

## E-TENDER NOTICE

E-tenders in two parts i.e. Technical Bid (T-Bid) & Price Bid (P-Bid) are invited for the implementation of ERP solution for integrating activities of various departments at multiple locations of the Company, viz. Head Office, Two Estates and Factories with centralized server at Head Office and Secured connections to server from Factories and Estates. Tendered rate shall be inclusive of GST, implementation, training & stabilization support after implementation for a minimum period of two years.

<b>Payment to be effected by online for</b>	
Cost of tender form	Rs. 1500/-
EMD	Rs. 25,000/-
<b>Important dates</b>	
Pre-bid meeting Date, Time & Venue	30/10/2017 at 10.30 am, RPL Head Office
Last date and time of uploading T- bids & P - bids	17.11.2017, 5 pm
T-Bids opening date & time	21.11.2017 11am

For more details, visit: [www.rplkerala.com](http://www.rplkerala.com)

RPL/S/1540/2017/ERP 3 dt 20.10.2017 /2112

-/Sd/-  
MANAGING DIRECTOR

**REHABILITATION PLANTATIONS LIMITED**  
**(A Joint Venture of Govt. of India & Govt. of Kerala)**  
**Regd. Office: Punalur, Kollam District**  
**Kerala – 691 305**  
**Tel: 0475-2222971,72,73; Fax: 2223866**

RPL/S/1540/2017/ERP 3

Dt: 20 /10/2017

### **CONDITIONS ATTACHED TO THE NOTIFICATION FOR THE TENDER FOR DEVELOPMENT & IMPLEMENTATION OF ERP SOLUTION**

1. E-tenders in two parts ie. Technical bid (T-bid) and Price bid (P-Bid) are invited for the development & implementation of ERP solution for real time integration of all activities of the company. Tendered rate shall be inclusive of tax, purchase of necessary software, if needed development, implementation, training & stabilization support after implementation for a minimum period of two years. Intending tenderes have to **remit ₹1500/- towards the tender**

**form cost**, as shown in the tender notice through e-payment. Those who have already paid tender form cost in earlier tenders for ERP, are exempted from payment of tender form cost but shall upload this revised tender conditions with signature on all pages as per clause '4' below.

2. Last date & time for uploading the T-Bid & P-Bid in the tender site ie, [www.e-tenders.kerala.gov.in](http://www.e-tenders.kerala.gov.in) are on or before 5 pm on **17.11.2017**. A pre-bid meeting will be conducted on **30.10.2017** for clarifying issues and clearing doubts. Intending tenderes are requested to attend pre-bid meeting. The T- bids will be opened at 11am on **21.11.2017**
3. Every intending tenderers will have to furnish an **Earnest Money Deposit of Rs 25000/-** through online facility. Exemptions, if any, will be allowed as per government order.
4. Every intending tenderer has to upload the tender conditions after signing each page as acceptance of the same.
5. The EMD will be refunded automatically through electronic means within one week of finalization of the contract to all whose offers have not been accepted.
6. The successful tenderer will have to enter into a formal agreement with the company as per terms and conditions fixed by the Company within seven days of communication of acceptance of the offer by the Company failing which the EMD is liable to be forfeited.
7. The successful tenderer should remit a **security deposit @ 5% of the total value** (before tax) for the due performance of the contract. Their EMD will be adjusted as part of the security deposit.
8. The contract shall be concluded on issue of work orders by the company & binding.
9. **Pre-Qualification Criteria** shown in **Annexure 1** has to be satisfied by the Bidder.
10. **Mandatory Requirements/Criteria** for the ERP solution are given in **Annexure 2**.
11. Firms Black-listed/ debarred in participating in any (procurement) activities by any State or Central Government or any other Govt. organization in India are not allowed to bid
12. **The Technical bid should comply with the requirements in conditions 9 & 10** and Bidder should upload all the aforesaid documents /details /confirmation in the T- Bid and on acceptance of such documents and technical evaluation of T-bids by the Tender Committee appointed to scrutinize the documents, will check the documents for their eligibility, validity, applicability to compliance stipulated in the tender document.
13. **Bid Evaluation criteria** is given as **annexure- 4**. The evaluation shall be strictly based on the information and supporting documents provided by the bidders. It is the responsibility of the bidder to provide all supporting documents as listed in. Each document has to be uploaded **only once**, even if it is demanded in more than one clauses/ annexure. Mandatory list of documents is given in **Annexure-5**

14. The rate quoted in the Bill of Quantity (BOQ) will be taken as **inclusive of all, but breakup cost for each module, Training, stabilization support for two years, any other optional additional features and taxes should be uploaded separately**
15. Tenderers shall quote for the whole system.
16. Tenders which are in full conformity with tender requirements and conditions given in bid evaluation criteria and bid evaluation process shall be declared as eligible for Price - bid opening.
17. The rate quoted should be firm. No representation for enhancement of rate once accepted will be allowed. The price score of the bidder will be determined by the committee which will be used for overall evaluation. Based on the Technical score & price score obtained by the bidder, the Committee will calculate the total score of the bidder. The work will be evaluated on the basis of overall evaluation.
18. **Payment;** 75 % of payment due for each module will be released after the satisfactory completion of each module, operable from multiple locations. However first installment of payment will be released only after the satisfactory completion of minimum two modules and integration of that modules. Payment of remaining 25 % of all modules will be made on satisfactory completion and running of all modules.
19. The tenderer agrees that time wherever specified is the essence of the contract. Implementation of the Work should be successfully completed within the period specified in the work order of the Company. If the contractor fails to complete within the specified time, the Company reserves the right to make alternative arrangements at the risk and loss of the defaulter and the difference in cost will be recovered from the defaulter through legal means/revenue recovery proceedings/from any amount due to the contractor from the company and will black list the contractor from future business with the Company.
20. Special conditions, if any, written on the tender or attached with the tender will not be applicable to the contract unless they are expressly accepted by the Company in writing.
21. **Clarification** of Bidding Documents: Bidders may seek clarification on the document or about any condition of the Bid in the Pre bid meeting fixed for this purpose. In the event of any clarification required and issued in writing, it shall form the part of the Bid document. A Bidder may also notify the RPL Tender Committee in writing during the allotted clarification time, to which the RPL Tender Committee will respond in writing to any request for the clarification of any bidding documents before submission of bids.
22. **Amendment** of Tender Documents :At any time prior to the deadline for submission of bids, the RPL Tender Committee may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective Bidder, modify, change, incorporate or delete certain conditions in the bidding document. At any time prior to the deadline, RPL may amend the tender documents by issuing addendum / Corrigendum. Any addendum / corrigendum as well

as clarification thus issued shall be a part of the tender documents and it will be assumed that the information contained in the amendment will have been taken into account by the bidder in its tender. To give prospective bidder reasonable time in which to take the amendment into account in preparing their tenders, RPL shall extend, at its discretion, the deadline for submission of tenders, in which case, RPL will notify all bidders by placing it on the e-tender site of the extended deadline and will be binding on them. All notifications / addendum / corrigendum will be published in the e-tender site only.

23. Company has the right to use the services of external experts to evaluate the proposal by the bidders and share the content of the proposal either partially or completely with the experts for evaluation
24. The Company reserves the right to enforce forfeiting of the EMD/SD in case the tenderer withdraws his offer within validity period or fails to complete the work as per requirement of the Company.
25. The Security deposit is liable to be forfeited in the event of any breach of contract by the Contractor. In case there is no liability, the security deposit will be released after 12 months from the successful completion and running of all modules.
26. If the date of tender happens to be a holiday, the tender will be opened on the next working day.
27. The Managing Director of the company reserves the right to accept or reject any or all tenders in part /or full without assigning any reason thereof. The Company also reserves the right to Short close / cancel the Contract by giving one month notice in its sole discretion as deemed fit without assigning any reason thereof.
28. The non-compliance or failure to complete the modules/work as per schedule will be treated as breach of contract and will attract imposition of penalty as decided by the Managing Director.
29. Any dispute arising out of this contract, all suits or other legal proceedings in connection with any of the matter shall be instituted in the Courts of Punalur only.

-/Sd/-

MANAGING DIRECTOR

***“RPL is an environment friendly organization. It expects its suppliers also to contribute towards a greener Earth.”***

## Annexure 1

### 9. Pre-Qualification Criteria for the bidder

Sl.No.	Criteria	Information to be submitted as criteria validation with Technical proposal.
1	Firms /LLPs/ Pvt or Public Ltd Companies only can apply	Copy of Firm/Company Registration certificate
2	Only original developing firms are qualified to quote. The bidder shall not sub contract the work covered under the Contract	A declaration to the effect is to be uploaded.
3	The bidder should have minimum three years experience in the field, in the development and implementation of ERP with multiple locations in commercial organizations	Copy of Work orders & completion certificate
4	The contract value of at least one such software project excluding AMC charge should be more than or equal to Rs.10 lakhs.	Copy of Work orders / agreement to prove this requirement
5	Bidder should have GST Registration	Copy of GST registration certificate

## Annexure -2

### 10. Mandatory Requirements/Criteria for the ERP solution

10.1 **Scope:** Purpose is to develop a user-friendly computer aided solution for integrating all activities of various departments at multiple locations of the Company, viz Head Office, Two Estates and Factories. ERP should have Centralized server at Head Office, Punalur and Secured connections to server from Factory located at Abhayagiri, Kulathupuzha 36 Km and Kulathupuzha Estate 36 kms and Ayiranallur Estate 8 Km away from Punalur respectively. The access to features of the system will be limited based on the user and his location. This project includes planning, design, deployment, testing and handover of ERP with identified modules suiting for RPL. The scope also includes completion of documentation, manuals and training aids to be used in conjunction with the software. Project completion will happen only when the software package has been successfully executed and transitioned for the business functions of RPL.

While developing, all activities in the existing system/method should be translated into electronic media with authentication and if possible, make use of the prevailing softwares in the Company like tally ( ERP 9 version), sales & pay roll (both My SQL data base developed in dot net), GST software ,family card of repatriates( web application using free data base). Pay roll software also covers production and personal information of employee. All computers in the Head office is connected through LAN. It is requested to use free data base as far as possible for ERP.

Status of the Existing facilities are :

<b>Infrastructure facilities</b>	<b>Status</b>
Server system	Yes
Backup infrastructure	Partial , RAID
Router , VPN	No
UPS	Yes , May be upgraded
Internet connectivity	Yes , May be upgraded
Static IP	Yes
Server Operating System License	Yes, Windows Server 2008
Database License	No , free soft ware used

10.2. **Modules:** Proposed solution (project proposal) should have all the following functions as integrated applications on a single interoperable open platform and should provide real-time integration between modules. All modules will have custom reports.

- a. Finance & Accounting.
- b. Purchase
- c. Sales
- d. Stores & Inventory
- e. HR & Administration
- f. Estates
- g. Factories
- h. Engineering
- i. Legal & Secretarial

Vehicle management & asset management are to be included as part of appropriate modules.ERP developer should submit an SRS. An overview of the **activities to be covered in each module** is given in **annexure-3**

Note: System Requirement Specifications (SRS) provided with this document is analyzed and refined by RPL. However, this specification is very preliminary/abstract level and it covers overview of all modules of the system i.e. detail information to be processed is not covered in this document. Bidder should assume detail information of all activities involved in such type of estate application domain at the time of bidding.

10.3. **Preliminary Requirement Specification of the Project:**-The bidder is expected to read preliminary requirement specification mentioned in the Scope of Work carefully. The bidder may interact with the RPL for any clarification of requirement specification. Based on this preliminary requirement specification, successful bidder should develop the system as per the following instructions;  
A Software Requirements Specification (SRS) is to be first prepared. Scope given is a broad outline of the business processes and the components that need to be computerized. The chosen bidder will have to make a detailed study of the organization by going through available documents and by interviewing employees to prepare the SRS. The successful bidder should prepare and submit correct, traceable ( both forward & backward to prior & future activities) ,unambiguous, complete ,consistent detailed System requirement specification.

Further the ERP Implementation partner shall specify computing and networking needs and assist RPL in sizing the Hardware and communication for ERP implementation as part of the SRS. the SRS will be followed by gap analysis indicating the gaps between the requirements and what the

package software provides by default. Based on this gap analysis, the requirements have to be implemented. Other tasks will include testing data and training.

**10.4 Implementation Schedule** : A broad implementation schedule for the project is as

Sr. No.	Particulars	Baseline(T)	Duration
1	Project Start	T- Date of signing of agreement	
2	Delivery and acceptance of complete detail SRS and Design documents of Web portal module applications along with priorities of all applications set by RPL	T +30 days	30 days
3	Development of all the modules specified in the tender as per priority set by RPL	T + 150 days	120 days
4	User Acceptance Test (UAT) Certified Test Reports to be submitted by the Bidder.	T1 = T+ 180 days	30 days
5	Minor change request/ Modifications along with maintenance and Support Services to run the total solution in all respect.	T1 + 1095 days	1095 days Or 3 yrs

10.5

**IPR and Ownership rights:** All the data, material, information and documents collected / generated during development / implementation of all the components of the project and the application software developed of the contract shall be exclusive “Intellectual Property” of RPL and shall be vested in RPL. All rights are reserved to RPL as per IT Act 2000. The selected Bidder shall handover all data, material, information and documents (including SRS documents, design documents, database design / diagrams, the source code with Third Party controls/software, etc.) collected / generated during development / implementation of the project to RPL within 30 days of implementation of project. The application software and the source code with version control system shall be submitted separately in an appropriate storage media to RPL within 30 days of implementation of project. Bidder should handover all login password, authentication etc after end of contract agreement.

10.6 The ERP Solution should be supplied along with the source code for the ERP solution and the source code should be part of deliverable without any preconditions.

10.9 The ERP solution should be facilitated with features and functionalities to adhere to state & central Government’s regulatory requirements in the areas, P.F, Service Tax, TDS, GST, Accounting standards /guidelines, Rubber Board requirements, security and reporting. It should be linked with the e-tender site of Kerala Govt. GST site, GEM Site and any other statutory Govt. sites. It should support and deliver any requirements of localization as per changes notified by the Government, periodically, in the respective areas.

10.10. Reports generated in each module should be separately given.

10.11 **Training** for using and administering ERP should be given for the identified set of users. The admin users of ERP should be given basic training in the architecture employed in developing the software. Training to users should include basic debugging mechanisms for ERP, detailed transaction flows and backup mechanisms. The end users should be trained in proper usage of the software. Provide all training documentations in hard and soft copy format (user training, operation procedures & visual help kit)

10.11 **Presentation:** Each bidder has to make a presentation to the bid Evaluation Committee at a date, time and venue as informed by RPL. The Technical presentation must include the following:

1. Understanding of the Project Requirements
2. Highlights of the Proposed Solution
3. Proposed Approach & Methodology
4. Detailed Project Plan
5. Proposed Security Architecture
6. Proposed IT Infrastructure and Network Architecture
7. Proposed IT Infrastructure and Network
8. Coverage of individual Modules in Proposed Application
9. Proposed Team Composition
10. Live Demo of the similar projects or solutions delivered

### **Annexure-3**

#### **11. 2 Overview of the activities to be covered in each module**

Common activities at H.O, Estate Office & Factories

1. Almost all activities mentioned under "HR & Administration"
2. Settlement of routine bills -Alert for routine payments/Regular returns & Reports - Renewal of licenses- etc
3. Centralized purchase at H.O, but receipt at various units, local purchases at sub offices- Inventory management -
4. Centralized Sales at H.O and dispatches of products/ Agricultural products/ unserviceable/ usufructs from respective units & local sales
5. Asset management: Land, Building & Machinery & other assets -R& M details- Quarters Occupants details- Vacant alert. Machinery Breakdown tracking.
6. Stores & inventory management-
7. Auto update of finance after each activity from different units
8. Vehicle management- Mileage test , R&M approval - details with Spare parts replacement - valuation for sale of own vehicle- hiring- contract for hired vehicle- payment. Report- mileage details - Status of mandatory certificates: Fitness, Pollution, Tax Token, Permit, Insurance, RC Book, Drivers License.-
9. Details/reports demanded in ISO 9001:2015 and 1400:2004, MPRM & -Board Meeting, Replanting Monitory committee-Replanting advisory committee, budget requirements

#### **a. Finance & Accounting**

Soft ware must be Compatible with Tally which is currently in use



1. Preparation of Cash Vouchers, Bank Vouchers, Receipt Vouchers, Cash Book, Bank Book ,Debit /Credit Notes.
2. Transfer of Funds to Estates, Factory.\
3. Journal Entries for adjusting advance payments, consumption of material etc.
4. Reconciliation of H.O Accounts with Bank & other units of the company.
5. Preparation of Budget and allocation of receipts and expenditure to other units of the company.
6. Store accounting with link to Finance dept for valuation
7. Taxes: Input, output taxes of GST and monthly remittance of GST- Income tax payment -Filing of returns w.r.t. GST income Tax, Plantation Tax etc
8. Renewal of insurance policies-
- 9.Preparation of Half yearly financial statements ,Profit & Loss Account, Balance Sheet with schedule, Cash Flow Statement.
10. Management information system of the Finance & Accounts Department.
11. Salary & Wages payments.
12. Auto update of finance
13. Asset accounting & tracking

#### **b. Purchase**

Accessibility with E-tender site of Govt of Kerala, GEM portal & GST site and compatibility with existing GST soft ware are must. File route: Purchase section through Mgr Purchase- FM/ CS- MD and back to section.

1.Purchase cycle: Receipt of Purchase requisitions – intends/Consolidation of annual indents/ processing-Purchase approval by MD- direct purchase/Invite quotation/tender/ e-tender/ through GEM– Approved vendor list-collection of EMD & tender form cost-Processing of Quotations/tenders-comparative statement -techno-commercial discussion & revised offers if any- Review by Purchase Committee if required- Approval from FM & MD- Release of P.O. Agreement execution & collection of Security Deposit.

Receipt at the user store- Verification – Receipt of SR note with quality acceptance/ rejection report & liability if any from user dept H.O-Processing of the users report with bills& SR note-Approval for payment- Release of payment by Finance Dept.- No liability -Release of SD. On receipt of rejection report- Communication to the party- replacement/ Risk & cost purchase.

For contract works and R& M of machineries also same procedure.

2. Release of Advertisements: Rpt of Request for complementary Advs-Processing of request- Approval from MD/ Chairman/Board of Directors as the case may be-Release of Adv.

Rpt of Request for Commercial Advs-collect & transfer estimate & proof back for approval- For Approved ones release of Adv-

Rpt & Processing of Bills with copy of published adv- sanction from FM-Release of Payment by Finance Dept.

3. Purchase of latex & scrap: Spot purchase price fixing-recommendation by DM(coml.) & Mgr Purchase for the rate to be fixed – Approval by MD- Release of P.O

Normal purchase –Agreement -Price fixing committee-approval from Finance dept & M.D

4. Ratification of Purchase / work already executed: Request with documents for ratification-Processing - Approval from MD- communication.

5. Miscellaneous works/Projects: processing - Approval from finance dept & MD.-further course of action.

6. Major reports to be generated: List of Quantity & Cost of each item purchased and total cost of purchase in each financial year, List of MSME & SSI purchases with cost for each F.Y, comparative

statement of rate & cost statement with previous F.Y, Attainment of Quality objective, Details of capital purchases.

### **c. Sales dept.**

Integrate the web based Sales billing from multiple locations & return filing software in the company with the ERP. File route: Sales section through DM (COM), CS, FM to MD and back.

1. Price revision- Stock details market price trend-internal & external Sales Committee- approval of revision-communication.

2. Sale of 60% concentrated latex& crumb rubber and price revision:- Receipt of Stock details- Price-Inquiry-Proforma -P.O-Payment-Issue C R on approval from F.M-accounting- D.O release –Billing& dispatch from Factory -Dispatch of Bill document to customers.

3. Sale of Skim crepe, other raw rubber items, Rubber trees usufructs, fire wood, used vehicle/ unserviceable items etc-through Tender cum auction.

Receipt of Stock report -Processing - draft tender notice & conditions-approval from MD-release of Adv if required --tender cum auction with EMD-internal sales committee- approval by MD- Rate confirmation order & SD Remittance-Agreement -Receipt of payment- raising CR after approval- release of D.O for dispatch from the respective unit of Factory-Bill details to customers- NO liability -Release of SD &EMD.

4. Sale of FWQ Sheeting- Same as (4) but on receipt of enquiry, Issue of Performa invoice.

5. Sale of Cenex to HLL & Rocasin to VSSC: *Annual tender receipt*- Note to sale advisory committee 2- Recommendations-Approval from M.D-submission of Tender- Negotiation-Qualifying process and participating in tender- P.O. receipt- Agreement-- billing & dispatch from Factory on credit - Receipt of payment.

6. Sale of Rubber seedlings: Stock for sale-Price fixation in Sales committee – Approval-Release of Adv-Advance booking-Issue C.R /Bill -Dispatch from estate.

7.Appointment of Agent: Performance assessment- Processing-continue with existing/ recruit new agents for cenex sale-Note -DM-FM- MD-Approval from MD-Advertize-Scrutiny of Applications-Sale committee meeting-Interview-Approval from Sales Committee- Appointment of Agent-Receipt of SD.

8. Commission payment & Settling of S.D after sale completion.

### **d. Stores & Inventory**

Integrate the store functions at Central Stores of estates, Factories, Hospitals & Head Office-This should be accessible to Purchase dept & Finance dept

1. Receipt of Goods –inspection against Quantity & Quality in- house/external quality inspection–Stock register-SR note with acceptance report to Estate office/ Factory office/ Purchase Dept for payment.

If not accepted rejection report- Communication to supplier-replacement/ risk & cost Purchase.

2. Transfer of Goods-Issue note- receipt at the other end.

3. Store accounting: receipts, issue and balance stock of materials with cost- consumption details with link to Finance dept.

4. Annual indent preparation-Consolidated statement of O.B, receipt, issue & balance of materials, projected crop / production & estimated consumption in the coming F.Y.- Comparison of consumption details with previous three years- Raising of Final indent

5. Inventory Management -Classification in to A, B, C category – identification of Non-moving, fast moving items- reorder point alert.
6. Reports: Periodic Consumption details, rejection details, GST related reports

#### **e.HR & Administration**

The HR module of the proposed ERP shall be compatible with the provisions/ restrictions contained in the Kerala Service rules and other rules/acts applicable to the company. Common to the offices of estates , Factories & Head office.

1. General office administration- file management-Tapal-receipt-dispatch
2. Employee profile – Complete database for staff & Officers, Workers –Training, Transfer, Retirements, Posting- Certificates to employees.
3. Position description
4. Payroll- Salary/Wages, Allowances, - EPF remittance -Recovery schedule of loans, Profession tax, Income tax etc
5. Other Benefits & Incentives: Stitching charges, Bonus, Festival Allowance-other advance - TA Tour Diaries- –MRV reimbursement tracking- Gratuity
6. Manpower planning, Retirement. Recruitment & Selection, Promotion, transfer & posting
7. Attendance & Leave record- -Earned Leave Surrender-, Time & Shift Management-
8. Performance appraisal - & Training need assessment -Confidential Reports-
9. Training & Development
10. Administration of disciplinary actions
11. Grievances handling – Tracking
12. Accident Reports-Work Abstracts for workers
13. Alerts/Reports/Analysis of data

#### **f. Estates**

In addition to the common activities mentioned above, following additional activities are there.

1. Tapping and latex Collection: Muster- Check roll- -Daily Report-Monthly Production Report- Target & Production: Area, Clone and Task Details- Plant Protection- Crop register covering daily production details with provision to enter Factory Receipt & DRC at Factory.
2. Other crops: Planting- Maintenance and upkeep-Plant Protection-Sale of fruits/output for cashew Plantation, Banana Plantation, Poly House Farming, Vegetable and Fruit Plants Cultivation, Coconut. Areca nut etc
3. Rubber Nursery: Seedling, Bud wood & Polybag Nursery-Sale & Distribution of Plants.
4. Consultancy Service for Raising Rubber Plantation: Agreement & Contract-Planting-Casualty Replacement.
5. Goat Farming: Purchase of Germplasm-Maintenance and upkeep-Sale  
Also cover Worker recruitment-Hospital Facilities, Health and Sanitation –Welfare activities- Scholarship and Awards- - Colony Details - Census- Seasonal Agricultural Operations-  
-Civil Constructions.

#### **h.Production-Factory Complex**

In addition to the common activities mentioned above, following additional activities are there.

1. Latex centrifuging Factory (LCF), Crumb Rubber Factory(CRF), Rubber Sheetings Factory (RSF)  
Machine log- Process-details – daily input and output quantity- shift activity details - Manpower utilization – Product -wise production, despatch & stock .

2. Quality Control: Incoming materials inspection - In-process inspection-Finished goods inspection-rechecking if any-COA generation-Sale sample DRC analysis- Calibration details of equipments/machinery-AMC renewal
3. Electrical & Mechanical Maintenance; Preventive Maintenance details-Break down & Repair Details & details- machinery wise Spare Consumption-, Water Pump status details
4. Factory wise water consumption details.
5. Field latex & scrap rubber - calculation of Factory receipt weight -Estate wise, Coupe wise & Vehicle wise- Factory crop register
6. Finished products: Stock register for products- production -Despatch – stock details. Sale documents generation –Reporting -Liability certificate
7. Canteen-Tender, coupon recovery, subsidy,-
8. Security attendance monitoring and payment- Shift Schedule of Supervisors- In & out details of Employees, Visitors, Vehicles, Keys & materials .

#### **i. Engineering**

1. Details for Annual Budget prepn for civil works-
2. Preparation of estimates for the works- Approval from Scrutinising committee-Estimate preparation for approved works-Approval from FM & MD for tender -Floating of Tender. Approval &- Release of Adv through Purchase Dept.  
Tender process-Collection of EMD, Tender form cost-Tender opening & processing- comparative statement-Approval from FM & MD- Award of Contract/work order- Execution of Agreement- follow up actions-work measurement in M book by CE - check measurement by Manager- Processing of bills- Approval from FM& MD-Release of payment by Finance dept. Receipt of No liability certificate & Release of S.D
3. Asset management

#### **j. Secretarial and Legal**

1. Conduct of Board and sub committee meetings: Date, time & venue fixing-Agenda preparation-approval. Draft minutes –approval-Intimation to the extracts of minutes to the Concerned- Action taken reports.
2. A GM : Notice to the Concerned-Preparation & approval of Agenda & Minutes
3. Management of Cases, against the Company & Cases filed by the Company & Report of Status of cases -court wise and counsel wise as per format, Status of revenue recovery cases.
4. Costing: cost of each activity carried out at estates/factory as an MIS report.
5. Internal Audit: conduct of Internal Audit-Audit findings-Review meeting-Preparation & communication if minutes- ATR & Audit committee- minutes- implementation.
- 6.ISO 14001:2004 related meetings & audit.
6. Settlement of all related expense bills.

**Annexure- 4**

**Evaluation Method**

<b>Sl. No.</b>	<b>Evaluation Criteria /Weightage (</b>	<b>Documents to be attached as proof along with the T-bid</b>	<b>Maximum Marks</b>	<b>Marks to be Allotted based on</b>	<b>Marks obtained in Self evaluation</b>
i	Past experience :Total number of Projects ie Development & implementation of ERP solution with real time integration done at Commercial organizations	Work orders & completion certificate	5	5 & above :5 < 5 : 1 marks each/project work orders/completion certificate	
ii	ERP projects implemented in organizations similar to RPL( Plantations/natural rubber processing or manufacturing Co., )	Work orders & completion certificate	6	2 marks/ project	
iii	cost of implemented ERP Projects ie single Project cost excluding AMC charges if any	Work order	5	Above 20 lakhs : 5 15 lakhs to 20 lakhs: 4 10 lakhs 15 lakhs : 3	
iv	Location a.Kerala b.Other states of India with branch at Kerala c. Other states of India with no branch at Kerala	Address & other Details of Branches at Kerala	5	a) : 5 b) : 3 c) : 1	
v	No. of years of experience in the field	Firm/Company Registration Certificate	5	7 years & above : 5 6 yrs :4 5 yrs :3 4 yrs:2 3 yrs :1	
vi	Annual Turn over	Statements of annual turnover for last three Financial years	5	1crore & above :5 0.5crore to <1crore :3 <0.5 crore :1	
vii	Strength of Technical staff/ Technical infrastructure (Number of IT professionals only)	Brief note	6	_50 or above: 6 25-49 :4 15-24 :2 Less than 15 : 1	
viii	ERP Proposal	Presentation of the ERP proposal by the Bidder	20	Evaluated based on the presentation on the proposal	
ix					
x	Bidder having CMMI level 3 or above certificate	Copy of the certificate/proof	3	3 – Bidder having the CMMI level 3 or above certificate.	

				0-No such certification	
	<b>Technical bid Total</b>		<b>60</b>		
VIII	<b>Financial bid</b> Rate quoted (all inclusive)	BOQ	<b>25</b>	Lowest bidder : 25 the score of the other bidder will be calculated proportionately on a scale of 1-25. eg: if two bids of amount X & Y have been received and X the lowest bid, then mark for X bidder will be 25 and the mark of other bidder will be 25 x X/Y	
	<b>Total</b>		<b>85</b>		

Note: RPL shall have rights to select a firm or reject on the basis of the above selection criteria and shall be the sole discretion.

#### **Annexure –5**

##### **Mandatory list of Documents to be attached with the Bid (Checklist)**

1. Firm / Company Registration Certificate.
2. GST Registration Certificate.
3. PAN Card.
4. Income Tax return for the Financial Year 2016-17.
5. Profit & Loss Statement for the Financial Year 2016-17.
6. Statement of Annual turnover for the last 3 Financial Years.
7. Declaration to the effect that the bidden is an original developing firm and the work will not be subcontracted if this work is awarded.
8. Work order and the completion certificate to prove that the bidder is having minimum 3 years experience in the field of development and implementation of ERP solution with multiple locations in commercial organizations.
9. Work order to prove that the bidder have developed and implemented at least ERP solution with multiple locations with cost Rs 10 lakhs or more.
10. Details of major clienteles with details of ERP related work done.
11. Self declaration to the effect that if the work is awarded the execution of it will not have impact of any litigation.

12. Self declaration to the effect that the bidder is not black listed /debarred from principally in any activities / tenders by any Central/ State Government /PSUs.
13. Details of any 3<sup>rd</sup> party tools / methodology/ any propriety tools intended to be used for this project. Also upload a self declaration to the effect that there are no infringe of any patent or intellectual & industrial property rights or copy right as per the applicable laws of relevant jurisdiction.
14. Details of computing and networking needs and the cost there of. The bidder should specify both hardware and software requirements(ERP) for hosting the system such as Server Specifications, Client machine specifications, Operating System requirements, Database licenses and Accessing Licensing required in client machines if any etc. clearly with approximate cost thereof.

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