



**Tamilnadu Polymer Industries Park Limited**  
**III Floor, 19-A, Rukmani Lakshmi pathy Road, Egmore, Chennai-600008**

**REFERENCE NO. 05/21**

**REQUEST FOR PROPOSAL (RFP)**

**FOR THE**

**SELECTION OF CONSULTANT FOR MARKETING OF DEVELOPED**  
**INDUSTRIAL PLOTS AT THE POLYMER INDUSTRIES PARK**

**IN**

**PUZHUDIVAKKAM AND VOYALUR VILLAGES, PONNERI TALUK,**  
**TIRUVALLUR DISTRICT, TAMILNADU**

**Tamilnadu Polymer Industries Park Limited  
(Joint Venture of TIDCO & SIPCOT)**

**BID INVITING NOTICE**

**Reference No: 05/21**

Sealed proposals are invited from eligible bidders under "Two Cover System" for selection of Consultant for marketing of developed Industrial Plots at Tamilnadu Polymer Industries Park at Puzhuvakkam & Voyalur Villages, Ponneri Taluk, Thiruvallur District. The details of the Notice is as follows:

1	Tender Inviting Authority	The Managing Director, Tamilnadu Polymer Industries Park Limited, III Floor, 19-A, Rukmini Lakshmi pathy Road, Egmore, Chennai - 600 008.
2	Name of the Work	Selection of a Consultant for marketing of developed industrial plots at Tamilnadu Polymer Industries Park in Puzhuvakkam & Voyalur Villages, Ponneri Taluk, Thiruvallur District., Tamil Nadu
3	Purchase of Tender Document	Request for Proposal documents can be purchased on all working days from 15.12.2021 to 19.01.2022 during Office hours from the address mentioned in Sl. No (1) above on payment of Rs.11,800/- including taxes, by way of Demand Draft in favour of "Tamilnadu Polymer Industries Park Limited" from any Nationalized / Scheduled Bank payable at Chennai. Alternatively, the tender documents could be downloaded from <a href="http://www.tenders.tn.gov.in">www.tenders.tn.gov.in</a> , <a href="http://www.tidco.com">www.tidco.com</a> & <a href="http://www.tnpolymerpark.com">www.tnpolymerpark.com</a> and bidder is advised to pay the non-refundable processing fees of Rs. 11,800 including taxes along with Bid Documents at the time of submission of proposals.
4	Earnest Money Deposit	Rs. 1,00,000/- (Rupees One Lakh only) in the form of Demand Draft from any Nationalized / Scheduled Bank in favour of "Tamilnadu Polymer Industries Park Limited" payable at Chennai.
5	Last date of submission of the Proposal	19.01.2022 up to 3.00 PM at the address mentioned in Sl. No (1) above.

**Managing Director  
Tamilnadu Polymer Industries Park Limited**

## **TAMILNADU POLYMER INDUSTRIES PARK LIMITED (TPIPL)**

### **Bid Inviting Notice No: 05/21**

TPIPL invites Request For Proposal (RFP) for Selection of Consultants for marketing of developed Industrial Plots at Tamilnadu Polymer Industries Park located at Puzhuvakkam and Voyalur Villages, Ponneri Taluk, Tiruvallur District

RFP Document can be purchased from TPIPL from 15.12.2021 to 19.01.2022 up to 3.00 P.M by paying Rs.11,800/- including Taxes, in the form of DD in favour of Tamilnadu Polymer Industries Park Limited. Alternatively, if the RFP documents are downloaded from the websites, bidder is advised to pay the non-refundable processing of Rs. 10,000 excluding taxes along with Bid Documents at the time of submission of proposals. The RFP documents may be downloaded from the website of TPIPL ([www.tnpolymerpark.com](http://www.tnpolymerpark.com)) , TIDCO ([www.tidco.com](http://www.tidco.com)) and Tamilnadu Tenders Website ([www.tenders.tn.gov.in](http://www.tenders.tn.gov.in)) from the date of publication of RFP. The Last Date for Submission of Proposal is before 3.00 P.M. on 19.01.2022. Refer the document for pre-qualification criteria and other conditions.

The Managing Director,  
Tamilnadu Polymer Industries Park Limited,  
III Floor, 19-A, Rukmini Lakshmi pathi Road,  
Egmore, Chennai – 600 008  
Ph.: 044 – 2855 4479  
E-mail: [tnpolymerpark@gmail.com](mailto:tnpolymerpark@gmail.com); Website: [www.tnpolymerpark.com](http://www.tnpolymerpark.com)

## **Disclaimer**

The information contained in this Request for Proposal (“RFP”) document or subsequently provided to Bidders, whether verbally or in documentary form by or on behalf of the Tamilnadu Polymer Industries Park Limited (TPIPL) or any of their employees or advisors (collectively referred to as “TPIPL Representatives”), is provided to the Bidders on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided. This RFP document is not an agreement and is not an offer or invitation by TPIPL Representatives to any other party. The purpose of this RFP document is to provide interested parties with information to assist the formulation of their Proposal.

This RFP document does not purport to contain all the information each Bidder may require. Certain Bidders may have a better knowledge of the proposed assignment and project than others. Each Bidder should conduct their own due diligence, investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. TPIPL Representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document and concerned with any matter deemed to form part of the RFP Document, the award of the assignment, the information and any other information supplied by or on behalf of TPIPL or otherwise arising in any way from the selection process.

The prospective Bidder will be responsible for all obligations to its staff, their payments, complying with the labour laws, Minimum Wages Act and any other Acts relevant for the working of the Bidder’s staff / employees. Under no circumstances, TPIPL will be responsible for any non-compliance with statutory requirements of the bidder’s staff.

TPIPL may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document from time-to-time, after intimating the same to the Bidders. TPIPL reserve the right to accept or reject any or all proposals without giving any reasons. The bidding process shall be governed by the laws of India and courts at the State of Tamil Nadu will have jurisdiction over the matter concerning and arising out of RFP document.

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**SECTION – I**

**LETTER OF INVITATION AND SALIENT INFORMATION ON THE PROPOSAL**

**1A**

**LETTER OF INVITATION**

Tamilnadu Polymer Industries Park Limited (TPIPL) is setting up of the Polymer Industries Park in Puzhudivakkam and Voyalur villages, Ponneri Taluk, Thiruvallur District, under centrally sponsored “Scheme for setting up of Plastic Parks” by Department of Chemicals and Petrochemicals (DC&PC), Government of India. The total area of the Polymer Industries Park is 239.82 acres.

TPIPL is developing the basic infrastructure works in Phase I covering of 180.91 acres of lands and it includes Site grading, development of internal roads including pavements, storm water drainage system, culverts, street lighting, overhead tank & ground level reservoir, administrative building, truck terminal, technology centre & training centre. The Project is nearing completion.

Extent of allotable land is around 125.79 acres in Phase I and around 39.29 acres of allotable land in phase II. Cost per acre is Rs. 1.10 Crores.

In this context, TPIPL intends to invite Request for Proposal (RFP) from interested bidders for marketing of Developed Industrial Plots in Tamilnadu Polymer Industries Park.

The RFP includes the following documents:

SECTION – I	:	Letter of Invitation and Salient Features of the Proposal
SECTION - II	:	Information about the Assignment
SECTION - III	:	Instructions to Bidders
SECTION - IV	:	Evaluation
SECTION – V	:	Terms of Reference
SECTION – VI	:	Technical and Financial Proposal – Standard Formats

The detailed scope of services is provided in the Terms of Reference. Bidders are requested to submit the duly completed proposals in response to the RFP **on or before 19.01.2022**.

Yours faithfully,

For Tamilnadu Polymer Industries Park Limited

Managing Director

## 1B

**SALIENT INFORMATION AND IMPORTANT DATES**

The key features and timelines of the proposal are listed below

1	RFP No.	<b>TPIPL/Ref.No.05/21</b>
2	Mode of bid submission	Physical submission in two parts placed in Two Separate covers Part 1: Technical Bid – in separate cover Part 2: Financial Bid – in separate cover
3	Date of issue of RFP	<b>15.12.2021</b>
4	Last date for receipt of queries	<b>29.12.2021</b> The queries should be sent by email to the following email address: <a href="mailto:tnpolymerpark@gmail.com">tnpolymerpark@gmail.com</a> , and the queries should be sent in Microsoft Word or MS Excel Format only.
5	Time & Date of Pre-Bid meeting	<b>11 AM on 03.01.2022</b> at the office of TPIPL Chennai 600008
6	Last date for purchase of RFP	<b>19.01.2022 till 1500 hours</b>
7	Last date for submission of proposals	<b>19.01.2022 till 1500 hours</b>
8	Bid processing Fee / issue of RFP document	The bid documents can be purchased by paying a non-refundable processing fee of Rs. 11,800/- including taxes in the form of DD at the above address Alternatively, if the RFP documents are downloaded from the websites, bidder is advised to pay the non-refundable processing of Rs. 11,800 including taxes along with Bid Documents at the time of submission of proposals.
9	Earnest Money Deposit (EMD)	Rs.1.00 Lakh (Rupees One Lakh Only) to be paid by Demand Draft payable at Chennai in favour of “Tamilnadu Polymer Industries Park Limited”.
10	Demand Draft	DD should be drawn in favour of Tamilnadu Polymer Industries Park Limited, Chennai from any one of the Nationalized / Scheduled Bank, payable at Chennai, India.
11	Place of submission of a bid	The Managing Director. Tamilnadu Polymer Industries Park Limited, III Floor, 19-A, Rukmini Lakshmipathi Road, Egmore, Chennai – 600 008 Ph: 044 – 28554479 E-mail: <a href="mailto:tnpolymerpark@gmail.com">tnpolymerpark@gmail.com</a> Website: <a href="http://www.tnpolymerpark.com">www.tnpolymerpark.com</a>
12	Date and time of opening of Part 1: Technical Bid	<b>19.01.2022 at 1530 hours</b>
13	Announcement of Technically Qualified Bidders and opening of the Financial Bids	Will be communicated later
14	Validity of bids	60 days from the last date of submission of bids
15	Nodal person from TPIPL for this RFP	Mr. T. Madhavan GM, TPIPL

## SECTION II

### INFORMATION ABOUT THE ASSIGNMENT

#### 1. PREAMBLE

Government of Tamilnadu has directed Tamilnadu Industrial Development Corporation (TIDCO) and State Industries Promotion Corporation of Tamilnadu Limited (SIPCOT) to form a joint venture, Special Purpose Vehicle (SPV) in the name of “Tamilnadu Polymer Industries Park Limited (TPIPL)” for setting up of the Polymer Industries Park under centrally sponsored “Scheme for setting up of Plastic Parks” by Department of Chemicals and Petrochemicals (DC&PC), Government of India. The total area of the Polymer Industries Park is 239.82 acres.

TPIPL is developing the Polymer Industries Park Project Phase I in an extent of 180.91 acres of lands in Puzhuvakkam village, Ponneri Taluk, Thiruvallur District and the basic infrastructure works such as Site grading, development of internal roads including pavements, storm water drainage system, culverts, street lighting, overhead tank & ground level reservoir, administrative building, truck terminal, technology centre & training centre being carried out by the Contractors is nearing completion. Extent of allotable land is around 125.79 acres in Phase I and around 39.29 acres of allotable land in phase II. Cost per acre is Rs. 1.10 Crores.

<b>Infrastructure</b>	<b>Facilities</b>
Developed Plots	Developed graded land is available for setting up the manufacturing facilities.  No of Plots - 65 (each with area ranging from 0.71 acres to 7.69 acres)
Power	110 KV Substation – 1 No. would be available in the Polymer Park.
Water	Treated water supply would be provided at the entry of the individual plots.
Rain water drainage system	Provided along the road to ensure no water stagnation.
Roads	30 m RoW – 2.28 Km and 24 m RoW – 0.6 Km provided within the Project site.
Street Lights	117 Nos of Street lights provided of 150 Watt to ensure good illumination.

Truck Parking Facility	An area of 5.84 acres is earmarked for Truck Parking Facility.
Solid Waste Management	An area of 11.99 acres is earmarked for Solid waste management facility.
Total area of developed land	239.82 acres
Allotable developed plots	Phase 1- 125.79 acres Phase 2 – 39.29 acres

**Location advantages:**

- a. Proximity to Ennore, Kattupalli and Chennai Ports.
- b. Athipattu railway station - 3.3 Km.
- c. The SH - 56 road - 12 Km.
- d. The NH – 16 road - 22 Km.
- e. Chennai International Airport - 45 Km.
- f. Proposed Northern Port Access Road - 0.5 Km. This will further augment further connectivity.

The well-established ecosystem for the industry, in tandem with good connectivity is a boon for the Polymer industries to flourish in this Park.

TPIPL is in the process of selecting a Consultant for marketing of developed plots in Phase – 1 & II of the Polymer Industries Park admeasuring 165.08 acres. The development works include site grading, development of road network including pavement, drainage, pipe-culverts, road furniture & appurtenances and water storage & distribution system. Also, a sub-station for distribution of power shall be available in the Utility Corridor of the Polymer Industries Park.

In this context, TPIPL invites sealed bids from eligible consultancy agencies for marketing of developed industrial plots in Polymer Industries Park.

# Request for Proposal from Consultants for marketing of Developed Industrial Plots

## PROPOSED POLYMER INDUSTRIES PARK AT SF.NO:2053Bpt, VOYALUR VILLAGE AND S.F.NO:143pt & 187pt PUZHUVIVAKKAM VILLAGE, PONNERI TALUK, TIRUVALLUR DISTRICT, TAMILNADU. - Revision 1

### O.S.R. AREA PROVIDED

OSR NO.	AREA IN ACRE
1	0.58
2	0.48
3	0.15
4	1.17
5	1.55
6	0.56
7	2.41
8	3.45
9	0.14
10	0.15
11	0.11
12	1.74
13	1.86
14	1.37
15	0.41
16	4.53
17	0.78
<b>TOTAL</b>	<b>21.44</b>

SURVEY NO.	AREA IN ACRES.
2053Bpt IN VOYALUR	41.73
187pt IN PUZHUVIVAKKAM	3.91
143pt IN PUZHUVIVAKKAM	194.18
<b>TOTAL</b>	<b>239.82</b>

ROAD LENGTH	
24m WIDE ROAD	3610.00m
24m CROSS ROAD	286.70m
24m WIDE ROAD	604.50m

### AREA STATEMENT:-

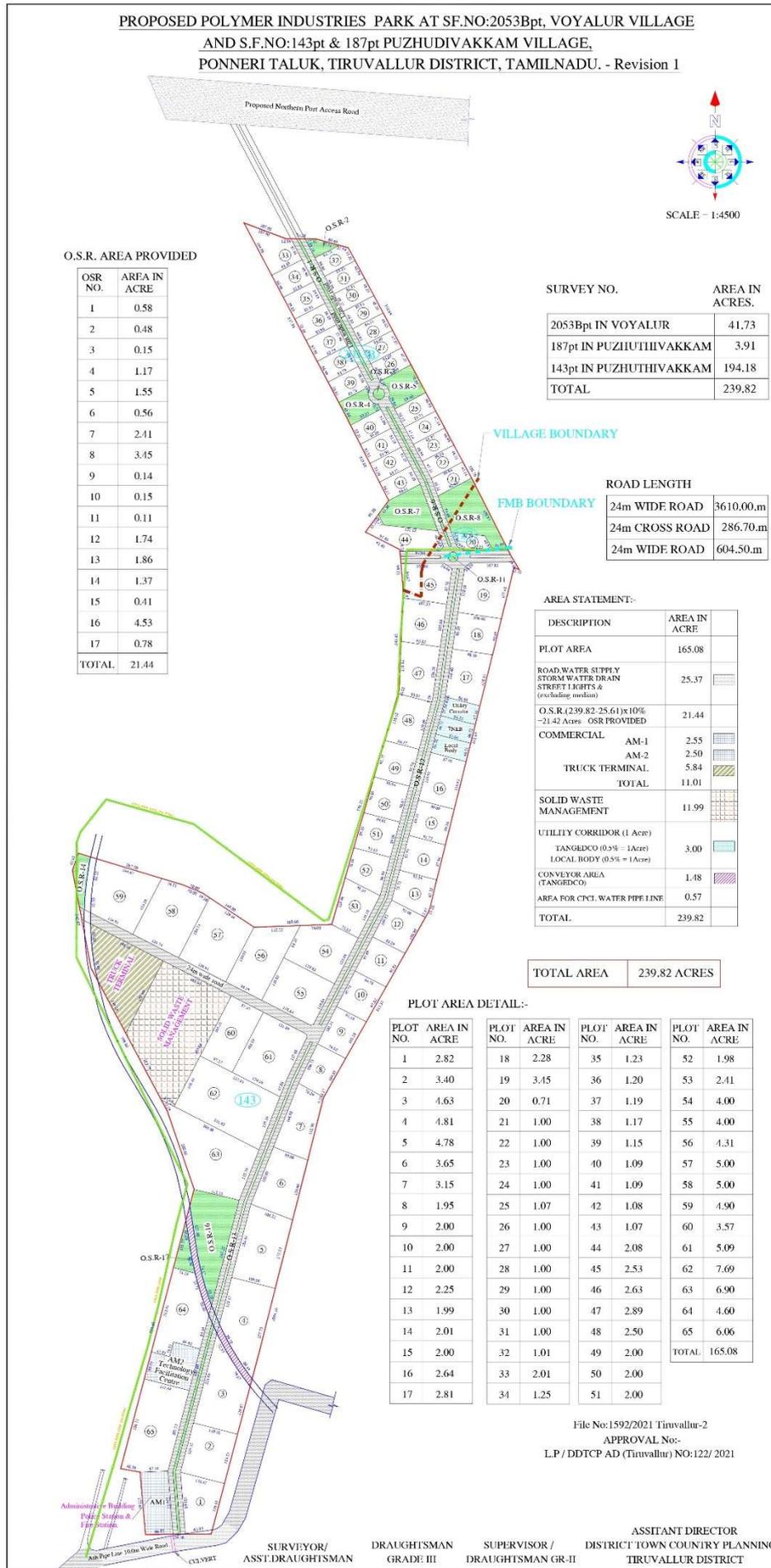
DESCRIPTION	AREA IN ACRE
PLOT AREA	165.08
ROAD WATER SUPPLY STORM WATER DRAIN STREET LIGHTS & (excluding median)	25.37
O.S.R. (239.82 - 25.61) x 10% = 21.42 Acres OSR PROVIDED	21.44
COMMERCIAL	
AM-1	2.55
AM-2	2.50
TRUCK TERMINAL	5.84
<b>TOTAL</b>	<b>11.01</b>
SOLID WASTE MANAGEMENT	11.99
UTILITY CORRIDOR (1 Acre)	
TANGEDCO (0.5% = 1Acre)	3.00
LOCAL BODY (0.5% = 1Acre)	
CONVEYOR AREA (TANGEDCO)	1.48
AREA FOR CPCL WATER PIPE LINE	0.57
<b>TOTAL</b>	<b>239.82</b>

<b>TOTAL AREA</b>	<b>239.82 ACRES</b>
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### PLOT AREA DETAIL:-

PLOT NO.	AREA IN ACRE	PLOT NO.	AREA IN ACRE	PLOT NO.	AREA IN ACRE	PLOT NO.	AREA IN ACRE
1	2.82	18	2.28	35	1.23	52	1.98
2	3.40	19	3.45	36	1.20	53	2.41
3	4.63	20	0.71	37	1.19	54	4.00
4	4.81	21	1.00	38	1.17	55	4.00
5	4.78	22	1.00	39	1.15	56	4.31
6	3.65	23	1.00	40	1.09	57	5.00
7	3.15	24	1.00	41	1.09	58	5.00
8	1.95	25	1.07	42	1.08	59	4.90
9	2.00	26	1.00	43	1.07	60	3.57
10	2.00	27	1.00	44	2.08	61	5.09
11	2.00	28	1.00	45	2.53	62	7.69
12	2.25	29	1.00	46	2.63	63	6.90
13	1.99	30	1.00	47	2.89	64	4.60
14	2.01	31	1.00	48	2.50	65	6.06
15	2.00	32	1.01	49	2.00	<b>TOTAL</b>	<b>165.08</b>
16	2.64	33	2.01	50	2.00		
17	2.81	34	1.25	51	2.00		

File No:1592/2021 Tiruvallur-2  
APPROVAL No:-  
L.P/ DDTCP AD (Tiruvallur) NO:122/ 2021



SURVEYOR/  
ASST.DRAUGHTSMAN  
DRAUGHTSMAN  
GRADE III  
SUPERVISOR /  
DRAUGHTSMAN GR-II  
ASSITANT DIRECTOR  
DISTRICT TOWN COUNTRY PLANNING  
TIRUVALLUR DISTRICT

## **SECTION III**

### **INSTRUCTION TO BIDDERS**

#### **3.1 GENERAL**

3.1.1 TPIPL will select a consultant in accordance with the method of selection indicated in this RFP. The Detailed description of the objectives, scope of services, Deliverables and other requirements relating to this Consultancy are specified in this RFP. In case an applicant firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process individually only (the "Sole Firm") in response to this invitation. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

3.1.2 The Consultants should submit a Power of Attorney as per the format specified, authorizing the signatory of the Bid.

3.1.3 The bidder may either be a sole proprietorship firm/ a partnership firm/ a limited liability partnership/ a company incorporated under the Companies Act 1956 / 2013 or a body corporate incorporated under the applicable laws of its origin.

#### **3.2 LEGAL STATUS OF THE BIDDER:**

3.2.1 If the application is made by a proprietary firm, it shall be signed by the proprietor above on his full typewritten name and name of his firm with its current address.

3.2.2 If the application is made by a firm in partnership, it shall be signed by all the partners of the firms above on their full typewritten names and current addresses, or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed, full names and current addresses of all the partners of the firm shall also accompany the application.

3.2.3 If the application is made by a limited company or a corporation, it shall be signed by a duly authorized person holding Board Resolution or power of attorney for signing the application in which case a certified copy of the power of attorney shall accompany the application. Such a limited company or corporation may be required to furnish satisfactory evidence of its existence for at least ten years before the qualification application is filed.

- 3.2.4 Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal Due Date, would not be eligible to submit a Proposal either by itself or through its Associate.
- 3.2.5 The Consultants should have, during the last 3 (three) years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Consultant or its Associate, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Consultant.
- 3.2.6 The consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in this RFP (the Proposal) for consulting services required for the assignment. The Proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected Consultant.
- 3.2.7 The Consultants must familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment and on the local conditions, consultants are encouraged to pay a visit to TPIPL site before submitting a Proposal and to attend a pre-bid meeting. The Consultant's representative should contact the officials named in section 1B to arrange for their visit and to obtain additional information on the pre-bid meeting. Consultants should ensure that these officials are advised of the visit in advance to allow them for making appropriate arrangements.
- 3.2.8 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the sites & or Client, are not reimbursable as a direct cost of the Assignment; and (ii) TPIPL is not bound to accept any of the Proposals submitted.
- 3.3 **FINAL DECISION-MAKING AUTHORITY:**
- 3.3.1 TPIPL reserves the right to accept or reject any of the applications/tender(s) without assigning any reasons thereof. TPIPL also reserves the right to increase or decrease the scope of work as deemed necessary by it and its decision is final and binding.
- 3.4 **CLARIFICATION AND AMENDMENT TO RFP DOCUMENTS**
- 3.4.1 Consultants may request a clarification of any item of the RFP document up to the number of days indicated for pre-bid meeting before the Proposal submission date. Any request for clarification must be sent in writing by electronic mail to TPIPL's address indicated in section 1B. TPIPL will respond by electronic mail and/or upload the

response to such requests including an explanation of the query but without identifying the source of inquiry.

- 3.4.2 At any time before the submission of Proposals, TPIPL may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, modify the RFP documents through an amendment. Any amendment shall be issued in writing through addenda. Addenda shall be sent by electronic mail or uploaded on TPIPL website. TPIPL may at its discretion extend the deadline for the submission of Proposals.

**3.5 PREPARATION OF PROPOSAL:**

- 3.5.1 Consultants are requested to submit a Proposal written in the English language.

**3.6 TECHNICAL PROPOSAL;**

- 3.6.1 In preparing the Technical Proposal, consultants are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.

- 3.6.2 The Technical Proposal shall not include any financial information.

**3.7 FINANCIAL PROPOSAL:**

- 3.7.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions of the RFP documents. The Financial Proposal should follow Standard Forms. Financial Proposal shall include the costs associated with the Assignment, including (a) remuneration for staff, and (b) reimbursable such as subsistence (per diem, housing), transportation (national and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), insurance, printing of documents, surveys; if it is a major component of the assignment and all applicable taxes.

- 3.7.2 Consultants shall express the price of their services in Indian Rupees. The price shall be quoted in figures as well as in words. If some discrepancies are found between the price given in words and figures, lower of the two shall be considered for evaluation.

- 3.7.3 The validity of this bid is 60 days. TPIPL will make its best efforts to complete negotiations within this period.

**3.8 SUBMISSION, VALIDITY, RECEIPT, AND OPENING OF PROPOSALS**

- (a) Bid should be submitted in two parts:

Part I will cover technical bid and

Part II will cover price bid.

- (b) Bidders are requested to submit Part I and Part II in a separate sealed cover

superscripting as Part I and Part II respectively. These two Parts namely Part I and Part II must be placed in a separate sealed cover superscripted as “Bid for the selection of Consultant for marketing of developed industrial plots at Polymer Industries Park in Puzhuvivakkam and Voyalur Villages, Ponneri Taluk, Tiruvallur district, Tamilnadu” and addressed to “The Managing Director, Tamilnadu Polymer Industries Park Limited, III Floor,19-A, Rukmani Lakshmi pathy Road, Egmore, Chennai 600 008”, containing the name and address of the Bidder. Bids submitted with unsealed cover would summarily be rejected.

- (c) Bids should be dropped only in the bid box kept at “Tamilnadu Polymer Industries Park Limited, III Floor, 19-A, Rukmani Lakshmi pathy Road, Egmore, Chennai 600 008” on or before 3.00 PM on 19.01.2022”.

A bid once submitted shall not be permitted to be altered or amended.

The Bid will be valid for a period of 60 days from the last date of submission.

- (d) The Bids received up to 3.00 PM as per TPIPL’s office clock on 19.01.2022 will be taken up for opening. Bids received after specified date and time will not be accepted. The Bids will be opened by the Managing Director at 03: 30 PM on the same day in the presence of the available Bidders / representatives of the Bidders, who choose to be present. The Bidders or their authorized agents are allowed to be present at the time of opening of the bids.
- (e) If the date fixed for opening of the Bids happens to be a Government holiday, the sealed Bids will be received up to 3:00 PM on the next working day and opened at 03:30 PM on the same day.
- (f) The Technical bid will be evaluated by the Committee of Tamilnadu Polymer Industries Park Limited in terms of the qualification criteria. The Committee reserves the right to disqualify any of the bid in case the Committee is not satisfied with the documents furnished, including the past performances.
- (g) Any adverse / not satisfactory remarks on the performance of previous works will entail disqualification of the Bid.
- (h) TPIPL may verify the works already completed by the bidder for their pre-qualifying conditions before opening of Part II cover and in case if any failure to satisfy the requirements, their Bid will be rejected and their Part-II Cover will not be opened.
- (i) The bidders declared as qualified by the Committee, will be informed the date of

opening of Part II (Financial Proposal).

- (j) The duties and taxes should be quoted separately.
- (k) The rate quoted by the bidder shall be kept firm for the period specified.
- (l) The price should be neatly and legibly written both in figures and words.
- (m) In case of discrepancy between the prices quoted in words and figures, lower of the two shall be considered.
- (n) Part-II bid should not contain any commercial conditions. Variation in the commercial terms and conditions of the bid will not be accepted.

3.9 **EARNEST MONEY DEPOSIT:** Earnest Money Deposit of Rs.1,00,000/- (Rupees One Lakh Only) in the form of Demand Draft drawn in favour of Tamilnadu Polymer Industries Park Limited, Chennai obtained from any Nationalized Bank / Scheduled Bank shall be enclosed. The Earnest Money Deposit of the unsuccessful Bidders will be refunded after finalization of a selection and signing of Contract Agreement with the successful Bidder. The Earnest Money Deposit of the successful Bidder will be refunded after the submission of Performance Guarantee and execution of Contract Agreement.

3.10 The original proposals (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall be signed by the authorized signatory of the Bidder who shall also initial each page of the Bid (including each Appendix and Annex) in blue ink. In the case of printed and published documents, only the cover shall be signed. It shall contain no inter- lineation or overwriting, except as necessary to correct errors made by the firm itself. The Bid shall contain page numbers and shall be bound together in such a manner that does not allow replacement of any page.

3.11 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with TPIPL.

3.12 **AWARD OF CONTRACT**

- (a) The bidder who has quoted lowest price (L1) will be invited for negotiations for further reduction of price.
- (b) Upon finalization of negotiated rate, TPIPL will issue the Letter of Award (LoA) to the successful bidder.
- (c) Performance Security: Performance Security equivalent to 5 (five) percent of the total cost of Financial Proposal shall be furnished from a Nationalized/ Scheduled Bank,

before signing of the contract, in the form of a Bank Guarantee. The Performance Security will be retained until the completion of the assignment by the Consultant.

- (d) Execution of Agreement: After acknowledgement of the LoA as aforesaid by the Selected Applicant, they shall execute the Agreement within the period as notified by the Authority. The Selected Applicant shall not be entitled to seek any deviation in the Agreement.
- (e) Commencement of assignment: The Consultant shall commence the Services at the Project site within 7 (seven) days from the date of the LoA issued to the Selected Applicant or such other date as may be mutually agreed. If the Consultant fails to either sign the Agreement or commence the assignment as notified by the Authority, the Authority may invite the second ranked Applicant for negotiations.

### **3.13 DURATION OF THE ASSIGNMENT & EXECUTION OF THE WORK ORDER**

- (a) The contract is expected to be completed in 12 months for Phase I and 06 months for Phase II after completion of development works.
- (b) If the Contract is not executed as per the scope of work, TPIPL will hold full authority to cancel the bid or take any such action that will be deemed fit to the occasion at the risk and cost of the successful bidder.
- (c) In the event of non- performance within the stipulated time or during the extended period and if it is found that the agency, has not fulfilled the responsibilities with TPIPL, TPIPL will hold full authority to cancel the bid or take any such action that will be deemed fit to the occasion at the risk and cost of the successful bidder.

### **3.14 GENERAL CONDITIONS**

- (a) Conditional bid in any form will not be accepted.
- (b) TPIPL reserves the right to relax or waive or amend any of the Bid conditions.
- (c) The right of final acceptance of the Bid is entirely vested with TPIPL and reserves the right to accept or reject any or all the bidder in part or in totality or to negotiate with any or all the bidders or to withdraw/ cancel/ modify this bid without assigning any reason whatsoever.

- (d) After acceptance of the Bid by TPIPL, the bidder will have no right to withdraw his bid.
- (e) Any notice regarding any problems, to the bidder shall be deemed to be sufficiently served, if given in writing at his usual or last known place of business.
- (f) In the course of discussion and instruction TPIPL may disclose information of confidential and proprietary nature relating to the Polymer Industries Park, know how, to the bidder. Such information shall be considered as confidential.
- (g) The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
- (h) The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to: (a) suspend and /or cancel the Selection Process and /or amend and /or supplement the Selection Process or modify the dates or other terms and conditions relating thereto; (b) consult with any Applicant in order to receive clarification or further information; (c) retain any information and /or evidence submitted to the Authority by, on behalf of and /or in relation to any Applicant; and /or (d) independently verify, disqualify, reject and /or accept any and all submissions or other information and /or evidence submitted by or on behalf of any Applicant.
- (i) The Authority reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record.

### **3.15 ARBITRATION & JURISDICTION**

- (a) In case of any dispute in the bid, including interpretation if any on the clauses of the bid or the agreement to be executed, the matter shall be referred by TPIPL/ bidder to an arbitrator who shall be selected by the bidder from the panel of arbitrators approved by TPIPL the same within 15 days, from the date of receipt of the letter from the TPIPL along with the panel. If there is no reply from the bidder within 15 days, TPIPL shall choose any of the arbitrators from the panel of arbitrators referred to above. The remuneration for the arbitrator and other expenses shall be shared equally by TPIPL and the bidder.
- (b) The venue of the Arbitration shall be at the Head office of Tamilnadu Polymer Industries Park Limited, Chennai. The decision of the Arbitrator shall be final and binding on both the parties to the Arbitration.

- (c) The Arbitrator may with the mutual consent of the parties, extend the time for making the award. The award to be passed by the Arbitrator is enforceable in the Court at Chennai city only.
- (d) Any dispute arising out of non-fulfillment of any of the terms and conditions of this Agreement or any other dispute arising out of the arbitration award will be subject to the jurisdiction of the Courts in the City of Chennai only.

### 3.16 **CONDITIONS FOR TERMINATION OF CONTRACT AGREEMENT**

TPIPL shall have the right to terminate this contract in part or in full under any of the following circumstances:

- i. Time is the essence of the contract and therefore, the contract is liable to be terminated if the consultant fails to deliver the job within the stipulated date and time.
- ii. If the consultant has been found to have made any false or fraudulent declaration or statement to get the contract or he is found to be indulging in unethical or unfair practices.
- iii. In the event of non-performance / or unsatisfactory performance by the consultant
- iv. If the consultant becomes bankrupt or otherwise insolvent.
- v. When both parties mutually agree to terminate the contract.
- vi. Any special circumstances, which must be recorded to justify the cancellation or termination of the contract.
- vii. In any unlikely event of termination from the consultant, the matter shall be discussed with TPIPL and shall have to be mutually agreed.

## SECTION IV

### EVALUATION

#### 4.1 ELIGIBILITY CRITERIA FOR EVALUATION

The Technical Bid shall be considered responsive only if:

- a) it is received as per formats prescribed herein.
- b) the bid is accompanied by DD towards cost of RFP document
- c) the bid is accompanied by EMD
- d) it is received by the Bid Due Date including any extension thereof
- e) it contains all the information and documents (complete in all respects) as requested in this RFP.

#### 4.2 TECHNICAL ELIGIBILITY

4.2.1 The evaluation committee appointed by TPIPL as a whole, and each of its members individually evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the eligibility criteria, evaluation criteria and point system specified in the RFP. Each responsive proposal will be assessed for eligibility based on the technical eligibility criteria mentioned in the RFP. The proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to meet the eligibility criteria.

4.2.2 In the next stage, the Technical Proposal of all consultants who meet the eligibility criteria will be evaluated on the basis of consultant's experience, proposed approach, methodology, and Work Plan, and the experience of Key Personnel. The scoring criteria to be used for evaluation are provided in 4.3.

#### QUALIFICATION CRITERIA

S.No	Qualification Criteria	Supporting Documents / Remarks
1	The bidder should be a registered legal entity and should be in existence for more than 10 years.	(i) In case of Private/Public Limited Companies: Copy of Incorporation Certificate issued by the Registrar of Companies Copy of Memorandum and Articles of Association

		(ii) In case of Partnership Firm: Registered Partnership deed
		(iii) In case of Proprietorship Firm, Copy of GST Registration Certificate.
2	The bidder should have reported an Average Annual Turnover of Rs.10 Crores through consultancy assignments the last three consecutive financial years in India.	(i) The average annual turnover statement duly certified by Chartered Accountant. (ii) The Annual Report/certified copies of Balance Sheet, Profit & Loss statement for the last 3 consecutive financial years.
3	The bidder should have minimum 10 years of experience (as on 30 <sup>th</sup> November 2021) in supporting marketing / promotion of developed plots in Industrial Parks.	Work Orders and Completion Certificates issued by Clients

#### 4.3 EVALUATION METHODOLOGY

Brief Description of the Selection Process:

- a. The Authority will adopt a two stage selection process (collectively the “Selection of Consultant for marketing of Industrial Plots”) for evaluating the Proposals comprising technical and financial bids submitted in two separate sealed envelopes.

- b. In the first stage, a technical evaluation will be carried out as specified below:  
Technical Proposal will be evaluated on the basis of financial capability, Technical capability, Applicant’s experience, presentation on their understanding of scope, proposed methodology and Work Plan, and the experience of Key Personnel. Only those Applicants, whose Technical Proposals get a score of 70 (seventy) marks or more out of 100 (one hundred) shall qualify for further consideration and shall be ranked from highest to the lowest on the basis of their technical score.

##### 1. Financial Capacity (Maximum marks: 15)

Average Annual Turnover from industrial park consultancy and advisory services (excluding tax) for the past three audited financial years.

<b>Project value, Rs.</b>	<b>Marks</b>
10-12 Cr	5
12-15 Cr	10
15-20 Cr and above	15

**2 Technical Capacity - Industrial cluster or Park and Investment Promotion (Maximum marks: 45)**

Investment promotion and facilitation services with assignment value > INR 1 Cr and not less than 50 acres, undertaken by the firm in last 10 years related to marketing of plots in any Industrial cluster or Park developed by Government or non-Government organizations or its Agencies. The scope should have covered opportunity assessment, development of value propositions and investment pitches, identification of infrastructure support needed, organization of road shows and investor outreach. The firm should have sourced atleast 10 investment proposals for setting up manufacturing units. Documentary evidence for the same must be submitted in the form of copies of MoUs / Lease agreements executed.

Marks would be assigned based on the maximum assignment value, if the same agency has executed assignments under different scales.

<b>Assignment value of Investment Proposal, Rs.</b>	<b>Marks</b>
1-5 Cr	15
6-10 Cr	30
11-15 Cr	45

**3 Quality of Technical Approach and Methodology (Maximum marks: 20)**

Quality of the technical approach including proposed methodology, work plan and presentation.

Technical approach and methodology – 10 marks

Presentation of Technical approach – 10 marks

As part of the proposal, a short note and Presentation on the Approach & Methodology shall be submitted.

**4 Quality and competence of key staff for the assignment (Maximum marks: 20)**

A three member team shall be deployed.

Team Leader (12 Marks Max): 2 Assignments in the similar field, 6 Marks for each

assignment.

Industrial / Infrastructure Park and Investment Facilitation Expert (8 Marks Max):

2 Assignments as per Minimum eligibility – 4 marks for each assignment.

After the technical evaluation, the Authority shall prepare a list of qualified Applicants for opening their Financial Proposals. If the number of qualified Applicants is less than two, the Authority may in its sole discretion, qualify the Applicant(s) whose technical score is less than 70 marks (seventy), the minimum prescribed, so that at least two Applicants compete for the assignment.

In the second stage, a financial evaluation will be carried out. The bidder who has quoted lowest rate (percentage) for providing consultancy services will be adjudged as L1. The bidder should quote the success fee as percentage of the land value. The land value per acre is fixed @ Rs 1.1 Cr presently.

The L1 Applicant shall be selected for negotiation, while the second ranked Applicant will be kept in reserve.

**SECTION V**  
**TERMS OF REFERENCE**

**1.0 SCOPE OF WORK**

The objective and the scope of work would include the following:

The objective of the assignment is to expedite the sale of developed industrial plots to the potential polymer manufacturing / associated industries including those of downstream, upstream, feedstock products in the Polymer Industries Park, for which a marketing consultant needs to be engaged through open tender. The proposed scope of work, fee, payment terms, contract period for market consultant are detailed below:

**Scope of the work:**

- To prepare a complete marketing strategy, plan and approach for reaching out the potential industrial groups and facilitate them to set up their manufacturing Units,
- Identify the potential polymer related industrial units that are planning for expansion in other locations and looking for industrial space,
- To create advertisement material for print media, outdoor media, social media and publicity material like banners, hoardings, posters, brochures, etc.,
- To facilitate TPIPL to participate in exhibitions, trade shows, investment meets, road shows, etc., to showcase the project and business potential of the location,
- To co-ordinate with the Plastic / Polymer manufacturing associations for promotional activities including road shows,
- To identify the potential/target clients interested to set up their unit and coordinate the site visit for them,
- To facilitate the clarifications/negotiation of Terms of offer, Terms of allotment, Lease deed etc., between the prospective entrepreneurs and TPIPL,
- To coordinate with TPIPL and prospective clients towards signing of lease deed to conclude the lease of plots in TPIPL,
- Collect / prepare any other relevant information and carryout all relevant actions and steps for marketing the Industrial Plots in TPIPL,
- Present the promotional status every fortnight to TPIPL.

**Fees structure**

The marketing agency is proposed to engage on success fee basis on a percentage of land cost of leased plots (i-e) fee will be paid only on successfully concluding the lease of plots.

**Payment terms**

- i) Fixed element – Rs. 3 lakhs will be paid every quarter which would be adjusted in variable element of the success fee
- ii) Variable element – fee quoted by the bidder in percentage of the land cost on execution of land lease deed to the extent of leased plots.

**Timeline for the assignment:**

Phase-1 - One year from the date of signing of contract agreement and

Phase-2- Six months from the date of completion of Phase 2 development works.

The Bidder should enclose the resume for the personnel who would be assigned.

**2.0 DELIVERABLES**

S. No.	Description	Timelines
1	Investor Outreach Progress Report	Fortnightly
2	Preparation and submission of a report on: <ul style="list-style-type: none"> <li>1. Updated list of potential investors to target for outreach</li> <li>2. Customized investor pitches developed for various meetings</li> <li>3. Updated leads including status of outreach to investors and further steps in each case.</li> </ul>	
3	Conduct atleast one road show region-wise	Every quarter
4	Conduct one road show state-wise. The above such road shows / marketing drive need to be continued till the entire Park is leased out or completion of the assignment period, whichever is earlier.	Every six months
5	Atleast 15 acres to be marketed ensuring issue of Allotment letter and execution of the lease deed.	Every quarter
6	Atleast 80 acres to be marketed ensuring issue of Allotment letter and execution of the lease deed	Every year

7	Entire Plots to be marketed	Twelve months for Phase I. For Phase II, six months after completion of development works.
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Deploy atleast one marketing personal in TPIPL office /site for assisting the company in marketing activities for a period of 12 months for Phase I. For Phase II, the marketing activities shall be completed within 06 months from the date of completion of development works.

TPIPL also reserves the right to recover any dues from the bidder, which is found on later date, during audit/excess payment, after final settlement is made to them. The bidder is liable to pay such dues to TPIPL immediately on demand, without raising any dispute/protest.

## **SECTION VI**

### **TECHNICAL AND FINANCIAL PROPOSAL - STANDARD FORMATS**

- A.** Technical Proposal submission form
- B.** Format for Power of Attorney for authorized signatory
- C.** Format for submission of information towards eligibility criteria
- D.** Format to demonstrate technical eligibility
- E.** Format for providing experience of the consultant for technical evaluation
- F.** Format for submission of information for evaluation of the criteria of investment mobilization & marketing
- G.** Description of the methodology and work plan for performing the assignment  
(With detailed work schedule)
- H.** Team composition and task assignments
- I.** Format of Curriculum Vitae of proposed professional staff
- J.** Format for Earnest Money Deposit
- K.** Format for Financial Proposal submission

## A. TECHNICAL PROPOSAL SUBMISSION FORM

*[Location, Date]*

From: (Name of Firm)

TO: (Name and Address of TPIPL)

Sir/Madam,

Subject: TPIPL — Selection of Consultant for Marketing of Developed Industrial Plots.

Reference N0.05/21

Being duly authorized to represent and act on behalf of .....  
hereinafter referred to as "the Bidder"), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of..... (Name of Bidder) for the captioned Consultancy work in original, with the details as per the requirements of the RFP, for your evaluation. We confirm that our Proposal is valid for a period of **60 days** from 19.01.2022.

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects.

We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

We understand you are not bound to accept any Proposal received. We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

**B. FORMAT FOR POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY (to be submitted in original)**

We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/Ms .....(name),son/daughter/wife of .....and presently residing at.....who is presently employed with us/the Lead Member of our Consortium and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for RFP and submission of our bid for Selection of Consultancy for marketing of developed industrial plots, for the Tamilnadu Polymer Industries Park Limited (TPPL) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-proposal and other conferences and providing information/ responses to TPIPL, representing us in all matters before TPIPL, signing and execution of all contracts and undertakings consequent to acceptance of our bid, and generally dealing with TPIPL in all matters in connection with or relating to or arising out of our bid for the said Consultancy work and / or upon award thereof to us and /or till the entering into the Agreement with TPIPL.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ..... 2021.

For .....

(Signature, name, designation, and address)

Witnesses:

1.

(Notarized)

Accepted

(Signature)

(Name, Title, and Address of the Attorney)

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

**C. FORMAT FOR SUBMISSION OF INFORMATION TOWARDS ELIGIBILITY CRITERIA**

(To be filled, signed and attached)

**DETAILED INFORMATION ABOUT THE CONSULTANTS**

<b>S. No.</b>	<b>ITEMS</b>	<b>DETAILS</b>	
i)	Name of the Company		
ii)	Legal Status		
iii)	(a) Postal address of the Registered Office (b) Telephone no (s) (c) Fax no (s) (d) Website, (e) Email	(a) (b) (c) (d) (e)	
iv)	(a) Name of the authorized representative (b) Designation and postal address (c) Telephone	(a) (b) (c)	
v)	Date of incorporation of the company under the Companies Act		
vi)	Registration Number (under the Companies Act)		
vii)	Banker's Name and Address		
viii)	Permanent Account Number (PAN)		
ix)	GST details		
x)	Annual turn over the last three completed financial years	Financial Year	Annual Turn Over (Rs. Crore)
		FY 2020 – 21	
		FY 2019 – 20	
		FY 2018 – 19	

**Signature, Name & Designation of the Authorized Signatory**

The following documents shall be provided to demonstrate eligibility

- Copy of registration certificate issued by the registrar of companies/firms
- Copy of GST Certificate
- Copy of audited Balance Sheet along with Profit and loss Account statement of the firm for the last three financial years (Year 2020-21, Year 2019-20 & Year 2018-19).
- Auditor's certificate to verify the annual turnover for the last three financial years in the following format.

**Certificate from the Auditor**

This is to certify that (**NAME OF THE CONSULTANTS**) has received the payments shown above against the respective years on account of fees from consultancy services.

Name of the audit firm:

Seal of the audit firm:

Date

(Signature, name and designation of the authorized signatory)

**D. FORMAT TO DEMONSTRATE TECHNICAL ELIGIBILITY**

(To be filled, signed and attached)

Relevant Services Carried Out in the Last Three Financial Years

<b>S. No.</b>	<b>Period (from – To)</b>	<b>Name of the Assignment</b>	<b>Name of the Client</b>	<b>Location / Country</b>	<b>A brief description of the job</b>	<b>Date of completion of the assignment</b>
1						
2						
3						
4						
5						

**Signature of Authorized Representative of the bidder**

**Note:**

Documents verifying the claim as per technical eligibility including the letter of successful completion from employer shall be provided for all projects listed above. The certificates enclosed as proof should show the project completion year/date clearly

**E. FORMAT FOR PROVIDING EXPERIENCE OF THE CONSULTANT FOR TECHNICAL EVALUATION**

**Relevant Services Carried Out in the Last Three Financial Years**

(Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.)

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/entity (Profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff per Month: Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (In Rs/ US\$):
Name of Associated Consultants, if any:		No. of Months of Professional Staff, provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Brief Description of Consultancy work:		
Description of Actual Services Provided by Your Staff:		

Note: Completion Certificates shall be submitted along with the reference.

**F. FORMAT FOR SUBMISSION OF INFORMATION FOR EVALUATION OF THE CRITERIA OF INVESTMENT MOBILISATION & MARKETING**

<b>S. No.</b>	<b>ITEMS</b>	<b>DETAILS</b>
1	Name of the event and location	
2	Name of the sponsor state/central agencies	
3	Description of the investment mobilisation drive/ Road shows	
4	Approx. investment potential generated / outcome of the event	
5	Duration of the event	
6	Role & Responsibility of the Consultancy Company	

**G. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING  
THE ASSIGNMENT (WITH DETAILED WORK SCHEDULE)**

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## H. TEAM COMPOSITION AND TASK ASSIGNMENTS

### 1. Key Staff

<b>S. No.</b>	<b>Name</b>	<b>Proposed Position</b>	<b>Summary of tasks to be performed in the assignment</b>
1			
2			
3			
4			
5			
6			
7			

### 2. Support Staff

<b>S. No.</b>	<b>Name</b>	<b>Proposed Position</b>	<b>Summary of tasks to be performed in the assignment</b>
1			
2			
3			
4			
5			
6			
7			

**I. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

Photo of the Expert	1.Name			
	2.Position			
	3. Date of Birth			
	4.Education			
5. Employment Record	From	To	Company	Position Held
6. Total Years of Experience				
7. Years of Experience Relevant to the proposed role				
8. Brief Profile				
9. Languages				
10. Work Undertaken that Best Illustrates Capability to Handle the Task Assigned				

Name of Assignment of project:

Year: From:            To:

Location: Client:

Main project features:

Positions held:

Activities performed:

Certification

I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Additionally, I also certify that I shall be available for the entire duration of the contract.

Signature of staff member

Date:

**J. FORMAT FOR EARNEST MONEY DEPOSIT**

(In the letterhead of the Bidder)

To

The Managing Director

Tamilnadu Polymer Industries Park Limited

III Floor, 19-A, Rukmini Lakshmi pathy Road,

Egmore, Chennai-600008

Dear Sir,

Sub: TPIPL —Selection of Consultant for Marketing of Developed Industrial plots.

Reference No..05/21.– Earnest Money Deposit –Reg.

\*\*\*

We herewith enclose Demand Draft for the value of Rs. \_\_\_\_\_/

(Rupees.....Only) bearing number .....dt  
..... drawn from .....Bank towards Earnest Money Deposit (EMD) for *Selection of Consultant for marketing of Developed Industrial Plots.*

We understand that

- (i) The EMD of the successful bidder will be retained as retention money which will be released after the completion of the assignment.
- (ii) The EMD of the unsuccessful bidders will be returned after completion of the selection process.
- (iii) The EMD shall be forfeited if we withdraw our bid during the period of bid Validity or if we fail to take up the work after issue of Letter of Award, in the case of we become the successful bidder.
- (iv) TPIPL will not accept any proposal received without the EMD as prescribed.

Yours Sincerely

Signature

By the hand of Mr.....(name of authorized signatory)

**K. FINANCIAL PROPOSAL SUBMISSION FORM**

*[Location, Date]*

From: (Name of Firm)

TO: (Address of TPIPL)

\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam,

Subject: TPIPL —*Selection of Consultant for Marketing of Developed Industrial Plots.*  
Reference No.05/21.

We, the undersigned offer to provide the consulting services for the above in accordance with your Request for proposal dated 15.12.2021 and our proposal (technical and financial proposal) dated..... We have attached sealed financial proposal. The quoted amount is inclusive of all applicable taxes and expenses estimated after careful analysis of cost involved for the performance of the complete work considering all parts of the Bidding Document.

We agree that we deploy at least one of the team member in TPIPL office on full time basis for during this assignment

Our financial proposal is binding upon us up to expiring of validity period of the proposal, **i.e. date**

We understand that TPIPL is not bound to accept this proposal.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

**FINANCIAL PROPOSAL**  
**FINANCIAL PROPOSAL FOR SELECTION OF CONSULTANT FOR**  
**MARKETING OF DEVELOPED INDUSTRIAL PLOTS**

(Date and Reference)

To,

Dear Sir,

Subject: Selection of Consultant for Marketing of Developed Industrial Plots. Reference No.05/21.—Reg.

We, (Authorized Signatory(s) name) herewith enclose the Financial Proposal for above. We agree that this offer shall remain valid for a period of 60 (sixty days Only) days from the due date or such further period as may be mutually agreed upon.

S. No.	Description	Fees quoted	
		(in Figures)	(in Words)
1	<b>Consultancy fees quoted for marketing of developed industrial plots (including Taxes)</b>		

Please note:

- (i) The success fee quoted should be on a percentage of the land cost per acre.
- (ii) Those who quote lowest shall be considered for further process.
- (iii) The consultant should indicate man month charges for each expert per month separately. However, selection will be based on total consolidated fee only.
- (iv) The fee quoted above is inclusive of all out of pocket expenses.
- (v) The fee payable shall be subjected to Tax Deducted at Source (TDS).

Yours faithfully,

(Signature, name and designation of the Authorized Signatory(s))

