



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY:: DIBRUGARH

Ref. No. DU/RG/B-01.07/2021/4802

Date: 27/12/2021

Re-EXPRESSION of INTEREST (EoI)
FOR RUNNING AND MANAGING
THE TEA GARDEN OF DIBRUGARH UNIVERSITY

Dibrugarh University invites Expression of Interest (EoI) from interested reputed Tea companies/Firms for running the Mini Tea Garden of this University.

Interested reputed Tea companies / Firms who meet the pre-qualification criteria may furnish their Expression of Interest with all the necessary supporting documents in a sealed cover envelope along with the covering letter duly signed by an authorized signatory and a non-refundable processing fee of Rs. 5,000 (*Rupees Five Thousand only*) in the form of a Demand Draft drawn in favour of the **Registrar, Dibrugarh University**, payable at Dibrugarh on or before 07/01 /2022 by 12:00 hours addressing to the **Registrar, Dibrugarh University, Dibrugarh-786004, Assam.**

Availability of EoI Documents	From <u>28/12</u> /2021 at 10:00 A.M. to <u>07/01</u> /2022 at 12:00 P.M. at the Office of the Registrar, D.U.
Last date for Submission of EoI Response	<u>07/01</u> /2022 up to 01:00 P.M.
Opening of EoI Responses	<u>07/01</u> /2022 at 02:30 P.M.
Place of opening of EoI documents	Office of the Registrar, D.U.
Processing Fee	Rs.5,000/- (Non refundable)

The EoI response should be separately submitted in 02 (two) parts, *i.e.* **Part - I** (TECHNICAL) and **Part - II** (FINANCIAL). The Technical part shall be opened on above mentioned date and time and the Financial part of only those bidders who qualify in Technical part shall be opened on the same date or at a later date which shall be intimated to the bidder whose Technical bid are found to be valid. Dibrugarh University reserves all the rights to reject any or all the bids without assigning any reason thereof.


Registrar
27/12/2021

Dibrugarh University

Copy to:

1. The Hon'ble Vice-Chancellor, D.U. for favour of information.
2. The Joint Registrar (Admn.), D.U. for information.
3. The Estate Officer, D.U., for information.
4. The P.I.L.O., D.U. for information.
5. Office File


Registrar
27/12/2021
Dibrugarh University

1. OBJECTIVES OF THIS EXPRESSION OF INTEREST

The objective of this invitation of Expression of Interest (EoI) is to solicit proposals from the interested reputed Tea companies/Firms for running and managing the Dibrugarh University Tea Garden by virtue of taking over the management of the Dibrugarh University Tea gardens located at Rajabheta, Dibrugarh, Assam.

2. NEED FOR THIS EoI

- i) As per the MoU/Agreement between D.U. with the New Rajabheta Tea Company Private Limited the lease agreement for tea garden has already expired on 20/12/2019.
- ii) The Dibrugarh University is not in position to supervise the tea gardens due to paucity of time and experience in managing the affairs of the tea garden.

In view of the above facts, D.U. is desirous of finding out a competent Tea Garden/firm who can efficiently manage the Dibrugarh University tea gardens.

Note:

- (a) Bidders are advised to read carefully the Terms and Conditions of the EoI.
- (b) No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and the seal of the tenderer.
- (c) The University reserves the right to:
 - (i) Accept/reject any/all bidders without assigning any reason thereof.
 - (ii) Add/modify/relax or waive any of the conditions stipulated in the EoI document whenever deemed necessary

3. AVAILABILITY OF THE EoI DOCUMENTS

The guidelines for submission of EoI can be downloaded from the University website www.dibru.ac.in. The bidders are expected to examine all instructions, terms, requirements and other details in the invitation of EoI documents. Failure to furnish complete information as mentioned in the aforementioned documents or submission of a proposal not substantially responsive to the said documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

4. QUALIFICATION CRITERIA

The interested Tea companies/Firms before submitting the EoI proposal must ensure that the applicant(s) fulfils the following qualifying criteria.

- a. The annual turnover of the applicant should not be less than Rs. 1 (one) crore in aggregate for the last 3 (three) financial years. Document to this effect must be submitted along with the application.
- b. The applicant should have in the past, experience of not less than five years in supervising or directly managing tea manufacturing units/estates.

6. HOW TO SUBMIT EoI

The EoI proposal should be submitted in the sealed envelopes. Bidders are requested to submit their responses in two (2) parts, clearly labelled according to the following categories:

PART I – Technical Bid:

- a. Covering Letter from the Bidder
- b. A non-refundable processing fee for Rs. 5,000/- (Rupees Five Thousand only) in the form of a Demand Draft drawn in favour of Registrar, D.U. payable at Dibrugarh.
- c. Details of the Tea Firms/Companies with all documents such as copy of Tea Board Registration Certificate copy, name of the Directors/ Owners/ Partners in company/ firm etc.

- d. Audited Balance Sheet with computation of income.
- e. Profit and Loss and Balance Sheet for the last three years (FY 2017-2018, 2018-2019, 2019-2020).
- f. Copy of PAN and GST details.
- g. Copy of the I.T. Return submitted to IT Department or equivalent proof for the abovementioned FY.
- h. Copy of Certificate of Incorporation/Partnership Deed (if any)

Part II – Financial Bid

- (i) The bidder shall have to pay to Dibrugarh University at the rate of per Kilogram (Kg) basis.

Hence, in view of the above context, the bidder must submit their bid value on Rate/Kilogram of green Leaf basis in a separate Sealed Envelope as per Format given below at **ANNEXURE-I** in the Financial Bid. The University shall execute an Agreement with the selected bidder on basis of Rate/Kilogram of green Leaf.

7. EVALUATION OF EoI:

- i. A Committee constituted for the said purpose will evaluate and compare the Bids determined to be substantially responsive i.e. are properly signed and conforming to terms, conditions, specifications and qualifying conditions.
- ii. The Bids (Eligibility criteria, Technical, and Financial) will be opened on the date and time as specified in the schedule.
- iii. A two-stage procedure will be adopted in evaluating the proposals with the Eligibility criteria evaluation and technical evaluation completed entirely prior to any financial proposals being opened.
- iv. Eligibility criteria and Technical Evaluation documents will be evaluated to ensure that all the stated criterions are met.
- v. Financial bids of only those bidders will be opened who are found suitable and eligible as per Technical Bids. The Bidder will have to submit rates inclusive of all duties, taxes and other levies in Indian Rupees.
- vi. Bidders need to fulfil all the Qualification conditions mentioned in the document. The concerned committee will examine the Bids to determine whether the bidders meet the eligibility criteria as per invitation of bid, whether the features conforms to the DU requirements, whether documents have been properly signed, and whether the Bids are generally in order.

Note: Technical evaluation shall comprise of two parts

- Eligibility Criteria
- Technical and Support capacity evaluation

7.A. Evaluation of Technical Bids

The bidder must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in the bid documents.

As part of Technical Evaluation, the committee shall request qualified bidders to make a Technical presentation (which will carry 40 Marks) to an Evaluation Committee to be constituted for the purpose.

7.B. Evaluation of Financial Bids

The bidders with qualifying score at the Technical Evaluation stage shall be intimated about the date and time of financial bid opening. The Financial bids of the shortlisted bidder shall only be opened.

University reserves the rights to accept / reject any bids, wholly or in part without assigning any reason. A Quality and Cost Based Selection methodology (QCBS) (details given below) will be employed.

The Technical Bid of the proposal in the bid document will be evaluated as per the requirements specified in the EoI and adopting the pre-qualification criteria spelt out in this EoI. The Bidders are required to

submit all required documents in support of the Technical Bid as specified (e.g. detailed company profile, balance Sheet for the last 3 years and experience in running tea business with documentary evidences) as required for evaluation.

Note: No bidder will try to influence directly or indirectly the members of the Technical Committee, and if found doing so, that bid shall summarily be rejected.

Summary:

- i. The bidder has to be eligible in all parameters as laid out in the eligibility criteria.
- ii. Those found eligible shall be evaluated on Technical requirements as per the marks detailed at Tabular form. The bidders securing at least 40 marks shall be invited for the 40 marks presentation.
- iii. The total marks secured in technical evaluation including presentation shall be taken as a score of 70 %.
- iv. The balance of 30 % shall be calculated from the financial evaluation.
- v. The Score calculation is reflected at QCBS.

Award of Contract:

The contract is to be awarded on the basis of Quality and Cost Based Selection (QCBS) with technical weightage being 70% and financial weightage being 30%. The QCBS is defined below.

QCBS (Quality and Cost Based Selection)

The bid will be evaluated on QCBS methodology in the ratio 70:30 i.e. 70% weightage will be given to the technical evaluation and 30% weightage will be given to the financial evaluation.

The evaluation will consist of the following phases

- i. Evaluation of Eligibility Criteria and Evaluation of Technical bids (of eligible bidders in prequalification)
- ii. Evaluation of Financial bids (of Technically qualified bidders)
- iii. Combined evaluation of Technical & Financial bid

Technical Score calculation: The bidder with highest qualifying technical score (T1) will be awarded 100% score. Technical Scores for other than T1 bidders will be evaluated using the following formula:

$$\text{Normalized Technical Score of a Bidder (Tn)} = \frac{\text{Technical Score of the Bidder}}{\text{Technical Score of T1}} \times 100$$

Note: The score value is adjusted up to two decimal places.

Example: The bidder with the Highest Technical Score will be awarded 100 and other bidders will be awarded on percentile basis.

If the bidder with highest technical score is 90, then the T1 bidder will get (Tmax) 100. A bidder awarded 80 as technical score will get $(80/90) \times 100 = 88.88$

Financial Score calculation: The bidder with highest qualifying financial bid (H1) will be awarded 100% score. Financial Scores for technically qualified bidders other than L1 bidders will be evaluated using the following formula:

$$\text{Normalize Financial Score of a Bidder} = \frac{\text{Commercial Bid of H1}}{\text{Commercial Bid of the Bidder}} \times 100$$

Note: The score value is adjusted up to two decimal places.

Example: If F1 is INR 110 and F2 is INR 120, then F1 will receive (Fmax) 100 and F2 will receive $[110/120] \times 100 = 91.67$

Calculation of Composite Bid Score:

Technical and financial scores secured by each bidder will be added using weight age of 70% and 30% respectively to compute a Composite Bid Score.

The bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project.

The Composite Bid score will be calculated as follows:

$$B_n = (0.70 \times T_n) + (0.30 \times F_n)$$

T_n = Technical score of the bidder (out of maximum of 100 marks)

F_n = Financial score of the bidder (out of maximum of 100 marks)

B_n = Composite Bid score of the bidder

In the event the composite bid scores are 'tied', the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for the award of the Project.

The Bids will be evaluated based on a preset evaluation criteria outlined below. The bidder scoring the maximum marks would be considered as qualified & eligible and may be invited for discussions and presentation, if required. The distribution of marks is given in the evaluation criteria.

The evaluation shall be strictly based on the information and supporting documents provided by the bidders in the Bids. It is the responsibility of the bidders to provide all supporting documents necessary to fulfil the eligibility criteria.

In case, information required by Dibrugarh University is not provided by bidder, DU shall proceed with evaluation based on information provided and shall not request the bidder for further information. Hence, responsibility for providing information as required falls on the bidder.

Evaluation Criteria for Technical Bids

Sl. No.	Head	Maximum Marks
1	Financial Stability of the Vendor based on – a. Annual Turn Over (FY 2017-2018, 2018-2019, 2019-2020)	15
2	Turn Over of the Tea Companies/Firms <ul style="list-style-type: none"> • More than or equal to 5 crore - 15 Marks • 2 crore to less than 5 crore - 10 Marks • 1 crore to less than 2 crore - 05 Marks 	15
3	Experience in successfully managing Tea Gardens/Tea Factory in the past 5 years to less than 10 years - 5 Marks 10 years to less than 20 years - 10 Marks 20 years and above - 20 Marks	20
4	Presence of business in Assam or with an Office in Assam	10
5	Presentation by the bidder on Management skills, Detail report and summary report/Management report, etc.***	40
Total		100

*** Only the bidders securing at least 40 marks shall be invited for the 40 marks presentation. The bidder should obtain minimum marks of sixty (60) as aggregate in the evaluation criteria of technical bids to have qualified for the next stage of financial bids.

In case of less number of bidders participate then Dibrugarh University reserves the absolute right to award the contract to the best bidder.

8. EoI PROCESSING FEES

A non-refundable processing fee for Rs. 5,000.00 (Rupees Five Thousand only) in the form of a Demand Draft drawn in favour of the Registrar, D.U. payable at Dibrugarh has to be submitted along with the EoI Response. Bids received without or with inadequate EoI Processing fees shall be liable for rejection.

9. VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals, in its complete form in all respects as specified in the Invitation for EoI, must be submitted to D.U at the address specified above. D.U may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing a corrigendum to be made available on the D.U. website, in which case all rights and obligations of D.U. and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

10. SCOPE OF WORK:

Tenure of the Management Control: The initial tenure of the management control shall be for 5 (five) years which may be extended for another 10 (ten) years in two equal spells of 5 years each subject to satisfactory performance and as per the discretion of Dibrugarh University.

Monitoring Committee: Dibrugarh University shall constitute a Monitoring Committee and such a Committee will be entrusted to inspect the tea garden in periodic intervals.

Powers of the D.U. Authority: Dibrugarh University shall have the power to give any direction to the Tea Companies/Firms and the same shall have to comply with terms and conditions of the University.

11. TERMS & CONDITIONS:

- i. From the date of handing over the management, the Tea companies/Firms shall take all necessary steps for functioning of the tea garden.
- ii. The Tea companies/Firms shall deposit bank guarantee of **amount Rs. 5 lakh (Rupees Five Lakhs)** only to Dibrugarh University as refundable Security Deposit. The Security Deposit shall be forfeited if the company/firm indulges directly or indirectly in any violation of terms and conditions as stated in the agreement.
- iii. The Tea companies/Firms will be liable to pay wages, statutory and non statutory dues and other expenditure essential for day to day management of the tea garden from the date of taking over.
- iv. All cost including labour wages, staff salary, chemicals and fertilizers, transportation, maintenance and other statutory obligations shall have to be borne by the Tea companies/Firms.
- v. The Tea companies/Firms shall have to deposit the amount within the 10th day of every month failing which the University shall be liable to execute any kind of penalty on such companies/Firms.
- vi. The Tea companies/Firms will be liable to maintain and keep proper accounts of the sale, purchase, expenses and other ancillary expenditures.
- vii. The Tea companies/Firms shall not close/abandon the tea garden at any point of time after taking over the management of the tea garden.
- viii. The Tea companies/Firms shall be liable to all acts and omission arising out of the day to day running of the tea garden from the date of taking over the management of the tea garden.
- ix. The Tea companies/Firms shall maintain highest standard of ethics and management principle while managing the tea garden after getting the management control over the tea garden.
- x. The Tea companies/Firms shall manage the tea garden with due diligence and economy in accordance with generally accepted professional standards and practices.
- xi. The Tea companies/Firms shall take adequate steps in improving the overall health of the tea garden.
- xii. The Tea companies/Firms shall submit report to the D.U. as and when asked for.
- xiii. The Tea companies/Firms shall maintain the existing infrastructure of the tea garden and shall take all reasonable steps to improve the same.
- xiv. The Tea companies/Firms shall indemnify the D.U. of all claim/damages/loss arising out of its own mismanagement/derelection of duty of the staff employed by it.

- xv. The Tea companies/Firms shall comply with all prevailing applicable laws.
- xvi. The management would not carry out any alteration in the layout and structure of the garden without the consent of the D.U. Unapproved financial expenses shall not be entered in Accounts Book without the written approval of Dibrugarh University.
- xvii. The authority of the University would be competent to terminate the tenure of management, if it is satisfied that the intended purpose is not being served by continuation thereof after giving three months notice.
- xviii. Dibrugarh University reserves the right to withdraw this EoI if this University determines that such action is in the best interest of the D.U.
- xix. Dibrugarh University reserves the right to withdraw the EoI and change or vary any part thereof at any stage without prior information. Dibrugarh University also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- xx. Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- xxi. The Tea Companies/Firms shall not employ/appoint/recruit/engage any person/individual in the name of Dibrugarh University, or such action would invite penalty or lead to termination of the Contract/Agreement.

12. RIGHTS TO THE CONTENT OF THE PROPOSAL

For all the bids received before the last date and time of bid submission, the proposals and accompanying documentation will become the property of Dibrugarh University and will not be returned after opening of the proposals. Dibrugarh University is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders. Dibrugarh University shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

13. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS

By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this Invitation of EoI, and has fully informed itself as to all existing conditions and limitations.

14. DISPUTE RESOLUTION

In the event of any dispute or difference and arising out of this EOI, the courts in Dibrugarh shall have the jurisdiction.


Registrar 27/12/2021
Dibrugarh University

ANNEXURE-I**(FORMAT FOR SUBMITTING PRICE BID)**

Sl. No.	Description	Rate per k.g. (INR)	Remarks (if any)
1.	Tea leaves		
2.			
3.			
4.			

Date:

Place:

Signature & seal of the bidder/firm

ANNEXURE-II

TECHNICAL BID COMPLIANCE SHEET

Sl. No.	Details of Technical Bid	Submitted (Yes/No)	Remarks (if any)
a.	Covering Letter		
b.	A non-refundable processing fee for Rs. 5,000/- (Rupees Five Thousand only) in the form of a Demand Draft drawn in favour of Registrar, D.U. payable at Dibrugarh		
c.	Tea Board Registration Certificate copy showing the experience of tea manufacturing units/gardens anytime in the past.		
d.	Name of the Directors/ Owners/ Partners in company/ firm <i>etc.</i>		
e.	Profit and Loss and Balance Sheet for March, 2018, 2019 and 2020.		
f.	Copy of PAN and GST details.		
g.	Copy of the I.T. Return submitted to IT Department or equivalent proof.		
h.	Copy of Certificate of Incorporation/Partnership Deed (if any).		

Date:

Place

Seal and signature of the bidder