



**Information Kerala Mission**

Public Office Complex Thiruvananthapuram

Pincode - 695033 GSTIN:32AAAA15509H2Z0

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File Number: 94-P1-2024-IKM

Date : 29-08-2025

**Expression of Interest for DPR Preparation & Execution:  
Saubhagya Building Infrastructure Strengthening**

**Tender Ref No: No.94-P1-2025-IKM**

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**Information Kerala Mission, Public Office Complex, Public Office PO,  
Thiruvananthapuram, Kerala 6G5033**

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# 1. INTRODUCTION

Information Kerala Mission (IKM), an autonomous institution under the Department of Local Self-Government, Government of Kerala, is presently functioning from two separate locations the Public Office and a rented private building named “Inqspace” at Kavadiyar. Around 250 staff members are working across these offices. For ensuring administrative efficiency and smooth coordination of various projects, it has become essential to consolidate the operations of IKM under a single roof.

In this context, it has been decided to lease approximately 853 sq. m. of space in the Soubhagya Building (a three-storey facility with a total built-up area of 2553 sq. m.), owned by TRIDA and located at Attakkulangara, Thiruvananthapuram, to accommodate the IKM headquarters. Alongside Information Kerala Mission, Suchitwa Mission and Clean Kerala Company are also proposed to commence operations in the same premises, thereby functioning together as a joint institutional complex.

Within the allocated space, IKM proposes to establish a innovative software lab capable of accommodating about 120 professionals, including software developers, testers, support teams, and project managers, with discussion rooms. Individual cabins will be provided for the Technical Director (R&D) and the Technical Director (Technical), along with seating arrangements for a 14 member domain team. There should be a large, modern and hi-tech conference hall and video conferencing facilities.

Separate executive rooms should be set up for the Chief Mission Director and the Executive Director. Meeting rooms should also be set up nearby. Seating should be provided for confidential assistants. Separate cabins will be provided for the Controller of Administration, Administrative Officer, Purchase Officer, and Finance Officer, with an additional seating space for the Confidential Assistant to the Controller of Administration.

The Administrative Division will have workstations and storage for 10 staff, the Finance Division for 8 staff, and the Planning & Purchase Division for 3 staff. A reception area, help desk section with seating for 2 staff, capacity building section with seating for 4 staff, and a server room should be provided. There should also be infrastructure space including seating for 2 staff.

This includes a rest area for cleaning and security staff. Sufficient washrooms, dining facilities and a coffee area will also be provided to cater to the needs of approximately 200 employees. In addition, a store room and records room will be equipped with all the necessary facilities.

In order to realize these requirements, it is proposed to prepare a Detailed Project Report (DPR) covering civil works, electrical installations, networking, furniture, and electronic equipment. Accordingly, Expressions of Interest (EOI) are invited from government-approved agencies for preparation of the DPR and for execution of the proposed works.

**2. Details of Work:** It is proposed to develop the office space allotted to Information Kerala Mission (IKM) at the Soubhagya Building, Thiruvananthapuram, into a modern, fully functional complex with facilities to accommodate approximately 200 staff members. The scope of work includes the following:

- Establishment of a advanced software lab with seating for about 120 professionals, including software developers, testers, support teams and project managers, along with discussion rooms.
- Cabins for the Deputy Director of (R&D) & Deputy Director (Technical).
- Provision of executive rooms for the Chief Mission Director and Executive Director, with adjacent meeting rooms and seating for confidential assistants.
- Cabins for the Controller of Administration, Administrative Officer, Purchase Officer and Finance Officer, with additional seating for a Confidential Assistant.
- Dedicated workspace and storage facilities for the Administrative Division (10 staff), Finance Division (8 staff), and Planning & Purchase Division (3 staff).
- Development of common facilities such as a large modern and hi-tech conference hall, video conferencing room, reception area (1 Staff), help desk (2 Staff), capacity building section (4 Staff), Server room, infrastructure room (2 Staff), records room and store room (1 Staff).

- Arrangement of staff amenities including adequate washrooms, dining facilities, coffee area, and rest areas for cleaning and security personnel.
- Preparation of a comprehensive Detailed Project Report (DPR) including architectural, civil works, electrical installations, networking, furniture, electronic equipment IT, HVAC, sanitation, and allied works.
- Cost estimation and financial planning in line with government norms.
- Ensuring energy efficiency, sustainability, and compliance with Kerala Municipal Building Rules and relevant safety standards.
- Phased execution plan with timelines.
- Supervision of DPR implementation, ensuring quality and timely completion.
- Preparation of appropriate Design, Drawings and Estimate in PRICE software.

### 3. Scope of Work: The selected agency shall be responsible for:

1. Site inspection and assessment of existing building infrastructure.

2. Preparation of a Detailed Project Report covering:

- Structural strengthening requirements
- Electrical, plumbing, and fire & safety systems
- ICT and digital infrastructure requirements
- Space reallocation and interior works for functional optimization
- Sanitation, water supply, waste management solutions
- Environmental sustainability, energy-saving, and green building features
- Cost estimates and BOQ preparation

3. Assisting the Government in obtaining statutory approvals wherever required.

4. Providing a time-bound execution and monitoring plan.- Implementation plan with

timelines and phasing.

#### 4. Eligibility Criteria

- Must be an authorized/empaneled agency with the Government of Kerala.
- Minimum of 5 years' experience in preparation and execution of DPRs for government or public sector infrastructure projects.
- Proven track record of completing at least three similar projects in the last five years.
- Availability of qualified professionals including Architects, Civil/Structural Engineers, Electrical Engineers, and Project Managers.
- Should not have been blacklisted by any government department/agency.

#### 5. Documents to be Submitted

- Company profile including year of establishment and organizational structure.
- Copy of registration/authorization/empanelment certificate.
- List of similar projects completed with details (client name, project size, completion certificate).
- Curriculum Vitae of key technical staff proposed for the project.
- Audited financial statements for the last three financial years.
- Declaration of non-blacklisting and litigation status.

#### 6. SUBMISSION DETAILS

Notice Inviting Tender		
1.	<b>Name of the Tender Inviting Authority</b>	Information Kerala Mission (IKM)
2.	<b>Officer - Tender Inviting Authority</b>	Chief Mission Director/ Executive Director, IKM.
3.	<b>Name of the Tender</b>	Expression of Interest for DPR Preparation & Execution
4.	<b>Tender Reference Number</b>	No.94-P1-2024-IKM
5.	<b>Tender Type</b>	Open Tender
6.	<b>Tender Category</b>	Services
7.	<b>Publication of Tender Document</b>	<a href="http://ikm.gov.in">http://ikm.gov.in</a>

8.	<b>Contact Person</b>	Mrs. Timple Magi PS, Controller of Administration, Mob: 9497366416  Sri. Sajeew S, Purchase Officer, Mob:9447861961
9.	<b>Address</b>	Information Kerala Mission, Public Office Complex, Public Office PO, Thiruvananthapuram, Kerala 695033
10.	<b>Contact No.</b>	0471 2773100
11.	<b>E-Mail ID, for any clarifications</b>	mail.ikm@kerala.gov.in
12.	<b>Pre-bid Meeting</b>	08/09/2025
13.	<b>Pre-Bid Meeting Venue</b>	Information Kerala Mission, Public Office Complex, Public Office PO, Thiruvananthapuram, Kerala 695033
14.	<b>Last Date of Submission of Bids</b>	Time: 15:00 Hrs; Date: 22/09/2025
15.	<b>Opening of Technical Bids</b>	At 11:30 Hrs on 23/09/2025
16.	<b>Bid System</b>	Two stage bids  1. Prequalification and Technical bid  2. Commercial Bid/Financial Bid
17.	<b>Validity of the Bid</b>	6 months from the date of opening of price bid
18.	<b>Terms &amp; Conditions</b>	As per the Tender document

## Note

- The selection process will be governed by Government Orders G.O.(P) No.67/2021/Fin dated 28.04.2021 and G.O.(P) No.104/2022/Fin dated 02.09.2022.
- The Government reserves the right to accept or reject any or all EOIs without assigning reasons.

## BID FORM (Financial Bid)

1	Name of Work	Expression of Interest for DPR Preparation &
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		Execution: Saubhagya Building Infrastructure Strengthening
2	Location	Soubhagya Building, Attakulangara, Thiruvananthapuram
3	Name and Address of the Accredited Agency	
4	Name, Address and Contact number of the authorised person	
5	Centage charges in % (including Architectural fee) 1.50%	

Name and Signature  
of uthorised person

Place:

Date:

