

# **EXPRESSION OF INTEREST (EOI)**

## **FOR CONSULTANCY SERVICES**



**THE KERALA AGRO INDUSTRIES CORPORATION LTD**

*(Joint venture of Government of India and Government of Kerala)*

KissanJyothi, Fort, Thiruvananthapuram- 695 023

PH: 0471 2471343,344,345

### **ABOUT KAICO.**

The Kerala Agro Industries Corporation Ltd (KAIC), a premier organization in the agricultural sector, was incorporated in the year 1968 jointly by the Government of India and Government of Kerala, with the object of promoting agro based Industries in the State of Kerala for the production of farm equipments, machineries and implements required for the development of agriculture and to cater to the needs of the farming community. Corporation started its operations in 1968 in a modest way with its Head Office at Thiruvananthapuram. Corporation developed infrastructure facilities at all the Revenue Districts of the State on a phased manner.

Major activity of the Corporation is the trading of agricultural machineries. Every year Corporation is trading farm machineries of crores of rupees. For providing after sales and servicing of machineries sold-out by the Corporation, well equipped workshops were set up at some district offices. Well qualified engineers, mechanics and technicians take care of the after sale services of the machineries sold out. Corporation is also implementing various government projects in agriculture and allied sector. .Corporation has successfully implemented Government's various prestigious projects like Farm Mechanization under Kuttanad Package, State Food Security Programme, Farm Mechanization under integrated kole land development project, etc.

As part of diversification of activities Corporation has entered into the value addition of agricultural produces. Corporation has set up horticultural processing plants at Punalur and Thrissur. Kerala is one of the leading states in terms of agriculture and horticulture production in India. There is a huge demand for value added horticultural produces in Indian and International market. Hence there is need for crop specific processing capacities in Kerala, to have value added processing advantage. Corporation is now aiming to implement projects related with agro processing units.

In connection with the implementation of various projects in agro processing and allied sector, Corporation has decided to engage a project consultant to prepare DPR, to

conduct feasibility study, to provide architectural & engineering consultancy, to monitor and to assist Corporation in the implementation of the projects.

In this regard, Expression of Interest (EOI) is invited from interested and technically qualified project management consultancy service providers for engaging as Consultancy Service Provider.

#### **TERMS OF REFERENCE (TOR)**

The description of duties and responsibilities of the Consultant is as follows:-

1. Prepare the Site analysis of the land earmarked for establishing the project and analyze the techno economic feasibility.
2. Prepare the Master plan/layout of the components of the project with suggestions/recommendations facilities need to be established, along with the details of the facilities/processing line.
3. Prepare a detailed report on the techno feasibility, means of resource etc for utilizing alternate source of Energy like Solar, rain water harvesting, wind etc so as to develop the center as a Green campus.
4. Detailed analysis of forward and backward linkage of inputs/commodities and Impact zone effect study.
5. Assessment of domestic market scenario, supply and demand forecast & identification of export opportunity for the crops / value added products of the region.
6. Identify/ suggest the prevailing marketing channels/infrastructure for produces and gaps/ requirements at each stage of value chain of crops in the impact zone
7. Identify the logistic facilities available/ requirements with reference to crops grown in the region and the possibility for entrepreneurship development in the sector through the projects.
8. Assessment of marketable surplus raw material from the region and map the collection route for primary, secondary and tertiary movement of crops from farm to the processing centre and/or to other markets.
9. Recommendations on the technical specifications and capacity of the processing facilities to be established, by analyzing the availability of the raw material/ demand for the processed products.
10. Details of design philosophy, common and basic infrastructure as well as other facilities/infrastructure which are to be set up.
11. Cost estimate for land development & common infrastructure and processing facilities

incorporating detailed break up of all the cost components of the project with analysis of revenue realization and financial viability

12. Provide a specific plan of action with timeline for Design Phase and Construction Phase along with drawings
13. Analysis of issues, if any, related to developing the external infrastructure such as approach road, power, water supply, effluent treatment etc in the proposed area
14. Provide concrete suggestions regarding
  - a.i. Level of Government Assistance
  - a.ii. Implementation and subsequent commercial operation of the project
  - a.iii. Scope for public private participation for the commercial operation.
16. A detailed report on various government programs/schemes using which the project can be financed
17. The DPR shall contain exhaustive information of the crops scenario of Kerala & South East/India/global, showing location, availability, production, marketing, analysis of chemical content etc.
18. The anticipated outcome / impact of the project
19. Conduct general technical studies related with each projects
20. Conduct Specific technical studies and preparation of Detailed Project Reports
21. The DPR shall contain exhaustive information of the crops scenario of Kerala & South East/India/global, showing location, availability, production, marketing, analysis of chemical content etc.
22. Provide architectural and engineering consultancy services
23. Support to the procurement process
24. Project Management
25. Conformance Monitoring and Management
26. Assist in getting statutory approval as required
27. And any other consultancy services specified by the Corporation time to time, for the successful implementation of the project.

## **TIMELINE FOR SUBMISSION**

The duration of the assignment will be 15 days from the date of issue of work order .

## **ELIGIBILITY OF THE PROJECT CONSULTANT**

Following are the eligibility criteria:

- a) Shall be a company or NGO, Consulting firm, individual have minimum three years experience in development and execution of large-scale infrastructure & green field projects for processing vegetables , spices, FMCG and other materials effectively
- b) Consultant should have technically qualified personnel in the field of Civil, Electrical, Mechanical, Agricultural, Architectural, Accounting and Arbitration areas
- c) Should have planned, designed, implemented and, monitored CSR program.
- d) Should have financial strength to undertake such projects considering various steps/tasks to be performed from the conception to the completion of the project
- e) Should have successfully delivered green field projects for processing vegetables , spices, FMCG and other materials effectively
- f) Should have developed agri business processing food and FMCG industry

## **PROCESSING FEE**

A non-refundable processing fee of **Rs 10,000/-** is required to be deposited in the form of a demand draft/ Cash in favor of "Managing Director, Kerala Agro Industries Corporation Ltd" payable at Thiruvananthapuram by the prospective bidders along with the bid documents.

## **SUBMISSION OF EOI**

The agency qualifying the above criteria shall submit their EOI in sealed cover as follows,

- The Bidding Pre-Qualification Documents in Original should be put in separate envelope, which should be duly sealed and marked clearly as “**BIDDING PRE-QUALIFICATION DOCUMENTS**”. (Documents in support of the eligibility conditions as mentioned above along with the following documents.)
  - Expression of Interest in Form-I.
  - Details of similar projects done in Form-II
  - Details of Financial status of the applicant in Form-III

- Details of educational qualification & experience of permanent technical personnel in Form-IV
  - Details of assets/ equipments owned by the agency for performing the contract satisfactorily in Form-V
  - Copy of Company registration documents
  - Tax registration Certificate
  - Brochure or profile of the company
  - Satisfactory completion certificate received from the Client.
  - Others( If company wants to include any more relevant information/document that are not included above but relates with company business, please specify in separate pages)
- **The applicant in addition to furnishing complete information in the Forms appended with the documents shall furnish a complete document on the proposed approach and methodology & work plan for rendering the services asked for. The work plan shall include full justification for procedures to be adopted. A time schedule for carrying out each component of the assignment is also to be indicated. This Proposal put in separate envelope, which should be duly sealed and marked clearly as “TECHNICAL PROPOSAL”.**
  - Similarly the Financial Proposal in Original should be put in separate envelope, which should be duly sealed and marked clearly as “FINANCIAL PROPOSAL”.

The covers containing Bidding Pre-Qualification Documents, Technical Proposal and Financial Proposal should be kept in an OUTER MOST envelop, which should be duly sealed and marked clearly as “EXPRESSION OF INTEREST FOR PROJECT CONSULTANCY”.

Any dispute arising out of or in any way connected with this EoI shall be deemed to have arisen in Kerala and any courts in Thiruvananthapuram shall have jurisdiction to determine the same

## **EVALUATION OF EOI's**

The EoIs of the applicants which fulfils the eligibility conditions will be called for a presentation at Thiruvananthapuram for short listing.

## **REJECTION OF EOI**

The application for consultancy is liable to be rejected if:

- a) The application is not submitted in proper sealed cover with superscription as indicated above
- b) Not in prescribed form and not containing all required details
- c) Not properly signed
- d) Received after the expiry of due date and time
- e) Bid is received without processing fee.
- f) Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied.

## **THE CORPORATION RESERVES THE RIGHT**

- a) To reject any / all applications without assigning any reason thereof
- b) To relax or waive any of the conditions stipulated in this document as deemed necessary and without assigning any reasons thereof
- c) To include any other item in the Scope of work at any time, in the pre-bid meeting or otherwise

## **CLARIFICATIONS**

For clarifications, if any the Contact person will be Managing Director, The Kerala Agro Industries Corporation Ltd, Kissan Jyothi, Fort P.O, Thiruvananthapuram.,695 023, 0471 2471343, 344,345.

**LAST DATE FOR SUBMISSION OF EOIs:**

The EOI should reach the following address on or before 3:00 P.M on 21<sup>st</sup> November 2017. The envelope containing the EOI should be superscribed as "EXPRESSION OF INTEREST FOR PROJECT CONSULTANCY". Bidding Pre-Qualification Documents and Technical Proposal shall be opened at 4.00 P.M on the same day.

After evaluation of Bidding Pre-Qualification Documents, those bidders who qualify will be invited at the time of opening financial proposal. The financial proposal of only those bidders who qualify in evaluation would be opened. The date of opening of financial proposal will be intimated to qualified bidder later.

**Managing Director,  
The Kerala Agro Industries Corporation Limited,  
Kissan Jyothi, Fort P.O, Thiruvananthapuram,  
695023**



FORM - I

**Format for Submitting the Expression of Interest**

Managing Director,  
The Kerala Agro Industries Corporation Ltd,  
Kissan Jyothi, Fort P.O, Thiruvananthapuram.  
695023

Sir,

Sub: Appointment of Project Consultants – reg.

The undersigned Consultants, having read and examined in detail all the EoI documents for appointing Project Consultants .The details of our firm along with the documents forming part of the EoI are given below:

- 1) Name of the Consultancy Agency
- 2) Address of the Consultant
- 3) Name & Designation of the contact person to whom all references shall be made regarding this tender
- 4) Address of the Contact person to whom all references shall be made regarding this Tender
- 5) Telephone (with STD code)
- 6) Mobile No. of the contact person
- 7) E-mail of the contact person
- 8) Fax No. (with STD code)
- 9) Place and year of Incorporation of the firm
- 10) Registration No.(Copy to be enclosed)
- 11) Constitution of the firm( Pvt Ltd, Public or Proprietary) :

**We have enclosed the following:**

- a) Details of similar projects done in Form-II
- b) Details of Financial status of the applicant in Form-III.
- c) Details of educational qualification & experience details of permanent technical personnel in Form-IV.
- d) Details of assets/ equipments owned by the agency for performing the contract satisfactorily in FormV
- e) Copy of Company registration documents
- f) Tax registration Certificate
- g) Brochure or profile of the company
- h) Satisfactory completion certificate received from the Client.
- i) Others( If company wants to include any more relevant information/document that are not included above but relates with company business, please specify in separate pages)

We hereby declare that our EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Yours faithfully,

Place:

Date:

(Signature of the Authorized Representative) (Name)

FORM-II

**DETAILS OF EXPERIENCE IN THE FIELD OF IMPLEMENTATION OF SIMILAR PROJECTS**

Details of completed project

Sl No	Name of the project and Location	Name of the Client	Contract No& Date and value	Stipulated period of completion	Actual period of completion	Description of the project	Any other information

Enclose satisfactory completion certificate received from the Client.

Details of ongoing projects

Sl No	Name of the project and Location	Name of the Client	Contract No& Date and value	Stipulated period of completion	% progress achieved	Description of the project	Any other information

Enclose progress certificate received from the Client.

Signed by the Authorized representative with seal of the Company

FORM-III

**FINANCIAL STATUS OF THE PROJECT**

1. SHARE CAPITAL

2015-16	2016-17	2017-18

2. TURN OVER DURING LAST 3 YEARS

2015-16	2016-17	2017-18

Signed by the Authorized representative with seal of the Company

Signed by the Auditor  
with seal

**DETAILS OF EDUCATIONAL QUALIFICATION & EXPERIENCE DETAILS OF  
PERMANENT TECHNICAL PERSONNEL**

FORM IV

Sl No	Name	Designation	Qualification	No. of Years of Experience	Experience with the applicant company	Any other information

Signed by the Authorized representative with seal of the Company

**DETAILS OF ASSETS/ EQUIPMENTS OWNED BY THE COMPNAY FOR PERFORMING THE  
CONTRACT SATISFACTORLY**

FORM V

Sl No	Name of the Asset/equipment	Nos

Signed by the Authorized representative with seal of the Company

## FINANCIAL BID

(To be submitted in sealed envelope)

I/We have read carefully and hereby agree to the terms and conditions put forwarded in the bid documents. I/We hereby quote the following rate for providing consultancy services to the Kerala Agro industries Corporation Limited as specified by them in the implementation of various projects in which Corporation is appointed me as a project consultant.

.....%( .....percentage( in words) ) of the Estimated Project Cost or Actual Project Cost ,whichever is less.

- The above rate is including of all taxes applicable
- I/We hereby agree to provide five bound copies of DPR with soft copy in CD format
- Report shall be submitted within a period of 15 days from the date of work order.
- In case the bid submitted by the me is accepted by the Corporation and the contract for consultancy service is awarded to me, I shall within seven days of acceptance of my bid execute an agreement with the Corporation incorporating all the terms and conditions under which the Corporation accepts my bid.

Signed by the Authorized representative with seal of the Company