



KITCO Ltd

**Femith's, PB No.4407 Puthiya Road, NH Bypass,  
Vennala Cochin-682 028, Kerala, India**

Letter No. 2993:BP:SM:2019 dt 19 Jul 19

**INVITATION OF EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF  
FIRMS/INDIVIDUALS AS CONSULTANTS/ADVISORS/ASSOCIATES**

**Introduction**

1. KITCO Ltd, established in 1972, is a union government company with 47 years of experience. It is a multi-disciplinary, multi-dimensional organisation offering consultancy services from concept to commissioning in architectural, engineering, technical, management and financial sectors. The spectrum of services includes Techno Economic Feasibility Studies, Detailed Project Reports, Project Consultancy, Master planning, Detailed Design and Engineering, Contract Management, Project Management Consultancy (PMC), Environmental Engineering Studies, Asset Valuation, Facility Management Services, Fund Facilitation, Project Appraisal, Corporate Debt Restructuring (CDR), Transaction Advisory, Recruitment, Training & Development etc. It has immense experience in preparing DPRs for 3500 projects and extending consultancy services for over 1000 projects for Airports, Ports, Mobility Hubs, Roads, Bridges, Highways, Urban Infrastructure, Water & Waste Water, Tourism, Leisure, Sports, Manufacturing Facilities, Industrial Parks, Medical Colleges, Super Speciality Hospitals, Educational Institutions, Defence Production Establishments, Shipyards, Marina etc. We have a competent team of more than 250 well qualified and experienced professionals in various branches of Engineering, Architecture, Environmental Engineering, Finance, Legal Management, Marketing, Economics etc and specialists in logistics, Health, Horticulture, transport planning, shipping etc. A few of our major clients include Airport Authority of India, Air India, HAL, BEL, Cochin Shipyard Limited, Cochin International Airport Limited, Kannur International Airport Limited, Spices board etc.

**Requirement**

2. In order to cater the versatile clientele requirements, the company is looking for expert advisory support from firms/individuals in various specific domains. Therefore, KITCO Ltd invites EOI from eligible Engineering Consultancy firms/ Individual Consultants/ Domain Experts for providing expert advisory/specific consultancy services in the various discipline as indicated below:-

- (a) Aviation
- (b) Ports & Logistics
- (c) Process Engineering
- (d) Infrastructure & Urban
- (e) Sports & Tourism
- (f) Water & Waste water Management
- (g) Mobility
- (h) Management & Financial Consultancy
- (i) Human Resource & Training

- (j) Technology Services
- (k) Environmental Engineering

### **Submission of EOI**

3. Full details of the required services will be available on the company portal at [www.kitco.in](http://www.kitco.in). KITCO Ltd reserves the right to amend, add or delete any such requirements from time to time, based on the new project requirements. All such changes will be published on the company web portal only and no news paper advertisement will be issued in this regard. Any such changes in case of the services where service providers/individuals have already been empanelled, will be communicated to such individuals/firms and a fresh empanelling will be followed based on the individuals/firms response.

4. The proposals duly completed as per prescribed format along with the documentary proof may be forwarded to the head office of KITCO Ltd, Femith's, PB No.4407 Puthiya Road, NH Bypass, Vennala Cochin-682 028, Kerala, India. The envelop containing the application should be marked '**EOI for Empanelment**'. Applications may also be sent by email: mail@kitco.in. Please note that no time limit has been specified for sending the EOI for the empanelling process. However, for awarding a specific work, the agencies/individual empanelled till that date only will be considered. On receipt of the documents, KITCO Ltd will verify the documents and a confirmation will be forwarded to the individuals/firms, if the EOI documents have been found to be in order and the individuals/firms has been accepted for empanelment of the subject category of service. Such communications shall be forwarded through email only. Incomplete/conditional offer shall be rejected summarily.

### **Conditions of EOI**

5. Subject Empanelment of agencies/individuals through this Application for Empanelment shall be for a period of three years from the date of empanelment. On completion of the three years period of successful empanelment, the same may be extended/ renewed for another one year at the discretion of KITCO Ltd, based on the satisfactory performance of the agency and on mutual agreement.

6. At this stage, there will be only technical empanelment of the agencies/individuals with KITCO Ltd & no price bids are to be submitted. As and when any such requirement arises during the empanelled period, KITCO Ltd will identify the eligible agencies for that specific requirement and a price quote will be requested from the identified suitable agencies/individuals.

7. Please note the following:

- (a) Applications from consortium/Association are not acceptable.
- (b) Empanelment as such does not guarantee award of assignments by KITCO
- (c) Entrustment of assignment is subject to periodical review by KITCO
- (d) KITCO reserves the right to delete/cancel the empanelment/stop awarding future assignments without prior notice or assigning any reasons whatsoever
- (e) The assignments shall be conducted on the basis of accepted principles as also the criteria/terms of reference specified by KITCO from time to time

(f) On award of assignments, the firm/individual will have to sign a contract with KITCO Ltd on a case to case basis.

8. This EOI for Empanelment does not constitute an offer and is issued with no guarantee for any definite volume of work or any particular service at any time or throughout the period of empanelment, as the job will be allocated against KITCO Ltd's requirement from time to time.

9. The EOI for Empanelment completed in all respect must be submitted as per the instructions furnished and in the prescribed format along with copies of documents in support of information wherever applicable before the last date and time of submission of EOI for Empanelment.

10. KITCO reserves the right to modify, expand, restrict, scrap, re-float or cancel the EOI at any stage without assigning any reasons. Application for EOI received after the stipulated time period for empanelment will not be considered.

### **Mandatory Details**

11. Requirements of advisors/firms/associates for various positions in the organisation is placed as Annexure A. All applicants shall verify the eligibility criteria vis-à-vis each requirement, before applying for the empanelment. Any clarifications required in this regard may be mailed to [mail@kitco.in](mailto:mail@kitco.in) with a subject tag of 'EOI for Empanelment'.

12. It is required to submit the following documents for processing the empanelment application:-

#### Firms:

- (a) Self attested copies of proof of experience as per Annexure A.
- (b) A covering letter as per the format in Annexure B.
- (c) Information about the firm/individual as per format in Annexure C.
- (d) Firms/agencies to submit Organisational details as per Annexure D.
- (e) Firms/agencies to submit an affidavit as per Annexure E.
- (f) Non-black listed declaration as per Annexure F.

#### Individual Experts

- (a) Self attested copies of proof of experience as per Annexure A.
- (b) A covering letter as per the format in Annexure B.
- (c) Individual to submit an affidavit as per Annexure E

13. Any clarification/correspondence in this regard may be forwarded to [mail@kitco.in](mailto:mail@kitco.in) (Please mention EOI for Empanelment as the heading).

14. Please note that any new requirements/changes etc in the Empanelment will only be published on the company portal [www.kitco.in](http://www.kitco.in) and no further advertisement in news papers will be issued for the same.

KITCO Ltd

19 July 19

## **Annexures**

Annexure A – Detailed Requirement of services with Pre Qualifications Criteria

Annexure B – Covering letter Format

Annexure C - Information about the firm/individual format

Annexure D - Firms/agencies to submit Organisational details format

Annexure E - Firms/agencies to submit an affidavit format

Annexure F – Non Black Listed Declaration

## **CHANGES / ADDITIONS**

### **New Requirements –**

<b>No</b>	<b>Details of Requirement</b>	<b>Date</b>	<b>Page No</b>
1	<u>Expert - Minerals and Metals processing</u>	12 Sep 19	29
2	<u>Expert - Process &amp; Utility Piping</u>	12 Sep 19	29
3	<u>Expert – Instrumentation</u>	12 Sep 19	29
4	<u>Expert - Industrial Reverse Osmosis Plant</u>	12 Sep 19	29
5	<u>Expert - Rubber Technology</u>	06 Oct 19	28
6	<u>Expert - Agri Infra and Food Processing</u>	06 Oct 19	28
7	<u>Expert - Coir Industry</u>	06 Oct 19	28
8	<u>Expert - Rice Processing</u>	06 Oct 19	28
9	<u>Corporate Video Development Firm</u>	04 Oct 19	28
10	<u>Computer Software Requirement</u>	09 Mar 20	30
11	<u>Computer Hardware Requirement</u>	09 Mar 20	30
12	<u>Legal advisory firms</u>	03 Jun 20	27
13	<u>Finaincila advisory firms</u>	03 Jun 20	27

### **Deleted/Change –**

<b>No</b>	<b>Details of Requirement</b>	<b>Change</b>	<b>Page No</b>
1	Expert - Industrial Reverse Osmosis Plant	PQ amended 09 Oct 19	29
2	Public Relations Officer (PRO)	Deleted (Date Expired)	27
3	Legal Advisors	Deleted (Date Expired)	28

## REQUIREMENT DETAILS

<b>PORTS DEPARTMENT</b>	<b>Page</b>	<b>PROCESS DEPARTMENT</b>	<b>Page</b>
Shipyard and Port Expert	7	Advisor- Process Engineering	8
Inland waterway Expert	7	Advisor - Offshore Platform	8
Planning & Infrastructure Specialist	7	Advisor - Setting up Pharma Plants	8
Hydrographic Expert	7	BIMS Expert	8
Traffic Expert (Water)	7	Industry 4.0 Expert	8
<b>HEALTHCARE DEPARTMENT</b>		Abattoir Expert	8
Hospital planner	9	Mining Expert	8
Biomedical Engineer	9	Advisor - Business Development	8
Public health expert	9	<b>HUMAN RESOURCE DEPARTMENT</b>	
<b>URBAN/INFRASTRUCTURE</b>		HR Consultants	15
Traffic Expert (Road)	9	Printing/Scanning OMR sheets	15
Transport Planning Expert	10	Training Partners	15
Chief Highway Design Engineer	10	Recruiting Agencies	16
Senior Transport Planner	10	Business Associates	16
Senior Traffic Engineer	10	<b>AVIATION DEPARTMENT</b>	
Senior Highway Engineer	10	Jet Blast Deflector Designer	17
Senior Geotechnical Engineer	10	OLS Survey experts	17
Utility Expert	11	Interior Design/ Fascade Consultants	17
Land Acquisition Expert	11		
<b>WATER/ WASTE WATER /TECHNICAL SERVICES</b>			
Water supply expert	17	Asset Valuation	18
Environmental Expert	18	Document Writer	18
Water /Effluent Analysis Experts	18	Energy Audit	18
<b>INFORMATION TECHNOLOGY/ELV</b>		Renewable energy expert	18
IT security Audit	19	<b>DESIGN DEPARTMENT</b>	
SAP consultant	19	Detailing & Drafting	21
Digital marketing/ Social Media Expert	19	Structural design	22
ICT/ ELV Consultants	20	3D Modelling /Walkthroughs	22
<b>RAILWAYS/MOBILITY/SPORTS</b>		<b>ENVIRONMENT DEPARTMENT</b>	
Technical Expert – Railway	12	Environmental Monitoring for EIA studies	22
Technical Expert Track /Artificial Turfing	12	Numerical Modelling for Marine studies	23
<b>GENERAL</b>		Aquatic studies as part of EIA	24
Soil Investigation	11	Functional Area Experts for EIA Studies	24
Topographical Survey	11	EIA Coordinator	25
2D/ 3D modelling design with rendering	13	GIS Expert	25
Town / Urban development/ Master planning	13	Marine Engineer	25
Environment Impact Assessment	13	R&R Specialist	25
Green building	14	Stakeholder Consultation Expert	25
Advisor (Electrical)	20	IGBS Griha Certified Architect	25
Advisor (Architecture)	21	Navigation Expert	25
Advisor (Structure)	21	<b>PROCESS DEPARTMENT (NEW)</b>	
Advisor (Plumbing)	21	Expert - Minerals and Metals processing	29
Project Management Consultancy Services	26	Expert - Process & Utility Piping	29
Blank Page	27	Expert - Instrumentation	29
Blank Page	28	Expert - Industrial RO Plant	29



**REQUIREMENT OF ADVISORS/ EXPERTS : PORTS DEPARTMENT**

	Requirement	Minimum experience	Educational Qualification	
			Mandatory	Desirable
1	Shipyard and Port Expert	A minimum of 20-25 years Specialization in Port /Coastal / Ocean Engineering with experience in execution of Projects for development of Shipyards, Jetties , Marine infrastructure, Slipways and Dry-docks	B. Tech / B.E. in Civil Engineering, Preferred Qualification	Masters in Structural design / Ports & Harbour / Dock
2	Inland waterway Expert	A minimum of 20 years of total experience out of which at least 15 years relevant experience in concept & detailed design, preparing Detailed Project Report / Feasibility Report for various Waterway / Port / IWT and allied infrastructure projects.	B. Tech / B.E. in Civil Engineering, Preferred Qualification	Masters in Structural design / Ports & Harbour / Dock
3	Planning & Infrastructure Specialist	A minimum of 15 years of total experience out of which at least 10 years relevant experience in Port & Harbour / IWT Terminal Planning, Port & Harbour / IWT Infrastructure Planning and development of physical activities for operations	B. Tech / B.E. in Civil Engineering, Preferred Qualification	Post Graduate Diploma in Project Management
4	Hydrographic Expert	A minimum of 12 years total experience out of which 10 years relevant experience in related field. He / She should have experience of soil investigation, reclamation work, soil improvement and foundation design	ITI in Survey / Diploma in Civil Engineering, Preferred Qualification – Higher Qualification in Hydrography Survey.	
5	Traffic Expert (Water)	A minimum of 10 years of total experience out of which 8 years of relevant experience in transport, logistic projects and operations, involving river and or maritime transport	Graduate in Engineering / Economics, Preferred Qualification - Master's degree in Transport Economics or Engineering or Logistics.	

**REQUIREMENT OF ADVISORS/ EXPERTS : PROCESS DEPARTMENT**

	Requirement	Minimum experience	Educational Qualification	
			Mandatory	Desirable
1	Advisor- Process Engineering	A minimum of 20 Years of experience in leading Process Design of major projects	B. Tech/ M. Tech in Chemical Engineering	Experience in major Consultancy Organisations like EIL, Mecon, PDIL, FEDO
2	Advisor - Offshore Platform Redesign/Living Quarter Revamp	A minimum of 20 years of total experience out of which at least 15 years relevant experience in concept & detailed design, preparing Detailed Project Report / Feasibility Report for various Waterway / Port / IWT and allied infrastructure projects.	25 years of experience in leading Offshore Platform Design Teams	Experience in major Consultancies like EIL, Mecon, PDIL, FEDO Desirable
3	Advisor - Setting up of Pharma Plants	A minimum of 25 years of experience in leading Project Design Team for Setting up of Pharma Plants	B. Tech/ M. Tech in Chemical/Mechanical Engineering	Experience of working with International Clients & setting up of International Plants
4	BIMS Expert	A minimum of 25 years of experience in BIMS	B. Tech/ M. Tech in Civil/Mechanical Engineering	Experience of working with International Clients Desirable
5	Industry 4.0 Expert	A minimum of 25 years of Experience with International Clients Desirable	B. Tech/ M. Tech in Mechanical/Industrial Engineering	Should have experience in setting up of Industry 4.0 Process/Assembly/Industrial Plants
6	Abattoir Expert	A minimum of 25 years of experience in setting up of Abattoirs	B. Tech/ M. Tech in Mechanical/Chemical Engineering	Experience in setting up of Abattoir preferably for International Clients
7	Mining Expert	Minimum five years of Experience in managing Mines and related Downstream Industries	B. Tech/ M. Tech in Mechanical/Mining Engineering	Ex- Directors from NMBD, Coal India, etc
8	Advisor - Business Development	Experience of serving as Managing Director/Director Board of major PSUs like ONGC, IOCL, BPCL, HPCL, Oil India, BEL, NTPC	Post-Graduation	



**REQUIREMENT OF ADVISORS/ EXPERTS : HEALTHCARE DEPARTMENT**

	Requirement	Minimum experience	Educational Qualification	
			Mandatory	Desirable
1	Hospital planner	Minimum 05 years of experience of leading team of consultants to complete planning and design of at least two hospitals of minimum 200 bed capacity each.	MBBS Degree with MHA (Master of Hospital Administration) or MBBS Degree with M.Phil (Hospital and Health system management)	
2	Biomedical Engineer	Minimum 05 years of experience as Bio Medical Engineer in a Hospital or Firm	Bachelor in Engineering in one of the following technical streams – Biomedical, Mechanical, Instrumentation, Electrical or Electronics.	
3	Public health expert	Public Health expert with experience of Comprehensive DH planning.	Any educational qualification having experience of National health programme	

**REQUIREMENT OF ADVISORS/ EXPERTS : URBAN/INFRASTRUCTURE**

	Requirement	Minimum experience	Educational Qualification	
			Mandatory	Desirable
1	Traffic Expert (Road)	(a) 10 years of relevant experience in transport, logistic projects and operations. (b) Experience with conducting traffic surveys and O-D surveys. (c) Experience with conducting roadway capacity analysis and urban traffic simulations. (d) The applicant should not have been back listed by any Government organization at the time of submission of the EOI application	Graduate in Engineering / Economics, Preferred Qualification - Master's degree in Transport Economics or Engineering or Logistics.	Association with international/national professional organizations and Empanelment with other Govt organisation will be an added advantage.

2	Transport Planning Expert	(a) 10 – 15 years of experience in transport planning (b) He should have led the transport planning teams for any two major Assignments in India during the last 10 years.	Post Graduate in Traffic and/or Transport engineering/Planning	
3	Chief Highway Design Engineer	(a) 15 – 25 years of experience in Experience in highway DPR projects and road construction projects (b) Should be able to Co-ordinate projects with client, leading the team in highway projects, procuring more highway projects in DPR/IE/AE categories	M.E/ M.Tech in Highway/ Transportation Engineering	Knowledge of design softwares – MxROAD/ CIVIL 3D/ OPENROADS/ INROADS
4	Senior Transport Planner	(a) 10 - 15 years of Experience in transport planning, mass transit planning, transport modelling and city planning (b) Should be able to handle Bagging projects in planning sector, guiding the team in planning projects	M.E/ M.Tech in Transport Planing/ Urban Planning	Knowledge of planning and micro-simulation softwares – VISSIM/VISUM/CUBE
5	Senior Traffic Engineer	(a) 10 - 15 years of Experience in highway traffic projects, traffic impact studies, road safety auditing (b) Should be capable to Conduct and co-ordinate traffic related studies	M.E/ M.Tech in Traffic/ Transportation Engineering	Knowledge of traffic simulation and Junction analysis softwares – VISSIM / SYNCHRO
6	Senior Highway Engineer	(a) 10-15 years of Experience in highway construction and site supervision (b) Should be capable to Co-ordinate highway projects, site supervision during construction, guidance in design	B.Tech/ M.Tech in Civil/Highway/ Transportation Engineering	Knowledge of drafting and design softwares- AUTOCAD/ MxROAD/ CIVIL 3D/
7	Senior Geotechnical Engineer	(a) 10 – 15 years of Experience in foundation analysis, pavement design, retaining walls, and soil stabilisation	M.E/ M.Tech in Geotechnical Engineering	Knowledge of relevant softwares - Plaxis 2D & 3D, MSE Wall, GeoStudio, MATLAB

		(b) Should be capable to provide Guidance during geotechnical investigations, structural design, pavement design and highway design		
8	Utility Expert	(a) 10 -15 years of Experience in Utility shifting and coordination with utility departments for highway projects (b) Should be Responsible for assessing the need of Utility Shifting and preparing all the estimates for this. He shall coordinate with all relevant departments for this purpose	Graduate or equivalent in major engineering disciplines viz. Mechanical/ Electrical/ Civil engineering	Utility estimation and relocation/ erection of electric/ gas/ other utilities Desirable: Experience with utilities along the highway/road.
9	Land Acquisition Expert	(a) 10 – 15 years of Experience in land acquisition and coordination with Revenue departments for highway projects (b) Should be responsible for preparing land acquisition plans and working out land acquisition costs	Graduate/ Post Graduate in relevant discipline	Deputy-Tehsildar or above Desirable: Ex- revenue officers like Ex-ADM/SDM, Ex-Tehsildar, Ex-Deputy-Tehsildar etc

**REQUIREMENT OF CONSULTANCY SERVICES : GENERAL**

	Requirement	Minimum experience	Qualification	
			Mandatory	Desirable
1	Soil Investigation	(a) The agency should have a minimum five years of experience in sectors like Airports/Railways/Sports/Infrastructure/National Highways etc in the following areas: - (i) Carrying out site survey, soil investigations, hydrological investigations, etc (ii) Recommending type of soil stabilization, soil protection systems and type of foundation.	Should have done at-least two such major works in the last three years for any major projects with the Airports/Railways /Sports/Infrastructure /National Highways etc	The firm should indicate the sectors where they have core expertise for the subject assignment and regions where they have presence (Ex Pan India, North, North-East etc)
2	Topographical Survey	(a) The agency should have a minimum five years of following experience in sectors like	Should have done at-least two such major works in the last	The firm should indicate the sectors where they have core

		<p>Airports/Railways/Sports/Infrastructure/National Highways etc in the following areas: -</p> <p>(i) Preparation of area maps</p> <p>(ii) Preparation of Contour maps</p> <p>(iii) Construction of Temporary bench marks</p>	<p>three years for any major projects with the Airports/Railways /Sports/Infrastructure /National Highways etc</p> <p>The firm should have the latest survey equipment and should be able to use them for various survey tasks.</p>	<p>expertise for the subject assignment and regions where they have presence (Ex Pan India, North, North-East etc)</p>
3	Technical Expert – Railway	<p>Minimum five year of experience in the following: -</p> <p>(a) suggesting various schemes for the development of the railway station, preparing conceptual plans, advising on feasibility of exploitation of full FSI of permitted by local authorities and suggest IRSDC on various development norms related matters while conceptualizing the master plan of development of railway station.</p> <p>(b) Preparation of typical schematic plans for various situations on the new/existing stations/ bus terminal.</p> <p>(c) Conceptualising the Master Plan of the Station, and Concept Plan with its sections along with its Architecture, façade and provide expert input at every stage of design and development.</p> <p>(d) Planning and layout of various elements of the railway station.</p>	<p>The Technical Expert should have provided expert services for Development of a railway station, metro station, LRT, Mono-rail, High speed rail, bus terminal/ station, airport, Multi Modal Transit Hub and having an estimated capital cost (excluding land) of at least Rs. 50 Crore.</p>	
4	Technical Expert for the Track works and Artificial Turfing works - Veterans in the field	<p>The agency should have experience in designing and installing indoor/outdoor tracks and artificial turfs for sports authority of India or any other State/Central Government/ PSUs in India.</p>		

5	2D/ 3D modelling design with rendering	<p>Minimum five years of experience in:</p> <p>(a) Preparation of Conceptual design and drawings with respect to interior design planning, finishing and furnishing work including 3D/walk through presentation in urban, infrastructure, airport, seaports, sports, healthcare sector.</p>	Should have completed at-least two such major works in the last three years.	
6	Town planning/ Urban development/ Master planning	<p>Minimum five years of experience in activities such as :-</p> <p>(a) Preparation of master plan, concept design, documents and drawings</p> <p>(b) Zoning and demarcation</p> <p>(c) Site evaluation, identifying and addressing social issues and heritage concerns</p> <p>(d) Planning for storm water collection/ drain system</p> <p>(e) Project Feasibility study</p> <p>(f) Environment impact study</p> <p>(g) Planning for Pedestrian / vehicular movement and parking</p> <p>(h) Urban renewal</p> <p>(i) Landscape and environmental issues</p> <p>(j) Architectural conservation</p> <p>(k) Street/ road design and signage design</p> <p>(l) Lighting</p> <p>(m) Solid Waste Management, Waste Water Management Plans</p>	Should have done at-least two such major works in the last three years for any major corporates/PSUs/ Government bodies.	
7	Environment Impact Assessment	<p>The firm should have a minimum of five years experience in :-</p> <p>(a) Undertaking environmental studies and obtaining environmental clearances from statutory authorities.</p> <p>(b) Environment Approvals for various infrastructure projects.</p>	Should have done at-least two such major works in the last three years for any major corporates/PSUs/airports Government bodies.	

		<p>(c) Determination of baseline data using primary data generation and secondary data available from various government published reports on air, meteorology, water, soil, flora &amp; fauna, socio-economics, infrastructure, sensitive areas</p> <p>(d) Detailed description of all elements of the project activities during the preconstruction, construction and operational phases.</p> <p>(e) Identification of the sources of pollution and assessing the impacts on the environment due to proposed project if any.</p> <p>(f) Preparation of Environmental Impact Assessment and Environmental Management plan documents with recommendations on preventive and imitative measures for limiting the impact on environment</p> <p>(g) Risk Assessment and Disaster Management Plan describing the probable risks and preventive &amp; precautionary measures to be followed in the event of emergency situations such as accidents, fire etc</p> <p>(h) Submittals &amp; endorsement of conceptual plan – checklist. Technical review by state environment impact assessment authority. Appraisal by state level expert appraisal committee (SEAC).</p>		
8	Green building	<p>(a) The consultant shall have substantial experience in the field of Green Building design, documentation etc.</p> <p>(b) The consultants shall have worked on at least one certified green building project and shall have at least one ongoing registered project with built-up area more than 1,00,000 Sq. ft.</p>	<p>Shall have an experience of similar nature of work of at least 5 years .</p>	

		(c) The consultants shall have at least one LEED AP or IGBC AP or GRIHA TRAINER OR GRIHA EVALUATOR in their team. Equally qualified or experienced person is also eligible		

**REQUIREMENT OF ADVISORS/ EXPERTS/FIRMS : HUMAN RESOURCE DEPARTMENT**

	<b>Requirement</b>	<b>Minimum experience</b>	<b>Desirable</b>
1	HR Consultants	<p>(a) At least five years of experience in providing HR Consultancy Services to Organisations in the private/ public /government sectors.</p> <p>(b) Average annual turnover of Rs. 1 Cr. in the past three years.</p> <p>(c) Experience in HR consultancy services such as Performance Management, HR systems design, Competency Modelling, HR Audit, Job analysis and design, Employee Satisfaction Survey etc in organisations with 500 or more employees in the last three years.</p> <p>(d) Minimum three HR consultancy services each costing not less than Rs.5 lakhs or two similar works each costing not less than Rs.7.5 lakhs or one similar work costing not less than the Rs.10 lakhs. Completion certificate from the clients/ Work Order or certified invoice from end user need to be submitted.</p>	
2	Agencies for Printing, Supply and Scanning of OMR sheets	<p>(a) The agency should have at least five years' experience of doing similar work in Government Departments / PSUs.</p> <p>(b) The agency should have an average annual turnover of Rs. 50 lakhs year in the past three years.</p> <p>(c) The agency must have carried out OMR scanning for a minimum of 10 OMR scanning of which at least three tests should have a minimum of 10000 OMR sheets per test during the past three years.</p>	Agencies / organisations who are in the business of printing, supplying and scanning of OMR sheets and are interested in the empanelment with KITCO Ltd.
3	Empanelment of Training Partners	<p>(a) The agency should have at least two years' experience in providing hands-on training to engineering graduates/ engineering students.</p> <p>(b) The agency should have an average annual turnover of Rs. 10 lakhs in the past two years.</p>	Agencies / organisations who have been providing Skill development training in Engineering sectors and

		<p>(c) The agency must have carried out up-skilling training for a minimum of 500 candidates during the last two years.</p> <p>(d) The agency should have at least 10 resource persons/ Subject Experts to provide practical training to the trainees.</p> <p>(e) The agency must have adequate sets of safety gears, training kit, etc. for catering to a batch of 50 students at a time.</p>	are interested in the empanelment with KITCO Ltd for providing Up-skilling training for Engineers/ student engineers in branches such as Civil, Electrical, Mechanical, Chemical, Instrumentation etc.
4	Empanelment of Recruiting Agencies	<p>(a) The firm/ agency should have done a minimum of ten such recruitment for State/Central Government/PSUs in the last five years.</p> <p>(b) The agency shall be capable of providing recruitment services at locations outside Kerala. If the agency is not able to provide such services pan India, please mention the area where such services can be provided clearly while applying for empanelment.</p>	

**REQUIREMENT OF ADVISORS/ EXPERTS/FIRMS : BUSINESS ASSOCIATES**

	<b>Requirement</b>	<b>Minimum experience</b>	<b>Desirable</b>
1	Business Associates	<p>The firm/individual who qualified the below conditions shall apply :-</p> <p>(a) Individual/firms having regional presence for at least last 5 years track record of effective Networking and dealing with Central Ministries/ Departments/Organisations/CPSEs and State Govt (s) / Departments/Organisations/PSUs</p> <p>(b) Liaison for the company with the Central/ State Govts. Departments, CPSU's PSU's for business development.</p> <p>(c) To give inputs for emerging business opportunities in the region and materialising leads to projects</p> <p>(d) Providing Market Intelligence &amp; Feedback</p> <p>(e) Facilitation for finalisation &amp; Signing of Agreement with Client</p> <p>(f) Providing specialized manpower &amp; office space as per Client Requirement ( if required)</p> <p>(g) Facilitating Statutory Clearances from Authorities/Bodies( if required)</p>	



	(h) Project Supervision & Co-ordination (if required) (i) Follow up and Collection of payments due from Clients (j) Any other Services required in Project , not limited to above.	
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**REQUIREMENT OF ADVISORS/ EXPERTS : AVIATION**

	<b>Requirement</b>	<b>Minimum experience</b>	<b>Desirable</b>
1	Jet Blast Deflector Designer	(a) Minimum five years of experience in designing, manufacturing, delivering and installing Jet Blast Deflectors Ground Run-up Enclosures for runway/aircraft maintenance facilities at airports in India/abroad. (b) Should have executed at least two such satisfactory installations in India within the last five years.	
2	OLS Survey experts	(a) Minimum five years experience in Obstacle Limitation Surfaces Survey as per mandatory requirement for development of a green airport and preparation of necessary documents including reports, maps, drawings etc for OLS as required by DGCA, ICAO and other concerned authority in India to obtain all necessary clearances and approvals needed for an airport project. (b) Should have completed at least two such satisfactory service for establishing Greenfield airport in India within the last five years. (c) Firm should be approved by AAI	
3	Interior Design/ Fascade Consultants for Airports	The firm should be an Architectural/ Interior Design Firm having consultancy experience in Interior Design/ Fascade for the common public spaces in 2 or more airports of project cost not less Rs.150 crore in the last 5 financial years	

**REQUIREMENT OF ADVISORS/ EXPERTS : WATER & WASTE WATER DEPARTMENT**

	<b>Requirement</b>	<b>Minimum experience</b>	<b>Educational Qualification</b>	
			<b>Mandatory</b>	<b>Desirable</b>
1	Water supply expert	Public health Engineer with minimum 15-20 years of experience in design & implementation of water supply projects	M Tech	

2	Environmental Expert	Chemical/Civil/Environmental Engineer with minimum 15-20 years of experience in design & implementation of STP/ETP /Sewerage/solid waste management	B Tech/BE in Chemical/Civil/Environmental Engineering	Masters in Chemical/Civil/ Environmental Engineering
3	Asset Valuation	Certified Valuer with 5 years of experience in Buildings and infrastructure.	B Tech/BE	Proficiency in CAD and civil engineering estimation and Member ship with Institution of valuers will be preferred.
4	Water Analysis/Effluent Analysis Experts	(i) Should have a minimum of five years of experience in the field of water analysis/effluent analysis. (ii) Should be a PCB/Nabet accredited Laboratory.		
5	Document Writer	A minimum of five years experience in legal document writing for Government/ PSUs/Corporate organisations.	Authorised Certifications /Approvals for preparation of documents.	

**REQUIREMENT OF ADVISORS/ EXPERTS : TECHNICAL SERVICES DEPARTMENT**

	Requirement	Minimum experience	Educational Qualification	
			Mandatory	Desirable
6	Energy Audit	(a) The agency/individual should have a minimum of 5 years experience of carrying out energy audit (b) Accredited Energy Auditor	B Tech /BE /Diploma (Electrical)	
7	Renewable energy expert	Should have provided consultancy services for a minimum one 10 MW or above solar power plant/ or two 8 MW or above solar power plant/ small hydro electric power station of 1 MW or above / windmill capacity of 500 KVA or above within the last 5 years.	BE/B Tech	

**REQUIREMENT OF ADVISORS/ EXPERTS : INFORMATION TECHNOLOGY**

	<b>Requirement</b>	<b>Minimum experience</b>	<b>Desirable</b>
1	IT security Audit	<p>The firm should have a minimum of three years of experience in :-</p> <p>(a) review of IT Security Policy and recommending controls for adequacy as per the best practices vis--à-vis established IT Security frameworks outlined in standards such as COBIT, cyber security framework, ITIL, ISO27001 etc.</p> <p>(b) Conducting Penetration testing, Vulnerability assessment, application security assessment, and forensic auditing.</p> <p>(c) Should have personnel with information security related qualifications like Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM) of ISACA, Certified Information Systems Auditor (CISA) of ISACA, Diploma in Information Systems Audit (ISA or DISA) of ICAI</p>	CERT-In empanelled firms will have preference for assignments in certain sectors.
2	SAP consultant	<p>(a) Candidates should have SAP Certification from SAP. Should have minimum 4 years post educational qualification experience (Please specify the module wise experience- This will be considered while choosing the consultant for specific assignments)</p> <p>(b) Bachelor's degree in Information Technology/ Computer Science/ Computer Application/ Management/ Science/ Commerce/ Economics from recognized University/ Institute</p>	
3	Digital marketing and Social Media Consultant	<p>(a) Firms having a minimum of two year experience in handling digital marketing for corporates/Government PSUs</p> <p>(b) Should have handled social media management for corporates/PSUs and experienced in handling social media campaigns</p>	

**REQUIREMENT OF ADVISORS/ EXPERTS : ELV SERVICES**

	Requirement	Minimum experience	Educational Qualification	
			Mandatory	Desirable
1	ICT/ ELV Consultant  (a) CCTV/ Security Surveillance System (b) Access Control System (c) Public Addressing System (d) IT systems (e) Networking and Communication (Data, Voice, Wi-Fi) (f) Information Display System (g) Digital Signage (h) Data Centre Design	Firm/ Individual should have at least three number of similar works with a project cost of Rs 50 Lacs in the respective category, for ICT/ ELV works that have been satisfactorily completed as a prime consultant, or joint venture member to the main client, in last 7 Years.	The firm should have atleast one graduate in Electronics and Communication/ IT/ Computer Science /Electrical/Instrumentation Engineering with a minimum of five years of experience.	

**REQUIREMENT OF ADVISORS/ EXPERTS**

	Requirement	Minimum experience	Educational Qualification	
			Mandatory	Desirable
1	Advisor (Electrical)	(a) Minimum 20 years of experience in preparation of electrical schematic diagram for airports/hospitals/ industrial buildings  (b) Experience in design and implementation of solar photo voltaic plants of 1 MW.  (c) Experience in power generation, transmission and distribution  (d) Experience in implementation of Electricity act and regulations.	BE/B Tech (Electrical)	Preference will be given to engineers retired from positions such as Chief engineer/ Chief Electrical Inspector.

2	Advisor (Architecture)	<p>(a) Having masters in planning and minimum 30 years of experience in architectural planning and design of industrial buildings/hospitals/ commercial buildings/high rise buildings.</p> <p>(b) Minimum 10 years of experience in master planning and urban design/ urban planning and design of project value not less than 500 Crore</p>	Master Degree in architectural planning and design	
3	Advisor (Structure)	<p>(a) Minimum Experience of 40 years in structural design of industrial structures/ high rise buildings/commercial buildings/hospitals</p> <p>(b) 20 years of experience in public sector firms as the lead structural designer.</p>	ME/M Tech	Retired engineers from Government organisations/large corporates at the level of SE/GM
4	Advisor (Plumbing)	<p>(a) Minimum 25 years of experience in designing PHE for high rise building/industrial structures/commercial/bridges/airports/hospitals</p> <p>(b) Experience in designing water treatment plants of minimum capacity 1ML / Experience in designing of STP of minimum 1 ML.</p>	B Tech (Civil/Mechanical/ Chemical/Environment)	
5	Detailing & Drafting	<p>(a) Firms for the preparation of architectural drawing/structural drawing/plumbing/sanitary/ drawings of commercial buildings/industrial buildings/high rise buildings having value not less than 15 Crore for a single project.</p> <p>(b) Experience in preparation of statutory approval drawings.</p> <p>(c) Experience of preparation of fabrication drawing of industrial steel structures.</p>	The firm should have a minimum of five draftsmen having experience more than 5 years	
6	Structural design	(a) Firms with minimum 10 years of experience in structural design, reinforcement detailing and preparation of execution drawing of high rise	The firm/agency should have a lead designer with Master	

		<p>building/industrial structures/commercial/bridges/airports/hospitals.</p> <p>(b) Experience in preparation of structural design, detailing and preparation fabrication drawing of steel structures.</p> <p>(c) Software expertise in ETABS/STAAD/SAP/MIDAS</p>	in Structures with experience more than 5 years.	
7	3D Modelling /Walkthroughs	<p>(a) Firm/ individual with Minimum 10 years of Experience of preparing architectural concepts and presentation of residential/commercial/ industrial projects</p> <p>(b) Software expertise of Sketch Up/ V Ray/ Lumion/ 3D Max /Maya</p> <p>(c) Experience is preparing walkthroughs of either commercial/residential/airport/hospitals of minimum area of 1 Lakh Sq feet.</p>		

**REQUIREMENT OF ADVISORS/ EXPERTS : ENVIRONMENT**

	<b>Requirement</b>	<b>Minimum experience</b>	<b>Submission Requirement</b>
1	Environmental Monitoring for EIA studies	<p>Laboratories engaged in the baseline data collection must be NABL accredited, MoEFCC recognized and or GLP certified. The scope of accreditation/ recognition/certification should cover relevant parameters required for collecting baseline data of physical environment for conducting EIA studies for the following –</p> <ul style="list-style-type: none"> <li>• Ambient air quality</li> <li>• Stack emissions</li> <li>• Water and waste water quality</li> </ul>	<p>The agencies shall submit the accreditation certificate covering the list of parameters covered.</p> <p>The above certificates shall be self-attested by the Head of the Institution holding power or attorney to sign on behalf of</p>

		<ul style="list-style-type: none"> <li>• Soil characteristics</li> <li>• Noise</li> </ul> <p>The laboratory services shall be utilised for baseline environmental monitoring for the following sectors (but not limited to)</p> <ul style="list-style-type: none"> <li>• Highways</li> <li>• Airports</li> <li>• Ports, Harbours, Jetties, Breakwater and Dredging.</li> <li>• Building and Large Construction Projects</li> <li>• Townships and Area Development Projects</li> <li>• Common Effluent Treatment Plants</li> <li>• Common Hazardous Treatment Facilities</li> <li>• Isolated Storages</li> </ul> <p>The parameters to be monitored as per the requirement set out in EIA Guidance Manual published by published by Ministry of Environment, Forests and Climate Change, available at Ministries website for the sectors as above.</p> <p>If any additional requirements exists from above, the empanelled agencies would be requested for submitting the specific capability on the requirement and would be duly evaluated for availing the service.</p>	<p>organisation. The Power of Attorney/ Authorisation shall be submitted.</p>
2	<p>Numerical Modelling for Marine Studies - Shoreline Changes/Sediment Transport /Oil spill trajectory modelling</p>	<p>Organisations having experience in carrying out similar studies. Similar studies include numerical modelling for shoreline changes/sediment transport/oil spill trajectory modelling          Organisation shall have Key Professional with a minimum of 1 Post Graduate in Oceanography (Physical Oceanography) with more than 5 years of experience with a Post Graduate with experience in similar studies are mandatory. In case, an individual satisfying the requirement as above, the details of experience on oceanography and modelling shall be separately submitted.</p>	<p>Organisation Details – Certificate of Registration /Incorporation, Registration from Income Tax Authorities and GST.</p> <p>Details of modelling Softwares available with the firm.</p> <p>CV of Professional(s) stating the experience sought. (As per the format of ADB/IBRD).</p>

			Documents shall be attested by the Head of the Institution holding power or attorney to sign on behalf of organisation. The Power of Attorney/ Authorisation shall be submitted.
3	Aquatic studies as part of EIA	<p>(a) Organisations having experience in carrying out similar studies. Similar studies include aquatic studies (fresh water /marine) as part of any Consultancy assignments. Experience in conducting studies as part of EIA would be advantageous.</p> <p>(b) The parameters to be monitored as per the requirement set out in EIA Guidance Manual published by published by Ministry of Environment, Forests and Climate Change, available at Ministries website for the sectors specified in SI.No 1 as above.</p> <p>(c) A minimum of 1 key professional with more than 10 years of experience in aquatic studies shall be available with the firm with a team to support the studies.</p>	<p>Organisation Details – Certificate of Registration /Incorporation, Registration from Income Tax Authorities and GST.</p> <p>CV of Key Professional(s) stating the experience sought. (As per the format of ADB/IBRD). List of supportive team for conducting studies.</p>
4	<p>Functional Area Experts for EIA Studies</p> <ul style="list-style-type: none"> <li>• Land use (LU)</li> <li>• Air Pollution Monitoring, Prevention &amp; Control (AP)</li> <li>• Meteorology, Air Quality Modelling &amp; Prediction (AQ)</li> <li>• Water Pollution Monitoring, Prevention &amp; Control (WP)</li> <li>• Ecology &amp; Biodiversity (EB)</li> <li>• Noise &amp; Vibration (NV)</li> <li>• Socio- Economic Aspects (SE)</li> <li>• Hydrology, Ground Water &amp; Water Conservation (HG)</li> <li>• Geology (GEO)</li> <li>• Soil Conservation (SC)</li> <li>• Risk &amp; Hazards Management (RH)</li> </ul> <p>Solid &amp; Hazardous Waste Management (SHW)</p>	Individuals satisfying the scheme of Accreditation of EIA Consultants available at QCI-NABET website.	Self-attested CV of Individual as per QCI-NABET Format.



5	EIA Coordinator	<p>Individuals with experience as EIA coordinator in the following sectors:-</p> <ul style="list-style-type: none"> <li>• Isolated storage &amp; handling of hazardous chemicals (As per threshold planning quantity indicated in column 3 of schedule 2 &amp; 3 of MSIHC Rules 1989 amended 2000)</li> <li>• Ports, Harbours, Jetties, Breakwaters and Dredging</li> <li>• Industrial estates/ parks/ complexes/ areas, export processing Zones (EPZs), Special Economic Zones (SEZs), Biotech Parks, Leather Complexes.</li> <li>• Common Municipal Solid Waste Management Facility</li> </ul>	
6	GIS Expert	<p>Individuals having;</p> <ul style="list-style-type: none"> <li>• Diploma/Training/Gradation in Remote Sensing or GIS or related subjects</li> </ul> <p>Individuals having at least 5 yrs experience in mapping on GIS platform</p>	Self-attested CV of Key Professional(s) stating the experience
7	Marine Engineer	Person required to have degree in Marine Engineering with 5 years of experience	Self-attested CV of Key Professional(s) stating the experience
8	R&R Specialist	<p>Individuals having;</p> <ul style="list-style-type: none"> <li>• Master's in Sociology, Anthropology or similar field</li> </ul> <p>10 years in professional experience with Social Impact Assessment Studies and involuntary resettlement issues, including in accordance with World Bank or other international standards.</p>	Self-attested CV of Key Professional(s) stating the experience
9	Stakeholder Consultation Expert	<p>Individuals having;</p> <p>Graduate in social sciences with 5 years' work experience in conducting communications needs assessments and/ or stakeholder consultations, analyses and outreach.</p>	Self-attested CV of Key Professional(s) stating the experience
10	Indian Green Building Council (IGBS) Griha Certified Architect	Indian Green Building Council (IGBS) Griha Certified Architect	Self-attested CV of Key Professional(s) stating the experience
11	Navigation Expert	Master Mariner or an Officer/JCO of Navy/Coast Guard. Must have commanded ship navy/ Coast guard ship or equivalent	Self-attested CV of Key Professional(s) stating the experience

**REQUIREMENT OF FIRMS/AGENCIES: PROJECT MANAGEMENT CONSULTANCY SERVICES**

	Requirement	Minimum experience	Qualification	
			Mandatory	Desirable
1	Project Management Consultancy Services (PMC)	<p>(a) The agency should be a firm registered in India and engaged in airport terminal building/Five star hotel/Malls/ Commercial complex/Corporate office/Metro station/Indoor stadium/ATC Tower/Hanger/Institutional building/Hospital/Sea-Port Projects in India with experience in the field of Project Management Consultancy for a minimum period of 5 years.</p> <p>(b) The applicant should have provided Project Management Consultancy (PMC) Services for at least three projects costing more than Rs. 35 crores each for Central Govt./ State Govt/ PSUs/corporates / Autonomous body in India during last 7 years.</p> <p>(c) The firm should have average annual turnover of at least Rs. 5 crores (Five crores) in the last three financial years out of which atleast 50% should have been from PMC Fees.</p> <p>(d) Once the project is awarded to the empanelled firms, the proposed team shall be composed of experts and specialists in their respective areas of expertise and managerial/ support staff such that the firm should be able to complete the PMC within the specified time schedule. The Key Personnel of the consultancy team assigned to the project by the firm, viz. the Project Manager, Transit SME, Project Consultant etc shall be included in the proposed team of Professional Personnel. Other competent and experienced Professional Personnel in the relevant areas of expertise must be added as required for successful completion of this Consultancy.</p>	<p>The firm should have in-house Technical staff to undertake the assigned PMC services.</p> <p>It should include</p> <p>(i) A project manager with more than 10 years of experience</p> <p>(ii) Minimum of five Post Graduate/ Graduate Engineer/ Architects with more than 5 years of experience.</p>	<p>Green building for which GRIHA/international standards rating</p>

**REQUIREMENT OF FIRMS/AGENCIES: LEGAL & FINANCIAL ADVISORS**

	<b>Requirement</b>	<b>Minimum experience</b>	<b>Procedure/Scope of Work</b>
1	Advocates/Legal advisors	<p>(a) The firm/association shall have a minimum of two senior advocates as partners.</p> <p>(b) The advocates shall have a minimum of 10 years of practice in the legal profession.</p> <p>(c) The firm/association shall have a head office/branch office in Kochi, headed by a senior advocate.</p> <p>(d) The firm shall have 5 years of experience in handling and practicing civil, criminal and tax matters.</p> <p>(e) The advocates shall have experience in handling arbitration proceedings.</p> <p>(f) The firm/advocate shall have experience in handling service related matters.</p>	<p>The firm shall submit:-</p> <ol style="list-style-type: none"> <li>1. Certificate of Registration with Bar Council of Advocates of Law Firm;</li> <li>2. Identity card issued by Bar Association / Bar Council;</li> <li>3. Details regarding representation of other Govt./Statutory Bodies before the various court of law;</li> <li>4. Documents regarding empanelment with other Organizations, if any.</li> </ol>
2	Financial Advisory Firms	<p>(a) The firms should have financial advisors having Qualified Chartered Accountant or Master Degree in Accounting/Finance.</p> <p>(b) Preferably have experience and exposure in handling preparation of financial statements under IND-AS .Strong quantitative, analytical and problem solving competency.</p> <p>(c) An experience of more than 10 years in advisory, analysis of financial results, forecasts, variances, budgets and trends.</p> <p>(d) Previous association with leading industries (being entities having annual turnover of more than Rs.50 crores</p> <p>(e) Ability to data mine, analyse and conclude the financial results as per the SOP followed in accounting.</p> <p>(f) An undertaking to the effect that all information furnished by the bidder is correct;</p>	<p>Scope of Work shall be as follows: -</p> <ol style="list-style-type: none"> <li>(a) Reconcile all transactions component wise through cross-referencing of incoming and outgoing data</li> <li>(b) Identify areas of non-engagement, under-utilization of resources and ascertain the unproductive costs.</li> <li>(c) Review existing operational procedures, processes and controls and suggest continual improvements.</li> <li>(d) Check whether expenditures incurred assignment-wise including procurement of goods and services do not exceed the fund allocated by GOK or the contract value mentioned in the agreement.</li> <li>(e) Accuracy of revenue booking and recognition in line with contractual &amp; statutory requirements</li> <li>(f) Conduct systematic examination in to any matter or activity affecting the probity, interests and efficiency of the organization</li> <li>(g) Create MIS to be presented to the Top Management</li> <li>(h) Develop financial models to support valuation, planning and future benchmarking</li> </ol>

**REQUIREMENT OF FIRMS/AGENCIES: MFCD**

	Requirement	Minimum experience	Qualification	
			Mandatory	Documents
1	Expert – Rubber Technology	If the applicant is a Firm/Agency, it should be registered in India.	Firms- Atleast 3 Post Graduates/ Graduates having a minimum of 5 years of experience in the relevant sector.	Firms- Profile of the Firm/Agency along with Details/CVs of Key Professional(s) stating the experience
2	Expert – Agri infra and Food Processing			
3	Expert – Coir Industry	If the applicant is an Individual, he/she should have a minimum of 10 years of experience in the relevant sector.	Individual - Graduate from a reputed institution preferably with Doctorate/Post graduation in the respective field.	Individual - Self-attested CV stating the experience
4	Expert – Rice Processing			

**INFORMATION TECHNOLOGY**

1	Corporate Video Development and Publishing Firm	Firms with experience in creating corporate video/product video/ advertisement video for any Govt/PSU/MNC/ other leading business entities or a firm with primary focus in digital media platform management in association with creative team having relevant experience in creating corporate video/product video/ advertisement video for any Govt/PSU/MNC/ other leading business entities. The firm/associate should have sufficient experience and capability to develop the story line, undertake the shoot with HD& Helicams, editing the contents and preparing the final product for publishing with English, Hind & Malayalam Audio.	The firm or the associate should have experience in creating corporate video/product video/ advertisement video for any Govt/PSU/MNC/ other leading business entities	Profile of the Firm/Agency along with Details/CVs of Key Professional(s) stating the experience
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**REQUIREMENT OF FIRMS/AGENCIES: PROCESS ENGINEERING DEPARTMENT (NEW)**

	Requirement	Minimum experience	Qualification	
			Mandatory	Documents
1	Expert - Minerals and Metals processing	Minimum 10 years experience in design, preparation of technical specification, estimation, procurement and project management for procuring mineral separation plant/equipment, mineral processing plant, processing of value added products/by products, associated utilities, conveying systems and pollution control systems.	Graduate in Chemical or Mechanical Engineering	-
2	Expert - Process & Utility Piping	Minimum 10 years experience in process and utility piping design including pneumatic systems, preparation of P&ID & technical specification, estimation, procurement and project management.	Graduate in Mechanical Engineering	-
3	Expert - Instrumentation	Minimum 10 years experience in design, preparation of specification, procurement and project management for industrial process control and instrumentation applications.	Graduate in Process Control & Instrumentation Engineering or equivalent	-
4	Expert - Industrial Reverse Osmosis Plant	Minimum 10 years' experience in design, preparation of technical specifications, procurement and project management of industrial water treatment plants. It is mandatory to have experience in Reverse Osmosis plant and associated upstream and downstream equipment. Note: Documentary proof such as appointment letter/ experience certificate/ completion certificate to be submitted for verification. (self-attested)	Graduate or Diploma in Chemical / Mechanical/ Electrical / Civil / Environmental Engineering	Proof of the qualification shall be submitted. (Self-Attested)

**REQUIREMENT OF FIRMS/AGENCIES: IT DEPARTMENT (NEW)**

	Requirement	Minimum Experience	Qualification	
			Mandatory	Desirable
1	Software like, Microsoft, Autodesk products, STAAD, SAP, ETAP, ZWCAD, etc.	Firms should have a registered office in Kochi, atleast 5 years of presence in the field. Should have a good client list	Authorisation certificates from OEMs like, Microsoft, Autodesk products, STAAD, SAP, ETAP, ZWCAD. Certified partnership like Gold/ silver /platinum	
2	Hardware like Desktop, Laptop, Firewall, IT Accessories like Pendrive, Consumables, etc.		Authorisation certificates from OEMs like, HP, DELL, Lenovo, Fortinet, scandisk, etc. Certified partnership like Gold/ silver/ platinum	

EXPRESSION OF INTEREST FOR EMPANELMENT OF SERVICES

**FORMAT FOR THE COVERING LETTER**

(The letter is to be submitted by the Bidder on its letter head)

KITCO Ltd,  
Femith's, PB No.4407  
Puthiya Road, NH Bypass,  
Vennala Cochin-682 028,  
Kerala, India

Subject: Expression of Interest (EOI) for Empanelment of .....  
.....  
.....

Dear Sir,

This has reference to your EOI document no.

\_\_\_\_\_ (Name of the Consultant/Advisor/Firm),  
hereby submit its Expression of Interest (EOI) for Empanelment for a  
period of 3 years and in accordance with the conditions stipulated in the  
EOI document.

(SIGNATURE)  
Name.....,  
Designation .....  
Company Seal  
Date: .....

**INFORMATION ABOUT THE FIRM/INDIVIDUAL**

1. Name and Address of Bidder

\_\_\_\_\_

\_\_\_\_\_

2. Date of Registration of bidder \_\_\_\_\_  
(Please enclose certificate of incorporation / registration)

3. Brief description of Bidder's Business \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. PAN Details: \_\_\_\_\_

5. GST Details: \_\_\_\_\_

6. Contact Person Name : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact No. : \_\_\_\_\_

Email ID : \_\_\_\_\_

(SIGNATURE)

Name.....,

Designation .....

Company Seal

Date: .....



**APPLICATION FORM FOR EMPANELMENT INFORMATION TO BE FURNISHED**  
**BY THE APPLICANTS**  
 (For Firms/Agencies)

Category of work applied for : Empanelment of ..... Category- (Specify category)		
SI No	Particular	Details
1	Name of Organization	
2	Address	
	Mobile No	
	Telephone No.	
	E-mail ID	
3	Organization Details	
4	Details of Directors/ Partners/ Proprietors	
5	List of Engineering Consultancy Completed	To be filled as per FORM-I
6	List of Engineering Consultancy in Progress	To be filled as per FORM-II
7	Financial Status (Last 3 financial years)	
8	List of permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience and association with the firm	Self-certified copies to be enclose
9	List of award winning entries (during last five years)	Attach additional sheet if required
10	List of consultants associated on regular basis	Attach additional sheet if required
11	List of works for which GRIHA/International ratings for Green buildings	Attach additional sheet if required
12	List of International works	Attach additional sheet if required
13	List of equipment and software available with the firm	Attach additional sheet if required
14	Geographical area for targeted co- operation	





**AFFIDAVIT**

**(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM Rs.10/- DULY CERTIFIED BY NOTARY PUBLIC)**

Affidavit of Mr..... S/o ..... R/o .....

The deponent above named to hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Authorized signatory of M/s.....having its Head Office/ Regd. Office at.....
2. That the information/ documents/ Experience certificate submitted by M/s ..... along with this 'EMPANELMENT OF CONSULTANTS to KITCO Ltd are genuine and nothing has been concealed.
3. I shall have no objection in case KITCO Ltd Verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case KITCO Ltd demands for verification.
4. I hereby confirm that in case, any document, information &/or certificate submitted by me found to be incorrect/false/ fabricated, KITCO Ltd at its discretion may disqualify/reject my application for pre-qualification out rightly and also debar me/ M/s..... from participating in any future tenders/ PQ.

Deponent

I,....., the Proprietor/ Authorized signatory of M/s.....,do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed therefrom and that no part of it is false.

Verified at.....this.....day of.....

Deponent

**NON BLACK LISTED DECLARATION**

To:

General Manager  
KITCO Ltd  
Femith's, Vytilla  
Kochi

**Subject: Non-Blacklisting declaration in connection with notice for empanelment of service providers at KITCO Ltd for providing consultancy/advisory services**

Dear Sir,

This is to notify you that our Firm/Company/Organization intends to submit an application for empanelment of service providers at KITCO Ltd for providing consultancy/advisory services.

In accordance with the above we declare that:

(a) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.

(b) We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Sincerely,

[BIDDERS NAME]

Name

Title

Signature

(Office Seal)

Place:

Date: