



**कयर बोर्ड / COIR BOARD**  
(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of M.S.M.E., Govt. of India)

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CB/REMOT/2009-10/29/1

14-07-2009

**Notice inviting expression of interest**

The Coir Board, Ministry of MSME, Government of India, proposes to engage Consultants for Monitoring the Rejuvenation Modernization and Technology Upgradation (REMOT) Scheme in different States viz., Kerala & Lakshadweep, Tamil Nadu & Andaman & Nicobar, Karnataka, Andhra Pradesh, Orissa & W.Bengal, North East Region. Last date for receipt of offer will be **at 2.30 p.m. on 10.8.2009**. For more details is given below:

Sd/-  
Secretary  
Coir Board

# INVITATION TO TENDER (ITT) INSTRUCTIONS FOR ENGAGEMENT OF CONSULTANT FOR MONITORING THE REJUVENATION MODERNIZATION & TECHNOLOGY UPGRADATION (REMOT) SCHEME

## ***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 consultant in different states viz., Kerala & Lakshadweep, Tamil Nadu & Andaman & Nicobar, Karnataka, Orissa & W.Bengal, Andhrapradesh, North East Region, for monitoring the REMOT scheme of 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***

### ***Format of Your Tender***

Your tender should be submitted in two main parts:

Part A - General and Technical

Part B – Financial Bid

Parts A & B must be submitted separately to enable technical and Financial tenders to be evaluated independently. Please do not include any price information in Part A. No publicity material is required.

### ***Part A - General and Technical Bid***

General and Technical Tender (Part-A) structured in 7 sections and Please note that the only additional information should be attached to this tender if requested.

#### ***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***

How many years have you been in the development sector?

#### ***Section – 4: Turnover***

- a. What was your company's total annual turnover in Indian Rupees for the last three years?
- b. What was your turnover in Indian Rupees, for services similar to those required here, for the last three years?

c. What was your last three years turnover in Indian Rupees, with the Coir board?

Note: Please enclose the audited statement for last three years.

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

Please provide as annex with this form, a capability statement of no 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 Personnel***

Please provide, as an annex to this form, abridged CV(s) of no 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.

### ***Section – 7: Disputes with clients***

Please provide details of disputes/legal cases if any with Coir Board (the client) in the last three years indicating the nature of disputes.

## **Part B – Financial Bid**

Please provide details of all costs, which are associated with this assignment implementation in line with the technical proposal for each State separately viz.,

- (1) Kerala & Lakshadweep
- (2) Tamil Nadu & Andaman & Nicobar
- (3) Karnataka
- (4) Andhra Pradesh
- (5) Orissa & W.Bengal
- (6) North East Region
- (7) Other States (In total)

## **3. Alterations to Tenders**

Any manuscript or other alteration to the tender must be countersigned and dated by the person submitting the tender. The Tenderer 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 organisation] to submit tenders and to clarify any details on its behalf.

## 5. Packaging and Delivery of Tenders

Tenders must be delivered in a double sealed envelope clearly labelled with the following:

- a. Contract Title
- b. Contract Reference Number
- c. Tender Due Date
- d. Tenderer's Name

and should be addressed to the Secretary, Coir Board, M.G.Road, Kochi-16.

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

Tenders must be received by the Secretary, Coir Board, M.G.Road, Ernakulam, Kochi-16 at 2.30 pm on or before 10.08.2009.

The Technical Bids will be opened on the same day at 4:30 pm at our office. The date of opening of **Financial Bids will be informed to the selected parties.** 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 are 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.

## Terms of Reference (ToR)

**ASSIGNMENT:** Providing Facilitation services to Spinning & Tiny Units being developed under Rejuvenation, Modernization and Technology upgradation of the coir industry (**REMOT**) a Central Sector Scheme, being implemented by Coir Board and supported by MoMSME, Gol.

### 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. 600 crore 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 husk into fibre and yarn. 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 Rejuvenation, Modernization & Technology Upgradation of the Coir Industry (REMOT) is, 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 through out the year. The Scheme will be implemented among the major coir producing States of the country. The State-wise estimated distribution of beneficiaries proposed to be covered under the Scheme is as follows:

Beneficiaries proposed to be assisted (Units: In numbers)

Sl. No	Sector	Total Units	NE States	A.P. & Karnataka	Orissa	Tamil Nadu	Kerala	Others*
1	Spinning	4000	300	352+327	222	616	2126	57
2	Tiny	3200	320	214+254	171	520	1678	43
<b>Total</b>		<b>7200</b>	<b>620</b>	<b>566+581</b>	<b>393</b>	<b>1136</b>	<b>3804</b>	<b>100</b>

\*Include the Konkan belt, Union Territories of Andaman & Nicobar Islands, Lakshadweep Islands and Pondicherry and States of Maharashtra, Gujarat, etc.

### (State-wise target & pro rata grant from 2007-12)

State	2007-08				
	Spinning (units)	Grant (Rs in Cr)	Tiny/ Household (units)	Grant (Rs in Cr)	Total Grant (Rs in Cr)
Kerala	190	1.52	160	3.20	4.72
Tamilnadu	140	1.12	130	2.60	3.72
Karnataka	20	0.16	10	0.20	0.36
Andhra Pradesh	Nil		Nil		
Orissa	Nil		Nil		
NER	Nil		Nil		
Survey, Evaluation, etc					0.20
<b>Total</b>	<b>350</b>	<b>2.80</b>	<b>300</b>	<b>6.00</b>	<b>9.00</b>
<b>Budgeted in DPR</b>	<b>1000</b>	<b>8.00</b>	<b>800</b>	<b>16.00</b>	<b>24.00+1.00*</b>

\*Rs 1 Cr for survey & Evaluation were earmarked in the Detailed Project Report & Operational Guidelines. Since the Scheme was approved by CCEA chaired by the Hon'ble PM of India only on 7-3-2008, and the government approval was received along with funds received only in end March of 2008, we could not cover AP, Orissa, and NER.

State	2008-09				
	Spinning (units)	Grant (Rs in Cr)	Tiny/ Household (units)	Grant (Rs in Cr)	Total Grant (Rs in Cr)
Kerala	111	0.88	435	8.70	9.58
Tamilnadu	293	2.35	132	2.64	4.98
Karnataka	10	0.08	11	0.22	0.30
Andhra Pradesh	44	0.35	122	2.44	2.79
Orissa	9	0.07	24	0.48	0.55
NER	180	1.44	53	1.06	2.50
Survey, Evaluation, etc					0.60
<b>Total</b>	<b>647</b>	<b>5.18</b>	<b>777</b>	<b>15.54</b>	<b>21.30</b>
<b>Budgeted in DPR</b>	<b>1000</b>	<b>8.00</b>	<b>800</b>	<b>16.00</b>	<b>24.00+1.00*</b>

\*Against budgeted allocation of Rs 1 Cr in the DPR as well as OG, the publicity, evaluation component was reduced to Rs 60 lakhs. In order to accommodate the reduced outlay Revised Estimate of Rs 21.30 Cr, we had to reduce the budgeted 1000 no of spinners and 800 nos of tiny/household units to synchronize with the allotment of Rs 21.30 Cr.

State	2009-10				
	Spinning (units)	Grant (Rs in Cr)	Tiny/ Household (units)	Grant (Rs in Cr)	Total Grant (Rs in Cr)
Kerala	174	1.392	325	6.50	7.892
Tamilnadu	127	1.016	273	5.46	6.476
Karnataka	26	0.208	52	1.04	1.248
Andhra Pradesh	75	0.600	58	1.16	1.760
Orissa	48	0.384	32	0.64	1.024
NER	50	0.400	60	1.200	1.600
Survey, Evaluation, etc					1.000
<b>Total</b>	<b>500</b>	<b>4.00</b>	<b>800**</b>	<b>16.00</b>	<b>21.00</b>
<b>Budgeted in DPR</b>	<b>500</b>	<b>4.00</b>	<b>500</b>	<b>10.00</b>	<b>14.00+0.50*</b>

\*0.50 Cr allotted towards Survey, evaluation, publicity, etc in the DPR/OG.

\*Target has been increased in case of the tiny sector by 300 to accommodate the back log of 2007-8 and 2008-9

State	2010-11				
	Spinning (units)	Grant (Rs in Cr)	Tiny/ Household (units)	Grant (Rs in Cr)	Total Grant (Rs in Cr)
Kerala	562	4.50	165	3.30	7.80
Tamilnadu	170	1.36	82	1.64	3.00
Karnataka	172	1.38	103	2.06	3.44
Andhra Pradesh	126	1.00	50	1.00	2.00
Orissa	113	0.91	92	1.84	2.75
NER	85	0.68	143	2.86	3.54
Others	23	0.19	25	0.50	0.69
Survey, Evaluation, etc					0.70
<b>Total</b>	<b>1251</b>	<b>10.02</b>	<b>660</b>	<b>13.20</b>	<b>23.92</b>
<b>Budgeted in DPR</b>	<b>500</b>	<b>4.00</b>	<b>600</b>	<b>12.00</b>	<b>16.00+0.25*</b>

\* Survey, etc allotted in the DPR

State	2011-12				
	Spinning (units)	Grant (Rs in Cr)	Tiny/ Household (units)	Grant (Rs in Cr)	Total Grant (Rs in Cr)
Kerala	563	4.50	165	3.30	7.80
Tamilnadu	170	1.36	83	1.66	3.02
Karnataka	172	1.38	104	2.08	3.46
Andhra Pradesh	126	1.01	50	1.00	2.01
Orissa	114	0.91	92	1.84	2.75
NER	85	0.68	144	2.88	3.56
Others	22	0.18	25	0.50	0.68
Survey, Evaluation, etc					0.50
<b>Total</b>	1252	10.02	663	13.26	23.78
<b>Budgeted in DPR</b>	<b>1000</b>	<b>8.00</b>	<b>500</b>	<b>10.00</b>	<b>18.00+0.25*</b>

\* Survey, the amount earmarked was Rs 0.25 Cr

**Coir Board, Coir House, MG Road, Kochi – 682016** is the nodal agency for implementation of the scheme. In order to achieve the objectives of the scheme, a Special Cell in the Coir Board will be constituted to superintend, control and implement the Scheme. The Special Cell will be headed by an officer of the Joint Director Rank, assisted by a Deputy Director and a Section Officer. It shall co-ordinate all the activities in respect of the Scheme with the various Governmental agencies and offices of Coir Board. It will be responsible for scheduling Awareness programmes, convening of meetings, etc. It shall receive and submit monthly, quarterly, half-yearly, annual reports. The Special Cell will report directly to Secretary, Coir Board and through him to the Chairman, Coir Board. The technical intervention, wherever necessary, will be 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 will be regularly monitored by the Ministry of Micro, Small and Medium Enterprises.

## 2. OBJECTIVES OF THE SCHEME:

The main objectives of the scheme are as under:

- a. To modernize Coir industry by adoption of modern technology in production and processing of Coir in the spinning and weaving sectors;
- b. Up gradation of the production and processing technology for improving the productivity and quality;
- c. To increase the efficiency and productivity for enhancing the earnings of the workers and income of spinners/ tiny-household sectors;
- d. To improve the utilization of coconut husk for increasing the production of Coir and Coir products;
- e. To generate employment in the rural areas of the Coir producing states;
- f. To provide more employment opportunities for women in the rural sector for gender empowerment;
- g. 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); and
- h. 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.

### **3. SCOPE OF WORK**

- Visit to the target area(s) to meet the selected beneficiaries under REMOT scheme being implemented in the major coir produced states of the country (i.e., Kerala, Tamil Nadu, Karnataka, Andhra Pradesh, and Orissa, North Eastern states etc).
- To collect the List of selected beneficiaries whose applications are forwarded to Bankers by the Coir Board Regional offices
- To provide facilitation services to the selected beneficiaries in bank documentation and also to coordinate with the designated bankers on behalf of the Coir Board & Beneficiaries to secure the sanction of the bank loan and disbursement
- To assist the beneficiaries to ground the unit and commence the production
- To prepare unit grounding report / case study and to submit to the Coir Board

### **4. ELIGIBILITY OF CONSULTANTS**

- Proven track record and field experience in providing Facilitation services to micro enterprises within a rural context. Good understanding, experience and knowledge of the principles and concepts in providing Escort Services in establishing the Micro enterprises
- Experience of working with artisans & Entrepreneurs
- Good understanding and knowledge of livelihoods, gender and equity issues and poverty within a rural context
- Working experience of cluster development is desirable

### **5. TIME FRAME**

- The duration of agreement period will be for 3 years (i.e., 2009-2010 to 2011 - 2012)

## **6. GENERAL CONDITIONS**

### **6.1 Organisation's Proposals**

- 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.
- In case the assignment shall be implemented in phases, the performance of the Organisation under each phase must be to the Client's satisfaction before work begins on the next phase.
- The Organisation must familiarize themselves with local conditions To obtain firsthand information on the assignment and on the local conditions, Organisation are encouraged to visit the Client.
- 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.
- The Client is not bound to accept any of the Tender submitted.

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

- Organisation 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 6.8 below**. The Client will respond by mail or facsimile to such requests.
- 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 Organisation, 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.

## 6.3 Technical Evaluation Criteria

- Concept of the proposal in light of the overall objective of the assignment/ understanding of the task.
- Experience, expertise & capacity of the institution/ individual to perform the task.
- Evidence of similar and successful assignment completed somewhere else.
- Working experience of the institutions with Government, Financial Institutions & International agencies.
- Organisation's ability to complete the task in specified time limit.
- Profile/ competency of the implementing team proposed by the institution

## 6.4 Presentation by the Organisation

- If found appropriate, the Client may invite short listed consulting firms for making presentations before the procurement committee to have in depth understanding of their implementation methodology and approach. The presentation will be evaluated by the Technical Team for making final recommendations.
- The cost of such presentation (if requested) shall be borne by the consulting firms.

## 6.5 NEGOTIATIONS AWARD OF CONTRACT

- Negotiations will be held at the address indicated in the section 6.8 below. The aim is to reach agreement on all points and sign a contract.
- Negotiations will include a discussion of the Technical Tender (Part – A), the proposed implementation methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- The financial negotiations will include the agreed technical modifications in the cost of the services. The negotiations will conclude with a review of the draft form of the contract. To complete negotiations the Client and the firm will initial the agreed contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest Financial Bid to negotiate a Contract.
- The firm is expected to commence the assignment on the date and at the location specified as agreed upon in the contract.

## **6.6 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.

## **6.7 Confidentiality**

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

## **6.8 Clients Address for communication:**

Secretary, Coir Board, Coir House,  
MG Road, Kochi – 682016