



Kerala state drugs and pharmaceuticals ltd.

a government of kerala enterprise

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KSDP/PRJ/EQTN/2026-27/01

14/05/2026

EMAIL - QUOTATION NOTICE

Kerala State Drugs and Pharmaceuticals Ltd, Kalavoor, Alappuzha Inviting e-mail quotation to engage qualified professionals on an hourly basis for preparation of the 'As-Built Drawings' of LVP/SVP/Ophthalmic plant.

SCOPE OF WORK :

Preparation of 'As-Built Drawings' of LVP/SVP/Ophthalmic plant at KSDP for statutory submission.

CONDITIONS AND INSTRUCTIONS:

1. Site Verification and Physical Measurement
 - Conduct detailed site visits and inspections.
 - Verify all installed equipment, utilities, pipelines, structural elements, and building layouts.
 - Take actual field measurements and compare with approved drawings.
2. Collection and Review of Existing Documents
 - Review approved design drawings, Good for Construction (GFC) drawings, vendor drawings, layouts, and modification records.
 - Identify deviations, additions, omissions, and modifications executed during construction and commissioning.
3. Preparation/Updation of As-Built Drawings
 - Prepare final "As-Built Drawings" reflecting the actual executed condition of the plant.
 - Incorporate all revisions and field changes observed during execution and commissioning.
4. Preparation of Drawings

The professionals may prepare/update:

 - Revised Layout
 - Equipment layouts

- Man Material Movement layout.
- Utilities layouts - (Purified water/WFI systems, Pure steam, Compressed air, Nitrogen lines Chilled water etc..)
- Any other drawing demanded by KSDP that required for statutory submission

5. Digital Drafting and Documentation

- Prepare drawings using AutoCAD software.
- Standardize drawing numbering, legends, symbols, and revision history.
- Generate editable soft copies and hard copies.

6. Mode of Working

- The engaged professional may carry out the drafting work either:
 - from KSDP premises
 - or
 - remotely from their office/home after completion of required site verification and measurements.
- However, all site verification, measurements, and physical inspections shall be carried out in coordination with KSDP officials.

7. Hourly Engagement and Monitoring

- The engagement shall be strictly on hourly basis.
- The professional shall maintain a detailed **Daily Work Log Sheet** indicating:
 - Date
 - Start and end time
 - Nature of work carried out
 - Drawing reference/details
 - Location of work (KSDP / Remote Office / Home Office)
- For remote working hours, the professional shall:
 - submit periodic progress updates through email/online mode,
 - share working progress files whenever requested by KSDP,
 - attend online review meetings as directed by KSDP.
 - maintain editable CAD working files with time-stamped revisions.
- The hours claimed shall be verified and certified by the concerned officer of KSDP based on:
 - actual progress achieved,
 - drawing submissions,
 - revision records,
 - review meetings,
 - and deliverables completed.
- KSDP reserves the right to disallow any unsubstantiated or unproductive hours claimed.

8. Deliverables

The professional shall submit:

- Final As-Built Drawings in:
 - Editable AutoCAD format (.dwg)
 - PDF format
- Drawings shall include:
 - Proper title blocks
 - Drawing numbers
 - Revision history
 - Legends and symbols
 - Dimensions and levels wherever applicable
- All drawings shall become the property of KSDP upon completion and payment.

9. Review and Corrections

- Any corrections/modifications pointed out by KSDP during review shall be incorporated by the professional.
- The drawings shall be finalized only after approval from KSDP.

10. Confidentiality

- All plant drawings, layouts, utility details, and technical information shall be treated as confidential.
- The professional shall not share or reproduce any drawings/documents without written permission from KSDP.

11. Completion Period

- The work shall be completed within 30 days from the date of work order. The total manhours are limited to 100 Hours.

12. Payment Terms

- Payment shall be made progressively based on submission and approval of completed sets/packages of drawings.
- The work may be divided into identifiable drawing packages/sets such as equipment layouts, utility layouts, piping layouts, man-material movement layouts, architectural layouts, etc., or any other grouping decided by KSDP.
- Upon satisfactory completion and submission of each drawing set/package, the professional may submit invoice for the corresponding completed portion of work.
- The submitted drawings and claimed working hours shall be verified and certified by the concerned officer of KSDP before release of payment.
- Subsequent payments shall be released on completion and approval of subsequent drawing sets/packages. Payment shall be made based on the approved hourly rate and certified working hours.

- Payment will be released only after:
 - submission of editable drawings of .dwg and.pdf format

13. Required Qualification

- The professional shall possess experience in preparation of industrial/pharmaceutical plant drawings and shall have adequate knowledge in:
 - AutoCAD drafting,

14. Submission of Quotation- format enclosed

- The quotation shall clearly indicate:
 - Hourly rate
 - Qualification and experience
 - The rate per hour as per the attached format

HOURLY WORK MEASUREMENT AND INCLUSIVE RATE :-

- The payable hours shall be calculated only for the actual effective work carried out towards:
 - site verification,
 - physical measurements,
 - preparation/modification of drawings,
 - drafting work,
 - coordination/review discussions related to drawings,
 - and submission/correction of drawings.
 - Travelling time from residence/office to KSDP and back shall not be considered for payment.
 - The quoted hourly rate shall be deemed inclusive of all expenses such as:
 - boarding,
 - lodging,
 - food,
 - local conveyance,
 - travel expenses,
 - freight,
 - communication charges,
 - software/computer usage,
 - All other incidental expenses required for execution of the work.
 - No separate payment/reimbursement shall be made by KSDP towards the above expenses under any circumstances.
 - Only productive and verifiable working hours directly connected with execution of the assignment shall be considered for certification and payment by KSDP.
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IMPORTANT DATES :

Last Date of receipt of e-mail quotation : **18-05-2026 at 11:00 am.**
Email Quotation Opening Date : **18-05-2026 at 11:30 am.**

Please send your e-mail quotation to ksdptender@gmail.com on or before **18-05-2026 at 11:00 am.** The quotation should be submitted through a password protected excel sheet.

Sd/-

DM(Projects)

Annexure

Kerala State Drugs and pharmaceutical Limited Kalavoor , Alappuzha

KSDP/PRJ/EQTN/2026-27/01 dated 14-05-2026

Schedule

Sl.no	Item description	Rate per hour of Service inclusive of all taxes
1	Preparation/Updation of As-Built Drawings of LVP/SVP/Ophthalmic Plant including site verification, measurement, drafting, corrections, and submission of drawings in editable AutoCAD (.dwg) and PDF formats as per scope attached.	

* GST will be paid extra as actual

Sd/-
Dy. Manager(Projects)