

NOTICE INVITING PROPOSALS FOR ENGAGEMENT OF TECHNICAL AGENCY (TA) FOR PROVIDING ASSISTANCE TO FARMER/PRODUCER GROUPS, FARMER PRODUCER COMPANIES (FPCs), FARMER PRODUCER ORGANIZATIONS (FPOs), SELF HELP GROUPS (SHGs), TO PARTICIPATE IN THE SCHEME FOR CREATION OF BACKWARD AND FORWARD LINKAGES OF MINISTRY OF FOOD PROCESSING INDUSTRIES (MoFPI), GOVERNMENT OF INDIA

Ministry of Food Processing Industries hereby invites proposals through e-tendering on the Central Public Procurement Portal (<https://eprocure.gov.in/cppp>) for engagement of a Technical Agency (TA) with a specialised skill set for providing assistance to farmer/producer groups in formulation of projects, preparation of detailed project reports, submission of proposals to the Ministry for financial assistance under Scheme for Creation of Backward and Forward Linkages.

The details of the bid process are as under:

Pre-bid meeting	21.08.2017 (Monday) 11:00 am
Last Date for submission of Proposal	31.08.2017 (Thursday) up to 05:00 pm
Opening of Technical Bids	01.09.2017 (Friday) 11:00 am
Presentation by Shortlisted Applicants	05.09.2017 (Tuesday) 10:30 am
Opening of Financial Bids	07.09.2017 (Thursday) 11:00 am

The complete details viz. term of reference, evaluation process, format for submission of technical and financial bid etc. can be downloaded from the central public procurement portal (<https://eprocure.gov.in/cppp>) and the bids are to be submitted online on the portal only.

Request for Proposal (RFP)

For

“ENGAGEMENT OF TECHNICAL AGENCY (TA) FOR PROVIDING ASSISTANCE TO FARMER GROUPS (FGs), FARMER PRODUCER COMPANIES (FPCs), FARMER PRODUCER ORGANIZATIONS (FPOs), SELF HELP GROUPS (SHGs), TO PARTICIPATE IN THE SCHEME FOR CREATION OF BACKWARD AND FORWARD LINKAGES OF MINISTRY OF FOOD PROCESSING INDUSTRIES”



Government of India

MINISTRY OF FOOD PROCESSING INDUSTRIES

Panchsheel Bhawan, August Kranti Marg, New Delhi- 110049

Ministry of Food Processing Industries

1. Request for Proposal

Ministry of Food Processing Industries invites Proposals in the form of techno-financial bid from interested and technically qualified agencies for the engagement as Technical Agency (TA) for assisting farmer/ producer groups including Farmer Producer Companies, Farmer Producer Organizations, Self Help Groups to participate under Scheme for Creation of Backward and Forward Linkages for strengthening of the food processing value chain. The TA shall be a reputed and professionally equipped national level agency with expertise of working with farmer groups and processing industry and providing assistance/services in implementation of various government schemes pertaining to agriculture and food processing and related activities. Ministry may engage more than one TA for the assignment.

2. Background – Need for Farmer handholding

- 2.1** The major challenge for global competitiveness of India's food processing industry is inefficiencies in the supply chain resulting from marginal farm holdings, multitudes of intermediaries, harvest and post-harvest losses, lack of processing technology and infrastructure, etc. In this context, both Central and State Governments have taken various initiatives to aggregate farmers into Farmer/ Producer Groups, Self Help Groups (SHGs), Farmer Producer Company (FPCs), Farmer Producer Organizations (FPOs), etc. to overcome these challenges.
- 2.2** In order to facilitate direct linkages of these farmer groups with the food processing industry and attain economies of scale, handholding of these farmer groups through technical consultant(s) is required. The farm level infrastructure facilities such as sorting and grading, cold storage, processing, pre-cooling units, modern packaging facilities, insulated/refrigerated transport, etc. are required for sustainable development of farmer groups. These facilities will enable farmer groups to take up value addition activities and to engage in-group marketing by establishing linkages with processors, exporters and retail/wholesale market. This will help to reduce wastage, increase processing levels and plug the gaps in supply chain in terms of availability of raw material and linkages with the market, thereby ensuring remunerative prices to the farmers for their produce and quality raw materials to processors.
- 2.3** The Ministry of Food Processing Industries has re-structured its schemes under the new Central Sector Scheme of KISAN SAMPADA YOJANA having seven verticals viz (i) Mega Food Parks (ii) Integrated Cold Chain and Value Addition Infrastructure (iii) Infrastructure for Agro-Processing Clusters (iv) Creation of Forward and Backward Linkages (v) Creation/Expansion of Food Processing & preservation Capacities, (vi) Food Safety and Quality Assurance Infrastructure and (vii) Human Resources and Institutions.

2.4 FPOs, FPCs, SHGs, etc. are inter alia, eligible organizations to participate in the Scheme for Creation of Backward and Forward Linkages of the Ministry. In the said scheme for Creation of Backward and Forward Linkages, the proposals from FPOs/FPCs/SHGs found eligible based on the eligibility criteria will be given priority. It has been the experience of the Ministry that submission of proposals by these entities under the schemes of the Ministry requires technical and management support. It is appreciated that currently majority of farmer groups do not have awareness or the capability to apply under these schemes. They require sensitization and awareness about the schemes, assistance in conceptualizing projects and preparing comprehensive proposals for submission to the Ministry, and once the proposals are approved by the Ministry for financial assistance, handholding such projects during the implementation phase by providing all assistance relating to documentation, liaison with the bank, obtaining various statutory approvals, etc. A professional agency having expertise in working with farmer groups and having experience in agri harvest infrastructure and related activities would be suitable for the assignment and guide the farmer groups with the process and assist them in fulfilling the compliances required for the submission of proposals and implementation of projects under Scheme for Creation of Backward and Forward Linkages.

3. Scope of Work of TA

- 3.1** TA shall be responsible for identification, mobilization and sensitization of farmer groups for participation in Scheme for Creation of Backward and Forward Linkages. In the process, TA shall engage with various agencies involved in promotion of FPCs / FPOs/ Farmer groups like Small Farmers' Agribusiness Consortium (SFAC) under Department of Agriculture, Cooperation & Farmers Welfare, agencies under Ministry of Rural Development, State Government Departments/Agencies, NABARD, Regional Rural Banks, Krishi Vigyan Kendra present in Districts etc. and create awareness regarding the scheme of the Ministry and application requirements & procedures.
- 3.2** TA shall be responsible for coordination with State Government Departments/Organizations, Indian Council of Agricultural Research (ICAR)/Organizations, State Agricultural Universities (SAUs), private sector to introduce innovative technologies to FGs/FPOs/FPCs, etc.
- 3.3** TA shall be responsible for preparing a business plan for the FPOs/FPCs which would include plan for logistics from farm to market including post-harvest management, storage having organic involvement with end users (Processors, Exporters, Retailers).

- 3.4** TA shall be responsible for organizing capacity building workshops, training for Board of Directors (BoDs) and other key members of the FGs on entrepreneurship, business planning and management related to food processing.
- 3.5** TA shall assist the identified farmer groups on meeting compliance requirement as per MoFPI scheme guidelines for Creation of Backward and Forward Linkages and also assist in preparing required documents including DPR as per scheme guidelines.
- 3.6** The TA will coordinate with banks/financial institutions to enable the farmer groups in preparing detailed bankable project report including business plan for the proposed supply chain infrastructure/processing facility.
- 3.7** TA shall assist FGs/ FPOs/FPCs/SHGs to obtain Term Loan from the Bank/ FIs as well as various permissions, NOCs and licenses from various statutory authorities of Central/ State Departments.
- 3.8** TA shall also assist the farmer group/FPOs/FPCs/SHGs for online submission of application/ uploading of required documents as per guidelines of Scheme for Creation of Backward and Forward Linkages.
- 3.9** TA shall represent along with the farmer groups/FPOs/FPCs/SHGs in the various meetings held at MoFPI.
- 3.10** TA will also provide support for implementation and monitoring of the project post implementation for a period of two years after completion and operationalization of the project as per the scheme guidelines. TA shall submit quarterly progress report during implementation phase and also for two years during post implementation phase.
- 3.11** Any other duty and responsibility assigned by the Ministry from time to time.

4. Operational Structure

A dedicated team of subject matter experts both at centre and regional levels need to be deployed for effective handholding of FGs/ FPOs etc. The team will constitute professionals from relevant domains including agribusiness and food processing project formulation and implementation, finance & accounts experts and other need based experts.

The core team shall be deployed at the Ministry for close co-ordination with the Ministry and at least four regional coordinators will need to be deployed across the country to identify and engage with the farmer groups and strengthen their capacity for participating in the scheme for Creation of Backward and Forward Linkages of the Ministry. Regional coordinators along with the core team will prepare business plans, assistance in bank loan sanction, meeting compliances, filing application under the

said scheme and provide implementation support post - approval by the Ministry. The locations for team deployment shall be finalised in consultation with the Ministry.

a) Profile of the Resource Personnel for the core team to be deputed at MoFPI:

#	Designation	Minimum Qualifications & Experience
1.	Team Leader	MBA / Post Graduate Diploma in Management /economist from a recognized University with minimum 7 years of experience out of which minimum 2 years should be relevant to the given scope of work
2.	Agribusiness Expert	MBA in Agri Business or equivalent from a recognized University having 5 years of experience in food processing, value chain promotion & business plan preparation including working with farmers.

b) Profile of the Resource Personnel's for the regional coordinators of four nos. to be deputed in different parts of the Country

#	Designation	Number of Experts	Minimum Qualifications & Experience
1.	Outreach Coordinator	1 per region = 4	MBA with 3 years of experience in agri-business & food processing, mobilisation of farmer groups, experience in providing incubation services for agribusiness & food processing sector, experience in organising capacity building workshops for FGs and BoDs etc.

5. Submission of proposal

The proposal has to be submitted online in two covers through e-tendering on the Central Public Procurement portal (<https://eprocure.gov.in/cppp>) by 05:00 pm on 31.08.2017 (Thursday) with duly signed copies of the requisite documents as detailed below:

(i) Technical Bid:

- a) Scanned copy of EMD
- b) The technical proposal as per the format given in **Annexure I**.
- c) Description of the Team as per **Annexure II**.
- d) CVs of the proposed core team and regional teams as per the format given in **Annexure III**.

- e) Scanned copy of tender acceptance letter as per the format in **Annexure IV**.
- f) Scanned copy of other related documents of the firm

(ii) **Financial Bid:** to be submitted in .xls format. **The fee quoted in financial bid should be expressed in percentage of estimated approved grant amount of the projects.** The fee would be for a minimum **estimated approved** grant-in-aid of Rs. 50 crores. Out of the total fee amount calculated (Say X) considering minimum **estimated approved** grant-in-aid of Rs. 50 crores, 25% (0.25 X) would be fixed fee and would be paid in equal 8 quarterly installments during the assignment period of 42 months. Remaining part of the fee (0.75 X) would be paid only if the TA is able to get the projects approved. This fee (0.75 X) would be paid as per the payment milestones mentioned under section 11 of this RFP document. In case the approved grant-in-aid for such projects is more or less than the minimum earmarked amount of Rs. 50 crores, the variable fee amount would also be proportionately paid as per the payment milestones mentioned under section 11 of this RFP document.

The quoted fees should be inclusive of all expenses as indicated below.

While submitting the Financial Proposal, the firm shall ensure the following:

- a) All costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all personnel, accommodation, travelling, printing of documents 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 non-responsive and is liable to be rejected.
- b) The financial proposal shall take into consideration all expenses and liabilities, however excluding the applicable taxes (under GST).
- c) It is further clarified that in no case the TA so appointed, will be entitled to payment beyond the fee quoted in the financial bid (excluding GST).

Against the payment of fixed fee, the TA will have to provide following deliverables:

Sr. No.	Quarter	Deliverables
1.	Q1	Submission of road map by the TA for the programme period of 2 years
2.	Q2	Submission of report on the sensitization/awareness programmes organized during the quarter for the identified areas in each of the regions (at least 1 in each region)
3.	Q3	Submission of report on the workshops/seminars organized during the quarter for the identified areas in each of the regions (at least 1 in each region)

4.	Q4	Submission of report on interactions and suggestion from State Government and other concerned departments/ Institutes/ Universities etc.
5.	Q5	Submission of report on the farmer mobilization (proposal submitted or ready for submission) undertaken during the last one year for the identified areas in each of the regions (at least 1 in each region)
6.	Q6	Submission of report on the farmer mobilization (proposal submitted or ready for submission) and capacity building/training programmes/skill development related to implementation of the approved projects organized for the identified areas in each of the regions (at least 1 in each region)
7.	Q7	Submission of report on the farmer mobilization (proposal submitted or ready for submission) and capacity building/training programmes/skill development related to implementation of the approved projects organized for the identified areas in each of the regions (at least 1 in each region)
8.	Q8	Submission of report on the farmer mobilization (proposal submitted or ready for submission) and capacity building/training programmes/skill development related to implementation of the approved projects organized for the identified areas in each of the regions (at least 1 in each region) Overall Project progress report on the work undertaken in 2 years

- The deliverables would need to be authenticated by the concerned FPO/ FPC /SHG/ WSHG, etc.

6. Validity of proposal

The proposal should be valid for a period of not less than ninety days (90) from the due date for receiving the proposal. However, if the TA is not able to facilitate the FPOs/FPCs in obtaining approval for financial assistance under the Scheme for Creation of Backward and Forward Linkages, the engagement is liable to be terminated at the end of two year period.

7. Terms and Conditions

- a) The instructions for online Bid submission are at **Annexure-V**. For any clarification, Division of the Ministry may be contacted over telephone no. 011-26406584/26406528.

- b) Failure to comply with the requirements spelt out in Clause 6 (validity of the proposal) above shall make the Proposal liable to be rejected
- c) The technical Proposal shall not include any financial information relating to the Financial Proposal
- d) The MoFPI reserves the right to verify all statements, information, and documents, submitted by the Applicant in response to the RFP. Failure of the MoFPI to undertake such verification shall not relieve the firm of its obligations or liabilities hereunder nor will it affect any rights of the MoFPI there under.
- e) Technical Bids will be opened online at <http://eprocure.gov.in/eprocure/app> on 01.09.2017 (Friday) at 11:00 AM. The tenderer will be at liberty to be present either in person or through an authorised representative at the time of opening of Technical Bid with the Bid Acknowledgement Receipt or they can view the bid opening event online. Thereafter, the technical proposals shall be evaluated by an evaluation cum selection committee constituted for the purpose. After evaluation of the technical proposals, tenderer/ agency would be requested to make a detailed presentation regarding their qualifications, experience and understanding of the Terms of Reference before the Evaluation cum Selection Committee on 05.09.2017 (Tuesday) at 10:30 AM in Room No. 120, Panchsheel Bhawan, August Kranti Marg, New Delhi 110049.
- f) Financial Bid of only those tenders shall be opened on 07.09.2017 (Thursday) at 11:00 AM whose Technical Bids qualify. The tenderer technically qualified will be at liberty to be present either in person or through an authorised representative at the time of opening of Financial Bid with the Bid Acknowledgement Receipt or they can view the bid opening event online
- g) The applicant should submit refundable bid security (EMD) of Rs. 10.00 Lakh (Rupees Ten Lakhs only) and a non-refundable bid processing charges of Rs. 10000/= (Rupees Ten thousand only) separately in the form of Demand Draft/Banker Cheque in favour of "The pay & Accounts Officer, Ministry of Food Processing Industries" payable at "New Delhi". The demand drafts should reach on or before 31.08.2017 (Thursday) by 05:00 PM to the Ministry. The bid security is to remain valid for a period of 90 days beyond the final bid validity period.
- h) The proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents.

8. Firms/organizations selected as Technical Agency shall not be considered for the assignment for Programme Management Agency (PMA) under the Scheme for Creation of Backward and Forward Linkages.

9. Eligibility Criteria for engagement of TA

The agencies intending to bid for assignment of TA shall fulfil following conditions:-

- a) The TA shall be an Institution, Consulting Firm/Company which has minimum 5 years' experience in successfully conducting studies, development, implementation and monitoring of agri infrastructure/agri business/food processing projects including those under the schemes of Central/ State Govts.
- b) Consortium is not allowed to participate in the bid process.
- c) Should have worked with the FPOs/FPCs/SHGs and assisted them in conceptualizing projects and handholding such projects during implementation phase.
- d) Should have Pan-India presence having regional offices in at-least 4 (four) States including Delhi/NCR.
- e) The bidder should have a Minimum Annual Turnover of INR 10 Cr during each of the last three preceding financial years (Supported by duly audited balance sheet).
- f) The applicant should not have been blacklisted by any Central government department/agency, State Government department/agency at the time of submission of application.

10. Evaluation of Bids

Only bidders meeting the above minimum eligibility criterion shall be considered for technical evaluation. The selection of Technical Agency shall be based on the following technical criteria:

Sr. No.	Evaluation Parameter	Criteria	Max Marks
1	No. of studies conducted in the field of agri infrastructure / agri business / food processing sector in India on behalf of Central Govt. / State Govt. / Autonomous Institutions / multilateral development agencies (World Bank/IFC/ADB/DFID/GIZ)	2 mark per assignment upto maximum 10 marks	10
2	Experience of working with Farmer/ Producer Groups/ FPOs / FPCs / SHGs in India and assisting them successfully in implementing projects	2 mark per assignment/ per FPO/FPCs upto maximum 10 marks.	20

Sr. No.	Evaluation Parameter	Criteria	Max Marks
	under central / state govt. schemes/ multilateral/ bilateral development agencies (World Bank/ IFC/ ADB/ DFID/ GIZ, etc.)		
3	Experience of providing consultancy services to food processors including inter alia, preparation of DPR and assisting in implementation of the project.	2 marks per assignment upto maximum 10 Marks	10
4	Experience of incubating Farmer Groups (capacity building workshops, facilitation for procurement of inputs and for custom hiring, credit linkages, training of Board of Directors (BODs) and technology inputs etc.)	Incubation of 0 to 5 FPOs – 8 marks Incubation of 6 to 10 FPOs – 10 marks Incubation of more than 10 FPOs – 15 marks	15
5	Experience of working on projects for agri business and food processing across the Country The projects must be funded by Central/State Agencies/ multilateral/ bilateral development agencies (World Bank/ IFC/ ADB/ DFID/ GIZ, etc.)	1 Mark per Central/ State Govt./ multilateral development agencies assisted project for agri business promotion	5
6	Experience of providing market linkages to FGs/ PGs / FPOs/ FPCs/ SHGs and linkages with food processors	1 mark per linkages created (minimum 10 Linkages)	25
7	Turnover of the agency during the last financial year	Rs. 10 to Rs. 14 crores – 0 Marks Rs. 15 to Rs. 20- 5 Marks Rs. 20 to Rs.50 crores – 10 Marks More than Rs. 50 crores – 15 marks	15
	Total		100

Evaluation Process: Based on evaluation of Technical Bid the shortlisted bidders may be called for presentation. The Agency shall be selected through a competitive bidding process on QCBS pattern. A three-stage selection process will be adopted in evaluating the Proposals. In the first stage, pre-qualification shall be assessed based on criteria. In the second stage, a technical evaluation will be carried out. In the third stage, financial evaluation will be carried out. Proposals will finally be ranked

according to their combined technical and financial scores.

Evaluation of Technical Proposal: The Technical Proposal will be evaluated on the basis of parameters given with 70% weightage to a technical proposal and 30% to the financial proposal. Only those applicants whose Technical Proposals score 70 marks or more out of 100 marks shall qualify for further consideration.

- i. **Evaluation of Financial Proposal:** Financial evaluation will be carried out and each Financial Proposal will be assigned a financial score (SF). For financial evaluation, the total cost excluding tax given in the Financial Proposal will be considered. The Evaluation Committee will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services excluding applicable taxes
- ii. Omissions, if any, in costing any item shall not entitle the Team to be compensated and the liability to fulfil its obligations as per the TOR within the total quoted price shall be that of the Consultant. The lowest financial proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF_x = 100 \times FM/F \quad (F = \text{amount of Financial Proposal})$$

Combined Technical & Financial Evaluation: Proposals will finally be ranked according to their combined technical (STx) and financial (SFx) scores as follows:

$$S = ST_x T_w + SF_x F_w$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively. The selected Firm shall be the first ranked consulting agency (having the highest combined score).

11. Payment Milestones for variable fee component:

The quoted fees will be disbursed as per the following milestones:

SI No	Installment	Out of quoted Rate	Mile stone
1	1 st instalment	@20%	On Approval of the project (Payment shall be proportionate to approval of grant to the project)
2	2 nd instalment	@20% (linked to the release of grant)	On release of 1 st instalment to the project (Payment shall be proportionate to release of grant to the project)
3	3 rd instalment	@20% (linked to the	On release of 2 nd instalment to the project(s) (Payment shall be

		release of grant)	proportionate to release of grant to the project)
4	4 th instalment	@20% (linked to the released of grant)	On release of 3 rd instalment to the project(s) (Payment shall be proportionate to release of grant to the project) In case of more than 3 grant instalments in a scheme, this milestone would be sub-divided into 2 milestones of 10% each.
5	5 th instalment	@15%	After 1 st year of completion and start of commercial operation of the project.
6	6 th instalment	@5%	After 2 nd year of completion and start of commercial operation of the project.

12. Duration of Assignment

Initially the engagement shall be for a period of minimum 42 months, which can be further extended after reviewing the performance.

13. Performance Guarantee

The EMD of the successful bidder will be retained as performance security/guarantee.

14. Amendment to RFP

At any time prior to the last date of receipt of bids, the Ministry may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidders, modify the RFP documents by an amendment. In order to provide prospective bidder reasonable time for taking the amendment into account in preparing their bids, the Ministry may at its discretion, extend the last date for receipt of bids and/or make other changes in the requirements set out in the RFP.

15. Disclaimer

The Ministry shall not be responsible for any late receipt of proposals for any reasons whatsoever.

16. The Ministry reserves the right

- a) To reject any/all applications without assigning any reasons thereof.
- b) To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Govt. and the objective of the scheme without assigning any reasons thereof.
- c) To include any other items in the Scope of Work at any time after consultation in the pre-bid meeting or otherwise.

17. Rejection of RFP

The application of consultancy is liable to be rejected if:-

- a) Not in prescribed form and not containing all required details.
- b) Not properly signed.
- c) Offer received other than Central Public Procurement Portal (<http://eprocure.gov.in/cppp>).
- d) Bid received without cost of RFP document and EMD.
- e) Conditional bids

18. Clarifications

Clarification, if any, may be sought from Sh. Vineet Sharma, Director and Sh. Sanjai Bajpai, Under Secretary, Ministry of Food Processing Industries, Government of India, Panchsheel Bhawan, August Kranti Marg, New Delhi-110049. (Phone: 011-26406584/26406528, E-mail: vineet.sharma@nic.in and sanjai.bajpai@nic.in)

TECHNICAL BID FORM
APPLICANT'S ORGANISATION AND EXPERIENCE

A- Applicant's Organisation

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

B- Applicant's Experience

[Using the format below, provide information on each assignment 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:
Country:	Duration of Assignment (in months):
Location within Country:	
Name of Client:	
Address:	
Start Date:	
Completion Date:	
Name of Associated Firms (s) if any:	Name of senior professional staff of your firm involved and function performed (indicate most significant profile such as Project Director/Coordinator, Team Leader):
Narrative Description of Project:	
Description of Actual Services Provided by your Staff within the assignment:	

Firm's Name: _____

General Description of the Team

S. No.	Name of Team leader & Staff	Position	Area of Expertise
Core Team			
Regional Teams (4)			

Note: C.V of the team members to be provided in the format given at Annexure-III

CURRICULUM VITAE (CV) OF PROPOSED
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 college/university and other specialized education of staff member, giving names of institutions, degrees obtained and dates of obtainment): _____
6. **Membership of Professional Association:** _____
7. **Publication** (Indicate books, research papers and other articles published in reputed journals):
8. **Other Training(s)** (Indicate significant training since degrees under 5 – Education were obtained):
9. **Countries of Work Experience** (List countries where staff has worked in the last ten years):
10. **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 employing organization, positions held]:

 From:(Year) _____ **To:** (Year) _____

 Employer:

 Position Held:
11. **Detailed Task Assigned**

 [List all tasks to be performed under this assignment]
12. **Work undertaken that Best illustrates capability to handle the tasks assigned**

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 10]

Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

13. Certification:

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

Date:

[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative:

Name of Authorized
Date
Representative of the Consultant

Signature

TENDER ACCEPTANCE LETTER

To,

_____ 2017

Subject: Acceptance of Term & Condition of Tender.

Tender Reference No:

Name of Tender/ Work:

Dear Sir,

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

2. We hereby certify that we have read the entire terms and conditions of the tender document from Page No. __ to __ (including all document like annexure(s), schedule(s), etc., which form the part of the contract agreement and 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 the acceptance letter.
4. We hereby unconditionally accept the tender condition of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. In case any provision 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 said earnest money deposit absolutely.

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: <http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enrol 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” 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 with the tender document, then the same is to be downloaded and to be filled by the bidders. Bidders are required to download the BoQ file, 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 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 128bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subject 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 24*7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.