

**Request for Expression of Interest
for
Empanelment of Consultants
for
Preparation of
Detailed Project Report
for
Projects in various local bodies in Kerala under the
One Local Body One Project (OLOP) Scheme
For
Kottayam District**

February 2024



**Directorate of Industries & Commerce
Government of Kerala**

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Detailed Expression of Interest from Consultancy firms / institutions/ agencies for Empanelment with District Industries Centre (DIC), Kottayam to provide consultancy services in preparation of Detailed Project Report (DPR) for project under the One Local Body One Product (OLOP) scheme in Kottayam District.

1. GENERAL INFORMATION ABOUT THE PROJECT

1.1 Background

The Directorate of Industries and Commerce (DI&C) serves as the functional arm of Industries & Commerce Department of Govt. of Kerala (GoK) to promote Micro Small and Medium Enterprises (MSME) in the State. The Directorate has been engaged in the identification and skill development of entrepreneurs, providing infrastructure support, extending assistance to get licenses and clearances, providing financial assistance through various schemes, helping to identify marketing avenues, dispute resolution and to revive and rehabilitate the stressed and defunct units. DIC Kottayam coordinates all the initiatives undertaken by the DI&C in Kottayam district.

In the FY 2022-23, the Year of Enterprises 2022-23 initiative of the Government of Kerala to facilitate the establishment of “**One lakh new enterprises in the state in One year**” had seen success with the creation of 1,39,840 new enterprises which created over 3 lakh job opportunities and brought in Rs. 8422 Cr of investment. As part of this initiative, the GoK had launched several schemes and policies for promoting entrepreneurship in the State. These schemes are being proven beneficial for the entrepreneurs in the State and are expected to further strengthen the industrial ecosystem.

The **One Local Body One Product (OLOP)** scheme is an initiative undertaken by the Department of Industries & Commerce to strengthen the domestic production by manufacturing indigenous products using locally available resources in collaboration with the Local Self-Government Institutions. It is a pivotal initiative with the overarching goal of fortifying domestic production through the creation of indigenous products, utilizing the resources readily available within local communities. In tandem with this, the scheme also strives to forge connections between these locally crafted products and global markets, effectively facilitating a mutually beneficial exchange on the international stage.

The primary objectives of the OLOP scheme are as follows:

- Strengthen domestic production by promoting indigenous products
- Utilize locally available resources to enhance product development
- Establish a global market presence for these indigenous products

This initiative gains further significance as approximately 680 local bodies out of a total of 1034 local bodies in the State have actively identified products suitable for integration into the OLOP framework. As the subsequent step, each Local body needs to develop a Detailed Project Report (DPR) comprising a strategic action plan which shall be implemented by the local body for the

development of OLOP project. An assistance of up to Rs. 50,000 per local body will be provided by the Directorate of Industries and Commerce (DI&C) towards the cost of preparation of DPR for the identified project.

The main objective of this notice is to prepare a list (Empanelment) of consultants who could be appointed as a consultant by various local bodies in the State for preparing Detailed Project Report (DPR) for OLOP project on behalf of the local bodies including preparation of the Strategic Action Plan, estimates of cost and project viability. Entities having experience in the field of Project Report preparation and have requisite work experience of similar nature in industrial infrastructure planning in the past three (3) years, are eligible to apply for empanelment.

The entities will be selected for empanelment as per guidelines indicated in the annexed TOR; DI&C will only provide list of empanelled entities to the Local bodies for the purpose indicated in the TOR. Thereafter all relevant conditions, assignment, agreements, MOUs etc. as applicable by the concerned local body shall apply for further work/ assignments.

1.2 Important Information (Date & Time Schedule)

Request for EOI publish date: **19th February 2024 at 11:00 AM**

EOI submission start date: **20th February 2024 from 11:00 AM**

Email ID for submission of EOI: dickotm@gmail.com

Venue of opening: **General Manager, District Industries Centre, Ozhathil Lane, Nagampadom P.O, Kottayam, 686001**

2. TERMS OF REFERENCE (TOR)

2.1 Objectives

DIC requires the services of suitably qualified entities (company/partnership firms/ LLP/ society/ institutions) to provide planning and consultancy services including preparation of Detailed Project Report inclusive of Strategic Action Plan, estimates of cost, and project viability for One Local body One Product (OLOP) project implementation works at various local bodies across the State of Kerala.

2.2 Empanelment

DIC will empanel technically qualified entities for providing technical support to the local bodies for preparation of Detailed Project Report (DPR) for the implementation of the OLOP project at the local body. The empanelment will be district-wise, and an entity can apply for empanelment in more than one district.

The list of empanelled entities will be shared with the respective District Industries Centers and Local bodies in those districts for need based hiring. The local bodies will be free to engage entities from the list and sign MoU with the entities as per local body's specific scope of work. The fee rates for the consultancy services will be decided by the local body. The financial assistance to local bodies from DI&C for the preparation of DPR shall be limited to Rs. 50,000 per local body.

2.3 Scope of services

1. Preparation of Detailed Project Report after conducting necessary surveys and studies for the collection of relevant data, modifying as per local body's instructions, and then submitting the final DPR along with the project cost estimate in the prescribed format within the agreed period.
2. DPR should take into consideration the perspective and inputs of the local body and inter alia comprise of
 - i. Executive Summary,
 - ii. Local Body Overview,
 - iii. Details on existing enterprises in the local body,
 - iv. Details on major available resources,
 - v. Present system of value addition of available resources,
 - vi. Infrastructure availability,
 - vii. Details of OLOP proposed and short-term and long-term objectives of project,
 - viii. SWOT Analysis,

- ix. GAP analysis,
 - x. Major project components such as land, building, plant & machinery, utilities, manpower, etc.,
 - xi. Financial projections & funding pattern,
 - xii. Milestones & timelines,
 - xiii. Monitoring & evaluation framework,
 - xiv. Socio-economic impact assessment plan,
 - xv. Scale-up plans and
 - xvi. Conclusion with recommendations.
3. Support the local body, in management of all project components and sub-components to facilitate the preparation of DPR for the OLOP project.
 4. Submit the draft DPR for approval of the local body
 5. Make modifications in DPR, as per local body's instructions.
 6. Submit the final DPR after obtaining approval of the local body
 7. Support, monitor, and coordinate any other work related to the preparation of DPR

2.4 Eligibility/ Qualification Criteria

The entities intending to be empanelled for such above mentioned tasks should fulfil the following eligibility criteria and shall provide documentary evidence towards the following: -

1. Must be a registered legal entity in India (an organization, which is legally permitted to enter into a contract). Can be a proprietorship/ company/ partnership firm/ LLP/ society/ institution/SHG.
2. Must have the requisite professional personnel (mechanical/ civil/ electrical engineer, finance expert, marketing expert, technology expert, any other relevant professional) for assisting the local body in the preparation of DPR for OLOP project
3. Must have been providing similar services for the past 3 years preceding the application
4. Must have an average annual turnover of Rs. 5 Lakh as in the 3 years preceding application
5. Must have experience in the industrial infrastructure planning and DPR preparation with detailed market study, techno-economic feasibility study, financial viability & technology selection

2.5 Operation

- a. Applicants satisfying the eligibility criteria will be empaneled for preparation of DPR

for OLOP project

- b. The district wise empanelment list will be shared with the concerned District Industries Centers and the local bodies in the districts
- c. The local bodies can engage the entity for DPR preparation out of the empaneled list
- d. The entity engaged by the local body will execute a service contract with the local body and will act as the consultant for DPR preparation and carry out the work within the stipulated timeframe
- e. The DPR shall be prepared and submitted to the local body within 150 days of signing of the service contract

2.6 Special Conditions

- a. The applicant entity shall furnish any additional information which they think is necessary to establish their capabilities to successfully complete the envisaged work. It is, however, advised not to furnish superfluous information. No information shall be entertained after submission of eligibility criteria document unless it is called for by DI&C.
- b. The gross annual turnover should be certified by the Chartered Accountant. In case, if no turnover is shown in any year, it would be considered as no turnover in that particular year, for working out the average.
- c. The applicant entity should have an established office with sufficient manpower.
- d. The engaged consultant shall share all data and findings accumulated during the DPR preparation stage with the respective local body.
- e. Even though an applicant may satisfy the above requirements, still they would be liable for disqualification if they have:
 - i. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification documents
 - ii. In case the applicant is already blacklisted by DI&C or any other government department then the applicant will not be considered for empanelment
 - iii. Any effort on the part of the applicant or their agent to exercise influence or to pressurize the employer (Canvassing of any kind is prohibited)

2.7 Final Decision-Making Authority

District Industries Centre reserve the right to modify the eligibility criteria, to decide on cut-off date of implementation, to accept or reject any application, to annul the qualification process, to reject all applications or accept new applications at any time, without assigning any reason or incurring any liability to the applicants.

2.8 Application Submission

Applicants are requested to download the application form attached with the EOI and email the duly filled application form along with this EOI to **dickotm@gmail.com**.

Any application found to be non-responsive for any reason or not meeting the eligibility criteria specified in this EOI will be rejected by the Authority and will not be included for further consideration.

Please ensure to mention “**EOI application for Empanelment of Consultancy Firm for OLOP DPR preparation for Kottayam District**” in the subject line on the mail, without which the application will not be accepted.

* * * * *

3. ANNEXURES

3.1 EOI Submission Letter Format

To

The General Manager

District Industries Centre (DIC)

Ozhathil Lane, Nagampadom P.O Kottayam, 686001

SUB: EOI application for Empanelment of Consultancy Firm for OLOP DPR preparation for Kottayam District

Sir,

Having examined the details given in Expression of Interest for the above work, I/we hereby submit our qualification and relevant documents

1. I/We hereby certify that all the statements made and information supplied in the enclosed Forms are true and correct.
2. I/We have furnished all information and details necessary for Empanelment and have no further pertinent information to supply.
3. I/We hereby confirm that we have read and understood all the stipulations given in this EOI and the decision of DI&C with regard to our qualification shall be final and binding on us.

(Signature of Authorized Signatory)

(Full Name & Designation of Authorized Signatory)

(Seal)

3.2 Form A – Structure and Organization

1.	Name and Address of applicant entity	
2.	District for which empanelment application made	Kottayam
3.	Telephone No. Fax No. E-mail id	
4.	Legal status of the applicant (attach copies of original documents defining the legal status)	<ul style="list-style-type: none"> a. Proprietorship Firm b. Partnership Firm c. Limited Liability Partnership d. Limited Company (Private of Public) e. Society f. Institutions g. Self Help Group (SHG)
5.	Name of Partners / Directors/ Chief Promoters with their addresses, Telephone numbers, Fax, and Email	
6.	Designation of individuals authorized to act for the applicant entity	
7.	Details of Registration of Entity (<i>Attach copy of UDYAM registration for Proprietorship Firm, Partnership Deed for Partnership Firm & LLP, Certificate of Incorporation for companies, Byelaw & registration certificate for Societies and SHGs, Trust deeds or other relevant registration document for institutions</i>)	
8.	Does the applicant entity have any pending litigation in the name of the organization? If so, give details	
9.	Has the applicant entity ever been convicted by court of law? If so, give details	
10.	Accreditations/ Certifications, if any. (<i>Copies to be enclosed</i>)	
11.	Any other information considered necessary but not included above	

(Signature of Authorized Signatory)

(Seal)

3.3 Form B – Financial Information

Turnover for last 3 years from Consultancy Services

Sl. No.	Financial Year	Amount (Rs. in Lakhs)
1.	FY 2020-2021	
2.	FY 2021-2022	
3.	FY 2022-2023	

In addition to the above details, the applicant has to submit the following documents/
Information:

1. Copy of Audited Balance Sheet(s) for the last three years (FY 2020-21, FY 2021-22 & FY 2022-23)
2. Copy of valid GST Number
3. Copy of PAN/ TAN card
4. Details of litigations, if any

5. Other relevant details, if any

(Signature of Authorized Signatory)

(Seal)

3.4 Form C – Work Experience

Details of similar works during the last 5 years

Sl. No.	Name of work	Scope of Services	Cost of Project (Amount in Rs.)	Date of Start	Date of Completion	Name & Address of the Client	Type of work
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Attach copies of work order/ completion certificate from the project sanctioning authorities for all the above quoted works.

(Signature of Authorized Signatory)

(Seal)

3.5 Form D – Technical Manpower

Details of current manpower of the firm

Sl. No.	Technical Profession	Name	Designation	Qualification	Total years of experience	Employee of the firm (Please tick)	Linked/ Short term hiring (Please tick)	Remarks
1.	Finance Expert							
2.	Marketing Expert							
3.	Architect							
4.	Structural Expert							
5.	Mechanical, Electrical & Plumbing (MEP) Expert							
6.	Technology Expert							
7.	Planning Engineer							
8.	Any other sector specific experts							

(Signature of Authorized Signatory)

(Seal)