



**KERALA GRAMEENA BANK, HEAD OFFICE MALAPPURAM**

**Request for Expression of Interest (EOI)  
For  
Project Management Consultancy**

**Document No: KGB/GAW/PMC/01/2026**

## Table of Contents

1. Disclaimer
2. Notice Inviting EOI
3. About Kerala Grameena Bank
4. Broad Scope of Work
5. Eligibility Criteria
6. Evaluation & Shortlisting at EOI Stage
7. Annexures (Forms A to H)

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### Section 1: Disclaimer

This EOI document is not an agreement and is not an offer by Kerala Grameena Bank (KGB) to the prospective Bidders. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their application for qualification. Interested parties who qualify the eligibility criteria may participate in the EOI. Firms may utilize this an opportunity to showcase their capabilities.

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### Section 2: Notice Inviting EOI

Kerala Grameena Bank invites Expressions of Interest for consultancy service from established Project Management Consultancy (PMC) firms for the proposed **Administrative Office Building** in Central Kerala.

#### Details of Expression Of interest

Project Name	Consultancy service for Construction of KGB Administrative Office.
Built-up Area	Approximately 1,00,000 Sqft.
Contract Type	End-to-End Consultancy
Issue of Document	19-03-2026
Submission Deadline	<b>10-04-2026, 17:00 HRS</b>
Documents	Available for download on Kerala Grameena Bank Website <a href="http://www.kgb.bank.in/tenders">www.kgb.bank.in/tenders</a>
Email	<a href="mailto:gawing.kgb@kgb.bank.in">gawing.kgb@kgb.bank.in</a>
Contact Number	9400999015 (Asst. General Manager, GA Wing), 9400999066 (Senior Manager, GA Wing)
Mode of Submission	Sealed envelopes to be submitted on or before 10-04-2026 to <b>The Assistant General Manager Kerala Grameena Bank, General Administration Wing Head Office, KGB Towers, Malappuram -676505 Mob: 9400999015, 9400999066</b>
Superscription on the envelope	EOI for Project Management Consultancy

### Section 3: About Kerala Grameena Bank

Kerala Grameena Bank (KGB) is a scheduled bank owned by Government, functioning under the category of Regional Rural Bank (RRB). KGB is the only RRB in the state of Kerala and is one of the best RRBs in the country. Government of India holds 50% stake in the bank along with 35% by Canara Bank and 15% by Government of Kerala.

Apart from its Head Office in Malappuram and other administrative establishments in Kannur and Bangalore, Bank is planning to set up a state-of-the-art administrative office in Central part of Kerala with around 1,00,000 Sq ft built up area. In order to execute the same, Bank needs to engage a PMC for providing an end-to-end solution right from soil testing to construction supervision and completion.

And hence this Expression of Interest (EOI).

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### Section 4: Broad Scope of Work

The Consultant shall be the Bank's representative for the project and shall provide "Concept to Commissioning" services.

#### 4.1 Phase I: Pre-Construction & Design

- **Site Investigation:** Conducting comprehensive soil testing (SBC), topographical surveys, and contour mapping.
- **Architectural Design and Landscaping Design:** Conceptualizing the building and landscaping designs (Exterior) and functional workspace planning (Interior) in line with Green Protocol.
- **Design and Drawing:** Preparing detailed structural drawings along with structural design.
- **Structural Designing and Drawing:** Preparation of detailed structural design and drawings.
- **3D Rendering of the Design:** Presenting a 3D rendered design of both exterior and interior.
- **Engineering:** Structural, Plumbing, Electrical, HVAC, Fire fighting, and IT/Data networking designs.
- **Statutory Approvals:** Liaison with Local Panchayath /Municipality, Fire Department, KSEB, PCB, and Revenue Departments for all necessary building permits.
- **Preparation of Project Schedule:** Preparing detailed project schedule using PERT / CPM techniques through project management software, clearly identifying critical path activities, milestones and resource allocation.

#### 4.2 Phase II: Estimation & Tendering

- **Costing:** Preparation of Detailed Project Report (DPR), Bill of Quantities (BOQ), and Detailed Estimates based on current DSR/Market rates.

- **Procurement:** Drafting technical specifications and tender documents for the main civil contractor and specialized vendors.
- **Evaluation:** Scrutiny of bids, conducting pre-bid meetings, and providing a reasoned recommendation for the selection of the successful bidder.
- **Compliance:** Ensuring all relevant guidelines of CVC, IBA, DFS etc. as applicable at each stage.

#### 4.3 Phase III: Execution & Quality Control

- **Supervision:** Day-to-day on-site supervision of civil, electrical, and interior works.
- **Quality Assurance:** Establishing a testing protocol for materials (Cement, Steel, etc.) and ensuring adherence to IS codes.
- **Monthly Progress Report:** Submit progress report by the first week of every month.
- **Billing:** Verification and certification of Running Account (RA) bills submitted by contractors.

#### 4.4 Phase IV: Completion & Handover

- **Snag List:** Identification and rectification of defects.
- **Occupancy:** Obtaining Completion Certificate (CC) and Occupancy Certificate.
- **As-Built Drawings:** Preparation and submission of final "As-Built" drawings and O&M manuals.

### Section 5: Eligibility Criteria

The following table outlines the minimum requirements that a Project Management Consultancy (PMC) firm must satisfy to be considered for shortlisting. Failure to provide valid documentary evidence for any of the "Mandatory" criteria will lead to immediate disqualification.

Sl. No	Eligibility Parameter	Minimum Requirement	Supporting Documents Required
5.1	Legal Identity	The firm must be a registered Legal Entity (Private Limited, Public Limited, or LLP) in operation for at least <b>10 years</b> .	Certificate of Incorporation and Partnership Deed (if applicable).
5.2	Regional Experience	The firm must have successfully completed at least 10 projects of similar nature* in Kerala during the <b>past 10 years</b> of which <b>one should be a large-scale project</b> (i.e., administrative and/or commercial space with built up area of 50,000 sq. ft. or more) within the state of <b>during the past 3 years</b> .	Work Orders, Completion Certificates, or Client Reference Letters.

Sl. No	Eligibility Parameter	Minimum Requirement	Supporting Documents Required
5.3	Cumulative Experience	Total experience in PMC or construction of administrative and/or commercial spaces totalling a minimum of 5,00,000 sq. ft. during the last 10 years.	List of projects with built-up area (BUA) certified by a Chartered Architect/Engineer.
5.4	Specific Project Scale	Experience in managing at least <b>one single project</b> with a built-up area of <b>100,000 sq. ft.</b> or more.	Completion Certificate specifically mentioning the BUA of the project.
5.5	Financial Standing	The <b>Net Worth</b> of the company must be positive as per the latest audited balance sheet (FY 2024-25 or 2023-24).	Audited Balance Sheets and a Certificate from a Chartered Accountant.
5.6	Technical Manpower	The firm must have on its rolls qualified Architects, Structural Engineers, and MEP Experts with at least 10 years of individual experience.	CVs of Key Personnel and HR declaration of employment.
5.7	Statutory Compliance	Valid GST registration and PAN card. The firm should not have been blacklisted by any Govt/PSU/Bank.	GST/PAN copies and a Self-Declaration Affidavit on non-judicial stamp paper.

### Notes for Evaluation

1. **\*Projects of Similar Nature:** For the purpose of this EOI, this includes Office Buildings, IT Parks, Banks, and Institutional complexes. Residential apartments or shopping malls may be excluded at the Bank's discretion if they do not align with "Administrative" functionality.
2. **Joint Ventures:** If the applicant is a Joint Venture (JV), the Lead Member must meet at least 60% of the cumulative area requirements.
3. **Verification:** Kerala Grameena Bank reserves the right to physically verify the project sites mentioned in the credentials to assess the quality of supervision and design. And the applicant must organize such visits, if asked for, at their cost.

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### Section 6: Evaluation & Finalization of Successful Firm at EOI Stage

The Bank will use PASS/FAIL evaluation methodology on the basis eligibility criteria as detailed in Section 5 for shortlisting.

The Bank will use **Least Cost Selection (LCS)** or **Quality and Cost Based Selection (QCBS)** as decided during the final RFP stage for selecting the successful bidder.

- Shortlisted participants in the EOI will be called for a detailed presentation – either online or in person – showcase their capabilities, experience, expertise and offerings.

- Bank may visit the sites previously managed by the consultant at the cost of the consultant or contact the entities to which they had rendered similar service in the past for obtaining opinion/feedback.
  - After disqualifications, if any, during this stage, the final list will be prepared.
  
  - Detailed scope of work will be prepared during the final RFP stage.
  - RFP will be called only from those firms in the final list.
  - Method of selection – whether LCS or QCBS – will also be finalized only at this stage.
  - The successful candidate after RFP needs to enter into an agreement with the Bank. The draft agreement will be provided along with the final RFP document.
  - The successful candidate also needs to provide a performance guarantee, as decided by the Bank which will be mentioned in the RFP document.
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#### **Section 7: Annexures & Application Forms**

- **Annexure A** : Letter of Application.
  - **Annexure B** : General Information of the Firm (Address, Key Personnel).
  - **Annexure C** : Financial Capability (Turnover and Net Worth for last 3 years).
  - **Annexure D** : List of Completed Large Scale Projects (Last 10 years).
  - **Annexure E** : List of Completed Projects in Kerala (Administrative / Commercial Establishments in Kerala) (Last 10 years)
  - **Annexure F** : Current Projects in Hand.
  - **Annexure G** : Details of Technical Manpower (Architects, Structural Engineers, Site Engineers).
  - **Annexure H** : Affidavit of Non-Blacklisting.
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### Annexure A: Letter of Application

Particulars	Details
Name of the Firm	
Registered Address	
Name of Authorized Signatory	
Designation	
Contact Number	
Email ID	
EOI Reference No.	
Date of Submission	

**Declaration:**

We hereby submit our application in response to the EOI issued by Kerala Grameena Bank. We confirm that we have read, understood and agree to abide by all terms and conditions. The information furnished is true and correct.

**Place:**

**Date:**

**Authorized Signatory**

### Annexure B: General Information of the Firm

Particulars	Details
Name of the Firm	
Type of Organization (Proprietorship/Partnership/Company/LLP)	
Year of Establishment	
Registration Number <sup>#</sup>	
Registered Address	
Correspondence Address	
PAN Number <sup>#</sup>	
GST Number <sup>#</sup>	
Key Contact Person (Name & Designation)	
Contact Details (Phone & Email)	Ph: Email:

<sup>#</sup> copies to be submitted

Place:

Date:

Authorized Signatory

**Annexure C: Financial Capability (Last 3 Financial Years)**

<b>Financial Year</b>	<b>Annual Turnover (INR)</b>	<b>Net Worth (INR)</b>	<b>Profit/Loss (INR)</b>	<b>CA Certification (Yes/No)</b>

**Note: Audited Financial Statements and CA Certificate must be enclosed.**

**Place:**

**Date:**

**Authorized Signatory**

**Annexure D: Completed Large Scale Projects (Last 10 Years)**

Sl. No.	Project Name	Client Name	Location	Built Up Area (sq ft)	Project Cost (INR)	Completion Year	Scope of Work

Place:

Date:

Authorized Signatory

**Annexure E: Completed Projects in Kerala (Administrative / Commercial Establishments only) (Last 10 Years)**

Sl. No.	Project Name	Client Name	Location	Built Up Area (sq ft)	Project Cost (INR)	Completion Year	Scope of Work

Place:

Date:

Authorized Signatory

**Annexure F: Current Projects in Hand**

Sl. No.	Project Name	Client Name	Location	Contract Value (INR)	Start Date	Expected Completion Date

Place:

Date:

Authorized Signatory

**Annexure G: Details of Technical Manpower**

<b>Sl. No.</b>	<b>Name</b>	<b>Qualification</b>	<b>Professional Registration No.</b>	<b>Role (Architect/Structural Engineer/Site Engineer)</b>	<b>Years of Experience</b>	<b>Years Associated with Firm</b>

Place:

Date:

**Authorized Signatory**

**Annexure H: Affidavit of Non-Blacklisting**

**AFFIDAVIT**

It is hereby declared that as on date, the firm is not in blacklist or under debarment by any Government Department/PSU/Bank, that no criminal or vigilance case is pending against the firm, that firm has not been declared insolvent or bankrupt and that all information provided in the EOI is true and correct.

**Place:**

**Date:**

**Authorized Signatory**