



**KERALA KERAKARSHAKA SAHAKARANA FEDERATION LTD**  
**KERA TOWER, WATER WORKS COMPOUND**  
**VELLAYAMBALAM, THIRUVANANTHAPURAM-695033**  
**Tel: 0471-2321046, 2326736, 2320504**

KFD/PROJ/EOI/CCTV/2024/02

01.02.2024

**Notice inviting Expression of Interest (EoI)**

***Work: Installation of CCTV Surveillance System***

KERAFED- The Kerala Kerakarshaka Sahakarana Federation Ltd. No 4370, established in 1987 by Govt. of Kerala, is the Apex Federation of coconut farmer's co-operatives of Kerala, with the bonafide object of organizing coconut growers to provide them with every service to augment their income base by increased productivity and value addition. KERAFED has two copra processing units, one 250 MT installed capacity oil plant at Karunagappally, Kollam district and 45 MT installed capacity oil plant at Naduvannur, Kozhikode district.

Expression of Interest (EoI) is invited from Govt. accredited agencies with technical and procedural knowledge in the preparation of detailed project reports, E-tenders, implementation process, time bound execution of projects; undertake technical evaluations etc as Project Management consultancy for implementing CCTV surveillance system in KERAFED factories located at karunagappally and kozhikode.

**Responsibilities of the Consultant**

- a) The Consultant will supervise the CCTV surveillance system work undertaken by the selected contractor and render project management consultancy for the proper execution of the work.
- b) Detailed costing for the work with 2 copies of detailed drawings will thereafter be furnished to the Client for approval and issue of work order to Consultant.
- c) After the receipt of approval/ order from Client, Consultant will prepare the necessary tender documents and invite bids on behalf of the Client, compare and scrutinize the bids received and submit the bid evaluation report to the Client for their approval.
- d) The consent to the approval of award of work to the L1 contractor will be issued by the Client. The Consultant will issue letter of acceptance/work orders/ purchase order on behalf of the Client to the L1 bidder and enter in to an agreement with the L1 bidder
- e) The Consultant will supervise the work being executed by the selected contractor as per quantity/rate, quality and time specifications. Total volume of work shall be as per the actual value of award of work to the contractor.
- f) The Consultant shall ensure that the selected contractor executes and completes the Works with due care and diligence, design (to the extent provided for by the Contract), and remedy any defects therein in accordance with the provisions of the Contract with the contractor.
- g) The deviation/ extra items occurred during the execution of work shall be carried out with the concurrence from the Client if the actual project cost exceeds the original project cost approved by Client due to the execution of such items.

- h) The Consultant will design and issue drawings for CCTV installation and all other items included in the scope of work.
- i) The Consultant will organize and carry out effective supervision of the works being done by the selected contractor by deputing suitable qualified engineers and supervisors to the project site at the time of execution of works.
- j) The Consultant shall ensure that quality of workmanship is maintained. Standards for all works prescribed by relevant IS codes and PWD/CPWD manual are conformed to and shall ensure use of only standard materials. Consultant shall ensure that the work is executed with accuracy and quality standards as per the Technical Specifications of PWD/CPWD for the Works. Any work or part item under this agreement can be inspected at any time by the Client or officers authorized by the Client with prior intimation to the Consultant who will instruct the contractors to rectify the defects so pointed out without any additional cost. The Consultant shall also ensure the fulfilment of all the clauses of contract agreement entered with the selected contractor for the execution of this work.
- k) The Consultant shall prepare the bill of quantities for various works, certify the bills of the contractors/suppliers and recommend for timely payments to the contractors/ suppliers. Upon receiving such recommendations after duly deducting SD retention money, Income Tax etc the payment for the work bill will be released to the contractor by way of bank transfer and consultancy charges paid to the consultant by client also by way of bank transfer.
- l) All statutory payments and deductions such as Income Tax, Sales Tax, Workers Welfare Fund, GST and other statutory payments should be shown clearly in the bills of contractors/suppliers by the Consultant while recommending for payments.
- m) On completion of the work Consultant shall submit one set of the reproducible and one set of print of as built drawings of the buildings/works and other services done by the Consultant based on the scope of work.

### **INITIAL CRITERIA FOR ELIGIBILITY FOR EoI**

- (i) Experience of having successfully completed/executed similar works during last 3 years ending 31st of March, 2023.
- (ii) Having experience in the field of CCTV Surveillance system for similar projects and having Government accreditation for acting as PMC in similar field.

The Govt. accredited agencies who meet the conditions as above may apply with the complete profile of their organization along with documentary evidence in support of their claim, as given below:

- (i) Past experience in terms of type & size of work completed in the Govt. Societies/undertakings etc.
- (ii) Works on hand.
- (iii) Overall project cost of works completed and on hand.
- (iv) Detail of staff having adequate experience with specific mention of experience in handling projects of similar nature.
- (v) Brief on the conceptual understanding of the project and implementation methodology.

The interested Government agencies having accreditation and experience in the similar field can quote their lowest centage charge for acting as PMC on behalf of KERAFED. Agencies can submit the documents to 'The Managing Director, Kerala Kerakarshaka Sahakarana Federation Ltd, Kera Tower, Water Works Compound, Vellayambalam, Thiruvananthapuram-695033' on or before **12.02.2024** at 14.00hrs.

Sd/-  
Managing Director  
**KERAFED**

**Form "A"**

**Letter of Application**

Dated.....

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ref:( Name of Project): EoI document for Project Management Consultancy for CCTV Surveillance system for KERAFED factories Located at Karunagappally and Naduvannur

Sir,

1. Being duly authorized to represent and act on behalf of.....(hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the pre-qualification requirements and information provided, the undersigned hereby applies for pre-qualification to bid on the PMC as mentioned in initial criteria for EOI.
2. Your Organization and its authorized representatives may contact the following persons for further information.

<b>General and Managerial inquiries</b>	
Contact 1	Address & Communication Facilities (telephone, Fax No.& E-mail addresses etc.
Contact 2	Address & Communication Facilities (telephone, Fax No.& E-mail addresses etc.
<b>Technical inquiries</b>	
Contact 1	Address & Communication Facilities (telephone, Fax No.& E-mail addresses etc.
Contact 2	Address & Communication Facilities (telephone, Fax No.& E-mail addresses etc.
<b>Financial inquiries</b>	
Contact 1	Address & Communication Facilities (telephone, Fax No.& E-mail addresses etc.
Contact 2	Address & Communication Facilities (telephone, Fax No.& E-mail addresses etc.

3. This application is made in the full understanding and Agreement of the terms and conditions contained in EOI and other terms & conditions supplied to us by KERAFED along with EoI for PMC.

- a) Applications by pre-qualified Applicants will be subject to verification of all information submitted for Pre-qualification at the time of applying.
- b) Your organization reserves the right to:
- Amend the scope of work under the panel, in which event, proposals will be invited only from those Applicants who meet the resulting amended Pre-qualification requirements; and
  - Reject or accept any application, cancel the pre-qualification process, and reject all applications;
4. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signature
Name
For and on behalf of (name of Applicant or partner in charge of a joint venture)

**FORM "B"**

**CURRENT CONTRACT COMMITMENTS/WORKS IN PROGRESS**

(Separate sheets may be used for this information) WITH AWARD LETTERS

SL. NO.	NAME OF THE CONTRACT LOCCATION AND THE NATURE OF THE WORK	CONTRACT NO & DATE	NAME AND ADDRESS OF CLIENT (INCLUDING TEL/FAX)	CONTRACT VALUE	LENGTH OF THE PROJECT
	1	2	3	4	5
1					
2					
3					

**Signature of applicant**

Designation: \_\_\_\_\_

Stamp:

**FORM "C"**

**LIST OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED  
FOR THE WORK**

SL. No	DESIGNATION	TOTAL NUMBER	NAME	QUALIFICATIONS	PROFESSIONAL EXPERIENCE AND DETAILS OF WORK CARRIED OUT	REMARKS
1	2	3	4	5	6	7

**Signature of applicant**

Designation:\_\_\_\_\_

Stamp:

**FORM 'D'**

**FORMAT FOR QUOTING PMC CENTAGE**

<b>Sl.</b>	<b>Description</b>	<b>Service Charge/Consultancy Fee in terms of percentage</b>	<b>Remark</b>
1	Project Management consultancy for implementing CCTV surveillance system in KERAFED factories at Karunagappally and Kozhikode.		<b>GST Extra</b>

Date:

Signature of applicant

Designation:

Stamp: