

**Expression of Interest For
Service of a Consultant/Agency to study the projects
For Overseas Keralites Investment And Holding Limited.**

**Overseas Keralites Investment And Holding Limited
Norka Centre, Thycaud, Thiruvananthapuram, Kerala
Pin. 695014**

1. BACKGROUND

The Government of Kerala constituted Loka Kerala Sabha (LKS) as a common platform for Keralites living across the globe; it is envisaged as a platform for the cultural, socio-political and economic integration of these myriad Keralas with the home Kerala. The Government of Kerala believes that the knowledge and experiences of the non-resident Keralite, in their capacity as a Global Citizen, can be an asset to the development of the State.

The 351-member LKS comprises the Members of the Legislative Assembly of Kerala, the Members of the Indian Parliament from Kerala, non-resident Keralites of Indian citizenship nominated by the Government of Kerala, and select members of the returnee community. The non-resident members are selected from abroad and from other states/UTs within India, taking into account gender, age and occupational status. It also includes eminent non-resident Keralites who have contributed immensely in their respective fields of engagement to achieve public acclaim.

After the first Loka Kerala Sabha held on 12, 13 January 2018 in which several worthy suggestions had emerged, the Government of Kerala constituted seven sector-specific Standing Committees for materializing the viable suggestions. These Standing Committees have conducted meetings and virtual deliberations since their formulation, and have furnished their reports along with 48 recommendations. Based on feasibility, practicality, and availability of funds, the LKS Secretariat has merged/grouped the vital suggestions into the 10 for actualization.

Among this one of the important recommendations was the formation of NRI Investment Company. It was decided to set up a NRI Investment Company as a mother company for investment in the sectors like Tourism, Airport, NRI Township, Public Sector Undertakings, Manufacturing of medicines and medical devices.

For the successful implementation of the proposal, a viable and feasible report in this regard has been submitted to Government and the Government has accorded sanction for the formation of NRI Investment Company in the name OVERSEAS KERALITES INVESTMENT AND HOLDING LIMITED

2. ABOUT OVERSEAS KERALITES INVESTMENT AND HOLDING LIMITED

OVERSEAS KERALITES INVESTMENT AND HOLDING LIMITED will be promoted by Govt. by registering a Holding Company for pooling of funds exclusively from NRKs and carry out the projects through subsidiaries. The company is incorporated. The authorized share capital of the company as on the date of incorporation is Rs.10,00,00,000/- (Rupees Ten Crores Only) divided into 1,00,000 (One Lakh) equity shares of Rs1000/- (Rupees One Thousand only) each. Out of the total Issued and Paid up capital of the company, of any class ,at any time, at least 26% shall be held by the Government.

The company focuses in the fields of Tourism, Port, Airport, Public Sector Undertakings, NRI Townships, Construction, Infrastructure Development, Manufacturing of medicines and medical devices etc. Various departments are consolidating projects. A detailed study is highly necessary for identifying the viable and feasible projects in the above fields so that the company can approach investors with specific projects. The company will facilitate investments from mid-size entrepreneurs across the world. The company would assess business opportunities available and their various options so that focused attention could be exercised. To introduce the company and its projects and to catch the attention of emerging investors across the world, it is intends to conduct **NRI Emerging Entrepreneurs Meet (NEEM)**. Expression of Interest is invited from the consultants who are in the empanelled list of National Informatics Centre Services Inc. (NICS) in the State to partner with Overseas Keralities Investment and Holding Limited to identify potential projects and submit DPRs.

3. DELIVERABLES OF THE CONSULTANCY:

1. The consultancy should evaluate the short listed projects and also identify new projects to include in the list.
2. The consultancy has to do a preliminary assessment to evaluate its feasibility.
3. If feasible, consultancy will have to create presentations that needs to be presented to potential investors.
4. For each of the projects identified, the consultancy will have to create DPRs.
5. Finding out mid size investors (100 to 200 crores size companies based out of middle east) to invest into the holding company.
6. To support and co-ordinate NEEM
7. The consultancy has to take up an advisory role with the holding company and suggest a structure for the entity and define the governance structure.

4. TASKS OF THE CONSULTANCY

- A. Preliminary project conceptualization
 - a) Interact with various departments to identify a potential shelf of projects
 - b) Prepare a prioritization framework based on discussion with stakeholders
 - c) Undertake preliminary feasibility assessment of priority projects based on information from secondary sources and benchmarks from concerned departments
 - d) Prepare project information memorandum for priority projects
- B. Investment promotion
 - a) Preparation of a comprehensive investor database for key geographies
 - b) Assistance in organizing business missions

- c) Strategy development for investment promotion for Non-Resident-Keralites
 - d) Assistance to investors in preparation of investment proposal as per govt. requirements
- C. Investment facilitation
- a) Evaluation of investment proposals/ DPRs/ PPRs, identifying & resolving gaps, if any
 - b) Detailed due diligence of proposals received, esp. promoters, financials, etc.
 - c) Co-ordination/ liaison with govt. departments/ other stakeholders in follow-up of proposals
 - d) Analysis of various factors and requirements of the investor and support to the investment process.
- D. The consultant will support the CEO of Overseas Keralites Investment and Holding Limited to create an operational strategy.

5. TEAM REQUIRED

Sl. No.	Key personnel	Qualification criteria
1.	Team Leader	<ul style="list-style-type: none"> • Educational qualification - Post graduate degree in management from IIT/ IIM • Min. work experience - 12 years • Should be a permanent employee of the Bidder • Should have experience of providing advisory services for industries or infrastructure project in Kerala in the last 3 years • Should have led at least 1 flagship investment promotion project for the Central Government • Should have experience in at least 5 investment promotion projects for State Governments in the last 6 years each worth minimum INR 1 crore

2.	Finance and Feasibility Expert	<ul style="list-style-type: none"> • Educational qualification - CA • Min. work experience - 8 Years post qualification • Should be a permanent employee of the Bidder • Should have experience in undertaking conceptual planning and financial feasibility analysis for infrastructure/ real estate/ industrial infrastructure projects in the last 5 years • Should have experience of providing business planning/ financial assessment services for industries or infrastructure project in Kerala in the last 3 years
3.	Project Manager	<ul style="list-style-type: none"> • Educational qualification - Post graduate degree in management or equivalent • Min. work experience - 6 years • Should be a permanent employee of the Bidder • Should have experience in at least 2 investment promotion projects for State Governments in the last 6 years • Should have experience in undertaking conceptual planning and financial feasibility analysis for infrastructure/ real estate/ industrial infrastructure projects • Should have experience of providing advisory services for industries or infrastructure project in Kerala in the last 3 years
4.	Investment Promotion Specialist	<ul style="list-style-type: none"> • Educational qualification - Post graduate degree in management or equivalent • Work experience - 3 – 6 years • Should be a permanent employee of the Bidder

		<ul style="list-style-type: none"> • Should have worked on investment promotion projects for at least 3 state government • Should have worked on at least 1 flagship investment promotion project for the Central Government • Should have worked on at least 1 central/ state government involving investment promotion event outside India
5.	Investment Promotion Support 1	<ul style="list-style-type: none"> • Educational qualification - Post graduate degree in management or equivalent • Work experience - 3 – 6 years • Should have worked on investment promotion projects state/ central government
6.	Investment Promotion Support 2	<ul style="list-style-type: none"> • Educational qualification - Post graduate degree in management or equivalent • Work experience - 3 – 6 years • Should have experience in undertaking conceptual planning and financial feasibility analysis for infrastructure/ real estate/ industrial infrastructure projects

Note:- The selection of team members and fixing of tenure will be vested with the selection committee.

6. INSTRUCTIONS TO THE AGENCY:

The Expression of Interest is to be submitted in the prescribed form shown below:-

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy in CD

1. Applicant's Expression of Interest as per format -1
2. Organizational contact Details as per format -2
3. Experience of the organization as per Format -3

4. Key personnel details as per Format-4
5. Declaration as per Format -5

7. DISQUALIFICATION

Overseas Keralites Investment and Holding Limited may at their sole discretion and at any time during the evaluation of the proposal disqualify any proposers, if the proposers have,

- Submitted the documents after the last date.
- Submitted the proposal without required documents.
- Misled or false representation in the forms, statements and supporting documents with the proposal.
- Declared ineligible by the Government of India or any state government for corrupt and fraudulent practices or black listed.

EOI Documents can be downloaded from the website www.lokakeralabasaha.com

The bidders are requested to examine all instructions, forms, terms and other details before submitting the application.

The selected consultant companies have to submit their audited account statement of the last three financial years attested by the responsible officer/ authority.

8. METHOD OF EVALUATION:

- a. Screening of EOI shall be carried out by a selection committee.
- b. EOI will be evaluated for short listing inter alia based on their past experience and performance, strength of their man power, financial strength.

9. CONDITIONS UNDER WHICH EOI IS ISSUED:

The EOI is not an offer and is issued with no commitment. Overseas Keralites Investment And Holding Limited has the right to withdraw EOI and or vary any part thereof at any stage. Overseas Keralities Investment and Holding Limited has further right to disqualify any bidder, should it be so necessary at any stage.

10. Application submission requirements & Last date of submission of EOI

Expressions of Interests are invited from consultants who are in the empanelled list of National Informatics Centre Services Inc. (NICS) in the State to partner with OVERSEAS KERALITES INVESTMENT AND HOLDING LIMITED. Interested agencies might submit their comprehensive proposal in the address noted below on or before 3.00 PM, 16.09.2019. The EOI will be opened by the selection committee at the board room in 3rd Floor, NORKA CENTRE, Thycaud, Thiruvananthapuram, Kerala at 3.30 PM on the same day.

THE SPECIAL OFFICER
OVERSEAS KERALITES INVESTMENT AND HOLDING LIMITED
3rd FLOOR, NORKA CENTRE,
THYCAUD, THIRUVANANTHAPURAM - 695 014

FORMATS FOR SUBMISSION:

FORMAT – 1

APPLICANT'S EXPRESSION OF INTEREST

To,

**The Special Officer,
OVERSEAS KERALITES INVESTMENT AND HOLDING LIMITED
3rd FLOOR, NORKA CENTRE,
THYCAUD, THIRUVANANTHAPURAM – 695 014**

Dear Sir,

Sub: Submission of Expression of Interest for -----.

In response to the Invitation for Expressions of Interest (EOI) published onfor the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy.

- 1. Organizational Details (Format-2)**
- 2. Experience in related fields (Format-3)**
- 3. Declaration (Format-4)**

Sincerely Yours,

Signature of the applicant

Full name of the applicant

Stamp & Date

Encl.: As above.

Note: This is to be furnished on the letter head of the org

FORMAT – 2

SL NO	Organizational Details	
1	Name of Organization	
2.	Main areas of business	
3	Type of Organization Company/Partnership firm/Individual	
4	If it is a company/partnership firm : A. Registration no. B. Name of country	
5.	Address of registered office with telephone no & fax & E mail	
6	Whether the firm has been blacklisted by any authority in the country If yes, details thereof	
7	Address of offices in India	
8	Contact Person with telephone no. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT – 3

Experience in Related Fields

Overview of the past experience of the Organization in all aspects related to consultancy/Agency			
SL. No	No Items	Number of Assignments during last 3 years	Mention the name of Client/ Organization (Enclosed completion certificates)
1	Experience of assignments of similar nature in Govt agencies		
2	Experience in carrying out Similar assignments in other agencies		
3	Deployment status Direct / Indirect		
Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final			

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT -4

SL NO	Details of Key Personnel	
		Educational Qualification & Experience
1.	Team Leader	
2.	Finance and Feasibility Expert	
3	Project Manager	
4	Investment Promotion Specialist	
5.	Investment Promotion Support 1	
6	Investment Promotion Support 2	
All supporting documents should be submitted to prove the educational qualification & Experience.		

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT -5

Declaration

We hereby confirm that we are interested in competing for the Consultancy Services to undertake the task related to consultancy work to study the projects for Overseas Keralites Investment and Holding Limited. All the information provided herewith is genuine and accurate.

Signature of the applicant

Full name of the applicant

Designation

Stamp & Date

Note: The declaration is to be furnished on the letter head of the organization