



**KERALA STATE COASTAL AREA  
DEVELOPMENT CORPORATION LIMITED**  
(A Government of Kerala Undertaking)

Makayiram, T.C 16/1709, Ulloor Lane,  
Near DPL, Jagathy, Thiruvananthapuram, Kerala  
Ph.0471-2321520, Fax:2323363, E-Mail: [kscadc@gmail.com](mailto:kscadc@gmail.com)

**INVITES EXPRESSION OF INTERESTS**

No. F/KSCADC/pack/2014

30 .04.2014

The Managing Director KSCADC invites sealed Expression of Interests from reputed firms for empanelment with the Corporation for providing Total Packaging Solutions for value added fish products- designs implementation and operations with total cost of ownership.

For details visit [www.keralacoast.org](http://www.keralacoast.org)

Last date and Time of submission of EOI: 12.05.2014 , 3 PM

Sd/-  
Managing Director



**KERALA STATE COASTAL AREA DEVELOPMENT CORPORATION Ltd.  
(KSCADC)**

**(A Government of Kerala Undertaking)**  
**'Makayiram', T.C 16/1709, Ulloor Lane, Near DPI, Jagathy,**  
**Thiruvananthapuram – 14**  
**Phone: 0471 2321520, Fax: 2323363**  
**Email: [kscadc@gmail.com](mailto:kscadc@gmail.com) Website: [www.keralacoast.org](http://www.keralacoast.org)**

**EXPRESSION OF INTEREST (EOI)**

**EMPANELMENT OF PROFESSIONAL AGENCIES FOR PROVIDING  
TOTAL PACKAGING SOLUTIONS FOR  
VALUE ADDED FISH PRODUCTS– DESIGN-IMPLEMENTATION &  
OPERATION WITH TOTAL COST OF OWNERSHIP**

**NB: Please check that all the pages are intact in the document**

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## **EXPRESSION OF INTEREST (EOI)**

Managing Director, Kerala State Coastal Area Development Corporation, Makayiram, T.C 16/1709, Ulloor Lane, Near DPI, Jagathy, Thiruvananthapuram – 14, invitees sealed EOI in prescribed Performa from professional agencies for empanelment as end to end total packaging solutions provider for KSCADC in packaging of value added fish products/other packaging requirements as and when called for, including design implementation and operations.

1. Name of EOI: Empanelment of professional agencies Packaging Solution Design – Implementation & Operation with total cost of ownership/Turnkey Basis
2. Download Period:02-05-2014 to 12-05-2014
3. Last Date & Time for Submission of EOI:12-05-2014, 3.00 PM

The EOI documents have been hosted on [www.keralacoast.org](http://www.keralacoast.org) and may be downloaded from the website.

## **PROCEDURE FOR EMPANELMENT**

EOIs are invited from all eligible and interested professional agencies for empanelment with Kerala State Coastal Area Development Corporation as per the following procedure:

- Screening of EOIs as per eligibility conditions based on documents submitted
- Evaluation and short-listing of agencies based upon the criteria mentioned hereafter and documents submitted
- Presentation by short-listed agencies to selection committee for empanelment

### **DURATION OF EMPANELMENT**

The empanelment will be valid for a period of three years. However, it may be further extended at KSCADC's discretion with the same terms and conditions.

### **QUALIFYING CRITERIA**

Only those agencies that meet the following qualifying criteria will be invited for presentations on the proposal to a committee constituted by KSCADC.

1. A Packaging company with at-least 10. Crore turnover for the last 3 financial years (Audited financial statement to be submitted)
2. Should have been in Packaging Business for last 10 years with consistent financial & customer track record
3. Should have worked with at-least 3 market leaders in the respective industry verticals in India or abroad including a public sector undertaking
4. Should have handled long term contracts with the clients – minimum 3 years duration with these clients and should have worked on key account management practices offering continuous improvement.
5. Turnkey Packaging contract reference in the manufacturing – retail industry with a minimum revenue of 1. Cr per year per client for 3 accounts.
6. Should have worked at strategic level with client, offering advisory services for providing total packaging solutions as part of the total solutions.
7. Strong management leadership with clear organization structure & should have own operations team of at-least 50 employees to provide sales – sourcing – service & technical support to the project across client sites.
8. Should have ISCO (International Standard Classification of Occupation) or equivalent certified manufacturing / service process

### **SUBMISSION OF DOCUMENTS**

The entire set of EOI document should be submitted along with documentary proof. Each page should be signed and stamped by the authorized signatory and submitted in a sealed envelope with “EOI for Empanelment of Professional Agencies for providing Total Packaging Solutions for value added fish products/Other requirements - Design – Implementation & Operation with Total Cost of Ownership” Superscribed on it to

Managing Director,  
Kerala State Coastal Area Development Corporation,  
Makayiram, T.C 16/1709,  
Ulloor Lane, Near DPI, Jagathy,  
Thiruvananthapuram – 14

The envelope containing the filled form (with relevant enclosures) may be placed in the drop box provided at KSCADC, Head Quarters at Jagathy, Thiruvananthapuram or sent by speed post.

## **EVALUATION OF EOI's**

- 1. Screening:** KSCADC will undertake the initial screening of all the applications based on the qualifying criteria. Applicants not meeting any of the qualifying criteria and other essential conditions, etc., mentioned in the EOI document will be summarily rejected.
- 2. First-stage short-listing:** All the eligible applicants will then be evaluated on the basis of the documents submitted by them. The short-listed agencies will be called for making a presentation to a Selection Committee set up by KSCADC.
- 3. Second-stage short-listing:** The short-listed agencies will be required to make a presentation to the selection committee. The Committee will evaluate the agencies based on their Infrastructure/Offices, Existing Clientele, etc. after considering their presentation(s). The short-listed agencies will then be ranked top to bottom on the basis of the highest marks. The top five agencies will then be finally short-listed and empanelled.
- 4. Distribution of work:** The quantum of work to be distributed amongst the agencies will not be related to their ranking. All the selected agencies will be considered at par. KSCADC reserves the right to distribute the work as per its convenience, requirements and discretion. KSCADC may distribute the work segment-wise or otherwise as it deems fit, which may be changed from time to time. KSCADC may also vary the work based upon the quality of work, responsiveness, etc., of the agency.
- 5. KSCADC reserves the right to decrease or increase the number of empanelled agencies at any point in time. It reserves the right to get any work or any part of the work mentioned in the EOI from any other agency whether empanelled or not.**

FORM -I

1	Name of the Firm/agency				
2	Mailing address				
3	Phone No(s)				
4	Fax No				
5	e-mail				
6	Website				
7	Service Tax Registration No				
8	PAN Card No				
6	Contact Person	Name			
		Designation			
		Cell Number			
7	Year of commencement of business (please attach documents for proof)				
8	Turnover (in Rs. Crore) (Pls Attach Audited Financial Statement)		2012-13	2011-12	2010-11
9	Districts in which the agency has fully operational office				
10	Major clients	1			
		2			
		3			
		4			
		5			
11	Are you empanelled With other PSU/ Government clients				
12	No of Government projects undertaken. (Please attach customer satisfaction reports)				



**We hereby declare that all the information and statements made in this EOI are true and accept that any of our misrepresentations contained in it may lead to disqualification.**

**We hereby also declare that our company has not been debarred/blacklisted by any Government/ PSU/ SEMI Government bodies/ organizations.**

**Signature (Authorized Signatory):**

**Full Name:**

**Designation:**

**Address:**

**Date:**

## **TERMS AND CONDITIONS**

1. Only those applications complete in all respects will be accepted for further scrutiny.
2. The application once submitted will be considered final and any subsequent changes/additional information will not be entertained.
3. Details of similar works undertaken previously have to be part of the EOI submitted by you. Separate submissions of such material will not be accepted and will be deemed as rejected.
4. Entries received beyond 3.00 PM on 12/05/2014 will not be entertained and all such entries will be deemed as rejected.
5. KSCADC will not be responsible for delayed receipt of the documents at its end for any reason whatsoever.
6. KSCADC Ltd. reserves the right to reject any or all applications without assigning any reason(s) thereof.
7. The agency shall submit all the documents specified in the “CHECKLIST OF ENCLOSURES TO BE SUBMITTED” which forms a part of the EOI document.
8. The agency shall submit approximate estimated cost for the prefabricated structure proposed as per the plan enclosed.

## **ANNEXURE-I**

### **SCOPE OF WORK**

The agency shall undertake all the works related to the packaging requirements like.

1. Selection and sourcing of suitable packaging materials
2. Providing physical designs for consumer packs/master packs for different packs.
3. Providing creative design for consumer pack/ master pack for different products.
4. Preparation of cylinders for printing and printing of consumer packs.
5. Liaison works for Bar Coding
6. Printing of variable data in the consumer packets
7. Identification of agencies or firms for supplying packaging equipments and accessories required.
8. Providing R&D for new packaging requirements for innovative fish based products developed.
9. Providing End to End Solutions to KSCADC in Packaging, which includes work as mentioned from points 1 – 8 to actual printing, packaging and post packaging works including variable packing and wholesale packing.

## **ANNEXURE-II**

### **LETTER OF AUTHORISATION FOR SIGNING OF EOI DOCUMENTS (TO BE SUBMITTED BY AGENCY ON THEIR LETTERHEAD)**

**Authorization for signing of EOI Documents for  
Empanelment of Professional Agencies for Providing Total Packaging Solutions  
for Value added fish Products Designs – Implementation and Operations with  
total cost of ownership**

Following person is hereby authorized to sign EOI documents for the EOI mentioned above on behalf of M/s. \_\_\_\_\_ (applicant) as the details given below:

Person/ Officer authorized for signing EOI documents:  
Name & Specimen Signature

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

## **ANNEXURE-III**

### **GENERAL INSTRUCTIONS TO APPLICANTS**

#### **1. Signing of EOI:**

- 1.1 Applicant of EOI will be required to produce attested certificate of registration issued by registrar of firm in favor of his authority to sign on behalf of the firm.**
- 1.2 If the EOI is signed by any other person/officer, he/she should be duly authorized by the proprietor/owner/partner/director etc. If however, found to be otherwise, KSCADC, without prejudice to other civil and criminal remedies, can cancel the EMPANELMENT.**
- 1.3 Individuals signing the EOI shall indicate their full name below their signatures & it should be stamped.**
- 1.4 The EOI shall contain no interlineations, erasures or overwriting, except as necessary to correct errors made by the applicant, in case such corrections are to be made. The entry should be clearly scored out by a single line and encircled, and fresh entry should be made. All such corrections should be authenticated under the full signature of the person signing the EOI. Any EOI which does not comply with this requirement shall be rejected. All conditional or incomplete EOIs will be rejected.**
- 1.5 The EOI form should be filled legibly with blue/black ink in English language only.**

#### **2. Submission of EOI:**

- 2.1 The applicant shall seal the envelope and the EOI shall be addressed to KSCADC at the following address:**

**To,**  
**Managing Director,**  
**KeralaState Coastal Area Development Corporation,**  
**Makayiram, T.C 16/1709,**  
**Ulloor Lane, Near DPI, Jagathy,**  
**Thiruvananthapuram – 14**

- 2.2 EOIs shall be dropped in the tender box provided in KSCADC or sent by Speed Post.**

- 2.3 KSCADC shall assume no responsibility for the misplacement of the EOI(s) or premature opening thereof, if the envelope is not sealed and marked as required. In case the applicant fails to honor his EOI in the stipulated time given by KSCADC,**

without furnishing sufficient grounds, which is convincing to the competent authority of KSCADC, then the latter reserves the right to BLACK LIST an applicant for a suitable period from participating in any bidding process initiated by KSCADC.

**3. Last date and time for submission of EOIs:**

**3.1 All EOIs shall be received by the KSCADC at the address specified under Para 2, not later than the date and time specified in the EOI.**

**3.2 KSCADC may, at its discretion, extend the date and time for the submission of EOIs by amending the EOI documents in which case, all rights and obligations of KSCADC and applicants shall subject to the extended date and time.**

**3.3 Any EOI received after the specified date & time for submission of EOIs shall be rejected and returned unopened to the applicants.**

**3.4 KSCADC shall not be responsible if the EOIs are delivered elsewhere.**

**4. Summary rejection of EOI:**

**One or more of the following reasons/omissions will render an EOI, liable to summary rejection.**

- a. EOI received after the specified closing time.**
- b. Correction or overwriting not signed by the authorized signatory.**
- c. Documents asked for are not attached.**
- d. Conditional EOI**
- e. Any EOI received unsealed/unsigned and/or not signed by.**
- f. Applicants giving false information, fabricated documents, thereby concealing facts, misrepresenting and misleading KSCADC.**
- g. All forms not duly filled in and signed.**

**5. Influencing the evaluation of EOIs and award of contract:**

**No applicant shall attempt to influence KSCADC on any matter relating to the EOI. Any attempt to influence KSCADC in evaluation/comparison or in award of the contract, shall result in summary rejection of the EOI(s) of such applicants.**

**6. Right to cancel the contract:**

**6.1 KSCADC shall have the right to cancel the contract wholly or in part in the event it is obliged to do so, on account of any decline, diminution, curtailment or stoppage of the work(s), by giving three months' notice.**

**6.2 KSCADC shall have the right to cancel the contract if subsequently it is found that the empanelled agency is owned by a "member of family" of an employee working in KSCADC.**

**6.3 The bidder who is a "member of family" of an employee working in KSCADC, is not eligible or this EOI. "Members of family" in relation to an employee working in KSCADC include:**

- a. The wife or husband, as the case may be, of the employee working in KSCADC, whether residing with the concerned or not, but does not include a wife or**

husband, as the case may be, separated from the Government servant by decree or order of a competent court.

- b. Son/daughter or stepson/stepdaughter of an employee of KSCADC, who is wholly dependent on him, but does not include a child or step child who is no longer, in any way, dependent on the employee working in KSCADC or whose custody, the employee has been deprived of, under the law.
- c. Any other person related, whether by blood or marriage, to an employee working in KSCADC, or to employee's wife or husband, and is wholly dependent on the employee working in KSCADC.

**7. Agreement:**

Every successful applicant shall also execute an agreement with Kerala State Coastal Area Development Corporation, Makayiram, T.C 16/1709, Ulloor Lane, Near DPI, Jagathy, Thiruvananthapuram – 14, on a non-judicial stamp paper of Rs. 100/-. (The cost of the stamp paper has to be borne by the applicant of EOI.)

#### **ANNEXURE IV**

##### **CHECKLIST OF ENCLOSURES TO BE SUBMITTED**

1	Company Registration certificate	
2	Duly audited/certified copy of the Annual report, balance sheet for the last three financial years	
3	Company profile, organization chart.	
4	True copies of at least three work orders issued by PSU/ Government Departments.	
5	Customer satisfaction reports obtained from PSU/ Government Departments.	
6	Photos /CDs/ brochures of executed works.	
7	Copy of PAN and latest income tax, sales tax certificate for the financial year 2012-13	
8	Copy of PF registration /other relevant document to prove man power	