

REQUESTS FOR PROPOSAL (RFP)

Rehabilitation Plantations Limited intends to issue RFP for appointing Consultants for conducting study for preparation of Corporate Plan 2022 and Vision Document 2026. The details would be available in our website www.rplkerala.com from 25-03-2011 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 - 12-04-2011; 11.00 AM

Bid (Technical) opening date:-12-04-2011; 11.30 AM

RPL/F-2014/

Managing Director

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 And Vision Document 2026

1. Rehabilitation Plantations Limited (RPL) intends to engage a Consultant for “Preparation of Corporate Plan 2022 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 down loaded from our website www.rplkerala.com.
3. Schedule of Events & Other details for bid submission:

Issue of RFP	25 th March 2011
Last date for submission of queries	4 th April 2011
Last Date & Time for receipt of Bid	12 th April 2011 at 11.00 hrs
Date & Time of Opening of Technical Bids	12 th April 2011 at 11.30 hrs
Date & Time of Opening of Financial Bids	To be notified later to the eligible bidders
Place of submission of Bids	Rehabilitation Plantations Ltd., Registered Office, Punalur, Kollam (Dist.), Kerala-691 305, India
Place of Opening of Bids	Rehabilitation Plantations Ltd., Registered Office, Punalur, Kollam (Dist.), Kerala-691 305, India
Phone	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.

INSTRUCTIONS TO BIDDERS

1. GENERAL INSTRUCTIONS

The Rehabilitation Plantations Ltd., Punalur, hereinafter called 'RPL' will receive Proposals for conducting study for "Preparation of Corporate Plan 2022 and Vision Document 2026"" as set-forth in this RFP. All Proposals shall be prepared and submitted in accordance with these specifications and requirements.

2. QUALIFYING REQUIREMENTS OF BIDDERS

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

2.1.1 The bidder should be a firm or a company having a minimum annual turnover of ₹ 25,00,000 (Rupees Twenty Five Lakhs only) from the consultancy business only for the financial year 2009-2010 (1st April, 2009 to 31st March,2010) or Government or Autonomous Institutions

2.1.2 The bidder should have successfully completed at least one (1) assignment with the similar scope of work for any of the Public Sector Undertakings in the last five (5) years.

2.1.3 The bidder should have minimum of two (2) full time consultants working in the firm.

2.1.4 The task team consisting of minimum two (2) identified members each having post qualification experience of at least ten (10) years or more

on assignments in Plantation / Rubber Industry/ Banking/Rubber Research Institutes.

2.1.5 Further members to have experience of preparation of business plans which may include identification of new business opportunities, diversification strategies and action plans for the implementation of the same and the members should have completed at least one assignment during the last five (5) years.

2.2. Bidder must have an Office with legal presence in India.

2.3. Bidder must ensure that it is financially solvent and is a profit making organization during the last two accounting years based on audited accounts.

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

2.5. 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. All bids must be accompanied by a Bid security for an amount of ₹ 25,000/- (Rupees Twenty Five Thousand only) as specified in the RFP and any bid not accompanied by the required Bid security shall be rejected.

2.6. 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.

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

3. COST OF BIDDING

3.1 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.

4 THE RFP DOCUMENTS

4.1 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.

4.2 Clarifications on RFP

4.2.1. 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.

4.2.2 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**. Copies of RPL's response including an explanation of the query will be posted on the website. All such interpretations and clarifications shall form part of the RFP.

4.2.3 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.

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

4.2.5 Verbal clarifications and information given by the RPL or its employee(s) or its representative(s) shall not in any way be binding on the RPL.

5. PREPARATION OF BIDS

5.1 Documents Comprising the Bid

5.1.1 The Bidder shall complete the Bid Forms inclusive of financial Bid.

5.1.2 The Bidder shall also submit documentary evidence, to establish that the Bidder meets the Qualifying Requirements as detailed in clause 2 above.

5.1.3 The Bid security shall be furnished in a separate sealed cover in accordance with relevant clause 2.5 of RFP.

5.2 Scope of the Proposal

5.2.1 The scope of the proposal shall be on the basis of a sole responsibility of the bidder, completely covering all the services specified under the accompanying RFP.

5.2.2 **Deviations/ Exclusions to the RFP:** The Bidders wishing to propose deviations to any other terms & conditions or any provisions of the RFP, must provide the same in the Deviations/ Exclusions Form of Bid Proposal Forms in their bid, failing which it would be presumed that all terms and conditions and provisions of this RFP are acceptable to the bidder. Deviations taken elsewhere in the proposal and not brought out in the prescribed Deviations/ Exclusions Form will not be entertained and RPL reserves the right to reject the offer on account of such deviations if the Bidder, on advice of RPL, does not withdraw the deviations. If there are no deviations, the Deviations/ Exclusions form shall be returned by the bidder duly signed and stamped after stating “**Nil Deviations**”.

5.2.3 The Bidders will also indicate the **cost of withdrawal** of such deviations in the prescribed Deviations/ Exclusions Form and not in the "Technical Bid".

This cost will be taken into consideration for the purpose of evaluation. However, if the cost of withdrawal is not indicated by the bidder for any deviation(s), the bid may run the risk of rejection or alternatively RPL may carry out the cost compensation on this account for evaluation purpose based on their own estimates.

5.2.4 At the time of Award of Contract, if so desired by the RPL, the Bidder shall withdraw these deviations listed in the Deviations/ Exclusions Form of Bid Proposal Forms in their Bid at the cost of withdrawal stated by him in the bid. In case the Bidder does not withdraw the deviations proposed by him, if any, at the cost of withdrawal stated by him in the bid, his bid will be rejected and his Bid security forfeited.

5.2.5 Proposals not covering the entire scope of work shall be treated as incomplete and hence will be rejected. Since the proposal is key to the evaluation and selection, the bidders have to ensure that the bid is prepared in line with RFP including Instructions to bidders. The bid/proposal quality will be a reflection of the bidders' capabilities and interest in the assignment.

6. Two part Bidding

6.1 The Proposals shall be prepared in two parts viz. Technical bid and Financial Bid and shall be submitted in the following manner, in separate sealed envelopes. The envelopes should be duly super scribed as below:

- i. Technical bid : Part - A
- ii. Financial Bid : Part - B

6.2 Technical Bid

6.2.1 The Technical bid should be submitted preferably in a bound form and all pages continuously and serially numbered as one document and shall comprise of the following:

- i. The complete Qualifying Data as required in clause 2 -qualifying Requirements.
- ii. Bid Proposal Forms as per the prescribed Proforma.
- iii. Bid security as required in the prescribed form.
- iv. Copy of audited/ provisional Balance Sheet and Profit & Loss statement for last 3 years.
- v. Any other technical details/data sheets/ product brochures / literature etc. required to be submitted by the Bidder as contained in the Technical Specifications section of the RFP.

6.3 Financial Bid

6.3.1 This part shall contain only Price Bid as per the prescribed Bid Form. It is to be noted that the sealed envelope containing this part shall contain only price and no conditions whatsoever. Any conditions given in this part

shall not be considered and if insisted upon by the bidder shall render the Bid liable for rejection.

6.3.2 The Bidder shall quote in the appropriate Form lump-sum price for the entire scope of work covered under the RFP.

7 PRICE BASIS AND PAYMENTS

7.1 The Bidders shall quote in their proposals all-inclusive lump sum (including travel and other out of pocket expenses, etc.) for the entire scope of work covered under the RFP, as required in the Bid Proposal Forms with no escalation provision for whatever reason valid till the complete execution of the assignment.

7.2 The bidders should account for (and indicate the break up) not only the cost of effort required but also the estimated number of visits and their costs including fares from the consultants office that may be required for carrying out the mentioned Scope of Work at Punalur/other places. The indicated cost break up shall be only for information and would not be binding on either the bidder or RPL. This would include visits to Punalur/ other places as well as efforts on collection of data/inputs from relevant agencies / departments / attending meeting in RPL / making presentations at RPL in Punalur or any other place in Kerala as may be required for the work for satisfactory completion of the assignment.

7.3 Terms of payment

7.3.1 The payment to the consultant will be made by the RPL in line with Terms of Payment given under Special Conditions.

8 TIME SCHEDULE

8.1 The basic consideration and the essence of the Contract shall be strict adherence to the time schedule for performing the specified scope of work.

8.2 The RPL's requirement of completion schedule for the work is mentioned in the accompanying Technical Specifications.

8.3 The compliance to the work completion schedule as stated in the Technical Specifications shall be one of the major factors in consideration of the Proposals.

8.4 The RPL reserves the right to request for a change in the scope of work during pre-award discussions with successful Bidder.

9. BID SECURITY

9.1 The Bidder shall furnish, as part of its bid, bid security or bid guarantee for an amount of ₹ 25,000/- (Rupees Twenty Five Thousand only). The Bid security shall initially be valid for a period upto two months beyond original bid validity period i.e. upto eight (8) months from the date of opening of Technical bids.

9.2 The Bid security is required to protect the RPL against the risk of Bidder's conduct which would warrant the guarantee forfeiture, pursuant to the following:

9.3 The Bid security may be forfeited:

9.3.1 If a Bidder withdraws its bid during the period of bid validity.

9.3.2 In case of mis-representation or wrongful declaration/ presentation of qualifying data and other facts; or

9.3.3 In case of a successful Bidder, if the Bidder fails:

i. to sign the Contract; or

ii. to furnish the Performance Guarantee.

9.4 The Bid security shall be made payable to the RPL without any condition whatsoever.

9.5 The Bid security shall be submitted along-with the bid in a separate sealed envelope. Any bid not accompanied by the required Bid security in accordance with provisions of these clauses will be rejected by the RPL as non-responsive and shall not be opened.

9.6 The Bid security shall be in the form of a crossed Bank Draft or a Bankers Cheque in favour of Rehabilitation Plantations Limited, Punalur, payable at Punalur from a scheduled Bank.

9.7 Unsuccessful Bidder's Bid security will be discharged/returned as promptly as possible but not later than 60 days after the expiration of the period of bid validity prescribed by the RPL.

9.8 The successful Bidder's Bid security will be discharged upon the Bidders executing the Contract, and furnishing the Performance Guarantee, pursuant to the relevant Clauses of RFP.

9.9 No interest shall be payable by the RPL on the above Bid security.

10. PERIOD OF VALIDITY OF BIDS

10.1 Proposals shall remain valid for a period of SIX (6) 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.

10.2 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). The Bid security provided under above Clause shall also be extended by the same period as the extension in the validity of the Bid. A Bidder may refuse the request without forfeiting his Bid security. A Bidder granting the request will not be required or permitted to modify its bid.

11. SUBMISSION OF BIDS

11.1 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.

11.2 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.

11.3 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.

11.4 The Technical bid (Part-A) shall be submitted in two separate sealed envelopes (1 & 2) with assignment details and bid closing date duly superscribed on the top and marked "Certificate of Acceptance of Important Conditions and Bid security" and "Technical bid" respectively and containing the following:

Envelope 1:

Certificate of Acceptance of important Conditions in the covering letter and Bid Security shall be submitted in a sealed envelope - Certificate of Acceptance of Important Conditions as per specified format
Bid security.

Envelope 2:

The "Technical Proposal" shall be submitted along with Covering letter (in the specified format) in a sealed envelope and shall contain the following:

- i. The complete Qualifying Data as required in clause 2.0 relating to Qualifying Requirements.
- ii. Duly filled in Bid Proposal Forms in the prescribed formats.

iii. Copy of audited Balance Sheet and Profit & Loss statement for last 3 years.

iv. Any other technical details/data sheets/ product brochures / literature etc. required to be submitted by the Bidder as contained in the Technical Specifications section of the RFP.

11.5 The above said Envelopes nos. 1 & 2 should be placed in another envelope which should also 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.

11.6 Financial Bid (Part-B)

11.6.1 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)".

11.7 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.

11.7.1 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

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.

11.8 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.

12. SIGNATURE OF PROPOSALS

12.1 The bid must contain the name and place of business of the person or persons making the bid and must be signed and sealed by the Bidder with his usual signature. The names of all persons signing should also be typed or printed below the signature.

12.2 Bid by a partnership must be furnished with full names of all partners and be signed with the partnership name, followed by the signature(s) and designation(s) of the authorized partner(s) or other authorized representative(s).

12.3 Proposals by Company must be signed by the Chairman/ Managing Director, or by the Company Secretary or other person or persons authorized to bid on behalf of such Company in the matter.

12.4 Satisfactory evidence of authority of the person signing on behalf of the Bidder shall be furnished with the bid.

12.5 The Bidder's name stated on the proposal shall be the exact legal name of the firm.

13. SEALING AND MARKING OF BIDS

13.1 The Bidders shall seal the bid and addressed as follows:

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

13.2 Envelope shall bear the name of Assignment, the reference number, and the words "DO NOT OPEN BEFORE 12-04- 2011"

13.3 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".

13.4 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.

14. DEADLINE FOR SUBMISSION OF BIDS

14.1 The Bidders have the option of sending the bid by registered post or submitting the bid in person. Bids submitted by fax/telegram will not be

accepted. No request from any Bidder to the RPL to collect the proposal from airlines, cargo agents etc. shall be entertained by the RPL.

14.2 Bids must be received by the RPL at the address specified above, not later than the time & date mentioned in the Invitation to Bid.

14.3 The RPL may, at its discretion, extend this deadline for the submission of bids by amending the Invitation to Bid/ RFP, in which case all rights and obligations of the RPL and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

15. LATE BIDS

15.1 Any bid received by the RPL after the time & date fixed or extended for submission of bids prescribed by the RPL, will be rejected and/or returned unopened to the Bidder.

16. MODIFICATIONS AND WITHDRAWAL OF BIDS

16.1 The Bidder may modify or withdraw its bid after the bid's submission provided that written notice of the modification or withdrawal is received by the RPL prior to the deadline prescribed for submission of bids.

16.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of Clause Sealing and Marking of Bids above.

16.3 No modification in the bid shall be permitted subsequent to the expiry of deadline for submission of bids.

16.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal/modification of a bid during this interval may result in the forfeiture of bid security at the sole discretion of the RPL.

17. INFORMATION REQUIRED WITH THE BID PROPOSAL

17.1 The complete information shall be provided by the Bidder.

17.2 Oral statements made by the Bidder at any time regarding quality or any other matter will not be considered.

17.3 In case the 'Bid Proposal' information contradicts RFP requirements, the RFP requirements will govern, unless otherwise brought out clearly in the deviation Form.

18. OPENING OF BIDS BY THE RPL

18.1 As the Technical bids will be evaluated first, the 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.

19. CLARIFICATION OF BIDS

19.1 To assist in the examination, evaluation and comparison of bids the 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.

20. COMMERCIAL EVALUATION OF BIDS

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

20.1.1 '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.

20.1.2 Cost compensation for Deviations shall mean the rupee value of Deviations from the RFP as determined from bidder's proposal. Deviations from the RFP in so far as practicable will be converted to a rupee value and added to the bid price to compensate for Deviations from the RFP while evaluating the bids. In determining the rupee value of the Deviations the RPL will use parameters consistent with those specified in the specifications and documents and/or other information as necessary and available to the RPL.

20.1.3 "Evaluated Bid Price" shall be the summation of "Bid price" and "Cost Compensation for Deviations" if any. Maximum score for technical evaluation shall be sixty (60) and that for financial bids shall be forty (40).

20.2 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.

21. AWARD OF CONTRACT

21.1. The 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. The RPL shall be the sole judge in this regard.

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

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

22.1. 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.

23. NOTIFICATION OF AWARD

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

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

23.3. Upon the successful Bidder's furnishing of performance guarantee pursuant to relevant clauses, the RPL will promptly notify each unsuccessful Bidder and will discharge its Bid security.

24. SIGNING OF CONTRACT

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

24.2. Within 5 days of Receipt of the detailed Letter of Award the successful Bidder shall sign and date the same and return it to the RPL.

24.3. The Bidder will prepare the Contract Agreement as per the prescribed Proforma and the same will be signed within 7 days of Letter of Award.

25. CONTRACT PERFORMANCE GUARANTEE

25.1. 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 the RPL in the prescribed Proforma within 7 days of signing the contract agreement. The guarantee amount shall be equal to ten percent (10%) 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.

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

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

26. SPECIAL CONDITIONS OF THE CONTRACT (SCC)

26.1. INTRODUCTION

The following special conditions of the contract shall supplement the instruction to the bidder, contract agreement and technical specifications as contained in the RFP. Where any provision of Special Conditions of the Contract is repugnant to or at variance with any provision of any other document forming part of the contract, the provisions of the SCC shall be deemed to over write the provisions of any other document forming part of the contract to the extent of such repugnance or variance.

26.2. SCOPE OF WORK

The consultant shall execute the Assignment as per the provisions of this contract. The scope of work is specified in detail under Technical Specifications head of RFP.

26.3. TIME SCHEDULE

Time and date of delivery are the essence of the contract. The entire work under the Assignment is scheduled to be completed in all respect within

ten (10) weeks 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.

26.4. CONTRACT PRICE

26.4.1. The bidders shall quote in their proposals total lump sum price for the entire scope of work defined under Technical Specification of the RFP.

26.4.2. The contract price and the scope of work also include any services, etc. which are not specifically identified in the RFP but are required for completion of the assignment within the intent of RFP/Specification and to ensure completeness.

26.5. TERMS OF PAYMENT

26.5.1. 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.

26.5.2. 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 on account payment only. Progressive payments shall be made as per the following guidelines:

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

26.6. TAXES AND DUTIES

26.6.1. All the applicable taxes and duties subject to clause 26.6.3 shall be reimbursed by the RPL as and when due against satisfactory documentary evidence/invoice, as applicable.

26.6.2. 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.

26.6.3. 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.

26.7. LIQUIDATED DAMAGES

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 him 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 unit per week 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.

TECHNICAL SPECIFICATIONS

1. GENERAL

1.1. Rehabilitation Plantations Limited (RPL) is a joint venture of Govt. of India and Govt. of Kerala set up in 1976 with the noble objective of rehabilitating the repatriates from Sri Lanka.

1.2. The Shastri-Sirimao 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 Rs. 350 lakhs and the paid up capital as on date stood at Rs. 339.27 lakhs. The reserve and surplus accumulated up to 31st March 2010 amounted to Rs. 9485 lakhs.

1.4. RPL achieved the target of resettlement of 675 repatriate families of Indian origin from Sri Lanka during March 1983 and another 25 families were absorbed in 1990. RPL provides permanent employment to two eligible members of each resettled repatriate family and the total number of workers now employed by the RPL is about 1300.

1.5. Spread over approx. 2070 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.

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

2 REQUESTS FOR PROPOSAL (RFP)

2.1. It is proposed to appoint a consultancy firm 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.

2.2. It would entail an assessment of RPL's organizational objectives, structure, constitution and functional set up, human resources availability, social and environmental milieu, consistent with 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'.

3 OBJECTIVES

3.1 To scan internal and external environment, assessment of business opportunities in Plantation Sector, Processing and Manufacturing of value added rubber products.

3.2 To suggest and identify new business opportunities and new areas for diversification to improve the market share and to suggest ways, means, strategies, man power & skills required, infrastructure and IT needs etc.

3.3 To prepare corporate plan and suggest road map of action plan to achieve the defined objectives.

4 SCOPE OF WORK

4.1 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. The vision document should include:

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

4.1.2 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.

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

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

4.2 Preparation of Corporate Plan and financial projections upto the financial year 2022 (50th year of starting the first plantation under the Scheme) for which the consultant shall inter alia undertake the following:

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

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

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

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

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

4.2.6. Assess the business and financial risks confronting RPL

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

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

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

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

4.3.1 Environment scanning

Identification of strengths and weaknesses of RPL and its 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.

4.3.2 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.

4.3.3 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.

4.3.4 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.

4.3.5 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.

4.3.6 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.

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

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

5 DELIVERABLES AND TIMELINES

5.1 Inception report and presentation – This will be provided one (1) 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.

5.2 Interim report and presentation – An interim report and presentation will be provided six (6) 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.

5.3 Draft final report and presentation – This is to be provided within nine (9) 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.

5.4 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 ten (10) weeks from the zero date or one week after receipt of comments from the RPL on the draft final report.

5.5 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.

6 REPORTING REQUIREMENTS AND PROGRESS MEETINGS

6.1 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.

6.2 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.

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

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

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

6.6 RPL shall be the owner of all theses deliverables/inputs.

7 EVALUATION CRITERIA

7.1 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.

7.2 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.

7.3 Evaluation of bids involve following stages:

7.3.1 Evaluation of Qualifying Requirements

7.3.2 Detailed Technical Evaluation

7.3.3 Detailed Commercial Evaluation

7.3.4 The bids which satisfy fully to the satisfaction of the 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.

8 EVALUATION OF QUALIFYING REQUIREMENT

8.1 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 outright 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.

9 DETAILED TECHNICAL EVALUATION

9.1 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.

9.2 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.

9.2.1 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 2009-		5	

	2010 (1st April, 2009 to 31st March, 2010) Minimum ₹ Twenty Five Lakhs More than ₹ Twenty Five Lakhs but less than One crore ₹ One crore and above	1 3 5		
ii	Number of assignments carried out with the similar scope of work for Plantation Sector in last four years Minimum one assignment. Two assignments Three assignments Four assignments and above	5 8 9 10	10	
iii	Methodology for conducting the corporate planning exercise		10	
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	<p>Experience of the team members on assignments in rubber industry. Each member should have minimum of 10 years of experience.</p> <p>Minimum 20 person years of experience (i.e. two persons x 10 yrs)</p> <p>Above 20 but less than 25 person years</p> <p>25 but less than 30 person years</p> <p>30 but less than 35 person years</p> <p>35 person years and above</p>	<p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p>	10	
	<p>Assignment carried out by first team member for Plantation sector in last 5 years</p> <p>Minimum one assignment</p> <p>Two assignments</p> <p>Three assignments</p> <p>Four assignments and above</p>	<p>5</p> <p>6</p> <p>7</p> <p>10</p>	10	
	<p>Assignment carried out by second team member for Rubber Industry in last 5 years</p> <p>Minimum one assignment</p>	5	10	

	Two assignments	6		
	Three assignments	7		
	Four assignments and above	10		
	Total		60	

9.2.2 The bidder must score at least 60% in the technical evaluation to be declared as technically suitable bidder. Financial Bids of those scoring below 60% would not be considered for commercial bid opening. 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.

9.2.3 Detailed Commercial Evaluation

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.

9.2. 4. Financial Evaluation:

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 $40 \cdot x/y$. 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.

10 TIME SCHEDULE

10.1 Time is the essence of the contract. The entire work under the Assignment is scheduled to be completed in all respect within ten (10) weeks 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-1
(Covering Letter format)

From,

To,

Dear Sir,

Sub: Bid for _____ Regarding

1. With reference to your Request for Proposal no. ____ dated ____ on the above subject, we hereby submit our proposal for "Preparation of Corporate Plan 2022 and Vision Document 2026". We have understood the instruction and terms and conditions mentioned in the RFP furnished by you and have thoroughly examined the detailed scope of work laid down by you and are fully aware of nature and scope of services required.

We hereby confirm our acceptance and compliance to the provisions and terms and conditions contained in the RFP. We declare that the services will be rendered strictly in accordance with the stipulated requirements.

1. We confirm that we have submitted the Bid security for Rupees 25,000/- (Rupees Twenty Five thousand only) vide Bank Draft or a Bankers Cheque no.----- dated----- drawn on

(name of the bank) in favour of Rehabilitation Plantations Limited, Punalur, payable at Punalur in a separate sealed envelope.

2. The Certificate of acceptance of the Important conditions as per the specified format in a separate sealed envelope.

3. We hereby furnish our Technical Bid comprising of:

i. Form of Deviations /Exclusions (Unpriced).

ii. Assignments carried out by us with the similar scope of work for PSUs

- iii. Total no. of full time consultants working/employed with us
- iv. Detail/Information on the team and the task which would be assigned to each member and the team leader
- v. Format of curriculum vitae for each member of task team
- vi. Authorisation Letter to submit the RFP
- vii. Auditors certificate regarding turnover & profit

Our Financial Bid is being submitted in sealed separate envelope as per the requirement of the RFP.

We have indicated the Bid Prices and the cost of withdrawal of deviations taken by us in our Financial Bid.

Our Proposal shall remain valid for acceptance for a period of Six (6) months from the date of opening of the 'Technical Bids' by RPL.

If our proposal is accepted by you, we agree to complete the work covered under the scope within Time Schedule.

Date

Place

Seal

Name and Address of Principal Officer:

Signature

Name

Designation

FORM -2**BIDDER'S PROFILE WITH THE DETAILS OF PAST EXPERIENCE**

- 1.** Name of the bidder
- 2** Year of establishment and constitution
(Certified copy of "Partnership Deed" or "Certificate of Incorporation" should be submitted as the case may be.)
- 3** Location of Registered office /Corporate office and address
- 4** Mailing address of the bidder
- 5** Names and designations of the persons authorized to make commitments to RPL
- 6** Telephone and fax numbers of contact persons
- 7** E-mail addresses of contact persons
- 8** Details of business and business background - Service Profile & client profile
(Annexure----/Form----)
- 9** Details of experience/knowledge possessed in the areas of Corporate Plan and Vision Document preparation
- 10** Gross revenue & net profit of the bidder for Years - 2007-08, 2008-09 & 2009-10 (CA certified financials) (Annexure----/Form----)
- 11** Details of the similar assignments executed by the bidder in Public Sector Undertakings with documentary proof from the PSU(Annexure----/Form----)
- 13** Details of the similar assignments executed by the bidder in Other than Public Sector Undertakings with documentary proof from the concerned organization
(Annexure----/Form----)
- 14** Name of team members identified for this assignment and their professional qualifications and experience/expertise Details of similar assignments handled by the said team members with documentary proof (Annexure----/Form----)
- 15** Details of other professionals in the organization other than the above mentioned(Annexure----/Form----)
- 16.** Details of the bidder's proposed methodology/approach for providing services to RPL with specific reference to the scope of work (Annexure----/Form----)
- 20** Details of deliverables the bidder proposes with specific reference to the scope of work (Annexure----/Form----)
- 21** Bidder's Undertaking
Declaration:

1. We confirm that we will abide by all the terms and conditions contained in the RFP.
2. We hereby unconditionally accept that RPL can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the RFP, in short listing of bidders.
3. All the details mentioned by us are true and correct and if RPL observes any misrepresentation of facts on any matter at any stage, RPL has the absolute right to reject the proposal and disqualify us from the selection process.
4. We confirm that this response, for the purpose of short-listing, is valid for a period of six months, from the date of expiry of the last date for submission of response to RFP.
5. We confirm that we have noted the contents of the RFP and have ensured that there is no deviation in filing our response to the RFP and that the RPL will have the right to disqualify us in case of any such deviations.

Place :

Signature of Authorised Signatory

Date :

Name :

Designation :

FORM-3**COMMENTS ON THE TERMS & CONDITIONS, SERVICES AND FACILITIES PROVIDED**

Please provide your comments on the Terms & conditions in this section. You are requested to categorize your comments under appropriate headings such as those pertaining to the Scope of work, Approach, Work plan, Personnel schedule, Terms & Conditions etc. You are also requested to provide a reference of the page number, state the clarification point and the comment/suggestion/ deviation that you propose as shown below.]

Sl. No	Page #	Section/ Point #	Clarification point as stated in the tender document	Comment/ Suggestion/ Deviation

Place :

Date :

Organization Seal :

Signature of Authorised Signatory

Name :

Designation :

FORM-4**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 the Assignment:

Member no.	Name of the Proposed Consultant	Professional Qualifications Certifications/ Accreditations	expertise (Mention if he 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-5**DETAILS OF FULL TIME CONSULTANTS WORKING/EMPLOYED IN THE FIRM**

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

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

FORM-6**FORMAT OF CURRICULUM VITAE FOR EACH MEMBER OF TASK TEAM**

Name: _____

Present Designation: _____

Area of Expertise: _____

Total years experience: -----years

Years with organisation: _____

Proposed Expertise/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.

(A) Brief outline of total experience (minimum 10 years) 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-7

Gross Revenue & Net Profit of the Bidder (Years 2007-08, 2008-09 & 2009-10)

Gross Revenue (Rs. In Lakhs)

Net Profit (Rs. In Lakhs)

** This to be certified by CA and certified copy of Balance sheet to be enclosed for each year..

FORM-8

DETAILS OF THE SIMILAR ASSIGNMENTS EXECUTED BY THE BIDDER IN PUBLIC SECTOR UNDERTAKINGS(Certified copy of Documentary proof to be furnished)

Name of the PSU

Scope of work

Time taken for execution of the Assignment

Total fees received

Remarks

FORM-9

DETAILS OF THE SIMILAR ASSIGNMENTS EXECUTED BY THE BIDDER IN ORGANIZATIONS OTHER THAN PSUs(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

FORM -10
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-11
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 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 six months from the last date for submission of Tender Documents to RPL.
- 4) This Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
- 6) We agree that RPL is not bound to accept the lowest or any Bid that RPL may receive.
- 7) We have never been barred/black-listed by any regulatory / statutory authority.
- 8) No legal case of any default / blacklisting should have 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-12
FINANCIAL BID**

From,

To,

Sir,

Sub: Financial Bid for -----

I/We _____ consultant/consultancy firm herewith enclose Financial Bid for selection of my/our firm as consultant for preparation of Corporate Plan 2022 and Vision Document 2026 for RPL . The lump sum charges/price inclusive of tours, travel, out of pocket, accommodation and all related expenses for carrying out the entire scope of work is ₹ _____ (Rupees _____).

Service Tax and educational cess as applicable on the date(s) of payment(s) shall be paid over and above the price by RPL.

The offer is valid for a period of 6 (Six) months from the date of opening of Financial Bid.

Yours truly,
(Signature)

Full Name: _____

Address: _____

FORM-13
FORM OF DEVIATIONS /EXCLUSIONS

We declare that the following are the only deviations and variations and exceptions/exclusions to the provisions as outlined in your RFP. The Form has been filled in accordance with Clauses of RFP. Except these deviations, subject to the approval and acceptance by RPL, the entire work shall be performed as per your requirements and RFP. Further, we agree that additional conditions, if any found elsewhere in the offer other than those stated below, save that pertaining to any rebates/discounts offered, shall not be given effect to.

Clause No./ Section	Page No.	Statement of Deviations & Variations / Exclusions	Cost of Withdrawal Deviations & Variations/ Exclusions

Date: _____

Signature _____

Name _____

Designation _____

Place: _____

Seal _____