

## **REQUEST FOR QUOTATION (RFQ)**

### **FOR AVAILING PROFESSIONAL SERVICES FOR STRUCTURAL DESIGN OF PROJECTS**

KITCO Ltd. invites sealed competitive quotations in password-protected PDF format from reputed firms/individual consultants having proven experience in structural design and preparation of engineering drawings for various infrastructure projects.

#### **I. Scope of Work**

##### **A. Preliminary Design Stage**

1. Study the architectural drawings provided and obtain necessary clarifications.
2. Undertake site visits, if required, to collect design-related data such as existing structural conditions, services layout, etc.
3. Prepare and submit preliminary structural arrangement drawings/markings plans for all proposed structures (buildings, water tanks, retaining walls, etc.) for review.
4. Carry out structural analysis and design using approved licensed versions of standard software packages (e.g., ETABS, STAAD, etc).
5. Perform structural analysis and design in compliance with the latest IS Codes, including provisions for seismic, wind, and other applicable loads.
6. Ensure structural safety, serviceability, durability, and economy in design.
7. Ensure compliance with the latest Indian Standards (IS Codes), Bureau of Indian Standards National Building Code of India (NBC), Central Public Works Department (CPWD) norms, and local authority regulations.
8. Provide structural design calculations including load assumptions, load combinations and design methodology in a clear, comprehensive, and reviewable format.

##### **B. Detailed Design Stage**

1. Prepare and submit detailed structural drawings (General Arrangement Drawings, foundation details, beam/slab/column schedules, staircase/canopy/truss details, expansion joint details, retaining wall details, water tank/OHT details, etc.) in soft copy (PDF & AutoCAD formats).
2. Provide signed & certified "Good for Construction" (GFC) drawings and issue revisions in line with site requirements.

3. Carry out modifications/additions/deletions in design/drawings during construction, as required by the Client/Consultant/Architect/MEP services.
4. Provide clarifications and respond to comments, including those in Project Execution Documents (PED) and Observation Memos (OM), raised by the Client/Funding Agency/Vetting Agencies (e.g., Kerala Infrastructure Investment Fund Board, Indian Institute of Technology) and KITCO Engineers.
5. Co-ordinate with other consultants (Architectural, MEP, Landscape, etc.) to avoid service clashes and ensure smooth execution.
6. Provide additional detail drawings/sketches for site-specific requirements and unforeseen conditions.
7. Assist in resolving technical/site issues related to structural design.
8. Certify structural safety/stability of temporary works (staging, scaffolding, formwork systems, shop drawings, etc.), where required.
9. Submit the final design report containing design basis, load calculations, analysis output, and a summary of the structural design.
10. Provide the structural stability certificate for the project.

### **C. Tendering & Project Execution Stage**

1. Hold discussions with the Client/Architect/MEP consultants as per project requirements and functional needs, as and when required.

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## **II. Major Deliverables**

- Preliminary structural arrangement drawings/markings plans.
- Structural design calculations and design basis report.
- Detailed structural drawings in PDF & AutoCAD formats.
- Signed & Certified “Good for Construction” drawings with revisions as required.
- Clarification notes and responses to queries/comments raised by the Client/Funding Agency/Consultant.
- Additional sketches/drawings for site-specific requirements.
- Certification of stability for temporary works, where required.
- Approval of shop drawings.
- Final Structural Design Report with soft copy of the analysis file (STAAD/ETABS/SAFE etc.). (including assumptions, calculations, methodology, analysis output, and summary) Structural Stability Certificate as per statutory requirements.

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## **III. Exclusions**

- Conducting Soil investigations - Soil investigation report will be provided by KITCO Ltd.

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#### IV. Eligibility Criteria

The Firm/Individual Consultant shall have

- Experience of minimum 10 years in the field of Structural Design
- Atleast 1 Professional with M.Tech in Structural Design
- Valid GST registration
- Undertaken structural designs using both STAAD Pro and ETABS and preferably using other relevant software like SAFE etc.

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#### V. Submission of Quotations

- The last date and time of submission is **12.11.2025 at 11:00 A.M.**
- Quotations will be opened on the same day at **02:00 P.M.** at the office of KITCO Ltd, M.M. Gardens, P.B.No.1820, Church Landing Road, Near Kerala Fine Arts Hall, Ernakulam - 682016.
- If the specified date happens to be a holiday, quotations will be opened on the next working day at the same time and venue.
- Quotations must be submitted either:
  - as **soft copy (PDF, password protected)** to **mail@kitco.in** with the subject: *"Quote for Structural Design Works"* (password to be shared at the time of bid opening), **or**
  - as a **sealed hard copy** at the KITCO office.
- Quotations received in incomplete form or after the due date and time shall be summarily rejected.

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#### VI. Commercial Terms & Conditions

1. The quoted rate shall be **per sq.ft. of building/structure** under structural design, and shall be **inclusive of all expenses defined in the scope, but excluding applicable GST**. GST at applicable rates shall be paid on submission of GST Invoice in the name of KITCO Ltd. with GST No.32AAACK9991P1ZS
2. Maximum site visits envisaged are **five (5)**. Additional visits, if required, shall be paid at an all-inclusive rate of **Rs.2,500/- per man-day** (excluding conveyance and accommodation, which will be arranged by KITCO Ltd).
3. **Submission Timelines**
  - Detailed Structural drawings: Within **7** days from the date of issue of Architectural drawings and Soil investigation report.
  - Further deliverables: within **3 days** of intimation from KITCO Ltd.

#### 4. Payment Schedule

- 30% on submission of detailed structural drawings.
- 40% on submission of GFC drawings.
- 20% on submission of Final Structural Design Report and Structural Stability Certificate, after approval by the Client/KITCO.
- 10% on completion and handing over of the project.

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**KITCO Ltd reserves the right to accept or reject any or all quotations without assigning any reasons thereof. The decision of KITCO in the selection process will be final.**

- Sd -

**Manager  
(Officiating Managing Director)**

27.10.2025  
Kochi

**Appendix-I**

**FORMAT FOR QUOTATION**

**Name of Work: PROVIDING PROFESSIONAL SERVICES FOR STRUCTURAL DESIGN OF PROJECTS**

| <b>Sl. No.</b> | <b>Item Description</b>                                                | <b>Unit</b>                | <b>Rate INR</b> |
|----------------|------------------------------------------------------------------------|----------------------------|-----------------|
|                |                                                                        |                            |                 |
| 1              | Rate for providing Engineering services as per the requirements of RFQ | Per sq.ft of Built-up area |                 |
|                | <b>Total</b>                                                           |                            |                 |
|                | <b>Applicable GST</b>                                                  |                            |                 |
|                | <b>Grand Total</b>                                                     |                            |                 |

Note: Rate quoted shall be inclusive of all expenses required to carry out the scope defined, but exclusive of GST.

GST at applicable rates shall be paid on submission of GST Invoice in the name of KITCO Ltd. with GST No.32AAACK9991P1ZS.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Date:

Name of Firm:

Address: