

**Request for Proposal (RFP) for Selection of Knowledge Partner for providing
Consultancy Services for World Food India 2019**

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

NOTICE INVITING TENDER
FOR
Selection of Knowledge Partner for providing Consultancy Services for World Food India 2019

Ministry of Food Processing Industries (MoFPI), Government of India invites e-bids from consulting firms/expert organisations/institutions of national and international repute for appointment as 'Knowledge Partner' for World Food India 2019. The details of submission of e-Bids are available in the RFP document available at the Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>).

The timeline for submission of bids/proposals are given below as:

Event	Date	Time
Date of upload of RFP	20.09.2018	03.00 PM
Date for Pre-bid meeting at Panchsheel Bhawan , New Delhi	28.09.2018	11.00 AM
Last date of bid Submission	12.10.2018	05.00 PM
Date of Technical bid Opening	15.10.2018	11.00 AM

The Ministry reserves the right to cancel any or all the e-Bids or annul the Bidding process without assigning any reason thereof. All proposals to be submitted online through the portal (<https://eprocure.gov.in/eprocure/app>) only.

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Government of India
Panchsheel Bhawan, August Kranti Marg
Khelgaon, New Delhi-110049

DISCLAIMER

The information contained in this Request for Proposal document (the "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of MoFPI or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the MoFPI to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in preparing their technical proposals and financial offers pursuant to this RFP (the "Proposal").

This RFP includes statements, which reflect various assumptions and assessments arrived at by MoFPI in relation to the Assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for MoFPI, its employees or advisors to consider the investment objectives, financial situation and needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources. Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. MoFPI accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. MoFPI, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid Stage. MoFPI also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP. MoFPI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that MoFPI is bound to select a Bidder or to appoint the Selected Bidder as National Partner for

the Assignment and MoFPI reserves the right to reject all or any of the Bidders or Proposals without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by MoFPI or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will be borne by the bidder. MoFPI shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Bidding Process.

INSTRUCTIONS FOR E-TENDERING

The bidding process for this RFP will be completed online through e-Tender portal. The RFP document can be downloaded free of cost from the e-Tender portal. The bidder must register with his/her Digital Signature Certificate (DSC) in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-Bid submission activities. Registering the Digital Signature Certificate (DSC) is a one-time activity. Before proceeding to register his/her DSC, the bidder should first log on to the e-Tendering system using the User Login option on the home page with the Login Id and Password with which he/ she has registered.

For successful registration of DSC on e-Procurement portal <https://eprocure.gov.in/eprocure/app> the bidder must ensure that he/she should possess Class-2/Class-3 DSC issued by any certifying authorities approved by Controller of Certifying Authorities, Government of India, as the e-Procurement website <https://eprocure.gov.in/eprocure/app> is presently accepting DSCs issued by these authorities only. The bidder can obtain User Login Id and perform DSC registration exercise even before e-Bid submission date starts.

The Bidder shall be required to use own Digital Signature while uploading its Bid. The Bidder shall be required to upload the Bid using its Digital Signature only. Failure to comply or usage of Digital signature of other firm shall be liable for rejection of the Bid. The Bidders must upload all the required documents electronically in the PDF format except for the Financial Proposal Submission Form (BOQ) which will be electronically uploaded on the prescribed XLS format only on e-Tender portal.

It is suggested that the PDF Files should be made in grey scale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-Tender portal <https://eprocure.gov.in/eprocure/app>. The required electronic documents for each document label of Technical (Fee details, Annexure etc) schedules/packets can be clubbed together to make single different files for each label. The size of Single label file should not exceed 20-25 MB size.

An Earnest Money Deposit (EMD) in the form of a Demand Draft, from a scheduled Indian Bank in favour of “PAO, Ministry of Food Processing Industries”, payable at

New Delhi, for the sum of Rupees One Lakh only (Rs. 1,00,000 only) will be required to be submitted by each Bidder along with the technical proposal. (Photocopy of the DD need to be uploaded on e-procurement site and original DD to be submitted to MoFPI on or before the bid closing date)

The e-bids will be opened at:
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg
Khelegaon, New Delhi-110049

CONTENT

Sl No	Particulars	Page No
1	NOTICE INVITING TENDER	i
2	DISCLAIMER	ii
3	INSTRUCTIONS FOR E-TENDERING	iii
4	CHAPTER 1: ENGAGEMENT OF CONSULTANCY FIRM	1
5	Background	1
6	World Food India 2017	2
7	CHAPTER 2: SCOPE OF WORK	4
8	Pre-Event Support	4
9	During Event Support	7
10	Post-Event Support	7
11	CHAPTER 3: ELIGIBILITY	9
12	CHAPTER 4: TECHNICAL EVALUATION OF PROPOSALS	10
13	Qualification and experience of key personnel involved in the project	13
14	CHAPTER 5: INSTRUCTIONS TO BIDDERS	20
15	CHAPTER 6: TECHNICAL PROPOSAL STANDARD FORMS	43

CHAPTER- 1

ENGAGEMENT OF CONSULTANCY FIRM/ORGANIZATION AS “KNOWLEDGE PARTNER” FOR WORLD FOOD INDIA 2019 TO BE HELD IN NEW DELHI, INDIA

Background

The clarion call “Come, Make in India” in the 2014 Independence Day speech by Prime Minister of India has transformed into a strategy called “Make in India” and has been creating a buzz globally. The policy momentum provided after launch of “Make in India” initiative on 25th September, 2014 by Prime Minister has started translating the aspiration into reality. Expressing its support, the Ministry of Food Processing Industries incubated the idea of a global event to facilitate partnerships between Indian and international businesses and investors specialising in food processing/allied sectors. This paved the way for World Food India (WFI). WFI thus acts a gateway to the Indian food economy and an opportunity to showcase, connect, and collaborate.

Organized by the Ministry of Food Processing Industries, Government of India, WFI is the largest gathering of investors, manufacturers, producers, food processors, policy makers, and organizations from the global food ecosystem. It aims to provide opportunities for both investment and trade in the food processing sector for leading Indian and international companies. Encompassing the entire food spectrum from production to consumption, WFI is looking at creating a better sourcing environment, thereby enabling higher returns for farmers, creating employment, and fostering entrepreneurship.

World Food India 2017

World Food India 2017 provided a platform to explore Indian market across the value chain in food processing and food retail. The event was inaugurated by Hon'ble Prime Minister of India Shri Narendra Modi on 3rd November at Vigyan Bhavan. Mr Maris Kucinskis, Hon'ble Prime Minister of Latvia & Mr Serzh Sargsyan, President of Armenia were also present in the event. Hon'ble President of India, Shri Ram Nath Kovind, was the Chief Guest during the Valedictory Session. World Food India attracted participation from 61 countries. Germany, Denmark and Japan were Partner Countries while Italy and Netherlands were the Focus countries. 7 International Ministers, 9 Ministerial/ Official delegations and 15 business delegations, 11 International Business Chambers participated in WFI.

There was significant participation from Japan, USA, France, South Korea, Sri Lanka, among others. 60 Global CEOs including APAC leadership of leading companies and more than 200 global companies participated in the event. On Domestic Front, more than 75 Policy Makers including 7 Union Ministers (Finance / Commerce & Industry/ Railways/Surface Transport / Agriculture / DONER), Senior Officials, Chief Ministers of Andhra Pradesh, Chhattisgarh, Haryana and 25 Ministers from 18 States participated for 3 days.

The Ministry of Food Processing Industries, Govt of India signed / exchanged/ announced MoUs worth US\$ 11.25 billion during World Food India 2017. These are expected to fructify over the coming years. Additionally, World Food India provided a platform to the States to announce & sign MoUs with industry in the food processing sector. The States signed MoUs worth US \$ 2.28 billion. This brings the total estimated investment in the food processing sector in the next three years (including investments under PMKSY) to around Rs 1,21,000 crore (around US \$ 18 billion). World Food India 2019 is now planned for 1-4 November, 2019 at Pragati Maidan, New Delhi. WFI 2019 is envisaged to be organized on a bigger scale with a larger participation than WFI 2017.

CHAPTER-2

SCOPE OF WORK

The Knowledge Partner is expected to support MoFPI for the below mentioned scope till the period of 3 months post completion of World Food India, 2019 which term may be mutually extended at the discretion of MoFPI. During the World Food India 2019, services of the Successful bidder as Knowledge Partner will be engaged for the following areas of work:

I) Pre-event support:

Analysis

1.
 - a. Gather market intelligence on global / national market trends in the sector
 - b. Interact with stakeholders across different categories- international, national, government and private - to identify key issues and challenges being faced by key players in the sector
 - c. Analyse expansion plans of food companies looking for fresh investments and/or relocation/expansion of operations in India
 - d. Generate leads for the identified food companies and create database based on market intelligence
- Within the top Fortune Global 500 companies/ Top 200 food processing companies global
- Domestic companies including those with five consecutive years net profit positive
 - a. Prepare shelf of sector wise project profiles for states to highlight investment opportunities to prospective investors
 - b. Collect and compile important statistics about the resources and potential of the states in all important segments of food processing sector considering the investment potential in different sectors
 - c. Prepare Investor's Guide in all important segments
 - d. Assist in domestic and international roadshows via reach out to potential investors to garner investments in the food processing and food retail sector in India.

Strategy

- a. Formulate and execute the Strategy and Plan for attracting investments in the Food Processing sector in India 2019 onwards in accordance with the identified target areas/countries/firms
- b. Identify investors and coordinate to schedule one-on-one meetings with the Hon'ble Minister and senior officials at Ministry of Food Processing/ relevant authorities before and during the road shows/seminars/event
- c. Support the Event Partner to shortlist the name of speakers, dignitaries, VIPs for the proposed event including inaugural and valedictory functions and coordinate with the chosen speakers, dignitaries, VIPs to invite them, inform them about the event and get their confirmation and other details
- d. Prepare draft speeches/ talking points in English for Government dignitaries and VIPs including the Hon'ble President of India, Hon'ble Prime Minister of India, other Ministers, and senior officers
- e. Prepare and review content for digital media marketing
- f. Support the Event Partner develop minute-to-minute event chart for the said event in consultation with the concerned authority
- g. Support the Event Partner to develop the structure of seminars, technical sessions and business discussions for the event
- h. Prepare session background notes for the proposed seminars
- i. Assist in updating and smooth running of the World Food India website and Investor Portal – Nivesh Bandhu and assist in response to investor queries
- j. Prepare draft communication (emails, letters) for invitees, prospective investors
- k. Perform any other operation/coordination related issue regarding WFI 2019 as per the instructions of MoFPI

Marketing

1.
 - a. Assist in the preparation of marketing collaterals such as target country profiles, target company profiles, sector specific profiles and state presentation
 - b. Develop and prepare knowledge content / material for various elements of the event such as brochures, pamphlets, delegate kits, presentations and other materials to be used at various stages of the event execution such as road shows, promotional activities, etc.
 - c. Prepare Country-specific /Sector-specific / State-specific presentations to be used during National and Inter National Road Shows.
 - d. Support in re-designing and updating information in the existing Website – www.worldfoodindia.in including content for latest updates/information during and after the event.
 - e. Create content for mobile application for World Food India which gives quick and easy access to information about the event including content for latest updates/information during and after the event.

- f. Participate in road shows/seminars and make presentation on behalf of the Government and to invite the leading food processing companies to this event.

Outreach

- a. Design a contact program to reach out to the stakeholders international, national, government and private ones- in the database with the aim to bring them to WFI 2019
- b. Support MoFPI connect with and leverage country desks, national and international trade agencies and collaborate with Foreign Consulates, High Commissions and Embassies, Chambers of Commerce and Business Councils to invite overseas participants, for meetings to discuss opportunities to attract investments. The Knowledge Partner would help in preparation of list of invitees and draft communication, follow-ups, scheduling meeting slots, documenting minutes of meetings and action points
- c. Liaise with Investors who have expressed interest to participate in WFI 2019, facilitate their participation, and for signing of MoU

II) During Event Support:

- a. Facilitate and coordinate signing of MoUs between various investors/stakeholders and MoFPI during the event
- b. Coordinate and organize One-to-One meetings for Hon'ble Minister/key officials of MoFPI and other officials as directed by MoFPI with potential investors during the event
- c. Support Event Partner in managing a separate information desk set up for the Investors at the event
- d. Support the Event Partner in organizing B2B, B2G, G2G meetings, seminars, country and state sessions, etc. by suggesting candidates, matchmaking and documentation of minutes and action points.
- e. Build up on all activities being done in pre- events stage to lead to their logical conclusion during the event.

III) Post Event Support:

1.
 - a. Prepare Event Report- summary of the preparation and build up to the event, the various activities of the event and the accomplishments of the event;
 - b. Prepare letters of gratitude to different participants on behalf of MoFPI, Government of India
 - c. Provide minutes and action points of all the interactions including Business to Business, Business to Consumer and others, as and when they are engaged in.
 - d. Follow up on MoUs signed during the event and on investment intentions expressed during the event.

IV) Man Power Support:

The Knowledge Partner should provide Man Power Support in the following manner :

- i. 6 Key Members support Team [1 Team Lead, 2 Managers, 3 Assistant Manager]. These team members should have required experience as stipulated in Chapter 4, para (iv) in having carried out Investment Promotion Activities in India.
- ii. Out of these Members, 5 Members should be placed in the Ministry of Food Processing Industries whereas other personnel including senior officials, Partners and international offices should be available to carry out various activities indicated in the scope of work.
- iii. Leverage the combined strength of the knowledge partner to achieve the objectives of the event and ensure the deliverables.

CHAPTER- 3

ELIGIBILITY

Minimum Qualification Requirements for the Knowledge Partner are as follows:

1. Financial Strength:

Average annual Turnover of Rs. 100 Crores in the last 3 years- Audited Balance sheet and Income statements should be submitted for the last three

financial years (2017-18, 2016-17, 2015-16) preceding the Bid Submission Date.

2. Minimum Experience:

1.
 - a. Should have been handling consultancy assignments in India for a minimum of 10 years.
 - b. Should have experience of completing at least 3 projects in the area of consultancy work in Central/State Governments/PSUs
 - c. Should have prior experience in managing at least 3 major investment promotion related activities for State Government/ Central Government as paid projects.
 - d. Should have undertaken projects to demonstrate understanding and experience of performance indices relevant for Doing Business scenario at country/state level.

3. Others:

1.
 - a. Global presence – Should have minimum 25 offices outside India covering at least 5 each in Europe, North America and East Asia
 - b. Minimum Employee strength (consulting staff only, and excluding audit/ tax/ banking or other, non-consulting divisions) in India – 100.

CHAPTER- 4
TECHNICAL EVALUATION OF PROPOSALS

1. Scrutiny of eligibility criteria mentioned in **Chapter 3** for responsiveness to the RFP will be done by the Evaluation Committee to determine whether the documents have been properly signed, qualification criteria fulfilled, and all relevant papers submitted and whether the response to RFP is generally in order.
2. The Evaluation Committee can seek additional information from the applicants and presentations also to be made by the agency to Competent Authority, if needed.
3. The response to the RFP not conforming to eligibility criteria mentioned in chapter 3 will be rejected.

4. The selection of agency will be based on the evaluation of the technical and financial bids by the Evaluation Committee.
5. Technical Evaluation: This will be done based on evaluation of the documents submitted online and technical presentation. The agency is expected to submit the documents as mentioned in Chapter 6 (soft copies). Each of the item type has been allocated marks based on which the final technical score will be calculated.
 - i. The technical evaluation for quality would be as per the following criteria.

Serial	Parameters	Description	Max points	Reference document
1	Track record and Firm's experience	a. Should have prior Knowledge Partner/ Consultancy experience in major Investment promotion related activities and have executed complete life cycles of major investment promotion related activities in India for State Government/ Central Government as paid knowledge partner- <ul style="list-style-type: none"> • Min. 3 projects in India of duration 6 months or higher – 5 marks • Every additional project - 2 marks 	15 marks	(information provided in Form C)
		a. Experience of formulating industrial and sectoral policies <ul style="list-style-type: none"> • Minimum of 3 projects – 5 marks • Every additional project – 2 marks 	15 marks	(information provided in Form C)

		a. Experience of at least 1 project in being a Knowledge Partner for an Investor Meet in India at Central Level as paid project partner	5 marks	(information provided in Form C)
2	Key Personnel	CVs of Experts for the requirement outlined in Chapter 2 (Scope of Work), break-up of competencies for key personnel given in next para (ii).	15 marks	(information provided in Form D)
3	Technical Presentation	<ul style="list-style-type: none"> • Understanding of the project and proposed approach • Vision • Plan (Theme of the event etc) • Strategy for Investment Promotion and execution of MoUs • Ability to leverage national / international contacts at senior level • Commitment of senior resources • Ability to secure overseas participation of Top CXOs • Ensuring participation of global speakers and panellists • Proposed resources <ul style="list-style-type: none"> ○ Team Leader ○ Managers ○ Assistant Managers • Any other matters showcasing value addition to the Ministry's event 	50 marks	

		Total	100
			marks

ii) Qualification and experience of Key Personnel involved in the Project

Serial	Parameters	Description	Max points
1	Team Leader (1)	<p>The Team Leader must have at-least 15 years of project management experience. Should have expertise in dealing with issues of investment climate, dealing with state governments, and access to industry leaders would be preferred. The candidate must have advised states/ central government departments in India on the issues related to investment climate and business environment simplification matters.</p> <ul style="list-style-type: none"> • 5 related project experience: 2 marks • 6 to 10 related project experience : 5 marks • More than 10 related project experience: 10 marks 	5 marks
2	Manager (2)	<p>Each Manager must have 8 years of experience in investment climate/ investment promotion/ EoDB/ Business reforms with Central/ State Governments.</p> <ul style="list-style-type: none"> • 1 related project experience: 0.5 mark • 2-4 related project experience: 1 mark • 5 or more related project experience: 2 marks 	4 marks (2 marks per resource)
		<p>Each Assistant Manager must have at-least 3 years of project management experience. Expertise in dealing with issues of investment climate/ investment promotion/ EoDB/ Business reforms with Central/ State Governments.</p>	6 marks (2 marks per resource)

3	Assistant Manager (3)	<p>nt climate, dealing with state governments, and access to industry leaders would be preferred. The candidate must have advised states/ central government departments in India on the issues related to investment climate and business environment simplification matters.</p> <ul style="list-style-type: none"> • 1 related project experience: 0.5 mark • 2-4 related project experience: 1 mark • 5 or more related project experience: 2 marks 	(resource)
Total			15 marks

6. Related conditions with reference to the above:

- Without the consent of MoFPI, no changes shall be made in the resources deployed on the project.
- If, for any reason beyond the reasonable control of the bidder, such as retirement, resignation, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the bidder shall be allowed to provide as a replacement a person of equivalent or better qualifications, with approval from the MoFPI.
- In case of replacement of resource(s) or deployment of additional man-power, if any, the decision of MoFPI shall be final and binding.
- Bidder shall have no claim for additional costs arising out of or incidental to any removal and / or replacement of Personnel.
- If the MoFPI requests to replace resource(s), then bidder shall be required to replace the resource(s) within 4 weeks from the date of request raised.
- The bidder will be required to make presentations to the evaluation committee on their overall approach and project delivery plan during the evaluation of Technical Proposal.
- The bidder shall either submit documentary proof for having executed such assignments or submit a certificate from its Managing Director/Managing Partner certifying company's/firms experience to confirm to various requirements.
- The qualifying score will be **70 marks out of 100**. Firms which qualify in the technical evaluation will be ranked based on merit and they will be short listed for opening of financial bids.
- A proposal will be considered unresponsive and shall be rejected at this stage if it does not contain the details as required in this RFP document or if it fails to achieve the Minimum Technical Score. The MoFPI shall return the Financial Bids of

applicants who fail to score the Minimum Technical Score unopened after completing the selection process.

7. Selection

- a. Final selection will be made based on Quality cum Cost Based Selection (QCBS system) by giving 80:20 weightage to the technical and financial score respectively. Then agency will be ranked based on total score on weighted technical and financial score. The agency securing Rank 1 shall be selected for allocation of work. The following formula shall be deployed for scoring on the proposals:

A	B	C	D	E	F	G	H	I	J
No.	Bidder name	Technical score (out of 100 marks)	Technical Weightage	Weighted Technical Score (C x D)	Financial score (out of 100 marks)	Financial Weightage	Weighted Financial Score (F x G)	Total Score (E+H)	Rank
1			0.8			0.2			

Financial Score (F) = 100 x Lowest bid from the bidders/Actual bid of the bidder

b. Financial Bid

1. The Financial Bid shall contain the lumpsum financial quote covering the total fees / cost for the entire project excluding GST if applicable. The Financial Bid shall be for an overall amount for the entire project duration.
2. The amount quoted should include all costs such as professional fees, consultancy fees, and administrative charges etc. MoFPI will not reimburse any other expenses (excluding out of pocket expenses for domestic / international travel which shall be reimbursed on actuals on prior approval of MoFPI) other than what is quoted in the Financial Bid.
3. The quoted fees will be disbursed as per the following milestones:

Sl No	Installment	Out of quoted fees	Mile stone
1	1 st instalment	@10%	On signing of Agreement with MoFPI as Knowledge Partner
2	2 nd instalment	@50%	On completion of Pre-event and during event support activities as indicated in Scope of work.
3	3 rd instalment	@40%	On completion of support activities as indicated in scope of work.
Out of packet and travel expenses for domestic/ international travel for above event shall be reimbursed on actuals on prior approval of MoFPI, apart from the quoted fees.			

CHAPTER- 5

INSTRUCTIONS TO BIDDERS

(A) General Terms of Bid Submission:

1. The offers should be made strictly as per the formats enclosed.
2. The bidder should bear all the costs associated with the preparation and submission of his bid and MoFPI will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
3. The bid should be signed by the bidder or any person duly authorized to bind the bidder firm to the contract. The signatory should give a declaration and through authenticated documentary evidence establish that the person is empowered to sign the tender documents and bind the bidder.
4. The offers submitted should preferably not bear any corrections, alterations, over writings and additions. In such cases, the person/s signing the bid should authenticate such corrections.
5. The bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Documents. Failure to furnish all information required by the RFP or submission

of a bid not substantially responsive to the RFP in every respect will be at the bidder's risk and may result in rejection of the bid.

6. Offers with insufficient information and Offers which do not strictly comply with the stipulations given above, are liable for rejection.
7. All content/documents prepared for the event shall also be handled in soft copy to the concerned authority-MoFPI.
8. Any or all the offers may be accepted or rejected, in full or in part, without assigning any reason whatsoever.
9. MoFPI may, at its discretion, abandon the process of the selection associated with this Request for Proposal (RFP) any time before notification of award.
10. The bidder must use the entire information furnished in the Request for Proposal (RFP) including scope and other terms and conditions, while submitting the response. All responses should be in English language. All responses by the bidder to this Request for Proposal (RFP) document shall be binding on such bidder for a period of 180 days from the date of opening the Technical Proposal. Responses must clearly state the length of the bid and its explicit expiration date.
11. All responses including Technical Proposals and Financial Bids would be deemed to be irrevocable offers / bids from the bidder and may, if accepted by MoFPI, form part of the final contract between MoFPI and bidder firm.
12. Bidders are advised to attach a letter from an authorized signatory attesting the veracity of the information provided in the response.
13. Any technical or Financial Bid submitted cannot be withdrawn / modified after the closing date and time for submission of the bid offers. However, the bidder may modify or withdraw its offer after submission provided that, MoFPI, prior to the closing date and time receives a written notice of modification or withdrawal.
14. MoFPI concludes that everything as mentioned in the Request for Proposal (RFP) documents circulated to the bidder and responded by the bidders have been quoted for by the bidder and there shall be no extra cost associated with the same other than the cost quoted by the bidder firm.
15. In the event MoFPI has not asked for the quotes for alternative prices and the bidder furnishes the alternative quotes in the bidder's financial bids, then the bidder's bid stands invalid and will be disqualified from the process. Bidders are advised to make only one firm and final offer in the financial proposal.
16. MoFPI reserves the right to accept or reject all bids, to revise the RFP, to request one or more re-submissions or clarifications from one or more Applicants, or to cancel the process in part or whole. No Bidder is obligated to respond to or to continue to respond to the RFP. Additionally, MoFPI reserves the right to alter the specifications, in part or whole, during the RFP process, and without

re-issuing the RFP. Each party shall be entirely responsible for its own costs and expenses that are incurred while participating in the RFP and subsequent presentations and contract negotiation processes.

17. MoFPI may revise any part of the RFP, by providing a written addendum on MoFPI's website till 48 hours before the last timeline for submission of the bids.
18. Responses submitted by the Bidder to this RFP represent a firm offer to contract on the terms and conditions described in the Applicant's response. The bid must be signed by an official authorized to commit the Bidder to the terms and conditions of the bid. Bidder must clearly identify the full title and authorization of the designated official and provide a statement of bid commitment with the accompanying signature of the official.
19. The bidders submitting the responses should note that they should abide (in true intent and spirit) by all the terms and conditions contained in the RFP. If the responses contain any extraneous conditions put in by the Applicants, such bids may be disqualified and may not be considered for the selection process.
20. The RFP and all supporting documentation/templates are the sole property of MoFPI and shall NOT be redistributed without the prior written consent of MoFPI. Violation of this would be a breach of trust and may, inter-alia causes the Bidder to be irrevocably disqualified. The material must be returned to MoFPI when submitting the Bidder proposal, or upon request. In case the Bidder is not interested in responding to the RFP, the RFP documents and any annexure must be returned to MoFPI immediately.
21. The bid and all supporting documentation submitted by the Bidder shall become the property of MoFPI.
22. By submitting a signed bid, the Bidder certifies that:
 - The Bidder has arrived at the prices in its bid without agreement with any other Bidder of this RFP for restricting competition.
 - The prices in the bid have not been disclosed and shall not be disclosed to any other Bidder of this RFP.
 - No attempt by the Bidder to induce any other Bidder to submit or not to submit a bid for restricting competition has occurred.
23. Each Bidder must indicate whether they have any actual or potential conflict of interest related to contracting services with MoFPI. In case such conflicts of interest do arise, the Bidder must indicate the way such conflicts can be resolved
24. MoFPI is not responsible for any assumptions or judgments made by the bidders for arriving at any type of sizing or costing. MoFPI will benchmark the performance of the Bidder to the RFP documents circulated to the Applicants and the expected service levels as

mentioned in these documents. In the event of any deviations from the requirements of these documents, the Bidder must make good the same at no extra costs to MoFPI, to achieve the desired service levels as well as meeting the requirements of these documents. MoFPI shall not be responsible for any assumptions made by the Applicant.

25. The Bidder represents and acknowledges to MoFPI that it possesses necessary experience, expertise and ability to undertake and fulfil its obligations, under all phases involved in the performance of the provisions of this RFP. If any services, functions or responsibilities not specifically described in this RFP are an inherent, necessary or customary part of the deliverables or services and are required for proper performance or provision of the deliverables or services in accordance with this RFP, they shall be deemed to be included within the scope of the deliverables or services, as if such services, functions or responsibilities were specifically required and described in this RFP and shall be provided by the Bidder at no additional cost to MoFPI. The Bidder also acknowledges that MoFPI relies on this statement of fact, therefore neither accepting responsibility for, nor relieving the Bidder of responsibility for the performance of all provisions and terms and conditions of this RFP, MoFPI expects the Bidder to fulfil all the terms and conditions of this RFP.
26. MoFPI shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. MoFPI reserves the right to make any changes in the terms and conditions of this RFP. MoFPI will not be obliged to meet and have discussions with any Applicant, and / or to listen to any representations.
27. MoFPI reserves the right to alter the requirements specified in the RFP. MoFPI also reserves the right to delete one or more items from the list of items specified in the RFP. MoFPI will publish on its website about changes, if any to the RFP.
28. The Bidder is responsible for managing the activities of its personnel and will be accountable for both its own activities and those of its personnel. The Bidder shall be vicariously liable for any acts, deeds or things done by their employees which is outside the scope of power vested or instructions issued by MoFPI. Bidder shall be the principal employer of the employees engaged by Bidder and shall be vicariously liable for all the acts, deeds or things, whether the same is within the scope of power or outside the scope of power, vested under the contract to be issued for this RFP. No right of any employment shall accrue or arise, by engagement of employees by the Applicant, for any assignment under the contract to be issued for this tender. All remuneration, claims, wages, dues etc. of such employees of Bidder shall be paid by Bidder alone and MoFPI shall

not have any direct or indirect liability or obligation, to pay any charges, claims or wages of any of Applicant's employee. The Bidder shall hold MoFPI, its successors, Assignees and Administrators fully indemnified and harmless against loss or liability, claims actions or proceedings, if any, that may arise from whatsoever nature caused to MoFPI through the action of its employees, agents, contractors, subcontractors etc. However, the Bidder would be given an opportunity to be heard by MoFPI prior to making of a decision in respect of such loss or damage.

29. MoFPI shall inform the Bidder of all breaches and claims of indemnification and shall grant the Bidder sole authority to defend, manage, negotiate or settle such claims; and make available all reasonable assistance in defending the claims (at the expense of the Applicant). The written demand by MoFPI as to the loss/damages mentioned above shall be final, conclusive and binding on the Bidder and Bidder shall be liable to pay on demand the actual amount of such loss / damages caused to MoFPI.

(B) Two stage bidding process:

For selection of the successful Bidder, a two-stage bidding process will be followed under the Quality and Cost Based Selection System.

- 1) The response to the present RFP is to be submitted in two parts, i.e. the Technical Proposal and the Financial Bid
- 2) The Bidder must upload the Technical and Financial bid document via the Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>)

(C) Preparation of Proposals:

(1) Instructions related to Technical Proposal

The Technical Proposal should furnish the following Information:

- a) Brief profile of the organization/firm
- b) Relevant experience of providing similar Investment Facilitation support including:
 - i. Expertise and experience in easing investment promotion & facilitation, investment climate advisory, and private sector development for the Country/State/Region/sector;
 - ii. On field experience in project management and supporting effective and efficient investor hand holding;
 - iii. Should have experience of preparing policy action plan, benchmarking, and facilitating ease of doing business

- c) Brief CVs of the Key Personnel who will be engaged for this assignment: Each bidder is required to provide CVs of proposed team.
- d) Approach note towards the execution of the project and team deployment plan.
- e) The suitability of organization/bidder for undertaking the job will be decided based on overall capacity of the organization and relevant experience in similar field and capabilities and experience of professionals selected for taking up the task.

f) The following conditions would be applicable with respect to the Key Personnel indicated by the bidder:

- The bidder should provide the details of the Key Personnel as prescribed in this RFP. It is mandatory that the Key Personnel proposed be permanent employees of the firm.
- The composition of the proposed team and Task Assignment to individual personnel shall be clearly stated.
- No alternative proposal to any key personnel shall be made and only one CV for each position shall be furnished.
- The personnel proposed should possess good working knowledge of English Language.
- The key personnel whose CVs are provided will continue to be engaged and available for the project. Substitution, will, however be permitted with prior written approval of MoFPI if the Key Personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of MoFPI.
- **Apart from team of Key personnel, firm should be able to provide additional technical manpower as and when required by the MoFPI for executing the various activities indicated in the scope of work in time bound activities.**
- No bidder shall submit more than one bid for the Project.

1.

- a. Failure to comply with the prescribed requirements for evaluation of the proposals shall make the proposal liable to be rejected and the evaluation of Financial Bid shall not be undertaken.
- b. The Technical Proposal must not include any information related to the Financial Bid.
- c. The Technical Proposal should provide the following information using the attached Standard Forms:

- a. Standard technical proposal submission form (FORM A)

- b. General information format (FORM B)
- c. Summary of each event participated as Knowledge Partner in support of Firm Experience in the format provided (FORM C).
- d. The list of Key Personnel by specialization and the tasks that would be assigned to each Key Personnel as per the format for Curriculum Vitae (CV) provided (FORM D). The formats provided shall be signed by the proposed Key Personnel or by an authorized official of the Firm. Each page of the CVs provided shall be signed.
- e. A description of the detailed approach and methodology and work plan for performing the Project (FORM E)
- f. A brief profile of the Bidder (FORM F)
 - 1.
 - a. The Technical Proposal should NOT contain any pricing or commercial information at all. Any bids violating this will be summarily rejected and the bids shall be disqualified from further evaluation.

(2) Instructions related to Financial Bid:

A. In preparing the financial proposal, bidders are expected to consider the following:

- (i) The Financial Bid shall contain the lumpsum financial quote covering the total fees / cost for the entire project excluding GST if applicable. The Financial Bid shall be for an overall amount for the entire project duration.
 - ii) The amount quoted should include all costs such as professional fees, consultancy fees, and administrative charges etc. MoFPI will not reimburse any other expenses (excluding out of pocket and travel expenses for domestic / international travel which shall be reimbursed on actuals on prior approval of MoFPI) other than what is quoted in the Financial Bid.
 - iii) The Financial Bid shall be only in Indian Rupees.
 - iv) 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 Bid, it shall be considered non-responsive and liable to be rejected.
- 1.
- i. The proposal should be submitted as per the standard Financial Bid submission form (Form G).
- vii) Bidder must do their due diligence about the tax implications and the MoFPI will not be liable for any tax incident other than the applicable GST.

viii) The proposals must remain valid for a period as specified in this RFP. During this period, the bidder is expected to keep available the professional staff proposed for the Project. The MoFPI will make its best effort to complete negotiations within this period. If the MoFPI wishes to extend the validity period of the proposals, it may ask the bidders to extend the validity of their proposals for a stated period. Bidders, who do not agree, have the right not to extend the validity of their proposals.

B. Right to accept/reject any applications:

MoFPI reserves the right to accept or reject any or all Applications and to annul the qualification process at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.

C. Amendment of RFP document:

- i) At any time, 48 hours prior to the deadline for submission of Applications, MoFPI either on its own or on request of the Bidder may amend the RFP documents by issuing addendum or addenda including those issued after the pre-bid conference. These addenda shall be posted at the website of MoFPI and shall be treated as a part of the RFP Documents.
- ii) MoFPI may, at its discretion, extend the deadline for the submission of Applications.

D. Conflict of Interest:

The bidder shall not receive any remuneration in connection with the assignment except as provided in the contract. The bidder and its affiliates shall not engage in consulting activities that conflict with the interest of the MoFPI.

E. Earnest Money Deposit:

- i) An Earnest Money Deposit (EMD) in the form of a Demand Draft from a scheduled Indian Bank in favour of “PAO, Ministry of Food Processing Industries”, payable at New Delhi, for the sum of Rupees One Lakh only (Rs. 1,00,000 only) will be required to be submitted by each Bidder along with the technical proposal.
- ii) Photocopy of the DD need to be uploaded on e-procurement site and original DD to be submitted to MoFPI on or before the bid closing date.
- iii) Bids received without the specified Earnest Money Deposit shall be summarily rejected. EMD need to be submitted on or before the bid closing date.

iv) Earnest Money Deposits of unsuccessful applicants shall be returned, without any interest, within three months after signing the contract with successful bidder or when the selection process is cancelled by the MoFPI.

v) For the successful bidder the Earnest Money Deposit will be retained by the MoFPI till the satisfactory achievement of all milestones prescribed in the RFP and submission of the final report complete in all respects.

F. Withdrawal of Proposals:

No modification or substitution of the submitted Proposal shall be allowed. A Bidder may withdraw its Proposal after submission, provided that the written notice of the withdrawal is received by MoFPI before the due date of submission of Proposals. The withdrawal notice shall be prepared in original only and each page of the notice shall be signed and stamped by the Authorised Signatories. The copy of the notice shall be duly marked "WITHDRAWAL". No withdrawal will be permitted if the withdrawal request was received by MoFPI after the last date of submission of proposal.

G. Evaluation of Proposal- General:

i) The proposal shall be first evaluated based on its response to the information, documents sought in this RFP document. In case of any material deficiencies in providing the information/ documents in technical proposal and in case any assumption or condition is indicated in the financial bid, it shall be considered non- responsive and liable to be rejected.

ii) After the submission of proposal till the contract is awarded, if any bidder wishes to contact the MoFPI on any matter related to its proposal, it should do so in writing at the proposal submission address mentioned above. Any effort by the firm to influence the MoFPI during the proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the bidder's proposal.

iii) Evaluators of Technical Proposals shall have no access to the Financial Proposals until technical evaluation, is concluded.

H. Opening and Evaluation of Financial Bids:

- i. The MoFPI shall notify the bidders that have secured the minimum qualifying marks, indicating the date and time set for opening the Financial Bids. The notification may be sent by registered letter, facsimile, or electronic mail.
- ii. The Evaluation Committee will determine whether the financial bids are complete, unqualified and unconditional.
- iii. The Financial Proposals shall be opened publicly in the presence of bidders' representatives who choose to attend. The name of the

- bidders, their technical scores and the proposed prices shall be read aloud and recorded when the Financial Bids are opened.
- iv. The cost indicated in the Financial Bid shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing of any item shall not entitle the firm 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 bidder.
 - v. A score of 100 shall be assigned to the lowest financial bidder and the score of other bidders will be calculated on a proportionate scale at levels below 100.
 - vi. The Technical score shall be assigned a weight of 80% and the financial score shall be assigned a weight of 20% and the highest combined scorer shall be selected as the successful bidder/knowledge Partner.

Other terms and conditions -

A. Negotiations:

- i. Negotiations will be held with the highest scorer to further reduce price and improve other parameters. The final negotiated consultancy shall be called the “Agreement Value”.
- ii. Negotiations will include a discussion on the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the bidder to improve the Terms of Reference. MoFPI and selected Bidder/Firm will then work out agreed final Terms of Reference, staffing and bar charts indicating activities, key and other support staff, time duration on the field and at the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract.

B. Award of Contract

- i) Once the negotiations are finalized with the highest scorer, the successful scorer will be informed of the acceptance of the proposal and he will convey his acceptance within 7 days and will be expected to enter into a written contract incorporating all the terms of the RFP within 10 days of such intimation.
- ii) The contract will be awarded following negotiations. After negotiations are complete, the MoFPI will promptly notify other bidders on the shortlist that they were unsuccessful and return the Financial Bids of those bidders who did not qualify the technical evaluation.

C. Performance Security:

The Successful bidder shall, before entering into contract, furnish a performance guarantee for satisfactory execution of the consultancy in the form of a bank guarantee for an amount equivalent to 5% of the Agreement Value. The Bank Guarantee shall be valid till the period of 6 months post completion of World Food India, 2019.

D. Corrupt or Fraudulent Practices:

i. MoFPI requires that Applicants under this contract observe the highest standard of ethics. In pursuance of this policy, no bidder shall engage in any corrupt practice or fraudulent practice.

ii. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public servant; and

iii. “Fraudulent practice” means a misrepresentation of facts to influence the decision to award the consultancy contract to the detriment of MoFPI and targeted stake holders and includes collusive practice among Applicants (prior to or after the bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive MoFPI and targeted stake holders of the benefits of free and open competition.

iv. MoFPI will reject a bid for award of consultancy work if it is determined that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

v. MoFPI will declare the Bidder ineligible, either indefinitely or for a stated period, to be awarded a contract/contracts, if it at any time determines that the Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the consultancy contract.

E. Forfeiture of EMD:

- i. Failure by the Selected Bidder to accept the order issued by the MoFPI with respect to award of the Contract, within stipulated time from the date of receipt of the order makes the EMD liable for forfeiture at the discretion of MoFPI. However, MoFPI reserves its right to consider at its sole discretion the late acceptance of the order by Selected Bidder.

ii. Failure to execute the Contract within stipulated time of acceptance of the order by the Selected Bidder makes the EMD liable for forfeiture at the discretion of MoFPI. In such a case, MoFPI at its discretion may cancel the order placed on the Selected Bidder without giving any notice.

iii. Failure to submit the performance guarantee within stipulated period from the date of execution makes the EMD liable for forfeiture. In such instance, MoFPI at its discretion may cancel the order placed on the Selected Bidder without giving any notice.

F. Breach of Contract:

Save as provided hereunder, any activity in violation of the Contract to be executed shall be termed as breach of Contract.

G. Registration in PFMS:

The selected Knowledge partner firm/ agency will be required to mandatorily register themselves in Public Finance Management System (PFMS).

H. Conflict of Interest:

The Knowledge partner shall not receive any remuneration in connection with the assignment except as provided in the contract. The event partner and its affiliates shall not engage in consulting activities that conflict with the interest of the client.

I. Force Majeure

The failure of a Party to fulfil any of its obligations shall not be a breach of, or default in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of the Contract. In the event of a Force Majeure event, the parties shall take the following measures:

- a. A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfil its obligations hereunder with a minimum of delay.
- b. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.

- c. The Parties shall take all reasonable measures to minimise the consequences of any event of Force Majeure.
- d. For the purposes of this RFP, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances by acts of God and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents’ employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) consider at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

T) Termination for Default:

MoFPI may terminate the Contract if:

- i. the Knowledge Partner fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, within fifteen (15) days of receipt of notice of default or within such further period as MoFPI may have subsequently granted in writing;
- ii. the Knowledge Partner becomes insolvent or bankrupt
- iii. if the Knowledge Partner fails to comply decisions / mandate of MoFPI.
- iv. any document, information, data or statement submitted by the Knowledge Partner in its Proposals, based on which the Bidder was considered eligible or successful, is found to be false, incorrect or misleading; or
- v. if the acts of Knowledge partner are found to be unethical by MoFPI.
- vi. The Knowledge Partner may also terminate the Contract for Default if MoFPI is in material breach of its obligations pursuant to the Agreement and has not remedied the same within thirty (30) days (or such longer period as the Knowledge Partner may have subsequently agreed in writing) following the receipt by MoFPI of the Knowledge Partner's notice specifying such breach.
- vii. In the event of termination for default, the party at default shall be liable to pay damages to the party not at fault. In addition, MoFPI shall forfeit the Performance Security.

U) Termination without Default:

MoFPI shall be at liberty to terminate the Agreement without assigning any reason by giving 30 days written notice to the other party.

V) Penalty for delay:

- a. If progress of the assignment is not as per the agreed scope of work, the Selected Bidder shall be liable to pay penalty to MoFPI. For delay a penalty up to 25% of payment will be deducted from the next due payment. This provision will be without prejudice to the right of MoFPI to exercise its right to terminate the contract and claim damages.

W) Disputes Resolution:

In the event of any legal disputes between parties, the appropriate civil court in New Delhi will have sole and exclusive jurisdiction to settle the disputes.

X) Confidentiality:

- a. The RFP document contains confidential information proprietary to MoFPI. MoFPI is bound by an agreement of confidentiality and secrecy about the dealings of all stakeholders. The selected bidder for the consultancy services may have access to some confidential information for the project implementation.
- b. The bidder shall take all precautions necessary to keep the information totally confidential and under no circumstances it will be disclosed to any third party or competitors. The Bidder shall render himself liable for disqualification/premature termination of contract apart from other legal action as may be warranted for any laxity on his part. MoFPI is entitled to be indemnified by the Selected bidder for any loss/damage to reputation and / or for any breach of confidentiality.
- c. The information referred to shall include but not restricted to any and every information concerning MoFPI and its stakeholders which the bidder comes to know only because of his being associated with MoFPI through the contract which the Selected bidder otherwise would not have had access to.
- d. The Selected bidder shall also not make any news release, public announcements or any other reference on RFP or contract without obtaining prior written consent from MoFPI. Any reproduction of this RFP by Xerox/Photostat/Electronic or any other means is strictly prohibited without prior consent of MoFPI.

Y) Liability of the Knowledge Partner:

The Knowledge Partners' liability under the Contract shall be as provided by the Applicable Law. However, the aggregate liability of the Knowledge Partner under this agreement, or otherwise in connection with the services to be performed hereunder, shall in no event exceed the total fees payable to the Knowledge Partner hereunder. The preceding limitation shall not apply to liability arising because of the Knowledge Partner's fraud or wilful misconduct in performance of the services hereunder.

Ministry of Food Processing Industries

CHAPTER 6
TECHNICAL PROPOSAL STANDARD FORMS

Form A. Technical Proposal submission form

Form B. General Information

Form C. Summary of event participation as Knowledge Partner provided in support of
Firm Experience

Form D. Format of Curriculum Vitae of proposed Key Personnel

Form E. Detailed Approach & Methodology

Form F. Brief Profile of bidder with details of Global Presence (addresses of offices outside India)

Form G. Financial Bid Format

Form A
Technical Proposal Submission Form

[Location, Date]

To:
Director (PA)
Ministry of Food Processing Industries
Panchsheel Bhavan, New Delhi

Subject: Selection of a Knowledge Partner for conducting World Food India 2019

Dear Sir,

We, the undersigned, offer to provide the services as providing consulting support to Ministry of Food Processing Industries for project on providing technical services for conducting World Food India 2019 in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Bid sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal i.e., before [date], we undertake to negotiate on the basis of the proposed Key Personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,
Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Form B
General Information Form

1. Name of the Company/ Firm:
.....
2. (Attach an attested photocopy of Certificate of Registration.)
3. Legal Status of the Firm:
4. Registered Address, telephone, Tele-fax:
.....
.....
5. Contact Person, Designation and Address including email
ID.....
.....
.....
6. Length of experience in the field of conducting Investment
Facilitation.....
7. Names and Addresses of Associated Companies to be involved in the Project
and whether Parent/Subsidiary/others. (The relationship to be indicated)
8. In case the company is a subsidiary, the involvement, if any, of the Parent
Company in the project
 9. State whether the in-house expertise is available for all services/sub-
systems. If not, details of sub-bidders to be involved in the project.
10. Financial Strength (as per the audited statements):
11. Has the bidder or any constituent partner in case of partnership firm, ever been
convicted?
12. Bids shall remain valid for 180 days after the date of Bid opening prescribed by
the Authority?

Signature of the

Bidder/Authorized

representative

Form C
Firm Experience

[Using the format below, provide information on each event participated as Knowledge Partner by your firm in the attached format with not more than 2 pages per event as appendix]

- a. Details of Firms' experience in major Investment promotion related activities as paid knowledge partner.

No.	Name and location of the Event	Name and address of the Organizing Ministry/ Dept.	Details of the Project & Fees received for the same (in Rs)	Nature of consultancy work with specific area highlighted	Year of Start & Completion of the Project	Litigation / Arbitration, if any with details

- a. Details of Firms' Experience of formulating industrial and sectoral policies;

No.	Name of the project	Name and address of the Client (State/ Ministry/ Dept. etc)	Details of the Project & Fees received for the same (in Rs)	Nature of consultancy work with specific area highlighted	Year of Start & Completion of the Project	Litigation / Arbitration, if any with details

The firms are required to provide Proof of award of work for the Firm Experience Cited at a. & b. above.

Firm's Name:

Authorized Signatory

Form D
Curriculum Vitae of Key Personnel

The prescribed format for the CV is provided below.

1	Position in the Proposed project (describe degree of responsibility also)	
2	Name of the Staff	
3	Designation	
4	Name and address of the firm presently employed, if any	
5	Years with the firm	
6	Qualifications (Technical and General)	
7	Membership in professional bodies	
8	Relevant Experience including on field experience: 1. <ul style="list-style-type: none"> i. Project Management ii. Investment Climate iii. Working with State Governments iv. Access to Industry Leaders 	
9	Employment record with other firms	

The formats provided shall be signed by the proposed Key Personnel and by an authorized official of the Firm. Each page of the CVs provided shall be signed.

Form E
**Description of Approach, Methodology and Work Plan for Performing
the Assignment**

Technical approach, methodology and work plan are key components of the Technical Proposal. The bidder is suggested to present its Technical Proposal (maximum of 20 pages, inclusive of charts and diagrams) divided into the following two chapters:

a. Technical Approach and Methodology

In this chapter the bidder should explain the understanding of the objectives of the assignment, Vision, Proposed work plan, theme, approach to the services, methodology for carrying out the activities to obtain the expected output and the degree of detail of such output. The firm should highlight the issues to be addressed along with their importance and explain the technical approach the firm would adopt to address them. The firm should also explain the proposed methodologies , strategies for investment promotion and execution of MoUs, leveraging national/ international contacts at senior level and commitment of senior resources.

b. Organization and Staffing

In this chapter the bidder should propose the structure and composition of the proposed team. The bidder should list the main disciplines of the assignment, the key expert responsible, and proposed key and support staff.

Form F

A Brief profile of the bidder shall be provided with details of Global Presence

(addresses of offices outside India)

Form G

FORMAT FOR SUBMISSION OF FINANCIAL PROPOSAL

Tender inviting Authority :

Tender ID :

Bidder name :

Sl.No	Description	Financial proposal (Lumpsum quote)* in Rs.
1	Knowledge Partner for World Food India 2019	

* Lumpsum quote in Rs. excluding GST and out of pocket expenses (for domestic and International travel which will be paid on actuals on prior approval of MoFPI), Further, all payments shall be subject to deduction of taxes at source as per applicable laws.

Signature of the Bidder along with stamp/ seal