

Expression of Interest (Eoi)

Directorate of Sports & Youth Affairs (DSYA) under Department of Sports & Youth Affairs, Government of Kerala (Directorate) has formed a Public Sector Company “Sports Kerala Foundation (SKF)” under the Directorate of Sports & Youth Affairs by fixing the operational objectives of the company subject to the terms approved by the Government, to act as an integrated capital asset management company for the establishment, maintenance and facility operations management of Sports Infrastructure in the State and implementation of various project for this purpose in a time bound manner. The company was incorporated on 27th August 2021 with the Registrar of Companies.

SKF is looking for consultants to assist in all the works related to incorporating the company, structuring the organization, Tax – Related Matters (Income Tax & GST), CSR Registration Procedure, Financial and Management Consultancy, Corporate Secretarial Compliance, preparing project reports and notes, EOI, RFP etc. and to do financial consultancy and management consultancy. The selected consultant will assist in managing corporate secretarial compliance and ensure timely and accurate regulatory filings and documentation.

Expression of Interest (Eoi) is sought from reputed Firms engaged in financial and management services satisfying the eligibility criteria given below.

I. ELIGIBILITY CRITERIA:

The firm shall satisfy the following;

1. The applicant shall, at the time of application, be a firm or LLP registered in India under relevant Act,
2. The firm / LLP should have been established for minimum 15 years as at 1st January 2025,
3. The firm / LLP shall have minimum two partners, of which at least one shall be in continuous association with the firm for a minimum of 10 years,
4. The firm / LLP and the key personnel shall have experience in incorporation of

companies, of handling consultancy services of PSUs and/or government departments in Kerala, the scope of which should have covered drafting / vetting of RFP, EoI, Tender etc for procurement of goods or services, assistance in selection process, Drafting Board meeting minutes and AGM, drafting of agreements/contracts, preparation of Project Reports and advisory on structuring projects, (experience shall be there in all the five aforesaid categories of services),

5. The firm shall have an office in Trivandrum and a key person with relevant experience shall be stationed in Trivandrum,
6. The applicant shall not be a Joint Venture/Consortium, and
7. The applicant shall not be blacklisted by any Govt./Semi Govt. organization.

Previous experience of handling assignments of similar nature in government/ public sector will be given more weightage. The selection will be done through the evaluation of the EoIs. The decision of the department will be final in this regard.

II. SCOPE OF WORK

SKF will select and appoint a firm as Consultants through the process detailed hereunder. The Consultants is expected to provide the following services.

- i. Provide the service of Company Secretary for attending and assisting in the conduct of Board of Directors meetings, drafting minutes and resolutions of the BoD meetings and ensuring compliance with the Companies Act and other relevant laws during BoD meetings.
- ii. Handling all matters related to the Registrar of Companies and the Ministry of Corporate Affairs, preparing and filing statutory forms, returns, and resolutions with the ROC and MCA in a timely manner, and addressing queries and correspondence from ROC and MCA.
- iii. Coordinating and facilitating the Annual General Meeting (AGM) of the company, drafting and preparing AGM notices, resolutions, and related documentation and ensuring compliance with all statutory requirements for the AGM.
- iv. Providing support in IT filing for the company and addressing queries related to IT

compliance and filings with relevant authorities.

- v. Advising on corporate governance practices and compliance requirements, ensuring adherence to the Companies Act, 2013, and other relevant laws and regulations.
- vi. Ensuring all filings and regulatory requirements are met within prescribed timelines and coordinating with internal teams for smooth execution of secretarial activities.
- vii. Assist in its smooth functioning for a period of 1 year from the date of the agreement.
- viii. Assist in
 - a) prepare Project Reports and obtain finance from Govt./its agencies,
 - b) advising on financial structuring,
 - c) Providing necessary clarifications on the financial matters to govt./its agencies etc.
- ix. Advise to plan and phase the project based on the fund flow, in consultation with the Technical team.
- x. Preparation/ vetting of RFP, EoI etc for the procurement of services and vetting of Tenders for procurement of Goods, specifically to ensure that the good practices in procurement in a transparent manner in the public sector is incorporated in these documents.
- xi. Assist in the formulation preparation and writing of various project documents meant for tapping various schemes, projects under GOI, GOK and other agencies.
- xii. Assist in the preparation of various analyses required for projects like demand analysis, cost benefit analysis etc.
- xiii. Assist in the preparation of feasibility studies of various projects including management analysis.
- xiv. Assist SKF to select most competent vendor/service provider in a transparent manner.
- xv. Draft/Vet contracts or agreements.
- xvi. Any other services required by SKF any out of a Financial and Management Consultancy service.
- xvii. Consultants shall depute personnel with necessary qualification and experience for the effective delivery of the services in a time bound manner and at least one person

of the Consultants shall be located in the office of the Company for a period of 1 year from the date of payment. The Consultant may also depute more personnel to assist the lead member depending on the necessity.

APPLICATION PROCESS.

The EOI shall be submitted in the **format given hereunder** and shall be accompanied by following documents.

1. Copy of Registration Certificate under relevant Act.
2. Copy of PAN and GST Registration certificate
3. Profile of the Applicant firm/LLP
4. Proof of constitution of firm or LLP as on 1st January 2025, from the competent authority.
5. Self-certified list of experience in relevant field, mentioned in the application form.
6. Any other relevant information.

The Eoi Evaluation Committee constituted by SKF will carry out technical evaluation and the applicants scoring 60 and above on 100 point score system will be empanelled.

xviii. SUBMISSION OF EOI

1. Interested firms who meet the prescribed eligibility criteria may submit Expression of Interest along all the specified documents and shall reach before 3 PM on 25.03.2025 at the following address.

**THE MANAGING DIRECTOR
SPORTS KERALA FOUNDATION
JIMMY GEORGE INDOOR STADIUM,
VELLAYAMBALAM
THIRUVANANTHAPURAM-33**

2. The EOI should be enclosed in sealed envelope super scribed with the words "Expression of Interest for Consultancy Service".

xix. OTHER RELEVANT INFORMATION.

1. There is no fee for participating in this EOI.
2. Please note that this is not a Request for Proposal (RFP). EOI will be screened by a Committee constituted by SKF and the selection will be based purely on the experience and qualification.
3. Application not complete in all respect or not accompanied by relevant documents will be summarily rejected.
4. SKF reserves the right to cross check the experience of the applicant as per self declaration and if any of the information furnished is found to be wrong or misrepresentation, the application shall be summarily rejected and the applicant may be blacklisted.
5. SKF reserves the right to accept or reject the EOI from any applicant without assigning any reason whatsoever.

xx. CONTACT PERSON.

For any further details or clarifications, please contact : +91 6282902473

FORMAT FOR EXPRESSION OF INTEREST

(To be submitted in the letter head of the applicant)

Date :

To

Mr.....

(Designation)

.....

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Dear Sir,

Ref. : Expression of Interest for selection of Consultants for Sports Infrastructure development projects implementation published in on

We, the undersigned, are hereby submitting below our Expression of Interest for the aforementioned project, which includes Technical Information.

1	Name (with full address of head office) of the applicant	
2	Constitution of the applicant (whether firm/ LLP), Registration No. and the Act under which registered.	
3	Name of contact person with Telephone,	

	Mobile Number and Email address.	
4	Number of years of standing as an entity.	
5	List of partners with their date of joining the firm.	Give list as per Appendix 1 hereto
6	No of branches and its location	
7	List of PSU/Govt. Dept in Kerala for which consultancy services were rendered in respect of (a) incorporation of companies (b) drafting/vetting of RFP/ EOI/Tender, (c) drafting or vetting of agreement/ contracts/ MOUs (d) assistance in procurement process (e) advisory on structuring projects and (f) preparation of Project Report or vetting of DPR	Give list as per Appendix 2 hereto with self certification.
10	Name of Key Personnel for this assignment.	
11	Any other credentials in the subject area	
12	Proposed terms of remuneration (this will not be a criteria for selection)	

We hereby declare that all the information and statements made in this Proposal are true and accept that any of our misrepresentations contained in it may lead to our disqualification.

We further declare that, in the event of getting appointment as Consultants, the services of the personnel having relevant experience as per the terms of Invitation of EOI shall be the Key Personnel for this assignment.

I hereby declare that our company has not been debarred / black listed by any Government / Semi Government organizations.

Yours sincerely,

..... (Signature)

Name and Title of Signatory:

* Specify the category as (1) Incorporation of companies (2) drafting/vetting of RFP/ EOI/Tender, (3) drafting/vetting of agreement/ contracts/ MOUs (4) assistance in procurement process, (5) preparation of Project Report or vetting of DPR and (6) advisory on structuring projects.

Sd/-

Managing Director & CEO