

**KERALA STATE PLANNING BOARD**  
Pattom, Thiruvananthapuram, Kerala – 695004

**Notice No: SPB-PCD/33/2026-PCD**

**Date:** October 12, 2026

**CORRIGENDUM / ADDENDUM NOTICE**

**Subject:** Response to Clarifications & queries regarding the Notification for Empanelment of Nationally Reputed Consulting Firms, Think Tanks, Research Institutions, and other Professional Organisations for the 15th Five Year Plan (2027–32) and Other Assignments.

This Corrigendum is issued by the Kerala State Planning Board (KSPB) to address the formal pre-bid queries raised by applicants regarding submission logistics, operational frameworks, and contract terms. This document modifies the original notification and shall be read as a binding part of the procurement process.

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**1. Submission Logistics, Formats, and Deadline Extension**

- **Mode of Submission:** Applications must be submitted **strictly in electronic form via email** to **empanelment.spb@kerala.gov.in**. No physical/hard copy submissions are required.
- **Designated Point of Contact (PoC):** All submissions and official communications must be addressed to the **Member Secretary, State Planning Board Keralam. The Chief (Plan Coordination Division), State Planning Board Keralam** will be the point of contact for queries and clarifications.
- **Application Structure (Multi-Sector Logistics):** Applicants seeking empanelment across multiple sectors must submit a **single consolidated EOI proposal**. Credentials, CV sets, and commercial rate cards must be organized as separate, clearly demarcated chapters within that single submission.
- **Extension of Closing Date:** To allow adequate time for multi-sector coordination, expert resource mapping, and credential collection, the submission deadline is extended. The final revised deadline for submission is **November 2, 2026, by 5:00 PM IST**.
- Empanelment will be done for legally constituted (in India) entities only.
- Joint bids or consortium bids empanelment will not be considered.

## 2. Scope, Panel Structure, and Deployment Rules

- **Utilization of the Panel:** The empanelment is **not restricted** to the preparation stage of the 15th Five Year Plan alone. KSPB will utilize this panel to engage consultants for preparation of Detailed Project Reports, PPP proposals, various studies and advisory services, institutional assignments, policy evaluations, and state government departments throughout the validity period ending April 2031.
- **Assignment-Specific Communication:** The precise duration and requirements of a deployment will be assignment-specific. These details will be explicitly communicated to the empanelled firms at the time of inviting specific secondary proposals.
- **Mobilization Notice Period:** A minimum notice period of **15 calendar days** will be provided to selected organizations for the mobilization and deployment of resources after the award of an assignment.
- **Allocation Logic:** For any given assignment, KSPB may choose to fulfill the requirements through a single empanelled organization or engage multiple empanelled organizations simultaneously based on the complexity and multi-disciplinary needs of the work.
- **No Volume Ceiling on Firms:** There is **no upper limit** on the number of qualified firms empanelled per sector. All applicants meeting the minimum criteria will be recommended. Successful applicants will receive a formal notification clarifying the exact sectors for which they have secured empanelment.

## 3. Technical Credentials & Expert CV Requirements

- **Maximum Evaluation Credentials:** The minimum requirement is two completed assignments per sector within the past five years. Submission of experience beyond the minimum two assignments will be verified to gauge depth, but will not alter the qualification status. A maximum of **5 key credentials** may be submitted per sector.
- **Minimum Resource Profiles:** To establish technical breadth at the EOI stage, organizations must submit a minimum of **3 expert profiles/CVs** for every sector/thematic area they apply for.

## 4. Commercial Rate Card Structure & Escalation

- **Unified vs Sector-Specific Rates:** Commercial rate cards must remain uniform. Applicants must submit a **common rate card** matching the four mandated experience bands (Junior, Consultant, Senior Consultant, Principal) that will apply uniformly across all sectors chosen by the firm. Thiruvananthapuram will be the base station. Only official travel outside Thiruvananthapuram, if required will be reimbursed.
- **Annual Escalation Rules:** To accommodate long-term commercial planning over the panel's validity, maximum of **5% annual escalation** on the approved baseline

person-month professional rates will be permitted, taking effect on April 1st of each succeeding financial year.

## 5. Evaluation Timeline, Contractual Templates, and Penalties

- **Result Declaration Timeline:** The evaluation of EOIs and the official declaration of the finalized sector panels will be completed within **30 days** from the revised closing date.
- **Standard Agreement Format:** A Standard Contract Agreement, including standard government general conditions of contract, will be served at the finalisation stage.
- **Allocation Framework:** Allocation of specific assignments among the empanelled pool will follow a limited-tendering framework. KSPB will invite short technical/financial financial quotes from the sector panel, and selection will be executed based on a **Quality and Cost-Based Selection (QCBS)** or **Least-Cost Selection (LCS)** framework defined in the specific assignment invite.
- **Penalty and Risk Mitigation Clauses:** Material or repeated failure regarding delays, non-deployment, unapproved replacement of personnel, or deficient deliverables will invoke a standard penalty structure. This includes a penalty deduction up to **10% of the assignment value**, forfeiture of performance security, or termination of the agreement alongside a temporary operational debarment from the panel.

6. Additional sectors include Sports and Forests.

7. Rates quoted only for person month to be stationed at Thiruvananthapuram working out of SPB, and will be attached to Senior Staff of the SPB

8. The work includes 6 days in a week

9. All queries should be received before 5 PM on 17<sup>th</sup> October 2026.

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**By Order of the Member Secretary**  
Kerala State Planning Board