

EXPRESSION OF INTEREST (EOI)

FOR

SETTING UP OF INDUSTRIES

IN VARIOUS JAIL PREMISES,

IN PUNJAB

NEW DISTRICT JAIL NABHA

BIODEGRADABLE SANITARY NAPKINS

PUNJAB PRISONS DEVELOPMENT BOARD (PPDB)

**Punjab Prisons Development Board Department of Prisons, Punjab,
Chandigarh**

REQUEST FOR EXPRESSION OF INTEREST

Punjab Prisons Development Board (PPDB) having Office at SCO 8-9, Sec 17 A, Chandigarh-160017 invites Expression of Interest (EOI) for setting up of industries in Punjab jails.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work, evaluation criteria, etc. can be downloaded from punjabprisons.org or can be obtained from the office of GM, PPDB-Cum Superintendent, Jail, where industry is to be set up. Last date for submission of EOI is 05/08/2021 till 14:00 hrs. Sealed envelope marked to the captioned address, containing EOI and non-refundable fee of Rs. 5000/- by way of DD/Pay Order in favor of the Following:-

- 1.) For LED Manufacturing Unit- "General Manager, Punjab Prisons Development Board-Cum-Superintendent, Central Jail, Kapurthala", payable at Kapurthala. Contact 94171-69700
- 2.) For Biodegradable Carry Bags and Biodegradable Sanitary Napkins - "General Manager Punjab Prisons Development Board-Cum- Superintendent, Central Jail, Hoshiarpur" payable at Hoshiarpur. Contact 87290-98866
- 3.) For Wooden furniture Unit - "General Manager, Punjab Prisons Development Board-Cum- Superintendent, Central Jail, Bathinda" payable at Bathinda. Contact 98783-00034
- 4.) For Bakery and Namkeen Unit - "General Manager, Punjab Prisons Development Board-Cum- Superintendent, Central Jail, Amritsar" payable at Amritsar. Contact 99141-93381.
- 5.) For Wooden Furniture Unit - "General Manager, Punjab Prisons Development Board-Cum- Superintendent, Central Jail, Patiala" payable at Patiala. Contact 97800-73100.
- 6.) For Biodegradable Carry Bags and Biodegradable Sanitary Napkins - "General Manager, Punjab Prisons Development Board-Cum- Superintendent, New District Jail Nabha" payable at Nabha. Contact 98142-48312.

The pay order/DD may be submitted along with EOI for setting up of Industry at the concerned jails.

Applicants meeting the qualification criteria may be invited for presentation/proposal before the 'Selection Committee of PPDB, Bid Document will be subsequently issued to the shortlisted applicants only. PPDB reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and the Board reserves the right to amend/add further details in the EOI.

**Sd/
Member Secretary-Cum- ADGP (Jails)
Punjab Prisons
Development Board.**

LETTER OF INVITATION

No. 9392/W
Date: 20.07.2021

Dear Sir/Madam,

Punjab Prisons Development Board (PPDB) invites sealed Expression of Interest (EOI) from Private Partners (PP) to setup industries in jails for the manufacturing of the following products:

- Biodegradable Sanitary Napkins

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work, method of evaluation, etc. is enclosed. You may submit your response in sealed envelope in prescribed format to the undersigned latest by 5th August 2021 till 14:00 Hrs.

Sd/-
General Manager, PPDB-cum-
Superintendent,
New District Jail Nabha.

IMPORTANT DATES

Date of Posting of EOI	21 st of July, 2021	11:00 Hrs
Start Date of viewing EOI	21 st of July, 2021	11:00 Hrs
Last date & time for seeking clarification, if any	04 th of August 2021	13:00 Hrs
Start date & time for submission of Bids	21 st of July 2021	11:00 Hrs
Last date & time for submission of Bids	05 th of August 2021	15:00 Hrs
Opening of Pre-qualification Criteria (Part-I)	05 th of August 2021	15:30 Hrs
Opening of Financial Bid (Part-II)	06 th of August 2021	

1. BACKGROUND

Punjab Prisons Development Board (PPDB) is a body corporate under the Department of Prisons, Punjab. It has been constituted under the Punjab Prisons Development Board Act, 2020, and subsequently, Rules were framed there under.

2. AIMS AND OBJECTIVES

PPDB is in the process of setting up of industries in various prisons of Punjab. The objective is to help the inmates learn new skills and keep them engaged in useful activities as it will reduce the crime and recidivism in jails. This will also help in revival of prison industries, which have been staying dormant for a while now.

3. EOI PROCESSING FEES

A non-refundable processing fee for Rs. 5,000/- (Five Thousand Rupees only) in the form of a Demand draft or a Pay Order drawn in favor of "General Manager, Punjab Prisons Development Board-cum-Superintendent, New District Jail Nabha" Payable at Nabha has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

4. MANUFACTURING UNITS OFFERED

Sr. No.	Product	Name of Jail	Approx. space/area to be provided by prisons (in m²)
1.	Biodegradable Sanitary Napkins	New District Jail Nabha	200 m ² (20 x 10)

5. TERMS AND CONDITONS

(i) PPDB shall, provide the following facilities:

- (a) Space to install machinery, including covered /open space.
- (b) Unskilled labor for manufacturing the products.
- (c) Existing machinery on 'as and is where' basis.
- (d) Water, electricity, etc. on payment basis.

(ii) Salary of labor shall be paid by the PP on following rates:

- (a) Unskilled Labor Rs 100/- per day
- (b) Semi-skilled Labor Rs.120/- per day
- (c) Skilled Labor Rs.140/- Per day

- (iii)** Selected firm has to deposit Rs. 1,00,000/- as security.
- (iv)** There shall be maximum 2 shifts per day of 8 hours each.
- (v)** Unskilled labor to be provided by PPDB.
- (vi)** Security vetted skilled manpower and supervisors may be allowed from outside of the jail premises and given access inside the jail premises for manufacturing and training activities.
- (vii)** Manufacturing, sales and marketing shall be the sole responsibility of the Bidder.
- (viii)** Bidder shall clarify the number of inmates to be employed per day in the bid documents. Bidder shall try to employ as many inmates as possible.
- (ix)** The Gross expected turnover of the Unit is required to be quoted in the Bid.
- (x)** The bidder shall be ready to share at least 2% of the total revenue earned out of this business as royalty with PPDB (as fixed from time to time). The payment shall be made on quarterly basis. Selected firm shall transfer the royalty earned out in one quarter by 5th of start of next quarter.
- (xi)** The process for seizure of the infrastructure established by the firm shall be initiated, in case the firm fails to deposit the royalty as prescribed in clause (x) above.
- (xii)** The Bidder is required to quote minimum guaranteed monthly income to PPDB from the project.
- (xiii)** Bidder can use the existing machineries in the jail premises, if any.
- (xiv)** The finished products shall also bear the name and logo of PPDB and Govt. of Punjab, or as desired mutually.
- (xv)** The Bidder is liable to pay the lease/rent, electricity charges, wages etc., by 5th of every consecutive month.
- (xvi)** The plant and machinery must be labor intensive.
- (xvii)** The Bidder shall set up plant and machinery in the jail premises on its own cost.
- (xviii)** Cost for all installation and alternation of the premises, if any, shall be borne by the Bidder.
- (xix)** Bidder shall be responsible for renovation of existing structure, arranging and providing apparatus, machine tools, raw material and other devices and other necessary equipment required for imparting training and manufacturing products at their expense.

- (xx) The Board will not be responsible for any kind of damage done by the labor deployed by the Board to machinery, finished goods or raw material.
- (xxi) Bidder shall be responsible to get the required licenses, permissions, NOC's, etc. for setting up of manufacturing unit and manufacturing of goods.
- (xxii) There shall be no any manufacturing activities on Jail Holidays.
- (xxiii) Bidder shall abide by all the Rules & Regulations prescribed in the Jail Manual/Prison Acts and other relevant State, National and International laws.
- (xxiv) Overall maintenance and up keep of the Unit shall be the sole responsibility of the Bidder.
- (xxv) No outsourcing/sub-contracting shall be allowed.
- (xxvi) The Bidder shall be responsible for arranging complete raw material, along with packing material required for the manufacturing process.
- (xxvii) Bidder shall be responsible to give necessary training to the inmates for manufacturing activities.
- (xxviii) The period of the project will be 3 years which may be further extended subject to the new guidelines.
- (xxix) Prospective bidders need to submit their bids with the most competitive Techno-commercial offer for the aforesaid work.

6. BIDS TO BE SUBMITTED:

- Bids to be submitted in two-parts:
 - Pre-qualification Criteria
 - Financial Bid
- Pre-qualification Criteria and Financial Bid be submitted separately. If submitted physically, to be submitted in separate envelopes.

(Note: Pre-qualification Criteria and Financial Bid has to be submitted by all vendors. However, financial bid of only those vendors shall be opened who qualify the technical evaluation).

(i) Method of submission of bids:

The vendors shall have the following options for submitting the bids:

- (a) In hard copy / physical form at the General Manager, PPDB-cum-Superintendent Jail. To be deposited in two (2) separate envelopes as per the timelines mentioned above.

- (b) Through e-mail in **password protected pdf** document. Pre-qualification Criteria and Financial Bid shall be sent in separate mails and both should be in password protected pdf with different passwords. The bids be sent on following mail Ids:

The mail should be received before the timeline of 14:00 Hrs on 05th of August, 2021. It shall be the responsibility of the vendor to ensure that the mails have been received before the deadline. The client shall not be responsible in any way for non-receipt of mail for any reason whatsoever.

- (c) In case of submission of bids by e-mail, the vendors shall be required to provide the password for the Pre-qualification Criteria and Financial Bid as per following schedule:

Password for	When to be provided	Email ID/Physically
Pre-qualification Criteria	After 5 th of August 14:00 Hrs till 15:00 Hrs	<ul style="list-style-type: none"> • Email: djnabha-pb@gov.in • Address: New District Jail Nabha, Bhawanigarh Road Nabha, District Patiala PIN:147201
Financial Bid	<ul style="list-style-type: none"> • Only for vendors qualifying Pre-qualification Criteria evaluation. • After completion of technical evaluation on 06th August 2021. 	<ul style="list-style-type: none"> • Email: djnabha-pb@gov.in • Address: New District Jail Nabha, Bhawanigarh Road Nabha, District Patiala PIN:147201

7. PRE-QUALIFICATION CRITERIA:

The bidder shall meet the following pre-qualification criteria:

Sr. No.	Qualification Criteria	Description	Mandatory documentary evidence to be Submitted
1.	Legal Entity	The bidder should be an Indian Registered Company under Companies Act 1956/2013, Limited Liability Partnership (LLP) or Registered Partnership. The copy of Certificate of Incorporation/ Registration/ Partnership Deed or any other relevant document, as applicable, should be submitted along with a copy of address proof.	<ul style="list-style-type: none"> • Company Profile • Copy of Certificate of Incorporation/Certificate of Registration • Copy of Address Proof
2.	Tax Registration & clearance	The bidder should have a valid PAN and GSTIN.	<ul style="list-style-type: none"> • Copy of GSTIN • PAN
3.	Annual Turnover and Positive Net worth	The bidder should have a minimum average turnover, as prescribed below, in the previous two Financial years as per the audited balance sheet (i.e. 2018-19 & 2019-20): Biodegradable Sanitary Napkins – 5 Cr per year.	<ul style="list-style-type: none"> • An audited balance sheet of the last three financial years • (2018-19, and 2019-20). • CA Certificate of profit/Loss, annual turnover of last three years, and current Net-worth
4.	Non-Blacklisting Certificate	The Bidder should not be debarred/banned/restricted/blacklisted by any Union Govt./State Govt. /PSU in India or abroad as on the date of submission of the Bid.	<ul style="list-style-type: none"> • Declaration as per Format- 5 on company's letter-head signed by authorized signatory.
5.	Board Resolution/Power of Attorney	Bidder has to submit Board Resolution/Power of Attorney for Signing Authorities on Stamp paper as per law in India.	Extract of Board resolution (in Original) or Valid Power of Attorney on stamp paper or authorizing the signatory to act on behalf of the bidder.
6.	Domain Expertise	Bidder should have more than 3 years of experience in respective field of manufacturing and marketing of Products as stated above.	CA Certificate
7.	Revenue Sharing	The bidder should be ready to share min. 2% royalty of the total revenue earned out of this business.	Undertaking regarding the same on the bidder's letter-head.
8.	Minimum number of prisoners to be employed	Bidder shall declare the minimum amount of prisoners who shall be employed in the unit (with at least 15 prisoners).	Undertaking regarding the same on the bidder's letter-head.
9.	Minimum guaranteed quarterly income to PPDB	Bidder shall assure minimum guaranteed quarterly income to PPDB (average for 12 months), w.e.f. 3 months after the	Undertaking regarding the same on the bidder's letter-head.

		commencement of the production: Biodegradable Sanitary Napkins – 1 lacs	
10.	Minimum experience specific field	in 05 years.	Undertaking regarding the same on the bidder's letter- head.

8. FINANCIAL BID

(i) The interested bidders are required to quote royalty amount on percentage basis on monthly turnover (excluding GST & other applicable levies) for national sales as well as for international sales.

Sr. No.	Particulars	Royalty (% age)
1	Royalty on monthly turnover (excluding GST & other applicable levies).	

(ii) During the first year, bidder has to pay quoted royalty percentage on minimum assured guaranteed turn over (quoted in the 'Pre-qualification Criteria') or on actual sales, whichever is higher.

(iii) For every subsequent year, bidder shall have to give either a minimum annual sale growth of 10% per annum over previous year's sale achievement or the growth should be taken as per the CAGR (Compounded Annual Growth Rate) of the industry for these products, whichever is higher. IMARC input should be the bench mark for evaluation of CAGR growth rate.

Seal & Signature of the applicant

9. TAXES

The responsibility of applicable statutory taxes in the current date lies with the bidder.

Further, the bidder undertakes to comply with the provisions of Income Tax Act 1956, Goods & Service Tax Act 2017 and all other applicable Taxes and Levies as may be applicable.

10. LABOUR LAWS

The responsibility and compliance of the applicable all Labor Laws lies with the bidder.

11. INDEMNITY

The successful bidder shall indemnify PPDB against all claims, which may arise in the supply of inferior and low quality products and not conforming to specification prescribed under the Law for manufacturing and marketing of products as listed above.

12. LIMITATION OF LIABILITY

The successful bidder's liability would be up to 100% of the total project value.

13. CONDITIONS UNDER WHICH EOI IS ISSUED

The EOI is not an offer and is issued with no commitment. PPDB reserves the right to withdraw EOI and or vary any part thereof at any stage. PPDB further reserves the right to disqualify any bidder, should it be so necessary at any stage.

14. INSTRUCTIONS TO BIDDER

- (i) Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- (ii) EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
- (iii) Bidders who qualify as per the eligibility conditions will be provided a brief about the PPDB. The agencies may be required to make a presentation, if required, to a selection committee show-casing their proposals.
- (iv) PPDB will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience from PPDB.
- (v) Short listed agencies will be issued Bid Documents and asked to submit their price proposal in a sealed envelope.
- (vi) The Expression of Interest is to be submitted in the manner prescribed below in two hard copies in separately sealed envelopes and one soft copy:
 - Applicant's Expression of Interest as per **Format-1**
 - Organizational Details as per **Format-2**

- Experience in related fields as per **Format-3**
- Financial strength of the organization as per **Format-4**
- Non Conviction Certificate as per **Format-5**
- Additional information's as per **Format-6**
- Declaration as per **Format-7**
- **Pre-qualification Criteria**
- **Financial Bid**

(vii) The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

(viii) **Bid Validity Period:** The offered bid shall be valid for a period of 15 days from the date of submission of bids.

(ix) **Amendment of EoI:** At any time prior to the last date for receipt of offers, PPDB, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the EoI document by an amendment. In order to provide prospective bidders reasonable time to take the amendment into account in preparing his/her offer, PPDB may, at their discretion, extend the

last date for the receipt of offers and/or make other changes in the requirements set out in the Invitation for EOI.

(x) The bidder must bid for a complete solution as mentioned in the tender/EoI.

(xi) PPDB reserves the right to accept or reject any or all the bids without assigning any reason.

(xii) PPDB reserves the right to cancel the process at any point in time.

Sd/-
General Manager PPDB-cum-
Superintendent,
New District Jail Nabha.

For any queries kindly contact:

Mr. Gurcharan Singh Dhaliwal
T: +91-1765-225419
M: +91- 98142-48312
Email: djnabha-pb@gov.in

FORMAT - 1
APPLICANT'S EXPRESSION OF INTEREST

To,

General Manager, PPDB-cum-Superintendent Jail
Punjab.

Sub: Submission of Expression of Interest for setting up industrial unit of _____ at
_____ Jail, _____ under Public Private Partnership (PPP).

Dear Sir/Madam,

In response to the Invitation for Expressions of Interest (EOI) published on _____ for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. Financial strength of the organization (Format-4)
4. Non Conviction Certificate (Format-5)
5. Additional information's (Format-6)
6. Declaration (Format-7)
7. Pre-qualification Criteria
8. Financial Bid

Yours sincerely,

(Signature of the Authorized signatory of the Bidding Organization)

Name:

Designation:

Business Address:

Date:

Seal:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

FORMAT -2
ORGANIZATIONAL DETAILS

Sl. No.	Particulars	
1	Name of the Company/LLP/Firm	
2	Area of Operation	
3	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932/Limited Liability Partnership (LLP)	
4	PAN Number	
5.	GST Registration No	
6	Address of Registered Office.	
7.	Telephone Number Mobil Number Fax Number Email ID	
8.	Address of Offices in Punjab with complete information as Point No. 7	
9.	Contact Persons Name, Telephone Number, Email ID with ID Proof,	
10	Whether the entity has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	

Enclosure:

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.
4. Copy of GST Registration Certificate
5. Copy of PAN Card
6. Copy of ID Proof of Authorized Person

Yours sincerely,

(Signature of the Authorized signatory of the Bidding Organization)

Name:

Designation:

Business Address:

Date:

Seal:

FORMAT -3
EXPERIENCE IN RELATED FIELDS

S. No	Item	Details
1	Experience of assignments of similar nature, if any	
2	Number of years' experience in similar activity	

3	Brief description of the activity in which the Bidder is expert	
4	Size of the Organization	
5	Number of employees employed	
6	Name of Central Government /State Government/ Public Sector Customer, if any.	

Note: -Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.

Yours sincerely,

(Signature of the Authorized signatory of the Bidding Organization)

Name:

Designation:

Business Address:

Date:

Seal:

FORMAT -4

FINANCIAL STRENGTH OF THE ORGANIZATION

Sl. No.	Financial Year	Gross Turnover	Net Profit	Income Tax Paid	Net Owned Funds
2018-19					
2019-20					

Enclosure: -

1. Certificate issued by the Auditor of the Company to support your claim.

Yours sincerely,

(Signature of the Authorized signatory of the Bidding Organization)

Name:

Designation:

Business Address:

Date:

Seal:

FORMAT -5

NO-CONVICTION CERTIFICATE

[To be submitted on the Letterhead of the Bidder]

Date:

To,

PPDB

Sub: **Self Declaration of not been blacklisted for Tender No.** <Ref No.>dated <date>

This is to notify you that our Firm /Company/ Organization <provide Name of the Firm/ Company/ Organization> intends to submit a proposal in response to EOI / RFP / NIT No < provide number of EOI / RFP / NIT dated > for <Insert Title of EOI / RFP / NIT >

In accordance with the above, we declare that:

- a. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of goods / services as required under this EOI / RFP / NIT.
- b. We are neither banned/ debarred/ blacklisted/ put on holiday list nor action for banning / debarment / blacklisting / holiday listing has been initiated by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities on any ground including but not limited to ,indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as on date of submission of the Bid.

Yours sincerely,

(Signature of the Authorized signatory of the Bidding Organization)

Name:

Designation:

Business Address:

Date:

Seal:

FORMAT -6
ADDITIONAL INFORMATION

List of all enclosures related to the previous sections.

Sl. No.	Description	No. of pages

Yours sincerely,

(Signature of the Authorized signatory of the Bidding Organization)

Name:

Designation:

Business Address:

Date:

Seal:

FORMAT - 7
DECLARATION

We hereby confirm that we are interested in competing for and to undertake the task for setting up of industries, and to revive existing industries in jails of Punjab.

All the information provided herewith is genuine and accurate.

Yours sincerely,

(Signature of the Authorized signatory of the Bidding Organization)

Name:

Designation:

Business Address:

Date:

Seal:

Note: This is to be furnished on the letter head of the organization.