

**Notice Inviting EOI and Bids**

**Sir,**

**Sub: ISO 14001:2004 Environment Management System-Certification-Services-reg**

Rehabilitation Plantations Limited (RPL) is a joint venture of Government of India and Government of Kerala incorporated in 1976 with the noble objective of settlement of Srilankan repatriates. The Company is having two rubber estates located at Ayiranallur (Site-1) and Kulathupuzha (site-2) of Kollam District of Kerala. Registered Office is situated at Punalur (Site-3). The total area of Rubber Plantation under the management of the Company is about 2070 Hectares.

We are already having the ISO 9001:2000 certification (first plantation Company in Asia to get the certification) and now we would like to certify our Environment Management System at the Ayiranallur and Kualthupuzha Estates and the Registered Office of the Company as per the requirements of ISO 14001:2004.

We request you to submit your EOI and Bid on or before 15:00 Hrs (3 PM) of the closing date i.e; 31<sup>st</sup> March 2009. This will be opened on the same day at 15:30 Hours in the presence of the bidders, who opt to be present. The details regarding the EOI & Bid, eligibility criteria and the format may please be seen enclosed.

Thanking you,  
Yours faithfully,

(Dr. B. Shivaraju, IFS)  
MANAGING DIRECTOR

Encl:a/a



**REHABILITATION PLANTATIONS LIMITED**

**(A Joint venture of Government Of India & Government of Kerala)**

**Head Office**

**Punalur – 691 305, Kerala, India**

**Ph: 0475 222371, 222372, 222373, Fax: 0475 2223866**

**Tender No: RPL/EMS/01/2009**

**REQUEST FOR EXPRESSION OF INTEREST (EOI) AND BIDS  
FOR  
PROVIDING ISO 14001:2004 ENVIRONMENT MANAGEMENT  
SYSTEM-CERTIFICATION-SERVICES.**

Last date and time for receipt of bids - 31<sup>st</sup> March 2009 up to 15.00 Hrs.

Date and time of opening of bids - 31<sup>st</sup> March 2009, 15.30 Hrs.

## **I. BACKGROUND**

### **1.1. About Rehabilitation Plantations Ltd:**

Rehabilitation Plantations Limited (RPL) is a joint venture of Government of India and Government of Kerala incorporated in 1976 with the noble objective of settlement of Srilankan repatriates. The Company is having two rubber estates located at Ayiranallur (Site-1) and Kulathupuzha (site-2) of Kollam District of Kerala. Registered Office is situated at Punalur (Site-3). The total area of rubber plantation under the management of the Company is about 2070 Hectares. We are already having the ISO 9001:2000 certification (first plantation Company in Asia to get the certification) and now we would like to certify our Environment Management System at the Ayiranallur and Kualthupuzha Estates and the Registered Office of the Company with the ISO 14001:2004 standards

## **2. SCOPE OF WORK:**

### 2.1. Scope of Certification: -

Agricultural Operations, Production & Quality Control of Field Latex & Scrap Rubber and House Hold Activities of Inhabitants at Ayiranallur & Kualthupuzha Rubber Estates along with the Administrative activities at Registered Office.

### 2.2. Number of people directly involved in the EMS: Around 150

## **3. EOI and Bid Process**

The following competitive process would be followed in the selection of the Certifying Body.

### 3.1. Eligibility Criteria

- The applicant shall be a legal entity, having its office registered in India.
- UKAS/NABCB accreditation preferred.
- The firm should have conducted ISO 14001:2004 Environment Management System Certification in atleast ten Public Sector under Takings including Central Government Enterprises (minimum five). Details of each project to be attached by the Bidder, with the certificate/letter from the client.
- Should have a turn over of not less than INR 50 lakhs (or equivalent amount in any foreign currency) in any one of the last three years.
- Un-abridged audited Balance Sheets need to be submitted as proofs for the above.

### 3.2. Format for submitting eligibility criteria\*

1	<b>1.1 Years of Experience</b>	Company profile
	<b>1.2 Proven and demonstrable experience in conducting Environment Management Certification</b>  (a) Name of the Organizations (b) Contact-details including name, designation, address, phone and e-mail ID of relevant persons	Details of each project to be attached by the Bidder, with the certificate/letter from the client
2	<b>Turnover</b> A turn over of not less than INR 50 lakhs in any one of the last three years	Audited annual Reports for the last three years
3	<b>Other documents to be attached</b> Details of the team which is proposed to handle the assignment with their CVs, in brief, mentioning their experience in	

	similar projects done earlier.	
4.	<b>Accreditation details such as validity, scope of accreditation etc-</b>	

5. Auditors/Technical Experts conducting audits having the following competency is preferred: (Details of Auditors should be furnished in Format-2)

Qualification	Experience
PhD/M.Sc./ M. Tech in Environment Management/ Environment Science/ Environment Engineering	a. Headed Environment Division of a reputable organization having turn over above 10 crore (minimum 10 years experience preferred) b. Worked as a Scientist in reputable Public Sector Organization.

6. The validity of ISO 14001:2004 certification should be for three years.

7. One man day Surveillance audits to be conducted at an interval of six months (five surveillance audits).

8. Stage-1 Audit to be completed on a single day & Stage-2 Audit on a maximum of two days with the required number of auditors.

9. Auditors are to be changed for surveillance audits as far as possible

- Note: This is intended only as a format. The prospective bidders may use separate sheets, annexures as may be necessary.

#### **4. Invitation of Expression of Interest / Selection Process**

The bidder shall be selected through a competitive bidding process. The bidding process shall be carried out in two stages i.e. fulfillment of Eligibility Criteria (Technical Bid) & Financial Bid. The eligibility shall first be evaluated and only financial bids of the company meeting the eligibility criteria shall be opened.

## **5. Format for financial bid**

The Bid Price Schedule must be prepared in accordance with the instructions specified below:

- a) The Prices must be quoted in accordance with format attached (format-1).
- b) The Prices must include all incidental costs associated with the provision of the service, such as travel, accommodation etc. if it is to be met by RPL.
- c) Bid Validity Period: Bid shall remain **valid for 90 days** from the date of bid opening.

## **6. Mode of submission of Expression of Interest/Bid**

The documents to prove the eligibility criteria should be submitted in a separate sealed envelope marked '**ELIGIBILITY CRITERIA**' in the format provided with all relevant documents to prove the eligibility.

Similarly, the Financial Proposal should be submitted in a separate sealed envelope marked '**FINANCIAL BID**' in the format (format-1) intended for the purpose.

**Documents in electronic form will not be accepted.**

## **7. Place of Lodgment**

Submissions are to be lodged in the Office of the :

The Managing Director,

Rehabilitation Plantations Ltd,

Punalur – 691 305, Kerala Kerala, India.

Ph : ++91 475 2222971, 2222972, 2222973

Fax: ++91 475 2223866

E-mail: mdrpl@sancharnet.in

in a sealed cover super-scribing **“Expression of Interest for ISO 14001:2004 Environment Management System Certification – Services in RPL”**.

**Bid submission after the specified closing date and time will not be accepted.**

All the envelopes must also bear the mailing address and contact information of the interested party to facilitate returning the documents in case they are declared “late” submissions. Submission of Expression of Interest shall be deemed to have been done after careful study and examination of the document/field visit with full understanding of its implications. All interested parties are expected to adhere to these.

- **Closing Time for receipt of Bids / Opening of Bids**

The closing time for submission of the bids is **31<sup>st</sup> March 2009** up to **3:00 PM**.

**The “Eligibility Criteria” bid documents shall be opened on 31<sup>st</sup> March 2009 (last date for receipt of bid) at 3.30 PM.**

**The opening date of the “Financial Bid” would be intimated to the bidders who qualify the “Eligibility Criteria”.**

## **8. Rights of RPL**

- RPL reserves the right to accept / reject the offers received without assigning any reasons whatsoever, or may call for any additional information /clarification if so required.

- (iii) RPL reserves the right to limit or delete any part of the scope of work and extend the date of receipt of EOI & bids.
- (iv) RPL reserves the right to visit or contact the clients of the bidders for additional information.
- (v) RPL reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award, without assigning any reason thereof.

### **8.1 Extension of Deadline, Amendment to the EOI Document**

Under normal circumstances, the deadline and the bid document will not be altered. However,

- (i) The deadline set for submission of the EOI / bids may be extended only by written communication from RPL, at any time prior to the deadline for submission of the same.
- (ii) RPL may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective respondent, modify this document by amendment. Any extension notice or amendment as stated above will be published at the RPL's web site.

### **9. Court jurisdiction**

This shall be subject to the exclusive jurisdiction of courts at Punalur/Kottarakkara, Kerala.

### **9. Miscellaneous**

In case any further clarification or information is required, the following officer may be contacted:

Company Secretary (EMR)  
Rehabilitation Plantations Limited,  
Punalur-691 305  
Ph. No. 0475 2222971, 2222972, 2222973  
Fax : 0475 2223866  
e-mail to [mdrpl@sancharnet.in](mailto:mdrpl@sancharnet.in)  
website: [www.rplkerala.com](http://www.rplkerala.com)

**FORMAT- 1**  
**PRICE BID**

Sl.No.	Activity	Details	Amount (Rs)
1	Application Fees	On receipt of token of acceptance of work order.	
2	Certification Charges	a. On completion of Stage-1 audit	
		b. On completion of Stage-2 Audit	
		c. On receipt of ISO 14001:2004 certificate	
3.	Surveillance Audit Charges	a. Charge per surveillance audit (at an interval of six months)	
		b.Total charges for five surveillance audits.	
4.	Total Certification charges	Three year period	

Specify Conditions/ Charges related to Travel, Lodging and Boarding & Taxes (if required):

**FORMAT FOR QUOTING**

In continuation of our Price Bid for the **ISO 14001:2004 Environment Management System-Certification-Services**, we give below the lump sum price for the Certification.

<b>Description</b>	<b>Amount in Rs.**</b>
<b>ISO 14001:2004 Environment Management System-Certification Services</b>	
<b>Amount in words.....</b>	

Please indicate the price both in figures as well as in words.

\*\*The Prices must include all incidental costs associated with the provision of the service, such as travel, taxes, levies etc if it is to be borne by RPL.

Bidder's Signature

Name,

Designation and Address

**FORMAT -2**  
**AUDITOR COMPETENCY DETAILS**

<b>Auditor</b>	<b>Name</b>	<b>Contact Phone No.</b>	<b>Qualification</b>	<b>Experience</b>
A1				
A2				
A3				
A4				

Signature:

Name:

Designation:

Seal:

Date:

Place: