

# COCHIN PORT AUTHORITY

Chief Engineer's Office  
Cochin Port Trust  
W/Island , Cochin – 682009, KERALA  
Tele: 91-0484-2666414/0484-258-2400  
website: [www.cochinport.gov.in](http://www.cochinport.gov.in)  
Email: ce@cochinport.gov.in



No. Dy. CE-I/Officer's Enclave/2026-C

Date:07-08-2026

## NOTICE INVITING BUDGETARY OFFER

### FOR

### CONSULTANCY SERVICES FOR PLANNING, DESIGN AND EXECUTION OF OFFICERS' ENCLAVE AT COCHIN PORT AUTHORITY

#### 1. Background

The residential accommodation for the officers and staff of **Cochin Port Authority (CoPA)** is presently spread across different locations on Willingdon Island. Most of the residential quarters provided to officers are old, and maintaining them in a habitable condition has become increasingly difficult and expensive. Further, a majority of these quarters are single or double-storied buildings, resulting in underutilisation of the valuable land available within the Port. At present, officers are accommodated at the northern end of Willingdon Island, while other staff are housed at the southern end.

#### 2. Project Overview

As part of its redevelopment initiative, CoPA proposes to integrate and modernise its residential facilities by developing an **Officers' Enclave** comprising multi storied residential towers with modern amenities. The proposed development aims to optimise land utilisation while providing high-quality residential accommodation in a well-planned township exclusively for officers.

The Port has identified suitable locations on Willingdon Island for the proposed Officers' Enclave.

#### 3. Proposed Residential Facilities

It is proposed to provide residential accommodation for Senior Executives, Deputy Heads of Departments (Dy. HoDs), Senior Class I Officers, Class I Officers and Class II Officers in three residential towers. The tentative plan is as detailed below:

- **Tower 1:** 9 units for Senior Executives

- **Tower 2:** 18 units for Dy. HoDs and Senior Class I Officers
- **Tower 3:** 18 units for Class I and Class II Officers

As per the Ministry of Housing and Urban Affairs (MoHUA) Guidelines dated 23 January 2024, the standardised plinth areas for Government residential accommodation are as follows:

| Quarter Type | Targeted Designation        | Standardised Plinth Area |
|--------------|-----------------------------|--------------------------|
| Type VIII    | Deputy Chairperson / CVO    | 460.00 sq.m              |
| Type VII     | Heads of Departments (HoDs) | 331.00 sq.m              |
| Type VI      | Deputy HoDs or equivalent   | 229.00 sq.m              |
| Type V       | Class I Officers            | 161.50 sq.m              |
| Type IV      | Class II Officers           | 101.50 sq.m              |

In addition, the following common facilities and amenities are proposed:

#### **Transit Accommodation**

- 10 One-bedroom units with attached toilet
- 10 Two-bedroom units with attached toilet
- 5 Dormitory rooms (4 beds per room)

#### **Common Amenities**

- Multi- tier 24/7 security systems
- Parking area
- Fully equipped fitness studio
- Library and reading room
- Multipurpose hall with a seating capacity of 50 persons
- Open squash / shuttle badminton court / open-air multi-sport turf
- Jogging track
- Yoga pavilions / meditation deck
- EV charging facilities in each residential tower and one common charging station

- On demand services

#### 4. Engagement of Consultant

CoPA intends to engage an experienced and qualified consultancy firm for the planning, design and execution support for the proposed Officers' Enclave. The consultant shall develop innovative, functional and cost-effective design solutions conforming to the latest architectural practices, applicable statutory provisions and safety requirements.

##### 4.1. Scope of Consultancy

The consultancy services shall include, but not be limited to, the following:

- **Site Assessment:** Conduct land survey of the identified locations, review the existing site conditions, layouts, infrastructure and constraints, and recommend the most suitable location(s) for the Officers' Enclave.
- **Concept Design:** Prepare alternative concept plans incorporating architectural, functional and aesthetic considerations together with preliminary block cost estimates for approval.
- **Preliminary Design:** Upon approval of the concept design, prepare and submit layout plans, General Arrangement Drawings (GADs) and 3D visualisations.
- **Cost Estimates:** Prepare detailed cost estimates based on CPWD DSR applicable to CoPA. For non-DSR items, prepare detailed rate analyses and/or obtain budgetary quotations as required.
- **Tender Assistance:** Prepare technical specifications and tender documents for item-rate contracts, attend pre-bid meetings and assist CoPA in responding to bidders' queries.
- **Detailed Engineering Design:** Prepare and submit detailed architectural, structural, electrical and allied engineering drawings complying with all applicable codes and standards. The design shall incorporate security features such as access control and surveillance provisions.
- **Construction Stage Assistance:** Provide implementation support during execution, including fortnightly site visits until completion and commissioning of the project.

##### 4.2. Deliverables

The consultant shall submit the following during the assignment:

- Site Assessment Report recommending most suitable location for the Officer's Enclave
- Concept Layout Plans with multiple options
- Presentations before CoPA
- Approved layout plans, General Arrangement Drawings, 3D views and preliminary Block Cost Estimate
- Detailed cost estimates and supporting rate analyses
- Technical specifications for Civil, Electrical & allied works and Bill of Quantities (BoQ)
- Final approved architectural, structural and engineering drawings required for execution of the works
- Site inspection during the execution of works once in a month or as per the requirement

All reports and drawings shall be submitted in **three hard copies** along with **one editable soft copy**. All drawings shall also be submitted in **AutoCAD format**.

## 5. Invitation for Budgetary Offer

To enable Cochin Port Authority to assess the likely consultancy cost and obtain administrative approval prior to inviting competitive bids, **budgetary offers** are hereby invited from reputed consultancy firms having extensive experience in planning, designing and execution of large residential townships, multi-storied residential buildings and associated infrastructure.

Interested firms are requested to submit their budgetary offer indicating the **Consultancy Fee as percentage of Total Project Cost**, with split up for the following including scope of services covered, methodology, deliverables, project timeline, applicable taxes and details of similar assignments successfully completed;

- (i) On submission of Approved layout plans, General Arrangement Drawings, 3D views and preliminary Block Cost Estimate
- (ii) On submission of Detailed drawings and Detailed cost estimates and supporting rate analyses
- (iii) On submission of Technical specifications for Civil, Electrical & allied works and Bill of Quantities (BoQ)
- (iv) On submission of Final approved architectural, structural and engineering drawings required for execution of the works
- (v) On completion of work

The budgetary offer is intended solely for estimation and budgetary purposes and shall not be construed as an invitation to bid or a commitment by Cochin Port Authority to award the consultancy assignment. Cochin Port Authority will not be liable for any financial obligation to the firms in connection with the preparation of this budgetary offer.

The Budgetary Offers may be sent through email superscribing **“BUDGETARY OFFER FOR CONSULTANCY SERVICES FOR PLANNING, DESIGN AND EXECUTION OF OFFICERS' ENCLAVE AT COCHIN PORT AUTHORITY”**, to the Chief Engineer, Cochin Port Authority (ce@cochinport.gov.in) with copy to “thadevus@cochinport.gov.in”so as to reach us on or before 18.08.2026.

Sd/-  
**Dy. Chief Engineer-I**