

**KERALA STATE INDUSTRIAL DEVELOPMENT
CORPORATION LTD (KSIDC)**

**NOTICE INVITING BIDS
FROM CONSULTANTS FOR PREPARATION OF
REPORT ON MEDIUM AND LARGE SCALE INDUSTRIES IN
KERALA AND PERIODICAL UPDATION OF THE REPORT**



Date: 24 July 2017

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1 Background of the Project

Kerala State Industrial Development Corporation (KSIDC) is the premier agency of the Government of Kerala for developing and promoting Industrial and Infrastructure projects in the State. Besides attracting Domestic and Foreign Investments to the Industrial and infrastructure Sectors in Kerala, KSIDC plays an important role in stimulating, financing and facilitating the development of Medium and Large Scale Industries in the State.

Kerala is well known to the outside world as a preferred destination for industrialists to start new ventures as the State enjoys unique features of clean air, water, good basic infrastructure and skilled and manageable workforce. Kerala also has specific strengths in traditional sectors as well as IT, logistics, Telecom etc. The environment is very conducive for new entrants to set up and nurture their own dreams.

KSIDC proposes to create a Data Bank on Medium and Large Scale Industries in the various Districts of the State detailing the Products & Services, Total Investment and Investment in Plant & Machinery Items, Raw Materials, Turnover, Profitability, Employment and Status. The report should essentially contain the contact details of the Registered Office and Factory and details of years of operation, capacity utilization and incase of idling, the reasons thereof. Towards this end, KSIDC propose to invite bids from competent Consultants/Firms/Individuals to prepare a Report on the district-wise information on the existing Medium and Large Scale Industries sector-wise and also study on the potential for new entrants in each field. The Data provided has to be continuously kept updated as this will form the basis for many statistical evaluations.

2 Objective

The vision of KSIDC is to identify and create a Data Bank on the existing Medium and Large Scale Industries in the State of Kerala and continuously update the position so as to provide readymade information on any Medium and Large Scale Industries in a given sector. The data shall form the basis for many statistical evaluations. Towards this end, KSIDC proposes to invite bids from established Consultants/Firms/Individuals to prepare a detailed report and undertake a study on the potential for new entrants in each sector.

KSIDC wishes to engage reputed Consultants/Firms/Individuals to provide assistance in this endeavor. The end result of the engagement would culminate in the following:

- Prepare a sector-wise, district-wise, size-wise report on the major existing Medium and Large Scale Industries in the State of Kerala.
- Develop a framework for identifying new entrants in each Sector.
- Prepare a potential industrial survey for each District of the State.
- To update the Data provided continuously so as to provide readymade information and feed back for potential studies.

3 Invitation

KSIDC is looking for Consultancy assistance from reputed Consultants/Firms/Individuals who can develop a Detailed Report with Master Plan keeping in mind the above aspects.

4 Criteria for Eligibility

The following criteria must strictly be fulfilled by the Bidder. The Bidder must submit documentary evidences in support of their claim for fulfilling the criteria. The bids received without the documentary evidences shall be rejected summarily. The technically and financially sound Consultants/Firms/ Individuals who fulfill the following requirements are eligible to participate:

➤ Technical:

- Should have done similar work (preparation of Reports/ Roadmaps / Surveys/ updation of status in each sector) in the past five years;
- The Consultants/Firms/Individuals should have a well-developed network of offices and presence in India.

➤ Financial:

- The average annual turnover (relating to Indian operations of the Consultants/Firms/Individuals during the past three financial years ending 31st March 2017 should be a minimum of Rs. 10 Crore towards consultancy fees;

- The Consultants/Firms/Individuals should be financially sound to take up large value projects, with proven track record, and should have positive net worth as on 31st March 2017;
- The Consultants/Firms/Individuals should not have incurred losses during the past three financial years, ending 31st March 2017.

➤ **Others**

- Any bid failing to meet the above eligibility criteria shall be disqualified and will not be considered for Technical /Financial Evaluation.
- If there is a change in the status of the bidder with reference to any of the eligibility criterion specified above, during the bid process till the award of the project, the bidder should immediately bring the same to the notice of KSIDC.
- For the purpose of the criterion, turnover of only the bidding entity will be considered. Turnover of any parent, subsidiary, associated or other related entity will not be considered.
- Moreover, the Bidder should provide the experience details of Projects undertaken by it or its consortium member's entity as the case may be, only. Project experience of the Individual Bidder's parent company or its subsidiary or Consortium Members' parent company or its subsidiary (who are not Members of the Consortium) will not be considered. Implementation or operation and maintenance experience of parent/subsidiary/associate Company (ies) of the Bidder or its consortium member's entity as the case may be would not be considered for evaluation.

5 The Scope of the Work and Terms of Reference (TOR)

The broad scope of work will include:-

- Create a Report detailing the Investments, Profitability, Employment Potential by the established Medium and Large Scale Industries per Sector. The Report should ideally have the Investment, Turnover, Profit, Employment, etc., for the last two three years and a projected analysis of the Industry for the near future.
- Identify the State's core competent sectors.
- Develop a framework to select the established Medium and Large Scale Industries per Sector.
- Identify the market niche of these Medium and Large Scale Industries and the scope for new entrants.

- Provide updated monthly Reports on a common template about the Medium and Large Scale Industries in each Sector during the period of assignment.
- To provide any additional information on these Industrial Units as may be required by KSIDC from time to time.

6 Deliverables

The deliverables of the assignment shall fully cover the Scope of Work as detailed above, and shall particularly include:

- Report outlining specific Sectors with details of Medium and Large Scale Industries and their operations with projections.
- Periodical updated information on the Medium and Large Scale Industries of each sector for 8 months.

7 Duration

The Assignment will be granted to the selected Consultants/Firms/Individuals for a period of 1 year (2 months for collecting the data and presenting the draft Report, further 1 month for submitting the final Report to the satisfaction of KSIDC and another 9 months for updating the data and presenting the updated reports on a monthly basis). They shall submit the initial draft Report within a span of two months from the Date of Acceptance (DOA) of the Assignment and submit the Final Report in further 1 months' time. Periodical updated reports shall be furnished on a monthly basis henceforth, during remaining 9 months of the tenure of assignment. DOA has been defined as seven days from the date of the Letter of Award (LOA) of the assignment. The timeframe for completion of the assignment is given below:

No	Milestone	Time frame (No of months from DoA)
1	Submission of draft Report	2 month
2	Submission of final Report	3 months
2	Submission of updated Report	Each month of the remaining 9 months

(The above timeframe shall be net of the time taken by KSIDC to provide comments on the draft reports)

8 Consultancy Fee and Payment Schedule

The Bidder will be legally bound to execute the assignment after the acceptance, within the specified period to the satisfaction of KSIDC. The Consultancy Fee shall be paid by KSIDC to the Bidder as per Schedule detailed below:-

No	Payment Milestone	% of the fee (Exclusive of taxes)
1	On the date of acceptance of the work	10 %
2	Submission of draft report	10 %
3	On acceptance of final report	17%
4	Submission of updated report per month	7% on submission of each periodical report

Note: - The above payment includes all out-of-pocket expenses, travelling & conveyance, personal expenses, etc.

9 Submission, Receipts and Opening of Proposals

The Bidders shall submit the Eligibility Documents, Technical proposal as well as Commercial Proposal in hard copy along with a covering letter in the prescribed Format.

The Evaluation Committee appointed by KSIDC reserves the right to reject part or all of the proposal documents in soft copy format. During the course of evaluation of Proposal, as well as during the currency of contract, the Evaluation Committee has the right to carry out a due diligence to understand genuineness of the Proposals/Documents etc. Deadline for submission of Proposals from the prospective Bidders must be received by KSIDC at the address specified below.

Intending Consultants/Firms/Individuals shall have to submit their offers in two separate sealed envelopes.

- The first envelope shall be identifiable through the superscription “Technical Bid” and should be as per Proforma – A and should essentially contain the following information:
 - Brief detail and write up on the Consultant / Firm/Individual.
 - Details of the similar works undertaken and completed.

- Details of the clients, document / letter from client w.r.t successful completion of work.
 - Audited balance sheet / other documents for the last 3 years.
 - Bio Data / details of the team members undertaking the preparation of Report on Medium and Large Scale Industries in Kerala and the periodical updation of the Report.
- The second envelope to be super scribed as “Financial Bid” quoting fee for the entire work pertaining to the preparation of report on medium and large Industries in Kerala and the periodical updation of the report as per Performa - B. No other terms and conditions or information shall be furnished in the financial bid other than the fee.
- These two envelopes, enclosed in an outer envelope, to be super scribed as “offer for selection of Consultant for the preparation of Report on Medium and Large Scale Industries in Kerala and the periodical updation of the Report” have to be submitted within time limits as prescribed in this document.

Address for submission of TOR & all Correspondences:

<u>Address</u>	Shri. Ranjith J.J. Chief Financial Officer Kerala State Industrial Development Corporation Ltd. T.C.XI/266, Keston Road, Kowdiar, Thiruvananthapuram-695 003
<u>Telephone</u>	0471-2318922
<u>Email</u>	ranjith@ksidcmil.org

10 Event Schedule:

No	Events	Date
1.	Date of inviting bids	24..07..2017
2.	Pre-bid meeting	01..08..2017
3.	Last date for submission of technical and financial bids	07..08..2017
4.	Evaluation of Technical Bids & Short listing	10..08..2017
5.	Presentations for technical evaluation of the bids	18..08..2017
6.	Opening of financial bids	21..08..2017

Note: All proposals shall be submitted to the above address before the date and time mentioned in the event schedule by hand or by courier. KSIDC takes no responsibility for any delay in courier or other means. Due acknowledgment would be provided for submissions.

11 Award Criteria

Quality and Cost Based Selection (QCBS) procedure will be adopted for the selection of the consultant. The evaluation procedure adopted is as given below:

The maximum **“Total Weighted Score”** that can be awarded to any bidder is 100 which is divided as given below:

No	Type	Max. Score	Weightage	Max. Weighted Score
1.	Technical Score	100	0.70	70
2.	Financial Score	100	0.30	30
		Total: 200		Total: 100

12 Technical Evaluation

Cover I submitted by the bidder will be opened for Technical evaluation in order to ascertain the total Technical Score. Only those bidders whose total score is greater than or equal to 60 (Pass Score) will be considered for financial evaluation. The criteria for awarding the score are tabulated below:-

Technical Criteria		Marks
Technical (100)	Approach to preparation of report and its periodical updation	20
	Experience and qualification of proposed team	20
	Experiences of similar nature. (Similar projects)	25
	Credential of undertaking work on similar-sized development globally or within the country	20
	Association with international organisations on similar engagements	15

13 Financial Evaluation

Cover II of the bidders who have achieved the “*pass score*” will be opened for financial evaluation. The score will be 100 for bidder who has quoted the lowest (L1). The scores for other bidders will be computed based on the following formulae:

$$\text{Financial Score} = \frac{\text{Quoted Price of Lowest Bidder}}{\text{Quoted Price of Bidder under Consideration}} \times 100$$

Total Composite Score

The total score of the bidder will be computed as below:

$$\text{Total Composite Score} = 0.70 \times \text{Technical Score (S}_T\text{)} + 0.30 \times \text{Financial Score (S}_F\text{)}$$

On the basis of combined score, the bids will be ranked and the applicant scoring the highest CS would be invited for negotiations. In case of refusal by successful bidder or his inability to accept the offer or the successful bidder not responding within specified time, the bid next in rank will be invited for negotiations. The KSIDC’s Evaluation Committee’s decision in all matters pertaining to the evaluation process would be final.

Following points are to be noted while submitting proposals for this assignment:

- a) The fee quoted shall be inclusive of all travel and boarding expenses of the Bidders staffs, duties and levies. Income Tax will be deducted from the payment of Consultancy Fee. Service Tax will be paid by KSIDC. If the proposal is made by an Individual he should detail his full name and complete Address and should duly sign the Proposal. If it is made by Partnership Firm it shall be signed with the co-partnership name by a member of the Firm who shall sign his own name and shall give the Name and Address of each Partner of the Firm and attach a copy of 'Power of Attorney' authorizing him to sign on behalf of the other partners. The bidder has to submit Original or Notarized copy of all supporting documents relied by him. Duly signed and sealed copies of these documents have to be submitted. KSIDC reserves the right to summarily reject any incomplete Proposals.
- b) Forged/falsified documentary proof furnished by the Applicant in support of the eligibility criteria shall make the applicant ineligible from participating in any work

of KSIDC. KSIDC reserves the right to check with Clients/Owners/Authorities the authenticity of the documents furnished by the Applicant.

- c) KSIDC reserves the right to reject any or all of the applications without assigning any reason whatsoever.

14 Technical Proposal Submission Format

The proposal may be submitted in the word format. The same should be broadly delineated as detailed below:-

- Cover Letter
- About the Firm- Proforma A
- Experiences of preparation of Reports of similar nature – Proforma A
- Team Profile proposed (People with experience in conducting similar studies / proposals)
- Approach & Methodology for the Study
- Project Plan
- Deliverables

15 Checklist for submission of Technical bid & financial bid

- Details of assignments undertaken to substantiate the eligibility criteria with scope of work, duration of assignment, present status of the project containing copies of documents such as work orders, completion certificates and agreements.
- Experience of the team, with resume of key personnel available with the firm, in similar assignments
- Date of commencement of operation in India with supporting documents.
- Audited balance sheet & profit/loss account for the last three years ending 31.03.2017
- Copy of the Memorandum & Article of Association and Certificate of Incorporation of the Company / Copy of Partnership Deed and Certificate of Registration of the Firm etc

16 Other Terms & Conditions

- KSIDC's decision in the selection process is final and KSIDC will neither entertain any correspondence in this regard nor will be bound to furnish any explanation.
- KSIDC reserves the right to accept/select any or reject any of the Bid/Proposal/s without assigning any reason thereof.
- The successful Bidder shall enter into a Contract Agreement with KSIDC based on this document and also with any additional terms and conditions as KSIDC may deem essential. All the documents and correspondences in this regard will form part of the Contract.
- The Bids/Proposals to be submitted by the Applicants shall contain all the details and documents as mentioned in the bid document and the Proposal/s is liable to be rejected, if it is submitted without all the information and required documents.
- The bids submitted without following the above conditions shall summarily rejected.
- The financial bid to be submitted by the Applicant shall include all charges / fees expenses, taxes, etc. payable by the Bidder to their team members / other professionals / specialized agencies required by them, if any. Applicable GST may be shown separately.

Dispute

Any disputes arising between the **Parties** out of this assignment shall be settled amicably through mutual consultation and/or negotiation between the **Parties** through diplomatic channels, without reference to any third party or Arbitration. The Courts of Trivandrum shall have exclusive Jurisdiction in all matters of dispute.

Standard of performance

The Bidder /Consultant shall carry out the tasks/services assigned and carry out its obligations under the scope with due diligence in accordance with generally accepted norms and practices used in the industry. The Bidder /Consultant shall always act in respect of any matter relating to this contract as faithful advisor to KSIDC and shall at all time, support and safeguard KSIDC's legitimate interests in any dealing with third party. In case the services of the Bidder /Consultant are found to be not satisfactory during any stages of the assignment, KSIDC shall terminate the services of Bidder /Consultant.

Termination

1. By KSIDC

KSIDC may terminate the Contract, by giving twenty-one (21) day's Notice in writing to the Bidder/ Consultant, on the occurrence of any of the events specifies herein below:

- (a) The Bidder/ Consultant fail to perform the assignment as per the terms and conditions of this document / Contract Agreement /LOA.
- (b) The Bidder/ Consultant fail to submit the Report/s to the satisfaction of KSIDC.
- (c) Non-remedying a failure on the performance of its obligations under the Contract, within twenty-one (21) days of being called upon by KSIDC to do so;
- (d) Insolvency or bankruptcy of the Bidder/Consultant;
- (e) Non-performance by the Bidder/Consultant of the services due to subsistence of Force Majeure event for forty five days.

2. By the Bidder/Consultant

The Bidder/Consultant may terminate the Contract, by giving not less than twenty-one (21) days' written Notice to KSIDC, such Notice to be given after the occurrence of any of the events specified herein below:

- (a) If KSIDC after obtaining the Report/s to its satisfaction, fails to pay any payment due to the Bidder/Consultant pursuant to the Contract within twenty-one (21) days after receiving written Notice from the Bidder/Consultant that such payment is overdue beyond the agreed 60 days from the date of invoice of the Bidder/Consultant, or final approval of report by KSIDC, whichever is later.
- (b) If, as the result of Force Majeure, the Bidder/Consultant is unable to perform a material portion of the Services for a period of not less than forty-five (45) days.

Liquidated Damages:

The Bidder selected for the work shall be liable to pay liquidated damages to KSIDC for delays in submission of the draft report / final report in the following pattern:

- 2% of the agreed Consultancy Fee, per delay by one week
- Total liquidated damages shall be limited to 10% of the Consultancy Fee agreed.

Cover Letter:

To:

Date:

XXXXXXXXXXXXXX

Kerala State Industrial Development Corporation Ltd.
T.C.XI/266,Keston Road,
Kowdiar,
Thiruvananthapuram-695 003

Dear Sirs,

Sub: Our preparation of Report on Medium and Large Scale Industries in Kerala and the periodical updation of the Report dated XXXXXXXXXXXX – Technical Proposal-

1. Having examined the TOR documents, the receipt of which is hereby acknowledged, we, the undersigned, offer our Services for preparation of report on Medium and Large Scale Industries in Kerala and the periodical updation of the report in full conformity with the said TOR Document.
2. We undertake, if our bid is accepted, to commence work on this assignment and to achieve the goals in conformity with the terms stated in the TOR Document.
3. We declare that we have studied TOR document and are making this proposal for the Terms of Reference in strict conformity to the TOR. We are making this proposal after fully understanding and undertaking to honour the requirements mentioned under Terms of Reference and other services specified in the TOR Documents.
4. We have read the provisions of submission of Proposal and confirm that these are acceptable to us.
5. We further declare that additional conditions, variations, deviations, if any, found in the proposal shall not be given effect to.
6. We undertake, if our bid is accepted, to commence the work within 10 days from the Notification of Award to us.

7. We agree to abide by this bid, consisting of this letter, eligibility document, the Technical Bid, the Commercial Bid, the duly notarized written Power of Attorney, and Attachments through [specify: the number of attachments] to this Bid Form, for a period of bid validity from the date fixed for submission of bids as stipulated in the TOR Documents, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
8. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your Notification of award, shall constitute a binding Contract between us.

We would be happy to associate with you in this initiative, kindly let us know if you may require any clarifications / information / presentations on this Proposal.

Our Contact Address is provided below:

XXXXXXX
XXXXXXX

Thank you and looking forward to work with KSIDC.

As per your requirements, we are providing the following in a cover:

1. One copy of the Technical Proposal in print
2. One print copy of the Commercial Proposal

With Best Regards

Dated this XXXXX

Authorized Signatories:

PROFORMA – A

[THIS SHALL BE IN SEPARATE ENVELOPE]

SUBJECT: Selection of Consultant for preparation of report on Medium and Large Scale Industries in Kerala and the periodical updation of the Report

APPLICATION FORMAT

Name of the Applicant :

Address :

Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

Address of Local office :

Status of the Firm (Whether company/
Partnership / proprietary concern) :

Details of the Proprietor/ Partners/ Directors :

Year of Establishment :

Whether Registered with Registrar of
Companies/ Firm. If yes, No. & Date :

Registration with Tax Authorities :
Income-tax No. PAN
(Furnish copies of Income-tax returns

Service Tax Regn Number :
(Furnish the latest copies of the returns filed)

Turnover (by way of Consultancy Fee alone, as detailed under **Criteria for eligibility**) of the Company/Firm (Please attach annual reports / documents in support of the details).

Sl. No.	Year	Turnover
1	2016-17	
2	2015-16	
3	2014-15	

Details of the works executed or in progress as detailed under **“Criteria for Eligibility”**

No	Name of Work	Name and details of the client	Nature of work (in brief)	Value of the work	Present status

Note: Copies of client's satisfactory completion certificates shall be enclosed.

Key personnel permanently employed in your organization:

No.	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other

Furnish the names & contact details of three responsible clients/ persons for whom major works have been carried out by the applicant

Name Of The Contact Official	Organization & Address	Contact Numbers

Furnish the details of AWARDS, citations etc received in recognition of your services in projects designed/ associated

Year	Name of the Award with details	Name of the organization from whom award was received	Name of the project for which such award was received

Other information/details relevant to the proposed assignment, in line with the ToR

(The Applicant is permitted to use additional sheets as may be necessary and to submit any document that may be useful in evaluating the technical capabilities with respect to the proposed assignment)

DECLARATION

1. All the information furnished by me / us here above are true to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.
3. I / We agree that the decision of KSIDC in selection will be final and binding on me/ us.

Place :

Date :

SIGNATURE

NAME & DESIGNATION

SEAL OF ORGANISATION

17 Financial Proposal Submission format:

To:

Date:

Kerala State Industrial Development Corporation Ltd.
T.C.XI/266,Keston Road,
Kowdiar,
Thiruvananthapuram-695 003

Dear Sirs,

Sub: Our Proposal for preparation of Report on Medium and Large Scale Industries in Kerala and periodical updation of the Report dated XXXXXXXXXX – Offer in the form of Consultancy charges-

No.	Item	Amount (INR)
1.	Consultancy Fee	
2.	Service Tax is exclusive of the above Fee as per the TOR terms	
3.	Any other Taxes	

Our Contact Address is provided below:

XXXXX
XXXXXXX.

Thank you and looking forward to work with KSIDC

With Best Regards,

Authorised Signatory