COCHIN PORT TRUST  
Willingdon Island

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No. F1/IPDS-PMA/16  
Date: 31.08.2016.

To

M/s. KITCO Limited  
Fenith's P.B.No 4407  
Puthiya Road, NH Bypass,  
Kochi, Kerala- 682 028

Letter of Award

Sir,

Sub:- Letter of award for appointing of Project Management Agency (PMA) for the implementation of Integrated Power Development Scheme (IPDS) in Cochin Port Trust area at W/Island- reg.

Ref:-  
(1) CoPT's letter No F1/IPDS-PMA/16 Dated 20.01.2016  

Please refer to the above. Your offer for rendering Project Management Service for the subject project at consultancy fee of @ 5% (Five percent) of the project cost plus service tax, as per the scope of work and Terms & conditions enumerated below, is hereby accepted:-

A. Introduction:-

(a) Cochin Port Trust has initiated proposal for the strengthening of power Sub-transmission and Distribution Network in the electricity distribution area of Cochin Port Trust at an estimate of Rs 5.39 Cr and the proposal is sanctioned by the Ministry of Power, Govt. Of India, New Delhi.

(b) The work comprising of (a) laying of Under Ground cable for a length of 6 Km at various locations of W/Island. (b) 11 KV Bay expansion work at 110 KV S/s  (c) SITC of Distribution transformers (d) Provision of Solar Panels at 3 locations with total capacity of 150 Kwp with net metering.

B. Contract Price

Total contract price for the entire scope of work under this contract shall be at the rate of 5% of project. As per the approved project cost, the PMA charge is computed as Rs 26, 95,000/- (Rupees Twenty Six Lakh Ninety Five Thousand only) plus service tax as per following break up.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Details of work</th>
<th>Project Cost in Rs in Lakhs</th>
<th>Fee for PMA @ 5% of project cost (Rs Lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Strengthening of Sub transmission and distribution network of W/Island such as (a) laying of Under Ground cable for a length of</td>
<td>434.00</td>
<td>21.70</td>
</tr>
</tbody>
</table>
6 Km at various locations of W/Island, (b) 11 KV Bay expansion work at 110 KV S/s (c) SITC of Distribution transformers (d) Providing metering arrangements at feeders end and at consumer’s premises.

<table>
<thead>
<tr>
<th></th>
<th>Provision of solar panels at 3 locations with total capacity of 150 Kwp including net metering</th>
<th>105.00</th>
<th>5.25</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Total</td>
<td>539.00</td>
<td>26.95</td>
</tr>
</tbody>
</table>

The PMA charge as mentioned above is only indicative and if the completion cost of project is altered, the PMA charges shall be adjusted accordingly at the rate of 5% of project completion cost

C. Detailed scope of work:

1. Monitoring and coordination of bidding process
   1. To assist CoPT in preparation of Tender documents for appointment of contractor to execute the work.
   2. To assist CoPT in bidding process (including convening of pre bid meetings etc) and technical evaluation of bids.
   3. To assist the CoPT for placement of Letter of Award and related activities.

2. Project Planning and Implementation.
   1. To assist CoPT in preparation of detailed work implementation schedule in association with contractor.
   2. Coordination & monitoring of project implementation activities.
   3. To monitor DPR wise monthly physical & financial progress of the scheme, prepare a consolidated report & submit to CoPT and PFC the nodal agency of the project.
   4. Identification of anticipated bottlenecks in project implementation & preparation of remedial action plan in consultation with CoPT & Contractor.
   5. To assist CoPT to verify creation of assets from asset register of the CoPT.
   6. To recommend the claim of CoPT for fund release from Nodal Agency. The recommendation is to be supported by a report on expenditure, progress and constraints if any for timely completion of project.
   7. To submit a report to Nodal Agency, regarding Project Completion and expenditure incurred along with recommendation in accordance with the guidelines.
   8. To assist CoPT in supervision of flow of funds in dedicated bank account of projects.
   9. To coordinate the activities with Nodal agency, M/s PFC and to attend the meeting with PFC at New Delhi or any other part as per the requirement of nodal agency/ CoPT.

3. Quality Monitoring.
   i. To prepare a Quality Assurance (QA) Plan with the approval of the CoPT.
   ii. To conduct field quality inspection of ongoing works.
   iii. To conduct joint inspection along with representative of CoPT of material at site on sample basis i.e. 10% of major materials.

4. MIS and Web portal updation.
   1) Assisting CoPT in timely updation of information to MoP / Nodal agency through Web portal in consultation with CoPT.
   2) Periodic reporting of project to the Engineer in charge of CoPT.
   3) Compilation & analysis of AT&C data on quarterly basis.
   4) Any other works as may be required to achieve the objectives of the scheme.
5. Coordination with Nodal Agency/ MoP and any other works as may be required to achieve the objectives of the scheme.

6. Exclusions:-
Primary site survey, Topographical survey, Geo-technical investigations, Architectural/detailed design and detailed estimate are excluded from the Scope of work. All relevant details available with CoPT will be provided

D. Tenure of appointment:-
(1) The term of appointment of the PMA shall be for 27 months as per the following schedule,
   (a) For Solar Power project: Preparation of detailed engineering specification, Scope of work, estimate etc, and submission of all techno commercial documents shall be within 20 days from the date of commencement of work. Finalizing of turnkey contractor for the execution of work is within 45 days from the date of submission techno commercial documents. Completion of Solar panel project shall be on or before 20.02.2017.
   (b) For Distribution Strengthening Project: Preparation of detailed engineering specification, Scope of work, estimate etc, and submission of all techno commercial documents shall be within 60 days from the date of commencement of work. Finalizing of turnkey contractor for the execution of work shall be within 90 days from the date of submission techno commercial documents. Completion of Distribution Network Project shall be within 18 Months from the date of finalizing the contractor.
   (c) Date of commencement of work is taken as 07.09.2016.

E. Terms of payment:
a) 25% of the quoted price for Project Management shall be released on the submission of “Detailed engineering with technical specifications, for the component of “Provision of solar panel”
b) 25% of the quoted price for Project Management shall be released on the submission of “Detailed engineering with technical specifications, for other component of the project.
c) 40% in phased manner on basis of achievement of project milestone according to the release of payments to the contractor.
d) Remaining 10% shall be released after 3 months of completion of works and release of final installment of grant to the CoPT by Nodal Agency

F. Agreement:
M/s. KITCO should execute an agreement on Kerala stamp paper of value Rs.200/- within 10 days from the date of issue of this order as per the format attached as ANEXURE -I.

Please acknowledge receipt of this order.

Yours faithfully,

CHIEF MECHANICAL ENGINEER

PS to Dy Chairman, CoPT -For kind information of the Dy Chairman.

Copy to: The FA & CAO, CoPT, The Secretary, CoPT, The Dy.CME (Elec), The Dy.CVO, For Information