

EXPRESSION OF INTEREST

EMPANELMENT OF CONSULTANTS/CONSULTANCY ORGANISATIONS FOR IMPLEMENTING PROJECTS IN KERALA



KERALA BUREAU OF INDUSTRIAL PROMOTION

2, Vidhya Nagar, Opposite Police Ground, Thycaud P.O.,

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I. BACKGROUND

The Department of Industries & Commerce, Government of Kerala initiated the Cluster Development Programme (CDP), which mainly focuses on Cost Reduction, Value Addition, Technology Upgradation, Skill Upgradation etc. of MSMEs. The Ministry of Micro Small & Medium Enterprises (MSME), Government of India, under the Micro Small Enterprises-Cluster Development Programme (MSE-CDP) Scheme is providing financial assistance for setting up Common Facility Centre (CFC) in Clusters. The Ministry is also providing financial assistance to create/upgrade infrastructural facilities in the new/existing Industrial Areas/Clusters of MSEs.

Kerala Bureau of Industrial Promotion (KBIP) is the Implementing Agency for the CFC projects being implemented in the State under the MSE-CDP Scheme. The activities are coordinated in association with the Directorate of Industries & Commerce and District Industries Centres located in every Districts in Kerala. The project implementation is monitored at the State level by a State Level Purchase Committee chaired by the Director (Industries & Commerce) and also at the District Level by SPV Committee chaired by the respective General Manager of the District Industries Centre. The Directorate of Industries & Commerce is the Implementing Agency for the Infrastructure Development projects of Industrial Parks under Directorate of Industries & Commerce.

KBIP is the also the State Nodal Agency for the implementation of PM Formalization of Micro Food Processing Enterprises (PM FME) Scheme under Ministry of Food Processing Industries, Government of India and the Nodal Agency of the National Bamboo Mission, Government of India for implementation of the various activities for the development of Bamboo sector in the State with their financial assistance. KBIP is also nominated as the State Nodal Agency in Kerala of National Scheduled Caste Scheduled Tribe Hub (NSSH) under Ministry of MSME, Government of India.

The National Centre for HACCP Certification (NCHC), the Nodal Agency for audit and certification of Food Safety (HACCP) System to Food Processing & Allied Units is also functioning in KBIP.

The Projects undertaken by KBIP have considerably increased necessitating the need for specialized services of Consultancy in various sectors/fields. In order to have an effective and time bound implementation of the projects, an empanelment of a group of Consultants/Consultancy Organisations is proposed, to undertake the Consultancy works wherever required for the Projects entrusted to KBIP.

II. PURPOSE

To empanel Consultants/Consultancy Organisations with technical and procedural knowledge in the preparation of Detailed Project Reports, E-Tenders, implementation process, undertake technical evaluations/studies, provide technical consultancy, etc.

III. EOI NOTICE

On behalf of Department of Industries & Commerce, Government of Kerala, Kerala Bureau of Industrial Promotion (KBIP) proposes to empanel Consultants/Consultancy Organisations with technical and procedural knowledge in preparation of Detailed Project

Reports, E-Tenders, implementation process, undertake technical evaluations/studies, provide technical consultancy, etc. for the successful implementation of Projects under the Micro Small Enterprises-Cluster Development Programme (MSE-CDP) Scheme of Ministry of Micro Small & Medium Enterprises (MSME), Government of India and for other Projects implemented by Kerala Bureau of Industrial Promotion (KBIP).

IV. IMPORTANT DATES

Sl. No.	Information	Details
1	Last date and time for submission of EoIs.	September 15, 2022
2	Place, date and time of making technical presentation	Shortlisted Applicants will be intimated by Email/Letter.
3	Officer in-charge for correspondence and address for communication	Shri. Suraj S. Chief Executive Officer, Kerala Bureau of Industrial Promotion (KBIP), 2, Vidhya Nagar, Opposite Police Ground, Thycaud P.O., Thiruvananthapuram - 695014, Kerala. Tel/Fax: 91-471-2321882, 2322883 E-mail: kbip@keralaindustry.org Website: www.keralaindustry.org

V. CONSULTANCY SERVICE REQUIREMENTS

The empanelled Consultants/Consultancy Organisations are required to provide with technical and procedural knowledge in preparation of Detailed Project Reports, E-Tenders, implementation process, etc. for the successful implementation of Projects under the Micro Small Enterprises-Cluster Development Programme (MSE-CDP) Scheme of Ministry of Micro Small & Medium Enterprises (MSME), Government of India and for other Projects implemented by Kerala Bureau of Industrial Promotion (KBIP).

The empanelled Consultants/Consultancy Organisations are also required to provide specialised services in executing planned projects, to provide inputs, analyze data, prepare project reports, undertake specific studies, facilitate organising technical trainings/workshops, undertake technical evaluations/studies, provide technical consultancy, identification of sector wise opportunities, marketing strategy development etc. Such expertise enhances the effectiveness and efficiency of the project through objective coaching and the skilled application of project management techniques.

The empanelment of Consultants/Consultancy Organisations will be done based on their professional and ethical reputation, professional standing of the individual/organisation

(registered, licensed, certified), ability to complete the project within allotted time, experience in providing the services, etc. The work will be entrusted to the empanelled Consultants/Consultancy Organisations on a case-to-case basis after appropriate approval.

With a view to facilitate appointment of consultants for specific projects/tasks, KBIP has decided to form a broad-based panel of Consultants/Consultancy Organisations offering services in the following sectors/fields:

- Agroindustry
- Bamboo based Industries
- Cashew
- Coir
- Commerce
- Electronics
- Electrical & Allied Sectors
- Food Processing
- Food Technology
- Food Safety
- General Engineering
- Handlooms
- Handicrafts
- Khadi & Village Industries
- Medical Equipments
- Printing
- Rubber
- Retail
- Renewable Energy
- Textiles & Garments
- Wood based Industries
- Cluster Development
- Civil Works
- Exports & Imports
- Infrastructure Development

The empanelment will be done separately for different sectors/fields. The sectors/fields identified above are only for the purpose of illustration. As and when specific tasks for consultancy services are identified, the empaneled Consultants/Consultancy Organisations shall be asked to submit their offers for the same.

VI. ELIGIBILITY CRITERIA

The applications for empanelment in form of 'Expression of Interest (EoI)' are hereby invited from professional Consultants/Consultancy Organisations fulfilling the eligibility conditions set out below for their empanelment.

- a) The Applicant shall be (Consultant to be based in Kerala/Consultancy Organisation to be registered in India for the last 10 years & to be based in Kerala/Government

Agency to be based in Kerala) as on date of submission of EoI. The proof of same shall be submitted.

- b) The Applicant should have a minimum of 10 years' experience in similar projects or in the relevant field of expertise. The proof of same shall be submitted.
- c) The Applicant should have successfully undertaken/implemented consultancy works during the previous 10 years in India and preferably in Kerala. The proof of same shall be submitted.
- d) The Applicant should have successfully undertaken activities pertaining to implementation of similar Central/State Government Projects in India and preferably in Kerala. The proof of same shall be submitted.
- e) The Applicant should demonstrate sufficient personnel, organisational and technical strength to carry out this assignment. The proof of same shall be submitted.
- f) The Applicant shall have a registered office in India and shall have an office/service network in Kerala. The proof of same shall be submitted.
- g) The Applicant should not have been blacklisted by any Government or Government Entity in the last 3 years (as on date of submission of EoI). A self-declaration to that effect shall be submitted by the authorized person.

The Applicant's strengths will be compared on number of the projects executed, cumulative experience in number of Projects, presence in Kerala and willingness to share the project in future with Kerala Bureau of Industrial Promotion (KBIP)/Government of Kerala, under the proposed business cooperation.

The Applicants shall be shortlisted based on the professional experience, completed projects and ethical reputation, professional standing of the individual/organisation (registered, licensed, certified), ability to complete the project within allotted time, experience in providing the services, etc.

The Interested Consultants/Consultancy Organisations shall submit their EoI along with the proof of documents mentioned in the Eligibility Criteria.

VII. TERMS & CONDITIONS

The terms and conditions for empanelment are as under:

- i. The Panel will be valid for three years from the date of formation of the Panel. This period may be extended at the discretion of Kerala Bureau of Industrial Promotion (KBIP)/Department of Industries & Commerce, Government of Kerala.
- ii. Additional Consultants/Consultancy Organisations will be added to the Panel after the empanelment if Kerala Bureau of Industrial Promotion (KBIP)/Department of Industries & Commerce, Government of Kerala finds it necessary/expedient to do so.

- iii. For each specific consultancy work, bids will be invited from the empaneled Firms. Kerala Bureau of Industrial Promotion (KBIP)/Department of Industries & Commerce, Government of Kerala decision to award the work shall be final.
- iv. Non-performance/under-performance of an empanelled Firm can affect award of future orders to it and may even result in its removal from the panel at the discretion of Kerala Bureau of Industrial Promotion (KBIP)/Department of Industries & Commerce, Government of Kerala.
- v. Terms of reference, payment terms, time schedules, bid security and the other relevant terms and conditions will be defined for each consultancy work separately at the stage of inviting bids.

VIII. EVALUATION CRITERIA

Kerala Bureau of Industrial Promotion (KBIP) will examine the EoI to determine whether the eligibility criteria submitted are as per the requirements in the EoI document, whether the documents have been properly signed and whether the EoI is generally in order. Any EoI found to be nonresponsive for any reason or not meeting the eligibility criteria specified in the EoI document will be rejected by the Authority and will not be included for further consideration.

The selection process for the Consultant/Consultancy Organisation will be as below.

1. Short listing of Consultant/Consultancy Organisation based on the eligibility criteria on receipt of EoI with relevant certificates/documents as per the EoI document.
2. Shortlisted Consultant/Consultancy Organisation will be invited for a Technical Presentation based on the requirements set to the shortlisted Consultant/Consultancy Organisation.
3. A Selection Committee will be constituted to evaluate the Consultant/Consultancy Organisation based on technical presentations of the shortlisted Consultant/Consultancy Organisation.
4. All EoIs received in complete and within the stipulated deadline shall only be opened.
5. The shortlisted Consultant/Consultancy Organisation, found suitable as per the specifications required, shall be referred by the Selection Committee to the Competent Authority for final decision. The decision of the Competent Authority in this regard shall be final.

All costs and expenses associated with submission of EoI shall be borne by the Applicants themselves and Kerala Bureau of Industrial Promotion (KBIP) shall have no liability in any manner in this regard or if it decides to terminate the process of empanelment for any reason whatsoever.

The EoI shall be send in a sealed cover marked ‘EOI for Empanelment of Consultants’ so as to reach the following address on or before September 15, 2022 to:

**The Chief Executive Officer
Kerala Bureau of Industrial Promotion (KBIP)
2, Vidhya Nagar, Opposite Police Ground, Thycaud P.O.,
Thiruvananthapuram - 695014, Kerala.**

It may be noted that all the EOIs received after the above referred stipulated time and date shall be rejected forthwith. The applicant is expected to examine all terms and conditions and technical specifications in the EoI Document. Submission of an EoI not responsive to the EoI Document in every respect will be at the Applicant’s risk and may result in the rejection of its EoI without any further reference to the Applicant.

The right to suspend the empanelment process or part of the process, to accept or reject any or all EoIs at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason there for is reserved by Department of Industries & Commerce, Government of Kerala/Kerala Bureau of Industrial Promotion (KBIP) without any obligation or liability whatsoever.