

Spices Board
Ministry of Commerce & Industry
Govt of India, Palarivattom P.O
Cochin, Kerala-682 025

Invitation of Expression of Interest (EOI) for the Project Management Consultancy (PMC) Services for its Infrastructure development programmes

Spices Board, Govt of India is the statutory commodity Board under Ministry of Commerce & Industry and responsible for the export promotion activities of Spices and Spices products. The Board is in the process of establishing various infrastructure development programmes like establishment of e-Auction Centre, facilities for Spices Park & QC Labs, renovation of office buildings etc. The Board is establishing all its projects through the help of Project Management Consultancy (PMC) service providers. Therefore Expression of Interest (EOI) is invited from the interested and technically qualified agencies for short-listing the firms. The details of the current project are given below

A. E-Auction centre at Bodinayakanur

- (1) The Board is intending to establish this project in the own property having an area of 3 acres of land at Bodinayakannur, Tamil Nadu where the Zonal Office of Spices Board located.
- (2) The basic objective of the project is to provide infrastructural facilities to conduct e-auction for cardamom for the benefit of growers of small cardamom. The Board had already established an identical project at Puttady of Idukki Dist in Kerala functioning successfully.

B. Other Infrastructure development programmes

The Board had developed Spices Parks and Quality Evaluation laboratories across the Country, for which additional facilities has to be incorporated as when required, besides establishment of new proposed projects.

Objective

The prime purpose of the assignment is to provide assistance to the Board in project management and all technical issues to ensure the effective coordination and implementation of the project. The Consultant shall be responsible for effectively leading and taking initiative to manage, execute and implement the project, delineate installing procedures and reporting systems; assist the Board to define and prepare contracts, designing and procurement; assisting Board in approving all necessary surveys and sub-project designs, establishing criteria for supervision, coordination and management to ensure proper construction supervision etc. The PMC will work closely with the Board for supervising the works of different agencies working under project and will assist in implementing institutional development, capacity building, construction and supervision, monitoring the quality, project performance monitoring systems etc.

Terms of Reference (ToR)

This assignment is for providing consultancy services to assist the Project Management for establishing the project at the site specified by the Board. This work will be carried out by a Project Management Consulting firm, henceforth referred to as PMC on behalf of the Spices Board, which is henceforth referred to as 'the Client'. The PMC is proposed to be engaged for assisting the client for establishing the project. The major description of duties and responsibilities of the PMC is as follows

- (i) Prepare the Site analysis of the land alienated for establishing the project
- (ii) Prepare the Master plan/layout of the auction centre
- (iii) Availing Statutory clearance and licensing required for establishing the project
- (iv) Prepare & finalize designing and bidding documents for civil and electrical work
- (v) Identification of agency for Preparing a detailed report on the techno feasibility, means of resource etc for establishing alternate source of Energy like Solar, rain water harvesting etc so as to develop the center as a Green building
- (vi) Assist the Client in project management, capacity building, institutional development and all technical and operational issues for the establishment of the project
- (vii) Supervision of requisite civil construction, and electrical installation to the establishment and Overall supervision of completion of project in time, cost and specification
- (viii) Set procedures, systems, standards, criteria and reporting systems for the client

Timelines for Design Phase and Construction Phase

Since the project has to be completed on a time bound manner, the PMC has to co-ordinate all agencies involved in the establishment of the project to adhere the following timeline

1. Design & Building layout – Nov-Dec 2014
2. Tendering & Award of LoAs for Civil & Electrical works – Jan – Feb, 2015
3. Construction of Civil works – March - June, 2015
4. Installation of Electrical system – Jul 2015

Specific Reports and Manuals to be prepared by PMC:

1. Inception Report
2. Monthly Progress Reports
3. Construction and Supervision Manual
4. Project Performance and Monitoring Manual

Eligibility of the PMCs

As mentioned above, the Board is likely to use a professional agency to act as PMC for establishing the project and considering the nature of the elements of the proposed project as well as the likely role of PMC in such establishment, the agencies intending to bid for such appointment shall fulfill the following eligibility conditions:

- a) Shall be a company or NGO, Consulting firm, which has minimum three years experience in development and execution of large-scale infrastructure projects.
- b) PMC should have technically qualified personnel in the field of Civil, Electrical, Mechanical, Accounting and Arbitration areas
- c) Should have implemented at least one green building using alternate technology like /Prefab/pre caste/pre engineered Technology or alternate technology
- d) Should have at least Rupees ten (**10**) crores of turn over in one of the preceding three years. Govt. organizations / institutions are exempted from the eligibility condition of having a minimum turnover.
- e) Should have financial strength to undertake such projects considering various steps/tasks to be performed from the conception to the completion of the project

Processing fee

A non-refundable processing fee of Rs.5,000/- is required to be deposited in the form of a demand draft in favour of **“Secretary, Spices Board”**

payable at Cochin 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 containing documents in support of the eligibility conditions as mentioned above along with the following documents. The cover containing the EOI document should be sealed and superscribed as “

Expression of Interest for PMC ”

- ❖ Expression of Interest in Form-1.
- ❖ Statement of Applicant in Form-II
- ❖ Details of similar projects done in Form-III
- ❖ Details of Financial status of the applicant in Form-IV
- ❖ Details of educational qualification and experience details of permanent technical personnel in Form-V
- ❖ Last 3 year's balance sheet / Statements of Accounts
- ❖ Income tax and Service tax registration certificate

The applicant in addition to furnishing complete information in the Forms appended with the documents shall furnish a complete document on the proposed approach; 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 the each component of the assignment is also to be indicated.

Evaluation of EOIs

The EOIs of the applicant which fulfils the eligibility conditions will be called for a presentation for short listing

Rejection of EOI

The application for consultancy is liable to be rejected if:

- a) The application is not covered 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 received without processing fee.

The Board reserved the right

- a) To reject any / all applications without assigning any reasons thereof
- b) To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Ministry and the objective of the scheme without assigning any reasons thereof
- c) To include any other item in the Scope of work at anytime after in the pre-bid meeting or otherwise

Clarifications

For clarifications, if any the Contact point will be Mr. K Jagannathan, Deputy Director (Mktg), Spices Board, Telephone: 0484-2333610 Extn:351, Mob: 09447183570, Email : spiceparks@gmail.com

Last date for submission of EOIs:

The final bids complete in all respects are required to be submitted **by 5:00 P.M on (10-10-2014)to:**

**K C Babu
Director (Mktg)
Spices Board
Palarivattom P.O
Cochin-682 025
Kerala**

Format for Submitting the Expression of Interest

K C Babu
 Director (Mktg),
 Spices Board
 Ministry of Commerce & Industry
 Palarivattom P.O
 Cochin-682 025

Sir,

Sub: Appointment of Project Management Consultants (PMC) - reg

The undersigned Consultants, having read and examined in detail all the EOI documents for appointing Project Management Consultants (PMC) for the infrastructure development programmes of the Board. 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	
5	Address of the person to whom all references shall be made regarding this tender	
6	Telephone (with STD code)	
7	Mobile No. of the contact person	
8	E-mail of the contact person	
9	Fax No. (with STD code)	

We have enclosed the followings:

- Statement of Applicant in Form –II
- Details of similar projects done by the Consortium in Form-III
- Details of Financial status of the applicant in Form –IV.
- Details of Methodology and Work Plan, time line for all activities proposed by the applicant in Form-V.
- Details of educational qualification and experience details of the Team leader and the person in Charge of the Project iin Form VI.
- Last 3 year’s balance sheet/ Audited Statements of Accounts.
- Other information sought in the scope of work.
- Bid processing fee

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,

(Signature of the Authorised Representative)
(Name)

Date:
Place

STATEMENT OF APPLICANT

1	Name of the Applicant	
2	Address of Head Office Telephone No. : Fax No. : E-mail Address:	
3	Branch Office Address (if any) Telephone No. : Fax No. : E-mail Address:	
4	Legal Status:	
5	Place & date of establishment	Place Date
6	Branch of Specialization: Main line of business	a) Since b) Since c) Since
7	Name and Address of Lead Member	

8	Name and Address (s) of other Constituent Member(s)	a) b) c)
9	Total Number and Category of Permanent Employees	
9.1	Total Number of Employees	
9.2	Total number of Technical Persons	
9.3	Total number of specialists	

(Place and Date)

(Name & Signature of Authorised Representative)

FORM-III

DETAILS OF EXPERIENCE IN THE FIELD OF IMPLEMENTATION OF
SIMILAR PROJECTS

Sl. No.	Name of the Project with Project Location	Name & address of the Client	Contract No. & Date*	Date of Completion of the Project	Whether the Project is		Description of the Project	Any other information
					In Progress	Commissioned		
1								
2								
3								
4								

(Signature of the Authorised Representative)

FINANCIAL STATUS OF THE APPLICANT

Fill in the blanks for each of the last three fiscal years, duly certified by Chartered or Public Accountant or Chamber of Commerce

1 .Share Capital

2011-12	2012-13	2013-14

10. Turnovers during last 3 years:

Amount of	2011-12	2012-13	2013-14

(Signature of Applicant)

FORM-V

DETAILS OF EDUCATION QUALIFICATION AND EXPERIENCE OF
PROJECT LEADER & PROJECT IN CHARGE

Sl .N o	Name	Date of Birth	Profe ssion	Natio nality	No. of Service Year with the Applica nt	Key Quali ficati on	Expe rienc e R	Any impor tant infor matio n

(Signature of Applicant)