



Kerala Co-operative Milk Marketing Federation Ltd.

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

Phone:0471-2786436,437, Website:www.milma.com, E mail:qc@milma.com

EXPRESSION OF INTEREST

Tender Ref: No: KCMMF:HO:MMG:10:2024 dt 24.01.2024

Expression of Interest for Consultancy to Bakery and Confectionery unit of Milma

Kerala Co-operative Milk Marketing Federation Ltd under the brand name MILMA wishes to engage an expert consultancy to support in various activities of our Bakery and Confectionery Unit including innovative product development / Adapting Latest Technologies / Quality and shelf life improvement / Packing / Design and other related initiatives of the Company. The agency should possess relevant experience and expertise (expertise could be in any one of the areas, in multiple or all of the areas) as mentioned in Annexure - Scope of Work for Agency, Eligibility Criteria, etc.

The selected agency will be engaged to provide support to the latest Bakery and Confectionery Unit opened by Milma Under ERCMPU LTD. Milma is looking for a strong support in its plan to enhance the quality of Bakery and confectionary products Manufactured and Marketed in this Unit. The scope of work and eligibility criteria specific to the needs of MILMA is given in the annexure. As a dynamic business organization, there could be addition/deletion to the scope of work and the selected consultancy is to proceed as per such changes.

Nature of Engagement:

MILMA shall have the full discretion to engage the services of the consultancy either on case to case assignment specific basis or on a retainer ship basis. In either case the fee to be paid will be mutually negotiated but shall be based on the amount quoted in the bid, depending on the scope and nature of the work assigned.

Term of Engagement: One Year

Eligibility Criteria:

Eligibility criteria are enlisted in Annexure. The shortlisted consultancies meeting the eligibility criteria will be required to make a presentation of their credentials and capabilities to MILMA. The presentation should highlight their expertise particular in the Bakery and Confectionery area and their existing or previous clients in this sector.

The decision of the Managing Director KCMMF in this regard will be final and will not be subject to any dispute whatsoever.

Mode of Selection:

1. Submission of Expression of Interest:

- a) Interested parties should submit their proposals by 31/01/2024 in the prescribed Pro-forma in any one of the areas, in multiple or all of the areas in closed envelopes by post or hand to The Managing Director, KCMMF Ltd, MILMA Bhavan, Pattom Palace (PO), Thiruvananthapuram – 695 004, super scribing the envelope for **“PERFORMA – “Consultancy to Bakery and Confectionery unit”**
- b) The pro-forma can also be sent by email with scanned copies of supporting documents to marketing@milma.com / qc@milma.com

2. Opening of EOI & Screening:

- a) The EOI will be opened on 03/02/2024 at 11.30AM by the Managing Director, KCMMF Ltd at Milma Bhavan, Pattom Palace (P.O), Thiruvanthapuram.

- b) If any bidder is interested to observe the process, they shall be present at that time. No separate intimation will be given in this regard.
 - c) The consultancies will be shortlisted based on the eligibility criteria mentioned in the EOI annexure.
 - d) Participation for the EOI will not be the only criteria for selection / short listing. It is the discretion of the Managing Director, KCMMF Ltd to reject / accept any or all bids.
3. Request For Proposal (RFP):
- a) Shortlisted agencies after EOI will be asked to submit Request for Proposal (RFP).The Request for proposal shall consist of Technical and Financial bid. (details will be available in the RFP document given to shortlisted agencies)
 - b) The last date of submission of Request for Proposal (RFP) will be mentioned in the RFP document.
 - c) It may be noted that the information in this EOI is indicative only and is liable to change. The actual Scope of Work will be available in the Request for Proposal (RFP) document which will be issued to the eligible / shortlisted Agencies selected through this EOI. Only Agencies shortlisted through this EOI will be eligible to respond to the Request for Proposal (RFP).
4. Selection methodology:
- a) After submission of Request for Proposal, the agencies will be invited before the MILMA's selection panel to do a Presentation.
 - b) **Technical bid evaluation:** The technical bid evaluation will be based on the credentials of the agency and the presentation given before the selection panel.
 - c) **Financial bid:** Agencies will have to give the financial bid for item mentioned in RFP document in sealed cover.
 - d) **The method of final selection is:** Quality cum Cost Based System (QCBS).
5. The period of empanelment will ordinarily be one (1) year. However, MILMA reserves the right to review the empanelment based on performance of empanelled party as per its own requirement. MILMA reserves its rights to take suitable action upon default / deficiency in service, non-participation in the quotation process, etc. The actions taken include but not limited to imposing fine or de-empanelment of the party with consequential debarment from the future projects / tenders of MILMA for a period of 01 year and for feature of Security Deposit and Earnest Money Deposit.

PERFORMA

Ref:
Date:

To

The Managing Director,
KCMF Ltd,
MILMA BHAVAN,
Pattom Palace (PO),
THIRUVANANTHAPURAM – 695 004

Dear Sir,

Ref: Tender Notice Ref: Dated

Sub: Expression of Interest for Consultancy to Bakery and Confectionery unit of Milma

Reference to the above, we wish to be considered for selection as an empanelled consultancy of your Organization. Details in respect of our Agency are given below:

1. Name of organization:
2. Nature of organization: Company / Partnership Firm / Proprietorship Firm /Other
3. Experience profile : Details of experience (Please tick the areas of expertise in the table below) – refer Annexure A: Scope of work for Consulting Agency

Area of Expertise	Please tick the area of expertise	Names of major Clients Handled in the last five years in the respective area of expertise	Period of experience in the respective area of expertise
Cake / Pudding Industry			
Cookies Manufacturing			
Confectioneries			
Other Bakery Products			

4. Assignments handled for the Clients mentioned above – Mention details and provide supporting documents / PPT's (Please attach details and supporting documents as Annexure)
5. A short write-up on the best project handled in FMCG / Any other product services (Please attach details as Annexure)
6. Any awards received from any FMCG / Central food agencies or any other Institute of similar repute. Mention year and the category.

7. Any experience in Dairy Industry.
8. Professional / Trade accreditation: Name of the body / bodies:
- Registration:

9. Nature of Engagement:

MILMA depending on the suitability of the consultancy and its own needs and area of expertise may engage their services either on case to case assignment specific basis or on a retainer ship basis. (Please fill details below):

	Nature of Engagement	Yes/No
a.	Only on assignment specific basis	
b.	Only on retainer ship basis	
c.	Agreeable to both options	

10. Any other relevant information:

Signature:

Name:

Designation:

11. All documents (copy) required for eligibility criteria mentioned in annexure to be attached.
List of Enclosures to be mentioned below:

(Note: Please attach separate sheet if required)

Annexure

Scope of work

The individual / agency should have the expertise in the areas mentioned below but not limited to the same:

- Improve the Quality of products.
- Stream line the existing manufacturing line.
- Introduce innovations and enhance the production
- Utilisation of existing machinery.
- Shelf life study
- Introduction of new variants / products.
- Technical solutions for existing hindrance's.
- Expansion of the unit.
- Packing Design and FSSAI Compliance.
- Marketing Strategies for Bakery Product Sale.

Eligibility Criteria

- A minimum of Ten year's continuous experience in Bakery and Confectionary as on 01.01.2024. Details to be furnished.
- Should have carried out work in the area Cake Manufacturing/ cookies production/ other bakery products for FMCG's. The Individual/consultancy must have handled major all India / Regional companies or may have concrete experience in training small scale manufactures. Support with 3 (three) projects received during the last five financial years.
- The individual/agency should have concrete idea in this specified area .
- The individual/agency must have qualified and experienced food technologist /Dairy technologist's to work. The bio-data of such person(s) with qualification certificate may be included.
- The individual/agency should have PAN, AADHAR CARD, and Address proof.
- Other infrastructure like own food testing labs /R & D facilities will be considered as a plus point.
- Consultancy having office / professionals in Kerala is preferred.

Sd/-

MANAGING DIRECTOR