

# KERALA CRICKET ASSOCIATION (KCA)

## EXPRESSION OF INTEREST (EOI) FOR CONCEPT DEVELOPMENT, DESIGN AND EXECUTION FOR THE INTERIOR RENOVATION OF KCA HEAD OFFICE

### 1. Introduction

Kerala Cricket Association (KCA) invites **Expression of Interest (EOI)** from experienced, professional, and licensed firms/parties engaged in the field of interior design and execution works for undertaking **concept development, design, and execution** for the renovation of its Head Office at Trivandrum.

This is a **single-stage EOI** process wherein both **technical credentials** and a **financial proposal** are invited for evaluation and selection. Selection will be based on technical credentials and conceptual design proposal.

### 2. Scope of Work

The proposed work shall include, but not be limited to:

1. **Renovation of existing office space** on the 2nd Floor to develop:
  - Office space for KCA Office Bearers
  - A Lounge Area
2. **Renovation of existing ladies' toilet** on the 1st Floor
3. **Installation of cupboards and racks** for secure file storage

The selected firm will be responsible for:

- **Conceptual design**, material recommendations, and space optimization
- **3D walkthrough video presentation** post-concept development
- **Execution of approved designs** using quality materials
- Ensuring alignment with **KCA technical standards**

### 3. Site Visit Requirement

Firms must **visit the site** prior to submitting the proposal in order to understand the existing layout and practical conditions.

For arranging site visits, please contact:  
**Mr. Sishan Sharafudeen – +91 73389 38126**

#### **4. Submission Requirements**

The bid proposal must be submitted in a **sealed cover or via email**, clearly labelled “**EOI – Concept Development, Design and Execution for the KCA Head Office Interior Renovation Works**” and should include:

##### **(A) Technical Proposal:**

1. **Company Profile**
2. Details of **major similar works undertaken in the past 5 years**, with:
  - Name of client
  - Nature of project
  - Value of work
  - Completion certificate copies
3. **GST and organisational registrations**
4. **Bank Details** (attested copy for payment)
5. **Conflict of Interest Declaration** (Annexure A)
6. Details of the **site visit conducted**
7. **Proposed concept notes and rough layout (if available)**

##### **(B) Financial Proposal:**

- A detailed **cost estimate**, with separate breakup for:
  - Design & Walkthrough Charges
  - Material specification and Labour Costs
  - Taxes (to be shown separately)
- **Price validity** for a period of **3 months** (\*no price escalation will be entertained)

#### **5. Evaluation Criteria**

The selection will be based on the following weighted criteria:

<b>Criteria</b>	<b>Weightage</b>
Relevant Experience & Credentials	30%

<b>Criteria</b>	<b>Weightage</b>
Quality of Concept Note/Initial Ideas	25%
Quality & Detailing of Similar Past Work	15%
Financial Proposal	25%
Site Visit & Understanding	5%

KCA reserves the right to seek clarification, call for presentations, or reject any proposal without assigning any reason.

## **6. Execution Timelines**

- Submission of walkthrough video: **within 10 days** of award
- Finalization of design and commencement: **within 5 days** of approval
- Completion of all works: **within 60 days** from work order

## **7. Design Ownership & Confidentiality**

All designs, drawings, and walkthroughs submitted and approved shall become the **exclusive property of KCA**. The firm shall maintain confidentiality regarding all office plans and layouts.

## **8. Contact Details for Clarification**

For any clarification regarding the EOI, please contact:

**Phone:** 0471-2326522

**Email:** office@keralacricknet.in

## **9. General Terms**

- KCA may negotiate rates before final award.
- Submission of EOI does not guarantee award of work.
- No cost incurred for preparing the proposal shall be reimbursed.

## 10. Submission Deadline

The EOI along with all required documents must be submitted **on or before 04.08.2025**, either:

- **Via email** to: [office@keralacricket.in](mailto:office@keralacricket.in) or
- **In physical form** at:  
*The Secretary*  
Kerala Cricket Association  
KCA Complex, T.C. 24/588(1),  
Thycaud, Thiruvananthapuram – 695003

Subject: “**EOI – Concept Development, Design and Execution for the KCA Head Office Interior Renovation Works**”

## 11. EOI Opening Schedule

- Opening Date and Time of EOI Proposals: **05.08.2025,4:00PM.**

Secretary KCA, reserves the right to accept/reject any or all application of Expression of Interest (EOI) and may also cancel the Expression of Interest (EOI) notice and call fresh notice for Expression of Interest (EOI) without assigning any reason thereof.

**Secretary**  
**Kerala Cricket Association**

**Date:**

## **Annexure A – Conflict of Interest Declaration**

To be typed on letterhead and signed