

F. No. E-11011/1/2020-ED
Government of India
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg
New Delhi-49

Date: 08th June 2021

Notice Inviting Tenders (NIT)

Request for Proposal (RFP) for conducting “Study on Assessment of Exports Potential of Indian Processed Food into European Union (EU)”

Ministry of Food Processing Industries (MoFPI) desires to engage the reputed consulting firms or expert institutions for conducting “Study on Assessment of Exports Potential of Indian Processed Food into European Union (EU).” Accordingly, RFP is invited from the interested agencies (consulting firms or expert institutions). The scope of the work is given in details in RFP document.

2. An agency will be selected under Least Cost System (LCS) method as described in the RFP using the technical bid and financial bid. The important timelines are mentioned below:

Sl. No.	Event (s)	Date (s)
1.	Date of Uploading RFP on Central Public Procurement Portal and bid submission start date	8.06.2021
2.	Date of Pre-bid Meeting	15.06.2021
3.	Last date and time of the submission of the bid (Technical & Financial)	22.06.2021 (3.00 PM)
4.	Date and time of opening of Technical Bid	23.06.2021 (11.00 AM)
5.	Date for presentation by shortlisted bidders	24.06.2021 (2.30 PM)
6.	Opening of Financial Bid	28.06.2021 (11.00AM)

3. The RFP is uploaded on Central Public Procurement Portal (CPPP) at <https://eprocure.gov.in/eprocure/app> and on the website of MoFPI at <https://www.mofpi.nic.in>. Technical and Financial Bids shall be uploaded on CPPP. Bidder must make sure that they are registered on the CPPP and have a valid Class-II/III Digital Signature Certificate (DSC). The financial quote must be filled in the excel sheet (BoQ sheet) made available with this RFP on

CPPP. The BoQ sheet can be downloaded by the bidder and shall be uploaded on the portal along with his/her bid.

4. For pre-bid meeting, the link for DVC shall be uploaded on website of MoFPI , at least 3 days prior to pre-bid the meeting.

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Request for Proposal (RFP)

For

**“Study on Assessment of Export Potential of Indian Processed Food
into European Union (EU)”**

**Government of India
MINISTRY OF FOOD PROCESSING INDUSTRIES
Panchsheel Bhawan, August Kranti Marg,
New Delhi- 110049**

“Assessment of Export Potential of Indian Processed Food into European Union (EU)”

1. Introduction

India had a trade surplus with respect to EU in overall agri-food trade (chapters 2 to 23 excluding 5,6 &14) in 2019-20. While in the previous years, India had a trade surplus in processed food items with respect to EU, during 2019-20, a small deficit of USD 3.69 million was recorded. In the year 2019-20, agri-food exports amounted to USD 2944.01 million while imports were USD 825.14 million. Processed food exports in 2019-20 were USD 404.57 million and imports were USD 408.26 million. Processed food exports constituted 13.7 % of total agri-food exports to EU while the share of imports of processed food was very high at 49.5 % out of total agri-food imports. Preparations of vegetables, fruits etc. and miscellaneous edible preparations are some of the major areas of exports to EU. Beverages & spirits is also a major item of imports from the EU.

2. Role of Ministry of Food Processing Industries

A strong and dynamic food processing sector plays a vital role in reduction in the wastage of perishable agricultural produce, ensuring value addition to agricultural produce, diversification & commercialization of agriculture, generation of employment, enhancing income of farmers and creating surplus for the export of agro & processed foods. In the era of economic liberalization, all segments including; private, public and co-operative sectors have defined roles to play and the Ministry promotes their active participation.

The Ministry of Food Processing Industries has a clear goal of attaining these objectives by facilitating and acting as a catalyst to attract quality investments from within India and abroad into Food Processing Industry with the aim of making food processing a national initiative. With this overall objective, the Ministry aims to:

- Enhance farmer's income by better utilization and value addition of agricultural produce
- Minimize wastage at all stages in the food processing chain by the development of infrastructure for storage, transportation and processing of agro-food produce;
- Introduce of modern technology into the food processing industries from both domestic and external sources;

- Encourage R&D in food processing for product and process development and improved packaging;
- Provide policy support, and support for creation of Infrastructure, capacity expansion/ Upgradation and other supportive measures form the growth of this sectors;
- Promote export of processed food products.

3. Background

Trade talks with EU has not progressed much since 2013. However, in the last couple of years, initial rounds of talks, between the two sides, has started for a bilateral trade and investment agreement including an Early Harvest Agreement. Recently, the Department of Commerce (DoC) had shared list of products wherein the EU has desired market access through early reduction/ phasing out of prevailing tariff rates. EU's primary interest so far as food processing sector is concerned is on wines & spirits apart from many small items like olive oil, pasta, etc. While MoFPI has examined the "wish list" of EU in consultation with industry stakeholders, there is a need to identify products / tariff lines at the 6-digit or 8-digit level of ITC HS code where India has export potential and should explore market access in EU. Such market access will be primarily through reduction of extant tariff/MFN rates as well as easing of various non-tariff measures. Industry bodies has so far have not been able to identify specific product lines for this purpose except broad category RTC/ RTE items.

MoFPI has examined trade data and identified some of the major food items/ groups with strong export potential. However, there is need to examine tariff lines more closely and prepare a list of processed food products which can be taken up for discussion with EU for possible cuts in tariff / MFN rates in the short term to medium term. The list may include prepared/ preserved prawns & shrimps; jams/ jellies/ marmalade & puree of fruits; and other food preparations not elsewhere specified (n.e.s).

4. REQUEST FOR PROPOSAL

4.1. Ministry of Food Processing Industries (MoFPI) hereby invites proposals from reputed consulting firms or expert institutions for conducting "**Study on Assessment of Exports Potential of Indian Processed Food into European Union (EU).**" The firm/ institution should have adequate experience of conducting studies involving analysis of secondary data on trade,

simulation exercises, experiencing of interactions with trade and industry bodies etc. to identify products under different global economic situations etc. Preference will be given to institutions with proven expertise on trade related matters particularly analysing Free Trade Agreements/ Preferential Trade Agreements, WTO matters etc.

4.2 The proposal has to be **submitted online** through e-tendering on the Central Public Procurement Portal (<https://eprocure.gov.in/cppp>) by **3:00 PM on 22.06.2021**. **No physical/ Offline submission will be accepted.**

4.3 Schedule and Critical Dates (Tentative):

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

Sl. No.	Event	Date
1.	Date of Uploading RFP on Central Public Procurement Portal and submission of bid	8.06.2021
2.	Date of Pre-bid Meeting	15.06.2021
3.	Last date and time of the submission of the bid (Technical & Financial)	22.06.2021 (3.00 PM)
4.	Date and time of opening of Technical Bid	23.06.2021 (11.00 AM)
5.	Date for presentation by shortlisted bidders	24.06.2021 (3.00 PM)
6.	Opening of Financial Bid	28.06.2021 (11.00AM)

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

4.3.3 The MOFPI reserves the right to amend the 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.

4.3.4 Pre-bid meeting will be held in Ministry's office (MoFPI, Panchsheel Bhawan, August Kranti Marg, New Delhi-110049) on the scheduled date.

5. TERMS OF REFERENCE

5.1 Objectives of the Assessment Studies

5.1.1 To assess the potential of Processed Indian Food exports to EU.

5.1.2 The study will make comprehensive assessment of such potential of Indian processed food exports into EU as detailed in the scope of work in Section 5.2 under Scope of work.

5.2 Scope of work

5.2.1 Coverage of the study

The study should furnish the following information:

1. Identify processed food items/ food products with comparative advantage in India for export purposes.
2. Examine all tariff lines/HS code items under processed food/food products currently exported to EU as also other potential items exported to other countries but not EU.
3. Examine the export potential taking into consideration India's overall exports of processed food items to the world; current volume/ value of exports to EU and EU's imports of same items from the world/ other countries. Specifically sugar/ sugar confectionary, processed fruits & vegetables, RTE/ RTC products etc.
4. The prevailing tariff rates applied by EU for such imports from India and corresponding tariff rates applicable under various FTAs/ PTAs of EU with other emerging economies including concessions given to African, Caribbean & Pacific (ACP) States and other nations should be considered.
5. Identify various non-tariff measures including SPS measures applied to imports of food items/ processed food from India into EU. Specific focus on milk based RTE products, fruits

& vegetables and their processed forms facing such challenges may be considered.

6. Recommendations on the extent of reduction in tariffs by EU and/ or possible tariff rate quotas (TRQs) for increasing access of Indian processed food items into the EU.

5.3 Methodology

5.3.1 The study will be primarily based on secondary sources of trade data and other information available in public domain.

5.3.2 Interviews/ focus group discussions (FGDs) with relevant trade and industry associations as well as some major processed food exporters to elicit their feedback/ views.

5.3.3 Use of simulation exercise to identify export potential with EU under varying global or bilateral economic parameters.

5.4 Deliverables of the Study

5.4.1 To identify specific processed food products with specific ITC- HS code (both at the 6-digit and 8-digit levels) with export potential to EU.

5.4.2 Give specific suggestions for tariff elimination/ tariff reduction/ tariff rate quotas (TRQs) for gaining market access for potential exportable items and for products currently exported.

5.4.3 Identify the range of non-tariff measures hindering potential exports to EU in the food processing sector.

5.4.4 Furnish reports containing list of products every 15 days to enable MoFPI to engage in talks with the D/o Commerce as per official requirements.

5.4.5 10 (Ten) copies of the report is to be submitted along with soft copy. The report of the study should also provide the detailed Tables summarising the gist of the findings to be discussed during the India-EU talks.

5.5 Time-frame:

5.5.1 Submission of quarterly progress report and brief list of processed food products will start 15 days from the award of work. The time frame for the completed assignment involving

submission of the comprehensive report containing items included in para 5.4.1 to 5.4.3 above will be 3 months from date of award of the work.

OTHER TERMS & CONDITIONS

6. Validity of Proposal

6.1 The proposal should be valid for a period not less than **thirty (30) days** from the due date for receiving the proposal.

7. Eligibility

7.1. The consulting firm/expert institution shall fulfil the following eligibility conditions for participating in the bidding process. The Bidders should enclose documentary evidence for fulfilling the eligibility condition, as under:

7.1.1. The agency should have qualified personals capable of executing responsibilities required for completing the work / job detailed through this document.

7.1.2 Should have at least five years' experience in conducting studies involving analysis of secondary data on trade, simulation exercises, experiencing of interactions with trade and industry bodies etc. to identify products under different global economic situations etc. Preference will be given to institutions with proven expertise on trade related matters particularly analysing Free Trade Agreements/ Preferential Trade Agreements, WTO matters, issues pertaining to non-tariff measures.

7.1.3. The agency must have a minimum average annual turnover of Rs. 5.00 Crore during the last three financial years. Last three years' balance sheet/Audited Statements of Account shall need to be submitted.

7.1.4 The agency should **not** be blacklisted by any Ministry/Dept. of GOI/State Governments/Organizations/Undertaking (self-declaration on letter head);

7.1.5. The applicant should have GST registration and should be income tax assessee with valid GST registration and valid PAN Number.

7.1.6 The Bidder should have Head Office or a Local office located in Delhi or NCR which has been operational for the last three years or more.

7.1.7 The technical bids will be screened on the basis of the above essential eligibility criteria. The supporting documents in respect of item no. 7.1.1. to 7.1.6 are to be enclosed. Proposals not complying with eligibility conditions shall be summarily rejected.

8. Brief Description of the Selection Process

8.1.1 The Agency shall be selected through an OPEN competitive bidding process. A two-stage selection process of Least Cost Selection will be adopted in evaluating the Proposals. The consultants have to submit their best technical and financial proposals in separate envelopes.

8.1.2 In the first stage, a technical evaluation will be carried out on the basis of response parameters laid down in the RFP. **Minimum qualifying marks in the technical evaluation process would be 80%.**

8.1.3 In the second stage, only the technically responsive proposals will be considered for financial evaluation. Bidders, whose bids are responsive having scored / qualified on the basis of the minimum 80% marks in the technical evaluation will be eligible for financial evaluation. Price Bids of such technically qualified bidders alone shall further be opened.

8.1.4 Financial proposals for the eligible and responsive offers will be opened and ranked. L-1 offer out of the responsive offers is selected on price criteria alone.

8.2 Right to reject any or all Proposals

Notwithstanding anything contained in this RFP, the MoFPI 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.

MoFPI reserves the right to reject any Proposal if:

- i. At any time, a material misrepresentation is made or uncovered; or,
- ii. The Consultant/ Institution do not provide, within the time specified by the MOFPI, the supplemental information sought by the MOFPI for evaluation of the Proposal.

9. Submission of Proposals

9.1 No physical mode for submission of proposal shall be accepted. The Proposal shall be submitted online only through e-tendering on the Central Public Procurement Portal (<https://eprocure.gov.in/cppp>.) on or before **22.06.2021 by 3:00 P.M.**, with duly signed copies of the requisite documents as detailed below:

- a. Proof of online payment of EMD and Bid processing fees as detailed in para 10 (j);
- b. The Technical Proposal as per the format given in **Annexure-I** in support of years of experience and number of such studies conducted;
- c. The Financial Proposal as per the format given in **Annexure-II**
- d. General description of Team as per **Annexure-III**;
- e. CVs of the experts, team leader and team members duly signed as per **Annexure-IV**;
- f. Scanned copy of Tender Acceptance Letter (**Annexure-V**);
- g. The proposed Concept and Plan for conducting the study i.e. Assessment Studies for identifying potential value chains for perishable products in the food processing sector study; and
- h. Scanned copy of GST Registration Number & PAN number.

Technical Bid: - Technical bid shall consist of:

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

- a) The CVs have been recently signed by the individual and the Team Leader. Unsigned / countersigned CV 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 report preparation;

Financial Bid: is to be submitted in prescribed BOQ format (xls.format)- As the financial bid is uploaded in prescribed BOQ format digitally signed, agency is not required to upload a scan copy of financial proposal separately in the e-procurement system portal duly signed by authorized signatory of agency.

- i. Applicants 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 words 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.

- ii. 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 costs 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.
- iii. Any alteration/modification in the Proposal or additional information or material supplied subsequent to the due date, unless the same has been expressly sought for by the Ministry of Food Processing Industries, shall not be considered.

Further, Consultant/agency is required to be careful in while participating in RFPs i.e. login/registration of portal as well as all the bid documents should be of the same entity/firm on eProcurement System of Govt. of India in respect of the said RFP.

10. Terms and Conditions:

- a) The instructions for online Bid submission are at **Annexure-VI**. For any clarification, Economic Division of MoFPI may be contacted over telephone no. +91-11-26406542.
- b) The successful bidder will be required to engage expert(s) along with an experienced team leader and other team members. The applicant will ensure that the team comprises of the same members whose CVs are submitted as part of the application.
- c) Failure to comply with the requirements spelt out in Clause 6 (validity of proposal) above shall make the Proposal liable to be rejected.
- d) If a firm/organization or any of its members make(s) an averment regarding his or their qualification, experience, or other particulars and it turns out to be false, or his

commitment regarding availability for the Project is not fulfilled at any stage after signing of the Letter of Acceptance, all the members of the organization shall be debarred for any future assignment of the MoFPI for five years.

e) The Technical Proposal shall not include any financial information relating to the Financial Proposal.

f) 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.

g) In case it is found during the evaluation or at any time before issue of Letter of Acceptance/Award (LOA) that one or more of the eligibility conditions have not been met by the firm or the Team has made material misrepresentation or has given any materially incorrect or false information, the firm shall be disqualified forthwith if not yet appointed as the Consultant. If the firm has already been issued the LOA the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the MOFPI without the MOFPI being liable in any manner whatsoever to the Applicant.

h) Technical Bids will be opened online at <http://eprocure.gov.in/eprocure/app>. on **23.06.2021 at 11:00 AM**. The Tenderer will be at liberty to be present either in person or through an authorized representative at the time of opening of Technical Bid with the Bid Acknowledgement Receipt or they can view the bid opening event online. All responsive proposals, shortlisted on the basis of their technical proposals, would be requested to make a detailed presentation regarding their qualifications, experience and the proposed Concept and Plan before the Evaluation cum Selection Committee on **24.06.2021 at 3:00PM** in Room No. 8, Panchsheel Bhawan, August Kranti Marg, New Delhi 110049. Thereafter, the Technical proposals shall be evaluated by an Evaluation cum Selection Committee constituted for the purpose as per the marking criteria specified under Clause 11 for evaluation process.

i) Financial Bid of only those Tenders shall be opened, whose Technical Bids qualify. The date of financial bid opening will be intimated to the shortlisted applicants, which are found to be suitable on technical evaluation. The tenderer technically qualified will be at liberty to be present either in person or through an authorized representative at the time of opening of Financial Bid with the Bid Acknowledgement Receipt or they can view the bid opening event online.

j) The applicant may make payment vide Pay order / Bank Draft of **Rs. 1,00,000 (Rupees One Lakh only)** in favour of “**The Pay & Accounts Officer, Ministry of Food Processing Industries**”, New Delhi as Earnest Money Deposit (EMD). In addition to EMD, the applicant is also required to make a separate online payment as a non-refundable

bid processing fees of **Rs 1000/- (Rupees One Thousand only)** vide Pay Order / Bank Draft in favour of “**The Pay & Accounts Officer, Ministry of Food Processing Industries**”, New Delhi. **The proposals without EMD & non-refundable bid processing fee would be summarily ignored.**

The amount of EMD will be refunded to the unsuccessful bidders. **The EMD of the successful bidders shall be retained by the Ministry as part of Performance Security till the completion of the project.** The amount of EMD retained as a performance security shall be forfeited in the event of non-completion of the project or on withdrawal of proposal after opening of technical bid.

k) Pre-bid meeting for interested stakeholders will be held on 15.06.2021 at 3:00 PM in Room No. 8, Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, New Delhi.

l) 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.

m) The rates quoted shall be firm throughout the period of performance of the assignment up to and including acceptance of the Report by the MoFPI and discharge of all obligations of the Consultant under the Agreement.

11. Evaluation Process

11.1 Prior to evaluation of Proposals, the MoFPI 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. 1,00,000/- (Rupees One Lakh Only) as Earnest Money Deposit (EMD) and also deposited non-refundable bid processing fees of Rs 1000/- (Rupees One Thousand only)
- f. it is not non-responsive in terms hereof.

11.2 The MoFPI 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 MoFPI in respect of such Proposals.

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

The Technical Evaluation will be in the following format.

S. No.	Criteria	Maximum Marks
A	Number of research studies related to international trade matters including FTAs/ PTAs/ WTO in the last 10 years.	30
A1	Having completed 10 or more studies;	30
A2	Having completed 6 to 9 studies;	25
A3	Having completed 3 to 5 studies.	20
B	Presentation of the proposed Concept and Plan for the study by the team leader	40
B1	The crystal clear understanding of the task as per “Scope of Work” and its time constraints, identification of data sources and understanding of analytical/simulation tools, experience (projects/studies) on international trade matters, precise & project specific presentation with detailed approach/methodology to be adopted by the Consulting Firm/Agency/Research Institution for the study. Skills demo in Trade Data Analytics/ WITS Simulation tools or other Simulation tools.	
C	Relevant qualification and experience of the team leader and the team members	30
	Team leader must have Doctorate degree in Economics (preferably with specialisation in international economics). Team members must be post-graduate/ professional degree holder in Economics/Business Economics/Applied Economics; with at-least one member having specialisation in international trade. Team leader and team members experience in similar studies on international trade issues must be listed (higher marks will be given on that basis)	
	Total	100

After the technical evaluation, the MoFPI would prepare a list of pre-qualified Applicants for opening of their Financial Proposals. The opening of Financial Proposals shall be done in presence of Applicants who choose to be present. MoFPI will not entertain any query or clarification from Applicants who fail to qualify at any stage of Selection Process.

12. Clarifications

12.1 To facilitate evaluation of Proposals, the MoFPI may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the MoFPI 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 MoFPI may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding.

13. Evaluation of Technical Proposals

13.1 In the first stage, the Technical Proposal will be evaluated on the basis of the criteria stated in eligibility clause at Clause no. 7 and evaluation process as at Clause no.11 above. Only those bidders whose Technical Proposals score 80 marks or more out of 100 marks shall qualify as technically responsive and eligible for opening of financial bids.

14. Evaluation of Financial Proposal

14.1 Bidders, whose bids are responsive, based on minimum score for qualifying in the technical evaluation would be considered technically qualified and further considered for financial evaluation.

- a. The Financial Bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives.
- b. For financial evaluation, the total cost indicated in the Financial Proposal will be considered. If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.
- c. The bidder, who has submitted the lowest financial bid, shall be selected as the L-1 and shall be called for further process leading to the award of the assignment.
- d. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- e. The bid price will include all taxes and levies and shall be in Indian Rupees.
- f. Any conditional bid would be rejected.

14.2 MoFPI 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. 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 terms of reference within the total quoted price shall be that of the Consultant.

15. Final Evaluation

15.1 Proposals will finally be ranked according to their financial scores. The least cost proposal (L-1) will be considered for award of contract.

15.2 The Selected Team shall be the first ranked consulting agency (having the lowest financial bid). The second ranked consulting agency shall be kept in reserve in case the first ranked firm withdraws, or fails to comply with the requirements as the case may be.

16. Award of Study

16.1 After selection, a Letter of Award (LoA) shall be issued, in duplicate, by the MoFPI to the Selected consulting agency and the consulting agency shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In addition, the successful bidder will be required to sign a separate Memorandum of Agreement (MOA) with the Ministry.

17. Proprietary data

17.1 All documents and other information provided by the MoFPI or submitted by a consulting agency to the MoFPI shall remain or become the property of the Ministry of Food Processing Industries. Firms are to treat all information as strictly confidential. The MoFPI will not return any Proposal or any information related thereto. All information collected, analyzed, processed, or in whatever manner provided by the Consultant to the MoFPI in relation to the Consultancy shall be the property of the Ministry of Food Processing Industries.

18. Payment to the Consultant

18.1 Billing and payments in respect of the Services shall be made as follows: -

No.	Work Description	Time line from award of work	Payment (%)
1	On finalization of methodology & statistical tools and submission of two fortnightly report	30 days	40 %
2	On completion of the study and submission of comprehensive report as per para 5.4 and acceptance thereof.	90 days	60 %
	Total		100 %

18.2 All payments under this Agreement shall be made to the bank account specified by the consulting firm/agency as may be notified to the MoFPI by the Consultancy firm. The successful consulting agency will be registered on PFMS (Public Financial Management System) of Controller General of Accounts (CGA) and payments will be made through PFMS only.

19. Performance Security

- i. On signing of the LOA, the successful bidder shall provide a performance security equivalent to **3 % (three percent)** of the value of the contract in the form of the bank draft/demand draft or Bank Guarantee (BG) from a scheduled commercial bank in favour of "Pay & Accounts Officer, 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. This performance security, valid for a period of 60 days beyond completion of all contractual obligations will have to be provided by the successful bidder. The MoFPI shall retain the performance security, to be appropriated against breach of this Agreement and/or for recovery of liquidated damages. The balance amount of the Performance Security shall be returned to the applicant at the end of 60 days after completion of the contract.
- ii. In case of 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 consulting agency on any account under the contract.
- iv. The MOFPI 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.

20. Penalty

20.1 Any breach in contract will lead to penalty and may lead to termination of the contract. All the documents etc. prepared and developed by the bidder will be the property of the MoFPI. All reports, other documents 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, reports etc. the MoFPI, together with a detailed inventory thereof.

20.2 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 fulfil any of the contractual obligations, the MoFPI may take a decision to cancel the contract with immediate effect. Further, performance security

of the consultancy agency may also be forfeited if the performance of the consulting agency is not satisfactory

21. Liquidated Damages for error/variation

21.1 In case any error or variation is detected in the reports submitted by the firm and such error or variation is as a result of negligence or lack of due diligence on the part of the firm, the consequential damages thereof shall be quantified by the MoFPI 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.

22. Liquidated Damages for delay

22.1 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. In addition, for non-performance/delayed performance and/or non-adherence to timelines stipulated in LoA issued by Ministry to consulting agency for the said scope of work, Ministry may forfeit Security submitted as EMD/Performance Security. Also, the EMD/Security Deposit/Bank Guarantee/ Performance Guarantee shall be forfeited in case of any midway unilateral withdrawal from the assignment.

22.2 MoFPI will have the right to cancel the contract at any time without assigning any reason thereof.

23. Appropriation of Performance Security:

23.1 The MoFPI 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. The EMD of the successful bidder will be retained as a part of performance security/guarantee in addition to Bank Guarantee.

24. Commencement of Work:

24.1 The consulting agency shall commence the work immediately on issue of the LOA by the Ministry.

25. Validity of MOA

25.1 This Memorandum of Agreement (MOA) shall be valid until and unless it is expressly terminated. During validity of MOA, MoFPI and the consulting agency will take effective steps

for implementation of MOA. Any act on part of MoFPI and the consulting agency, after termination of this MOA by way of communication, correspondence etc., shall not be construed as an extension of MOA.

26. Force Majeure: -

Definition

For the purposes of this RFP, "Force Majeure" means an event which is beyond the reasonable control of Consulting Agency and, which makes a Consulting Agency performance of its obligations under the Memorandum of Agreement (MOA) impossible or so impractical as to be considered impossible under the circumstances.

i) Breach of MoA

The failure of a Party to fulfil any of its obligations under MoA shall not be considered to be a breach of, or default under the MoA in so far as such inability arises from an event of Force Majeure, provided that Party affected by such an event (i) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out terms and conditions of the MoA, and (ii) has informed other Party as soon as possible about occurrence of such an event.

ii) Extension of Time

Any period within which a Party shall, pursuant to the MoA, complete any action or task, shall be extended for a period equal to time during which such Party was unable to perform such action as a result of Force Majeure.

27. Failure & termination clause

27.1 Time and date of delivery and period of execution shall be essence of the contract. If the consulting 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 consulting agency recover damages for breach of the contract as under: -

- a. Recover from the Agency as liquidated damages which will be charged by way of penalty, as specified in the Clause 20 (Penalty Clause).
- ii. Cancel the contract or a portion thereof by serving prior notice of one month to the Agency. Iii.
- iii. 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 MoFPI or take any other action as deemed necessary.

28. Amendment to RFP:

28.1 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 request by the prospective bidders, modify the RFP documents by an amendment. In order to provide prospective bidders 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.

29. Disclaimer

29.1 The Ministry shall not be responsible for any late receipt for any reasons whatsoever. The applications received late will not be considered.

30. Miscellaneous Clauses

- a. The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- b. The consulting agency shall notify to MOFPI of any material change in its status or shareholding, in particular, where such change would impact on performance of obligations under the MoA.
- c. Any failure or delay on part of MoFPI to exercise right or power under MoA shall not operate as waiver thereof.
- d. Workers, employees, staff or agents engaged or employed by or on behalf of the consulting agency shall neither be nor deemed to be worker, employee, staff or agents of MoFPI under any circumstances what so ever and there is no such agreement for or regarding workers of the consulting agency as well as of MOFPI.
- e. Notwithstanding anything in the MoA, in no event shall MoFPI be liable under laws of contract, tort, misrepresentation warranty, negligence, strict liability or otherwise, for any special indirect, incidental or consequential damages (including loss of profit arising out of in connection with the MoA).
- f. Neither execution and delivery by the consulting agency of the MoA nor performance by the consulting agency of its obligations hereunder will violate, conflict with, or result in breach of, or constitute a default under, any provision of

law, statute, rule or regulation or any judgment, order, or decree of any court of governmental body applicable to it, or its articles of incorporation or by-laws.

31. Laws governing the RFP/Contract-

31.1 This RFP/contract shall be governed by the Laws of India for time being in force.

32. Jurisdiction of Courts-

32.1 Any dispute on selection/rejection and/or implementation/cancellation/ withdrawal of the proposal/ project under this RFP will be subject to Courts/Tribunal having jurisdiction over Delhi only.

TECHNICAL BID FORM

CONSULTANT'S ORGANISATION EXPERIENCE

(Please refer clause 9 (i)(b) of the RFP)

A – Consultant's Organization

[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 – Consultant'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 (in Rupees) :
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 Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

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

Firm`s Name: _____

FINANCIAL BID

(Pl. refer to clause 9(i)(c) of the RFP)

To

The Secretary
 Ministry of Food Processing Industries
 Panchsheel Bhawan, August Kranti Marg
 New Delhi- 110049.

(Attention: Sh Naveen Kumar, Deputy Director)

Sir/Madamas

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 Clause 5.2 as well as details defined in the tender documents** is as mentioned below:

Description of Items	Total price for the Study for “ Study on Assessment of Export Potential of Indian Processed Food into European Union (EU) ” (Inclusive of all the applicable Taxes - in Indian Rupees)
Consolidated price for services as detailed under the scope of work-deliverables in tender document including charges for deployment of professionals on full time-basis with requisite qualifications and skill-set.	

Our bid shall be binding upon us up to period of validity as indicated in **Clause 6**. We understand you are not bound to accept any bid you receive.

Yours sincerely

Authorized Signatory [in full and initials] Name and Title of Signatory
 Name and Date
 Address of the firm

Annexure- III

GENERAL DESCRIPTION OF TEAM (Pl. refer to clause 9(i)(d) of the RFP)

Sl. No.	Name of Team Leader & members	Position	Qualification/ experience	Input (Staff-months)

Note: C.V of the Team Members to be provided in the format given at **Annexure- IV**

**CURRICULUM VITAE (CV) OF PROPOSED
PROFESSIONAL STAFF (Team Leader, experts, and members) FOR THE
ASSIGNMENT**

(Please refer clause 9(i)(e) of the RFP)

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. 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 employer organization, positions held]:

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

Employer: _____

Positions held: _____

11. Detailed Tasks 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 staffs have 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 _____

Terms of Reference _____

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 experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged in the work.

_____ Date: _____

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

Full name of authorized representative: _____

TENDER ACCEPTANCE LETTER
(Please refer clause 9 (i)(f) of the RFP)

To

Sub: Acceptance of Terms & Conditions of Tender-reg.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender documents(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 / organizations too have 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/ organization 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.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

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 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, 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 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.

Technical Evaluation Methods define the process that would be adopted to select the most competent and bidder with the best value solution offering. There are various evaluation methods proposed.

Minimum Qualifying Score in Technical Evaluation for moving to the subsequent stage of opening of Financial Bid is 80 marks out of 100.

Bidders, whose bids are responsive, based on minimum qualification criteria / documents as in Pre-Qualification Criteria and score at least minimum marks specified in the RFP would be considered technically qualified. Price Bids of such technically qualified bidders alone shall further be opened.

Technical Evaluation Criteria are the bid response parameters on which the evaluation is carried out to arrive at a final (technical) score for each qualified consultancy agency.

Bid Evaluation Process The evaluation of the proposals should be carried out in three stages:

- Pre-Qualification / Eligibility evaluation
- Technical (bid) evaluation
- Commercial bid evaluation