



Kerala State Industrial Development Corporation Limited

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CIN: U45309KL1961SGC001937

KSIDC/MDO/2017/2645

20th December 2017

ADDENDUM NOTIFICATION

Sub: Selection of Consultant for preparation of a Detailed Action Plan Report for the Growth of Natural Rubber-based Industries in Kerala State, India - Extension of time period for submission of Bids - reg.

The time period for submission of Technical & Financial Bids, as per the Request for Proposal (RFP) document enclosed herewith, has been extended till **1500 Hrs on 08.01.2018**. Proposals will not be entertained after the closing time mentioned above.

Dr. M. Beena IAS
Managing Director



KSIDC

Kerala State Industrial Development Corporation Limited

International Competitive Bidding (ICB)

**CONSULTANCY SERVICES FOR PREPARATION OF A DETAILED
ACTION PLAN REPORT FOR THE GROWTH OF NATURAL
RUBBER-BASED INDUSTRIES IN KERALA STATE, INDIA**

REQUEST FOR PROPOSAL

NOVEMBER 2017

**Kerala State Industrial Development Corporation Limited
Keston Road, Kowdiar, Thiruvananthapuram – 695003, Kerala
Ph: +91 471 2318922, Fax: +91 471 2315893**

Selection of Consultant for Preparation of a Detailed Action Plan Report for the Growth of
Natural Rubber-based Industries in Kerala State, India

NOTICE INVITING REQUEST FOR PROPOSAL

KSIDC
Kerala State Industrial Development Corporation Limited
INTERNATIONAL COMPETITIVE BIDDING (ICB)

**Request for Proposal (RFP) for Selection of Consultant for Preparation of a Detailed
Action Plan Report for the Growth of Natural Rubber-based Industries in Kerala
State, India**

Kerala State Industrial Development Corporation Limited (KSIDC), the premier industrial and investment promotion agency of the Government of Kerala, invites **Proposals** from interested bidders for “**Selection of Consultant for Preparation of a Detailed Action Plan Report for the Growth of Natural Rubber-based Industries in Kerala State, India**”.

The Terms of Reference, eligibility criteria and prescribed formats for submission can be accessed in the RFP document uploaded on the website: www.ksidc.org

Interested applicants are requested to submit their responses to the RFP at the address mentioned below **on or before 08.01.2018, 1500 Hrs.** Responses shall be submitted as hard copies only, and sent to the below address by Post / Courier. The language of communication shall be English.

The submissions must be addressed to:

Managing Director, Kerala State Industrial Development Corporation Limited
Keston Road, Kowdiar, Thiruvananthapuram – 695003, Kerala
Ph: +91 471 2318922, Fax: +91 471 2315893

**Selection of Consultant for Preparation of a Detailed Action Plan Report for the Growth of
Natural Rubber-based Industries in Kerala State, India**

Disclaimer

1. This RFP document is neither an agreement nor an offer by Kerala State Industrial Development Corporation Limited (KSIDC) to the prospective Applicants or any other person. The purpose of this RFP is to provide information to the interested parties that may be useful to them in the formulation of their proposal pursuant to this RFP.
2. KSIDC does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP document and it is not possible for KSIDC to consider particular needs of each party who reads or uses this RFP document. This RFP includes statements which reflect various assumptions and assessments arrived at by KSIDC in relation to the consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. Each prospective applicant should conduct its own investigations and analyses and check the accuracy, reliability and completeness of the information provided in this RFP document and obtain independent advice from appropriate sources.
3. KSIDC will not have any liability to any prospective Consultancy Company / Firm/ Consortium or any other person under any laws (including without limitation the law of contract, tort), the principles of equity, restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of KSIDC or their employees, any consultants or otherwise arising in any way from the selection process for the Assignment. KSIDC will also not be liable in any manner whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon any statements contained in this RFP.
4. KSIDC will not be responsible for any delay in receiving the proposals. The issue of this RFP does not imply that KSIDC is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the consultancy and KSIDC reserves the right to accept/reject any or all of proposals submitted in response to this RFP document at any stage without assigning any reasons whatsoever. KSIDC also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the RFP Application.
5. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. KSIDC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
6. KSIDC / Government of Kerala reserves the right to change/ modify/ amend any or all provisions of this RFP document. Such revisions to the RFP/ amended RFP will be made available on the website of KSIDC.

TERMS OF REFERENCE

1. Background

The Natural Rubber (NR) industry across the globe has majority of its production concentrated in the Asian continent, particularly in Thailand, Indonesia, Vietnam, Malaysia, India and China. Thailand and Indonesia are the major NR producers in terms of planted area and production, supported by congenial agro-climatic conditions and favourable institutional interventions. India is the sixth largest producer of NR in the world, with a potential of around 900,000 tonnes annually; and is the second largest consumer. China, India and Sri Lanka consume more NR than they produce, whereas other major producing countries are mainly exporters.

The end product range of NR covers more than 50,000 items that are widely used and considered indispensable for modern life. The main consumption of NR in India is by the automotive sector (mainly tyre industry, approx. 65%) and the rest for manufacture of items like footwear, carpet, adhesives, gloves, contraceptives and other rubber products.

NR is also a strategic commodity, as several rubber products/ components are used in defence equipments, warplanes, army vehicles, space research and nuclear programmes.

About 69% of NR produced in the country is in the form of Sheets (RSS grade), followed by 15% Solid Block Rubber, 12% as Concentrated Latex and 4% as other modes. On the consumption front, around 46% of NR is consumed as sheets, followed by 43% as solid block rubber, 8% as Concentrated latex and 3% others. The tyre industry, which is the single largest consumer, intakes mostly dry rubber grades like sheet rubber and block rubber, while the non-tyre segment consumes various dry rubber and latex grades.

NR occupies a predominant position in the agriculture economy of Kerala in terms of acreage and production. The State is the largest NR producer in the country, contributing to around 68% of total production in India. Except

Alappuzha, Wayanad and Thrissur, almost all other districts of Kerala have a considerable share of NR in their crop mix. Kottayam, Ernakulam and Pathanamthitta are the major rubber producing districts in Kerala.

Consumption of NR in Kerala in 2016-17 was estimated to be around 1,36,000 metric tons, which accounted for around 13% of the total NR consumption in the country. The share of NR in the Agricultural GSDP of Kerala was around 25% during 2013-14, and it provides employment to around 500,000 plantation workers. The Rubber Board, which is a statutory body under the Ministry of Commerce & Industry, Government of India, formed with the objective of overall development of rubber industry in the country, is headquartered in Kottayam, Kerala.

The rubber cultivation in Kerala has grown consistently over the past decades, due to favourable government policy mainly in terms of protection extended to the sector from external competition, efforts of enterprising planters, contribution of Rubber Board in R&D activities, and also the economic advantage brought to the small and marginal farmers. After switch over to the liberalised economic environment and commitments under WTO and other multilateral agreements, the protection extended to the NR sector was eliminated to a great extent and Quantitative Restrictions on import were removed in April 2001, making the sector vulnerable to global developments.

The NR sector in Kerala is currently in a bad shape due to price volatility and prolonged low price situation brought about by several global events. NR price crashed from an all-time high of Rs.250 plus during 2011-12 to less than Rs.100 a kilogram in 2016. This price decline, added to the increasing input costs for Rubber cultivation and high levels of imports, has rendered the rubber plantation sector in Kerala highly unviable, of late.

Taking cue from these, the Government of Kerala has decided to draw up a plan of action for the growth of NR industries in the State, with the aim of providing impetus to this ailing sector. The Government has constituted a Committee chaired by the Chief Secretary, for this purpose. An Approach Paper towards this, detailing the status of Rubber sector and suggestive

interventions required, has been drafted by KSIDC, under the guidance of the Committee. Based on these, a detailed Action Plan has to be prepared for the growth of NR-based industries in Kerala State. KSIDC proposes to engage a Consultant having extensive experience in the NR sector, for preparing a ready-to-implement Action Plan for upliftment of the sector in Kerala, and for the growth of NR-based industries in the State.

2. Consultancy Objectives

To develop a detailed and ready-to-implement Action Plan for the growth of Natural Rubber-based industries in Kerala State so as to improve the efficiency of the value chain and enhance returns to the production sector, combining consolidation of grower forums and supported by dedicated corporate framework. This shall be based on a thorough analysis of the Natural Rubber production in the State, supply-demand gaps, existing Rubber industry profile of the State and prospective industrial applications, various incentives and schemes for the sector, and suggestive strategies to fetch good price for the primary rubber growers in Kerala State.

3. Scope of Work

The Scope of Work is divided into the following parts;

3.1 Assess the status of NR sector in Kerala State: The status of NR and allied sectors shall be assessed and documented. The assessment shall include the following aspects;

- Development of rubber plantations, geographical pattern, composition, scope for further expansion, farming practices, income, etc
- Processing of natural rubber
- Trading of rubber
- Rubber products manufacturing sector
- Allied sectors including rubber wood
- Any other aspects pertinent to rubber sector

- 3.2 Assess the present institutional framework: The assessment of the institutional framework shall include establishment and activities of Rubber Board, cooperatives (primary and apex level), network of Rubber Producers Societies/Self-Help Groups and other forums in rubber sector. Forums in rubber processing and trading segments also need to be covered.
- 3.3 Examine options to improve the processing systems: Identify the gaps in the existing processing systems and recommend measures to improve quality of processed forms of rubber, and changes if any required in the processing mix, especially the share of block rubber in the context of the global pattern and changes in the demand pattern.
- 3.4 Examine options to improve the supply chain: Identify and describe the supply chain actors (producers, processors, traders, wholesalers, agents, brokers, retailers etc), margins at different levels, price determination, market dynamics and competition and role of futures trading. Assess the scope for formulating alternative marketing systems for eliminating the role of intermediaries and improving the net returns of growers, which shall also include;
- 3.4.1 Possibilities of setting up an Integrated Online Trading Mechanism for Natural Rubber.
- 3.4.2 Scope of including Natural Rubber under the e-National Agriculture Market (e-NAM) of Government of India, which is a pan-India electronic trading portal for agricultural commodities.
- 3.5 The viability of setting up rubber industries in Kerala shall be examined, taking into consideration the following aspects as well;
- Location advantage mainly in terms of the relative Natural Rubber content in the final products.
 - Location advantage in terms of other inputs, chemicals, fillers etc., required for the product groups.

Selection of Consultant for Preparation of a Detailed Action Plan Report for the Growth of Natural Rubber-based Industries in Kerala State, India

- Engineering support and other infrastructure facilities required.
- Market prospects, within Kerala, national level and export prospects.
- Socio-economic and environmental aspects.

3.6 To explore the possibilities of a system with consolidation of grower forums combining with a corporate framework, for pursuing the objectives as per (3.4) and (3.5) above, which shall also include:

3.6.1 Scope for an “AMUL Model” consolidation of growers, taking into due consideration the existing grower forums, viz., cooperatives (primary and apex), RPS network (RPS/SHGs and RPC companies). The primary objective of such a model shall be to provide good price to the Rubber farmer (avoiding the intermediaries) and strengthen the NR market in Kerala State.

3.6.2 Scope for a “CIAL Model” corporate framework - Developing one or more companies on the lines of Cochin International Airport Limited (CIAL model company), with public-private participation, for setting up NR-based industries and trading systems in Kerala.

3.7 The structure of the systems proposed as per (3.6.1) and (3.6.2) above shall be detailed, draft Memorandum of Association and Articles of Association shall be drawn up, integration between the two (AMUL like cooperative and CIAL Model company) shall be recommended, and areas of operation shall be defined.

3.8 To draw up a detailed and ready-to-implement Action Plan for the growth of NR-based industries in Kerala State, on the basis of the tasks/action items enlisted from (3.1) to (3.7) above.

- 3.9 Any follow-up action that may be needed on the consultancy report as desired by the Government, on mutually agreed terms.

4. Deliverables & Time frame

The following deliverables need to be submitted, within the respective timelines mentioned hereunder;

- 4.1 Draft Action Plan Report, with Executive Summary & Power Point Presentation (before the Committee chaired by Chief Secretary) [Soft copy & 7 Hard copies] – **within 45 days** from the date of Award of Work.
- 4.2 Final Action Plan Report & Power Point Presentation (before the Committee and Hon'ble Chief Minister and other Hon'ble Ministers) [Soft copy & 15 Hard copies] – **within 60 days** from the date of Award of Work.

5. Essential Profile of the Applicant (Minimum Qualification Criteria)

- 5.1 The applicant shall be a corporate entity, i.e., Consulting firm / a Consulting company / Consortium of such entities, of international repute, having extensive experience in the Natural Rubber sector in the Asian continent.
- 5.2 The applicant entity shall have at least 5 years of experience in providing professional consultancy service, and shall have a Sector Specialist(s) / Specialist team having at least 5 years of relevant consultancy experience in the Natural Rubber sector. The CVs of such Sector Specialist(s)/Key Personnel(s) proposed for the Assignment, and details of previous such assignments undertaken, shall be submitted.

- 5.3 The applicant entity shall have successfully completed at least ONE similar assignment (Natural Rubber sector) in Asia during the past 10 years.
- 5.4 The applicant entity shall have operations in India, with office in India. The minimum average annual turnover from consulting operations in India, during the last 3 financial years, (i.e., 2014-15, 2015-16, 2016-17) shall be Rs. 5 Crore (INR 50 Million).
- 5.5 The applicant shall have sound understanding of the global market for Natural Rubber, especially in Asia, the various market forces, competition, bargaining power, etc, and shall be willing to undertake field-level collection of relevant information and interview various stakeholders in the Natural Rubber sector.
- 5.6 The applicant shall have experience in writing similar reports, and demonstrated experience in engaging with high level government officials, farmers, traders, buyers and other stakeholders, in commodities, particularly Rubber.

6. Mode of selection of Consultant

The Consultant selection will be done through an Open Competitive Bidding Process, involving Two-Cover system (Technical & Financial proposals together).

6.1 The technical proposal will be allotted weightage of 70%, and the financial proposal will be allotted weightage of 30%.

6.2 Technical Evaluation Criteria:

Selection of Consultant for Preparation of a Detailed Action Plan Report for the Growth of Natural Rubber-based Industries in Kerala State, India

Technical Proposal Evaluation			
S.N.	Heading	Description	Max. Marks
A	Firm's Experience	Specific experience of the consultants related to the Assignment. The applicants shall demonstrate their capability with details of relevant experience in carrying out similar assignments in Natural Rubber sector in Asia. The aggregate work value (in INR) of all similar works in Natural Rubber sector undertaken by the firm during the last 10 years, will be taken into account	25
B	Firm's size	Turnover from consulting operations in India.	25
C	Experience of Key Personnel/ Specialist	CVs of Key Person(s)/ Specialist(s) with consultancy experience in the Natural Rubber sector, proposed for the Assignment	25
D	Adequacy of Work Plan and Approach	Adequacy of the proposed assignment, management team and technical approach, work plan and methodology in response to the TOR, on the basis of: <ul style="list-style-type: none"> • Project appreciation and understanding of assignment • Project approach and methodology • Duties and responsibilities of the team leader and other key personnel • Work plan and manning schedule 	25
	Total marks		100

6.3 The minimum technical score required to qualify technical evaluation is 60 (Sixty) Marks out of 100 (One Hundred). A proposal will be considered unsuitable and will be rejected at this stage if it does not respond to important aspects of the RFP Document/ TOR, or if it fails to achieve the minimum technical score. KSIDC will notify the Applicants who fail to score the minimum technical score.

6.4 KSIDC will notify the Applicants who secure the minimum qualifying technical score, indicating the date and time set for opening the Financial Proposals. The notification may be sent by registered letter, facsimile, or electronic mail.

- 6.5 Each evaluated Technical Proposal will be given a Technical Score (T_s). The lowest Financial Proposal (F_L) will be given a score of 100 points. The Financial Scores of other proposals will be determined using the below formula:

$$\text{Financial Score, } F_s = 100 \times (F_L/F),$$

Where F_L – Lowest Financial Proposal (in INR), F – Financial Proposal under consideration (in INR).

Proposals will then be finally ranked in accordance with their Combined Technical & Financial Scores, as per the below formula:

$$\text{Combined Score (S)} = [(T_s \times 0.70) + (F_s \times 0.30)]$$

The Applicant achieving the highest Combined Score will be considered to be the Successful Applicant and will be considered for Award of Work.

7. Submission of Proposals

- 7.1 The Proposal shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialled by the person or persons who sign(s) the Proposal.
- 7.2 The Technical Proposal shall necessarily contain all items mentioned from **Annexure-I** to **Annexure-VI** of this RFP document. The Financial Proposal shall clearly indicate the total cost of the consultancy in Indian Rupee (in both Figures and Words), based on the man-months considered for calculation of costs for the personnel to be deployed. The Financial Proposal should be a lump sum proposal inclusive of all the costs including but not limited to all taxes associated with the Assignment.
- 7.3 The Proposals submitted should fulfil the Minimum Qualification Criteria specified in Section 5 above. In case an Applicant does not fulfil the Minimum Qualification Criteria, the Proposal of such an Applicant will be rejected.

Selection of Consultant for Preparation of a Detailed Action Plan Report for the Growth of Natural Rubber-based Industries in Kerala State, India

7.4 The Applicant shall submit two (2) copies of Technical Proposal (one original and one copy) and one copy of Financial Proposal. The Technical and Financial Proposals must necessarily be 'Hard Bound' separately and all pages serially numbered. In case of any discrepancy between the original and the copy of the technical proposal, the contents as per original will only be considered.

7.5 The Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL," and the Financial Proposal in another sealed envelope clearly marked "FINANCIAL PROPOSAL". Both these shall be placed in one outer sealed envelope clearly marked "Bids for the Selection of Consultant for preparation of Action Plan for Growth of Natural Rubber Industries in Kerala State".

8. Last date for submission of Bids & Address for submission

The Technical and Financial bids shall be submitted on or before **1500 hrs on 08.01.2018** at the following address:

**Managing Director
Kerala State Industrial Development Corporation Ltd (KSIDC)
Keston Road, Kowdiar,
Thiruvananthapuram -695003, Kerala State, India
Tel: +91-471-2318922, Fax: +91-471-2315893**

Bids shall be submitted as hard copies only, and sent to the above address by Post/ Courier. The language of communication shall be English. No proposals shall be accepted after the closing time of submission of proposals.

9. Pre-Bid Meeting

A Pre-bid meeting to clarify the queries, if any, of the applicants will be held at **1030 hrs on 07.12.2017** at the following address:

**Kerala State Industrial Development Corporation Ltd
Keston Road, Kowdiar**

Thiruvananthapuram -695003, Kerala State, India

Tel: +91-471-2318922, Fax: +91-471-2315893

Website: www.ksidc.org

Applicants/ authorised representatives can attend the pre-bid meeting.

10. Award of Work

After selection, a Letter of Award (the “LOA”) will be issued, in duplicate, by KSIDC to the Successful Applicant, and the Successful Applicant shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Successful Applicant is not received by the stipulated date, the next highest ranking Applicant may be considered.

11. Technical assistance, if required, for the Assignment

Any technical assistance, inputs and/or data with respect to NR sector in India and Kerala, if required by the Consultant for undertaking the study, shall be provided by the Rubber Board, Government of India and the Department of Agriculture, Government of Kerala.

12. Right to Reject any or all Proposals:

12.1 Notwithstanding anything contained in this RFP, KSIDC / Government of Kerala reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

12.2 Without prejudice to the generality of above, KSIDC reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or discovered,
or

b) the Applicant does not provide, within the time specified by KSIDC, the supplemental information sought by KSIDC for evaluation of the Proposal.

12.3 Such misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If such disqualification/ rejection occurs after the Proposals have been opened and the highest ranking Applicant gets disqualified/ rejected, then KSIDC reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of KSIDC, including annulment of the Selection Process.

13. Confidentiality

Information relating to evaluation of proposals and recommendations concerning award of work shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the work.

14. Fraud and corrupt practices

The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process.

14.1 Notwithstanding anything to the contrary contained in this RFP, KSIDC will reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. KSIDC will take remedial measures, as it deems fit, in such an event.

14.2 For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:

- a.) “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of KSIDC who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of KSIDC, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of KSIDC in relation to any matter concerning the Project;
- b.) “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- c.) “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
- d.) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

Selection of Consultant for Preparation of a Detailed Action Plan Report for the Growth of Natural Rubber-based Industries in Kerala State, India

e.) “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

15. Important Dates

Event	Date
Date of issue of RFP	29.11.2017
Pre-bid Meeting	1030 Hrs, 07.12.2017
Closing time of receipt of Proposals	1500 Hrs, 08.01.2018
Date of opening of Financial Proposals	Will be intimated later

SPECIFIC FORMATS

ANNEXURE-I

Letter of Transmittal

(In the firm's letter head)

Ref No:

Dated

To

Managing Director
Kerala State Industrial Development Corporation Ltd
Keston Road, Kowdiar
Thiruvananthapuram -695003
Tel: +91-471-2318922, Fax: +91-471-2315893

Sub: Submission of Technical & Financial Bids for the Preparation of a Detailed
Action Plan for the Growth of Natural Rubber-based industries in Kerala
State, India.

Having examined the RFP & TOR for the above assignment, I/we hereby submit our
Technical & Financial bids, and other relevant information.

1. I/We undertake, if our application is accepted, to present our conceptual plan, if requested by KSIDC/ Rubber Board/Government of Kerala, to its best satisfaction.
2. I/We have read the provisions of the RFP/TOR and confirm that these are acceptable to us. All necessary clarifications, if any, have been sought for by us and duly clarified in writing, by KSIDC.
3. I/We also authorize KSIDC/ Government of Kerala to approach individuals, employers and firms to verify our competence and general reputation.
4. I/We understand that KSIDC/ Government of Kerala will be at liberty to modify/finalize project parameters and issue a re-tender, if it desires so.

**Selection of Consultant for Preparation of a Detailed Action Plan Report for the Growth of
Natural Rubber-based Industries in Kerala State, India**

5. This Invitation for Bid does not constitute a solicitation. KSIDC/ Government of Kerala reserve the right to change or cancel the requirement at any time during the bidding process.

Signature(s) of the Applicant(s)

Seal with Place & Date

**Selection of Consultant for Preparation of a Detailed Action Plan Report for the Growth of
Natural Rubber-based Industries in Kerala State, India**

ANNEXURE-II

General Information about the Applicant Entity

1	Name of the applicant entity/firm	
2	Head of the Organization (with designation):	
3	Legal Status[(a) Proprietary firm (b) Partnership firm (c) Limited company or Corporation]	
4	Address of the Head Office (with Telephone, Fax & E-mail address)	
5	Address, with Telephone, Fax & E-mail address of the Indian Office/ Offices	
6	Contact person- Name, Contact No.& E-mail address	
7	Date of Establishment	
8	Details of firm/organization	
9	Quality certifications attained by the Firm, if any	
10	Annual Turnover from Indian operations (in INR): (Last 3 years' audited Financial Statements to be enclosed)	
11	PAN (For Indian applicant), GST Number	
12	List of present major clients	

Selection of Consultant for Preparation of a Detailed Action Plan Report for the Growth of
Natural Rubber-based Industries in Kerala State, India

ANNEXURE-III

Particulars of similar works implemented by the Applicant firm/ entity, in Asia

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within a JV for carrying out consulting services similar to the one requested under this assignment.]

- Use projects with copy of proof of experience as required for meeting the minimum qualification criteria prescribed.
- Projects without the proof of experience from respective client will not be considered

Assignment Name and Project cost:	Approx. value of the contract (in INR):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in INR)
Start Date (Month/Year): Completion Date (Month/Year):	No. of professional staff – months provided by associated Consultants:
Whether copy of Work order enclosed: (Yes/ No)	Whether copy of Payment Proof for the work enclosed: (Yes/ No)
Name of Lead Partner:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Name of Associated Consultants, If any:	

**Selection of Consultant for Preparation of a Detailed Action Plan Report for the Growth of
Natural Rubber-based Industries in Kerala State, India**

Narrative Description of Project (in Maximum Two A4 size sheets):	
Description of actual services provided by your staff within the assignment:	

Firm's Name:

Authorized Signature:

Note:

For the purpose of evaluation of applicants INR 65 (INR Sixty Five only) per USD shall be considered as the applicable currency conversion rate. In case of any other currency, the same shall first be converted to USD as on the date 60 (Sixty) days prior to the proposal due date and the amount so derived in USD shall be converted in to INR at the aforesaid rate.

Selection of Consultant for Preparation of a Detailed Action Plan Report for the Growth of
Natural Rubber-based Industries in Kerala State, India

Annexure-IV

Average Annual Turnover from Consultancy Services in India

Applicant's Average Annual Turnover from Consultancy Services in India

S. No.	Financial years	Annual Turnover from Consultancy Services in India (INR)
1.	2014-15	
2.	2015-16	
3.	2016-17	
4.	Average Annual Turnover from Consultancy Services in India	<i>[indicate sum of above divided by 3]</i>

Certificate from the Statutory Auditor

This is to certify that [name of company] [registered address] has received the payments shown above on account of consultancy fees against the respective years.

Name of Authorized Signatory

Designation

Name of firm

Signature of Authorized Signatory

Seal of Audit firm

Note:

1. In case of a Consortium, above form has to be submitted for each Consortium member and Minimum Eligibility Criteria for revenue should be satisfied by the Lead Member.
2. In case the consultant does not have a Statutory Auditor, it may provide the certificate from its Chartered Accountant.

Annexure-V

Description of Approach, Methodology and Work Plan for Performing the Assignment

The Technical approach with methodology and work plan is the key component of the Technical Proposal. The consultant is suggested to present its Technical Proposal divided into the following chapters:

- (a) **Technical Approach and Methodology.** In this chapter the consultant should explain the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities to obtain the expected output and the degree of detail of such output. The consultant should highlight the problems to be addressed along with their importance and explain the technical approach the consultant would adopt to address them. The consultant should also explain the proposed methodologies to adopt and highlight the compatibility of those methodologies with the proposed approach.

- (b) **Work Plan.** In this chapter the consultant should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by KSIDC / Government of Kerala) and delivery dates of the reports. The proposed work plan should be consistent with the Scope of Work specified in the TOR and should have the ability to translate them into a ready-to-implement Action Plan. The list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

- (c) **Organisation and Staffing.** In this chapter the consultant should propose the structure and composition of the proposed team. The consultant should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff. The Curriculum Vitae of the proposed Key personnel(s)/ Specialist(s) should invariably be included here.

**Selection of Consultant for Preparation of a Detailed Action Plan Report for the Growth of
Natural Rubber-based Industries in Kerala State, India**

Annexure-VI

**Curriculum Vitae (CV) for Proposed Personnel (with one page of summary of
experience)**

1.	Proposed position (Whether "Sector Specialist" OR "Team member")				
2.	Name of firm				
3.	Name of staff		[First] [Middle] [Surname]		
4.	Date of birth		[Day / Month / Year]		
5.	Nationality				
6.	Education		[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and year of obtainment starting from the latest degree]		
7.	Membership of Professional Organizations				
8.	Training & Publications		[Indicate significant training since education degrees (under 5) were obtained]		
9.	Countries of Work Experience		[List countries where staff has worked in the last ten years]		
10.	Languages	Language	Proficiency (good/ fair/ poor)		
			Speaking	Reading	Writing
		English			
11.	Employment record [Starting with present position, list	Name of Organization	Position held		Duration
					YYYY to present

Selection of Consultant for Preparation of a Detailed Action Plan Report for the Growth of Natural Rubber-based Industries in Kerala State, India

	in reverse order every employment held by staff member since graduation]			
12.	Details of tasks assigned			
13.	Work Undertaken that Best Illustrates Capability to Assigned Handle the Tasks Assigned	<p>[Among the assignments in which the Staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks assigned]</p> <p>Name of assignment or project:</p> <p>Duration of project (provide month & year of start date and end date of project) :</p> <p>Number of months worked on project:</p> <p>Location:</p> <p>Client:</p> <p>Project Cost:</p> <p>Main project features:</p> <p>Positions held:</p> <p>Activities performed:</p>		
14.	Certification	<p>I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.</p>		
Signature		Signature		
Date: [dd/mm/yyyy]		Date: [dd/mm/yyyy]		
Name of staff member:		Name of Authorized Signatory:		

Note:

Please strictly restrict the number of pages per CV to four (04) pages (two sheets if printed both sides). The one-page summary shall be over and above the four (04) page CV. Pages in the CV greater than these limits shall not be considered for evaluation.