

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 SCIENCE & TECHNOLOGY**

The Coir Board, Ministry of MSME, Government of India, proposes to conduct independent Evaluation Study on Science and Technology 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 Science and Technology- 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 of this tender notice will not be published in newspapers and instead notified only through the official website mentioned above.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 SCIENCE AND TECHNOLOGY

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 *Science and Technology* scheme 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 Science and Technology Scheme*) 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-16 on or before 3.00 p.m. on 24th 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.

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

Full name of authorized representative: _____

Annexure-B**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 data, necessary travel (if any), etc. shall be allowed.

SCIENCE AND TECHNOLOGY

Evaluation Study on Science and Technology Scheme

Background

The Research and Development activities of the Board are carried out through the twin research institutes; the Central Coir Research Institute (CCRI), Kalavoor and Central Institute of Coir Technology (CICT), Bangalore. The Central Coir Research Institute, Alleppey was established in 1959 and the Central Institute of Coir Technology, Bangalore in 1980. Whereas CCRI, Kalavoor concentrates on research concerning both the white and brown fibre sectors, CICT, Bangalore confines to the brown fibre sector. The Director RDTE, who is heading the Research Institutes CCRI & CICT of the Board, will be the nodal officer of the Plan S&T scheme.

Identification of new user areas for utilization of coir and coir waste (coir pith), modernization of production infrastructure for elimination of drudgery in manual operation thereby attaining higher productivity and improvement in quality are integral parts of the research efforts. Research investigations in the Institutes have led to development of several new technologies for the coir industry and it has been awarded the prestigious National Research and Development Corporation (NRDC) Technology Awards thrice for innovations in 1999, 2002 and 2004. The recent achievements of the Board include development of a versatile loom, named as “Anupam”, for manufacturing various coir products with ease and higher productivity and development of a technology for pollution free retting and a mobile fibre extraction machine (SWARNA) which can be transported easily from one place to another according to availability of husk.

The Plan programmes under the Science and Technology Scheme in Coir Industry have been undertaken through the following programmes:

- Modernization of Production Processes.
- Development of machinery and equipments.

- Product Development and Diversification.
- Development of Environment Friendly technologies.
- Technology transfer, Incubation, Testing and Service Facilities.
- Incentive for using natural dyes and incentive for IPR in coir sector.

a). Modernization of Production Processes

Objectives

- Modernization of extraction process of coir fibre leading to enhancement of productivity, upgradation of quality and elimination of drudgery.
- Development of appropriate technologies for improving the productivity and quality in spinning.
- Development of innovative technologies in weaving of coir products by improvisation of the production processes of fibre and equipments.
- Development of modern technologies for finishing operations of coir products.
- Modernisation of the production and extraction process through application of bio-technology.
- Development of technologies for wet processing of coir using natural dyes.

Most of the technologies used in the coir industry are of medium level. Consequently, the amount of drudgery is more and the working atmosphere is not user friendly enough for retention of a dedicated work force. The productivity and the quality of the products are not up to the mark either. Continued research activities will result increasing the acceptance of the coir products both by internal and external markets.

b). Development of Machinery and Equipments

Objectives

- Elimination of drudgery in operations
- Improvement in productivity and quality
- Bringing about cost effectiveness

The programme aims at development of machinery for spinning coir yarn, extraction of fibre, weaving coir products etc. Most of the existing machineries are obsolete with low

productivity and involve drudgery in operation. Low productivity, low technology application, reluctance to accept rapid mechanization, economic disability to modernize the sector etc. are some of the limitations for growth in the coir industry. Modernization essentially involves mechanization and application of modern processes, which necessitates developing appropriate machinery for processing of coir fibre into yarn and products with enhanced productivity.

c). Product Development and Diversification

Objectives

- To develop innovative products out of coir fibre alone and or by blending with other natural fibers.
- To develop new areas of application for coir products like coir geo-textiles
- To develop new technologies for utilization of coir pith
- To develop technology for use of coir in the automobile industry for seat cushions and upholstery
- To develop innovative designs suitable for mats, matting and carpets
- To construct rural roads under PMGSY using coir geo-textiles for inclusion in the manuals of PWD etc.
- To establish Design Clinics in the major coir clusters.

Future of coir industry depends on product development and diversification, especially into non-traditional areas. Development of substitutes for wood, synthetic products, geo-synthetics, combination products through blending with other natural fibres etc. would open up new vistas for the coir industry. Development of new application areas and new products are of vital importance for the full utilization of the potential of the industry.

d). Development of Environment Friendly Technologies

Objectives

- To develop appropriate technologies for abatement of pollution in the production processes.

- To develop a cost effective eco-friendly effluent treatment technology for treating the effluents arising out of wet processing in coir industry.
- To develop technology for disposal of sludge in the ETPs.
- To develop new products like wood substitutes out of coir alone or by blending with other natural fibres.
- To standardize the coir composite products for different applications.
- To undertake studies in estimation of carbon credit by using coir products like composites, geo-textiles etc.
- To develop coir ornaments and coir toys.

The world is becoming more and more environment conscious and the need for protection of water, air and other natural resources for the posterity is being realized widely. Even though coir and its products are nature friendly in the sense that they are hundred percent degradable, research efforts have to be carried out to minimize the environmental hazards caused by retting and wet processing.

e) Technology Transfer, Incubation, Testing and Service Facilities

Objectives

- To transfer the technologies developed by the research institutes to the trade against specific requests and under agreement of technology transfer by realising appropriate fees.
- To establish technology incubation centers in one or many places for training the entrepreneurs in the new technologies developed and transferred.
- To create a tool room for maintenance of and repair of the looms and equipments established in different coir production centers.
- To establish a laboratory for testing coir composite materials and to extend service facilities to the trade.
- To demonstrate the user friendly technologies and machineries developed by CCRI/CICT in the major coir yarn production centers for the benefit of the workers/entrepreneurs.

- To extend technical assistance for interventions in clusters identified by the Board in different coir producing States.
- To undertake testing of coir and coir products, dyed samples, coir pith etc. at the laboratories of CCRI, CICT and Regional Officers and issue test certificates.
- To extend service facilities to the trade in dyeing of coir yarn/fibre at the dye house established at the CCRI.
- To undertake civil/electrical infrastructure support required for the research institutes through Government authorities

The result of the research activities need to be disseminated to the industry and trade and diversified uses of coir and coir products have to be popularized through demonstration in the field for increasing the demand of coir. There is a need of services like testing and certification facilities required by the industry.

f). Incentive for using natural dyes and incentive for IPR in coir sector.

Objectives

The recent development to use natural dyes in coir sector is becoming popular as a part of using these natural dyes Coir Board has setup a natural dye extraction plant and the product will be distributed to coir sector as measures to improve the use of natural dyes.

The entrepreneurs are developing new products/technologies for coir processing. In order to encourage R&D, it is proposed to provide incentive towards filing of IPR.

- In order to encourage utilization of eco-friendly technology of natural dyeing of coir in the Coir Industry, a 50% financial assistance will be given as incentive to all entrepreneurs who will utilize/set up units for using new technology of production/application of natural dyes on coir subject to a maximum amount of Rs.5.00 lakhs with the approval of a high level steering committee chaired by the Director, RDTE and recommended to the Chairman/Executive committee/Board for approval.

- In order to encourage the R&D in coir sector, 50% financial assistance will be given as incentive to the coir entrepreneurs for filing IPR for new products/processes/machines subject to a maximum amount of Rs.5.00 lakhs with the approval of a high level steering committee chaired by the Director, RDTE and recommended to the Chairman/Executive committee/Board for approval.

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 12th Five Year Plan.

Terms of Reference

1. To study and enlist the major achievements under each project heads with particular reference to the cost benefit aspects. To study and report whether the quantifiable targets/objectives of the scheme has been achieved. If not, the reasons therefore
2. To study and assess whether the technologies developed have helped to increase productivity of the workers, improve quality of the products, reduce drudgery of work, workplace safety, improve the health impact of the workers, reduce hostages, improve productivity and achieve cost effectiveness.
3. To study and report as to how far the technologies developed by the institutes are useful to the trade and industry and how far the R & D institutes succeeded in transferring the technology to the organisation. To ascertain how far the R & D in the processing and production techniques has helped to improve the organisation domestic and export markets for coir products?
4. To study and assess to what extent the new products like Coir ply, Coco lawn, C-pom, coir-geotextiles etc. developed by the Institutes have made in-roads in to the market? Do these products require more improvements/standardisations to meet with the consumer tastes/demand?
5. To study as to what extent the utilization of coconut husks in the country has increased due to the introduction of new machineries and production techniques.
6. To study and assess what extent the younger generations have been attracted to the employment opportunities offered by the industries as a result of improved mechanization and factory like set up. How far the R&D efforts of the Board have succeeded in this regard.
7. To ascertain to what extent the income of workers in the industry have increased due to the R & D efforts of the Board.
8. To assess whether the Board's Research Institutes have been able to achieve the objectives for which these institutes have been established? To examine and assess whether adequate scientific/technical persons are available to undertake research and development programmes and to suggest measures for augmenting manpower if needed? Also whether sufficient infrastructural facilities to carry out

research programmes for the requirements under the coir industry are available in the R & D Institutes of the Board? If not, suggest additions to be made.

9. To study and report the possible new areas of R & D in the Coir Industry and suggest the names of collaborators competent to be associated with for the purpose. Suggest ways and means to collaborate with academia an industry for developing new products.
10. To evaluate the ongoing R & D project of CCRI and CICT and suggest the need for its continuation or otherwise of the Scheme along with justifications. To study and evaluate the results of the incubations being done in the Research Institutes and to suggest any modifications required.

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, info@coirboard.org