



**KERAFED**

**(Kerala Kerakarshaka Sahakarana Federation Ltd)**

**Kera Tower, Vellayambalam, Vikas Bhavan P.O, Thiruvananthapuram-695 033.**

*(Telephone Nos. 0471 – 2320504 / 2326209 / 2321046 Fax: 0471 -2326298)*

Web: [www.kerafed.com](http://www.kerafed.com); E-mail: [projects@kerafed.com](mailto:projects@kerafed.com)



*EoI Ref. No. KFD/PROJ/PMC/01/2024-25 Dated 16/11/24*

**Invitation for Expression of Interest (EOI)  
Serving as Project Management Consultant (PMC) for KERAFED  
For a Term of Three Years**

**Last date of receipt: 29th November 2024 , 14 Hrs  
Visit [www.kerfaed.com](http://www.kerfaed.com) for further details**

**Work:  
Implementation of various upcoming Projects and Revamping of various facilities at  
KERAFED**

## DISCLAIMER

The information contained in this Expression of Interest (EOI) document (the “EOI”) or subsequently provided to Applicant(s), whether verbally, in documentary form, or any other medium, by or on behalf of KERAFED (Kerala Kera Karshaka Sahakarana Federation Ltd.), Kera Tower, water works compound, Vellayambalam, Vikasbhavan (PO), Thiruvananthapuram, Kerala or any of its employees or advisors, is provided to Applicant(s) subject to the terms and conditions set out in this EOI and any other terms and conditions applicable to such information.

This EOI is not an agreement, nor is it an offer or an invitation by KERAFED to the prospective Applicant(s) or any other person. The purpose of this EOI is solely to provide interested parties with information that may assist them in formulating their application for qualification pursuant to this EOI.

KERAFED accepts no liability of any kind, whether arising from negligence or otherwise, for any loss or damage resulting from reliance by any Applicant(s) upon the information provided in this EOI. The issue of this EOI does not obligate KERAFED to select or shortlist any Applicant(s) for further stages, nor does it commit KERAFED to enter into any agreements with shortlisted Applicant(s).

Participation in this EOI is voluntary, and KERAFED reserves the right to withdraw or amend any part of this EOI at its sole discretion, without prior notice or explanation.



**KERALA KERAKARSHAKA SAHAKARANA FEDERATION LTD**  
**KERA TOWER, WATER WORKS COMPOUND, VELLAYAMBALAM**  
**THIRUVANANTHAPURAM-695033**  
**Tel: 0471-2321046, 2326736, 2320504**

**EoI Ref. No. KFD/PROJ/PMC/01/2024-25**

**Date: 16/11/24**

KERAFED- The Kerala Kerakarshaka Sahakarana Federation Ltd. No 4370, established in 1987 by Govt. of Kerala, is the Apex Federation of coconut farmer's co-operatives of Kerala, with the bonafide object of organizing coconut growers to provide them with every service to augment their income base by increased productivity and value addition. KERAFED has two copra processing units, one 250 MT installed capacity oil plant at Karunagappally, Kollam district and 45 MT installed capacity oil plant at Naduvannur, Kozhikode district.

**1. Expression of Interest (EOI)** is invited from Accredited or Approved Central/ State Government agencies and Private enterprises to serve as Project Management Consultant (PMC) for KERAFED for a term of three years. Applicants should possess technical and procedural expertise in preparing detailed project reports, managing e-tenders, implementing projects within set timelines, and conducting technical evaluations. The role involves providing project management consultancy for the implementation of various upcoming projects in Kerafed and revamping of Kerafed Oil Complex, Karunagappally (KOCK), Kerafed Coconut Complex, Naduvannur (KCCN), and the Kerafed Head Office, Thiruvananthapuram. Civil, Electrical and Mechanical works are included.

## **2. Scope of Work**

The PMC will be responsible for providing end-to-end project management services, including but not limited to the following:

- Implementation and supervision of various upcoming projects in Kerafed and revamping of Kerafed Oil Complex, Karunagappally (KOCK), Kerafed Coconut Complex, Naduvannur (KCCN), and the Kerafed Head Office, Thiruvananthapuram.
- Preparation of project reports, cost estimates, and detailed designs as required.
- Coordination of tendering processes, bid evaluation, and recommendation of contractors.
- Overseeing contractor performance to ensure adherence to contractual specifications, including quality and safety standards.
- Submission of as-built drawings and final project documentation upon completion etc.

## **3. Eligibility Criteria**

Interested firms must meet the following criteria:

- Proven experience in similar Project Management Consultancy roles, particularly in government or cooperative sector projects.
- Demonstrated expertise in managing large-scale renovation and maintenance projects, preferably in industrial or processing plant settings.

- Firms with project experience in coconut oil production industries have an added advantage.

#### **4. Required Documentation**

Firms should submit the following as part of their EOI:

1. Company profile with relevant experience in similar projects.
2. List of key personnel with expertise in project management.
3. Summary of completed and ongoing projects, including project scope and value.
4. Proposed approach and methodology for the project.
5. Kerafed EoI Form, which can be downloaded from Kerafed website.

#### **5. Evaluation Criteria**

The submitted EOIs will be evaluated based on:

- Compliance with the **scope of work** and requirements.
- **Experience** and qualifications of the contractor and staff.
- Quoted **Centage Charge**.
- Ability to meet the **timelines** and **quality standards** for service delivery.
- Firms with project experience in coconut oil production industries have an added advantage.

#### **5. Submission Details**

The EoI forms will be available at Kerafed Website <https://kerafed.com/> from **16.11.2024 to 29.11.2024, 2.00 pm**. The last date for submission of EoI is on **29.11.2024, up to 02.00 pm**. The offers received after the last date and time mentioned above will not be considered.

Hard copy of EoI should be submitted to the address given below:

To  
**The Managing Director**  
**Kerala Kera Karshaka Sahakarana Federation Ltd.**  
**Kera Tower, Water Works compound, Vellayambalam**  
**Thiruvananthapuram – 695033**  
**Tel: 0471 2321046, 2326736, 2320504**

The envelope containing bid should superscribed as “**Expression of Interest (EOI) for Serving as Project Management Consultant (PMC) for KERAFED**”

Eligible firms are invited to submit their EOI, including the proposed centage charge for providing PMC services.

**Submission Deadline: 29th November 2024, by 14:00 hours**

**For contact: 0471 2321046 [projects@kerafed.com](mailto:projects@kerafed.com) [kerafedproj@gmail.com](mailto:kerafedproj@gmail.com)**

**Sd/-**  
**MANAGING DIRECTOR**  
**KERAFED**

**Form "A"**

**Letter of Application**

Dated:

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Being duly authorized to represent and act on behalf of.....  
.....(hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the Pre-qualification requirements and information provided, the undersigned hereby applies for Pre-qualification to bid on the PMC as mentioned in initial criteria for EOI.
2. Your Organization and its authorized representatives may contact the following persons for further information.

<b>General and Managerial inquiries</b>	
Contact 1	
Contact 2	
<b><u>Technical inquires</u></b>	
Contact 1	
Contact 2	
<b><u>Financial inquiries</u></b>	
Contact 1	
Contact 2	

3. This application is made in the full understanding and Agreement of the terms and conditions contained in EOI and other terms & conditions supplied to us by KERAFED along with EoI for PMC.
  - a) Applications by pre-qualified Applicants will be subject to verification of all information submitted for Pre-qualification at the time of applying.
  - b) Your organization reserves the right to:
    - Amend the scope of work under the panel, in which event, proposals

will be invited only from those Applicants who meet the resulting amended Pre-qualification requirements; and

- Reject or accept any application, cancel the pre-qualification process, and reject all applications;

4. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signature
Name
For and on behalf of(name of Applicant or partner in charge of a joint venture)

**FORM "B"**

**CURRENT CONTRACT COMMITMENTS/WORKS IN PROGRESS**

(Separate sheets may be used for this information) WITH PROJECT AWARD LETTERS

<b>SL. NO.</b>	<b>NAME OF THE CONTRACT, LOCATION AND THE NATURE OF WORK</b>	<b>CONTRCT NO &amp; DATE</b>	<b>NAME AND ADDRESS OF CLIENT (INCLUDING TEL/FAX)</b>	<b>CONTRAT VALUE</b>	<b>DURATION OF THE PROJECT</b>
1					
2					
3					
4					
5					
6					

**Signature of applicant**

Designation: \_\_\_\_\_

Stamp:

**FORM "C"**

**LIST OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED  
FOR THE WORK**

SL. No	DESIGNATION	TOTAL NUMBER	NAME	QUALIFICATIONS	PROFESSIONAL EXPERIENCE AND DETAILS OF WORK CARRIED OUT	REMARKS
1						
2						
3						
4						
5						
6						
7						

**Signature**

Designation: \_\_\_\_\_

Stamp:



**FORM 'D'**

**FORMAT FOR QUOTING PMC CENTAGE**

<b>Sl.</b>	<b>Description</b>	<b>Service Charge/Consultancy Fee in terms of percentage without GST</b>	<b>Remark</b>
1	Project Management consultancy for the implementation of various upcoming projects in Kerafed and revamping of Kerafed Oil Complex, Karunagappally (KOCK), Kerafed Coconut Complex, Naduvannur (KCCN), and the Kerafed Head Office, Thiruvananthapuram.		

**Date:**

**Signature**

**Place :**

**Stamp:**