

U-22/14/2018-DD(PA)
GOVERNMENT OF INDIA
MINISTRY OF FOOD PROCESSING INDUSTRIES

Panchsheel Bhawan, August Kranti Marg
New Delhi-110049
Dated: 08.05.2018

Notice Inviting Tender

For Conceptualizing, Designing and Presentation of MoFPI's Digital Theme Pavilion at
WORLD FOOD INDIA 2017 on MOFPI's website in the form of an application showcasing
the Ministry of Food Processing Industries

Ministry of Food Processing Industries, Government of India desires to engage a professional agency to develop a Virtual application showcasing MOFPI's Theme pavilion which was set up at "WORLD FOOD INDIA 2017" on MOFPI's website for dissemination of information and creating awareness about the Ministry of Food Processing Industries and services that are delivered under the schemes & programmes of the Ministry of Food Processing Industries. This interactive application would be hosted on the Ministry's website and would also be amenable to be displayed in E kiosks, interactive display panels and exhibitions and seminars wherever the Ministry participates. The agency which is selected to develop these applications would also be responsible for regularly maintaining & updation of the same for a period of three years. The complete details may be downloaded from Central Public Procurement Portal.

The prescribed proforma containing the details regarding the scope of work, qualifying criteria, etc. can be downloaded from the Central Public Procurement Portal and the technical and financial bids in the prescribed manner can be submitted. The last date of submission of Technical & Financial bids, complete in all respects, is 21.05.2018.

Interested agencies with the required capacities and experience are requested to keep on checking regularly the Central Public Procurement Portal till the last date of submission of application for any change/amendments etc. Ministry of Food Processing Industries reserves the right to accept or reject any or all application without assigning any reasons and any liability incurring thereof.

-sd-
(Ankit Mishra)
Deputy Director
Ministry of Food Processing Industries
Panchsheel Bhawan
August Kranti Marg
New Delhi-110049

**REQUEST FOR PROPOSAL (RFP) FOR ENGAGEMENT OF
an Agency
for Developing and maintaining an application to showcase the Ministry of Food
processing Industries on the lines of Digital Theme Pavilion of MoFPI during World
Food India 2017**

Ministry of Food Processing Industries

Panchsheel Bhawan, August Kranti Marg, Khelgaon,

New Delhi-110049

Website Address: <http://www.mofpi.nic.in>

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Section I: General conditions

Ministry of Food Processing Industries (MoFPI), Government of India desires to engage a credible professional agency.

The entire application including data will be stored / archived and the firm has the responsibility to provide it to MOFPI and maintain the backup, storage and recovery mechanism. All the real and virtual creations will be property of MOFPI.

1. SCHEDULE AND CRITICAL DATES

The tentative schedule and critical dates are shown below:

S. No.	Event	Date
1	Date of uploading RFP on Central Public Procurement	08.05.2018 at 02:00PM
2	Pre Bid Meeting	14.05.2018 at 03:00PM
3	Last date of submission of bids	21.05.2018 at 05:00PM
4	Opening of Bids	22.05.2018 at 05:00PM
5	Presentation by the agencies	24.05.2018 at 11:00AM

Technical and Financial Bids shall be up loaded on Central Public Procurement Portal. Bidder shall be responsible for registering his company at Central Public Procurement Portal and seeking all necessary approvals required to upload the bid.

MOFPI reserves the right to amend the document for RFP, tentative schedule and critical dates. It is the sole responsibility of prospective bidders to go through Central Public Procurement Portal from time to time for any updated information.

2. ELIGIBILITY CONDITIONS

The Bidders should fulfil the following eligibility conditions for participating in the Tender/Request For Proposal (RFP). The Bidders should enclose documentary evidence for fulfilling the eligibility conditions. It is the sole responsibility of the bidder to ensure smooth and timely execution of the assigned work.

SPECIFIC REQUIREMENT	EVIDENCE
The turnover of the agency in the IT domain relevant to scope of work for each year 2015-16 and 2016-2017 should be at least Rs. 1 crore.	Annual Report audited by CA
The agency must have an experience of at least 3 years in the scope of Work mentioned in section II and related works and must have completed or handled two similar projects worth Rs. 15 lakh each.	Copies of the work orders
At least 10 Team members who are permanent employees of the agency.	Documents showing details of present employees

3. COMMERCIAL CONDITIONS

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

a) Earnest Money Deposit and Processing Fee (Registered MSMEs Exempted)

- i. Each bidder is required to submit processing fee of Rs 5000/- in Bharat Kosh a Non-Tax Receipt Portal of Government of India URL is <https://bharatkosh.gov.in/> under Human Resource and Institutions Scheme. Processing fee is non-refundable. The UTR no. /details of transfer of above amount should be uploaded along with the Bid.
- ii. The bidder is required to submit Rs. 2,00,000/- (Rupees two lakhs only) as Earnest Money Deposit (EMD) by Demand Draft in favour of " PAO, MOFPI" payable at New Delhi. The copy of the EMD(demand draft) submitted should be uploaded along with the Bid. EMD should be submitted along with Technical Bid.
- iii. Technical Bid not accompanied with EMD and processing fee shall be summarily rejected.
- iv. No interest shall be payable by MOFPI 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.

b) PERFORMANCE SECURITY

- i. Selected bidder will have to submit a Performance Security equivalent to 10% 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 "Pay & Accounts Office, MoFPI" New Delhi, 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 is 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.

c) PERIOD OF CONTRACT

The contract will be initially for a period of one (1) year, subject to the satisfaction of MOFPI. If performance is considered satisfactory by MOFPI, it may extend the contract period for further one (1) year on the same terms & conditions.

d) PRICES

- i. The bidder is required to quote the total annual 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, but exclusive of GST.
- 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 of one year.
- iii. No increase in the prices would be allowed during the contract period.

(e) AMENDMENT OF TENDER DOCUMENT

At any time before the submission of bids, MOFPI 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 Agencies. To give the Agency reasonable time in which to take an amendment into account in their bids, the MOFPI may, if the amendment is substantial, extend the deadline for the submission of bid.

f) PAYMENT

1. The payment will be released to the agency on quarterly basis on receipt of invoice, based on work achievement and satisfactory performance. The agency will be asked to submit monthly work carried out on Scope of Work as mentioned in Section II of this document for assessment by the MOFPI. No advance payment will be made. All payments shall be made in Indian Rupees.
2. Payment will be released on quarterly basis on fulfillment of successful quarterly commitments. Agency should submit quarterly bills with clear indication of quarterly achievement.

4. PENALTY CLAUSE

- i. 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 MoFPI. All designs, reports, other documents and software submitted by the bidder pursuant to this work order shall become and remain the property of the MoFPI, and the bidder shall, not later than upon termination or expiration of this work order, deliver all such documents and software to the MoFPI, together with a detailed inventory thereof.
- ii. 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 MOFPI may 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.
- iii. In case of late services / no services on a specific activity, in which 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, the firm shall be liable to pay a Liquidated Damages (LD). LD will be imposed @ 1% per week delay or part thereof, of the cost of contract value up to maximum of 10% of the contract value from the Agency. The timeline/schedule of deliverables will be decided as and when the requirement/ tasks /activities arise.

- iv. MOFPI will have the right to cancel the contract at any time without assigning any reason thereof.

5. PROCEDURE, TERMS AND CONDITIONS

- a. The EOI is to be uploaded on two bids basis i.e. Technical Bid and Financial Bid.
- b. It is the responsibility of the Bidder to ensure that the bids are up loaded in time by the deadline through www.eprocure.gov.in . A scanned copy of the EMD needs to be uploaded at the Central Public Procurement Portal and the physical copy of EMD needs to be submitted by last date of bid submission.
- c. All bids must remain valid for 180 days from the date of up loading.
- d. MOFPI reserves the right to obtain additional information from Bidders. Additional information may include, but is not limited to, past performance records, lists of available items of work etc.
- e. MOFPI 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 MoFPI.
- f. MOFPI also reserves the right to negotiate with the bidders placed as H1 bidder in the interest of the Government.
- g. MOFPI 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 Agencies/Vigilance Cell.
- h. All information contained in the RFP, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared by the bidder with any other organizations/agencies.
- i. The Agency must maintain uniformity in the uploading of content on the platforms and application. Any content which is replaced, renewed or removed from any platform shall be simultaneously modified on the other platforms and applications instantly.
- j. All material, art work used in this work will be property of the MOFPI. Content shared online must be copyright protected.
- k. All the real and virtual creations software created etc. will be right of MOFPI and Intellectual Property Rights (IPR) will vest with MOFPI.
- l. The timeline/schedule of deliverables will be decided as and when the requirement /task activities arise. Bidder should complete the job/activities as and when asked by MOFPI.

6. Technical and Financial Bids

- o The technical bid should have the following:-
 - i. Forwarding letter as per **Annexure I** on the bidding organization's printed letterhead.
 - ii. The bidder shall submit technical bid in prescribed format as given in **Annexure II**. Submission of the Technical bid in different trademark will result in the proposal being deemed non-responsive.

- iii. Documentary proof sought in other clauses of this Tender Document should also be enclosed.
- iv. **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.**
- v. A point to point compliance and self-declaration for acceptance of terms and conditions of tender document.
- vi. Undertaking (self-declaration on letter head) of total responsibility for the trouble free operation.
- vii. Undertaking (self-declaration on letter head) that the information submitted by them is correct and they will abide by the decision of MOFPI. 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.
- viii. All pages of the document submitted should be signed.

7. The Financial bid must contain the following:

- i. Forwarding letter including Financial Bid as per **Annexure III**, on the bidder's printed letter head.
- ii. Scope of services as per Section II each page duly signed.
- iii. No price / rate variation / adjustment or any other escalation will be entertained.

8. SIGNING OF BID

The original and all documents of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to sign by the Bidder. The person or persons signing the Bid shall initial all pages of the Bid.

9. METHOD OF EVALUATION AND AWARD OF CONTRACT

Bidders are requested to submit all requisite documents as per the uploaded tender along with their bids; failing which the bids are liable for rejection.

9.1 Evaluation of bids

From the time the bids are opened to the time the contract is awarded, the agencies should not contact the MOFPI on any matter related to its Technical and/ or Financial bid.

Any effort by the agencies to influence the MOFPI in the examination, evaluation, ranking of bids and recommendation for award of contract may result in the rejection of the agency's bid.

A duly constituted Evaluation Committee will scrutinize and evaluate the bids for selection of an agency.

9.2 Criteria for Evaluation of Technical bid:

The Evaluation Committee shall evaluate the Technical bids on the basis of their responsiveness to the qualification criteria. The qualification of the agency and the evaluation criteria for the technical bid shall be as defined below.

The criteria defined in **Annexure IV** would be followed for evaluation of technical bids.

Only Agencies obtaining a total score of 60 (on a maximum of 100) or more on the basis of criteria for evaluation given below 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 (**Fm**) 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:

$$F = 100 \times (Fm / Fb)$$

Where,

Fb =Evaluated amount of financial quote by the particular bidder. **Fm** = 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 Agencies, 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 Agencies 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 MOFPI will use the following formula:

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

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.

Example: If in response to this tender, three bids, A, B & C were received and the Evaluation Committee awarded them 75, 80 and 90 marks on technical bid respectively, all the three bids would be technically suitable. Further, if the

quoted price of bids A, B & C were Rs. 120, 100 & 110 respectively, then the following points for financial bids may be given:

A: $100/120 \times 100 = 83$ points

B: $100/100 \times 100 = 100$ points

C: $100/110 \times 100 = 91$ points

For combined evaluated points, the process would be

as follows: Bid A: $75 \times 0.7 + 83 \times 0.3 = 77.4$

Bid B: $80 \times 0.7 + 100 \times 0.3 = 86$

Bid C: $90 \times 0.7 + 91 \times 0.3 = 90.3$

Bid C, in this case would be considered as H1 (Highest total points).

The Evaluation Committee will correct any computation errors, in case of discrepancy.

9.5 Negotiations:

Normally there will be no post tender negotiations, it would be only on exceptional circumstances and if considered necessary, shall be held only with the Agency which shall be placed 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. Arbitration

- i. If any dispute, difference, question of disagreement shall at any time, hereafter arise between the parties hereto or the respective representatives or assignees on connection with or arising out of the contract, MoFPI 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.
- ii. The contractor shall not stop the work awarded under this contract and work shall continue as expected, whether the arbitration proceedings have commenced or not.
- iii. The Venue of Arbitration shall be New Delhi. Subject to the aforesaid, provisions of Indian Arbitration Act, 1996 and any statutory modifications of re-enactments thereof and rules made thereunder and for the time being in force, shall apply to the arbitration proceedings under this clause.

11. Labour Laws and Safety Measures

- (a) Agencies 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, contractor shall be liable for the same.

(b) Agencies shall be liable for payments of duties viz. PF, ESI etc. including any compensation payable under Workmen's Compensation Act. MoFPI shall have no financial or other responsibility/liabilities towards professionals employed by Agencies.

(c) Agencies will take all safety measures/precautions during the work. Any accident due to negligence/any other reason will be accounted for by the Agency/contractor.

12. **Applicable Law and Jurisdiction**

This contract, including all matters connected with this contract, shall be covered by Indian laws, both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Courts in New Delhi, if required.

13. **Insurance and Medical**

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

14. **Indemnification**

(a) Contractor shall, at all times, indemnify and keep indemnified, MoFPI against all claims/damages, etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services under this work order.

(b) Contractor shall, at all times, indemnify and keep indemnified, MoFPI against any claims in respect of any damages or compensation payable in consequence of any accident or injury sustained or suffered by its (Agencies) employees or caused by any action, omission or operation conducted by or on behalf of Agencies.

(c) All claims regarding indemnity shall survive the termination or expiry of the work order.

15. **Force Majeure**

For the purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of both the parties. The term, as implied herein, shall mean acts of God, War, Civil riots, fire, directly affecting the performance of the contract, floods and Acts and Regulations of respective Governments of the two parties, namely the Organisation 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, give full particulars and satisfactory evidence in support of its claim. If deliveries are suspended by Force Majeure conditions lasting for more than 2 months, the Organisation 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 MOFPI 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 1.4 (Penalty Clause).
- ii. Cancel the contract or a portion thereof by serving prior notice of one month to the Agency.
- iii. The MOFPI 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 MOFPI or take any other action as deemed necessary.

17. GENERAL:

- a. Bids once submitted cannot be amended.
- b. Any Bid which does not quote for all items will be determined to be non-responsive and may be rejected.
- c. The Agency shall not assign or sublet the contract or any substantial part thereof to any other agency, without written consent of the MOFPI.
- d. Technical bids and financial bids will be opened, in the presence of Bidders" representatives (One for each bidder), who wish to be present.

SECTION II

SCOPE OF WORK / DELIVERABLE

Conceptualizing, Designing and Presentation of MoFPI's Digital Theme Pavilion which was set up at WORLD FOOD INDIA 2017 on MOFPI's website and display panel in the Ministry. The elements showcased therein would be interactive i.e. the virtual pavilion would have elements which would enable the user to get information and different layers in an interactive mode.

The contents of this virtual theme pavilion would be adaptable to be put on E-kiosk and display panels and in National & International exhibitions & fairs and would be editable so that necessary and relevant changes in information over a period of time can be incorporated.

The agency who would develop this would also maintain the applications developed and regularly maintain & update the same for a period of three years. The agency shall be responsible for analysing the given information/data and inclusion in the applications. The agency will have to render the content in user-friendly, cognitively striking and easily understandable formats.

The agency will be responsible for customizing content in major regional languages. The 3D Digital Theme Pavilion should be based on MOFPI's Theme pavilion at WORLD FOOD INDIA 2017 (content will be provided by MoFPI) to eligible successful bidders. The content will have to be present in English & Hindi. The agency should ensure that the application should be best in class providing an immersive experience, dispensing the knowledge and content of MoFPI through an interactive digital interface. The application should engage the visitor and should create a virtual experience around from the Contents of MoFPI.

The application should have a cutting –edge design to bring alive the exciting opportunities that the Indian Food processing industry provides to the Indian and International investor. The objective should be to move away from a pure, visual spectacle to a unique, thoroughly refreshing and memorable experience that creates a very different level of excitement and projection of India. The agency will be responsible to provide required manpower to display these information in temporary pavilion / stalls to be set up in exhibition & fair by the Ministry , as and when required.

The details of the section displayed at Digital Theme Pavilion during World Food India 2017 are as follows (for reference only).

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S.No	Technology	Reference Image of Theme Pavilion at World Food India - 2017	Section Detail
1	Display of Agri-horti produce		It was an interactive shelf designed to highlight information about a product. Visitors could see the story while placing objects at the trigger point (highlighted area) on the table. The shelf had a tablet to navigate through the sub tabs and a vertical screen which will play the extension of the content projected on the table. The smart shelf was used to display the Indian produce. This should have information about the various produces of India, its production in India, exports and varieties
2	PMKSY display		OLED was an organic LED screen which was transparent. It functions like a regular touch screen but it gives a great visual experience to the visitors. OLED was used for highlighting the various schemes under Pradhan Mantri Kisan Sampada Yojana. This section should display the details of all the schemes under Pradhan Mantri Kisan Sampada Yojana
3	Testimonial Section		The Make in India Lion was gesture based which showcased the achievements and growth made in the food processing sector under Make in India initiative and CEO testimonials of the various companies who have invested in India.
4	History of Food Processing		An interactive book was designed to navigate through the content by flipping physically the pages and touching the pages surface to trigger media files. The book showcased the Story of Transformation of Indian Food Economy.
5	Food Globalization		It was spherical structure with a circular ceiling at the top. The content was projected on the spherical globe structure and ceiling which was controlled or navigated through gestures. The global food facts, corresponding India facts along with the impact of food globalization in India was showcased through this technology.

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6	Virtual visit of Mega food park		Mega Food Park is one of the schemes under Pradhan Mantri Kisan Sampada Yojana. Srini and Tumkur Mega Food Park virtual video was provided for the visitors at the stall. By wearing the VR device visitors could see the functioning of a typical food park.
7	Pledge Section		A pledge wall was made for the visitor to take the pledge of #NoWasteOnMyPlate. The visitors were to take a picture and take the pledge. The same image was sent to them via email.
8	Twitter Feed Section		The twitter wall deployed at the pavilion displayed all the tweets regarding World Food India
9	Feedback Section		A feedback mechanism was deployed towards the exit point of the stall where the visitors were asked to click a picture and give their feedback about their experience at the digital theme pavilion. Their pictures were sent to them via email

Annexure I

Covering Letter for Submission of Bid

To

Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg Khelgaon,
New Delhi-110049
Sir,

We
are hereby submitting our bid, which includes Technical bid and financial bid
sealed under separate envelope. 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-II

TECHNICAL BID FORMAT

Particulars	Filled by Bidder	
1. Name of the Bidder (Agency)		
2. Whether brief profile of the agency is enclosed (Max 2-3 pages)		
3. Address of the Bidder (Agency)	Tel.	Fax.
4. Year of establishment		
5. Type of Company (Proprietorship / Public Sector Unit/ Private Limited / Public Limited) (Attach MSME certificate if relevant)		
6. Number of employees in the agency as on 31st March, 2018 (Details of qualifications, length of service, experience etc of the key creative members)		
7. Registration Details: PAN No.(Copy to be enclosed)		
8. GST registration No.(Copy to be enclosed)		
18. The agency must have an experience of at least 3 years in above mentioned and related works and must have completed or handled two similar projects worth Rs. 15 lakh each.		
10. The cumulative turnover of the agency for the years 2015-16 and 2016-17 should be at least Rs. 1crore or more. (Attach the relevant papers duly certified by Chartered Accountant/Income Tax Return).		
11. The agency must have an in-house Software Development & Management Team .		
12. Details of EMD		
(i) Amount		
(ii)Draft No		
(iii)Date		
(iv) Issuing Bank		
13. Whether terms and conditions mentioned in the Tender document are acceptable (say „Yes“ or „No“) & if yes, please enclose the self-declaration of acceptance on letter head.		
14. Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If no, attach an undertaking to this effect on letter head)		

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15. Name, Designation and address of the officer to whom all references shall be made regarding this Tender.	Tel:	Mobile:
	Fax:	Email:

Apart from above all requisite papers mentioned in the tender document are also enclosed.

Authorized Signature (in full and in initials) Name and Address and Title of the Signatory

Date

Financial Bid Format

To,

Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg, Khelgaon
New Delhi-110049

Sir,

We, the undersigned on behalf of (name of the firm), offer to respond to (title of Project) in accordance with your Tender document dated (insert Date). Our **Financial Bid** against the **Scope for work in Section – II as well as details defined in the tender document** is as mentioned below :-

Description of Items	Total Consolidated cost for services as detailed under scope of work-deliverables in RFP document. [Excl. the applicable Taxes (under GST)] (in rupees)
Consolidated cost for services as detailed under scope of work-deliverables in RFP document.	

Our bid shall be binding upon us up to period of validity as indicated in sub clause 1.1.5 of Section-1 General. We understand you are not bound to accept any bid you receive.

Date

Yours sincerely,
Authorized Signatory [In full and initials]

Name and Title of Signatory

Name and address of the firm

Annexure - IV

EVALUATION CRITERIA (TECHNICAL)

The technical proposal shall be evaluated on the basis of parameters mentioned below:

S. No.	Criteria	Maximum Marks
1	Financial strength (turnover)for last two years i.e. 2015-16 & 2016-17 (minimum 1 crore in each year) i. 1 - 3 Cr : 5 marks ii. 3 – 5 crore : 7 marks iii. More than 5 crore : 10 marks	10
2	Past experience in similar projects executed i. 2-4 projects : 10 marks ii. 5 to 7 projects : 15 marks iii. More than 7 projects : 20 marks	20
3	Commitment of Permanent Skilled Staff viz. Manager, Supervisor, Graphic designers , Software developers, Content Developing, which the agency proposes to deploy for meeting and discussions onsite i.e. Ministry. Agency to provide profile and experience of manpower , with a declaration that same or equal no. of staff will be deployed exclusively for the project	10
4	The presentation shall be evaluated on the concept and the draft proposal of the bidder vis-a-vis the scope of work and as per the requirement of MoFPI	60
	Total	100

Note: Proposal obtaining a score of 60 or more marks will be declared as technically qualified proposal for opening of their financial bids.

Annexure V

**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)

Annexure VI

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>
REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) Issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / Encode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format / pdf format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file / pdf format, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file / pdf format is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subject to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid opener

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be

displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.
