

**SPICES BOARD**  
**(Ministry of Commerce & Industry, Govt of India),**  
**Palarivattom P.O, Cochin- 682 025**  
**Kerala**

**Invitation for Expression of Interest (EoI) for the Preparation of Detailed Project Reports**

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 a various infrastructure development programmes like establishment of facilities for Spices Park & QC Labs, Spice Museum, Spice Complex, etc. The Board is establishing all its projects through the help of project management consultancy service providers. Therefore Expression of Interest (EOI) is invited from the interested and technically qualified agencies for preparation of Detailed Project Reports (DPR). The details of the current projects are given below:

**A. Spice Museum cum Signature Stall at Willingdon Island, Cochin**

1) The Board is intending to establish this project in 15.987 cents of land allotted by Cochin Port Trust on lease basis which is adjacent to Cochin Heritage Museum.

(2) The basic objective of the project is to showcase the entire gamut of spice industry beginning with cultivation to the finished products besides its history, usage, storage and quality assessment. The museum will also attract and educate travelers about the history and growth of Indian spice industry. In addition, the museum will also have a signature stall to facilitate the visitors/tourists to see, smell, feel the aroma & fragrance and to purchase authentic Indian spices.

**B. Spice Complex in Sikkim**

Government of Sikkim have allotted 4 hectares of land at Namchaybong Block, Pakyong Sub Division, East District of Sikkim for the establishment of a Spice Complex consisting of the facilities like auction centre for cardamom, warehousing, primary processing, cleaning and grading for cardamom & ginger in addition to housing of all offices of the Board and the Spice Development Agency.

**Objective**

The prime purpose of the assignment is to prepare Detailed Project Reports for the above two projects with specific plan of action, drawings, technical specifications, cost break-up,

**Terms of Reference (ToR)**

This assignment is for providing Detailed Project Report for the establishing of Spice Museum cum Signature Stall at Willingdon Island, Cochin and Spice Complex in Sikkim. The major description of duties and responsibilities of the Consultant is as follows

- (i) Prepare the Site analysis of the land alienated for establishing the project
- (ii) Prepare the Master plan/layout of the above projects
- (iii) Prepare 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

### **Timelines for Design Phase and Construction Phase**

The duration of the assignment will be two months from the date issue of work order.

### **Eligibility of the Project Consultant**

As mentioned above, the Board is likely to use a professional agency to prepare the DPR. The following are the eligibility criteria:

- 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) Consultant 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 cast/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 DPR for Spice Complex/Spice Museum".

Expression of Interest in Form-1.

Details of similar projects done in Form-II

Details of Financial status of the applicant in Form-III

Details of educational qualification and experience details of permanent technical personnel in Form-IV

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 fulfills 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. S Kannan, Director (Mktg), Spices Board, Kochi-25, Telephone: 0484-2333610 Extn: 322,  
Email : [s.kannansb@nic.in](mailto:s.kannansb@nic.in)

### **Last date for submission of EOIs:**

The final bids complete in all respects are required to be submitted by **5:00 P.M on 8<sup>th</sup> August, 2016** to:

S.Kannan  
Director (Mktg)  
Spices Board  
Palarivattom P.O  
Cochin-682 025  
Kerala

**Format for Submitting the Expression of Interest**

S.Kannan  
Director (Mktg)  
Spices Board  
Ministry of Commerce & Industry  
Palarivattom P.O  
Cochin-682 025

Sir,

Sub: Appointment of Project Consultants for preparation of DPR – reg

The undersigned Consultants, having read and examined in detail all the EOI documents for appointing Project Consultants for the the preparation of Detailed Project Report for establishing a Spice Complex in Sikkim and a Spice Museum cum Signature Stall in Willingdon Island, Cochin. 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 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)   |  |

We have enclosed the followings:

- Details of similar projects done by the Company/Consortium in Form-II
- Details of Financial status of the applicant in Form –III.
- Details of educational qualification and experience details of permanent technical personnel in Form-IV.

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 Authorized Representative)  
(Name )

Place:  
Date:

**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 Authorized Representative)

**FINANCIAL STATUS OF THE APPLICANT**

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

1 .Share Capital

| 2013-14 | 2014-15 | 2015-16 |
|---------|---------|---------|
|         |         |         |

10. Turnovers during last 3 years:

| Amount of | 2013-14 | 2014-15 | 2015-16 |
|-----------|---------|---------|---------|
|           |         |         |         |

(Signature of Applicant)

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

| <b>Sl.No</b> | <b>Name</b> | <b>Date<br/>of<br/>Birth</b> | <b>Profession</b> | <b>Nationality</b> | <b>No. of<br/>Service<br/>Year with<br/>the Applica<br/>nt</b> | <b>Key<br/>Quali<br/>fication</b> | <b>Experience</b> | <b>Any<br/>important<br/>information</b> |
|--------------|-------------|------------------------------|-------------------|--------------------|--|-----------------------------------|-------------------|--|
|              |             |                              |                   |                    |  |                                   |                   |  |
|              |             |                              |                   |                    |  |                                   |                   |  |
|              |             |                              |                   |                    |  |                                   |                   |  |
|              |             |                              |                   |                    |  |                                   |                   |  |

(Signature of Applicant)