

INDIAN INSTITUTE OF PLANTATION MANAGEMENT
Bengaluru

REQUEST FOR PROPOSAL (RFP)

“Selection of Food Business Operator (FBO) for Operation and Management of Food Processing Units under MSME-ASPIRE LBI.”

RFP No.: IIPM/FP/LB/2026-27

Date: 13.10.2026

1. NOTICE INVITING REQUEST FOR PROPOSAL

The **Indian Institute of Plantation Management (IIPM), Bengaluru**, invites proposals from eligible and experienced entrepreneurs, companies, firms, food-processing enterprises, cooperatives, producer organizations or other competent agencies for **operation, commissioning, Operation and management of food processing machinery owned by IIPM**, on a revenue-sharing basis.

The objective of the proposed arrangement is to put the existing machinery into productive use, ensure its regular operation and maintenance, promote food processing and value addition, and establish a **live demonstration and sustainable operating model** within the Institute.

The selected external FBO (Food Business Operator) shall be responsible for making the designated space operational, arranging the machinery in the appropriate sequence of processing operations, undertaking necessary commissioning/servicing, providing manpower and operational resources, carrying out Production and Value addition, marketing, and maintaining the facility during the agreement period.

The ownership of the machinery and other IIPM assets shall continue to remain vested with **IIPM**.

2. BACKGROUND

IIPM possesses specialized food processing machinery procured earlier for institutional purposes relating to food processing, value addition, training, demonstration, capacity building and promotion of plantation/agricultural products.

The machinery has now been installed at the Institute. In order to prevent prolonged idling and deterioration of the equipment and to achieve the objectives for which the machinery was procured, IIPM proposes to make the facility operational through participation of a technically and commercially competent entrepreneur.

The selected entrepreneur will be permitted to operate the facility commercially subject to the terms and conditions prescribed by IIPM.

The arrangement will also provide opportunities for:

- practical demonstration of food processing technologies;
- training and capacity building;
- entrepreneurship development;
- product development and value addition;
- exposure to farmers, growers and other stakeholders; and
- generation of revenue for IIPM through a transparent revenue-sharing mechanism.

3. OBJECTIVES OF THE RFP

The principal objectives are:

1. To bring the existing food processing machinery into regular working condition;
2. To ensure proper operation, utilization and maintenance of the machinery;
3. To commercially produce food/value-added products;
4. To demonstrate the practical application of food processing technology;
5. To facilitate training, demonstrations and exposure visits;
6. To promote entrepreneurship and value addition;
7. To generate revenue for IIPM through an agreed revenue-sharing mechanism; and
8. To establish a sustainable operating model without transferring ownership of IIPM's machinery.

4. SCOPE OF THE EXTERNAL FOOD BUSINESS OPERATOR (FBO)

The selected FBO shall undertake the following:

4.1 Site preparation

The FBO shall make the space allocated by IIPM suitable for operation of the facility, including necessary internal arrangement, work-flow planning, storage arrangements, work tables, racks, minor fixtures and other operational requirements, subject to prior approval of IIPM.

4.2 Machinery arrangement

The machinery/equipment shall be arranged in an appropriate sequence corresponding to the processing operations.

The FBO shall ensure that the arrangement facilitates:

- efficient workflow;
- safe movement of materials;
- hygiene;
- worker safety;
- maintenance access; and
- efficient utilization of the machinery.

4.3 Commissioning and operationalization

The FBO shall undertake necessary servicing, testing, trial operation and commissioning required to bring the machinery into proper working condition, as specified in the RFP.

4.4 Manpower

The FBO shall arrange qualified and adequately trained manpower required for operation, maintenance, production, packaging, storage, marketing and other activities.

4.5 Raw materials

All raw materials, ingredients, packaging materials and consumables required for production and value additions shall be arranged by the FBO at its own cost.

4.6 Production and marketing

The FBO shall undertake production and value addition and marketing of approved food/value-added products. No product/activity shall be undertaken which is inconsistent with the objectives of IIPM or prohibited by law.

4.7 Maintenance

Routine maintenance of the machinery and equipment shall be the responsibility of the FBO.

Any major repair or replacement involving IIPM-owned capital assets shall require prior approval of IIPM.

4.8 Statutory compliance

The FBO shall obtain and maintain all licenses, registrations, permissions and approvals required for its processing and value addition activities, including applicable food safety, labour, taxation, environmental, fire and other statutory compliances.

4.9 Housekeeping and safety

The FBO shall maintain the premises in a clean, hygienic and safe condition and shall be responsible for proper disposal of waste generated from operations.

5. OWNERSHIP OF MACHINERY

All machinery and equipment belonging to IIPM shall remain the exclusive property of IIPM.

The arrangement shall not create any ownership, lien, and charge, and mortgage, leasehold right or other proprietary interest in favour of the FBO.

The FBO shall not:

- sell;
- transfer;
- mortgage;
- pledge;
- remove;
- relocate; or
- otherwise dispose of

any IIPM-owned machinery or equipment without prior written approval of IIPM.

6. PERIOD OF AGREEMENT

The initial agreement shall ordinarily be for period of [3/5] years, commencing from the date of execution of the MoU/Agreement or handing over of the facility, whichever is later.

Extension, if any, shall be considered by IIPM based on satisfactory performance and mutually agreed terms.

No automatic right of renewal shall accrue to the FBO.

7. REVENUE-SHARING MECHANISM

The FBO shall share with IIPM a portion of the revenue generated from facility operations.

The proposed financial structure shall be:

Revenue Share offered to IIPM: ____% of [Gross Revenue / Net Sales / defined Revenue Base].

The bidder shall clearly quote the percentage of revenue proposed to be shared with IIPM.

IIPM reserves the right to prescribe a **minimum acceptable revenue share of ____%**.

The exact definition of revenue, allowable deductions, accounting method, payment schedule, GST/taxes and audit mechanism shall be specified in the final agreement.

8. SECURITY DEPOSIT / PERFORMANCE SECURITY

The selected FBO shall furnish a Security Deposit/Performance Security of Rs. _____ or ____% **of the estimated annual turnover/revenue**, as may be specified by IIPM.

The security shall remain valid during the agreement period and such additional period as prescribed.

The security may be invoked in case of material breach, damage to IIPM property, non-payment of dues or other contractual defaults.

9. UTILITIES

The responsibility for electricity, water, fuel, internet, communication and other utilities required for facility operation shall be as follows:

Electricity: _____

Water: _____

other utilities: _____

The detailed arrangement shall be incorporated in the final agreement.

10. ELIGIBILITY CRITERIA

The bidder should preferably satisfy the following minimum requirements:

1. Legally registered entity/firm/company/entrepreneur;
2. Relevant experience in food processing/manufacturing/operation of food-processing facilities;
3. Adequate technical and managerial capability;
4. Demonstrated financial capacity to operate the facility;
5. Valid statutory registrations applicable to the proposed activity;
6. No history of debarment/blacklisting by Government/PSUs/autonomous institutions, subject to declaration;
7. Capability to arrange manpower, raw materials, working capital and marketing arrangements; and
8. Any additional eligibility criteria specified by IIPM.

11. DOCUMENTS TO BE SUBMITTED

The proposal shall include:

- Registration/incorporation certificate;
- PAN;
- GST registration;
- Details of ownership/constitution;
- Profile of the firm/entrepreneur;
- Experience details;
- Details of similar facilities operated;

- Financial statements/ITR for the prescribed period;

- Details of proposed products;
- Proposed business/operational plan;
- Proposed manpower;
- Proposed investment;
- Revenue-sharing proposal;
- Statutory registrations/licences;
- Declaration regarding non-blacklisting;
- Undertaking regarding acceptance of RFP conditions; and
- Any other document specified by IIPM.

12. PROPOSAL SUBMISSION

The proposal shall be submitted in two parts:

Part A – Technical Proposal

Containing eligibility, experience, technical capability, business plan, proposed operational methodology and other non-financial information.

Part B – Financial Proposal

Containing:

- Revenue share offered to IIPM;
- Proposed investment;
- Any minimum assured payment, if applicable; and
- Other financial commitments specifically requested by IIPM.

13. EVALUATION OF PROPOSALS

Proposals shall be evaluated only against the criteria specified in the RFP.

The evaluation may include:

Criteria	Proposed Weightage
Relevant experience	20%
Technical/operational capability	20%
Business and marketing plan	15%
Financial capacity/investment capability	15%
Training/demo/institutional benefit	10%
Revenue share offered to IIPM	20%
Total	100%

IIPM may modify the weightages before issue of the RFP based on the recommendations of the Evaluation Committee and approval of the Competent Authority.

Only bidders meeting the minimum technical qualifying score shall be considered for financial evaluation.

14. INSPECTION OF FACILITY

Interested bidders may inspect the machinery, premises and proposed processing area before submission of their proposals.

The bidder shall satisfy itself regarding:

- condition of machinery;
- available space;
- utilities;
- access;
- installation;
- operational requirements; and
- other site conditions.

No subsequent claim on account of lack of knowledge of site conditions shall ordinarily be entertained.

15. HANDING OVER

After execution of the agreement and completion of required formalities, IIPM shall hand over the designated machinery/space to the selected FBO through a formal **Handing Over/Taking Over Memo**.

The condition of the machinery shall be recorded at the time of handing over.

16. INSTITUTIONAL USE

IIPM shall have the right to utilize the facility, with reasonable prior notice, for:

- training programmes;
- demonstrations;
- workshops;
- academic activities;
- exposure visits;
- research and development activities; and
- other institutional purposes.

The FBO shall reasonably cooperate with IIPM for such activities.

17. MONITORING AND AUDIT

IIPM shall constitute an appropriate mechanism for monitoring the operation of the facility.

The FBO shall maintain proper records of:

- production;
- sales;
- raw material purchases;
- finished products;

- stock;
- invoices;
- revenue;
- expenses, wherever relevant to revenue determination; and
- statutory compliances.

IIPM shall have the right to inspect the facility and verify relevant records.

18. INSURANCE

The FBO shall obtain appropriate insurance cover for its operations, employees, products and liabilities.

Insurance relating to IIPM-owned assets shall be as specifically provided in the agreement.

19. LIABILITY FOR DAMAGE

The FBO shall be responsible for any loss or damage to IIPM property caused by negligence, misuse, unauthorized alteration or willful misconduct of the FBO or its personnel.

20. TERMINATION

IIPM shall have the right to terminate the agreement in accordance with the terms of the MoU/Agreement in the event of:

- material breach;
- non-payment of revenue share;
- misuse of machinery;
- unauthorized transfer/subletting;
- serious statutory violation;
- persistent poor performance;
- abandonment of operations;
- insolvency;
- fraud or misrepresentation; or
- any other material default.

The detailed notice and cure provisions shall be incorporated in the agreement.

21. HANDING BACK OF FACILITY

On expiry or termination of the agreement, the FBO shall:

- stop facility operations;
- clear its movable assets and materials;
- hand back IIPM machinery and premises;
- return all keys/access cards/documents;
- remove temporary installations, where directed;

- settle all outstanding dues; and
- hand over the facility in the prescribed condition.

A final joint inspection shall be conducted.

22. NO EMPLOYMENT RELATIONSHIP

The personnel engaged by the FBO shall remain its employees/workers.

Nothing contained in the agreement shall create an employer-employee relationship between IIPM and the personnel engaged by the FBO.

23. TAXES AND STATUTORY DUES

All taxes, duties, cess, statutory payments and other liabilities arising from the facility operation shall be borne by the FBO as applicable under law.

24. CONFIDENTIALITY

The FBO shall not use the name, logo, confidential information, data or institutional resources of IIPM for purposes other than those specifically authorized.

25. RIGHT TO ACCEPT OR REJECT

IIPM reserves the right to accept or reject any or all proposals, wholly or partly, without assigning any reason, subject to applicable rules and approval of the Competent Authority.

No bidder shall have any claim for compensation merely on account of participation in the RFP process.

26. FRAUD AND MISREPRESENTATION

Any false statement, suppression of material information, forged document or misrepresentation may result in rejection of the proposal, forfeiture of security, termination of the agreement and/or other action as permissible under applicable rules.

27. DISPUTE RESOLUTION

Disputes shall first be attempted to be resolved amicably between the parties.

The final agreement shall contain appropriate provisions relating to escalation, mediation/arbitration, jurisdiction and applicable law, consistent with the applicable Government/institutional framework.

28. List of machineries available:

- i. Fruit and vegetable juice processing unit
- ii. Virgin Coconut oil Extraction unit
- iii. Onion Processing unit
- iv. Value added food processing and packing unit
- v. Community Seed bank and processing unit.

29. IMPORTANT DATES

Particular	Date
Publication of RFP	_____
Date of pre-bid meeting	_____
Last date for submission	_____
Opening of Technical Proposals	_____
Opening of Financial Proposals	_____
Expected date of award	_____
Expected date of commencement	_____

ANNEXURES

Annexure I – Technical Details of Food Processing Machinery

Annexure II – Site/Space Details and Layout

Annexure III – Eligibility Criteria

Annexure IV – Technical Proposal Format

Annexure V – Financial Proposal Format

Annexure VI – Experience Statement

Annexure VII – Business/Operational Plan

Annexure VIII – Declaration of Non-Blacklisting

Annexure IX – Undertaking

Annexure X – Draft MoU/Agreement

For Indian Institute of Plantation Management

Authorized Signatory

Name: _____

Designation: _____

Date: _____