

The Cotton Corporation of India Ltd.
Kapas Bhavan, Plot No. 3/A, Sector-10,
CBD Belapur, Navi Mumbai

Invitation for
Request for Proposal (RFP)
for hiring of Consultant
for preparation of detailed Project Report and Feasibility Study Report for Establishing Cotton Trading Zone (CTZ) - One stop integrated facility for trading of Cotton and cotton products in line of SEZ's and FTZ'S

DISCLAIMER

DEFINITIONS

SCHEDULE OF RFP

LETTER OF INVITATION

SECTION I: INSTRUCTION TO APPLICANTS

1.1 GENERAL INSTRUCTIONS

1.2 ELIGIBLE APPLICANTS

SECTION II: PROJECT INFORMATION

2.1 PROJECT BACKGROUND

2.2 PROJECT LOCATION

2.3 OBJECTIVES AND SCOPE OF CONSULTANCY SERVICES

SECTION III: PRE ELIGIBILITY CRITERIA & REQUEST FOR PROPOSAL

3.1 PRE ELIGIBILITY CRITERIA

3.2 REQUEST FOR PROPOSAL

SECTION IV: RFP – APPLICATION

4.1 SUBMISSION OF RFP

4.2 INFORMATION AND INSTRUCTIONS TO APPLICANTS

ANNEXURES OF FORMATS

ANNEXURE 1: CHECKLIST FOR SUBMISSION OF RFP

ANNEXURE 2: DETAILED SCOPE OF WORK

ANNEXURE 3: CHECK LIST FOR DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID

ANNEXURE 4: FORMAT FOR FINANCIAL BID

ANNEXURE 5: FORMAT OF LETTER OF REQUEST FOR PROPOSAL

ANNEXURE 6: FORMAT FOR PARTICULARS OF THE APPLICANT

ANNEXURE 7: FORMAT FOR FINANCIAL INFORMATION

DISCLAIMER

1. The information contained in this Request for Proposal document (the "**RFP**") or subsequently provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of CCI (the **"Authority**") or any of their employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

2. Though adequate care has been taken in the preparation of this document, the Applicant submitting application should satisfy itself that the document is complete in all respects.

3. The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way with pre-qualification of Applicants for participation in the Bidding Process.

4. The Authority reserves the right, without any obligation or liability, to accept or reject any or all the Applications submitted in response to this RFP at any stage of the process, to withhold or withdraw or to cancel or modify the process of this RFP, at any time, without assigning any reason whatsoever.

5. The Authority may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

DEFINITIONS / ABBREVIATIONS

RFP : Request for Proposal

CTZ : Cotton Trading Zone

Project : Establishing Cotton Trading Zone (CTZ) - One stop integrated facility zone for trading of Cotton and cotton products in line of SEZ's (Special Economic Zone) and FTZ's (Free Trade Zone)

CCI : The Cotton Corporation of India Ltd.

Authority : "Authority" means The Cotton Corporation of India Limited.

SCHEDULE OF RFP

Descriptions	Date
Issue of RFP Document	27-06-2019
Due date for Submission of written queries for Clarifications	05-07-2019
Date of Pre-bid Conference	08-07-2019
Due date for RFP Bid submission	15-07-2019
Due date for RFP Technical and Financial Bid Opening	15-07-2019

The Cotton Corporation of
India Ltd.
Kapas Bhavan, Plot No.
3/A, Sector-10, CBD
Belapur, Navi Mumbai

Tender No. Date:

Notice Inviting Request for Proposal

Subject: RFP Application for hiring of Consultant for preparation of detailed Project Report and Feasibility Study Report for Establishing Cotton Trading Zone (CTZ) - One stop integrated facility for trading of Cotton and cotton products in line of SEZ's and FTZ's

The Cotton Corporation of India Ltd. invites Request for Proposal from eligible Consultants/ Consultancy Firm / Consortium (termed as "Consultant" hereafter) for providing their consultancy services for preparation of detailed Project Report and Feasibility Study Report for "Establishing Cotton Trading Zone (CTZ) - One stop integrated facility zone for trading of Cotton and cotton products in line of SEZ's and FTZ's.

Descriptions	Date
Issue of RFP Document	27-06-2019
Due date for Submission of written queries for Clarifications	05-07-2019
Date of Pre-bid Conference	08-07-2019
Due date for RFP Bid submission	15-07-2019
Due date for RFP Technical and Financial Bid opening	15-07-2019

2. Interested Consultants may submit their offer as per the details and terms & conditions given in RFP Document which can be obtained from Manager (Marketing) ,Kapas Bahvan, Plot no.3/A, Sector 10, CBD Belapur, Navi Mumbai-400614 on payment of INR 1000/- (Indian Rupees One Thousand only) up to 12-07-2019 between 10:00 hrs and 16:00 hrs on any working day. The payment will be accepted in the form of crossed demand draft in favour of "The Cotton Corporation of India Ltd." drawn on any scheduled bank, payable at Mumbai. The RFP document can also be downloaded from CCI website https://cotcorp.org.in or Central Procurement portal https://eprocure.gov.in, in which case the tender fee of INR 1000/- (non- refundable) as stated above, must be submitted with the RFP offer through Demand Draft.

3. The RFP bids may be submitted in physical form only, on or before 15-07-2019 upto 14:00 hours at the designated tender box located on the 4th Floor, Kapas Bahvan, Plot no.3/A, Sector 10, CBD Belapur, Navi Mumbai-400614.

4. CCI reserves the right to accept or reject any / all RFP offers without assigning any reason whatsoever. However, the bidder may seek the reason for such rejection from the authority.

5. Further information regarding extension of date of opening, amendments, etc shall be posted on website https://cotcorp.org.in and https://eprocure.gov.in.

CGM (Marketing)

SECTION I: INSTRUCTION TO APPLICANTS

1.1 GENERAL INSTRUCTIONS

1.1.1 The Authority invites Request for Proposal (RFP) from experienced, qualified and reputed Consultant / Consultancy Firm / Consortium (termed as "Consultant" hereafter) (which is registered in India) for obtaining the "consultancy services" for preparation of detailed Project Report and Feasibility Study Report for "Establishing Cotton Trading Zone (CTZ) - One stop integrated facility zone for trading of Cotton and cotton products in line of SEZ's and FTZ's

1.1.2 The consultants are invited to submit a technical bid and a financial bid for "Consultancy Services". The proposal so submitted will be the basis for evaluation, selection and ultimately giving work order to the selected firm.

1.1.3 This RFP document contains information as per following sections:

- ❖ Section I: Instruction to Applicants
- ❖ Section II: Project Information
- ❖ Section III: Pre-qualification criteria & Request for Proposal
- ❖ Section IV: Request for Proposal – Application

1.1.4 All RFP bids would be evaluated in terms of technical eligibility criteria of the Applicants and the proposals which will qualify the technical parameters will be financially evaluated.

1.1.5 Applicants are required to read carefully the contents of this document and to provide required information, as per the checklist so that capabilities of the Applicants can be fully appreciated and assessed. Submission of a bid in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

1.1.6 The RFP Document can be obtained from Manager (Marketing) ,Kapas Bahvan, Plot no.3/A, Sector 10, CBD Belapur, Navi Mumbai- on payment of INR 1000/- (INR One Thousand only) up to 12-07-2019 between 1000 hrs and 1600 hrs on any working day. The payment will be accepted in the form of crossed demand draft in favor of "The Cotton Corporation of India Ltd." drawn on any scheduled bank, payable at Mumbai. The RFP document can also be downloaded from CCI website https://cotcorp.org.in or Central Procurement portal https://eprocure.gov.in, in which case the tender fee of INR 1000/- (non-refundable) as stated above, must be submitted with the RFP offer through Demand Draft.

1.1.7 The Applicants shall bear all costs associated with the preparation and submission of its RFP bid, including any visit to the prospective location / site (for familiarization with local conditions and take them into account in preparing his proposal) or cost of presentation for the purposes of clarification of the bid, if so desired by the Authority. Authority will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process of the RFP.

1.1.8 At any time prior to the last date for submission for RFP proposals, Authority, may, for any reason, whether at its own initiative or in response to a clarification(s) requested by a perspective consultant, modify the RFP document by an amendment(s). Also in order to provide prospective reasonable time to take the amendment(s) into account for preparing their proposals, Authority may, at its discretion, extend the last date for receipt of proposals and/or make other changes in the requirements set out in the invitation for RFP.

1.1.9 The RFP bids may be submitted in physical form only, in a sealed envelope having separate sealed envelopes for technical and financial bid, marked as Technical Bid and Financial Bid, respectively. The envelope containing technical and financial bids should have the title as: "**RFP Application for hiring of Consultant for preparation of detailed Project Report and Feasibility Study Report for Establishing Cotton Trading Zone (CTZ) - One stop integrated facility for trading of Cotton and cotton products in line of SEZ's and FTZ's" .** The bids may be submitted on or before 15-07-2019 upto 14:00 hours at the designated tender box located on the 4th Floor, Kapas Bahvan, Plot no.3/A, Sector 10, CBD Belapur, Navi Mumbai-400614.

1.2 ELIGIBLE APPLICANTS

1.2.1 The bidder should be empanelled/registered with Government of India, like Ministry of Textiles, Ministry of Commerce, Ministry of Finance, Niti Ayog, Urban Development etc. for consultancy services.

1.2.2 The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the relevant Act in India.

1.2.3 The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 16-17,17-18 and 18-19)

1.2.4 The Bidder should have an annual revenue of Rupees 25 Lakh in each of the last 3 consecutive Financial Years (FY 16-17,17-18 and 18-19) from only consultancy services rendered in India

1.2.5 The Bidder shall have experience of providing three completed consultancy services to Central Govt./State Govt./PSUs/ Govt. bodies/ reputed private corporates in India.

1.2.6 The applicant shall be deemed to be ineligible to submit a proposal, if the organization /firm has been barred or blacklisted by the Central and/or State Government or any PSU/Govt. Body in India.

1.2.7 PAN No. / GST No.

1.2.8 The applicant shall have adequate and sufficient in-house resources and expertise to deliver this project in a timely manner.

1.2.9 Satisfy the pre-qualification criteria as per Section III

1.2.10 Confirm unconditional acceptance of full responsibility of executing the scope of work for this job. The confirmation should be submitted along with the RFP proposal

1.2.11 Payment terms and schedule of payments are dealt in subsequent section of the RFP document.

1.2.12 Prior to evaluation of proposal, the Authority shall determine whether each proposal is responsive to the requirements of the RFP. An Application shall be considered responsive only if:

a) it is received as per the checklist at Annexure-I

b) it is received by the Application Due Date;

c) it is signed (each page) and sealed;

d) it contains all the information (complete in all respects) as requested in this RFP;

e) it is unconditional; and

f) it is not non-responsive in terms hereof.

1.2.13 The Authority reserves the right to reject any Application which is non-responsive in the opinion of Authority and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Application.

SECTION II: PROJECT INFORMATION

2.1 CCI- BACKGROUND

The Cotton Corporation of India (CCI) - A Friend to Cotton Farmer & A Dependable Supplier of Cotton to the Textile Industry

CCI was established on 31st July 1970 under the administrative control of Ministry of Textiles, Government of India as a Public Sector Undertaking under the Companies Act 1956.

In the initial period of setting up, as the only public sector undertaking in the field of marketing of cotton, CCI played a role of a canalizing agency for imports of cotton and purchase of raw cotton for giving necessary price support to enterprising cultivators and also for procuring raw cotton for textile mills.

The role and function of CCI continued to enlarge with the changing cotton scenario in the country. Now, the major role of the CCI is to undertake price support operations, whenever the market prices of kapas fall below the minimum support prices (MSP) announced by Govt. of India, without any quantitative limit. Besides MSP operations, to fulfill the raw material requirement of the domestic textile industry particularly for lean season, CCI undertakes commercial purchase operations.

With a view to safeguard the economic interest of cotton farmers in all the cotton growing regions and to ensure smooth supply of good quality cotton to the textile industry in India, the Corporation is having PAN India presence through headquarters at CBD Belapur, Navi Mumbai (Maharashtra), 19 branches and around 350 cotton procurement centres in all major cotton growing States

2.1.1 Establishing Cotton Trading Zone (CTZ) - One stop integrated facility for trading of Cotton and cotton products in line of SEZ's and FTZ's

2.1.1.1 The main focus of this initiative is to develop first of its kind Cotton trading Zone (CTZ) , which will be one stop integrated facility for trading of Cotton and cotton products in line of SEZ's and FTZ's. This Cotton trading Zone will help in ease of business, especially exports, as this zone will deal with all cotton related products i.e. cotton bales, cotton yarn, cotton fabric and cotton garments. Further it will be having all facilities which are required by the trade at one place like in house quality testing facilities, custom house, warehouse, land and rail transport links and also sea transport link etc.

PROJECT LOCATION

2.2 Preferably near deep sea ports located in East Coast of India.

2.3 OBJECTIVES & SCOPE OF CONSULTANCY SERVICES

2.3.1 Preparation of a Report in a time bound manner and get approval from Authority. The report shall include:

- CTZs pre-feasibility study for supply-demand assessment (through market research, product mix, product type and business case in terms of investment flows) and business opportunities thereof.
- On basis of this study, the Consultant will be expected to make suggestion(s) on development phasing and also the optimum area required for such a facility as a whole and its breakup segment wise.
- **Sectoral Study:** Basically CTZ would be dealing with cotton and all cotton related products like cotton bales, cotton yarn, cotton fabric, cotton garments etc. Sectoral study will include suggesting type of industries & services (sector-wise) which are best suited for proposed CTZ keeping in view various critical factors such as availability of labour, power, proximity to markets (downstream linkages), ease of trade both domestic and export **.**
- **Market Focus Study:** Suggesting focus of the CTZ i.e. should it be solely export-oriented or should it focus on both export and domestic market. Based on this, recommend the necessary distribution and administrative infrastructure to be created.
- **Model of CTZ:** Based on positioning of the proposed CTZ and revenue and risk profiling of the proposed development, consultant would recommend the development model and commercial format (PPP, DBFO, etc.) to be adopted for establishing CTZ. In case of format where in co-development private sector partner would be chosen, the consultant would recommend on concessional framework necessitated.
- **Attracting Investors (developers/industries):** Understanding the interest and expectations of the investors in the proposed project and on basis of these suggesting strategies to attract investors.
- It will also include the interest and expectations of the utilities players, service providers and proposed industry segment in the proposed CTZ.
- **Incentives/Exemption/concessions/protection from Laws:** Suggesting type of incentives/exemption/concessions/protection from various laws (incl. taxation & labour laws), if any, for co-developer & utility/amenities players at the project level as well as unit level investors. Also, study and suggest various industry-specific incentives/exemption/concessions/protection from laws.

- **Infrastructure Study:** To provide an overview of the prevailing core physical infrastructure at/around CTZ proposed site including connectivity with road/ports/rail/air & other urban centres and markets. On basis of this assessment the study shall enlist the major/minor external and internal infrastructure needed to make CTZ successful.
- Roadmap from paper to physical establishment of Cotton Trade Zone, with detailed plan of CTZ alongwith architectural rendering in a 3D walkthrough animation video.
- Benefits of such Cotton Trading Zone which will be One stop integrated facility zone for domestic and export trade of Cotton and cotton products in line of SEZ's and FTZ's
- Recommendations on a) facilities which such Cotton Trade Zone shall have, b) the best place near deep sea ports preferably on East coast of India to establish the Cotton Trading Zone. Keeping in view the availability of resources like land, transport facilities and also State Government policies.
- Any other study or survey which the Consultant considers necessary or which the Authority may stipulate for successful completion of the services under the Consultancy shall be carried out.

2.3.2 Detailed scope of work enclosed in Annexure 2.

SECTION III: PRE-ELIGIBILITY CRITERIA AND REQUEST FOR PROPOSAL

3.1 PRE-ELIGIBILITY CRITERIA

3.1.1 Interested firms should meet the following pre-eligibility criteria before deciding to submit an RFP bids:

S. No.	Pre-qualification Criteria	Supporting Compliance Document (Self Attested)
1.	The bidder should be empanelled/registered with Government of India like, Ministry of Textiles, Ministry of Commerce, Ministry of Finance, Niti Ayog, Urban Development etc. for consultancy services.	Copy of valid empanelment/registration letter
2.	The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the relevant Act in India..	Copy of Certificate of incorporation and Partnership Deed, if any.
3.	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 16-17,17-18 and 18-19)	To be certified & validated by Chartered Accountant (CA) with name and registration number of CA
4.	The Bidder should have an annual revenue of Rupees 25 Lakh in each of the last 3 consecutive Financial Years (FY 16-17,17-18 and 18-19) from only consultancy Services rendered in India	CA certified document with name of CA, his registration number, signature and stamp
5.	The Bidder shall have experience of providing three completed consultancy services to Central Govt./State Govt./PSUs/ Govt. bodies/ reputed private corporates in India	Copy of Work Order/engagement letter and satisfactory completion certificate.
6.	The firm is not blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies	Self Declaration signed by the Authorized signatory
7.	PAN No. / GST No.	Certified Copy of Certificate to be enclosed.

3.2 REQUEST FOR PROPOSAL

3.2.1 The RFP bid is to be submitted on "Two Bid System" comprising of "Technical Bid" and "Financial Bid" both of which should be submitted in sealed cover separately and then put together in another sealed cover. The outer envelope should bear the details as mentioned above in 1.1.9.

3.2.2 Technical Bid

3.2.2.1 Technical Bid document of the RFP should be page numbered, duly signed with seal and appropriately flagged and contain the list of contents with page numbers. Any deficiency in documentation may result in rejection of the offer.

3.2.2.2 The "Technical Bid" shall contain Bid Security (as defined in clause "Bid Security") and all other technical details/documents in support of the offer. There will be no mention of prices anywhere in the Technical Bid.

3.2.2.3 The documents which must be submitted along with the technical bid are mentioned in Annexure 3

3.2.3 Financial Bid

3.2.3.1 The Financial Bid will contain Price and all the commercial details of the offer. A format for Financial bid is being prescribed (Annexure 4) and it is expected to be all inclusive lump sum amount covering all items of the work including the cost of staff, stationery, contingency amounts, travel, living expenses, communication, other resources and all miscellaneous expenses that may be required to be met in connection with delivery of the Consultancy Services. The price bid should be unconditional and any conditional financial proposal shall be rejected summarily.

3.2.4.1 The unit rates and prices shall be quoted by the bidder entirely in INR (Indian Rupees). All prices should be quoted in Indian Rupees and indicated both in figures and words. Figures in words will prevail.

3.2.5.1 The cost quoted will be firm and fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be entertained by the Authority.

3.2.6.1 The bidder with the lowest quoted rates including tax will be considered as successful bidder (L1).

3.2.7.1 In case quotes of two bidders are equal, the bidder offering lowest rates shall be declared successful.

SECTION IV: RFP – APPLICATION

4.1 CLARIFICAITONS AND PRE-BID CONFERENCE

4.1.1 Last date for submission of written queries (through e-mail too at cgmmktg@cotcorp.com or dgmmktg@cotcorp.com) for clarifications shall be 05-07-2019.

4.1.2 Contact person for queries: CGM(Marketing), Tel: 022-27579215 ,E-Mail : cgmmktg@cotcorp.com or DGM (Marketing), Tel: 022-27576043 ,E-Mail : dgmmktg@cotcorp.com, Kapas Bahvan, Plot no.3/A, Sector 10, CBD Belapur, Navi Mumbai-400614

4.1.3 A Pre-bid conference for queries and clarifications on the RFP document will be held on 08-07-2019 at 15:00 hrs at Board Room, Kapas Bahvan, Plot no.3/A, Sector 10, CBD Belapur, Navi Mumbai-400614. Authorized Representative with authority letter on the letter head of bidding company duly signed by the bidder only will be allowed to attend the Pre-bid conference. Participants will have to confirm their participation (alongwith no. of participants) in advance by sending an e-mail at cgmmktg@cotcorp.com / dgmmktg@cotcorp.com latest by 08-07-2019 before 14:00 hrs. Participants must carry a valid ID document to be shown.

4.1.4 All prospective Applicants / authorised representative of the Applicants who have purchased / downloaded the RFP document may attend the pre-bid conference to get their queries and clarifications replied, if any. The Applicant should depute senior level representative(s) who should be well conversant with the subject and bid requirements.

4.2 SUBMISSION OF RFP

Applicants fulfilling the prescribed eligibility criteria may submit the proposal in physical form only, in a sealed envelope, having separate sealed envelopes for technical and financial bid in it, marked as Technical Bid and Financial Bid, respectively. The envelope containing technical and financial bids should have the title as: "**RFP Application for hiring of Consultant for preparation of detailed Project Report and Feasibility Study Report for Establishing Cotton Trading Zone (CTZ) - One stop integrated facility for trading of Cotton and cotton products in line of SEZ's and FTZ's" .** The bids may be submitted on or

before 15-07-2019 upto 14:00 hours at the designated tender box located on the 4th Floor, Kapas Bahvan, Plot no.3/A, Sector 10, CBD Belapur, Navi Mumbai-400614.

Further it should contain following information:-

(i) Letter of Request for Proposal

(ii) Checklist of submissions as per ***Annexure 1***

4.3 INFORMATION AND INSTRUCTIONS TO APPLICANTS

4.3.1. Applicants shall submit the RFP on the prescribed format in English language.

4.3.2. The RFP shall be send/submitted, in physical form only, along with a covering letter in format together with the desired supporting documents and proofs on the letter head of the Applicant with each page of the Document duly signed and stamped by the head or authorized signatory of the Applicant. Format for the covering letter is enclosed as Annexure 5.

4.3.3. The Applicant must sign and stamped each page of this RFP document and submit the complete document without detaching any page along with the RFP

4.3.4. An Applicant can be disqualified if the Applicant:

a. Does not meet the Eligibility Criteria of the Project
b. Does not submit the completed Application as per checklist given in Annexure 1 of this RFP
c. Makes misleading or false representations in the forms, statements and attachments submitted in the Application. Even if at any stage it is brought to the knowledge, Authority shall have the right to reject the proposal or terminate the contract, as the case may be, without any compensation to the Applicant.
d. Has record of poor performance such as abandoning the works, not properly completing the contract, litigation history, or financial failures, etc.
e. Application submitted is not accompanied with the requisite documentation or is non-responsive
f. Application submitted is offering consultancy for partial requirements

g. Not maintaining Confidentiality regarding all the information, documents, records, software, data, reports, deliverables, etc provided by Authority. The above information shall not be shared without written approval of the Authority.

4.3.4 In case of any dispute, Mumbai, India shall be the jurisdiction for any legal matter and the decision of the Authority shall be final and binding.

4.3.5 **Bid Security:** All the bids must be accompanied by a bid security of INR 2,00,000/- (INR Two Lakhs only) in the form of a Demand Draft issued by any scheduled bank in favour of "The Cotton Corporation of India Ltd." payable at Mumbai, valid upto 45 days beyond the validity of the offer. The bid security of unsuccessful bidders shall be returned after the process of pre-qualification and opening of financial bids. Bid security shall be forfeited if a bidder withdraws from the tendering process after opening of technical bids.

Please Note: 1) No interest will be payable to the Bidder on the amount of the Bid Security; 2) Bids without Bid security would be rejected and no further correspondence shall be entertained in this regard; 3) Unsuccessful Bidder's bid security will be discharged/ returned as promptly as possible.

4.3.6 **Performance Guarantee (PG):** The successful bidder will be required to submit performance guarantee by way of demand draft of any scheduled bank in favour of "The Cotton Corporation of India Ltd." payable at Mumbai for a value equal to 10% of the consultancy fee quoted for the project within 07 days of issue of work order. The Performance guarantee will be released after the completion of work to the satisfaction of the Authority. The Performance Guarantee shall be forfeited in case the successful bidder fails to provide the consultancy services to the satisfaction of Authority. If the Reports / documents (as per scope of work) are not submitted in the stipulated delivery period, Authority reserves the right to cancel the contract. In that case the performance security shall be forfeited. No interest will be payable to the Bidder on the amount of the PG.

4.3.7 The consultant shall submit the progress report to the designated official(s) nominated by Authority at regular time intervals.

4.3.8 **Period of Completion of Consultancy Service:** A draft appraisal report would be submitted within 21 days of the date of work order. The major findings of the draft report should be shared with CCI. Feedback from CCI should be taken into account by the Consultant in the final project report in a substantive manner. The consultant will submit the final report with detailed plan of CTZ alongwith architectural rendering in a 3D walkthrough animation

video within 10 days from the confirmation of draft report by CCI. Four hard copies along with soft copy of the Final Project Report shall be submitted to CCI.

4.3.9 The Final Project Report submitted to the authority must be based on facts & figures (must not be generalized) and must employ all the latest analytical tools and techniques to avoid objections / penalty by Authority during report acceptance and release of payment.

4.3.10 Liquidated damages (LD) for Delays:

The time allowed for carrying out the work as per the work order shall be strictly observed by the Consultant and shall be reckoned from the date on which acceptance of offer to commence work is given to the Consultant. The work shall throughout the stipulated period of the contract be proceeded with all due diligence. Consultant shall pay as LD an amount equal to 0.5 % (one half percent) of the total value of Consultancy Fee for every week or part thereof if the final project report with detailed plan of CTZ alongwith architectural rendering in a 3D walkthrough animation video is not submitted within stipulated time as prescribed in the RFP, provided always that the entire amount of compensation to be paid under the provisions of this clause shall not exceed 10 percent of the total Consultancy fee.

4.3.11 Force Majeure

a. For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations here under impossible or so impractical as reasonably to be considered impossible in the circumstances, an includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

b. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Sub consultants or agents or employees, nor (ii) any event which a diligent party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder.

c. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

4.3.12 Arbitration:

In case of any dispute or difference arising out of or in relation to this agreement the same will be referred to an Arbitrator (other than an employee of CCI) to be appointed by the Director (Marketing) or the Director (Finance) of CCI and the decision of the arbitrator shall be final and binding upon the parties hereto. The Arbitration will be governed by the provisions of the Arbitration and Conciliation Act, 1996 or any statutory amendments or re-enactment thereof..

4.3.13 Payment Terms & Schedule:

The payment terms & schedule will be linked to following milestones as follows:

S.No.	Milestone / Stage of Completion	Percentage	Cumulative
1	On submission of Draft Report	30	30
2	On submission and acceptance of Final Report	70	100

4.3.14 Evaluation of Proposals:

i. **Technical Bids shall be opened on 15-07-2019 at 15:00 hrs (IST) in Board Room Kapas Bahvan, Plot no.3/A, Sector 10, CBD Belapur, Navi Mumbai-400614** in the presence of bidder or their authorized representatives who choose to attend the opening of bids. Authorised Representative with authority letter on the letter head of bidding company duly signed by the bidder only will be allowed to attend the technical bid opening meeting.

ii. Preliminary scrutiny of the bid proposal will be made to determine whether they are complete, required RFP document fee (in case of online download) and bid security have been furnished, whether the documents have been properly signed, and whether the bids are generally in order and all documents as mentioned in Annexures have been enclosed, whether they are meeting the pre-eligibility criteria, etc. Proposals not conforming to such preliminary requirements will be prima facie rejected.

iii. Bids complying with all the eligibility requirements mentioned in the RFP document shall be treated as substantially responsive bids and financial bids of only these bidders would be opened.

iv. a. Financial bids of all those bidders shall be opened on the same day who are found to be substantially responsive.

b. After opening of financial bids, the authority shall examine the bids to determine whether they are complete, unconditional, unqualified and responsive and are complying clause 3.2.3 of this RFP document.

v. Consultant should quote their fee in prescribed proforma only. Quotes in other format may be rejected by Authority.

vi. In case of discrepancy in words and figures, the fee quoted in words shall be treated as final.

vii. Financial bids of the technically qualified bidders shall be opened in the presence of representatives of technically qualified consultant who may desire to be present during the opening of the financial bids.

viii. After the public opening of financial bids, information relating to the examination, clarification, evaluation and comparison of bids and recommendations concerning the award contract shall not be disclosed to bidders or other person not officially concern with such process until the award of the contract to the successful bidder has been announced.

ix. Any effort by a bidder to influence the Authority or any of its representatives in the process of examination, clarification, evaluation and comparison of bids and in decisions concerning award to contract, may result in the rejection of the bidders bid.

x. The cost indicated in the financial bid shall be deemed as final and reflecting the total cost of services. Omission, if any, in costing any item shall not entitle the consultant to be compensated and the liability to fulfill its obligations as per the scope of work within the total quoted price shall be that of the consultant.

xi. The bidder shall be responsible for any arithmetic errors in the submitted financial bids.

xii. The authority in its sole / absolute discretion can apply any other criteria deemed appropriate in determining the responsiveness of the RFP submitted by the respondents.

xiii. The authority may reject all proposals if they are found to be unresponsive or unsuitable either because they represent major deficiencies in complying with the scope of the work or they involve substantively higher cost.

xiv. The bidder with the lowest quoted rates including tax will be considered as successful bidder (L1).

4.3.15 Award of Work

The Authority shall notify the successful bidder in writing that his bid has been accepted. This letter communicating notification of award of work shall name the sum which the Authority will pay to the Consultant in consideration of the execution and completion of the works prescribed in the work order.

4.3.16 The Authority reserves the right to:-

a. Alter/modify/amend the eligibility criteria in the subsequent stages, if deemed necessary.

b. Cancel the process and reject all or any of the RFP without assigning any reasons whatsoever, however party may seek the reason for rejection from CCI.

ANNEXURES OF FORMATS

ANNEXURE 1

CHECKLIST FOR SUBMISSION OF RFP

Annex No.	Enclosures to the RFP	Status (Submitted/ Not Submitted)	Comments, if any
1	Letter of Request for Proposal		
2	Signed RFP Document		
3	3.1 Particulars of the Applicant		
	3.2 Particulars of Applicants in case of Joint Venture / Consortium		
4	Authority Letter		
5	Financial Information		
6	Audited Financial Statements/ Annual Reports		
7	Details of Project Experience		
8	Company profile and manpower information indicating proposed team for undertaking the assignment and their qualifications and experience in relevant field		
9	Bid Security		
10	Technical Bid		
11	Financial Bid		
12	Any other information, documentary evidence in support of suitability of the offer.		

ANNEXURE 2

DETAILED SCOPE OF WORK

- **Pre-feasibility Study**
- CTZs pre-feasibility study for supply-demand assessment (through market research, product mix, product type and business case in terms of investment flows) and business opportunities thereof.

  For this study:
  - Detailed assessment shall be made for supply-demand assessment (through market research, product mix, product type and business case in terms of investment flows) and business opportunities thereof.
  - Further to the above, assessment of prospective new industries / sectors (based on demand-supply gap) and business opportunities thereof.
  - Understanding the Cotton Trade/Industry expectations from CTZ.
  - Analysis of trade/industry's expectations with regard to amenities to be provided at the CTZ.
  - Detailed analysis of the advantages of CTZ. Its importance to the country including socio-economic impact, export promotion, employment opportunities, etc.
  - Optimum area required for such a facility. The CTZ will be one stop integrated facility for trading of Cotton and cotton products in line of SEZ's and FTZ's. This Cotton trading Zone will help in ease of business , especially exports, as this zone will deal with all cotton related products i.e. cotton bales , yarn ,fabric and cotton garments. Further it will be having all facilities which are required by the trade at one place like in house quality testing facilities, custom house, warehouse, land and rail transport links and also sea transport link. Further, it will be having facilities for hosting trade fairs, exhibitions. Further it will be having complexes segment wise i.e. for cotton, cotton yarn, cotton fabric and cotton garments, office complexes, public utilities, residential complex and enough open space for movement of cargo vehicles with shipping containers etc.

- **Sectoral Study:**

  Basically CTZ would be dealing with cotton and all cotton related products like cotton bales, yarn, fabric, garments etc. Sectoral study will include suggesting type of industries & services (sector-wise) which are best suited for proposed CTZ keeping in view various

critical factors such as availability of labour, , power, proximity to markets (downstream linkages), ease of trade both domestic and export.

On basis of this study, the Consultant will be expected to make suggestion(s) on development phasing.

For this study:

- Comparative Assessment of various sectors related to cotton and their attractiveness to potential investors in the CTZ.
- For the above analysis to be based on assessment of, demand analysis, availability of labour, raw material etc.
- Specific recommendations on industries (sector-wise) to be established in the CTZ.
- Specific attention to be paid to the need and availability of pool of skilled and unskilled labour depending on the sectoral coverage.

o **Market Focus Study**

Suggesting focus of the CTZ i.e. should it be solely export-oriented or should it focus on both export and domestic market. Based on this, recommend the necessary distribution and administrative infrastructure to be created.

For this study:

- Assessment of quantum of demand for the products and services of the CTZ in the domestic and export market.
- Study the advantage of exports from the CTZ as compared to exports from other locations.
- Study the competition posed by other parties in the trade so as to determine the merits/demerits of making the CTZ exclusively export-oriented or otherwise.
- On basis of the above, recommend focus of the CTZ i.e. should it be solely export-oriented or should it focus on both export and domestic market.

o **Incentives/Exemption/concessions/protection from Laws:** Suggesting type of incentives/exemption/concessions/protection from various laws (incl. taxation & labour laws), if any, for co-developer & utility/amenities players at the project level as well as unit level investors. Also, study and suggest various industry-specific incentives/exemption/concessions/protection from laws.

o **Risk Analysis & Risk Mitigation strategies:** Detailed risk assessment, covering market risk, business risk, credit risk, operational risk, political risk, social risk, regulatory risk,

legal risk, climate risk (including presence of natural & manmade hazards) etc. Based on this assessment, study likely impact on project costs, schedule. Risk mitigation strategies so as to make the CTZ viable in the long run.

- **Financial analysis**
  - Rough estimation of construction costs of CTZ, operation and maintenance costs, costs on support infrastructure development & infrastructure improvement in/around surrounding area, *etc* as part of its preliminary financial analysis and appraisal of the Project.
  - Preliminary assessment of the financial viability of the Project including impact of any incentives being given by Central/ State Govt..
  - Revenue model that would be adopted by the developer both while marketing and for O&M to be suggested.

- **Model of CTZ:** Based on positioning of the proposed CTZ and revenue and risk profiling of the proposed development, consultant would recommend the development model and commercial format (PPP, DBFO, etc.) to be adopted for establishing CTZ, keeping in view the laws and regulations provisions and other socio-economic-political factors.
- **Attracting Investors (developers/industries):** Understanding the interest and expectations of the investors in the proposed project and on basis of these suggesting strategies to attract investors.

  It will also include the interest and expectations of the utilities players, service providers and proposed industry segment in the proposed CTZ.
- **Infrastructure Study**

  To provide an overview of the prevailing core physical infrastructure at/around CTZ proposed site including connectivity with road/ports/rail/air & other urban centres and markets. On basis of this assessment the study shall enlist the major/minor external and internal infrastructure needed to make CTZ successful.
- **Assessment of Land acquisition:** For developing CTZ land has to be acquired. In this regard a Land acquisition assessment to be suggested.
- Roadmap from paper to physical establishment of Cotton Trade Zone with detailed plan of CTZ alongwith architectural rendering in a 3D walkthrough animation video.
- Benefits of such Cotton Trading Zone which will be One stop integrated facility zone for domestic and export trade of Cotton and cotton products in line of SEZ's and FTZ's
- Recommendations on a) facilities which such Cotton Trade Zone shall have, b) the best place near deep sea ports to establish the Cotton Trading Zone. Keeping in view the

availability of resources like land, transport facilities and also State Government policies.

- Any other study or survey which the Consultant considers necessary or which the Authority may stipulate for successful completion of the services under the Consultancy shall be carried out.

ANNEXURE-3

CHECK LIST FOR DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID

1. The bidder must sign each page of this RFP document, and submit the complete document without detaching any page with their offer. In such a case the bidder must attach a certificate conveying acceptance of all the terms & conditions of the RFP document. The certificate and signed RFP document are to be submitted with the Technical Bid.
2. All documents related with Partnership Deed / Articles of Memorandum of Association or Proprietorship Deed and MoU/ Collaboration deed with foreign / other collaborators as the case may be attached.
3. Certificate of Incorporation of the firm.
4. Particulars of the applicant. Proforma for the same is enclosed as Annexure 6.
5. Authorization letter on company letterhead to the person empowered by the firm to sign the documents on its behalf.
6. Financial information. Proforma for the same is enclosed as Annexure7.
7. Revenue certificate of the firm certified by the auditor/CA/CS indicating the revenue in area of consultancy must be attached.
8. Latest Annual Report of the Bidder firm.
9. GST number and attested copy of Registration Certificate.
10. Details of past experience of the bidder with supporting documents
11. Any other information, documentary evidence in support of suitability of offer.
12. Proposed approach & methodology and work schedule in response to the scope of work.
13. Demand Draft of INR 1000 (Indian Rupees One Thousand Only) against RFP document fee (in case of download from website) in favour of "The Cotton Corporation of India Ltd." payable at Mumbai.

ANNEXURE-4

FORMAT FOR FINANCIAL BID

Subject: Request for Proposal (RFP) for hiring of Consultant for preparation of detailed Project Report and Feasibility Study Report for Establishing Cotton Trading Zone (CTZ) - One stop integrated facility for trading of Cotton and cotton products in line of SEZ's and FTZ's

The undersigned Consultant/Consultancy Firm/Consortium having read and examined in detail all the RFP document in respect of for Hiring of Consultant for preparation of detailed Project Report and Feasibility Study Report for Establishing Cotton Trading Zone (CTZ) - One stop integrated facility for trading of Cotton and cotton products in line of SEZ's and FTZ'sf or Establishing Cotton Trading Zone (CTZ) - One stop integrated facility zon for trading of Cotton and cotton products in line of SEZ's and FTZ's" , do hereby express their interest to provide Consultancy Services as specified in the RFP document.

Name of the Consultant / Consultancy Firm / Consortium		
Address of the Consultant / Consultancy Firm / Consortium		
	Lump sum amount in Indian Rupees (in Figures)	Lump sum amount in Indian Rupees (in words)
Rate Quote		
Tax @ _____		
Total		

The bidder with the lowest quoted rate including tax will be considered as successful bidder (L1).

Note:

a) The Financial Bid will contain Price and all the commercial details of the offer and it is expected to be all inclusive lump sum amount covering all items of the work including the cost of staff, stationery, contingency amounts, travel, living expenses, communication, other resources and all miscellaneous expenses that may be required to be met in connection with delivery of the Consultancy Services. The price bid should be unconditional and any conditional financial proposal shall be rejected summarily.

b) In case of any difference of lump sum amount in figures and words ,the amount in words will be considered.

Signature
Name
Designation
Company Seal
Date

ANNEXURE-5

FORMAT OF LETTER OF REQUEST FOR PROPOSAL

[On Company"s letterhead]

Date: Reference:

CGM (Marketing),
The Cotton Corporation of India Ltd.,
Navi Mumbai

SUBMISSION OF REQUEST OF PROPOSAL

For hiring of Consultant for preparation of detailed Project Report and Feasibility Study Report for Establishing Cotton Trading Zone (CTZ) - One stop integrated facility for trading of Cotton and cotton products in line of SEZ's and FTZ's

Dear /Sir,

We hereby submit our Request for Proposal for providing consultancy services as explained in the Invitation for Request for Proposal for the aforementioned project. In support we submit all the necessary information and relevant documents for our participation in the procedure for short listing of applicants as a part of the selection process. The submission is made by us, on behalf of ..... In the capacity of ..... duly authorized to submit the RFP.

We hereby submit our willingness for our participation in the process for hiring the Consultant for the aforementioned project.

We understand that Authority reserves the right to reject the submission, without assigning any reason.

Yours faithfully,

Signature of Applicant:
Name of Signatory:
Designation:
Name and address of firm:
Contact number:
Fax:
Email:

Enclosures:
1. Copy of Board Resolution/ Power of Attorney or Authority letter authorizing the representative to sign on behalf of the Company/ firm
2. Others documents [as per the RFP document (Details to be provided by the consultant/ consultancy firm / consortium)]

ANNEXURE - 6

PARTICULARS OF THE APPLICANT

1.1	Title of Consultancy: **Hiring of Consultant for preparation of detailed Project Report and Feasibility Study Report for Establishing Cotton Trading Zone (CTZ) - One stop integrated facility for trading of Cotton and cotton products in line of SEZ's and FTZ's**
1.2	Title of Project: **Establishment of Cotton Trade Zone (CTZ)**
1.3	State the following: Name of Company or Firm: Legal status (e.g. incorporated private company, unincorporated business, partnership etc.): **Incorporation documents *(to be enclosed at the end)*:** **(e.g. Certificate of Incorporation (of both Indian/Foreign Company, Memorandum/Articles of Association, CS/CA certificates, etc.)** Country of incorporation: Registered address: Year of Incorporation: Year of commencement of business: Principal place of business: Detail Company Profile description of the Company including details of its main lines of business Name, designation, address and phone numbers of Authorised signatory of the Applicant: Name: Designation: Address: Phone No.: Fax No. : E-mail address:
1.4	For the Applicant, state the following information: i. In case of International Firm, does the Firm have business presence in India Yes/No If so, provide the office address (es) in India. ii. Has the Applicant been penalized by any organization for poor quality of work or breach of contract in the last five years? Yes/No iii. Has the Applicant ever failed to complete any work awarded to it by any public authority/entity in last five years? Yes/No iv. Has the Applicant been blacklisted by any Government department/Public Sector Undertaking in the last five years? Yes/No **Note: If answer to any of the questions at (i) is No and from questions (ii) to (iv) is yes, the Applicant is not eligible for this consultancy assignment.**

ANNEXURE 7

FORMAT FOR FINANCIAL INFORMATION

1. Annual Revenue of the Applicant

All figures in Rs Crore

Financial Year	Annual Revenue from Consulting Business
2016-17	
2017-18	
2018-19	

Financial Year: 1st April to 31st March

Note:

The Applicant shall submit annual reports and audited financial statements (Balance sheet, profit and loss account and if available cash/funds flow statement

SIGNATURE_____

DATE:_____

NAME_____

DESIGNATION:_____

COMPANY SEAL

COMPANY: _____

Certificate from the Statutory Auditor$

This is tocertify that.....(Name of the Applicant) has received the payments shown above against the respective years on account of professional fees.

Name of the audit firm:

Seal of the audit firm

Date:

(Signature, name and designation of the authorised signatory)

Note : In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant. **In case the applicant is depicting revenue from *foreign country, the revenue certification needs to be from the Chartered Accountant / Statutory Auditor located in the same country. *** *This may be the case when an Applicant is based out of India, or the Applicant is using financial credentials of its parent company based outside India.*