

INVITATION FOR EXPRESSION OF INTEREST

Kerala State Coconut Development Corporation (**KSCDC**) invites sealed Expression of Interest (EOI) from individual consultants for the preparation and submission of projects on behalf of KSCDC for fund allotments.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. are available at the registered or can be downloaded from the websites www.kscdc.in or www.karshikakeralam.gov.in.

Further details, if any, may be obtained from General Manager, Kerala State Coconut Development Corporation, Administrative block, Agricultural Urban Wholesale Market, Anayara - 695029 during working hours.

Last date for submission of EOI is 20.02.2016 upto 1400 hrs. Sealed envelope marked to the captioned address, containing EOI and non-refundable fee of Rs 500.00 by way of DD/Pay Order in favour of “Managing Director, Kerala State Coconut Development Corporation”, payable at Thiruvananthapuram may be submitted mentioning “EOI application for Consultant” on the top cover:

“Registered Office
Kerala State Coconut Development Corporation
Administrative Block, Agricultural Urban Wholesale Market
Anayara, Thiruvnanthapuram - 695029 ”

Applicants meeting the qualification criteria may be invited for presentation / proposal before the selection committee of KSCDC. Bid Document will be subsequently issued to the short listed applicants only.

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Managing Director
Kerala State Coconut Development Corporation

LETTER OF INVITATION

**Registered Office
Kerala State Coconut Development Corporation
Administrative Block, Agricultural Urban Wholesale Market
Anayara, Thiruvnanthapuram - 695029**

Advt No. KSCDC/RO/EOI/042/18

Dated: 02.02.2018

Dear Sir/Madam,

Kerala State Coconut Development Corporation (KSCDC) invites sealed Expression of Interest (EOI) from individual consultants for the preparation and submission of projects on behalf of KSCDC for fund allotments.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation etc. is enclosed.

The EOI Document is also available in the KSCDC Registered office, www.kscdc.in and www.karshikakeralam.gov.in.

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by 20.02.2018 before 14.00 hrs

**“Registered Office
Kerala State Coconut Development Corporation
Administrative Block, Agricultural Urban Wholesale Market
Anayara, Thiruvnanthapuram - 695029 ”**

Background:

The Kerala State Coconut Development Corporation is a Government of Kerala company set up in 1975 by with a view to streamline the marketing of coconut and coconut products and to promote value addition of the agriculture produce.

Aims & Objectives:

The objective for appointing the said consultant is to seek the support of a professional for submitting, getting approval and getting the funds released for the submitted projects from Government of India/the State Government.

EOI Processing Fees:

A non-refundable processing fee for Rs. 500/- (Five Hundred Rupees only) in the form of a Demand draft or a Pay Order drawn in favour of “Managing Director, Kerala State Coconut Development Corporation” Payable at Thiruvananthapuram has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

Venue & Deadline for submission of proposal:

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to KSCDC at the address specified herein earlier. In exceptional circumstances and at its discretion, KSCDC may extend the deadline for submission of proposals by issuing an amendment to be made available on the KSCDC website, in which case all rights and obligations of KSCDC and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

Validity of Offer:

The offer for EOI as per this document shall be valid for a period of six (6) months initially which may be extended further if required by KSCDC.

Terms of service:

Technical: The consultant’s scope of work would include but not limited to conducting feasibility studies, identification of schemes from various Government organization which are beneficial for the corporation, preparation of project reports and submission of the same against the identified schemes, getting sanctions for the submitted projects (administrative and financial), getting payments released and on time, assist with the execution of project.

Financial: Remuneration for the consultant would be in terms of percentage of the project fund released for the amount allocated. Payments shall be released within 10 days once the amount is credited to KSCDC’s account.

INSTRUCTIONS TO CONSULTANTS:

The Expression of Interest is to be submitted in the manner prescribed below:-

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes.

- a) Applicant's Expression of Interest
- b) Contact Details
- c) Experience of the applicant.
- d) Expected remuneration (to be mentioned in terms of percentage of fund released for the approved project)
- e) Additional information if any.

EOI Documents have been hosted on the website www.kscdc.in, www.karshikakeralam.gov.in and can be downloaded from the website.

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

Qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

	Pre-qualification Criteria	Supporting Compliance document
1.	The applicant shall be a person with an Chartered Engineer preferably with Post Graduate Qualification.	Copy of certificate from Institution of Engineers stating the same and copies of the degrees.
2.	The person should have experience in handling similar projects related to food industry having roles and responsibilities not limited to Project Management and Preparation of Detailed Project Reports (DPR's)	Certificate duly attested by the company/organization showing the same.
3.	Experience in preparation, submission and receiving approval successfully for projects with the State Government or any of the APEDA and KVK projects having a value not less than 3 Crores	Experience certificate stating the same from the organization that received assistance from the consultant.
4.	Overseas experience shall be an added advantage for handling ISO 22000, 9001, 14000, 18000 and APEDA compliances. Fostac empanelment shall also be an added advantage.	Certificates to prove the experiences for the same.
6.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies	Certificate signed by the Authorized signatory
7.	PAN No. / Service Tax Registration Certificate	Copy of Certificate to be enclosed.
8.	Preference will be given to agency/organization having prior experience in Review/Appraisal of Centrally Sponsored Scheme for any Central / State Govt. / Govt. Autonomous Bodies.	