



Kerala Co-operative Milk Marketing Federation Ltd.

Milma Bhavan, Pattom Palace P.O., Thiruvananthapuram – 695004

No.205/PC:PMKSY:PLNG/2025

07.03.2025

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR CARRYING OUT THE EMPANELMENT OF AGENCY FOR THE PREPARATION OF PMKSY DETAILED PROJECT REPORT FOR KCMMF LTD.

Kerala Co-operative Milk Marketing Federation Ltd (KCMMF Ltd) invites Expressions of Interest from interested Reputed Agencies/Experts to carry out the empanelment of agency for the preparation of detailed project report under PMKSY. Ministry of Food Processing Industries (MOFPI) have invited applications for availing grants under the Creation/Expansion of Food Processing and preservation capacities (CEFPPC) scheme. Interested Service Providers/Parties who meet the qualification criteria may furnish their Expression of Interest with all the necessary documents, consultancy fee, other terms & conditions, etc in a sealed cover along with the covering letter duly signed by an authorized signatory on or before 15.03.2025 by 03.00 PM at the following address:

**THE MANAGING DIRECTOR
KERALA CO-OPERATIVE MILK MARKETING FEDERATION LTD.,
MILMA BHAVAN, PATTOM PALACE P.O.
THIRUVANANTHAPURAM - 695 004**

Last date for receipt of applications:-

The application should reach the address through post/courier/by hand before 03.00 PM on 15.03.2025. KCMMF Ltd will not be responsible for postal/courier delays. The applications will be opened on the same day at 03.30 PM.

Address to which Applications to be sent:-

Managing Director
Kerala Co-operative Milk Marketing Federation
Ltd.Milma Bhavan, Pattom P.O.,
Thiruvananthapuram - 695 004
Phone: 0471-2786442, 439, 405,
Email: projects@milma.com
[/milma@milma.com](mailto:milma@milma.com), website: www.milma.com

Managing Director's decision with regard to the short-listing of bidders shall be final and Managing Director reserves the right to accept/ reject any or all the bids without assigning any reason.

Those who were qualified for the above submission can be allowed to bid the subsequent bid invited as a part of awarding the works. The Bidders are requested to submit the company profile, with relevant experience in the field of submission of subsidy consultant of MoFPI projects. The rates quoted may include the applicable taxes and levies and split up details to be recorded in the commercial portion.

Sd/

MANAGING DIRECTOR

I. DISCLAIMER

The information contained in this Expression of Interest (EOI) document, whether verbally or in documentary or any other form by or on behalf of KCMMF or any of their employees or advisors, is provided to the application the terms and conditions set out in this EOI and such other conditions subject to which such information is provided.

➤ This EOI is not an agreement and is neither an offer nor invitation by KCMMF to the prospective applicants or any other person. The purpose of this EOI is to provide the applicants within formation that may be useful to them in preparing and submitting their proposal pursuant to this EOI. This EOI includes statements, which reflect various assumptions and assessments arrived at by KCMMF in relation to the Project. Such assumptions, assessments and statements do not purpose to contain all the information that each applicant may require. This EOI may not be appropriate for all persons, and it is not possible for its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements, and information contained in the EOI may not be complete, accurate, adequate, or correct. Each applicant should, therefore, conduct its own investigation and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this EOI and obtains independent advice from appropriate sources.

➤ Information provided in this EOI to the applicant(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. KCMMF accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

➤ KCMMF Ltd. its employees and advisors make no representation or warranty and shall have no liability to any person, including any applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way by participating in this application process.

➤ KCMMF Ltd. also accepts no liability of any nature whether resulting from negligence or otherwise, any cost arising from reliance upon the statements contained in this EOI by any applicant.

- KCMMF Ltd. May in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI.

- The issue of this EOI does not imply that KCMMF is bound to select an applicant or to appoint the Successful applicant or Entity, as the case may be, for the Project and KCMMF reserves the right to reject all or any of the applications or application without assigning any reason whatsoever.

- KCMMF Ltd. reserves the right to modify or amend or add to any or all of the provisions of the EOI or annul the application process. Such change would be intimated to all the applicants procuring the EOI. Neither the KCMMF nor its employees or transaction advisor will have any liability in case of any addition, modification, amendment, alteration, cancellation and /or of non-receipt or delayed receipt of any correspondence from them to the applicants due to the postal delays or failure of the applicants to access the KCMMF Website (www.milma.com) for this information.

- The applicant shall bear all its costs associated with or relating to the preparation and submission of its application including but not limited to preparation, copying, postage, delivery fees, expenses associate with any demonstrations or presentations which may be required by the KCMMF Ltd. or any other cost incurred in connection with or relating to its application. All such costs and expenses shall be borne by the applicant and KCMMF Ltd. shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an applicant in preparation for submission of the application, regardless of the conduct or outcome of the application process.

- The competent courts at Thiruvananthapuram shall have jurisdiction over all disputes arising under, pursuant to and/or in connection with the application Process and the EOI.

II. INTRODUCTION

KCMMF Ltd. is the major Co- operative Milk Marketing Federation under Dairy Development & Animal Husbandry department of Gok and the state Nodal agency in implementing the State & Central Government funded projects. KCMMF Ltd. has been well established administrative wing carrying out the Whole Milk and value added products produced from the all the three unions Marketing and associated functions and also handling Alappuzha Central Products Dairy and the Cattle Feed units at Pattanakkad and Malampuzha. Besides the above acting as a nodal agency in implementing, supervising all the major dairy renovation, other new capital works etc.

The KCMMF Ltd. intends to engage the services of the Professional empanelment of

agency for the preparation of detailed project report under PMKSY.

SUBMISSION

Interested parties may submit their response document to KCMMF Ltd., Milma Bhavan, Pattom Palace P.O, Trivandrum on or before 3.00 PM on 15.03.2025. Any submissions post the aforementioned date and time will not be accepted. Please note that this is an Expression of Interest and not an invitation to apply.

The response will be opened at **03.30 pm on 15.03.2025** and further processes will be completed thereafter.

The applicant must sign all pages of the response, digital signatures may be added.

The date and time of receipt of EOI shall strictly apply in all cases.

The person or persons signing the EOI shall state in what capacity they are signing the EOI viz., as a sole proprietor of firm or as Secretary/Manager/Director etc. of a limited company.

In the case of a partnership firm, the names of all the partners should be disclosed and the EOI shall be signed by authorized partners or in the event of absence of any partner, it will be signed on his behalf by a person holding a power of attorney authorizing him to do so and an attested copy of the Partnership Deed/Power of Attorney shall be furnished along with the EOI.

Application by a Consortium of maximum of two companies is also allowed. In case of consortium, the proposed agreement between the two companies specific to the current project should be signed prior to submission of the application (it to be submitted along with the application). In case of consortium, both the companies should fulfill the basic eligibility criteria and the lead member of the consortium should sign all the pages of the response document.

HOW TO OFFER THE EOI

EOI Notice with "Form of Submitting EOI for the empanelment of empanelment of agency for the preparation of detailed project report under PMKSY" shall be obtained by submitting the bid this office during office working hours up to 03.00 pm on 15.03.2025. The tenderers can also download the bid form from our website www.milma.com and submit the offers directly on KCMMF LTD head office.

EOI should be submitted at the above office on or before 03.00 pm on 15.03.2025 in sealed envelope.

Evaluation and Short listing

Applicants will be required to meet the qualification criteria delineated above, in

order to proceed for further evaluation. Then detailed work order will be issued by MD, KCMMF after the agency has been selected. The KCMMF reserves the right to either award the complete work to one agency or split the work among the multiple agencies. The same would be detailed as part of the work order being issued.

TERMS AND CONDITIONS

The KCMMF reserves the right to accept or reject any response, to cancel the application process and reject all the applications at any time prior to award of contract without thereby incurring any liability to the affected applicants or any obligation to inform affected applicants of the grounds of the Directorate's actions.

Without prejudice to the generality of this Chapter, the MD reserves the right to reject any application if:

1. At any time, a material mis- representation is made or discovered.
2. The applicant does not provide, within the time specified by the KCMMF LTD., the supplemental information sought for evaluation of the application.
3. Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant.

GENERAL INSTRUCTIONS AND CONDITIONS OF CONTRACT

1. Submission of tender

Tender shall be submitted in sealed covers super scribing the name of the tender as "Tender No. No.205/PC:PMKSY:PLNG/2025 dated 07.03.2025" and shall contain the following.

- Complete set of EOI documents as issued by KCMMF Ltd, together with addenda/corrigenda if any, filled in and signed by the tenderer, with address stamps/seals wherever stipulated.

The offer shall be valid for a period of 30 days from the date of opening of the tender.

2. Acceptance / Rejection of tenders

The tenders submitted after the stipulated time of submission shall be rejected. The tenders not submitted in the prescribed forms, not duly signed at the places marked, incomplete/torn off tender forms etc. shall be rejected. The Managing Director, Kerala Co-Operative Milk Marketing Federation Ltd, reserves the right to accept or reject any of the tenders without assigning any reasons thereof. Becoming the lowest offered party

does not entitle the tender to award. Apart from cost, quality of work, track record of the firm etc. will also be considered for awarding the work.

3. Eligible Bidders

This invitation for EOI is open to all eligible bidders as per the eligibility criteria of this bidding document and shall possess necessary license/certificate issued by Competent Authorities.

4. Documents Establishing Bidders' Eligibility and qualifications.

Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualification to perform the Contract if its bid is accepted. For the purpose of this bidder shall meet the following qualification criteria as a minimum.

The bidder shall have completed at least an assignment of a similar nature. Similar work means Consultancy services for the preparation and submission of DPR under various government schemes. The supporting documents shall mandatory mention the quantity and duration of the contract which may include details such as relevant work orders, agreements and completion certificates.

5. Award criteria

KCMMF shall award the contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest.

6. KCMMF's right to vary quantities at time of award

KCMMF reserves the right at the time of award of contract to increase or decrease the area specified in the schedule of requirement without any change in unit price or other terms and conditions.

7. KCMMF's Right to Accept Any Bid and to Reject Any or All Bids

KCMMF reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for KCMMF's action.

8. Notification of Award.

Prior to expiry of the period of bid validity prescribed in the bid documents KCMMF will notify the successful bidder by work order confirmed in writing that his bid has been accepted. The notification of the award will constitute the formation of the Contract.

9. Agreement for the work

Within 15 days of receipt of the letter of award, the bidder has to execute an agreement with KCMMF for due fulfillment of contract in the prescribed format.

10. General conditions:

- a) The tenderer shall quote for all the locations in the schedule. Failure to quote for any location shall render the bid liable to rejection.
- b) The rate accepted includes all expenses inclusive of materials, labour, conveyance, service taxes and duties including GST.
- c) Individual / combined work order will be issued for each site. The site inspection & preliminary survey works are to be commenced within one week after acceptance of individual / combined work order as per the directions of KCMMF officials and field work shall be completed within a maximum of thirty days time. Submission of all documents and CD shall be completed within 45 days after acceptance of work order.
- d) The contractor should carry out the work as per the instructions of the KCMMF officials.
- e) Contractor should provide a draft reports after completion of the work. Final reports shall be furnished as per the directions of KCMMF officials incorporating the suggestions, comments, modifications etc if any.

11. ARBITRATION

In the event of any question, dispute, differences arising what so ever between the parties to this Agreement out of or relating to the interpretation or operation or effect of this Agreement, the same shall be settled amicably by the parties. If the parties are unable to settle such dispute amicably, the same shall be referred to sole arbitrator to be appointed by KCMMF. The arbitral proceedings shall be governed under the provisions of The Arbitration and Conciliation Act, 1996 or any amendments thereof from time to time and the Award passed by the Arbitrator shall be final and binding on the parties. The venue of the arbitration shall be at Thiruvananthapuram and the courts at Thiruvananthapuram shall have exclusive jurisdiction to entertain any disputes arising out of this Agreement. The arbitration proceedings shall be in English.

22. COMPLIANCES

Contractor shall take note of guidelines and relevant instructions of KCMMF as applicable to the subject matter of the advice/service to be rendered by the contract and required to be complied with.

Contractor shall avoid any conflict of interest while discharging contractual obligations and bring, before-hand, any possible instance of conflict of interest to the knowledge of KCMMF, while rendering any advice or service.

Contractor must act, at all times, in the interest of KCMMF and render any advice/service with professional integrity. The Contractor is expected to undertake an assignment/project, only in areas of its expertise and where it has capability to deliver efficient and effective advice/services to the KCMMF.

Contractor shall keep in view transparency, competitiveness, economy, efficiency and equal opportunity to all prospective tenderers/bidders, while rendering any advice/service to the KCMMF, in regard with matters related to selection of technology and determination of design and specifications of the subject matter.

Contractor shall comply with Tax laws, Labour laws, applicable cess and levies and all statutory provisions and law applicable to the present contract and shall comply with entire laws of the land without fail.

Contractor shall fully cooperate with any legitimately provided/constituted investigative body, conducting inquiry into processing or execution of contractual obligations by the Contractor.

The Contractor, their Sub- Contractor and the Personnel of either of them shall not, either during the term or within five (5) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract or operations without the prior written consent of the KCMMF. In case of 3rd party information gathered in execution of the project, similar confidentiality shall be maintained.

BID FORM AND SCHEDULE OF CONSULTANCY SERVICE FEE

Sr. No.	Brief description of the services	Fee in Rs.
1.	Fee for consultancy services as per the scope of works mentioned	Base rate Rs. ____ GST @ ____ % Total amount in Rs. _____ inclusive of GST.

1 APPLICATION FORM FOR EMPANELMENT

1.1 INFORMATION TO BE FURNISHED BY THE APPLICANTS

Sl No	Particulars	Details
1	Name of Organization	
2	Address	
	Mobile No.	
	Telephone No.	
	Fax No.	
	E-mail ID	
3	Organization Details	Annexure I
4	List of Consultancy assignments completed in the last seven years.	Annexure II
5	List of Consultancy assignments in progress	Annexure III
6	Undertaking	Annexure IV
7	Details to be submitted in the covering letter	Annexure V

Place

Signature of the Applicant

Date

Name & Designation

Annexure I

ORGANISATIONAL DETAILS

Sl.No	Parameter	Details
1	Year of Establishment	
2	Status of Firm (Proprietorship/ Partnership/ Any other)	
3	Details of Enlistment as Consultancy Firm	
4	Empanelment with Govt. Organizations (Mention names along with copies of empanelment letters)	
5	Name, Designation, Academic Qualification , Experience of	
	a. Key Personnel*	
	b. Others**	
6	Address and phone numbers of Head and Key personnel	

Place

Signature of the Applicant

Date

Name and designation with seal

LIST OF CONSULTANCY ASSIGNMENTS COMPLETED IN LAST 5 YEARS

Sl.No	Name of Work/ Project with address	Short Description of Consultancy assignments	Name and Address of owner/ client	Cost of work / Project	Date of start of work/project		Date of work/ project Completion		Bonus Issued /Liquidated damages if any imposed on Consultant	Any other relevant information
					Stipulated	Actual	Stipulated	Actual		

NOTE:

Work/Project means PMC work. The list of works/project mentioned should be substantiated with documentary evidence such as work orders or contract agreement or completion certificates from the owner/client.

Place

Date

Signature of the applicant

Name and designation with seal

1.2 LIST OF CONSULTANCY ASSIGNMENTS IN PROGRESS

Sl.No	Name of Work/Project with address	Short description of Consultancy assignment	Name and address of Owner/ Client	Cost of work/ Project	Date of Start of Work/ Project	Date of Completion of Work/ Project	Status of work	Expected date of completion	Any other Relevant Information

NOTE:

Work/Project means PMC work. The list of works/project mentioned should be substantiated with documentary evidence such as work orders or contract agreement or certificates.

Place

Date

Signature of the applicant

Name and designation with seal

TO WHOMSOEVER IT MAY CONCERN

1. It is certified that our firm.....is having in-house capability of carrying out Consultancy services as laid down in scope of work of the Notice Inviting Expression of Interest (EOI) for providing engineering design & architectural consultancy service for KCMMF ltd. (Milma)
2. It is certified that our firmis not blacklisted by any Central/State Govt. Departments/ PSUs/ Autonomous and statutory bodies.
3. It is further certified that all information/data furnished in the application form and annexure for Empanelment are true to the best of our knowledge and belief.

Date

Signature of the applicant

Place

Name and designation with seal

DETAILS TO BE SUBMITTED IN THE COVERING LETTER

- 1) Name of Firm :
- 2) Mailing Details of Firm :
 - a) Address :
 - b) Tel No. :
 - c) Fax No. :
- 3) E-mail ID of Firm :
- 4) Contact details of the applicant :
 - a) Name :
 - b) Designation :
 - c) Mobile No :
 - d) Tel. No :

Date

Signature of the applicant

Place
seal

Name and designation with