

MODEL REQUEST FOR PROPOSAL (RFP)¹

for Preparation of

“State Level Upgradation Plan” (SLUP)

for

the State of _____

towards implementation

of

PM Formalization of Micro Food Processing Enterprises Scheme

Logo of the State

¹ Changes in model RFP to be customized based on state’s specific procedure for recruitment. The state may float different RFPs for group of districts (10 districts or so) or clusters to enable timely completion of study preferably by 31st December 2020.

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SECTION I

1. BACKGROUND

1.0. Ministry of Food Processing Industries (MoFPI), in partnership with the States, has launched a centrally sponsored scheme called the "Prime Minister's Formalisation of Micro Food Processing Enterprises Scheme (PM FME Scheme)" for providing financial, technical and business support for upgradation of existing micro food processing enterprises. Under the scheme, 2,00,000 micro food processing units will be directly assisted with credit linked subsidy. Adequate hand holding support, skill training and common services will be provided under the scheme to accelerate growth of this segment through a well-designed programme based on agri resources and potential of the districts. Therefore, it has been decided to engage a professional agency for preparation of detailed State Level Upgradation Plans (SLUP) for proper planning and implementation of the scheme. The inputs for preparation of the Project Implementation Plan of the States/ UTs will be based on the outcome of the SLUP.

2. REQUEST FOR PROPOSAL

2.0. (Name of State Nodal Agency) _____ invites proposals from reputed consulting firms or expert institutions having adequate experience in the subject matter for preparation of the State Level Upgradation Plans for the PM Formalization of Micro Enterprises Scheme. The details regarding the same are indicated in the succeeding paras. The proposal is required to be submitted online on e-tendering mode on State Public Procurement Portal (State to Indicate the relevant link of the same)

2.1. Schedule and Critical Dates (Tentative):

The schedule and critical dates related to this RFP are shown below:

S. No.	Event	Date & Time
1	Uploading RFP on State Public Procurement Portal	T ₀
2	Pre-bid Meeting	T ₀ +10
3	Last date of the submission of the bid (Technical & Financial)	T ₀ +21
4	Opening of Technical Bid	T ₀ +22
5	Presentation by Shortlisted bidders	T ₀ +22

- 2.1.1. Bidders shall be responsible for registering their agency/company at State Public Procurement Portal and seeking all necessary approvals required to upload the bid.
- 2.1.2. The State Government of _____ reserves the right to amend the RFP, tentative schedule and critical dates. It is the sole responsibility of prospective bidders to go through State Public Procurement Portal from time to time for any updated information.

3. PROCEDURE, TERMS AND CONDITIONS

- 3.1. The proposal has to be uploaded on two bid basis i.e. Technical Bid and Financial Bid.
- 3.2. It is the responsibility of the Bidder to ensure that the bids are uploaded in time on state public procurement portal (website) on or before the prescribed date & time for submission of bids. A scanned copy of the remittance details of Earnest Money Deposit needs to be uploaded on the Public Procurement Portal. Registered MSMEs are exempted from payment of EMD.
- 3.3. All bids must remain valid for 180 days from the last date of submission of bids.
- 3.4. To facilitate evaluation of Proposals, the SNA may, at its sole discretion, seek clarifications from any applicant regarding the Proposal. Such clarification(s) shall be provided within the time specified by the SNA for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing. If a team does not provide clarifications sought above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the SNA may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding.
- 3.5. SNA reserves the right to accept the whole, or part of or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the SNA. Notwithstanding anything contained in this RFP, the SNA reserves the right to accept or reject any proposal and to annul the Selection Process and reject all proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.
The SNA reserves the right to reject any Proposals if:
 - a. At any time, a material misrepresentation is made or uncovered; or,
 - b. The Consultant/ Institution do not provide, within the time specified by the SNA, the supplemental information sought by the SNA for evaluation of the Proposal.
- 3.6. SNA also reserves the right to negotiate with the bidders placed as H1² bidder in the interest of the Government.
- 3.7. SNA reserves the right not to accept bid(s) from agency (ies) resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating

² Highest Combined Score

- 3.8.** All information contained in the proposal, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared by the bidder with any other organizations/Agency.
- 3.9.** All creative- physical as well as digital will be property of SNA and its Intellectual Property Rights (IPR) will vest with SNA.

4. ELIGIBILITY CONDITIONS

The Bidder/ consulting firm/expert institution must satisfy each of the criteria of the Pre-Qualification Bid, as specified in the RFP with supporting documents, in order to qualify for consideration and evaluation of its Technical and Financial Bid:

- a. The Bidder must be a Company/ Firm/ Limited Liability Partnership (LLP) and must be in consultancy business and operational for at least 3 years, as on the date of submission of the bid.
 - b. Should have at least five years' experience in conducting surveys/ studies in the field of agro-products, food processing, agriculture, industrial surveys, rural development or allied fields (*henceforth mentioned as relevant fields*)
 - c. Minimum Average Annual Turnover³ from professional fee from Consulting assignments in the last three financial years ending 2018-19 not less than INR 4 crore and minimum Average Annual Turnover from professional fee from studies in the Relevant fields, in the last three financial years ending 2018-19 should not be less than INR 50 lakhs.
 - d. There should be at least 3 persons in the team, with experience in conducting studies, from Institutions of National Repute in the field of Agriculture, Rural Development, Management, Industrial Production, Economics, Statistics
 - e. The Bidder must have a registered/ corporate or local office in the state.
- The Bidder should not be debarred/blacklisted/banned/not being under declaration of ineligibility for corrupt or fraudulent practices by any Government/PSU in India as on date of submission. Bidder can submit Self-certification.

5. COMMERCIAL CONDITIONS

Apart from the above, each bidder is required to fulfill the following terms and conditions:

5.1. Earnest Money Deposit and Processing Fee (Registered MSMEs Exempted)⁴:

- i. Each bidder is required to submit Rs. 10, 000 (Ten thousands) as Earnest Money Deposit (EMD) in the form of Demand Draft in favor of (Details by SNA). A scanned copy of Demand Draft also needs to be uploaded along with the bid at the State Public Procurement Portal as proof of payment before the last date of submission of bids. The physical copy of EMD may be submitted to (Details to be entered by SNA).
- ii. EMD should be submitted along with Technical Bid.
- iii. Technical Bid not accompanied with EMD shall be summarily rejected.

³ The States may choose to customise the limits as per the workload and the profile of the Agencies operating in the state.

⁴ The UTR and NTRP details, as the case may be, entered by the SNA and specify the modalities for payment

- iv. No interest shall be payable by the SNA for the sum deposited as Earnest Money Deposit.
- v. The EMD of the unsuccessful bidders would be returned after finalization of the proposal received against this RFP. However, the EMD of the successful bidder shall be adjusted against performance security.

5.2.PERFORMANCE SECURITY

- i. Selected bidder will have to submit a Performance Security equivalent to 5% of the total contract value in the form of the bank draft/ demand draft or Bank Guarantee (BG) from a scheduled commercial bank in favor of "(Details to be entered by SNA)", within 10 days of issue of letter of acceptance of proposal. In case performance security is submitted through BG, the same shall remain valid for 60 days beyond the final date of the original contract.
- ii. In case the contract being extended, the successful bidder will have to get the BG extended on same terms and conditions for the period of 60 days beyond the final date of the extended contract period, if any.
- iii. Performance Security would be returned only after successful completion of work assigned and after adjusting/recovering any dues recoverable/payable from/by the Agency on any account under the contract.
- iv. The SNA shall have the right to appropriate the Performance Security, in whole or in part, without notice to the firm in the event of breach of Agreement or for recovery of liquidated damages.

5.3. PRICES

- i. The bidder is required to quote the total price for services as detailed in the scope of work/ deliverables under section II of the RFP document. The total price quoted shall be inclusive of all applicable charges.
- ii. The agency has to ensure that the total price quoted are all inclusive including the manpower support required for the project execution and continuous support during the entire contract period.
- iii. No increase in the prices would be allowed during the contract period.

5.4.AMENDMENT OF TENDER DOCUMENT

At any time before the submission of bids, SNA may amend the tender document by issuing an addendum/corrigendum in writing or by announcing it through its website. The addendum/corrigendum shall be binding on all the Agency. To give the Agency reasonable time in which to take an amendment into account in their bids, the SNA may, if the amendment is substantial, extend the deadline for the submission of bid.

5.5. CONFLICT OF INTEREST

- i. The Agency is required to provide professional, objective and impartial advice and at all times hold the SNA's interest paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work.
- ii. Without limitation on the generality of the foregoing, Agency and any of their affiliates, shall be considered to have a conflict of interest under any of the circumstances set forth below:
 - a. **Conflicting Activities:** An Agency or any of its affiliates, selected to provide consulting assignment/job for this project shall be disqualified from subsequent downstream supply of goods or works or services resulting from or directly related to this project.
 - b. **Conflicting Assignment/job:** An Agency (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Agency to be executed for the same or for another Employer.
 - c. **Conflicting Relationships:** An Agency that has a business or family relationship with a member of the SNA staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the SNA throughout the selection process and the execution of the Contract.

Agency have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of SNA, or that may reasonably be perceived as having this effect. Any such disclosure shall be made to SNA, immediately. If the Agency fails to disclose said situations and if SNA comes to know about any such situation at any time, it may lead to the disqualification of the Agency during bidding process or the termination of its contract during execution of the assignment.

6. PENALTY CLAUSE

6.1. The detailed Service Level Agreement (SLA) will be signed with successful bidder. Any breach in SLA will lead to penalty and later termination of the contract. All the documents/ code / application etc. prepared and developed by the bidder will be the property of the SNA. All designs, reports, other documents and software submitted by the bidder pursuant to this work order shall become and remain the property of the SNA, and the bidder shall, not later than upon termination or expiration of this work order, deliver all such documents and software to the SNA, together with a detailed inventory thereof.

6.2. If at any given point of time it is found that the bidder has made a statement which is factually incorrect or if the bidder doesn't fulfill any of the contractual obligations, the SNA may take a decision to cancel the contract with immediate effect. Further, performance security of the agency may also be forfeited if the performance of the agency is not satisfactory.

6.3. Liquidated Damages for error/variation

In case any error or variation is detected in the reports submitted by the firm and such error or variation is the result of negligence or lack of due diligence on the part of the firm, the consequential damages thereof shall be quantified by the SNA in a reasonable manner and recovered from the Consultant by way of liquidated damages, subject to a maximum of 10 % (ten percent) of the Contract Value.

6.4. Liquidated Damages for delay

In case of delay in completion of Services, liquidated damages not exceeding an amount equal to 0.2 % (zero point two percent) of the Contract Value per day, subject to a maximum of 10 % (ten percent) of the Contract Value will be imposed and shall be recovered by appropriation from the Performance Security or otherwise. However, in case of delay due to reasons beyond the control of the Consultant, suitable extension of time shall be granted.

The SNA will have the right to cancel the contract at any time without assigning any reason thereof.

7. PREPARATION OF BID

All the bidders are requested to follow the instructions given below while uploading the bids. Proposal should be uploaded on two bid basis – separate technical and financial bids on State Public Portal i.e., (website).

7.1. Technical Bid

7.1.1. The technical bid should have the following: -

- a. Name, address, e-mail, telephone along with a note on the ownership, organizational structure and core business area of the consulting firm.
- b. Document [s] to demonstrate that the firm is in the business for the last 3 years.
- c. Document [s] relating to details of similar assignments executed during the last 3 years.
- d. Certificate from the statutory auditors/Chartered Accountant stating the year wise annual turnover during each of the last 3 financial years [i.e., 2018-19, 2017-18, 2016-17].
- e. A short write-up on technical and managerial capability of the firm for undertaking assignment [key personnel would not be evaluated at this stage and hence CVs shall not be submitted].
- f. Forwarding letter as per Annexure II on the bidding organization's printed letter head.
- g. The UTR details of submission of EMD should also be submitted along with the bid.
- h. Compliance and documentary proof of eligibility condition spelt out in clause 4 of Section I. Documentary proof sought in other clauses of this Tender Document should also be enclosed.
- ï. The Technical Proposal as per the format given in Annexure –III
- j. CVs of the experts, team leader and team members duly signed as per the Annexure- IV
- k. Brief write up on Approach, Methodology, Work Plan, Activity Plan and Timeline as per Annexure V

- l. Scan Copy of GST Registration Number
- m. Figures and tables must be numbered and referenced in the text by that number. They should be placed as close as possible to the referencing text. Pages must be numbered consecutively within each section. The document which is not numbered and is not found in serial will be considered as “not found”.
- n. A point to point compliance and self-declaration for acceptance of terms and conditions of tender document as per the Annexure X of RFP.
- o. Undertaking (self-declaration on letter head) of total responsibility for the trouble free operation.
- p. Undertaking (self-declaration on letter head) that the information submitted by them is correct and they will abide by the decision of SNA. In case the information submitted by the firm is found to be false and / or incorrect in any manner, the firm can be suspended and / or debarred.
- q. All pages of the document submitted should be signed.

While submitting the Technical Proposal, the applicant/bidder firm shall, in particular, ensure that:

- a. The CVs have been recently signed by the individuals and the Team Leader. Unsigned/ countersigned CVs shall be rejected;
- b. The CV shall contain an undertaking from the Team Leader members and experts about his /her availability for the entire period of study and report preparation.

7.2.Financial Bid

7.2.1. The Financial bid must contain the following:

- i. Financial Bid is to be submitted in prescribed xls. format i.e. the BoQ uploaded along with the RFP.
- ii. Applicant shall submit the financial proposal in the prescribed BOQ format (xls. format), clearly indicating the total cost of the Consultancy in both figures and words, in Indian Rupees, and signed by the authorized signatory of the firm. In the event of any difference between figures and words, the amount indicated in word shall be taken into account. In the event of a difference between the arithmetic total and the total shown in the financial Proposal, the lower of the two shall be taken into account.
- iii. While submitting the Financial Proposal, the firm shall ensure the following:
 - a. All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel, accommodation, travelling, printing of documents, taxes etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered nonresponsive and liable to be rejected.
 - b. The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the price shown under

different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per applicable laws.

- c. Costs (including break-up of costs) shall be indicated in INR.
- iv. It is further clarified that in no case the agency so appointed, will be entitled to payment beyond the fee quoted in the financial bid.

8. SIGNING OF BID

The original and all documents of the bid shall be typed or written in legible hand and shall be signed by the Bidder or a person duly authorized to sign the Contract. The person or persons signing the bid shall sign initial all pages of the bid. The scanned copy of all such documents shall be uploaded with the proposal to be submitted online.

9. METHOD OF EVALUATION AND AWARD OF CONTRACT

Prior to evaluation of Proposals, the SNA will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:

- a. it is received in the specified format;
- b. it is received by the due date including any extension thereof;
- c. it contains all the information (complete in all respects) as requested in the RFP;
- d. it does not contain any condition or qualification;
- e. it has deposited Rs. Ten thousand (Rs. 10,000) as Earnest Money Deposit (EMD)
- f. It is not non-responsive in terms hereof

The SNA reserves the right to reject any Proposal, which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by the SNA in respect of such Proposals. SNA reserves the right to waive minor deviations in the bid application if they do not materially affect the capability of the bidder to perform the contract. The SNA shall consider the bidder whose offer has been found technically and financially acceptable by the Committee based on the experience, past performance, technical capability and financial position.

9.1. Evaluation of bids

- i. Bidders are requested to submit all requisite documents as per the uploaded RFP along with their bids failing which the bids are liable to be rejected. A duly constituted Evaluation Committee will scrutinize and evaluate the bids for selection of an agency.
- ii. From the time the bids are opened to the time the contract is awarded, the Agency should not contact the SNA on any matter related to its Technical and/ or Financial bid.
- iii. Any effort by the Agency to influence the SNA in the examination, evaluation, ranking of bids and recommendation for award of contract may result in the rejection of the agency's bid.

9.2. Criteria for Evaluation of Technical bid:

The Evaluation Committee shall evaluate the Technical bids on the basis of their responsiveness to the eligibility conditions mentioned in para 4 of the Section I of RFP. The eligible technical bids

shall then be evaluated as per evaluation criteria defined in **Annexure IX** of the RFP.

Only Agency obtaining a total score of 60 (on a scale of maximum of 100) or more on the basis of criteria for evaluation given in Annexure IX, would be declared technically qualified. Every technical bid shall be awarded an absolute technical score of 'T' marks out of a total of 100 marks.

9.3. Criteria for Evaluation of Financial bid: The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria explained below.

The lowest evaluated Financial bid (**F_m**) will be given the maximum financial score of 100 points. The financial scores (**F**) of the other Financial bids will be computed as per the formula for determining the financial scores given below:

$$F = 100 \times (F_m / F_b)$$

Where,

F_b = Evaluated amount of financial quote by the particular bidder.

F_m = Lowest evaluated amount of financial quote by the bidder.

Financial bids of only those Agencies which are declared technically qualified shall be opened on the specified date and time, in the presence of representatives of bidders who choose to attend. The name of the Agency, their technical score (if required), and their Financial bid shall be read aloud.

9.4. Method of Selection:

In deciding the final selection of the Agency, the technically qualified bid will be given a weightage of 70% on the basis of criteria for evaluation. The price bids of only those Agency which qualify technically will be opened. The bid with the lowest cost will be given a financial score of 100 and the other bid given financial scores that are inversely proportional to their prices. The financial bid shall be allocated a weightage of 30%. For working out the combined score, the SNA will use the following formula:

$$\text{Total points: } (0.7 \times T(s)) + (0.3 \times 100 \times (F_m/F_b))$$

The bids will be ranked in terms of total points scored. The bid with the highest total points (H-1) will be considered for award of contract.

9.5. Negotiations:

Normally there will be no post tender opening negotiations and it would be only on exceptional circumstances, if considered necessary. This shall be held only with the Agency which is evaluated as H-1 bidder after combined evaluation of the Technical and Financial bids, as indicated above. Under no circumstance, the financial negotiation shall result into an increase in the price originally quoted by the Agency.

10. COMPETENT AUTHORITY'S RIGHT TO VARY ITEMS/ACTIVITIES AT THE TIME

OF AWARD

The Competent Authority shall have the right to make any alterations, omissions, additions or subtractions in items/services at the time of award of contract. The Competent Authority will give such intimation to the successful Bidder, and additional cost/deduction in the Bid prices, based on the price schedule submitted by him, will be worked out with the Bidder. In case, the Bidder does not agree for such alterations, the Competent Authority will be free to award the contract to the next eligible Bidder.

11. LABOUR LAWS AND SAFETY MEASURES

- i. Agency shall comply with all the provisions of labour law related legislation/acts as enacted by Government from time to time and in case of any prosecution / penalty, agency shall be liable for the same.
- ii. Agency shall be liable for payments of duties viz. P.F., E.S.I. etc. including any compensation payable under Workmen Compensation Act. SNA shall have no responsibility, financial or other liabilities towards professionals employed by the Agency.
- iii. Agency will take all safety measures / precautions during the work. For any accident due to negligence / any other reason during contract period, it shall be sole responsibility of the agency and Ministry shall not be held responsible for the same.

12. APPLICABLE LAW AND JURISDICTION

This contract, including all matters connected with this contract, shall be governed by the India and State laws, both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of (Name of State) Court, if required.

13. INSURANCE AND MEDICAL

- i. It shall be the responsibility of the agency to insure their staff and equipment against any exigency that may occur at site. Agency will also take insurance cover for third party liability, which might occur due to damages caused to their manpower, equipment etc. SNA shall not be responsible for any such damages.
- ii. Medical facilities (as per law) for professional including insurance of the professional on site will be provided by the Agency.

14. INDEMNIFICATION

- i. Agency shall at times indemnify and keep SNA indemnified against all claims/ damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services under this contract.
- ii. Agency shall at all times indemnify and keep SNA indemnified against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered

by its (Agency) employees or caused by any action, omission or operation conducted by or on behalf of Agencies.

- iii. Agency shall at all times indemnify and keep SNA indemnified against any and all claims by employees, workman, suppliers, agent(s) employed engaged or otherwise working for Agency, in respect of their wages, salaries, remuneration, compensation or the hike.
- iv. All claims regarding indemnity shall survive the termination or expiry of the contract.

15. FORCE MAJEURE

- i. For the Purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of the party.
- ii. The terms "Force Majeure" as implied here in shall mean an act of God, War, Civil riots, fire directly affecting the performance of the contract, floods and Acts and Regulations of respective Government of the two parties, namely the Organization and the contractor. Both upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, shall within seventy-two hours of the alleged beginning and ending thereof intimate the other party giving full particulars and satisfactory evidence in support of its claim.
- iii. If deliveries are suspended by force majeure conditions lasting for more than 2 (two) months, the Organization shall have the option of cancelling this contract in whole or part at its discretion without any liability on its part. Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

16. FAILURE & TERMINATION CLAUSE

Time and date of delivery and period of execution shall be essence of the contract. If the Agency fails to deliver the services thereof within the period fixed for such delivery in the schedule or at any time repudiates the contract before the expiry of such periods, the SNA may without prejudice to any other right or remedy available to the agency recover damages for breach of the contract as under: -

- i. Recover from the Agency as liquidated damages which will be charged by way of penalty, as specified in the Clause 6.
- ii. Cancel the contract or a portion thereof by serving prior notice of one month to the Agency.
- iii. The SNA may take a decision to cancel the contract with immediate effect and / or debar / blacklist the bidder from bidding prospectively for a period of 3 years or as decided by the SNA or take any other action as deemed necessary.

17. AGENCY CODE OF CONDUCT AND BUSINESS ETHICS

a. Bribery and corruption:

Agency are strictly prohibited from directly or indirectly (through intermediates or subcontractors) offering any bribe or undue gratification in any form to any person or entity and / or

indulging in any corrupt practice in order to obtain or retain a business or contract.

b. Integrity, indemnity & limitation:

Agency shall maintain high degree of integrity during the course of its dealings with business/contractual relationship with the SNA. If it is discovered at any stage that any business/contract was secured by playing fraud or misrepresentation or suppression of material facts, such contract shall be voidable at the sole option of the competent authority of the SNA. For avoidance of doubts, no rights shall accrue to the Agency in relation to such business/contract and the SNA or any entity thereof shall not have or incur any obligation in respect thereof. The Agency shall indemnify in respect of any loss or damage suffered by the SNA on account of such fraud, misrepresentation or suspension of material facts. The agency will be solely responsible for the omission and commission of the employees deployed by them.

18. CONFIDENTIALITY:

The contractor shall maintain utmost confidentiality of information supplied, method of operation, procedures etc. and will treat such information with the same degree of care as the contractor treats its own most confidential information.

19. ARBITRATION CLAUSE:

19.1. If any dispute, difference, question or disagreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assignees in connection with or arising out of the contract the SNA would appoint a sole arbitrator, which shall be accepted by the Agency. The decision of the arbitrator would be final and binding on both the parties.

19.2. It is also term of the contract that contractor shall not stop the work under this contract and work shall continue as expected to continue whether the arbitration proceedings have commenced or not.

19.3. The Venue of the arbitration shall be at New Delhi. Subject to as aforesaid, the provision of the Indian Arbitration Act, 1996 and any statutory modifications or re- enactments thereof and rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

19.4. TIME LIMIT FOR REFERENCE TO ARBITRATION: If no request in writing for arbitration is made by the contractor within a period of one year from the date of completion of the contract all claims of the contractor under the contract shall be deemed to be waived and absolutely barred and the purchaser, i.e. President of India, shall be discharged and released of all liabilities under the contract.

20. DISCLAIMER:

- 20.1.** SNA shall not be responsible for any late receipt for any reasons whatsoever.
- 20.2.** SNA reserves the Right:
- 20.2.1. To accept the whole, or part of or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the SNA;
- 20.2.2. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of SNA without assigning any reasons thereof;
- 20.2.3. To include any other item in the Scope of work at any time after consultation in the pre-bid meeting or otherwise.

21. GENERAL INSTRUCTIONS:

- i. The instructions for online bid submission are at Annexure XII. For any clarifications, (Contact point for bidders at State Nodal Agency)
- ii. Bids once submitted cannot be amended.
- iii. Any Bid which does not quote for all items will be considered to be non-responsive and shall be rejected.
- iv. The Agency shall not assign or sublet the contract or any substantial part thereof to any other agency, without written consent of the SNA.
- v. Technical bids and financial bids will be opened, in the presence of Bidders' representatives (One for each bidder), who wish to be present. The authority letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening.

SECTION II

1. SCOPE OF WORK

Taking cognizance of the contribution of the unorganized micro food processing enterprises and the challenges that impede their performance, Ministry of Food Processing Industries (MoFPI) has launched “PM Formalisation of Micro Food Processing Enterprises Scheme (PM FME Scheme)” through a package support and services. It is an All India Centrally Sponsored Scheme with an outlay of Rs. 10,000 crore for coverage of 2,00,000 enterprises over 5 years from 2020-21 to 2024-25. States being the major partner for implementation of the scheme, need to prepare a detailed State Level Upgradation Plan (SLUP). Therefore, it is decided to engage a professional agency to conduct the study and ensure proper planning and implementation of the scheme. The purpose of this consultancy work is to: undertake and prepare a State Level Up-gradation Plan (SLUP). The major component of the Plan should be inclusive of the Base Line assessment & Detailed Cluster study.

The Project Implementation Plan (PIP) would be prepared by the States drawing inputs from SLUP.

1.0.Deliverables

- Review of Literature, methodology, data source and research/survey for the design for the study
- An Inception report on preliminary findings.
- The final report enumerating the employed methodology, data sets and results
- Complete data set used for analysis, both primary and secondary
- Draft Evaluation study report (2 copies) with a soft copy covering all aspects, including one power point presentation;
- Final Evaluation study report (5 Copies), with a soft copy covering all aspects including one power point presentation
- A spread sheet model based on secondary data available in public domain for generating processing levels on periodic basis.

1.1. Timeline of deliverables and Terms of Fee Payment

Professional Fee shall be paid as per following Schedule of Payment

Table 1: Milestones for SLUP

	Milestones for SLUP	Timelines (from commencement)	Fee Amount
1.	Submission of Inception Report	T ₀ + 15 days	20% of professional Fee
2	Draft SLUP	T ₀ + 75 days	15% of Professional Fee
3	Draft Presentation of the SLUP and Feedback Session	T ₀ + 75 days	15% of Professional Fee
4	Finalized SLUP based on the	T ₀ + 90 days	15% of Professional Fee

	feedback received		
6	A power-point presentation of the final SLUP and acceptance by SNA	T ₀ + 100 days	35% of Professional Fee or Balance eligible fee for the plan, whichever is lower
T₀: Date of Award of Contract			

The detailed Terms of Reference (TOR) of the above study is given in Annexure I.

TERMS OF REFERENCE FOR SLUPs

GUIDELINES FOR THE CREDIT LINKED SUBSIDIES UNDER PMFME SCHEME

ODOP Product Approved for the District⁵ – ODOP products would be communicated by the state government to the agency. As per the guidelines of the PMFME scheme, preference would be given to those entities producing ODOP products.

- In case of capital investment by groups, predominately those involved in ODOP products would be supported.
- Also new units, whether for individuals or groups would only be supported for ODOP products.
- Support for common infrastructure and marketing & branding would only be for ODOP products.

Major Non-ODOP Products -

- Individual existing units producing other products would be supported.
- Support to groups processing other products in would only be for those already processing those products and with adequate technical, financial and entrepreneurial strength.
- In case of support for marketing & branding at State or regional level, same products of districts not having that product as ODOP could also be included.

Thus as mentioned in the guidelines of the PMFME Scheme, credit linked subsidies (loans) can be considered for Non-ODOP products also in case they are perishable in nature. Existing Microenterprise units (individual as well as groups) would be allowed on a case to case basis. Therefore, it is important that consulting agency includes at least 4-5 Non-ODOP products per district in their analysis for all the four sections for baseline studies as mentioned below. Secondary level data may be referred to for Non-ODOP product industrial analysis. However primary data analysis is a must for ODOP products. The level of detailing for non-ODOP products selected should be much less than the ODOP product. Subjective analysis of the industry status for non-ODOP products based on interview and secondary data should be carried out.

The terms of reference under each components are detailed below:

(I) Baseline Assessment studies: Part I of the SLUP comprises, conducting baseline assessment studies which will assess the existing situation in the State w.r.t

- (A) Agriculture Profile of the Districts in the State
- (B) Policy and Regulatory frameworks
- (C) Food processing micro enterprises eco-system
- (D) Firm level issues of these micro enterprises.

A. **Agriculture Profiling of the Districts in the State** – Analysis of Agriculture production is a critical part of the SLUP. Towards this the agency will first carry out the preliminary study of Agriculture related production for -

ODOP –

- i. Total Production of the Produce in the District

⁵ Abstrated from the guidelines of the PMFME scheme

- ii. ODOP produce as a percentage of total agricultural produce of the district;
- iii. Perishable nature of the produce;
- iv. Production of ODOP Agriculture Produce in that district compared to other district and states;
- v. Number of workers engaged in the ODOP cultivation;

Non-ODOP –

- i. What other Major Agricultural crops are being cultivated apart from the chosen ODOP Product
- ii. Total Production of each of the Produces in the District
- iii. Non-ODOP produce as a percentage of total agricultural produce of the district:
- iv. Perishable nature of the produce;
- v. Number of workers engaged in the cultivation of each of the Non-ODOP products.

B. Assessment of the existing Policy and Regulatory frameworks for FPI and FPI micro enterprises in the State:

- i. **Assessment of Food Processing Policies in the State:** the agency will scan the existing food processing and MSME policies and vision documents in the State and the Centre, to understand the existing policy context and incentives available for the food processing micro enterprises in the unorganized sector for the vision period. The policies would then have to be scanned critically to understand the need and areas for reforms or modification. The same would have to be listed and detailed out.
- ii. **Assessment of ongoing and proposed State Government programs in the FPI and allied sectors:** under this the agency will provide a brief overview of the State Government programs being implemented in the Food Processing sector, MSME sector and other related sectors and organizations including State Rural Livelihoods Mission and State Skill Development Missions for such enterprises in the unorganized sector. The strategic plans and budgets at the state-level would be analyzed and areas for convergence along with steps to implement such convergence would be worked out. Discussions with stakeholder departments will be undertaken to inform recommendations of implementation steps to achieve convergence.
- iii. **Assessment of existing Regulatory frameworks for FPI:** The agency will review the existing laws and regulations affecting the sector, including land, labor, and investment policies which could affect production potential, processing and trade opportunities, food standards and safety, storage, and interstate movement, tariff barriers etc. These will be analyzed and the gaps would need to be identified, for which required reforms would also be suggested:
- iv. **Stakeholder Mapping:**
 - ✓ all the possible stakeholders operating currently in the food processing and allied sector in the State will be mapped. The roles of each stakeholder impacting the micro enterprise sector, would be clearly described.
 - ✓ The agency would then hold 2-3 stakeholder workshops to identify the possible synergies between various players and the willingness and modes of participation in the programme. The areas desired for convergence would be presented to the stakeholders and commitments from them would have to be sought for ensuring participation as required.
 - ✓ Based on the outcomes of the stakeholder workshops, the work plan and recommendations for convergence would be detailed out. This would then form part of the annual action plan to be submitted by the States.

- ✓ Through the stakeholder workshops conducted as above, the agency would then identify potential project partners that can serve as champions for change across the sectors. This is necessary so as to harness these players towards successful outcomes in the programme.
- ✓ The potential stakeholder matrix is given below.

Table 1 Suggested Stakeholder Matrix

	Sector	Participants	Chair
1	Government	The nodal department officials and other relevant department representatives.	Chief Secretary/ Principal Secretary- Nodal department
2	Groups/ Associations	The representatives of the various associations in the FPI sector, trade union representatives, Self Help Groups (SHG), Farmer Producer Organizations (FPOs), Large retail players – state, national and international that have presence on the ground	Nodal officer of department/ State PMU lead/ leading enterprise association head
3	Technology	National and State level technical institutions, technology providers, manufacturer associations, representatives of micro enterprises	Nodal officer of department/ State PMU lead/ National institute representative/ Lead State technical institution representative/ leading technology expert
4	Regulatory	FSSAI representatives of the State, representatives of micro enterprises	Nodal officer of department/ State PMU lead / leading enterprise association head

C. Profiling of existing Micro Enterprises eco system:

1. **Industrial Profile of the Districts in the State** – This activity is critical in the baseline assessments, wherein the existing numbers and details of existing FPI micro enterprises in the state would be captured for identified ODOP product and 4-5 major non-ODOP products;
2. **Identifying Non-ODOP Products** – Apart from the ODOP product approved for the district, 4-5 major non-ODOP products in the districts need to be chosen through secondary literature review. Analysis needs to be done for these 4-5 other possible products that may be chosen apart from the ODOP product by the applicants for credit linked subsidies for existing micro-enterprises.

3. Information Sources –

ODOP – The district industrial profiling of the ODOP produce shall be done through detailed sampling approach of Cluster Studies (Including Primary Data Collection) as outlined below.

Non-ODOP Products - The information for Non-ODOP Products may be obtained from secondary sources like District Industries Centre, Published data on Udyog Aadhaars, Complete Mapping of the Micro, Small, Medium and Large Industries in the District should be done through secondary sources. A Macro picture of the food processing industry in the district should be presented using these sources.

4. **District wise profiling based on secondary research:** the agency would carry out secondary research and tabulate information on location, number of micro enterprises, products, size, years in

operation, etc. district wise. District wise mapping should be done for existing food processing micro enterprises involved in processing of the identified ODOP product and 4-5 major non-ODOP products.

- i. Is the district recognized with the ODOP product?
- ii. Has the product been granted Geographical Indication status by Government of India?
- iii. Special nature and relationship of the product with the district, uniqueness, history, etc?
- iv. Level of processing happening for ODOP in the district, in other districts and outside the State;
- v. Mapping of the Micro, Small, Medium and Large Industries in the District (Total number of Units). Secondary sources may be used for the same
- vi. Number of clusters engaged in the processing of this product;
- vii. Number of workers engaged in the ODOP processing;
- viii. Marketing linkages within district, state and outside;
- ix. Level of infrastructure for ODOP processing within district, in other districts and States.
- x. Total production value of the ODOP product manufactured in the district and as % of total agricultural produce;
- xi. Number of enterprises involved in the processing of this product and as % share of total number of micro food processing enterprises in that district;
- xii. Number of Self Help Groups and Farmer Producer Organisations engaged in the processing of this product. This information may be obtained from NABARD and SRLMs. Information on Cooperatives may be obtained from the Registrar Cooperatives.
- xiii. Sale of this product to other districts, states and exported to other countries;

5. **Mapping the value chain aspects** of each market segment the value chains across the different segments would need to be mapped viz. (i) suppliers of inputs to farmers, (ii) farmers to micro enterprises, and (iii) micro enterprises to markets.

6. **Understanding the Infrastructure constraints faced by Micro Enterprises:** The agency would map the infrastructure constraints currently being faced by the FPI micro enterprises in ODOP as well as 4-5 Major Non-ODOP Products w.r.t (i) public infrastructure such as roads for backward and forward linkages, water, power etc. (ii) access to common facilities such as grading, sorting, packaging, cold chain facilities etc. (iii) access to testing facilities, compliance to standards and the frequency of inspections from the safety regulators. The gaps thus identified could be tabulated district wise as below:

Table 2: Infrastructure Gap analysis- district wise

Infrastructure	Up-gradation proposals
A) Public Infra	
B) Common facilities	
C) Testing facilities	
D) Safety standards	

7. **Mapping the market potential of FPI micro enterprises :** The agency will map the existing National, State and regional level retailers that are currently in operation in the State and then map the existing products of the target enterprises with this list. Assessments/interviews with sample state, national and international retailers would be done, to also scan the demand of these buyers in terms of the specifications in terms of quality, food safety standards and specifications and also assess the willingness of the national and international retailers to link with the potential FPI micro enterprises under FME.

D) **Mapping the Firm level issues:** Under this segment, the agency will detail out the firm level issues of the micro enterprises involved with processing of ODOP as well as 4-5 Major Non-ODOP Products through focus group discussions and would be mapped along with the costing as below:

Table 3: Firm level gaps and recommendations

	Sectors	Gaps	Recommendations	Costing
1	Skill training needs			
2	Manufacturing practices			
3	Technologies			
4	Access to finance			
5	Access to mentorship/service			

Subjective studies based on interviews and group discussions should also be conducted to find out the firm level issues being faced by 4-5 Non-ODOP products. These should also be covered in the tabular format mentioned above. General understanding about these should be presented to compare them with each other as well as the ODOP Product.

II) Detailed cluster study for ODOP Products

Detailed study needs to be undertaken for each district product cluster. **At least 15 to 20 units must be visited in each cluster based on structured sample plan to obtain information on the technical, managerial and commercial aspect of the units which will form the basis of cluster development ecosystem including support to individual units, requirement of common services, identification of FPOs/ SHG/ Co-operatives etc.** The detailed cluster study will, interalia, include the following:

1. Industry & Market Analysis

1.1 Introduction

A brief description of the product with respect to its background and all the necessary details.

1.2 Benefits of the Product

The benefits of the product can be listed as per:

- If the product utilizes any notable raw material used that is distinctly found in that specific district or is eminent in that area.
- If it aids in any health benefits or have medicinal properties
- It is culturally valuable
- Does it help in the uplifting of the local culture and promotion of the district?

1.3 Global Market for the Product:

1.3.1 Highlight the global importance and reach of the product.

1.3.2 Does it aid in the export business?

1.4 Indian Market & Valuation of the Product:

This should cover aspects such as :

1.4.1 What is the strategic importance of the product in India

1.4.2. What is the valuation of the product in India?

1.4.3. What does it lack to be a better-quality product?

1.4.4. The significance of the product in that particular district/state.

1.4.5. How do the generic public perceive the product?

1.5 Manufacturing Process:

A brief manufacturing process must be included, along with all the key steps, machinery, infrastructure etc, required for the production.

1.6 Tests done for the product

- 1.6.1 Qualitative Tests: the tests that determine the quality parameters for the product in factual terms.
- 1.6.2 Quantitative Tests: the tests concluding the parameters of the product in numerical terms.

2. District Profiling

The district profiling must include the following:

- 2.1 Socio economic profiling** (history, geography, administrative set up, climate)
- 2.2 Demographic profiling** (Population, Sex Ratio etc)
- 2.3 Industrial Profiling** (No of industrial units/no and type of MSMEs, incl the number of units engaged with producing the specific ODOP product).

3. Cluster Analysis

This section will cover the detailed analysis of the cluster to include the following:

- 3.1 Location of the cluster:** The location of the cluster on the map of India and including in which district and state.
- 3.2 Turnover & Employment:** the overall employment of that cluster and the total turnover in the past 1-5 years of time-period.
- 3.3 Social Economic Profile of the ODOP Producers:**
 - 3.3.1 Sex ratio, Vulnerability profile, Experience, family structure
- 3.4 Infrastructure**
 - 3.4.1 Essential amenities required for the production of the product
 - 3.4.2 Existing infrastructure
 - 3.4.3 Additional infrastructure required
- 3.5 Raw Materials**
 - 3.5.1 The vital raw materials and all the added materials along with that.
 - 3.5.2 The quality parameters being checked for all the raw materials.
 - 3.5.3 Whether the raw materials are perishable in nature.
- 3.6 Production Process:** the detailed explanation of the step by step process of production, including all the equipment and machineries required with detailed steps.
- 3.7 Product Range:** the various types of this product needs to be listed and described including the value added products of this ODOP if any
- 3.8 Technology:** The various types of Plant and machineries and technologies deployed for manufacturing the various types of products by the small and large units need to be detailed out.
- 3.9 Marketing:** The existing market linkages across the value chain needs to be detailed out with an illustrative flow chart showing each level of facility and infrastructure including from storage to market places to exports.
- 3.10 Human Resource:** the ownership pattern of the firms in the cluster, the data on total number of labourers employed in the cluster with details of the skilled and unskilled workers.
- 3.11 Skill Development:** the skills required for the ODOP with a comparison with the existing skill sets available in the cluster and identified needs for further skilling for the workers.
- 3.12 Testing:** the presence of testing facilities in the cluster and adherence to FSSAI norms needs to be assessed, along with identification of the need for additional testing facilities.

- 3.13 Institutional Support:** The existing institutional support available in the cluster w.r.t presence of associations, technical institutions, and public sector units and parastatals needs to be mapped.
- 3.14 Support Infrastructure:** the existing infrastructure available in the cluster in terms of public infrastructure such as roads, water and electric supply needs to be mapped along with existing backward and forward linkages and common facilities present in the cluster.
- 3.15 Financial Linkages:** the access to existing financing channels needs to be mapped
- 3.16 Environmental Impact:** if the product creates any kind of pollution harming the environment and curbing steps.
- 3.17 Cluster Actors**

The various stakeholders within the cluster needs to be mapped such as:

- No of skilled and semi-skilled Workers
 - Manufacturers
 - Unit Owners
 - Raw Material Suppliers
 - Enterprise Promotion Councils
 - Industrial Associations
 - Financial Institutions
 - Marketing players
- 3.18 Existing Government Schemes:** mapping of all the relevant central and state governmental policies and schemes that can be tapped towards development of the ODOP, product, process and marketing.
- 3.19 Cluster Map:** mapping of all the stakeholders involved and captured as per the process adopted for the ODOP needs to be illustrated with the help of an elaborate flow chart.
- 3.20 Value Chain:** the value chain process for the ODOP needs to be illustrated in the form of a flow chart
- 3.21 Product Cost Analysis:** the total cost of production of the product including raw material, labour and transportation cost needs to be tabulated and compared with the selling price prevalent and then arrive at the net profit in the cluster.
- 3.22 SWOT Analysis:** The Strength, Weakness, Opportunities and Threats in the ODOP value chain in the cluster needs to be detailed out.

4 Benchmarking Studies

- 4.1 National Benchmarking:** the success stories of this product in other States needs to be detailed out in this section.
- 4.2 International Benchmarking:** international success stories need to be detailed out here..

5 Stakeholder Consultation

- 5.1 Individual Meeting:** The survey questionnaire sample (has to be provided by the State Nodal Agencies). Collect ground data which has been used for real time analysis of the cluster. The data to be illustrated in a detailed manner.
- 5.2 Agenda points & discussions:** The minutes of the various stakeholder meetings conducted at various points of time need to be collated here along with photographs of the meetings held.

6 Need Assessment & Gap Study

Based on the analysis done in this study so far the key constraints faced and the recommendations to overcome these needs to be detailed out. This section also needs to highlight the needs and the current gaps w.r.t infrastructure, access to raw material, technology, infrastructure and marketing support in

the form of a needs assessment matrix.

7 Recommendations:

Under this section the final recommendations for the ODOP needs to be collated to include

7.1 Project Strategy & Interventions

The key strategy for the cluster needs to be formulated which would cover the means of filling the gaps and overcoming the constraints in the cluster.

7.2 Vision Statement & Key Objectives

The vision statement for the cluster needs to be articulated which would encapsulate the goals and outcomes envisaged for the cluster. Along with this the key objectives for development of the cluster needs to be identified and listed.

7.3 Strategy for Integrated Development

The strategy for holistic development of the cluster wr.t market, infrastructure and workers and innovations proposed needs to be formulated.

7.4 Proposed Interventions

The interventions proposed in the cluster ranging from infrastructure, technology, common facilities, institutional and marketing support required, based on this study, needs to be finally collated here along with the costing of each intervention.

8 Key Impacts

8.1 The key impacts that would be derived out of the proposed interventions needs to be listed in a matrix form.

Annexure-II

Covering Letter for Submission of Bid for study to determine “State Level Upgradation Plan (SLUP)”

To
.....
.....
.....
.....

(Attention:)

Sir/Madam,

We are hereby submitting our bid, which includes Technical bid and financial bid. We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our bid is accepted, to start the services with immediate effect or as stipulated in the work order. We understand you are not bound to accept any bid you receive.

Yours sincerely,

Authorized Signatory [In full and attach authorization to represent the company]

Date:

(Seal)

Name and Title of Signatory Name of Firm Address

Annexure III

TECHNICAL BID FORM

CONSULTANT'S ORGANISATION EXPERIENCE

(Please refer clause 7.1.1 of the RFP)

A — Consultant's Organisation

[Provide here a brief (not more than two pages) description of the background and organisation of your entity and each associate, if any, for this assignment.]

B - Consultant's Experience

[Using the format below, provide information on each assignment (indicating work that best illustrates the capability to handle the task assigned) for which your entity, and each associate for this assignment, was contracted for carrying out consulting services similar to the ones requested under this assignment.]

Assignment Name :	Approx. value of the Contract (in Rupees) :
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Country:	Duration of Assignment (months):
Location within Country:	
Name of Client:	
Address:	
Start Date (Month/ Year):	
Completion Date (Month/ Year):	
Name of Associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Coordinator, Team Leader):
Narrative Description of Project:	
Description of actual services provided by your staff within the assignment:	

Note: For each case study/survey, the applicant is required to submit the complete details as per this annexure separately

Firm's Name: _____

Signature of the Bidder, with Official Seal

C - Experience of Team Leader/members

[Using the format below, provide information on each assignment (indicating work that best illustrates the capability to handle the task assigned) for which your entity, and each associate for this assignment, was contracted for carrying out consulting services similar to the ones requested under this assignment.]

Assignment Name :	Approx. value of the Contract (in Rupees) :
Country:	Duration of Assignment (months) :
Location within Country :	
Name of Client :	

Address :	
Start Date (Month/ Year):	
Completion Date (Month/ Year) :	
Indicate your position in the Team for assignment profiles such as Project Director/ Coordinator, Team Leader, any other designations):	Name of Associated Consultants, if any:
Narrative Description of Project & Key Outcome:	
Description of actual services provided by your staff within the assignment:	

Note: For each case study/survey, the applicant is required to submit the complete details as per this annexure separately

Name of Team Leader/Member: _____

Signature of the Team Leader/member: _____

Firm's Name: _____

Signature of the Bidder: _____

Annexure-IV

CURRICULUM VITAE (CV) OF PROPOSED Team Leader/ Members

(Please refer clause 7.1.1 of the RFP)

PROFESSIONAL STAFF (Team Leader, experts, and members) FOR THE ASSIGNMENT

1. Proposed Position [only one candidate shall be nominated for each position]: -

2. Name of Entity [Insert name of entity proposing the staff]:

3. Name of Staff [Insert full name]: _____

4. Date of Birth: _____ Nationality: _____

5. Education: [Indicate academic/ professional and other specialized education of staff member, giving names of institutions/ college/ universities, degrees obtained along with dates of obtainment]:

6. **Membership of Professional Associations:**

7. Publications (Indicate books, research papers and other articles published in reputed journals).

8. Other Training(s): [Indicate significant training since obtaining degrees under (5) Education were obtained]:

9. Employment Record: [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employer organization, positions held]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

10. **Detailed Tasks Assigned**

[List all tasks to be performed under this assignment]

11. **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

[Among the assignments in which the staffs have been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11].

Name of assignment or project:

Terms of Reference:

Year:

Location:

Client:

Main project features:

Positions held:

Activities performed:

12. Certification:

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

Date:

Signature of the Team Leader/member: _____

Firm's Name: _____

Signature of the Bidder: _____

Proposed Approach, Methodology and Work Plan

The proposed Approach, Methodology and Work plan shall be described as follows:

A. Brief description about the bidder organization and understanding of the ToR

The Applicant shall clearly state its understanding of the TOR and also highlight its important aspects. The Applicant may supplement various requirements of the TOR and also make precise suggestions if it considers this would bring more clarity and assist in achieving the Objectives laid down in the TOR.

Bidders shall describe similar assignment undertaken in the recent past to demonstrate their capability.

B. Approach & Methodology

The Applicant will submit its approach & methodology for carrying out this assignment, for achieving the objectives laid down in the TOR

Primary research - Detailed Qualitative and Quantitative to be carried out for the study. The applicant should clearly specify the following

- a. Sampling Plan,
- b. Data analysis methodologies
- c. Tools proposed for analysis of the data collected.

Methodology for Primary Data Collection

- a. Detailed Consultation with Stakeholders (Individuals/ Groups)
- b. Industry/ Micro Enterprise Sample Surveys
- c. Rural/Urban Household Surveys/ Personal Interviews
- d. Field Visits
- e. Stakeholder Consultation

Secondary research may include:

- a. Consultation of past studies conducted on the cluster
- b. Analysis of Secondary Data from Government or Civil Society
- c. Research Papers by Academia

Form-1

Our correspondence details with regard to this RFP are:

No.	Information	Details
1.	Name of the applicant	
2.	Address of the applicant	
3.	Name, designation and contact address of the person to whom all references shall be made regarding this RFP	
4.	Telephone number of the contact person	
5.	Mobile number of the contact Person	
6.	Email ID of the contact person	

Form-2

S. No.	Information Sought	Details to be furnished
1	Contact Details of the Applicant	
	Name of the applicant	
	Address	
	Telephone, Mobile No	
	Email	
	Fax	
	Website	
2	Business Information about the Applicant's Operations	
2.1	Incorporation/registration Information	
	Incorporation status of the firm (Institution/ Consulting Firm/ Company-Public limited/ private limited etc.)	
	Details of company Registration (Attach	Date of registration

	the photocopy of the Registration), GST Registration and Registration of other statutory taxes/duties.	Registration Reference No.	
2.2	Turnover from professional fee for consulting works: as revealed in Annual Financial Statements		
	Financial Year	Professional fee from all consulting assignments (Rupees Crore)	Professional fee from similar assignments as stated in this RFP (Rupees Crore)
	FY 2018-19		
	FY 2017-18		
	FY 2016-17		
	Average for the last 3 FY		
2.3	Details of work experience of consulting and similar assignments undertaken to support the short-listing criteria accompanied by copies of contracts/ completion or report acceptance certificate(s)		
2.4	Certificate from the statutory auditors/ Chartered Accountant certifying the turnover from consultancy business as a whole and similar studies as stated in the RFP during the last three (3) financial years ending 2018-19.		
2.6	Short write up on technical and managerial capabilities of the firm for undertaking the assignment. Attach in a separate sheet.		
2.7	CVs of all the 3 members as per the relevant experience as in Annexure IV (Refer clause 4 of Section I)		
2.8	The interested firm should provide an undertaking in the format in Annexure VIII on its letterhead of not having an unsatisfactory track record resulting in adverse action taken by Central/State Governments in India. (Please see Annexure - VIII below)		
2.9	The interested firm should provide an undertaking regarding its presence of registered or local office in the concerned state.		
2.10	The interested firm should provide an undertaking signed by a competent authority if the bidder(s) belongs to country (s) sharing land border with India (Please refer to Annexure X1 below)		
2.11	Please attach all relevant documents as mentioned in the para 7 of the RFP document. All the documents should be given page numbers and properly indexed.		

We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

[Applicant's Name with seal]

Name:

Title:

Signature:

Date:

To whomsoever it may concern

I/We hereby certify that I/We am/are an authorized signatory in the Agency/Society/ Company/Trust and hereby declare that "Our Agency/Society/Company/Trust does not face any sanction or any pending disciplinary action from any authority. Further, it is also certified that our firm does not have any unsatisfactory track record resulting in adverse action taken by any Government in India. In case of any further changes which effect this declaration at a later date, we would inform the SNA.

Authorized Signatory (with seal)

Annexure IX

EVALUATION CRITERIA (TECHNICAL)

The technical proposal shall be evaluated on the basis of para 4 and parameters mentioned below. The shortlisted bidder would be required to make presentation(s) to an Evaluation Cum Selection Committee. The marking system for evaluation of Technical Bid will be as follows:

Both Qualitative and Quantitative Assessment would be done for all the criteria for awarding marks. e.g While evaluating the past experience, quality of the studies would also be considered. While evaluating the qualifications, reputation of the institute studied from would also be considered to give qualitative assessment (marks). Personal interaction with the team members of the applicant agencies may also be conducted for the qualitative assessment.

S. No.	Criteria	Maximum Marks
A	Number of years of experience in conducting surveys/ SLUPs covering the different aspects of processing of agro-products, food processing, agriculture or allied fields, role of SHGs/ FPOs in value chain development, enterprise development.	15
A1	Having experience of equal to or more than 7 Years;	15
A2	Having experience of less than 7 years but equal to or more than 5 Years;	10
A3	Having experience of less than 5 years but equal to or more than 3 Years;	5
B	Number of studies relating to surveys/ SLUPs covering different aspects of processing of agro-products, food processing, agriculture or allied fields, role of SHGs/ FPOs in value chain development, enterprise development.	15
B1	Have completed 5 or more such studies;	15
B2	Have completed 3 to 5 such studies;	10
B3	Have completed 1 to 3 such studies;	5
C	Presentation on the proposed Concept and Plan for the study by the Team Leader	20
D	Qualification and experience of the key team members (Team Leader :1, Members: 2)	50
D1	Qualification of Team leader : Doctorate in the field of (a) Statistics, (b) Economics, (c) Management, (d) Agri-economics	20
	Experience of the team leader in conducting surveys/ SLUPs covering the aspects of processing of agro-products, food processing, agriculture or allied fields, role of SHGs/ FPOs in value chain development, enterprise development.	
i.	Have completed more than 3 such studies;	20
ii.	Have completed 1-3 such studies;	10

D2	Qualification of Team members (2 members: 1 Statistician +1):	
D2.1	1 Member having Degree in the field of Statistics with professional experience;	20
	Experience of the team member in conducting surveys/ SLUPs covering the aspects of processing of agro-products, food processing, agriculture or allied fields, role of SHGs/ FPOs in value chain development, enterprise development.	
i.	Have completed more than 3 such assignments;	20
ii.	Have completed 1-3 such assignments;	10
D2.2	One member having Professional Degree in the field of (a) agri-business/food processing/food technology, (b) Statistics / Economics, (c) Engineer/B Tech, Finance with MBA;	10
	Experience of the team member in conducting surveys/ SLUPs covering the aspects of processing of agro-products, food processing, agriculture or allied fields, role of SHGs/ FPOs in value chain development, enterprise development.	
i.	Have completed more than 3 such studies;	10
ii.	Have completed 1-3 such studies;	5
	Total	100

Note:

1. Proposal obtaining a score of 70 or more marks will be declared as technically qualified proposal for opening of their financial bids.
2. Only Qualification and Experience of key members will be evaluated. The agency may engage other resources but their qualification and experience will not be evaluated.

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date: __/__/____

To

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender /
Work: _____

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated, then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

BIDDER(S) BELONGING TO COUNTRY(S) SHARING LAND BORDER WITH INDIA

1.1. In accordance with Ministry of Finance OM F.No6/18/2019-PPD dated 23rd July, 2020, Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.

1.1.1. “Bidder” (including the term 'tenderer', 'consultant', 'agency' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

1.1.2. “Bidder from a country which shares a land border with India” means: -

- i) An entity incorporated, established or registered in such a country; or
- ii) A subsidiary of an entity incorporated, established or registered in such a country; or
- iii) An entity substantially controlled through entities incorporated, established or registered in such a country; or
- iv) An entity whose *beneficial owner* is situated in such a country; or
- v) An Indian (or other) agent of such an entity; or
- vi) A natural person who is a citizen of such a country; or
- vii) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

1.1.3. The *beneficial owner* for the purpose of (iv) above will be as under:

- i. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation

- a. “Controlling ownership interest” means ownership of or entitlement to more than twenty-five per cent of shares or capital or profits of the company.
- b. “Control” shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
- ii. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
- iii. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
- iv. Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
- v. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in

the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

- vi. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

1.2. Competent Authority and Procedure for Registration

a. The Competent Authority as stated under clause 1.1 of this RFP, for the purpose of registration shall be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).

b. Any Bidder, participating in this RFP and belonging to country(s) sharing land border with India, is urged to check the website of DPIIT regarding the registration process.

c. Bids of the bidders, belonging to country sharing land border with India, and not registered with the competent authority, shall be summarily rejected.

1.2.If the undertaking submitted by the bidder(s), whose bid is accepted, is found to be false, this would be ground for immediate termination of the contract and further legal action in accordance with law.

1.3.If the bidders belonging to countries sharing land border with India, are registered with the competent authority, they are required to submit the copy of their registration as part of their bid document. The registration must be valid at the time of submission of bids and at the time of acceptance of bids. If the bidder was validly registered at the time of acceptance/ placement of order, registration shall not be a relevant consideration during contract execution

INSTRUCTIONS FOR ONLINE BID SUBMISSION
(Instructions to be formulated by State Nodal Agency)