

THE M.P. STATE AGRO INDUSTRIES DEVELOPMENT CORPORATION LIMITED

REQUEST FOR PROPOSAL

For

**Selection of Agency for State Project Management Unit (SPMU)  
towards Implementation of scheme for PM Formalisation of Micro  
Food Processing Enterprises (PMFME) under Atmanirbhar Bharat in  
Madhya Pradesh**

PANCHANAN, 3rd FLOOR, MALVIYA NAGAR, BHOPAL

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# 1. Datasheet

S No	Particulars	Details
1.1	Tender Release Date	31/07/2020
1.2	Official Website	<a href="http://www.mpagro.org">www.mpagro.org</a>
1.3	Official Email address	<a href="mailto:mpagrohobpl@gmail.com">mpagrohobpl@gmail.com</a>
1.4	Last date for receiving online queries for clarification	05/08/2020 before 05.00 PM
1.5	Response to queries (Online with corrigendum if any)	10/08/2020 before 05.00 PM
1.6	Last date of bid submission (Online)	17/08/2020 before 02.00 PM
1.7	Proposal Opening for Minimum Eligibility Criteria Only	18/08/2020 at 2.30 PM
1.8	Technical Proposal Opening - only selected bidders qualified in Minimum Eligibility Criteria)	19/08/2020 at 11.30 AM
1.9	Financial Bid Opening - only selected bidders qualified in Technical Evaluation Criteria)	To be communicated
1.10	Letter of award	To be communicated
1.11	Start Date	Within one week from issue of LOA
1.12	Cost of Tender (Demand Draft)	INR 15,000/- (non- transferable & non-refundable)
1.13	Earnest Money Deposit (Demand Draft/ Bank Guarantee)	INR 3,00,000/-
1.14	Performance Bank Guarantee	5% of the Agreement Value
1.15	Demand Draft/ Bank Guarantee should be addressed in favor of	Managing Director, MPSAIDC, Panchanan, 3rd Floor, Malviya Nagar, Bhopal
1.16	Submission Type	Online bid through e- Tendering system
1.17	Method of Selection	QCBS 80:20 (Quality cum Cost Based Selection)
1.18	Contact Person	Shri D.K.Puranik
1.19	Address	Panchanan, 3rd Floor, Malviya Nagar, Bhopal
1.20	Phone	0755-2551652, 2551756, 2761392
1.21	Fax	0755-2557305
1.22	Bid Validity Period	120 days from the Proposal Due Date
1.23	Consortium	Not Allowed

## Note:

- ❖ MPSAIDC Reserves the right to change any schedule of the bidding process. Please visit MPSAIDC website mentioned in document regularly for the same. [www.mpagro.org](http://www.mpagro.org)
- ❖ Proposals must be received online on or before the date and time as mentioned in the Data Sheet. Proposals that are received after the deadline will not be considered in this bidding process.

## 2. Introduction

### 2.1 Background

The unorganized food processing sector in the country comprising nearly 25 lakh food processing enterprises which are unregistered. With only 7% of investment in plant & machinery and 3% of outstanding credit, the unorganized enterprises contribute to 74% of employment (a third of which are women), 12% of output and 27% of the value addition in the food processing sector. Nearly 66% of these units are located in rural areas and about 80% of them are family-based enterprises. Most of these units fall under category of micro manufacturing units in terms of their investment in plant & machinery and turnover.

The unorganized food processing industry in India faces challenges that limit its development and weaken performance. These challenges include: (a) lack of productivity and innovation due to limited skills and access to modern technology and machinery for production and packaging; (b) deficient quality and food safety control systems, including lack of basic awareness on good hygienic and manufacturing practices; (c) lack of branding & marketing skills and inability to integrate with the supply chains, etc.; (d) capital deficiency and low bank credit.

Unorganized micro food processing units need intensive hand holding support for skill training, entrepreneurship, technology, credit and marketing, across the value chain, necessitating active participation of the state government for better outreach. In the last decade, Central and State Governments have made intensive efforts to organize farmers in Food Processing Organizations (FPOs) and women's Self-Help Groups (SHGs). SHGs have achieved considerable progress in thrift and their repayment record with 97% NPA level is among the best. Governments have made efforts to enable SHGs to undertake various manufacturing and service sector activities including food processing. However, there are few Government schemes to support FPOs and SHGs to make investment and upscale their operations.

Government of India has approved an all India Centrally Sponsored Scheme “**Scheme for Formalization of Micro food processing Enterprises (PMFME)**” with an aim:

- i. To modernize and enhance the competitiveness of the existing individual micro enterprises and ensure their transition to formal sector
- ii. To support FPOs/ SHGs/ Cooperatives for delivery of package of services, creation of common infrastructure along the value chain, ensure backward & forward linkages, branding & marketing, etc.

Government of Madhya Pradesh has appointed Madhya Pradesh State Agro Industries Development Corporation (MPSAIDC) as nodal agency to undertake the implementation of the scheme with given below objective

- Increased access to credit by existing micro food processing entrepreneurs, FPOs, Self Help Groups and Cooperatives;
- Integration with organized supply chain by strengthening branding & marketing;
- Support for transition of existing food processing enterprises into formal framework;
- Increased access to common services like common processing facility, laboratories, storage, packaging, marketing and incubation services;
- Strengthening of institutions, research and training in the food processing sector;
- Increased access for the enterprises, to professional and technical support.
- Capacity building and Skill development of rural entrepreneurs with special focus on women entrepreneurs
- Creating awareness and encourage Waste to Wealth activities
- Strengthening minor forest produce value chain with value addition activities in Tribal Districts
- Creating awareness on food quality and safety standards across the state

### 2.2 Request for Proposals

MPSAIDC invites proposals for “Selection of Agency for State Project Management Unit (SPMU) towards Implementation of scheme for Formalisation of Micro Food Processing Enterprises (PMFME) under Atmanirbhar Bharat in Madhya Pradesh” in accordance with the Scope of Work (SOW). MPSAIDC intends to select the consultants (the Bidders) through an open competitive bidding process in accordance with the procedure set out herein.

### **2.3 Scope of Work**

As per the guideline by MOFPI, programme has four broad components addressing the needs of the sector:

- a. Support to individual and groups of micro enterprises;
- b. Branding and Marketing support;
- c. Support for strengthening of institutions;
- d. Setting up robust project management framework.

The selected bidder will have to provide requisite competent manpower mentioned in the RFP for execution of work defined in this section. The scope mentioned below is indicative and MPSAIDC reserves the right to utilize the resources provided to it for activities which MPSAIDC consider to be higher in priority as and when required.

#### **Role and Responsibilities of the SPMU shall include:**

- I. Conducting various studies;
- II. Getting PIP prepared;
- III. Monitoring the training and capacity building activities undertaken by State Level Technical Institute and District Resource Persons;
- IV. Carrying out strengthening of State Level Technical Institution;
- V. Ensuring timely submission of Subsidy proposals by District Committees;
- VI. Ensuring timely submission of plans for provision of Common Facilities;
- VII. Ensuring timely submission of Seed Capital proposals of groups;
- VIII. Developing Branding and Marketing proposals;
- IX. Monitoring the handholding support being given by District Resource Persons to enterprises for DPRs;
- X. Monitoring and approvals for hiring of District Resource Persons;
- XI. Furnishing Utilization Certificates (UCs) and regular Progress Reports to MoFPI in the prescribed formats;
- XII. Information, Education and Communication (IEC);
- XIII. Sharing of best practices.

### **2.4 Due diligence by Applicants**

Bidders are encouraged to inform themselves fully about the assignment and the local conditions before submitting the proposal by paying a visit to the Authority, sending written queries to the Authority, and attending the Pre-bid meeting on the date and time specified in Datasheet.

### 3. Instructions to Applicants

#### 3.1 Scope of Proposal

Detailed description of the objectives, scope of services and other requirements relating to this Consultancy are specified in this RFP. In case a bidding firm possesses the requisite experience and capabilities required for undertaking the consultancy, it may participate in the selection process individually in response to this RFP. The way the proposal is required to be submitted, evaluated and accepted is explained in this RFP.

Bidders are advised that the selection of consultant will be based on an evaluation by MPSAIDC through the selection process specified in this RFP. Bidders will be deemed to have understood and agreed that no explanation or justification for any aspect of the selection process will be given and that MPSAIDC decisions are without any right of appeal whatsoever.

Bidders will submit their proposal in the form and manner specified in this RFP:

- A. Minimum Eligibility Criteria : Annexure I
- B. Technical Proposal : Annexure II

Upon selection, bidder will be required to enter into an agreement with MPSAIDC in the form specified at Appendix-IV.

#### 3.2 Selection Process (e-Tendering System)

MPSAIDC has adopted a two-stage selection process for evaluating the Proposals comprising technical and financial bids invited under e-tendering system from experienced agencies fulfilling the eligibility criterion mentioned in this RFP.

#### 3.3 Project Duration

The total time period of the assignment shall be for 36 months from the date of signing of the contract & same may be extended by MPSAIDC for maximum 24 months depending on the performance of the Consultant at the finalized terms and conditions.

#### 3.4 Deliverables & Payments

In consideration of the Services performed, the selected bidder will be entitled for payment of fees consideration as per the following payment schedule with the approval of MPSAIDC:

S No	Particulars	% of Total Contract Value
1.	Team Mobilization	10%
2.	Submission of Quarterly Progress Report	70% in 12 equal installments
3.	Deliverable based payment which will be decided upon finalization of State Level Upgradation Plan (SLUP)	20 %
	<b>GRAND TOTAL</b>	<b>100%</b>

#### 3.5 Role of SPMU and MPSAIDC

The State Project Management Unit (SPMU) will report directly to the Nodal Officer at MPSAIDC Office and would be responsible for executing the work to the satisfaction of Nodal Officer, on quarterly basis. The Nodal Officer will be a facilitator within the MPSAIDC office however all the important data collection, analysis and reporting will have to be done by the State Project Management Unit (SPMU) team. The manpower so deployed will be utilized for carrying out the activities mentioned in scope of work or for any other activity as required by MPSAIDC / Government of Madhya Pradesh.

Besides, manpower can be increased or decreased as and when required by MPSAIDC depending on the scope of work. The terms and conditions will remain the same as per the signed agreement between bidder and MPSAIDC. MPSAIDC will have the right to ask for replacement of entire / or any team member who do not display adequate

expertise and experience in the required field or for any reason. The replacement has to be to the satisfaction of MPSAIDC.

During the period of consultancy, State Project Management Unit (SPMU) will be placed in Bhopal and will be stationed in workspace provided by MPSAIDC in Panchanan Bhawan, Malviya Nagar, Bhopal, Madhya Pradesh.

### **3.6 Right to reject any or all Proposals**

Notwithstanding anything contained in this RFP, MPSAIDC 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.

### **3.7 MPSAIDC's Interest**

The State Project Management Unit (SPMU) shall provide professional, objective, and impartial advice and at all times and hold interests of the MPSAIDC and Madhya Pradesh Government paramount.

### **3.8 Confidentiality**

The State Project Management Unit (SPMU) shall keep all the information pertaining to the assignment CONFIDENTIAL and shall not provide/disclose any information of the assignment to anybody except on specific instructions from MPSAIDC.

### **3.9 Conflict of Interest**

The Bidder should not have conflict of interest that may affect the selection process. Any applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, MPSAIDC shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to MPSAIDC for, inter alia, the time, cost and effort of MPSAIDC including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to MPSAIDC hereunder or otherwise.

### **3.10 Unfair Competitive Advantage**

Fairness and transparency in the selection process require that the bidder competing for a specific assignment do not derive a competitive advantage from having provided services related to the assignment in question. Bidders are requested to contact MPSAIDC office for any kind of clarification related to this RFP.

The bidder shall submit only one Proposal. If any bidder submits more than one proposal, it will be disqualified and rejected.

### **3.11 Verification of information**

Bidders are encouraged to submit their respective proposals after verification of the schemes, guidelines etc. within the purview of this RFP and the applicable laws and regulations or any other matter considered relevant by them.

### **3.12 Appointment of Consultant**

#### **A. Technical Negotiations**

The selected bidder may, if necessary, be invited for technical negotiations. The negotiations shall be for re-confirming the obligations of the Consultant under this RFP. Issues such as deployment of Key Experts, understanding of the RFP, methodology and quality of the work plan shall be discussed during negotiations. In case the selected bidder fails to reconfirm its commitment, MPSAIDC reserves the right to designate the next ranked bidder as the selected bidder and invite it for negotiations.

#### **B. Substitution of Key Experts**

MPSAIDC will not normally consider any request of the selected bidder for substitution of Key Experts as the ranking of the bidder is based on the evaluation of Key Experts and any change therein may upset the ranking. Substitution will, however, be permitted if the Key Experts 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 the Authority. MPSAIDC expects all the Key Experts to be available during implementation of the agreement.

### **C. Indemnification**

The Consulting agency shall indemnify MPSAIDC, (i) bodily injury or damage to tangible personal property caused by the consulting Firm's negligence or willful misconduct, or (ii) infringement of a third party's intellectual property. The Consultant shall, subject to the provisions of the Agreement, indemnify MPSAIDC for an amount not exceeding the value of the agreement for any direct loss or damage that is caused due to any deficiency in services.

### **D. Force Majeure; Other Changes in Conditions**

In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Consulting agency shall give notice and full particulars in writing to MPSAIDC of such occurrence, " change if the Consulting agency is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the agreement. The Consulting agency shall also notify MPSAIDC of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the notice required under this article, MPSAIDC shall take such action as, in its sole discretion; it considers being appropriate or necessary in the circumstances, including the granting to the Consulting agency of a reasonable extension of time in which to perform its obligations under the Contract.

If the Consulting agency is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under the agreement MPSAIDC shall have the right to suspend or terminate the agreement on the same terms and conditions as are provided for in clause, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days. Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection or other acts of a similar nature or force.

### **E. Termination**

If the Consulting agency fails to deliver any or all of the deliverables within the time period (s) specified in the contract, or fails to perform any of the terms, conditions, or obligations of the contract, or should the Consulting agency be adjudged bankrupt, or be liquidated or become insolvent, or should the Consulting agency make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Consulting agency, MPSAIDC may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate the Contract, forthwith, in whole or in part, upon thirty (30) days' notice to the Consulting agency.

MPSAIDC reserves the right to terminate without cause this Contract at any time upon thirty (30) days prior written notice to the Consulting agency, in which case, MPSAIDC shall reimburse the Consulting agency for all reasonable costs incurred by the Consulting agency prior to receipt of the notice of termination. In the event of any termination no payment shall be due from, MPSAIDC to the Consulting agency except for work and services satisfactorily performed in conformity with the express terms of this contract.

Upon the giving of such notice, the Consulting agency shall have no claim for any further payment but shall remain liable to MPSAIDC for reasonable loss or damage, which may be suffered by MPSAIDC for reason of the default. The Consulting agency shall not be liable for any loss or damage if the failure to perform the contract arises out of force majeure. Upon termination of the contract MPSAIDC may require the Consulting agency to deliver any finished work which has not been delivered and accepted, prior to such termination and any materials or work-in-process related specifically to this contract. Subject to the deduction of any claim MPSAIDC may have arising out of this contract or termination, MPSAIDC will pay the value of all such finished work delivered and accepted by MPSAIDC. The initiation of arbitral proceedings in accordance with Clause" Settlement of Disputes" below shall not be deemed a termination of this Contract.

### **3.13 Award of Consultancy**

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by MPSAIDC to the Selected Applicant and the Selected Applicant shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy

of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Applicant is not received by the stipulated date, MPSAIDC will appropriate the Bid Security of such bidder.

**3.14 Execution of Agreement**

After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Agreement within the period prescribed in the RFP. The Selected Applicant shall not be entitled to seek any deviation in the Agreement.

**3.15 Commencement of assignment**

The Consultant shall commence the Services within 10 (ten) days of the date of the Agreement, or such other date as may be mutually agreed. If the Consultant fails to either sign the agreement or commence the assignment as specified herein, MPSAIDC may invite the second ranked bidder for negotiations. In such an event, the Bid Security of the first ranked Applicant shall be forfeited and appropriated in accordance with the provisions in this RFP.

**3.16 Proprietary data**

Subject to the provisions in this RFP, all documents and other information provided by MPSAIDC or submitted by the bidder to MPSAIDC shall remain or become the property of MPSAIDC. Applicants and the Consultant, as the case may be, are to treat all information as strictly confidential. MPSAIDC will not return any proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Consultant to MPSAIDC in relation to the Consultancy shall be the property of MPSAIDC. The ownership of all such data shall remain with MPSAIDC.

**3.17 Fraud and Corrupt Practices**

The bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the selection process. Notwithstanding anything to the contrary contained in this RFP, MPSAIDC shall reject a proposal without being liable in any manner whatsoever to the bidders, if it determines that the bidder has, directly or indirectly or through an agent, engaged in corrupt or undesirable practice in the selection process. In such an event, MPSAIDC shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security as mutually agreed genuine pre-estimated compensation and damages payable to MPSAIDC for, inter alia, time, cost and effort of MPSAIDC, in regard to the RFP, including consideration and evaluation of such bidder’s proposal.

**3.18 Subcontracting/ Subletting/ Outsourcing**

The agency shall not Sub-Contract/ Sub-let/ Outsource the whole/ part of the Services mentioned in the Scope of Work (SoW).

**3.19 Clarifications**

If any clarification is required on RFP, bidders can send queries to MPSAIDC in writing by e-mail before the date mentioned in the datasheet. The email shall clearly bear the subject line as "Queries concerning RFP for “Selection of Agency for State Project Management Unit (SPMU) towards Implementation of scheme for Formalisation of Micro Food Processing Enterprises (PMFME) under Atmanirbhar Bharat in Madhya Pradesh”. MPSAIDC shall endeavor to respond to the queries within the period specified therein but not later than date defined in the datasheet. MPSAIDC will post the reply to all such queries on the Official Website without identifying the source of queries. MPSAIDC reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this clause shall be construed as obliging MPSAIDC to respond to any question or to provide any clarification.

Section & Page No.	Content of RFP Requiring Clarifications	Change / Clarification Requested	Remarks

### **3.20 Amendment of RFP**

At any time prior to the deadline for submission of proposal, MPSAIDC may, for any reason, whether at its own initiative or in response to clarifications requested by a bidder, modify the RFP document by the issuance of addendum/ amendment and posting it on the [www.mptenders.gov.in](http://www.mptenders.gov.in) and [www.mpagro.org](http://www.mpagro.org)

All such amendments be posted on the Official Website along with the revised RFP containing the amendments and will be binding on all Applicants. In order to afford the bidder a reasonable time for taking an amendment into account, or for any other reason, MPSAIDC may, in its sole discretion, extend the Proposal Due Date. While extending the Proposal Due Date on account of an addendum, MPSAIDC shall have due regard for the time required by bidders to address the amendments specified therein. In the case of significant amendments, at least 15 (fifteen) days shall be provided between the date of amendment and the Proposal Due Date, and in the case of minor amendments, at least 7 (seven) days shall be provided.

### **3.21 Settlement of Disputes**

The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts in the State of Madhya Pradesh shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Selection Process.

#### **A. Amicable Settlement**

In case of any dispute arising between the Agency and MPSAIDC the matter shall be referred to General Manager of the Corporation. In case the supplier is not satisfied with the decisions of General Manager the matter shall be referred to the Managing Director of the Corporation

#### **B. Arbitration**

Any dispute, controversy or claim between the Parties arising out of this Contract or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party or the other Party's request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the Arbitration Act.

## 4. Preparation and Submission of Proposal

The Proposal with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

### 4.1 Submission of Proposal

The proposal is invited under e-tendering system from experienced agencies fulfilling the eligibility criteria mentioned in this RFP.

- A. Bidders are required to read carefully the terms and conditions of the RFP document.
- B. Submit documents/ relevant information mentioned in RFP document which is available on website only after affixing their digital signatures as a token of acceptance.
- C. Any amendment / amendments in the document including extension of date etc., such amendment/ amendments will be uploaded on MPSAIDC website [www.mpagro.org](http://www.mpagro.org) & on [www.mptenders.gov.in](http://www.mptenders.gov.in) . No further notification will be published in the newspaper. Therefore, interested bidders are advised to visit MPSAIDC website regularly for any update. It is also to be noted that any such amendments will be part of the RFP.
- D. Bidders will have to get registration with [www.mptenders.gov.in](http://www.mptenders.gov.in) for e-tendering. Without registration, Bid cannot be uploaded on portal. To participate in Online TENDER, interested bidder will require registration at portal and valid class 3 digital signature certificates. Any charge/ fee required for registration by [www.mptenders.gov.in](http://www.mptenders.gov.in) is to be paid by Bidder.
- E. The RFP document is available on website [www.mpagro.org](http://www.mpagro.org) of MPSAIDC & on [www.mptenders.gov.in](http://www.mptenders.gov.in) .
- F. Bidders can upload Technical (Part A as Minimum Eligibility Criteria and Part B Technical Proposal) in pdf and Financial Proposal (BOQ) by paying on-line payment INR 15,000/- (Rs. Fifteen Thousand Only) on [www.mptenders.gov.in](http://www.mptenders.gov.in) as tender document fee and INR 300000/- (Rs. Three Lakh Only) as EMD.
- G. The Proposal shall be signed by the authorized signatory of the bidder who shall initial each page. All the alterations, omissions, additions, or any other amendments made to the proposal shall be initialed by the person(s) signing the proposal. The Proposals must be properly signed by the authorized representative (the “Authorized Representative”) as detailed below:
  - i. by the proprietor, in case of a proprietary firm; or
  - ii. by a partner, in case of a partnership firm and/or a limited liability partnership; or
  - iii. by a duly authorized person holding the Power of Attorney, in case of a Limited Company or a Corporation.

### 4.2 Minimum Eligibility (Mandatory) Criteria for compliance

All bidders must read carefully the minimum conditions of eligibility and comply the given below minimum eligibility criteria. Proposals of only those bidders who satisfy the Conditions of minimum eligibility will be considered for evaluation. Bidders are requested to upload the relevant forms and supporting documents against each criteria. Bidder must possess the requisite experience, strength and capabilities to meet the requirements as described in the RFP document. Keeping in view the complexity & volume of the work involved, the following criteria are prescribed as Minimum Eligibility Criteria for bidders interested in undertaking the assignment. While submitting the details of Minimum Eligibility (Mandatory) Criteria - Part A of Technical Proposal, the bidder shall, in particular, ensure that:

- ❖ Form-1: Letter of Proposal Submission
- ❖ Form-2: Details of the Bidder
  - Certificate of Incorporation
  - Memorandum & Articles of Associations
  - GST Registration
  - Acknowledgement receipt of Tender Fee
  - Acknowledgement receipt of Earnest Money Deposit
- ❖ Form-3: Power of Attorney

- ❖ Form-4: Self-certification on Blacklisting
- ❖ Form-5: Financial Capacity of the Applicant
- ❖ Form-6: Eligible Assignments of Bidder
- ❖ Form-7: Proposed PMU Team

**Minimum Eligibility Criteria are as given below:**

**A. Bidder Organization**

- A1. The Bidder must be a Company/ Firm/ Limited Liability Partnership (LLP) and must be in consultancy business and operational for at least 10 years, as on the date of submission of the bid. Documents to be submitted are Certificate of Incorporation/ Partnership Deed along with PAN, GST registration certificate (all the above documents are mandatory).
- A2. The average annual turnover of the bidder in the last three financial years ending 31 March 2019; shall be minimum INR 10.00 Crore. Documents to be submitted are CA Certificate and along with copies of the relevant audited statements.
- A3. The Bidder must have a registered/ corporate office in India. Valid documentary proof of office / service centre address located in India
- A4. The Bidder must have ISO 9001:2015 and the certificate should be valid as on date of release of this tender.
- A5. The Bidder should not be debarred/ blacklisted / banned/ not being under declaration of ineligibility for corrupt or fraudulent practices by any Government / PSU in India as on date of submission. Bidder can submit Self-certification. False certification and/ or non-disclosure will lead to forfeiture of the EMD and disqualification from the evaluation process and blacklisting by State of Madhya Pradesh.

**B. Bidder's Project Management Experience in Agriculture & Allied Sector**

- B1. Experience of working on at least One large scale assignment as Project/ Programme Management/ Technical Support Unit with clients including Government entities (Central or State Government)/ PSU/ Bi/ Multi- lateral Agencies in India with order value of Minimum INR 5 Cr. in last 5 years from the date of submission.
- B2. Experience of working on at least One national/ international assignment related to agriculture & allied sector having minimum value of INR 5 Cr. in last 5 years from the date of submission.

*Note: Supporting: Letter of Award / Contract Document must be provided for all project credentials. Credentials of Parent/Member firm shall be considered.*

**C. State Project Management Unit (SPMU) Team Structure**

- C1. Project Manager cum Marketing Expert (Full Time) – 1 Position:** S/he should be a graduate with Post Graduate Degree/ Diploma in Management/ MBA from agriculture & allied sector Institution of repute (such as MANAGE, IRMA, XIMB, etc.). S/he should have working experience of more than 10 years.
- C2. Monitoring & Evaluation Expert (Full Time) – 1 Position:** S/he should be a computer science/ IT/ Science graduate with Master's in computer science/ MCA. S/he should have working experience of more than 7 years.
- C3. Access to Finance Expert (Full Time) – 1 Position:** S/he should be a graduate with MBA/ Post Graduate Degree / Diploma in Management or equivalent from agriculture institution of repute (such as MANAGE, IRMA, XIMB, etc.). S/he should have working experience of more than 7 years.

**4.3 Technical Proposal**

Bidders shall submit the technical proposal in the TECH Forms at Annexure-II (the "Technical Proposal"). While submitting the Technical Proposal - Part B of Technical Proposal, the bidder shall, in particular, ensure that:

- ❖ Letter of submission
- ❖ All forms are submitted in the prescribed formats and signed by the prescribed signatories;
- ❖ Bidders Experience should be backed by supporting documents
- ❖ Brief write up on Approach, Methodology & Work plan
- ❖ CVs of all Professional Personnel have been included;
- ❖ Key Personnel would be available for the period indicated in the TOR;

#### **4.4 Financial Proposal**

Applicants shall submit the financial proposal in the Financial Forms at Annexure-III (the "Financial Proposal") clearly indicating the total cost of the Consultancy in both figures and words, in Indian Rupees, and signed by the Applicant's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail. While submitting the Financial Proposal, the Applicant shall ensure the following:

- i. All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel (Resident, in the field, office etc.), accommodation, air fare, equipment, printing of documents, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding.
- ii. The Financial Proposal shall be quoted including all expenses. GST shall be paid as per actual in addition to the Costs.
- iii. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.
- iv. Any field study related travel or participation in event/ seminar outside Madhya Pradesh of any Personnel, approved by MPSAIDC, shall be borne by MPSAIDC as per actual. TA/DA & other such expenses undertaken for the travel can be claimed directly at MPSAIDC outside the above quoted Costs. The entitlement of the Personnel should be of the level of Joint Director as per prevailing State Government rules.
- v. Number of resources can be increased or decreased as per requirement in Scope of Work and approved by MPSAIDC. Bidder shall ensure that person month rate of additional resources will be the same to the rate provided in this financial proposal. All other terms and conditions will remain same.

#### **4.5 Proposal Due Date**

Proposal should be submitted on or before the Proposal Due Date and address specified in datasheet in the manner and form as detailed in this RFP. Proposals received by MPSAIDC after the specified time on Proposal Due Date shall not be eligible for consideration and shall be summarily rejected.

#### **4.6 Modification/ substitution/ withdrawal of Proposals**

No Proposal shall be modified, substituted, or withdrawn by the Applicant on or after the Proposal Due Date.

#### **4.7 Evaluation of Proposals**

The Authority shall open the proposals on the proposal due date, at the time and place specified in the datasheet and in the presence of the bidders who choose to attend.

## 5. Criteria for Evaluation

### 5.1 Evaluation of Technical Proposals - Part A and Part B

In the first stage, the Technical Proposal will be evaluated on Minimum Eligibility Criteria and Technical Proposal. Only those bidders whose Technical Proposals get a score of 70 (seventy) marks or more out of 100 (one hundred) shall qualify for further consideration and shall be ranked from highest to the lowest based on their technical score (ST). The scoring criteria to be used for evaluation shall be as follows:

S N	Parameter	Max. Marks
<b>1</b>	<b>Experience of the Bidder relevant to the assignment</b>	<b>30</b>
<b>1a</b>	<p>The bidder should have experience in similar national / international assignments in agriculture and allied sectors with central / state governments/Bi/ Multi-lateral agencies having minimum contract value of INR 5 crores in last 5 years from the date of submission – 5 projects [2 marks per project].</p> <p>Similar assignments include projects in agriculture and allied sectors (horticulture/ Dairy/ Forestry, etc.) covering areas viz. value chain development/ Food processing/ access to finance / facilitation of market linkages/ enhanced incomes/ livelihoods.</p>	10
<b>1b</b>	<p>The bidder should have experience of at least one large value similar national / international assignment in agriculture and allied sectors with central / state governments/ Bi/ Multi-lateral agencies in last 5 years from the date of submission, with having minimum contract value Up to</p> <ul style="list-style-type: none"> <li>• INR 5 to 15 Cr - 2 marks,</li> <li>• &gt; INR 15 to 30 Cr - 4 marks,</li> <li>• &gt; INR 30 Cr and above - 7 marks.</li> </ul> <p>Similar assignments include projects in agriculture and allied sectors (horticulture/ Dairy/ Forestry, etc.) covering areas viz. value chain development/ access to finance/ facilitation of market linkages/ enhanced incomes/ livelihoods.</p>	7
<b>1c</b>	<p>The bidder should have experience in national / international assignments in agriculture/ horticulture/ animal husbandry &amp; allied sectors with demonstrated outcomes for inclusive development related to women farmers/ women entrepreneurship development/ women's job creation/ women's community-based organisations (CBOs) with minimum value of INR 1 Cr. in last 5 years from the date of submission – 6 marks: 2 Marks for each project, with maximum up to 3 projects.</p> <p>Note: Envisaged outcome as mentioned in the criteria above has to be substantiated in the contract/ engagement document provided by the client.</p>	6
<b>1d</b>	<p>The bidder should have experience in a single project involving Capacity building/ skill development of Farmers/ Farmers Group (including CBOs/ FPC/ FPOs/ SHGs/ FIGs/ Agri enterprises etc.) in India in last 5 years from the date of submission. For 1000 to 10000 Farmers: 2 Marks, &gt;10000 to 25000 Farmers: 5 Marks, above 50000 Farmers - 7 marks, above 100000 Farmers - 10 marks</p>	7
<b>2</b>	<b>Relevant Experience of the Proposed Team</b>	<b>40</b>

S N	Parameter	Max. Marks
2a	<p><b>Project Manager cum Market Outreach Expert – Full Time</b></p> <p>I. For qualifying minimum eligibility criteria (C2) – 2 marks</p> <p>II. Eligibility Criteria relevant to the assignment:</p> <ul style="list-style-type: none"> <li>▪ Minimum 10 years of experience having at least 5 years in agriculture and allied sector with centre/ state government (3 Projects) – 6 marks [2 mark each]</li> <li>▪ Should have worked as Project Manager/ Team Leader on at least 2 Projects in Agriculture &amp; allied sectors in last 5 years with Central / State government focussed on FPO formation &amp; its strengthening, value chain development, capacity building, livelihood enhancement, Business Plan development, Branding and Market Linkage – 4 Marks [2 mark each]</li> <li>▪ Should have experience of leading at least three national / international market outreach events in agriculture &amp; food processing sector in last 3 years – 4 Marks. (for 1 event - 1 marks, 2 events - 2 marks, for 3 events - 4 marks)</li> <li>▪ Experience of working on state government assignment in Madhya Pradesh in last 5 years – 4 marks [1 mark per project]</li> </ul>	20
2b	<p><b>MIS/ Monitoring &amp; Evaluation Expert (Full Time) – 1 Position</b></p> <p>I. For qualifying minimum eligibility criteria (C3) – 2 marks</p> <p>II. Eligibility Criteria relevant to the assignment:</p> <ul style="list-style-type: none"> <li>▪ Should have relevant experience of 3 assignments related to MIS/ M&amp;E with Central / State government departments/ agency – 6 Marks [2 Mark per project]</li> <li>▪ Experience of working on state government assignment in Madhya Pradesh in last 5 years – 2 marks</li> </ul>	10
2c	<p><b>Access to Finance Expert (Full Time) – 1 Position</b></p> <p>I. For qualifying minimum eligibility criteria (C4) – 2 marks</p> <p>II. Eligibility Criteria relevant to the assignment:</p> <ul style="list-style-type: none"> <li>▪ Should have worked on 2 projects related to access to finance, value chain development in Agriculture &amp; allied sector in last 5 years with Central / State government – 3 Marks [1.5 marks for each project]</li> <li>▪ Should have developed business plan / DPR preparation, Handholding support for farm level Upgradation plan, Skill training, support towards access to finance for farmers group/ FPOs/ CBOs/ FPC/ SHGs/ FIGs in last 2 years related to business development/ Infrastructure development, etc. – 5 marks [5 to 20 Business Plans – 1 marks, 21 to 50 Business Plans – 3 marks, Above 50 Business Plans – 5 marks]</li> </ul>	10
3	<b>Approach &amp;Methodology</b>	30
<b>Grand Total</b>		<b>100</b>

**Note:**

- I. **Supporting documents for showing Experience of the Bidder:** Letter of Award /Work Order/ Contract Document must be provided for all project credentials. Ongoing projects will also be considered. Credentials of Parent/Member firm shall be considered.

**5.2 Evaluation of Financial Proposal**

In the second stage, the financial evaluation will be carried out and each Financial Proposal will be assigned a financial score (SF). For financial evaluation, the total cost indicated in the Financial Proposal, will be considered. The Authority 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 firm to be compensated and the liability to fulfil its obligations as per the TOR within the total quoted price shall be that of the Consultant. The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other Proposals will be computed as follows: SF = 100 x FM/F (F = amount of Financial Proposal)

### **5.3 Combined and final evaluation**

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times Tw + SF \times Fw$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal, which shall be 0.80 and 0.20 respectively. The Selected Applicant shall be the first ranked Applicant (having the highest combined score). The second ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the RFP, as the case may be.

## **Annexure I: Forms for Minimum Eligibility Criteria**

# Form-1: Letter of Submission for Minimum Eligibility Criteria

(On Applicant's letter head)

To,

Managing Director

The M.P. State Agro Industries Development Corporation Limited

Panchanan, 3rdFloor, Malviya Nagar, Bhopal, MP

Date: DD/MM/YYYY

**Sub: Letter for Proposal Submission for "Selection of Agency for State Project Management Unit (SPMU) towards Implementation of scheme for Formalisation of Micro Food Processing Enterprises (PMFME) under Atmanirbhar Bharat in Madhya Pradesh"**

Sir/ Ma'am,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to product and services as required and outlined in the RFP. We attach hereto our responses to Minimum Eligibility Criteria.

We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to MPSAIDC is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of 120 days from the date fixed for bid opening.

We hereby declare that in case we are chosen as successful agency, we shall submit the PBG in the form prescribed in the RFP. We do hereby undertake, that until a contract is prepared and executed, this bid together with your written acceptance thereof, the Bidding Document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response with or without assigning any reason whatsoever.

**Date:**

**Authorized Signature [In full and initials]:**

**Name and Title of Signatory:**

**Name of Firm:**

**Address:**

**Telephone:**

**Form-2: Details of the Bidder**

A.	Name of the Agency	
B.	Address of the Agency	
C.	Year of Incorporation	
D.	Legal Status (Public/ Private)	
E.	Name & Designation of the Authorized person to whom all references shall be made regarding this Bidding Document	
F.	Telephone No. (with STD Code)	
G.	E-Mail of the Contact person	
H.	Website	
I.	Financial Detail (Organization's Turnover of last three financial years)	
J.	GST details	
K.	PAN	
L.	Bid Security	Date:
		Amount:
		Reference Number:

**Date:**

**Authorized Signature [In full and initials]:**

**Name and Title of Signatory:**

**Name of Firm:**

**Address:**

**Telephone:**

### **Form-3: Power of Attorney**

Know all men by these presents, We, [name of organization and address of the registered office] do hereby constitute, nominate, appoint and authorize Mr / Ms [name], son/ daughter/ wife of [name], and presently residing at [address], who is presently employed with/ retained by us and holding the position of [designation] as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”), with power to sub- delegate to any person, to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for [name of assignment], to be developed by MPSAIDC, Government of Madhya Pradesh (the “Authority”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre- bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us until accepting the work order with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, [name of organization], THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS [date in words] DAY OF [month] [year in ‘yyyy’ format].

For [name and registered address of organization] [Signature] [Name]

[Designation] Witnesses: 1. [Signature, name and address of witness]

2. [Signature, name and address of Witness] Accepted Signature] [Name] [Designation] [Address]

Notes: 1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under seal affixed in accordance with the required procedure. 2. Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

### **Form-4: Self-certification Blacklisting**

[Location, Date]

1. It is certified that .....is a.....Private/ Public limited company or partnership firm and is eligible to participate the bid .....floated by MPSAIDC, Bhopal for selection of consultant for Program Management Unit (PMU) for “Selection of Agency for State Project Management Unit (SPMU) towards Implementation of scheme for Formalisation of Micro Food Processing Enterprises (PMFME) under Atmanirbhar Bharat in Madhya Pradesh”.
2. It is also certified that the Consulting Agency have been in operation for a minimum of 5 years as on DDMMYYYY in the field of Consultancy Services’
3. It is also certified that the Consulting Agency has not been blacklisted by any Central/ State/ Public Sector undertaking in India.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Fax:

(Name and seal of the bidder / Member in Charge)

**Form-5: Financial Capacity of the Applicant**

S No	Financial years	Revenue (INR) from consultancy services in India
1	2016-17	
2	2017-18	
3	2018-19	
<b>Average Annual Turnover</b>		

Kindly provide supporting scanned copies of audited balance sheets & P&L statements / statutory auditor certificate on the portal at the time of submission of bid.

**Date:**

**Authorized Signature [In full and initials]:**

**Name and Title of Signatory:**

**Name of Firm:**

**Address:**

**Telephone:**

**Form-6: Details of Proposed PMU Team**

#	Proposed Position	Name of Resource	Education	Experience in years	Assignment Highlight matching Eligibility Criteria
1.					
2.					
3.					
4.					
5.					

**Date:**

**Authorized Signature [In full and initials]:**

**Name and Title of Signatory:**

**Name of Firm:**

**Address:**

**Telephone:**

### **Form-7: Eligible Assignments of Bidder**

**Summary Table for Project Experience**

#	Project Name	Employer	Project Period (YYMM)	Project Value (INR)	Key Highlights of the Project	Supporting Document

Note: For Project Description, form provided below can be used.

Assignment Name:	Country:
Location within Country:	Professional Staff Provided by Your Firm / Entity (Profiles):
Name of Employer:	No. of Staff:
Address:	No. of Staff-Months:
Start Date (Month/Year):	Duration of Assignment:
Completion Date (Month / Year):	Approx. Value of Services (in Current US\$/INR):
Name of Associated Consultants, if any:	No. of Months of Professional Staff, provided by Associated Consultants:
Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and functions performed:	
Narrative Description of Project (in brief):	
Description of Actual Services Provided:	
Supporting Documents	

## **Annexure II: Forms for Technical Proposal**

***TECH-1: Letter of Technical Proposal Submission (On Applicant's letter head)***

To,

Managing Director  
The M.P. State Agro Industries Development Corporation Limited  
Panchanan, 3rd Floor, Malviya Nagar, Bhopal, MP

Date: DD/MM/YYYY

Sub: Letter for Technical Proposal Submission for "Selection of Agency for State Project Management Unit (SPMU) towards Implementation of scheme for Formalisation of Micro Food Processing Enterprises (MFE) under Atmanirbhar Bharat in Madhya Pradesh"

Sir,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to product and services as required and outlined in the RFP. We attach hereto our responses to Technical Evaluation Criteria.

We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to MPSAIDC is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of 120 days from the date fixed for bid opening.

We hereby declare that in case we are chosen as successful agency, we shall submit the PBG in the form prescribed in the RFP. We do hereby undertake, that until a contract is prepared and executed, this bid together with your written acceptance thereof, the Bidding Document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response with or without assigning any reason whatsoever.

**Date:**

**Authorized Signature [In full and initials]:**

**Name and Title of Signatory:**

**Name of Firm:**

**Address:**

**Telephone:**

## **TECH-2: Bidders Experience**

**(Please provide separate table for each project)**

Assignment Name:	Country:
Location within Country:	Professional Staff Provided by Your Firm / Entity (Profiles):
Name of Employer:	No. of Staff:
Address:	No. of Staff-Months:
Start Date (Month/Year):	Duration of Assignment:
Completion Date (Month / Year):	Approx. Value of Services (in Current US\$/INR):
Name of Associated Consultants, if any:	No. of Months of Professional Staff, provided by Associated Consultants:
Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and functions performed:	
Narrative Description of Project (in brief):	
Description of Actual Services Provided:	
Supporting Documents	

### ***TECH-3: Proposed Approach, Methodology and Work Plan***

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

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

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

#### **B. Approach & Methodology**

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

#### **C. Team Structure & Work Plan**

The applicant will submit a brief write up on its proposed team followed by detailed CV in prescribed format in form 7 explaining how different areas of expertise needed for this assignment have been fully covered by its proposal. The Applicant should specify the sequence, locations and timelines of important activities in the form of a Gantt chart, and provide a quality assurance plan for carrying out the SPMU Services.

Note: Request Bidders to keep the section within 30 pages by avoiding lengthy and out of context write – up / responses.

## TECH-4: CV of Proposed Team Members

1. **Name of Staff**
2. **Proposed Position**
3. **Date of Birth**
4. **Nationality**

	College / University	Degree(s) or Diploma (s) obtained	Date/ Year
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5. **Education**

6. **Employment Record relevant to the assignment**

Period [MMYY]	Employing organization and your title/ position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
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7. **Language Skills (indicate only languages in which you can work):**

**Adequacy for the Assignment:**

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>8. Detailed Tasks assigned to the PMU team member:</li> </ol> | Reference to Prior Work/ Assignments that Best Illustrates Capability to Handle the Assigned Tasks |
|--|--|

9. **Expert's contact information:**

**Email**

**Phone**

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

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal, if engaged.

	Signature	Date [DDMMYYYY]
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Name of authorized Representative of the Consultant (the same who signs the Proposal)	Signature	Date [DDMMYYYY]
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Note: Use separate Form for each team member

**Annexure III: Financial Proposal**

### Financial Form-1: Financial Proposal

S No	Description	% of monthly deployment	No. of Months to be deployed	Person Man Month Rate (INR.)	Total Amount (INR.) (D)=(A*B*C)
Position		A	B	C	D
1	Project Manager cum Market Outreach Expert	100%	36 months		
2	MIS/ Monitoring & Evaluation Expert	100%	36 months		
3	Access to Finance Expert	100%	36 months		
Professional Fee					
TOTAL in INR (excluding GST) in figures					
TOTAL in INR (excluding GST) in words					

**Notes:**

1. Professional Fees includes all costs associated with the assignment and shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel (Resident, in the field, office etc.), accommodation, air fare, equipment, printing of documents, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding.
2. The Financial Proposal shall be quoted including all expenses. However, GST shall be paid as per prevailing rate at the time of invoicing in addition to the costs.
3. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.
4. The total time period of the assignment will be for 36 months from the date of signing of the contract and the same may be extended by MPSAIDC for maximum 24 months depending on the performance of the agency at the finalized terms & conditions.
5. The man month rate mentioned in the financial quote shall be applicable for a period of 36 months. There shall be an annual increase of 10% on the man month rate after completion of 36 months.
6. Number of resources can be increased or decreased as per requirement in Scope of Work and approved by MPSAIDC.

## Annexure IV: Draft Agreement

THIS AGREEMENT is made this \_\_\_ day of \_\_\_\_\_, 2019, by and between:  
the M.P. State Agro Industries Development Corporation Limited, Panchanan, 3rd Floor, Malviya Nagar, Bhopal, Madhya Pradesh, India (hereinafter referred to as "MPSAIDC", which expression unless repugnant to the context thereto shall deem to include its heirs, successors and assigns) of the FIRST PART;  
AND

<<Name of Service Provider>> having its registered office at <<Address>> (hereinafter referred to as "<<Name>>", which expression unless repugnant to the context thereto shall deem to include its heirs, successors and assigns) referred to as 'Service Provider' of the SECOND PART.

### WHEREAS

- a) MPSAIDC vide its Request for Proposal (RFP) for providing services as defined in this Contract for 'Selection of Agency.' (hereinafter referred to as the Project)
- b) has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the "Services");
- c) The Consultant, having represented to MPSAIDC that it has the required professional skills, expertise and technical resources, has agreed to provide the services on the terms and conditions set forth in this Contract;

NOW THEREFORE, IN VIEW OF THE MUTUAL PROMISES AND CONSIDERATION SET OUT HEREIN, THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this Agreement words and expressions shall have same meanings as are respectively assigned to them in the Conditions of Tender referred to.

The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

S. No.	Document
a)	RFP dated issued by MPSAIDC for Project Name on Date
b)	Corrigendum-1 issued by MPSAIDC on Date along with response on the Pre-Bid queries
c)	Unconditional Bid proposal submitted by bidders opened on by Technical Evaluation committee formed by MPSAIDC
d)	Financial bid opened on Date
e)	Letter of Intent (LOI) issued by MPSAIDC on DD/MM/YY
f)	LOI accepted on DD/MM/YY
g)	Performance Bank Guarantees No. _____ of Rs. Cr. Issued by _____ bank. Valid up to _____.

In consideration of the Payments conditions as per the RFP, Service Provider hereby covenants with MPSAIDC to provide the services in all respects as per the provisions of the Scope of work of RFP Document and subsequent corrigendum.

MPSAIDC hereby covenants to pay Service Provider in consideration of the provisions of the services, the Contract Price as may become payable under the provisions of the Contract at the times and in the manner prescribed in the RFP Document.

The relevant RFP clauses of Project Timelines, Project Deliverables, SLA, Confidentiality, Force Majeure, Resolution of Disputes, General Terms & Conditions & other clauses of RFP shall apply as it is to this Agreement. The laws of India shall govern this agreement & the courts at Bhopal, Madhya Pradesh shall have the jurisdiction.

By signing below, the parties certify that they have read this agreement, and know as well as understand the meaning and intent of this agreement and they are entering this agreement knowingly and voluntarily.

IN WITNESS WHEREOF the parties hereto have signed this Agreement on the date and year respectively mentioned against their signature.

Signature on behalf of .....

(\_\_\_\_\_)

[Name of Authority]

Member Secretary

MPSAIDC

Signature on behalf of .....

( \_\_\_\_\_ )

Name:

Designation:

DATE:

WITNESSED BY:

Name

Address

Signature

1.

2.

## Annexure V: Performance security

BG No.

Date:

1. In consideration of you, the M.P. State Agro Industries Development Corporation Limited, Panchanan, 3rd Floor, Malviya Nagar, Bhopal, Madhya Pradesh (hereinafter referred to as the "Authority" which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) having agreed to receive the proposal of [Name of company], (hereinafter referred to as the "Bidder" which expression shall unless it be repugnant to the subject or context thereof include its successors and assigns), for appointment as Consulting Agency for [name of assignment] pursuant to the RFQ-cum-RFP Document dated [date] issued in respect of the Assignment and other related documents including without limitation the draft work order for services (hereinafter collectively referred to as "RFP Documents"), we [Name of the Bank] having our registered office at [registered address] and one of its branches at [branch address] (hereinafter referred to as the "Bank"), at the request of the Bidder, do hereby in terms of relevant clause of the RFP Document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the RFP Document by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Authority an amount of Rs. [in figures] ([in words]) (hereinafter referred to as the "Guarantee") as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfil or comply with all or any of the terms and conditions contained in the said RFP Document.
2. Any such written demand made by the Authority stating that the Bidder is in default of the due and faithful fulfillment and compliance with the terms and conditions contained in the RFP Document shall be final, conclusive and binding on the Bank. We, the Bank, further agree that the Authority shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfillment and compliance with the terms and conditions contained in the RFP Document.
3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the Authority is disputed by the Bidder or not, merely on the first demand from the Authority stating that the amount claimed is due to the Authority by reason of failure of the Bidder to fulfil and comply with the terms and conditions contained in the RFP Document including without limitation, failure of the said Bidder to keep its Proposal valid during the validity period of the Proposal as set forth in the said RFP Document for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. [in figures] ([in words]).
4. This Guarantee shall be irrevocable and remain in full force for entire period of contract agreement and further claim period of thirty (30) days. And shall continue to be enforceable until all amounts under this Guarantee have been paid.
5. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
6. In order to give full effect to this Guarantee, the Authority shall be entitled to treat the Bank as the principal debtor. The Authority shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said RFQ-cum-RFP Document or to extend time for submission of the Proposals or the Proposal validity period or the period for conveying of Letter of Acceptance to the Bidder or the period for fulfillment and compliance with all or any of the terms and conditions contained in the said RFQ-cum-RFP Document by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said RFQ-cum-RFP Document or the securities available to the Authority, and the Bank shall not be relieved from its liability under these presents by any exercise by the Authority of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Bidder or by any change in the constitution of the Authority or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever

which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.

7. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
8. We undertake to make the payment on receipt of your notice of claim on us addressed to [Name of bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorized to receive the said notice of claim.
9. It shall not be necessary for the Authority to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Authority may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealized.
10. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Authority in writing.
11. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank. 12. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. [in figures] ([in words]). The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with paragraph 8 hereof, on or before [date].

Signed and Delivered by [name of bank]

By the hand of Mr. /Ms. [name], it's [designation] and authorized official.

(Signature of the Authorized Signatory)

(Official Seal)

Notes:

The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee. • The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

## Annexure VI: Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the MP Tenders Portal <https://mptenders.gov.in/nicgep/app>, using valid **Class III** Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the MP Tenders Portal, prepare their bids in accordance with the requirements and submitting their bids online on the MP Tenders Portal.

More information useful for submitting online bids on the MP Tenders Portal may be obtained at: <https://mptenders.gov.in/nicgep/app>

### REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the MP Tenders Portal (URL: <https://mptenders.gov.in/nicgep/app>) by clicking on the link “**Online bidder Enrolment**” on the MP TENDERS Portal. Cost of Enrolment and renewal is depended on the Government Order (GO) prevailing at that period of time.
- 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 MP Tenders Portal.
- 4) Upon enrolment, the bidders will be required to register **their valid Digital Signature Certificate (Class III Certificates with signing key usage)** issued by any Certifying Authority recognized by CCA India (e.g. Sify/ nCode/ 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 MP Tenders Portal <https://mptenders.gov.in/nicgep/app>, 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 MP Tenders Portal <https://mptenders.gov.in/nicgep/app>.
- 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 MP TENDERS Portal <https://mptenders.gov.in/nicgep/app> 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

- 4) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 5) 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.
- 6) 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.

- 7) 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 <https://mptenders.gov.in/nicgep/app> 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 “Online” to pay the tender fee / EMD and Processing Fee “online” as applicable.
- 4) 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 colored (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.
- 5) 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.
- 6) 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 subjected 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 openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) 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.
- 9) 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 MP TENDERS Portal in general may be directed to the 24x7 MP TENDERS Portal Helpdesk 0120-4001 002, 0120-4200 462, 0120-4001 005 and 0120-6277 787. For any technical issues or Clarifications bidders are requested to contact the [support-eproc@nic.in](mailto:support-eproc@nic.in) and [mptenders@mpsedc.com](mailto:mptenders@mpsedc.com)