



**KARNATAKA STATE COIR DEVELOPMENT
CORPORATION**

EXPRESSION OF INTEREST (EOI)

FOR

**EMPANELMENT OF "BUSINESS ADVISOR" FOR PROMOTING AND
SELLING COIR AND COIR ALLIED PRODUCTS**

Karnataka State Coir Development Corporation
SF-4 & SF-5, Sterling Towers, KSSIDC Industrial Estate, Rajajinagar
Bengaluru-560 010. Tel.: 080-23105866,
e-mail: kscdcm@gmail.com, website: www.coir.karnataka.gov.in

Karnataka State Coir Development Corporation
SF-4 & SF-5, Sterling Towers,
KSSIDC Industrial Estate, Rajajinagar, Bengaluru – 560 010

No.: KSCDC/BA/2022-23

Date:18.08.2022

Sub : Inviting EoIs for Empanelment as Business Advisors

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Karnataka State Coir Development Corporation (KSCDC) is a Government of Karnataka Undertaking, involved in producing and marketing of Coir & Coir Allied products and also helping Coir based activities to grow further in Karnataka.

KSCDC invites EoI for empanelment of Business Advisor for development of new Domestic and International markets for Coir & Coir Allied products.

The idea behind empanelment is to connect Coir Industries and explore domestic and international markets there by generating more revenue to coir units. KSCDC would play the role of an aggregator and mediator in promotion of coir products which will yield higher economic returns to the units and KSCDC.

Interested applicants may submit the EoI along with all supporting documents at the office of KSCDC before **03.09.2022 at 4.00 pm.**

The Managing Director, KSCDC reserves the right to reject any or all EoIs without assigning any reason, whatsoever.

Sd/-
Managing Director

Section-1 : Information for Interested Applicants

A. KEY OBJECTIVES :

1. To diversify the activities of KSCDC and tap the ever increasing opportunity that exists in coir and coir allied product sector, due to its multi advantages.
2. To channelize the sales through Business Advisor who will take up the entire responsibility of identification of market, sourcing, buying, generating orders and selling the coir and coir allied products to the potential customers, both in Government and private sectors on *pro Bono Publico basis*.

B. GENERAL INFORMATION:

1. The empanelled Business Advisor must identify the clients and coordinate the supply coir and coir allied products, meeting with required quality and quantity as prescribed by KSCDC. (List of indicative products is given in **Annexure-A**)
2. The empanelled Business Advisor must enter in to an Agreement with KSCDC for a fixed tenure for three years, extendable thereafter on mutually agreed terms and conditions.
3. The prospective applicants should not coerce with any other applicants to derail the healthy and competitive EOI process. Such acts, if found entail to disqualification from participation.
4. KSCDC reserves the right to modify any information mentioned in this document at any stage before the last date and time of this EOI. Such details would be put in the website of KSCDC and no notification will be issued in the News Papers.

5. Proposals which do not meet eligibility criteria are liable for rejection.
6. KSCDC reserves the right to recall/withdraw the EOI process at any time at its own discretion.
7. KSCDC reserves the right to accept or reject all or any proposals without assigning any reasons thereof.

C. ELIGIBILITY CONDITIONS :

1. Applicant may be either Individual or Firm / Organisation registered with relevant Acts in India.
2. Applicant should have experience of minimum one year working as consultant / business adviser in any one of the PSE or PSU or Agencies of Government of Karnataka. (Documentary proof to be submitted).
3. Should have minimum qualification of Ph.D or MBA or any other Post Graduation. (Incase of Firm / Organisation the key person to be involved shall satisfy the educational qualification criteria).
4. The applicant should not have ownership in any company in Karnataka and conflict of interest in Business of KSCDC.
5. Shall ensure to get Business of minimum Rs.100 lakh per month (Self attested copy shall be enclosed as per **Annexure-I**).
6. Should submit the Security deposit of Rs.50,000/- (Fifty thousand only) in the form of DD or through RTGS in favour of KSCDC upon empanelment as Business Advisor (Self attested copy shall be enclosed as per **Annexure-II**).

Proposals submitted without any of the above eligibility criteria are liable for rejection. However, KSCDC reserves the right to condone any minor lapses if they do not affect the relative ranking of others.

D. SUBMISSION, RECEIPT AND OPENING OF EoIs AND OTHER KEY TERMS :

1. KSCDC shall endeavor to adhere to the EoI process schedule as given below:

Release of advertisement and hosting EoI document in the website of KSCDC	21.08.2022 and 22.08.2022
Pre-bid meeting at the office of KSCDC / virtual	30.08.2022 at 11.00 am
Last date and Time for submission of EoIs at the office of KSCDC	07.09.2022 at 4.00 pm
Time and date of opening of EOI at the office of KSCDC	09.09.2022 at 11.00am

2. EOI documents must be prepared and submitted in a sealed cover superscribed on the envelope as '**EoI for Empanelment of Business Advisor**'. Address of Applicant to be written on the cover.
3. **Performance Guarantee**: The empanelled Business Advisor shall be required to enter into an Agreement with KSCDC immediately after empanelment. Business Advisor shall ensure a minimum Business Turnover of Rs.100 lakhs per month as Business Advisor.
4. **Duration of the Contract**: The contract with the empanelled Business Advisor will be initially for a period of three years from the date of execution of the Agreement, renewable thereafter on mutually agreed terms and conditions.

E. AMENDMENT TO EOI DOCUMENTS :

Any time prior to the deadline for submission of proposals, KSCDC has the right to make any changes in the document or in the specification and same will be informed through addendum in website of KSCDC.

In order to allow prospective applicants, reasonable time to take the addendum into account in preparing their proposals, KSCDC, at its discretion, may extend the deadline for the submission of tenders and issue corrigendum in the website of KSCDC.

F. TERMINATION OF CONTRACT:

If in the opinion of KSCDC the work of Business Advisor found to be unsatisfactory or the progress is so slow that the supplier will not be able to complete the work in scheduled period or if the completion date is delayed beyond the specified period, KSCDC shall have the right to terminate the contract at the Business Associate's risk by giving notice in writing to that effect. The period of such notice shall be 15 days. KSCDC shall then have the right to award the contract to such other agencies as they may deem fit and any loss or expenses incurred on this account as assessed by KSCDC will be deducted from the money due to Business Consultant.

G. PAYMENT UPON TERMINATION:

If the contract is terminated because of the fundamental breach of Contract by the Business Advisor, the KSCDC shall prepare bill for the value of the work done less advance payments received up to the date of the bill, less other recoveries due in terms of the contract, less taxes due to be deducted

at Source as per applicable law and deductions due to deviation from standard specifications and reduce the percentage to apply to the work not completed as indicated in the Agreement. If the total amount due to KSCDC exceeds any payment due to the Business Advisor, the difference shall be a debit payable to KSCDC and the same will be recovered as per company norms.

H. DISPUTES:

It case of any disputes or differences or claim arising out of, or in connection with, or relating with to the present agreement or the breach, termination or invalidity thereof, shall be attempted to be resolved by mutual discussion between the parties, failing which, the same shall be referred and settled under the Arbitration Centre- Karnataka (Domestic & International) Rules 2012 by one or more arbitrators appointed in accordance with its rules and the Competent Courts at Bengaluru will have the jurisdiction for adjudication of any disputes or difference to the exclusion of other courts in India.

I. OTHER GENERAL CONDITIONS:

- i) The Company reserves the right to accept or reject any proposals either partially or in full without assigning any reasons whatsoever.
- ii) The successful Business Advisor shall enter into an agreement with KSCDC for the specific period and with the terms and conditions as decided by KSCDC.
- iii) All the terms and conditions mentioned above are binding on all applicants and any other counter terms and conditions by them are not accepted.

- iv) The decision of the Evaluation Committee of KSCDC on short listing and final selection of Business Advisors for empanelment will be final and binding on all Applicants.
- v) KSCDC reserves the right to accept or reject or annul the EOI process at any time without any liability or obligation for such rejection or annulment without assigning any reasons, whatsoever.
- vi) The KSCDC reserves the right to reject any proposals, if at any time it is found that the participant has made misrepresentation or does not respond promptly to request for supplementary information that may be required for evaluation.
- vii) **Termination of Agreement :**KSCDC reserves the right to cancel the Agreement executed with the Business Advisor and forfeit the Security Deposit if (a) The Business Advisor commits breach of any of the terms and conditions. (b) The Business Advisor goes in to liquidation voluntarily or otherwise. (c) The service is found unsatisfactory.

J. COST EOI PREPARATION :

The Applicant shall bear all costs associated with the preparation and submission of their EOI and/ or any subsequent events/activities related to this document. KSCDC will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

K. RIGHT OF KSCDC TO ACCEPT OR REJECT EOIs :

Notwithstanding anything contained in this EOI document, KSCDC reserves the right to accept or reject any or all EOIs at any time without assigning any reasons therefore and without any liability or obligation for such acceptance, rejection or annulment.

L. FRAUD AND CORRUPT PRACTICES :

- The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained herein, KSCDC may reject an application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the selection Process.
- Without prejudice to the rights of KSCDC hereinabove, if an Applicant is found by KSCDC to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the selection Process, such Applicant shall not be eligible to participate in any Tender or EOI issued by KSCDC during a period of 2 (two) years from the date such Applicant is found by KSCDC to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- Misrepresentation/ Improper Response by any Applicant may lead to disqualification of the Applicant. If any such disqualifications are detected even after their selection and empanelment, such Applicants will be blacklisted and relived from Business Advisor position.
- For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

- (a) **“Corrupt practice”** means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the selection Process
- (b) **“Fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the selection Process;
- (c) **“Coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the selection Process
- (d) **“undesirable practice”** means establishing contact with any person connected with or employed or engaged by KSCDC with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the selection Process;
- (e) **“Restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

M. DUE DELIGENCE BY APPLICANTS :

Each Applicant should conduct its own study and analysis in order to respond to this EOI Notification. KSCDC makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations on any claim the potential Applicant may make in case of failure to understand the requirement and respond to the Notification. KSCDC may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EoI Document.

N. CONFLICT OF INTEREST :

KSCDC requires that Applicant should provide professional, objective, and impartial advice and at all times hold KSCDC's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.

O. BLACK LISTED APPLICANTS :

The Applicant should not have been Blacklisted by Government of India or any State government / PSU over the last ten years from the last date of submission of EOI. Such Applicants would not be eligible to submit EOI either themselves or through their associates.

P. CONFIDENTIALITY :

- After the opening of EOIs information relating to the examination, clarification, evaluation and comparison of EOIs and recommendations concerning the award of Contract shall not be disclosed to Applicants or other persons not officially concerned with such process.
- Any effort by an Applicant to influence KSCDC or others connected in the process of examination, clarification, evaluation and comparison of EOIs and in decisions concerning the award of Contract, may result in the rejection of its EoI.
- No Applicant shall contact KSCDC on any matter relating to its EOI from the time of the opening of EOI to the time the Contract is awarded. Any effort of the Applicant to influence KSCDC in its decision in respect of EOI evaluation, EOI comparison or award of the Contract shall result in the rejection of the EOI. During the EOI preparation process, Applicants

will focus their inquiries and communications, if any, to only the authorized representative of KSCDC as mentioned in clause "Address of Correspondence".

- Canvassing in connection with EOI Notification is strictly prohibited. The submitted EOI of the Applicant who resorts to canvassing is liable to be rejected. EOI containing uncalled remarks or any additional conditions are liable to be rejected.

Q. APPLICANT TO OBTAIN HIS OWN INFORMATION :

- The Applicant shall for all purposes deemed to have independently obtained all necessary information for the purpose of preparing his EOI. The EOI document is for information purpose only and to help the Applicant to prepare his EOI.
- The Applicant shall be deemed to have examined the EOI document and to have obtained his own information in all matters whatsoever that might influence carrying out the EOI preparation and satisfied himself to the sufficiency of his EOI.
- The verbal agreement or inference from conversation with any employee of KSCDC before, during or after the submission of the EOI shall not in any way affect or modify the terms and obligations herein contained.

R. DISCLAIMER :

- This EOI document is not an agreement and is neither an offer nor commitment by KSCDC to any Applicant or any other person. The purpose of this document is to provide information to the potential Applicants to assist them in submitting EOI. Though this document is

prepared with sufficient care to provide maximum information to the potential Applicants, they may need more information than what has been provided. In such cases, the potential Applicant is solely responsible to seek the information required from KSCDC, at his / her own cost. KSCDC reserves the right to provide such additional information at its sole discretion.

- In order to respond to this EOI document, if required, and with the prior permission of KSCDC, the potential Applicant may conduct his own study and analysis, as may be necessary. KSCDC reserves the right to withdraw the EOI document and change or vary any part thereof at any stage.
- Information provided in this document to the Applicant(s) is on a general range of matters, some of which may depend 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. KSCDC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- KSCDC may, in its absolute discretion but without being under any obligation to do so, update, amend or supplements the information, assessment or assumptions contained in this document.
- The issue of this EoI document does not imply that KSCDC is bound to short-list and select the pre-qualified Applications as Business Advisor for empanelment.

Section-2 : Scope of Work and Selection Process

I. Scope of Work

The scope of work for the Business Advisor shall be as follows:

- The Business Advisor shall be responsible for identification of markets / clients both domestic and international and coordinating with KSCDC for sourcing and supplying of the agreed products to the client ensuring with the quality specifications.
- The Business Advisor shall pursue with the client for prompt payment of the supplied goods as per the agreed terms to KSCDC.
- The Business Consultant, at his own cost and expense, is required to do all i.e. canvassing and collection of orders on behalf of KSCDC from the market and coordinating for supply of those products to the client.
- KSCDC shall pay a remuneration of Rs.15,000 per month and conveyance allowance of Rs.5,000 per month to the Business Adviser. This remuneration starts from the fourth month onwards subject to the condition that the Business Advisor shall mobilize business turnover of minimum Rs.300 lakhs in the initial three months. In case this minimum Business Turnover is achieved before three months, the remuneration will start in the subsequent month itself. In case the Business Advisor could not achieve the Business Turnover within three months, a time extension upto a maximum three months will be given to achieve the target of Rs.300 lakhs, at the discretion of KSCDC. Till such time he/she shall provide the services on *probono publico* basis without any remuneration.
- KSCDC reserves the right to enhance the monthly remuneration and conveyance allowance based on the performance of the Business Advisor after six months, at the sole discretion of the Corporation.

- KSCDC does not guarantee any confirmed business as it depends purely on market trend/response.

II Selection Process

- Interested applicants shall submit the EoI along with all enclosures and supporting documents at the office of KSCDC before the due date.
- Based on the EoIs received from applicants, KSCDC will shortlist applicants who fulfill the eligibility criteria and other terms and conditions.
- Shortlisted applicants are required to make a Power Point Presentation before the Evaluation Committee to be constituted by KSCDC regarding the credentials and capabilities to carryout the services as Business Advisors.
- Based on the PPT and interview, KSCDC will finally select maximum two applicants for empanelment. Number of applicants for empanelment may vary based on the requirement and at the sole discretion of KSCDC.
- Empanelled applicants will have to enter into an agreement with KSCDC incorporating all terms and conditions to be finalized through mutual consultation keeping core conditions of EoI remain unchanged.

FORMAT FOR LETTER OF SUBMISSION

From:

(Name of the Bidder and address)

To:

Managing Director
KSCDC
SF-4 & SF-5, Sterling Towers,
KSSIDC Industrial Estate, Rajajinagar
Bengaluru-560 010.

Dear Sir,

Sub: EoI for Empanelment of Business Advisor.

With reference to your EOI Notification No. KSCDC/BA/2022-23 dated: 18.08.2022 inviting applications for empanelment of Business Advisor, we are pleased to submit our EoI.

I / We, hereby accept all the terms & conditions forming part of the EOI.

Signature with Seal

Place:

Date:

Self Declaration on Performance

To:

Managing Director
KSCDC
SF-4 & SF-5, Sterling Towers,
KSSIDC Industrial Estate, Rajajinagar
Bengaluru-560 010.

Dear Sir,

Sub: EoI for Empanelment of Business Advisor.

With reference to your EOI notification No. KSCDC/BA/2022-23 dated: 18.08.2022 inviting applications for empanelment of Business Advisor, we here by ensure that, we will achieve Business Turnover of minimum Rs.100 Lakhs per month. Incase of failure to adhere to this condition, the security deposit shall be forfeited and retained by KSCDC.

Signature and seal of the Applicant

Self Declaration on Security Deposit

To:

Managing Director
KSCDC
SF-4 & SF-5, Sterling Towers,
KSSIDC Industrial Estate, Rajajinagar
Bengaluru-560 010.

Dear Sir

Sub: EoI for Empanelment of Business Advisor.

With reference to your EOI notification No. KSCDC/BA/2022-23 dated: 18.08.2022 inviting applications for empanelment of Business Advisor, we hereby ensure that, a security deposit of Rs.50,000/- (Fifty thousand only) shall be submitted through DD or RTGS in favour of KSCDC, once we are selected for empanelment.

Signature and seal of the Applicant

List of indicative Coir and Coirl Allied products

- 1) Coir table
- 2) Coir Yarn
- 3) Geo Textiles
- 4) Coir pith/Manure
- 5) Two Tier cot (coir)
- 6) Coir composite Board/Foldable desk/dual Desk/Computer and Library Table
- 7) Fibre Foot mat
- 8) Coir tufted mat
- 9) Coir Scrub pads
- 10) Coir garden hanging pots
- 11) Coir Flower pots
- 12) Coir Cleaning Brush
- 13) Coir toilet cleaning brush and pan cleaning brush
- 14) Coco peat
- 15) All other products which are coir based.

DETAILS OF APPLICANT

1. (a) Category of the Applicant : Individual/Firm
(b) Address of the registered office :
(c) Date of registration/incorporation :
(d) Proprietorship/partnership/company:
(e) Educational Qualification of the Applicant :

2. Details of Contact Person
(a) Name :
(b) Designation :
(c) E-mail :
(d) Mobile number :

3. Name, designation, address and phone numbers of Authorized Signatory :
(a) Name :
(b) Designation :
(c) Address :
(d) E-mail :
(e) Mobile number :

4. Work Experience as Consultant / Business Advisory services in PSE / PSU / Agency of GoK :

Sl. No.	Name of PSE / PSU / Agency of GoK	Duration (From – To)	Nature of Service and Performance Details
1			
2			
3			

Note: Supporting documents capturing all details issued by the Client to be submitted.

5. Any other particulars in support of capability of the Applicant :

Signature and seal of the Applicant