

REQUESTS FOR PROPOSAL (RFP)

Rehabilitation Plantations Limited intends to issue RFP for appointing Consultants for preparation of Corporate Plan 2022 including a 5 year business plan and Vision Document 2026. The details would be available in the website www.rplkerala.com from 27.01.2012 in 'tender section'. Interested parties can participate in this bidding process by downloading the tender documents from the website.

Last date for submission of the bid :- 21.02.2012;11.00 AM

Bid (Technical) opening date:- 21.02.2012; 11.30 AM

RPL/F-2014/

Managing Director

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REHABILITATION PLANTATIONS LIMITED
 (A joint venture of Govt. of India and Govt. of Kerala)
 Punalur – 691 305,
 Kollam (Dist)
 Kerala
 India

Invitation to Bid For Preparation of Corporate Plan 2022 Including a 5 year business plan and Vision Document 2026

1. Rehabilitation Plantations Limited (RPL) intends to engage a Consultant for “Preparation of Corporate Plan 2022 including a 5 year business and Vision Document 2026” and invites sealed bids from eligible bidders.
2. Interested parties may obtain further information from the Office of Rehabilitation Plantations Limited, Punalur, Kollam, Kerala -691 305, India. A complete set of Request for Proposal (RFP) can be downloaded from website www.rplkerala.com.
3. Schedule of Events & Other details for bid submission:

Issue of RFP	
Last date for submission of queries	
Last Date & Time for submission of Bid/proposal	21.02.2012 at 11.00 hrs
Date & Time of Opening of Technical Bids	21.02.2012 at 11.30 hrs
Date & Time of Opening of Financial Bids	To be notified later to the eligible bidders
Place of submission & Opening of Bids	Rehabilitation Plantations Ltd., Registered Office, Punalur, Kollam (Dist.), Kerala-691 305, India
Contact telephone No.	0475-2222971-73

*All dates mentioned above are tentative dates

DISCLAIMER

This document includes statements, which reflect various assumptions, which may not be accurate. This RFP does not purport to contain all the information each prospective bidder may require. It may not be appropriate for all persons, and it is not possible for RPL to consider the objectives, financial situation and particular needs of each party who uses this document. Each prospective bidder should conduct its own investigation and analysis and should check the accuracy, reliability and completeness of the information in this document.

1. ABOUT RPL

- 1.1. Rehabilitation Plantations Limited (RPL) is a joint venture of Government of India and Government of Kerala set up in 1976 with the noble objective of rehabilitating the repatriates from Sri Lanka.
- 1.2. The Shastri-Sirima Agreement in 1964 necessitated the repatriation of about six lakhs of people of Indian origin from Sri Lanka. Plantation Scheme, being labour intensive, is one of the most successful schemes implemented by the Govt. of India to rehabilitate the repatriates.
- 1.3. The Rubber Plantation Scheme for resettlement has its beginning in Kerala with the Kerala Forest Department. The Kerala Forest Department raised its first plantation in Ayiranallur Estate during 1972 and in Kulathupuzha Estate during 1973. In order to mobilize additional finance by way of institutional finance and to relieve the strain on the exchequer, the Rubber Plantation Scheme of Kerala Forest Department was converted into a limited company **REHABILITATION PLANTATIONS LIMITED** on 5th May 1976. The authorized capital of the company is ₹ 350 lakhs and the paid up capital as on date stood at ₹ 339.27 lakhs. RPL achieved a turnover of ₹ 38 crores during 2010-11. The turnover for 2011-12 is estimated at ₹ 43 crores.
- 1.4. RPL achieved the target of resettlement of 675 repatriate families of Indian origin from Sri Lanka by March 1983 and another 25 families were absorbed in 1990. RPL provides permanent employment to two eligible repatriate members of each resettled repatriate family and the total number of workers now employed by RPL is about 1400.

1.5. Spread over approximately 2000 hectares of land, the RPL's plantations in Ayiranallur and Kulathupuzha in Kollam district are rated to be among the best in India. RPL is having a Latex Centrifuging Factory, Crumb Rubber Factory and a Rubber Sheetings Factory at Kulathupuzha.

1.6. RPL is India's first Plantation Company in Public Sector to get ISO 9001 & 14001 Certification for Quality and Environment Management Systems respectively.

2. SCOPE OF WORK

2.1. It is proposed to appoint a consultant through bidding process to conduct a study on existing business environment in Rubber Plantation Sector with special emphasis on processing and manufacturing of value added products from Rubber, future outlook of this sector, challenges and opportunities for RPL and to suggest new strategies, products, areas of operation and to suggest new business opportunities / areas so that the turnover of RPL become more than ₹ 500 Crore by 2026.

2.2. An assessment of RPL's organizational objectives, structure, constitution and functional set up, human resources availability, social and environmental milieu, consistent with the memorandum and articles of association and other published documents of relevance. It would also help in an analysis of time series data pertaining to production and sales of rubber in its different forms, working results, balance sheets and other financial statements, marketing systems and strategies, industrial relations, labour welfare systems etc. and basis for making realistic business projections, adoption of progressive welfare measures commensurate with RPL's social objectives especially housing problems of the repatriates and concerns and suggestion, modifications, if any needed in the existing policies and operational systems and processes and scope for diversification with a vision to mark the international presence of the brand 'RPL'.

2. 3. Bidders should interalia include the following as part of the scope of work:

2.3.1. Preparation of a Vision document upto the year 2026 for RPL (50th year after incorporation of the RPL) which shall be in line with competitive environment, capabilities and which can be implemented without Government financial support.

2.3.2. SWOT analysis, identification of Goals, the strategies and action plan to achieve the Vision.

2.3.3. Identification of new business opportunities and areas for diversification after evaluating cost-benefit and risk analysis, and business potential and opportunities until

2026 along with assumptions, their justification and the road map including scope and extent of export of latex/cenex.

2.3.4. Assess risks arising out of price fluctuations in the Rubber Market and labour shortage and their direct / indirect impact on business of RPL.

2.3.5. Suggest best fit Corporate Social Responsibility plan for RPL considering the resettlement of repatriates also.

2.3.6. Preparation of Corporate Plan and financial projections upto the financial year 2022 (50th year of starting the first plantation under the Scheme) including a 5year business plan for which the consultant shall inter alia undertake the following:

2.3.6.1. Undertake an in-depth macro and micro environmental study and analysis of current processes and businesses.

2.3.6.2. The targets and figures should be realistic taking into account the physical, financial, political and business constraints.

2.3.6.3. There should be clear performance indices which reflect both economic as well as social performance of RPL

2.3.6.4. Within the corporate plan there should be clear annual plans.

2.3.6.5. It must have a clear procedure for monitoring the results of the plan

2.3.6.6. Assess the business and financial risks confronting RPL

2.3.6.7. Suggest measures to differentiate from competition, win over business

2.3.6.8. Suggest new products and areas of business that RPL can undertake.

2.3.6.9. Suggest the extent of computerization needed in the organization considering the cost and benefits from it.

2.4. In undertaking the above exercise, the consultant shall address the following elements in the Vision document as well as the Corporate Plan:

2.4.1. Environment scanning

Identification of strengths and weaknesses of RPL and it's business, changes taking place in its business, study the existing clients' profile, their requirements, RPL's policies, prudential norms, products, terms and conditions & business growth trends. Identification of the issues and constraints that may create any problem in providing quality services to its clients and propose actions to remove these barriers. Possible actions may include organizational restructuring of RPL, operational changes to expedite the processes involved elimination of excessive procedures, paperwork, training and human resource development, and other actions to improve performance.

2.4.2. Long-term vision, goals and strategy

This will include a concise statement of management's vision upto 2026, goals to be achieved until 2022 to move in the direction of satisfying this vision and the strategy to be employed to attain these goals.

2.4.3. Assessment of the competitive situation and outlook of Rubber Market

The Consultant shall bring out in detail the present and future outlook in the Plantation sector & Rubber Market during the vision period and their implications keeping in view principal competitors' strengths, their business growth, marketing pattern etc. The Consultant shall provide detailed strategies and action plan to overcome the implications of changing environment and increasing competition.

2.4.4. Identification of new business opportunities including diversification

Study existing business opportunities, competitive situation, Identify anticipated changes in underlying market drivers, and evaluate how these changes will impact Rubber Plantation sector up to 2022.

2.4.5. Potential new business opportunities for RPL to venture into/diversify

The Consultant has to assess and recommend diversification areas and methodology for its effective implementation. The consultant would also recommend the necessary structures and processes to be in place for its effective implementation. Examination of feasibility of new business opportunities with appropriate diversification of strategies such as JV's, Partnerships, Merger & Acquisitions, Acquisition of rubber and other plantations etc. along with cost, benefit and risk analysis, and the road map of action plans to venture into new business areas along with required resources, organizational framework, IT applications, infrastructure, man power, skills & expertise, etc. Suggestion on the ways, means, strategies, skills, new products and services to improve market share, customer base and to attract new customers & Operational Policy to reflect the changing business environment.

2.4.6. Financial projections for RPL till 2022 after considering the rubber plantation sector and Rubber Industry and associated sector scenario including demand supply assessment, quantum of business and funds required by RPL, identify likely sources of meeting such fund requirements by RPL.

2.5. Consultant shall also provide assumptions underlying the projections to be clearly stated and substantiated. As required, participation in all meetings, interactions with RPL, Govt., other consultants of RPL, any other agency which may be concerned with the assignment, including making/ attending presentations to RPL as intimated by RPL

2.6. In preparing the vision document, the consultant will not be constrained by the RPL's existing plans and programs.

3. QUALIFYING REQUIREMENTS OF BIDDERS

3.1. This bidding is open to all interested bidders who fulfil the following minimum qualifying requirements and provides satisfactory evidence in support of the same:

3.1.1. The bidder should be having a minimum annual turnover of ₹ 25,00,000 (Rupees Twenty Five Lakhs only for the financial year 2010-2011 (1st April, 2010 to 31st March,2011) or Government or Autonomous Institutions

3.1.2. The bidder should have minimum 5 years of experience in the field of consultancy.

3.1.3. The bidder should have minimum of two (2) full time consultants working in the firm and having at least 8 years experience in consultancy.

3.1.4. The bidder should have successfully completed at least 3 assignments with similar scope of work in the last 5 years.

3.2. Bidder must have an Office in India.

3.3. Bidder must ensure that it is financially solvent.

3.4. The Bidder shall submit all necessary documentary evidence to establish that the Bidder meets the Qualifications Requirements as detailed above.

3.5. All Technical Bids and Financial Bids must be submitted at the same time giving full particulars in separate sealed envelopes at the address as mentioned above.

3.6. Technical Bids will be opened in the presence of the bidders' representatives who intend to attend on the specified date and time. Financial Bids of technically qualified bidders will be opened in the presence of the bidders' representatives on a separate date and time which will be notified separately.

3.7. No further discussion/ interface will be granted to bidders whose bids have been disqualified. RPL reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever.

4. COST OF BIDDING

4.1. The Bidder shall bear all costs and expenses associated with preparation and submission of its bid including post bid discussions, technical and other presentation etc, and the RPL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5. THE RFP DOCUMENTS

5.1 . Understanding of RFP

A prospective Bidder is expected to examine all instructions, forms, terms, specifications and requirements, in the RFP and fully inform himself as to all the conditions and matters which may in any way affect the scope of work or the cost thereof. Failure to furnish all information required by the RFP or submission of a Bid not substantially responsive to the RFP in every respect will be at the Bidder's risk and may result in the rejection of its bid.

5.2. Clarifications on RFP

5.2.1. The Bidder should notify RPL of any error, omission, or discrepancy in case found in this RFP. A prospective Bidder requiring any clarification on the RFP may notify RPL in writing at the address indicated in the clause "Submission of Bids" in this section.

5.2.2. RPL will respond in writing to any request for clarification of the RFP that it receives **within ten (10) days of issuance of this document** and will be notified in the website. All such interpretations and clarifications shall form part of the RFP.

5.2.3. At any time before the submission of proposals, RPL may, for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, modify the RFP. The amendment will be posted on the website and will be binding on the bidders and will be given due consideration by the bidders while they submit their Proposals and invariably enclose such documents as a part of the bid.

5.2.4 . RPL may at its discretion extend the deadline for the submission of proposals.

6. PERIOD OF VALIDITY OF BIDS

6.1. Proposals shall remain valid for a period of *Four (4)* months from the date of opening of Technical Bids. A bid valid for a shorter period will be considered by the RPL as non-responsive. In exceptional circumstances the RPL may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing (including fax & e-mail). A Bidder granting the request will not be required or permitted to modify its bid.

7. SUBMISSION OF BIDS

7.1. The Bidder shall prepare the bid either typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid. All pages of the bid shall be initialed by the person or persons signing the bid.

7.2. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

7.3. The proposals are to be submitted in two parts consisting of Part A: "Technical bid" and Part B: "Financial Bid" in separate envelopes as detailed herein below.

7.4. The Technical bid (Part-A) shall be submitted in sealed envelope with assignment details and bid closing date duly super scribed on the top and marked "Technical bid" The "Technical Proposal" shall be submitted along with Covering letter in a sealed envelope and shall contain the following:

- i. The complete Qualifying Data as required in clause 3.2 relating to Qualifying Requirements.
- ii. Duly filled in Bid Proposal Forms in the prescribed formats.
- iii. Any other technical details/data sheets/ literature etc. required to be submitted by the Bidder as contained in the Technical Specifications section of the RFP.

The above said Envelope should be duly sealed, superscribed as "**Technical Bid (Part-A)**" with Bidder's name, name of the assignment and bid opening date.

Note: Technical Proposal shall not contain any Price.

7.5. Financial Bid (Part-B)

7.5.1. The "Financial Bid" shall be submitted in a sealed envelope with Assignment details and bid closing date duly superscribed on the top and marked "**Financial Bid (Part-B)**".

7.5.2. The above said Envelopes containing Technical bid (Part-A) & Financial Bid (Part-B) should be placed in another envelope which should also be duly sealed, super scribed with Bidder's name, name of the assignment and bid opening date.

7.5.3. The above envelope should be marked as "To be opened by addressee only" and addressed to:

Managing Director
Rehabilitation Plantations Limited,
Registered Office,
Punalur-691 305,
Kollam,
Kerala, India

Envelope shall bear the name of Assignment, the reference number, and the words "DO NOT OPEN BEFORE-----"

7.6. Bid submitted by fax/telegram/ e-mail will not be accepted

7.8. The prospective Bidders may arrange to deliver the sealed envelope at above mentioned address before the bid closing date and time. The Bidders may also send

proposal by registered post so as to reach above address before bid closing date and time.

7.9. Proposals Received late, after the due bid opening date and time will not be considered. The RPL shall not be responsible for non-delivery/late delivery of proposals sent by post.

7.10. Bidder should enclose an envelope which should indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late” or “rejected”.

7.11. If the outer envelope is not sealed and marked as per above, the RPL will assume no responsibility for the bid’s misplacement or premature opening.

8. OPENING OF BIDS BY THE RPL

8.1. As the Technical bids will be evaluated first, RPL will open Technical bids in the presence of Bidders’ representatives who choose to attend at the date and time for opening of bids in the Invitation to Bid or in case any extension has been given thereto, on the extended bid opening date and time notified to all the Bidders on the website. The Bidders’ representatives who are present shall sign in a register evidencing their attendance. The Financial bids of technically suitable bidders only will be opened at a later date subsequent to the technical evaluation. RPL will notify the date and time of opening of the Financial bids to the technically qualified bidders.

9. CLARIFICATION OF BIDS

9.1. To assist in the examination, evaluation and comparison of bids RPL may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

10. COMMERCIAL EVALUATION OF BIDS

10.1. For purpose of the evaluation and comparison of bids, the following meaning and definitions will apply:-

10.1.1. ‘Bid Price’ shall mean the lump sum price quoted including taxes & duties by each Bidder in his proposal for the complete scope of works covered under the RFP.

10.1.2. Maximum score for technical evaluation shall be sixty (60) and that for financial bid shall be forty (40).

10.1.3. Total score of each Bidders shall be considered and thereby determine most technically and commercially responsive bid as per the evaluation criteria specified in the Technical Specifications section.

10.2. EVALUATION CRITERIA

10.2.1. The aim of the entire evaluation exercise is to arrive at the selection of the bidder with the relevant experience of the bidder and its team members who can take up the Assignment and who can implement it in an effective, efficient manner, and within the specified time frame.

10.2.2. Only those bids, which have been determined to be substantially responsive and meet the Qualifying criteria and are complete in all respects, will proceed to the stage of being fully evaluated and compared.

10.2.3 Evaluation of bids involve following stages:

10.2.3.1. Evaluation of Qualifying Requirements

10.2.3.2. Detailed Technical Evaluation

10.2.3.3 . Detailed Commercial Evaluation

10.2.4. The bids which satisfy fully to the satisfaction of RPL of the requirement of each stage of evaluation as set forth in the following sections shall only be considered for next stage of evaluation.

11. EVALUATION OF QUALIFYING REQUIREMENT

11.1. The Bidder needs to comply with all the conditions of qualifying requirements/eligibility criteria mentioned in the relevant clauses of RFP. Noncompliance to any of these criteria would result in rejection of the Bidder's proposal. The bidder is required to provide proof for each of the points to be eligible for evaluation. Bidders whose proposals comply fully with all the provisions of qualifying requirements shall be listed as qualified bidders and shall be considered for further technical evaluation.

12. DETAILED TECHNICAL EVALUATION

12.1. All technically short listed bids shall be considered for further detailed technical evaluation on a score of 60 points, assessing each bidder's ability to satisfy the requirements set forth in RFP as per the methodology detailed in the following paras.

12.2. Responses received in the prescribed Forms would be used for evaluating the Bidders. Bidders are required to fill in their response to each requirement specified in the Forms. Similarly, the CVs & Experience of team proposed to be deployed would also be considered for technical scoring.

12.3. Score sheet for technical evaluation of bids:

Total score for various parameters is 60 points.

	Parameters	Scoring pattern	Maximum Points	Points Scored
A	Standing & Experience of the bidder (Total 30 Points)			
i	Annual turnover for the financial year 2010-11 Minimum ₹ Twenty Five Lakhs More than ₹ Twenty Five Lakhs but less than One crore ₹ One crore and above	1 3 5	5	
ii	Number of assignments carried out with the similar scope of work in last five years Minimum three assignment Five assignments Six assignments seven assignments and above	2 3 4 5	5	
iii	Methodology for conducting the corporate planning exercise		15	
iv	Number of full time consultants Minimum two More than two but less than five More than five but less than ten Ten and above	1 2 3 5	5	
B	Standing and Experience of the team members proposed (Total 30 Points)			
i	Experience of the team members on assignments in rubber industry:-		10	

	Upto 16 person years of experience (i.e. two persons x 8 yrs)	6		
	Above 16 but less than 20 person years	7		
	20 but less than 25 person years	8		
	25 but less than 30 person years	9		
	30 person years and above	10		
ii	Assignment carried out by team members for Plantation sector in last 5 years :- One assignment Two assignments Three assignments Four assignments and above	5 6 7 10	10	
iii	Assignment carried out by team members for Rubber Industry in last 5 years :- One assignment Two assignments Three assignments Four assignments and above	5 6 7 10	10	
	Total		60	

12.4. The bidder must score at least 60% in the technical evaluation to be declared as technically suitable bidder. In the event only one bidder qualifies RPL will have the right to place the order with the single qualified bidder.

In the event no bidder technically qualifies (i.e. all are below 60%) then RPL may choose to select the bidder from top 3 highest scorers.

13. DETAILED COMMERCIAL EVALUATION

13.1. The Financial bids of only technically suitable bidders will be opened and detailed commercial evaluation shall be carried out by the RPL. The detailed Commercial evaluation shall be carried out as per the provisions of clause "Commercial Evaluation of Bids" of RFP and Evaluated Bid Price shall be arrived at for each bid. The bids will be evaluated considering lump-sum price quoted for the entire scope of work covered under the RFP.

13.2. Financial Evaluation:

13.2.1. All financial bids shall be scored on a scale of 1-40 with the lowest financial Bidder getting the highest score. Lowest bidder will be given 40 points. The score of other bidders will be calculated proportionately

(Example: If two bids of amount x and y have been received, and x is the lowest bid, then x will be given 40 points. The point of other bidder y will be $40 \times x/y$.)

13.2.2. The total score shall be obtained by adding the technical and financial scores and the bidder having the highest score will be the successful bidder and will be invited for negotiation.

14. AWARD OF CONTRACT

14.1. RPL will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined in line with the evaluation criteria specified, as the most technically and commercially responsive bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. RPL shall be the sole judge in this regard.

14.2. Bidder with highest total score will be selected for the award of the contract.

15. RPL'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

15.1. RPL reserves the right to accept or reject any bid, and to annul the entire or part of bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the RPL's action.

16. NOTIFICATION OF AWARD

16.1. Prior to the expiration of period of bid validity and extended validity period, if any, RPL will notify the successful Bidder in writing by registered letter or by fax, that its bid has been accepted.

16.2. The notification of award will constitute the formation of the Contract.

17. SIGNING OF CONTRACT

17.1. At the same time as RPL notifies the successful Bidder that its bid has been accepted, RPL will send the Bidder the detailed Letter of Award, incorporating Contract to be executed between the parties.

17.2. Within seven (7) days of Receipt of the detailed Letter of Award the successful Bidder shall sign and date the same and return it to RPL.

17.3. The Bidder will prepare the Contract Agreement as per the prescribed Proforma and the same will be signed after furnishing contract performance guarantee within ten (10) days of receipt of Letter of Award.

18. CONTRACT PERFORMANCE GUARANTEE

18.1. As a Contract Performance Security, the successful Bidder, to whom the work is awarded, shall be required to furnish a Contract Performance Guarantee from a Scheduled Indian Bank, in favour of RPL in the prescribed Proforma within *10 days* of

receipt of the receipt of Letter of Award. The guarantee amount shall be equal to five percent (5%) of the Total Lump-sum Contract Price and it shall guarantee the faithful performance of the Contract in accordance with the terms and conditions specified in these documents and specifications. The validity period of the guarantee should be up to 90 days after the completion of the assignment.

18.2. The Contract Performance Guarantee is intended to secure the performance of the entire Contract.

18.3. The Contract Performance Guarantee will be returned to the Consultant without any interest at the end of warranty period.

19. TERMS OF PAYMENT

19.1. All payments would be claimed by the Consultant from RPL as per the payment terms on being due, and would be accepted for payment by competent authority in RPL, based on the satisfactory progress and quality of the work in his sole discretion.

19.2. The payment to the consultant under the contract will be made by the RPL in line with the relevant provisions of the contract agreement and as per the guidelines and conditions specified here under. All payments made during the contract will be by account payee cheque only. The payments would be released as per the following terms after achieving the milestones indicated therein:-

After submission of inception report by consultant to the satisfaction of RPL : 15% of contract value

After submission of interim report by consultant to the satisfaction of RPL : 15% of contract value

After submission of draft final report by consultant to the satisfaction of RPL : 20% of contract value

After submission of final report by Consultant to the satisfaction of RPL : 25% of contract value

After acceptance of report by RPL : 25% of contract value

20. TAXES AND DUTIES

20.1. RPL shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the Consultant under the contract.

20.2. As regards the Indian Income Tax, surcharges on Income Tax and any other Corporate tax, RPL shall not bear any tax liability, whatsoever, irrespective of the mode of contracting. The Consultant shall be liable and responsible for payment of all such taxes, if attracted under the provisions of the law.

21. LIQUIDATED DAMAGES

21. 1. Time and date of delivery shall be essence of the Contract. If the Consultant fails to deliver the services, or any installment thereof within the period fixed for such delivery in the schedule or at any time repudiates the contract before the expiry of such period, the RPL may without prejudice to any other right or remedy, available to it to recover damages for breach of the contract :

- a. recover from the contractor, as agreed liquidated damages are not by way of penalty, a sum of equivalent to 2% (two percent) of the contract price of the whole assignment per month for such delay or part thereof (this is an agreed, genuine pre-estimate of damages duly agreed by the parties) which the consultant has failed to deliver within the period fixed for delivery in the contract, where delivery thereof is accepted after expiry of the aforesaid period. It may be noted that such recovery of liquidated damages may be upto 10% of the contract price and
- b. Can repudiate the contract at the risk and cost of the Consultant
- c. Liquidate damages, for delay in services can be recovered by the paying authorities of the RPL, from the bill of services submitted by the consultant or otherwise.
- d. Notwithstanding anything stated above, the services will be deemed to have been delivered when they have been carried out in terms of the assignment.

22. DELIVERABLES AND TIMELINES

22.1. Inception report and presentation – This will be provided three (3) week from the zero date. The consultant will describe the methodology being employed in conducting the assignment, identify any modifications to the proposed approach resulting from information gathered in the initial week and identify any problems or issues related to obtaining data for the analysis.

22.2. Interim report and presentation – An interim report and presentation will be provided eight (8) weeks from zero date. The consultant will describe the vision, goals and strategy for RPL and report its findings concerning the current Rubber Plantation & Rubber Products Sector situation and the competitive outlook. After assessing demand supply situation upto 2022 and the business environment, the consultant will describe and assess future business growth, new opportunities, possible diversifications, actions needed to position RPL as a market leader for future and assumptions for financial projections.

22.3. Draft final report and presentation – This is to be provided within twelve (12) weeks from the zero date. The draft report will provide the business plan for RPL, along with analysis in support of projections and recommend actions.

22.4. Final Report – Comments on the draft final report will be taken into account in preparing the final report. The final report is to be provided within sixteen (16) weeks from the zero date or one week after receipt of comments from the RPL on the draft final report.

22.5. Any other deliverables, which are not specifically mentioned above but are found to be necessary during the assignment for successful completion of the assignment to the satisfaction of RPL.

23. REPORTING REQUIREMENTS AND PROGRESS MEETINGS

23.1. At each stage as desired by RPL, the consultant shall be required for interaction and attend review meetings/ make presentations to RPL at a time and place intimated by the RPL.

23.2. The Consultant shall work in close co-ordination with RPL, other consultants appointed by RPL and other agencies as may be required for satisfactory completion of the assignment.

23.3. Three (3) sets of each of the above deliverables, will be submitted to RPL.

23.4. All meetings and presentations will be held at places to be notified by RPL.

23.5. All the data/inputs forming part of the final report must indicate the sources.

23.6. RPL shall be the owner of all these deliverables/inputs.

24. TIME SCHEDULE

24.1. Time is the essence of the contract. The entire work under the Assignment is scheduled to be completed in all respect within four months from the date of submission of contract performance guarantee. The date of submission of contract performance guarantee shall be treated as Zero date for all purpose.

FORMATS

FORM-A**PROPOSED TEAM PROFILE**

(Documentary proofs are to be enclosed to substantiate the claims made.)

TASK TEAM

The following members (minimum two members) have been identified and assigned for this Assignment:

Member no.	Name of the Proposed Consultant	Professional Qualifications Certifications/ Accreditations	expertise (Mention if he/she has worked in Plantation Sector/Rubber Industry earlier) In terms of years and areas of expertise	Number of similar assignments in which the member involved

The team leader will be Ms./Mr. _____

Total person years of experience for all the members _____

Detail of experience is furnished in Form -

Signature _____ Full Name _____

Date _____

FORM-B**DETAILS OF FULL TIME CONSULTANTS WORKING/EMPLOYED IN THE FIRM**

Note :- Consultants for this purpose mean adequately qualified (B.E / B.Tech / CA / ICWA /CS/ MBA -Finance, Phd/MSc in Plantation Management, Forestry, Botany etc.)

S.No.	Name of Consultant	Qualification	Position held	Area of Expertise	No. of years with the firm	Previous experience in years

Signature _____ Full Name _____
Date _____

FORM-C**FORMAT OF CURRICULUM VITAE FOR EACH MEMBER OF TASK TEAM**

Name: _____

Present Designation: _____

Area of Expertise: _____

Total years of experience: -----years

Total years of experience in consultancy: -----years

Years with organisation: _____

Proposed Position in the Team: _____

Educational Qualification: _____

(Under this heading, summarise college/ university and other specialised education of staff member, giving name of Institution, degrees obtained etc.)

Experience:

(Under this heading, names of employing organisation with dates, positions held by staff member since graduation, assignments handled and their brief scope, detailed experience in Plantation/Rubber Industry and client references, where appropriate may be given.)

(i) Brief outline of total experience on assignments carried out in Plantation/Rubber Industry:

Name of Assignment

Client

Date of Commencement

Date of Completion

Position held

Scope in brief

In Existing Firm from _____ till date _____

1

2

3

4

For previous firms from _____ to _____

1

2

3

Certification:

I, the undersigned, certify that the above is correct to the best of my knowledge and belief.

Signature _____ Full Name _____

Date _____

FORM-D
FINANCIAL PERFORMANCE

Gross Revenue & Net Profit of the Bidder (Years 2008-09, 2009-10 & 2010-11)

Gross Revenue (₹ In Lakhs)

Net Profit (₹ In Lakhs)

Certified copy of Annual Accounts are to be enclosed for each year.

Place :

Signature of Authorized Signatory

Name :

Designation :

FORM-E
DETAILS OF SIMILAR ASSIGNMENTS EXECUTED BY THE BIDDER IN OTHER ORGANIZATIONS
(Certified copy of Documentary proof to be furnished)

Name of the Organization

Scope of work

Time taken for execution of the Assignment

Total fees received

Place :

Signature of Authorized Signatory

Name :

Designation :

FORM -F
METHODOLOGY/APPROACH FOR PROVIDING SERVICES

(Proposed methodology/approach for providing consultancy services to RPL with specific reference to the scope of work is to be given.)

Place :

Signature of Authorized Signatory

Name :

Designation :

Organization Seal :

FORM-G
BIDDER'S COMPLIANCE CERTIFICATE

To,
The Managing Director,
Rehabilitation Plantations Limited,
Registered Office,
Punalur, Kollam – 691 305.
Kerala.

Date :

Dear Sir,

Ref: -

- 1) Having examined the Tender Documents including all annexures, the receipt of which is hereby duly acknowledged, we, the undersigned offer to prepare the Corporate Plan 2022 including business plan for 5 years and Vision documents 2026.
- 2) If our Bid is accepted, we undertake to complete the assignment within the scheduled time limits.
- 3) We confirm that this offer is valid for four months from the last date for submission of tender Documents to RPL.
- 4) This Bid, together with your notification of award of the work, shall constitute a binding contract between us.
- 5) We agree that RPL is not bound to accept the lowest or any Bid that RPL may receive.
- 6) We have never been barred/black-listed by any regulatory / statutory authority.
- 7) No legal case of any default / blacklisting has ever been filed by any regulator on the firm.
- 9) Enclosed all Forms/Annexures (list out)

Place :

Signature of Authorized Signatory

Name :

Designation :

Organization Seal :

**FORM-H
FINANCIAL BID**

From,

To,
The Managing Director,
Rehabilitation Plantations Limited,
Registered Office,
Punalur, Kollam – 691 305.
Kerala

Sir,

Sub: Financial Bid for -----

I/We _____ herewith enclose Financial Bid for selection as consultant for preparation of Corporate Plan 2022 including business plan for 5 years and Vision Document 2026 for RPL .

The lump sum charges/price for carrying out the entire scope of work is ₹ _____ (Rupees _____).

Yours truly,

(Signature)

Full Name: _____

Address: _____

Organization seal