



**KERALA CO-OPERATIVE MILK MARKETING
FEDERATION Ltd.**

**CENTRAL PRODUCTS DAIRY, PUNNAPRA P.O,
ALAPPUZHA**

No: CPD/ENGG/CIVIL/BUILDING DOCUMENTATION/2026-27

**TENDER FOR BUILDING DOCUMENTATION WORK AT
CENTRAL PRODUCTS DAIRY, PUNNAPRA, ALAPPUZHA**



KERALA CO-OPERATIVE MILK MARKETING FEDERATION LTD.
CENTRAL PRODUCTS DAIRY, PUNNAPRA P.O, ALAPPUZHA – 688 004.
Tel: 0477-2255900, 2255999, 2255921, E-mail: cpd@milma.com
GST:32AAAK5375M4ZD

No: CPD/ENGG/ BUILDING DOCUMENTATION /2026-27

23/09/2026

Tender Notice

Kerala Co-operative Milk Marketing Federation Ltd., Central Products Dairy, Punnapra P.O, Alappuzha invites competitive quotations from Licensed Engineers/ Consultants for the Building Documentation work at Central Products Dairy subjected to terms & conditions stipulated.

1	Place of Submission of tender	Office of Milma Central Products Dairy, Punnapra P.O, Alappuzha - 688 004
2	Estimated value	Rs.4.96 lakhs
3	Tender Form Fee	Rs. 590/- (Rupees Five Hundred and Ninty Only) as online remittance at Central Products Dairy, Punnapra P.O, Alappuzha.
4	Tender form availability	Tender form can be collected from the office of Central Products Dairy, Punnapra P.O, Alappuzha during office hours after remittance of tender form fee
5	Earnest Money Deposit	Rs. 9,920/- (Rupees Nine Thousand Nine Hundred and Twenty Only) as online remittance at Central Products Dairy Punnapra P.O, Alappuzha.
6	Last Date and time of submission of tender	Sealed quotations shall be submitted at Central Products Dairy Punnapra, Alappuzha office on or before 02/10/2026, 1.00PM by hand/courier/post, along with the EMD details. The envelope should be titled “Building Documentation work at Central Products Dairy, Punnapra, Alappuzha”
7	Date and time of opening of tender	02/10/2026 , 2.30 PM
8	Venue of opening of tender	Office of Milma Central Products Dairy Punnapra P.O, Alappuzha-688 004

For more details please contact in Ph. No: 9496115836, 9495967751 during office hours.

DAIRY MANAGER



**KERALA CO-OPERATIVE MILK MARKETING FEDERATION LTD.
CENTRAL PRODUCTS DAIRY, PUNNAPRA P.O, ALAPPUZHA – 688 004.
Tel: 0477-2255900, 2255999, 2255921, E-mail: cpd@milma.com
GST:32AAAAK5375M4ZD**

No: CPD/ENGG/ BUILDING DOCUMENTATION /2026-27

23/09/2026

Kerala Co-operative Milk Marketing Federation Ltd., Central Products Dairy, Punnapra P.O, Alappuzha invites competitive quotations from Licensed Engineers for Building Documentation work of Central Products Dairy, Punnapra, Alappuzha as per Kerala Panchayat Building Rules and requirements of the concerned Local Self Government Institution for Building regularization purpose subject to the following terms and conditions.

1. SCOPE OF WORK:

The work involves verification of the existing site conditions, measurement of buildings, preparation of drawings and documentation, incorporation of available records, preparation of required statements and submission of documents to the statutory authority (LSGD) for processing the building regularization through KSMART.

1.1 Site Verification and Measurement

- Visit the Central Products Dairy premises and inspect the existing buildings and structures covered under the work.
- Carry out detailed physical verification and measurement of the existing buildings.
- Verify building dimensions, floor areas, setbacks, access, open spaces and other relevant site details.
- Identify and document additions, alterations and modifications carried out in the existing buildings.
- Verify the existing building locations with respect to the available site/topographical survey records.
- Collect all necessary field data required for preparation of statutory drawings.

1.2 Preparation of Drawings

Prepare accurate drawings based on actual site measurements, including wherever applicable:

- Floor plans of all existing floors.
- Elevation drawings.
- Sectional drawings.
- Roof plan, wherever required.
- Area statement.
- Coverage/FAR-related statement, wherever applicable.
- Parking/access and circulation details, wherever applicable.

- Building-wise drawings and schedules.
- Any other drawings required by the concerned authority.

All drawings shall clearly indicate the existing condition and shall be suitable for ready submission in KSMART portal for building regularisation.

1.3 Building Documentation

The agency shall independently verify the existing site conditions before preparing the drawings. The dimensions shown in the drawings shall be based on actual measurements taken at site and shall accurately represent the existing buildings. Any discrepancy noticed between available records and actual site conditions shall be brought to the notice of the CPD Engineering Section before finalisation of the drawings.

The agency shall prepare all necessary documentation required for regularising the building approval, including:

1. Building-wise area calculations.

- 1) Verification of available building permits, approved plans, occupancy certificates and other relevant records provided by CPD.
- 2) Identification of portions already covered under previous approvals/regularisation orders.
- 3) Identification and measurement of unregularised portions, additions, alterations and extensions requiring regularisation.
- 4) Preparation of separate area statements showing:
 - Previously approved/regularised area.
 - Existing unregularised area proposed for regularisation.
 - Total built-up area of each building.
- 5) Preparation of building-wise comparison statements indicating approved area, additional area and balance area proposed for regularisation.
- 6) Preparation of drawings clearly distinguishing approved portions and unregularised portions using appropriate legends, colour coding or hatching patterns as prescribed in KPBR.

2. Floor-wise area statements.
3. Plinth area statements.
4. Existing building details.
5. Building use/occupancy details.
6. Schedule of buildings and structures.
7. Details of additions and alterations, wherever applicable.

1.4 Final Documentation

After completion of the work, the agency shall submit:

- Final approved drawings ready to be submitted in KSMART Portal for building regularisation.
- Soft copies of all drawings in editable CAD format.
- PDF copies of all final drawings and documents.
- Area statements and building schedules.
- Copies of documents/forms submitted to LSGD.
- Any revised drawings/documents prepared during the approval process.

2.TERMS AND CONDITIONS:

1. Each item of work and schedule are given in the enclosed Annexure-1.
2. GST shall be payable extra at applicable rates and nothing extra will be paid on any account.
3. All Government fees, permit charges, scrutiny fees, and challans shall be paid by the Department/Client directly and are not included in the quoted amount.
4. The area indicated in the Annexure is tentative. The final payment shall be based on the actual total plinth area measured, subject to a maximum of the tentative area indicated in the Annexure.
5. The unit rates should be quoted both in figures as well as in words. In case of discrepancy in the rate quoted in figures as well as in words, the amount quoted in words shall be taken as final and binding on the party.
6. Based on the unit rates quoted, the total amount for each item of work should be worked out and indicated in the offer. The unit rate quoted should be legible without any erasion /overwriting. In case of any correction and alterations in the unit rates at the time of quoting the same should be signed in full by the quotationer.
7. Area indicated in the schedule are only tentative and may vary to the +/- side. However, payment will be made for the actual area as per the directions of Officer in charge, on unit rate basis. No extra claim shall be entertained on this account.
8. The unit rate quoted should remain firm for the entire duration of contract and nothing extra will be paid on any account.

3. EARNEST MONEY DEPOSIT:

1. The offer should be accompanied by an EMD Rs. 9,920/- (Rupees Nine Thousand Nine Hundred and Twenty Only)
2. The EMD shall be in the form of online remittance at Central Products Dairy Punnappa P.O, Alappuzha in dairy accounts section.
3. Offers without EMD are liable to be rejected.
4. The EMD of the unsuccessful quotationer's will be released on finalization of the contract. The EMD of the successful quotationer will be released only after satisfactory completion of the work in all respects. No interest will be paid for the EMD for the period for which it lies with the unit.

4.VALIDITY:

The offers submitted by the quotationer shall remain valid for acceptance for a period of 90 days from the date of opening.

5. PERIOD OF COMPLETION:

All the works specified in the scope of work should be completed in all respects within 30 days from the date of receipt of work order. However, the consultant after examining the scope of work and site conditions can specify in the offer the shortest period by which he will complete the above works in all respects.

6.SUBMISSION OF BILLS AND PAYMENT:

Bills shall be prepared in duplicate in the name of the **Kerala Co-Operative Milk Marketing Federation Ltd, Central Products Dairy, Punnapra P.O, Alappuzha GST: 32AAAK5375M4ZD** and shall be submitted along with the copy of the GST registration, PAN card to the Engineer for necessary certification and recommendation for payment.

7.SUBMISSION OF QUOTATIONS AND OPENING:

Eligibility Criteria: The bidder shall be a valid, Engineer A certified Licensee. A self-attested copy of the valid License Certificate of the Licensee bidder shall be submitted along with the quotation. Quotations submitted without the required License Certificate are liable to be rejected.

1. The offer must be submitted in original in a sealed cover super scribing the name of the work, due date and time of opening.
2. The bidder shall submit the EMD along with the tender form as copy of online remittance transaction details or Central Products Dairy Punnapra P.O, Alappuzha cash receipt for the amount remitted in dairy accounts section.
3. The bank account detail of dairy is shown below for online remittance of tender fee and EMD.

Bank	State Bank of India
Account Name	KCMMF Limited
Branch	Punnapra, Alappuzha-4
IFSC Code	SBIN0070215
Account No	67192090757

4. Bidder should also attach this tender document with his offer after signing at the bottom of each page as a token of acceptance of the terms and conditions and specification.
5. The offers complete in all respects along with EMD should reach this office on or before 1 PM on 02/10/2026 and the same shall be opened at 2.30 PM on 02/10/2026 in the presence of interested quotationer or their authorized representatives

8. GENERAL:

1. The machinery/tools required for the above work shall have to be arranged by the successful bidder without any hindrance to the daily operation of the Dairy.
2. The work should be carried out in consultation with the Engineer or the authorized representative of the undersigned and should be strictly as per the specification and requirement.
3. The work on completion should be fulfilled required statutory norms fixed and if necessary the consultant should fulfill the same.
4. Successful bidder shall provide sufficient work force in the nature of skilled / semiskilled / unskilled workers for the execution of work under the contract and shall take all safety precautions and follow the safety regulations of KCMMF LTD as per Factories Act.
5. The undersigned reserves the right to accept any quotation in part or full.
6. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason whatsoever and no explanation can be sought on this account.
7. The work will be allotted to the successful quotationer only on prior approval by the Managing Director, KCMMF LTD.

Shyama
Krishnan
Digitally signed by
Shyama Krishnan
Date: 2026.09.25
07:51:19 +05'30'
DAIRY MANAGER
CENTRAL PRODUCTS DAIRY

Annexure

To,

**The Dairy Manager
KCMMF Ltd.,
CENTRAL PRODUCTS DAIRY,
PUNNAPRA P.O, ALAPPUZHA – 688 004.**

Dear Sir,

Sub: - Building Documentation work of Central Products Dairy, Punnapra, Alappuzha - reg.

Having examined the General conditions/Instructions, Scope of documentation work, Special terms and conditions, Bill of Quantities, Technical specifications relating works specified in the tender hereinafter set out and having visited and examined the site of works specified in the said tender and having acquired the requisite information relating thereto as affecting the tender. I/We hereby offer to execute the consultancy service specified in the tender in accordance with the rates/ LS amount mentioned in the below schedule in all respects with the specification and instructions with writing and with such materials as are provided for in all other respects in accordance with such conditions so far as they may be applicable.

SCHEDULE OF WORK

Item no.	Item Description	Area	(Including GST)	
			Rate	Amount
1	Building Documentation work at Central Products Dairy, Punnapra, Alappuzha	1,05,000 Sq.ft		
TOTAL (Rs.)				
TOTAL AMOUNT Rs. (Including GST)				

Total Amount in words:

EMD Particulars

Online transaction details/ Dairy Cash Receipt No	Date	Amount (Rs.)

Certified that I have read the terms and conditions of the Tender Notice No. **CPD/ENGG/
BUILDING DOCUMENTATION /2026-27 dated 23/09/2026** and agree to the same.

<u>Name & Address of the Consultant</u>	
Phone No: with STD Code	
Mobile Phone No:	
Date of Submission of Tender	

Signature of the Bidder: