

**COIR BOARD**

(Ministry of Micro Small & Medium Enterprises, Government of India)  
Coir House, M.G Road, Kochi- 682 016, email: info@coirboard.org

**No: I-11012/1/2016-ERS**

**Date:12.04.2017**

**INVITATION OF BIDS FOR CONDUCTING EVALUATION STUDY  
ON PLAN SCHEME COIR UDYAMI YOJANA**

The Coir Board, Ministry of MSME, Government of India, proposes to conduct independent Evaluation Study on Coir Udyami Yojana a Central Sector Scheme being implemented by the Board.

Interested and reputed agencies/ parties with proven track record of experience in the relevant field may respond with competitive bids, under two cover systems, for undertaking the work. Bids in sealed covers superscribed 'Bids for conduct of Evaluation Study on Plan Scheme Coir Udyami Yojana- 2017' will be accepted by the undersigned at the above address up to 3.00p.m on 24th April 2017. Bids will be opened on the same day and place at 3.30pm . A pre bid meeting will be held at 11.00am on 19.04.2017 at the above address, to give clarifications, if any, required by the prospective bidders.

Addendum/modification/extension of time limit etc . of this tender notice will not be published in newspapers and instead notified only through the official website mentioned above. All concerned may therefore regularly visit the website for updated information of the notification.

The undersigned reserves the right to accept or reject any or all the bids received either in full or in part without assigning any reason, whatsoever.

*Sd/-*  
**Secretary**  
**Coir Board**

## **INVITATION TO TENDER (ITT)**

### **INSTRUCTIONS FOR ENGAGEMENT OF AGENCIES FOR CONDUCTING EVALUATION STUDY ON THE PLAN SCHEME COIR UDYAMI YOJANA**

#### **1. Introduction**

This Invitation to Tender (ITT) and (in particular) the Instructions for Compiling and submitting your Tender are designed to help you produce a tender for engagement of Agency for conducting Evaluation Study on *Coir Udyami Yojana* being implemented by the Coir Board as per the Terms of Reference attached, that is acceptable to Coir Board and to ensure that tenders are given equal consideration. It is essential, therefore, that you provide the information requested in.

**Coir Board** is not bound to accept the lowest, or any, tender. Coir Board also reserves the right to request any, or all, of the Tenderers to meet with us to clarify their tender.

#### **2. Instructions for Submitting your Tender**

##### **a) Format of Your Tender**

Your tender should be submitted in two main parts:

- **Part A** - Technical Bid – consisting of all technical details along with commercial terms and conditions
- **Part B** – Financial Bid – indicating item-wise price for the items mentioned in the technical bid

**Parts A & B** must be sealed by the bidder in separate covers duly super scribed (*Technical/Financial bids for undertaking Evaluation Study on Coir Udyami Yojana*) and both these sealed covers are to be put in a bigger cover which should also be sealed and super scribed. Please do not include any price information in Part A. No publicity material is required.

## **Part A - Technical Bid**

Technical Tender (Part-A) structured in the following 7 sections should be attached to this tender.

### **Section 1: Organisational Details**

Name of the Company or Organisation/Complete Postal Address /Contact Person / Contact Telephone Number(s)/ E-Mail Address, etc.

### **Section 2: Employee Information**

Number of Full time Employees / Number of Part time Employees /Other Employees (please specify).

### **Section 3: Years in Business/ Area of works specified in the tender**

How many years have the firm/company been in the relevant field? Documents proving the experience in conducting evaluation studies of schemes/projects etc. and list of evaluation studies undertaken so far may be annexed.

### **Section 4: Turnover**

1. What was the firm/company's total annual turnover in Indian Rupees for the last three years?
2. What was the turnover in Indian Rupees, for services similar to those required here, for the last three years?

*Note: Please enclose the copies of the audited statement of accounts for last three years.*

### **Section 5: Capability Statement**

Please provide as annex with this form, a capability statement of not more than 3 A4 pages in font size 12, which illustrates your skills and experience of providing the service under this Contract Notice.

### **Section 6: CV(s) of Key Person**

Please provide, as an annex to this form, abridged CV(s) of not more than two pages (for each individual) in respect of key personnel who would be expected to provide the services listed in the Contract Notice as per the format enclosed (Annexure-A)

**Section 7: Disputes with clients**

Please provide details of disputes/legal cases, if any, during the last three years indicating the nature of disputes.

**Part B – Financial Bid**

- (1) Please provide details of all costs, which are associated with this assignment implementation in line with the technical proposal as per the format enclosed (Annexure-B). The amount quoted for the work should be all inclusive. Conditional offers/bids will not be accepted.

**3. Alterations to Tenders**

Any manuscript or other alteration to the tender must be countersigned and dated by the person submitting the tender. The Tenderers must not alter the ITT documents.

#### **4. Letters and Declaration to accompany Tenders**

Your tender must be accompanied by a letter on Company letter head showing the full registered office address of the Tenderer and, in the case of a Company, the place of incorporation. It should be signed by a person of suitable authority to commit the Tenderer to a binding contract. You must quote the Contract Title, Contract Number and include the following declarations:

We have examined the information provided in your Invitation to Tender (ITT) and offer to undertake the work described in accordance with requirements as set out in the ITT. This tender is valid for acceptance for 3 months and we confirm that this tender will remain binding upon us and may be accepted by you at any time before this expiry date.

The Tender (Technical & Financial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other party invited to tender for this contract.

We confirm that all personnel named in the tender 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 Tender and to bear any further pre-contract costs.

I / we confirm that I / we have the authority [name of organization] to submit tenders and to clarify any details on its behalf?.

## 5. Packaging and Delivery of Tenders

**Earnest Money:** Earnest Money of Rs.25,000/- may be submitted along with the tender documents and enclosed in the technical bid covers in the form of account payee demand draft/fixed deposit receipt/bankers cheque/bank guarantee in favour of **The Secretary, Coir Board**. payable at Kochi, Kerala. The earnest money of the unsuccessful bidders will be returned to them after award of the contract.

Tenders must be delivered in a double sealed envelope clearly labeled with the following and should be addressed to the **Secretary, Coir Board, Coir House, M.G. Road, Kochi- 682016**.

1. Contract Title
2. Contract Reference Number
3. Tender Due Date
4. Tenderer's Name, Address, E-mail id and Phone No.

## 6. EVALUATION:

The consultants would be selected by following the Quotation Cost Based System after short listing of the successful consultants based on the Technical Bids, as prescribed in the 'Manual of Policies and Procedure of Employment of Consultants'.

## 7. Risk Purchase Clause

If the agency after place of letter of contract fails to abide by the terms and conditions of tender document, or fails to execute the work as per the tender or at any time repudiates the work order, Coir Board will have the right to forfeit the EMD and invoke the performance security deposit and execute the works from other agencies at the risk and cost of the agency. The cost difference between the alternative arrangements and agency tendered value will be recovered from the agency along with other incidental charges. In case of execution of work through alternative sources and if price is lower, no benefit on this account will be passed to agency.

## 8. Integrity Pact

The agency selected will have to sign an integrity pact with Coir Board as per Government of India guidelines.

**Coir Board** accepts no responsibility for the premature opening of any incorrectly marked tender.

Tenders along with the requisite earnest money must be received by the Secretary, Coir Board, M.G. Road, Ernakulam, Kochi- 682 016 on or before 3.00 p.m. on 24<sup>th</sup> April 2017.

The Technical Bids will be opened on the same day at 3:30 pm at Coir House, M.G. Road, Kochi-16. The date of opening of Financial Bids will be informed to the selected parties later. Bidders are invited to attend both tender openings at their own cost.

**Coir Board** will open the bids on the prescribed date and time even if none of the bidders is present.

If there is any change in dates of the bid opening, Coir Board will inform all the bidders as soon as possible.

Late tenders will not be accepted under any circumstance and will be returned unopened. No special pleadings will be accepted. Faxed or e-mailed tenders will not be accepted.

**CURRICULUM VITAE (CV) OF PROPOSED  
PROFESSIONAL STAFF FOR THE ASSISGNMENT**

1. Proposed position [only one candidate shall be nominated for each position]:

\_\_\_\_\_

2. Name of entity [Insert name of entity proposing the staff]:

\_\_\_\_\_

3. Name of staff [Insert full name]:

\_\_\_\_\_

4. Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

5. Education: [Indicate college/university and other specialized education of staff members, giving names of institutions, degrees obtained, and dates of obtainment]:

\_\_\_\_\_

6. Membership of Professional Associations: \_\_\_\_\_

7. Publications [Indicate books, research papers and other articles published in reputed journals].

\_\_\_\_\_

8. Other Training(s): [Indicate significant training since degrees under 5 – education were obtained]:

\_\_\_\_\_

9. Countries of Work Experience [List countries where staff has worked in the last ten years]

\_\_\_\_\_

10. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]:

From [Year]: \_\_\_\_\_ to [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_



11. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

12. Work undertaken that best illustrates capability of Handle the Tasks assigned

[Among the assignments in which the staffs has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 10]

Name of assignment or project \_\_\_\_\_

Year \_\_\_\_\_

Location \_\_\_\_\_

Client \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
[Signature of staff member or authorized representative of the staff]  
Day/Month/Year

Full name of authorized representative: \_\_\_\_\_

**AGENT'S FINANCIAL PROPOSAL**

- (a) Cost of the Study/Survey/Research Paper : Rs.  
(based on team and staff inputs and all  
necessary activities as per ToR)
- (b) Taxes (if any) : Rs.
- (c) Total Cost (a+b) : Rs.

**Note:** No separate payment towards overheads, equipment, accommodation, Procurement of primary and / or secondary date, necessary travel (if any), etc. shall be allowed.

## **COIR UDYAMI YOJANA**

### **1. BACKGROUND**

Coir Industry is one of the oldest traditional industries. It generates 'value' literally out of 'waste' (coconut husk), besides providing eco-friendly products resulting in large scale employment comprising mostly women and contributing to around Rs.1900crore worth of exports annually. Presently, the utilized capacity of coir husk is only around 40%. This is essentially because the basic producers of raw material and semi finished products do not have the wherewithal to convert a higher percentage of husks into fibre, yarn and products. The machinery (ratts and looms) have been in use for decades without replacement or modernization besides being exposed to rains.

A Central Sector Scheme on Coir Udyami Yojana (formerly known as REMOT scheme) was, therefore, launched during 2007-08, on a pilot basis, to facilitate the sustainable development of the Spinning and Tiny/Household Weaving Units of the coir industry by providing proper work sheds and enabling replacement of traditional age old ratts with motorized ratts in the Spinning sector and replacement of traditional looms with the mechanized looms in the Tiny/Household sector in the first phase, during XI Plan. The scheme aims to develop the supply of basic raw material at the grass root level of the coir industry to ensure continuous supply of quality coir yarn throughout the year. The Scheme is implemented among the major coir producing States in the country.

The Ministry of Micro, Small and Medium Enterprises, Government of India has approved continuation of the Coir Udyami Yojana (CUY) during the XII Plan period with certain modifications. The modified Scheme has been evolved after rectifying all the lacunas noted in its implementation during the XI Plan period. The salient features of the modified scheme are the 100% enhancement in the project cost and subsidy, inclusion of working capital component in the Bank loan etc. The maximum admissible cost of the project under the Scheme has been enhanced to Rs.10 lakhs from Rs.5 lakhs originally provided in the XI Plan period. Also the Scheme provides for 25% of the project as working capital as bank loan. However, working capital component will not be considered for computing subsidy. This is

the only credit linked subsidy scheme in the Coir Sector with 55% Bank loan, 40% Government of India subsidy and 5% beneficiary contribution. From 1<sup>st</sup> April, 2015 Board is implementing the modified Scheme of CUY.

**Coir Board, Coir House, MG Road, Kochi – 682016** is the single Nodal Agency for implementation of the scheme at the national level. At the state level the Scheme is implemented through the Field Offices of the Board viz., Regional Offices/Sub Regional Offices/Coir Mark Scheme Office/Showroom & Sales Depots. For the identification of the beneficiaries under the Scheme the Board's Field Offices co-ordinate with State District Industries Centre, Coir Project Offices, Panchayati Raj Institution and other NGOs of repute. The technical intervention, wherever necessary, is provided by Central Coir Research Institute (CCRI), Kalavoor and Central Institute of Coir Technology (CICT) and other institutions engaged in development and promotion of the Coir Sector. The Scheme is regularly monitored by the Ministry of Micro, Small and Medium Enterprises.

The Scheme is now in the 5<sup>th</sup> year of its implementation. State-wise details of funds released during the last 4 years and number of units assisted are as follows:

Sl. No.	Name of state	No. of units assisted	Pro-rata Grant amount released (Rs. in lakh)
<b>2012-13</b>			
1	Kerala	775	349.05
2	Tamilnadu	47	90.84
3	Karnataka	26	48.26
4	Andhra Pradesh	77	154.40
5	Odisha	51	97.20
6	West Bengal	10	20.00
	<b>Total</b>	<b>986</b>	<b>759.75</b>
<b>2013-14</b>			
1	Kerala	203	77.52
2	Tamilnadu	138	263.13
3	Karnataka	31	60.80
4	Andhra Pradesh	2	4.00
5	Odisha	106	203.60
	<b>Total</b>	<b>480</b>	<b>609.05</b>

<b>2014-15</b>			
1	Kerala	86	37.60
2	Tamilnadu	95	178.76
3	Karnataka	38	75.37
4	Andhra Pradesh	28	58.80
5	Odisha	21	39.80
	<b>Total</b>	<b>268</b>	<b>390.33</b>
<b>2015-16</b>			
1	Kerala	291	183.48
2	Tamilnadu	159	624.14
3	Karnataka	1	4.00
4	Andhra Pradesh	74	215.60
5	Odisha	65	146.48
6	West Bengal	8	13.85
7	N.E Region	13	5.46
	<b>Total</b>	<b>611</b>	<b>1193.01</b>

<b>2016-17</b>			
1	Kerala	240	177.12
2	Tamilnadu	136	540.31
3	Andaman & Nicobar Islands	2	8.00
4	Karnataka	42	164.00
5	Maharashtra	5	14.61
6	Gujarat	4	16.00
7	Andhra Pradesh	77	228.80
8	Odisha	34	79.40
9	West Bengal	9	26.03
10	N.E Region	23	10.24
	<b>Total</b>	<b>572</b>	<b>1264.51</b>

## 2. OBJECTIVES OF THE SCHEME:

The main objectives of the scheme are as under:

1. To modernize Coir industry by adoption of modern technology in production and processing of coir and coir products;
2. Upgradation of the production and processing technology for improving the productivity, quality and product diversification;
3. To increase the efficiency and productivity for enhancing the earnings of the workers engaged in the sector;

4. To enhance the utilization of coconut husk and for increasing the production of Coir fibre and coir products;
5. To generate employment in the rural areas of the coconut producing States/Union Territories;
6. To provide more employment opportunities for women in the rural sector for gender empowerment;
7. To enhance the socio-economic conditions of the producers/workers engaged in the industry;
8. To contribute to inclusive growth of vulnerable sections of beneficiaries especially those belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and North Eastern Region (NER);
9. To give sufficient training to the rural youth of the coconut producing States with an eye on attracting them to the fold of coir sector;
10. To provide backward/forward linkages to the unit holders to whom assistance is given under the Scheme.

**Purpose/ Objective of the Evaluation**

To evaluate the scheme in order to consider continuation of the scheme in the XIIIth five year plan with the changing needs in coir sector to secure the life of coir workers. This is required for effective implementation of the Plan Schemes during 12<sup>th</sup> Five Year Plan.

**Terms of Reference**

- 1) To study the impact made by the Scheme towards developing the Sector and to assess how far the objectives of the scheme have been achieved and to what extent the Coir Board has been successful in implementation of the scheme.
- 2) To evaluate the existing system of implementation of the scheme including the laid down criteria for selection of beneficiaries, quality and cost of machineries supplied, the time taken at each stage of processing the proposals up to the stage of operationalisation of the unit, present level of transparency and impartiality in selection of beneficiaries, nature and percentage of proposals rejected by the Implementing Agency and the Financial Institutions and reasons thereof and suggest improvements and modifications in implementation practices of the Scheme by the implementing agency and Financial Institutions.
- 3) To assess the adequacy of grant provided under the scheme and its effective utilization. To assess the extent of success of the units established under the Scheme and extent of sickness, if any, of the units, identify the reasons therefore and suggest possible remedial measures.
- 4) To give recommendation as to whether the scope of the Scheme needs to be expanded to cover any other category(ies) of beneficiaries.
- 5) To assess the impact of the Scheme for the development of Coir Industry in the traditional/non- traditional sector and the increase in output in these sectors on implementation of the Scheme.
- 6) To assess the percentage of increase in the utilization of raw material and production of coir yarn and value added products due to implementation of the Scheme.
- 7) To assess the number of the coir workers directly and indirectly benefited by the implementation of the Scheme.
- 8) To assess the accomplishment of the objective was to convert the worker to entrepreneur by providing infrastructural assistance through credit facility from financial institutions and to measure the impact of this objective in converting worker

to entrepreneur and generating income for the coir workers/ entrepreneurs. Whether the scheme has made any socio economic status of the beneficiaries.

- 9) To assess the level of employment and entrepreneurship creation possible in groups like Women, Scheduled Cast and Scheduled Tribe etc. by the implementation of the Scheme.
- 10) To study modus operandi of assessment of the pro-rata grant released by Coir Board and reconciliation of account with the Banks and suggesting appropriate measures for improvement. To study the modus operandi of release of term loan by the Banks and the inspection procedures adopted by the banks for utilization of the grant component by the bank and suggesting ways for simplification of procedures. To study the procedures adopted by the banks towards the repayment of the term loan by the beneficiary.
- 11) To study the reasons for rejection of applications by the banks and the time lag taken by the banks for release of the term loan for the accepted application and also the utilization of the term loan by the beneficiary. To study and report the incidence of NPA in CUY loans, the reasons thereof and suggestions for reducing the NPA.
- 12) To study interest rates charged on the term loans released by the banks to the beneficiary under the Scheme and comment on the impact of any hike in the interest rate on the sustainability of the unit, whether hike in the interest rates has affected the repayment of the loans by the beneficiary, if so suggest remedial measures to overcome the situation.
- 13) Whether the accessories included in the model project prepared by Coir Board for implementation of the scheme are beneficial for the production of quality coir products.
- 14) To study the impact of the present project cost and the machineries included in the project for setting up of the units and whether modifications needed for improving the deliverables under the scheme. To study and report the quality, price and performance of the machinery/equipments supplied by the machinery manufacturer.
- 15) To identify the hurdles faced in the implementation of the scheme in accordance to the approved operational guidelines and the impact of the deviations made, if any, in the operational guidelines for the speedy implementation of the scheme.



- 16) To assess and report the impact of the recommendations and modifications of the implementation strategy of the scheme by the Steering and Evaluation Committee constituted for the purpose.
- 17) To examine the Marketing Support Assistance provided in the Scheme to the CUY beneficiaries, and comment on the need for continuation of the same as such or modifications required.
- 18) To give recommendation for continuation or otherwise of the scheme beyond the 12<sup>th</sup> Five Year Plan. To suggest any other aspects relevant to the implementation of the scheme and suggest modification, if any required for the successful implementation of the Scheme.

## 9. TIME FRAME AND CONDITIONS

- (a) Five copies of the draft report of the evaluation study along with soft copy have to be submitted to the Coir Board within 30 days from the date of agreement for the execution of the work. The draft report will be presented to the Ministry of Micro, Small & Medium Enterprises and a presentation would be made by the evaluator before a group nominated for this purpose and will be finalized only after incorporating suggestions of the group. Final report shall be submitted within two weeks after acceptance of draft Report.
- (b) The assignment should be completed within the time stipulated in the agreement. Delay in submission of the report beyond the stipulated time will attract penalty as provided in the agreement. For factors beyond the control of institution given the assignment, suitable extension in time may, however, be granted at the request of the institution.
- (c) The Board shall not pay any extra amount for any escalation in the cost of the assignment beyond the time period stipulated in the agreement.
- (d) The total fee for the study as agreed with the organization will include service tax and other taxes/levies, if any, and the liability of payment of the tax will be of the organization/consultants conducting the study.
- (e) Ten hard copies of the final report, fifteen hard copies of the Executive Summary and Ten CDs containing the study report and executive summary shall be submitted before releasing the final installment of the payment.
- (f) The draft/final reports and the contents thereof would be the property of the Government and would not be published by the Institution concerned without prior approval of the Government.
- (g) The raw data/processed data/findings should not be disclosed by the institution to any third party without prior approval of the Government.
- (h) During the currency of the assignment, the ToR and other terms and conditions of the assignment, if necessary, may be modified in order to strengthen/deepen its scope/coverage with the concurrence of the institution concerned. As far as possible, such modifications will not be made more than once during the currency of the study. In case, there is any cost escalation due to substantial and major changes in the ToR, such cost escalation shall be restricted to a maximum of 25% over and above the original cost subject to the approval of the Committee constituted for this.

- (i) In case of change of consultant/team leader during the currency of study, the new consultant/team leader may be appointed by the Institution with the prior approval of the Board.
- (j) The consultant will notify the Board of any material change in their status, shareholding or that of any Guarantor of the consultant, where such change would impact on performance of obligations of the consultant under the Agreement.
- (k) If the performance of the consultant during the currency of the study is not found to be satisfactory, the agreement can be terminated and action will be taken by the Board to recover the amount already paid to the consultant.

## **10. Payment Terms**

- (a) First instalment: 20 percent of the fees on signing of the agreement shall be made against a bank guarantee of equivalent amount from a Scheduled Bank in favour of the Coir Board till receipt of the draft Report from the Consultant and its general acceptance by the Government.
- (b) Second installment: 50 per cent, subject to
  - i) Submission of the draft report (5 copies of the draft report including executive summary) within the time frame stipulated in the agreement and
  - ii) A presentation on the draft report being made before the competent Authority and the draft report being found to be generally acceptable.

### **OR**

Alternatively, the agency may opt for 70% of the total agreed fee for the above study on submission of the draft report and its general acceptance by the Government instead of releasing first installment of 20% as advance payment and acceptance of the draft report

- (iii) Final installment: Balance 30% on submission of the final report and its acceptance by the Coir Board/Government. Any delay in submission of reports without due approval by the Board will attract a penalty of 5% per week and the balance 30% will be forfeited on delay in submission of the report beyond 5 weeks from the stipulated date.

The final payment will be made within 6 weeks on acceptance of the report and submission of bills etc. by the agency.

## **11. GENERAL CONDITIONS**

### **11.1 Organisation's Proposals**

- (a) The Technical and financial bid submitted by the Organisation will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.
- (b) The costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment.
- (c) The Client is not bound to accept any of the Tender submitted.

### **11.2 Clarification regarding advertisement/ type of services required by the Client**

- (a) Organization may request a clarification seven days before the Tender submission date. Any request for clarification must be sent in writing, mail, or facsimile to the Client's address indicated in point 11.9 below. The Client will respond by mail or facsimile to such requests.
- (b) At any time before the last date for submission of Tender, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a Organization, amend the advertisement. Any amendment will be issued in writing through addenda. Depending upon, the type of addenda, the Client may at its discretion extend the deadline for the submission of proposals.

### **11.3 Technical Evaluation Criteria**

- (a) Concept of the proposal in light of the overall objective of the assignment/ understanding of the task. Wherever samples are required to be taken for study and preparation of the report, the same shall not fall below 20% of the total of each item concerned.
- (b) Experience, expertise & capacity of the institution/ individual to perform the task. The bidders responded to the call should possess a minimum of 3 years proven experience in the relevant fields of work.
- (c) Evidence of similar and successful assignment completed somewhere else. Previous experience of having conducted a minimum of 3 surveys/studies of Govt. schemes/projects is essential.

- (d) Working experience of the institutions with Government, Financial Institutions & International agencies.
- (e) Organization's ability to complete the task in specified time limit.
- (f) Profile/ competency of the implementing team proposed by the institution

#### **11.4 Evaluation and Selection of Consultants**

The consultants would be selected by following the Quotation Cost Based System after short listing of the successful consultants based on the Technical Bids, as prescribed in the 'Manual of Policies and Procedure of Employment of Consultants'.

#### **11.5 Negotiations and Award of Contract**

- (a) No post tender negotiations will be held except in certain exceptional situations as per provisions in the CVC circular no. 01/01/10, dated 20.01.2010.
- (b) The firm is expected to commence the assignment on the date and at the location specified as agreed upon in the contract.

#### **11.6 Performance Security**

The selected bidder will deposit an amount equivalent to 5% of the cost of work assigned as performance security in the form of account payee demand draft/fixed deposit receipt/bankers cheque/bank guarantee in favour of Secretary, Coir Board. The performance security should remain valid for a period of sixty days beyond the date of completion of work. The earnest money deposited by the selected bidder will be refunded on receipt of the performance security.

#### **11.7 Amendment to Contract**

Any change or revision in TOR, scope, Tender, costs, outputs, milestone etc. if required during the implementation will be done with the consent of the Client by issuing a Contract Amendment/Addendum in writing to be signed by both the parties. Such contract amendment will be the integral part of the Contract.

#### **11.8 Confidentiality**

Information relating to Evaluation of proposals and recommendations concerning awards shall not be disclosed to the Organization who submitted the tender or to other persons not officially concerned with the process, until the contract is notified and awarded.

**11.9 Clients Address for communication:**

The Secretary,

Coir Board, Coir House,

MG Road, Cochin – 682016

E-mail: [ers@coirboard.org](mailto:ers@coirboard.org), [info@coirboard.org](mailto:info@coirboard.org)