



**KERALASTATE COASTAL AREA DEVELOPMENT CORPORATION Ltd.
(KSCADC)**

(A Government of Kerala Undertaking)
'Makayiram', T.C 16/1709, Ulloor Lane, Near DPI, Jagathy,
Thiruvananthapuram – 14
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EXPRESSION OF INTEREST (EOI)

**EMPANELMENT OF PROFESSIONAL AGENCIES FOR INTERIOR
DESIGNING AND CONCEPT EXECUTION**

NB: Pls 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 invites sealed EOI in prescribed Performa from professional agencies for Interior Designing and Concept Execution for KSCADC

- 1. Name of EOI: Empanelment of professional agencies for Interior Designing and Concept Execution.**
- 2. Download Period: 19-07-2014 to 12-08-2014**
- 3. Last Date & Time for Submission of EOI: 12-08-2014, 3.00 PM**

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 two years. However, it may be further extended for one more year each subject to a maximum two years 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. Financial Standing: The agency should have a minimum turnover of Rs. 50 Lakh consecutively for the last three financial years, i.e., 2010-11, 2011-12, and 2012-13 as per duly audited/certified by CA.**
- 2. Capabilities: The agency should have high engineering design and execution capabilities and a team of experienced staff for the work of KSCADC. The agency must have expertise in designing, installation of Interior.**
- 3. Experience: The agency should have experience in Interior work and execution. (Supply/work order copies in this regard shall be submitted along with the EOI.)**
- 4. Servicing Team: The agency should be in a position to provide a dedicated team (as per client's approval) for providing service support to KSCADC on a day-to-day basis.**
- 5. Tax registrations/ Certificates: The agency should submit PAN No. and latest Income Tax, Sales Tax (Local and CST), Service Tax registration/Certificate for the financial year 2012-13.**

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 Interior Designing and Concept Execution” Superscribed on it to

**Managing Director,
KeralaState 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 on the previous works done by your organization 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 agency / 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)		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				

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. The Expression of Interest format may be downloaded from www.keralacoast.org and information filled in the space provided.**
- 2. Only those applications complete in all respects will be accepted for further scrutiny.**
- 3. The application once submitted will be considered final and any subsequent changes/additional information will not be entertained.**
- 4. 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.**
- 5. Entries received beyond 3.00 PM on 12/08/2014 will not be entertained and all such entries will be deemed as rejected.**
- 6. KSCADC will not be responsible for delayed receipt of the documents at its end for any reason whatsoever.**
- 7. KSCADC Ltd. reserves the right to reject any or all applications without assigning any reason(s) thereof.**
- 8. The agency shall submit all the documents specified in the “CHECKLIST OF ENCLOSURES TO BE SUBMITTED” which forms a part of the EOI document.**

ANNEXURE-I

SCOPE OF WORK

The following will be the scope of work for the empanelled agencies:

- 1. The agencies shall undertake the work of Interior design and execution of works of KSCADC in the locations specified across the State of Kerala**
- 2. The agency should have extensive experience in preparation of concept / presentation drawing, interior detail drawing, cost estimate and other related services for different categories of works with regard to interior**
- 3. The execution of the work rendered should include Civil, Sanitary & plumbing fitting as per the model design, Power supply, Electrical wirings and fittings of light, fans and power points, instillation of Air Conditioning systems , Security & Surveillance camera, generators etc.**
- 4. The agency will be responsible for the execution of any other work related to the Interiors.**

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 Agencies for Interior Designing and Concept Execution.

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 bidder 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 and 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 for 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 Clients.	
5	Customer satisfaction reports obtained from Clients	
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	