

## COIR BOARD

(Under the Administrative Control of Ministry of Micro Small & Medium Enterprises)  
M.G. Road, Kochi-16

I-17011/1/2015-SFURTI

Date:03.06.2016

### Notice inviting Expression of Interest (EoI)

The Coir Board, Ministry of MSME, Government of India invites Expressions of Interest (EoI) from the Technical Agencies who are empanelled under SFURTI programme for establishing a Project Monitoring & Evaluation Cell at Coir Board Head Office, Cochin for the overall monitoring & evaluation of the 2<sup>nd</sup> phase of the SFURTI implementation through the Board.

Interested empanelled agencies under the Scheme may respond with their lowest financial bids. The response in sealed cover should reach the undersigned at the above address on or before 15<sup>th</sup> June, 2016.

Further modifications/extension of last date for submission of EoI, addendum / corrigendum, etc, if any to this notice will not be published in the news paper and instead published in the official website only. All concerned may visit website regularly for updated information.

Secretary, Coir Board reserves the right to accept / reject any or all the tenders either in full or part without assigning any reason whatsoever.

  
Secretary  
Coir Board

## **Establishment of Project Monitoring & Evaluation Cell at Coir Board, Cochin**

### **1. Introduction**

The Ministry of Micro Small and Medium Enterprises, Govt. of India has accorded sanction for the continuation of the Scheme of Fund for Regeneration of Traditional Industries (SFURTI) with a view to make the traditional industries more productive and competitive and for facilitating sustainable development.

In this context, MoMSME has taken initiation for establishing 800 clusters in Coir, Khadi and Village Industries under the scheme. The Board has been appointed as Nodal Agency for establishing clusters in Coir Sector. Accordingly, necessary action are underway to establish more coir clusters in coir sector in order to provide more working days with higher wages to the workers and to sustainable development of the industry in all spheres. In order to provide hand holding service to the stakeholders and to provide time bound implementation of the scheme, it was required to empanel as many technical competent cluster development organisations as possible, as a pool of Technical Agencies (TA). In this connection, Board has empanelled 9 TAs by following parameters as per the guidelines prescribed by the MoMSME, Govt. of India. The following agencies are empanelled under SFURTI for 2nd phase implementation.

1. ITCOT Consultancy and Services Ltd., Chennai
2. Entrepreneurship Development Institute of India (EDII), Thrissur
3. National Institute for Micro, Small and Medium Enterprises (ni-msme), Hyderabad
4. National Institute for Entrepreneurship and Small Business Development (NIESBUD), Uttar Pradesh
5. Webcon Consulting (India) Ltd., Kolkata
6. APITCO Ltd., Hyderabad
7. IL & FS Clusters, Noida
8. Foundation for MSME Clusters, New Delhi
9. North Eastern Industrial & Technical consultancy organization (NEITCO) Ltd., Guwahati.

### **2. General Terms & Conditions of the EoI:**

The following terms & conditions shall apply in connection with the submission of EoI:

1. The Invitation for EoI is not an offer and is issued with no commitment. Coir Board reserves the right to withdraw the Invitation and change or vary any part thereof at any stage. Coir Board also reserves the right to disqualify any EoI, should it be so necessary at any stage.
2. Coir Board reserves the right to withdraw this Invitation of EoI if it determines that such action is in the best interest of the Board.
3. Timing and sequence of events resulting from this Invitation shall ultimately be determined by Coir Board.
4. The applicant shall have no claims whatsoever against Coir Board arising out of, or relating to this Invitation of EoI or these procedures (other than those arising

under a definitive service agreement with the applicant in accordance with the terms thereof).

5. Applicant who are found to canvass, influence or attempt to influence in any manner the qualification or selection process shall be disqualified from the process at any stage.
6. By submitting a proposal, each applicant shall be deemed to acknowledge that it has carefully read all the conditions and limitations.
7. The applicant's proposals in the EoI document will be evaluated as per the requirements specified in the Invitation of EoI and adopting the qualification criteria spelt out in this Invitation.
8. Coir Board reserves the right to short list the parties responding to this notice on the basis of the evaluation of the EoI. Submission of more than one EoI by the same party will be a disqualification.
9. The firm may be **blacklisted** for further business with Coir Board owing to non performance of satisfactory and timely service.

### **3. Organisational Competencies:**

The organisation aspiring to establish such cell should have prior experience in:

- a) Framing of policies and guidelines related to cluster development
- b) Guiding and monitoring of any similar scheme/ major project, which is inclusive of maintaining MIS
- c) Preparation of monitoring & evaluation tools with specific reference to Cluster Development
- d) Providing end to end solutions for CDP approach by empanelling with National Level Nodal Agencies or State Governments
- e) Formation and Capacity building of SPVs, Associations, Consortia
- f) Preparation and appraisal of DPRs (proven track record under any Cluster Development Scheme)
- g) Preparation of Action Plans, Log Frames, Implementation of soft and hard interventions for at least 5 years.

Considering the enormity of the work for proposed PM&E Cell, Organisations which are dealing exclusively with Cluster Development with a minimum of 15 cluster experts under diversified areas like training, networking, report preparations (like DSR and DPR), market research, productivity and competitiveness, project management consultancy, will be preferred. Organisations with requisite quality (ISO) certifications will be given priority.

(Organisations need to submit requisite proofs like work orders, completion certificates, approvals to substantiate each of the above criterion)

#### 4. Scope of Work (basically NA plus documentation, website, MIS and special thematic activity formulation and guidance)

The PM&E Cell shall function under the control and directions of the Secretary, Coir Board, Cochin. Basic function of the PM&E Cell is “Overall Monitoring of cluster Development Projects to be taken up under SFURTI during 12<sup>th</sup> five year plan. Duties and functions of the cell are outlined as under:

- maintain a dedicated SFURTI website developed by NIC to manage projects on line
- Training of IAs and TAs on MIS developed and on line submissions
- Appraisal of PPRs and DSRs received from TAs based on due diligence method that clearly establishes project viability, output, outcome, impact and sustainability
- Review performance of TAs
- Help Coir Board in short listing and recommending the proposals to Scheme Steering Committee (SSC)
- Programme fund management and disbursement of fund to IAs and TAs
- Help the Coir Board in strategizing various thematic interventions across the sectors, drafting relevant ToRs, help Coir Board in due diligence of competent service providers, once approved by SSC, preparation of their implementation plan and log frame with Objectively Verifiable Indicators (OVIs)
- Maintaining records on all important events, case studies submitted by TAs/ IAs.
- Compiling and preparations of SSC reports, Annual Reports, SFURTI Newsletters
- Performance appraisal of thematic interventions
- FMC would be a part of the internal committee meetings of the Coir Board so as to ensure clear communication and understanding.
- Coordination with SSC, Ministry, other Nodal Agencies like KVIC, NIMSME, NIESBUD, IIE for smooth flow of information and avoid any conflicts of interest.
- Generate Monthly/quarterly/half yearly/ yearly report in order to evaluate the progress and fund utilization

#### 5. Schedule of activity plan

Activity	HFY1	HFY2	HFY3	HFY4	HFY5	HFY6	HFY7
Creation of website through NIC, Cochin			UP		UP		
Creation of MIS through NIC, Cochin					UP		
Maintenance of Website							
Training of IAs and TAs on MIS & CDEs			T		T		
Monitoring of TA performance							
Shortlisting of proposals							
Fund Management							

Strategizing thematic interventions, preparation of ToRs & preparation of action plan, log frame for each intervention							
Preparation of monthly/ quarterly/ annual reports/ status reports							
Performance appraisal of thematic interventions							
Preparation of final impact assessment report							
Coordination with Ministry, other NAs							
Coordinating all IA's, TA's & SPV for preparing and executing Exit Policy							

**Note: Considered on half yearly basis. HYF means Half Year**

**UP = Up-gradation, T = Training**

## 6. Human Resources Required by PMC

Sl. No	Type of resource	Nature of activity	Duration
1	Project Coordinator	To frame monitoring and evaluation tools, templates for progress reports, strategizing thematic interventions, besides overall in charge of the cell	Full time
2	Cluster Development Expert for on field appraisals (5)	To Monitor MIS and preparation of progress report etc.	Full time basis (to be stationed at Coir Board). One CDE for each of 5 zones.

Visits: PC once every month, CDEs once every quarter to each cluster, DPR Expert twice in each cluster.

**Note: While the project period of SFURTI is considered for 3 years, functioning of PM&E Cell will be for 3.5 years considering financial closures, preparation of case studies, non-completion of few of the projects on time.**

## 7. Letters and Declaration to accompany EOI

Your EOI must be accompanied by a letter on Company/ firms /agency letter head showing the full registered office address of the Firm/Company/Agencies and, in the case of a Company, the place of incorporation. It should be signed by a person of suitable authority to commit the Agencies to a contract and include the following declarations:

*“We have examined the information provided in your Instruction and offer to undertake the work described in accordance with requirements as set out in the Instruction.*

*This EOI is valid for acceptance for 3 months and we confirm that this EOI will remain binding upon us and may be accepted by you at any time before this expiry date.*

*We confirm that all personnel named in this EOI will be available to undertake the services.*

*We agree to bear all costs incurred by us in connection with the preparation and submission of this acceptance and to bear any further pre-contract costs.*

*I / we confirm that I / we have the authority [name of organization to submit this EOI and to clarify any details on its behalf”.*

The EOI must be delivered in a sealed envelope clearly labeled with the following and should be addressed to the **Secretary, Coir Board, M.G. Road, Cochin-16:**

1. EOI Title
2. Agencies/Company Number

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