

Request for Proposals - Establishment of a not-for-profit organization under Section 8 of the Companies Act, 2013.

RFP no. 2024-03-FO-NEWENTITY
Location: New Delhi, India
Start date: Open
End date: Open



Better Cotton key contact:
Jyoti Narain Kapoor, India Country Director
jyoti.kapoor@bettercotton.org

All applications must be submitted via [this form](#).

You may submit questions to tender@bettercotton.org - RFI n# 2024-03-FO-NEWENTITY" until 15th April 2024

Questions, requests and applications sent after the deadline (15th April 2024) will only be considered in exceptional circumstances.

Description

Better Cotton is the world's largest cotton sustainability programme. Our mission: to help cotton communities survive and thrive, while protecting and restoring the environment. In difficult times, we are meeting the challenge head on. Through our network of field-level partners we have provided training on more sustainable farming practices to more than 2.9 million cotton farmers in 26 countries. More than a fifth of the world's cotton is now grown under the Better Cotton Standard and our membership network includes more than 2,400 members. More information about Better Cotton can be found on our website: www.bettercotton.org.

Background

Better Cotton is presently registered as a Branch Office in India under permission from Reserve Bank of India (RBI), granted in October 2015, to carry on activities, as permitted by RBI.

With a view to expand its operations in India, Better Cotton proposes to establish a not-for-profit organisation under Section 8 of the Companies Act, 2013.

Better Cotton invites proposals of qualified professionals who can help in establishment and setting up a not-for-profit organisation under Section 8 of the Companies Act, 2013 for its India operations.

Scope of Work

The expected scope of work shall, inter-alia, include:

1. Carrying out associated tasks and formalities relating to company registration and incorporation, including:
 - a. Name approval and registration.
 - b. Allotment of DSC, DIN, PAN and Tax Collection and Deduction Account Number (TAN) etc.
 - c. Registration with Ministry of Corporate Affairs and other statutory bodies/portals, as required e.g. Shop and Establishment Act, Employees’ Provident Funds and Miscellaneous Provisions Act, 1952, Goods and Services Tax Act, 2017.
 - d. Drafting associated documentation e.g. Memorandum of Association and Articles of Association.
 - e. Obtaining Certificate of Incorporation.
2. Engagement with Better Cotton and provision of advice on relevant issues including:
 - a. Governance/Directorship
 - b. Funding
 - c. Compliances
 - d. Legal and Taxation
 - e. Overseas shareholding.
3. Advice and formulation of documentation relating to change management including relationship between closely related stakeholders (Better Cotton Global, Branch Office and new Company), employee and other stakeholders’ transition etc.

In addition to skills, competencies, and expertise, we will consider value for money and past record to evaluate applications.

High-level Timeline

All proposals must be submitted by 03rd April 2024. The proposal must remain valid and open for acceptance for a minimum period of 90 days from the last date of its submission.

Required Skills & Knowledge

Essential Skills, Knowledge and Experience
The offeror should have a minimum of ten (10) years of professional experience, especially in areas of new company formations, advice and associated matters with solid knowledge/understanding of subject matter.
Offers must clearly demonstrate achievement of the minimum qualifications for proposals to be considered. Proof of eligibility, qualification and experience along with documentary support documentation should be submitted with the proposal.
CVs containing qualifications and experience of resources who shall be involved in associated tasks with clear identification of focal resource(s), including information on their previous experience in similar assignments.

Application Requirements

Proposals responding to this Request should include the following:

- Organisational details regarding its incorporation, year of establishment, registration coordinates with Government authorities (PAN, GST etc), IT returns’ details for the last two financial years and any other important information which the offeror may like to submit in support of its competence and proposal.
- A brief description of the firm and overview of the relevant experience, outline of recent experience on assignments of a similar nature.
- Proposed methodology and timeline, and work plan for performing the assignment, along with any comments or suggestions on the Terms of Reference
- Detailed and transparent budget including time allocation and day rates, if applicable. Financial Proposal/Budget must be complete, final, and unconditional with clear indication of fee and all statutory levies, as applicable indicated separately. The cost indicated in the Proposal shall be deemed final and reflect the total cost of services. Any expectation regarding advance or progress payment(s) needs to be clearly indicated. The prices must be quoted in INR and EURO.

For information only, the price needs to be broken down as follows:

	Description –team member - tasks	Quantity (number of hours per task)	Unit Price (hourly rate)	Total Price
1				
2				
3				
4				
5				
6				
	TOTAL			

- Language: The official language for the proposal, contract, reports and any other documents in relation to the assignment is English.
- Format: The proposals must be submitted in pdf format
- List of minimum 3 clients for references about similar relevant assignments that have been carried out preferably for non-profit organisations

All completed proposals must be sent by email, to Better Cotton’s key contact, with the subject header: “Proposal for new entity for India Office”.

Any query relating to this RFP may please be addressed to the Better Cotton’s key contact.

We thank all applicants for their interest; however, only shortlisted applicants will be contacted.

Better Cotton is committed to good practice and transparency in the management of natural, human and financial resources. All applications will be reviewed under the principles and subject to Better Cotton’s policies on equal opportunity, non-discrimination, anti-bribery and corruption and conflict of interest.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Technical

- Demonstrated understanding of this RFP.
- Specific experience of the offeror in relevant area (non-profit sector)
- Quality and clarity of the proposed approach and methodology. Adequacy of the proposed methodology and work plan in responding to the scope.
- Feasibility of the proposed activity plan and timeline, and appropriateness of time allocated to delivering each task. Relevant professional experience of the proposed consultant(s)
- Quality and relevance of the sample work submitted.

Financial

- Quality and clarity of budget provided, and level of detail included.
- Alignment of the budget to the activity timelines.
- Value for money.
- Adherence to the available budget.

Responsiveness of the proposals shall be determined based on the supporting documentary evidence and shall not be determined by extrinsic evidence.

At any time, if Better Cotton determines any false statements in the submitted proposal, Better Cotton may at its own discretion reject the proposal without any further consideration.

Better Cotton reserves the right to disqualify any offer, waive off any deviations by offerors, extend the time for submission of proposals, withdraw, terminate or modify the RFP process at any time.