be enclosed, wherever Applicable**

- a) Registration documents
- b) PAN Card
- c) GST Registration

**6. Other Information**

If an applicant wants to include any more relevant information/document that are not included above but relates with their business may specify the same in a separate sheet.

## **PROFORMA**

(To be submitted by the Applicant duly filled in and signed)

### **I. General Information**

- 1) Name of the Applicant :
  
- 2) Address :
  
- 3) Name of the Contact person and Designation :

Phone -

Fax -

Email -

Mobile Phone -

- 4) Other Details
  - i. Place and year of Incorporation of the firm :
  - ii. Registration No. :
  - iii. Constitution of the firm :  
(Pvt. Ltd., Public, Partnership or Proprietary)

- 5) Name & address of the Chief Executive of the firm:

### **II. Organization Structure of the Firm** *(please use separate sheet)*



### **III. Details of the Technical Chief of the Organization**

Name :  
Designation :  
Address :

Fax-

Email-

Mobile Phone-

Educational Qualifications & Experience :

### **IV. Details of Key Technical Personnel employed by the Applicant:**

#### **V. Details of Projects executed by the Applicant:**

- 1) Details of completed projects :
- 2) Details of ongoing projects :

#### **VI. Details of Equipment owned / to be hired by the Applicant:**

**VII. Financial Information of the Firm**

Turnover for the Financial year 2019-20:

*(Audited Balance sheet/certificate from Chartered Accountant to be enclosed)*

Sl. No.	Year	Turnover (Rs in Lakhs)
1	2019-20	

**VIII. Other Information**

- 1. Permanent Account No. (PAN) :
- 2. GST Registration No. :

I/We hereby certify that information furnished in the Proforma and documents submitted are correct and I/we understand that if found otherwise, may result in disqualification of the application.

\_\_\_\_\_  
(Signature of Authorised Signatory)

Name: .....

Position: .....

Date: .....

(Office Seal)