

# **Request for Proposal (RFP)**

Empanelment of Technical Support Agency (TSA)

to support the implementation of

**National Vegetable Initiative for Urban Cluster (NVIUC)**



**Small Farmers' Agribusiness Consortium**

5<sup>th</sup> Floor, NCUI Auditorium Building,  
August Kranti Marg, Hauz Khas,  
New Delhi – 11016

September 2012

## Section 1: Invitation of Bids

Small Farmers' Agribusiness Consortium (SFAC) is a Society functioning under the administrative control of Department of Agriculture and Cooperation, Ministry of Agriculture, Government of India. The scheme of National Vegetable Initiative for Urban Cluster (NVIUC) was launched in the year 2011 with approval of Rs. 300 Cr for year 2011-12 under Rashtriya Kirshi Vikas Yojana (RKVY) to set in motion a virtuous cycle of production and income for the farmers and assured supply for consumers. To begin with, scheme has been launched near major urban centres in selected states.

The Vegetable Initiative was proposed to cover one city in each State during the year 2011-12, which is either the State capital or any other city with a population of over one million. In case, in any State there is no city which satisfies this criteria, then other urban cluster closer to one million population will be selected for the purpose.

Main objectives of scheme are:

- a) Addressing all concerns related to both the demand and supply side of the vegetable sector in selected cities.
- b) Enhancing vegetable production and productivity, improve nutritional security and income support to vegetable farmers.
- c) Encouraging establishment of an efficient supply chain thereby leading to employment opportunities and incomes for intermediate service providers, and safe, good quality, fresh as well as processed agri produce at competitive price for urban consumers.
- d) Promote, developing and disseminating technologies for enhancing production and productivity of vegetables in peri-urban areas of major cities.
- e) Assisting states in addressing the entire value chain, right from the stage of pre-production to the consumers table through appropriate interventions.
- f) Creating employment generation opportunities for skilled and unskilled persons, especially unemployed youth.

SFAC has appointed Management Support Group (MSG) to work towards the promotion of Farmer Producer Organizations (FPOs) and overall coordination and monitoring of the NVI Scheme, including technical backstopping, monitoring and evaluation and troubleshooting.

SFAC seeks to appoint a Delhi based suitably qualified Technical Support Agency to provide technical, monitoring and administrative support to the MSG.

The Broad responsibilities of the TSA will be:

- Preparation of work plan on various aspects of horticulture as per National Vegetable Initiative for Urban Cluster (NVIUC) scheme;
- Monitoring and Evaluation of NVIUC programme implementation in States;
- Preparation of Detail Project Reports (DPRs) for cold –chain, marketing infrastructure and value addition facilities for vegetables;
- Preparation of Business Plan for Farmers Producers' Organisations (FPOs) based on horticulture produce;
- Various kinds of analytical reports related to horticulture and agribusiness activities.

- A. With this background, SFAC invites bids from experienced and technically qualified organisations fulfilling following eligibility criteria:
- The Agency should be in the consulting business for at least three years with a proven track-record of handling consulting assignments in the agriculture/agribusiness sector, with a distinct focus on technical advisory services in area of horticulture, fruits & vegetable supply chains, understanding of Farmers' Producer Organisations, their functioning and perspective of F&V marketing at National level;
  - Agency should have minimum of Rs. 50 lakhs of annual turnover in the last financial year;
  - Preference will be given to an agency which has previous experience of working with Government, FPOs / Farmers;
  - Agency should have dedicated staff, including minimum three personnel, who will be directly engaged in the assignments, who must have at-least 10 years of experience in agribusiness sector and have been permanent employee of the company for at least 2 years;
  - Agency should have completed minimum of 10 consulting assignments relating to DPR preparation, Project Impact Assessments, Business Plan preparation etc. for agribusiness projects. Preference will be given for projects handled in area of fruits and vegetables;
  - Agency should have its main office in New Delhi;
  - It is desirable that the Agency should have in-house multi-sectoral team (Horticulture, Supply Chain Management, Agricultural Economics, Finance/Commerce, Market Research)

Agency will need to submit required proof in terms of Audited Financial Report, Appointment letters and details CVs of team members, work orders / completion certificates for the assignments undertaken or any other document asked by the SFAC to verify the claim.

SFAC reserves the right to reject all or any of the proposals without assigning any reason thereof.

It may be noted that the cost of preparing the proposal and of negotiating the contract, including visits to SFAC are not reimbursable and all costs in this regard will be responsibility of the Agency.

## Section 2: Submission of Proposal

Sealed offer under two-bid system (Part-I Technical Bid and Part-II Price Bid) for the above mentioned assignment may be forwarded to **Managing Director, SFAC, NCUI Auditorium Building, 5<sup>th</sup> Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi – 110016.**

### A. Technical Bid:

Technical bid shall consist of following documents:

- Organisation's capability ( As per A of Section 1 above);
- Supporting documents-
  - Certification of Incorporation;
  - Audited Balance Sheet;
  - Detail CVs and copy of appointment letters of key team members;
  - Supporting documents for relevant projects.

B. Price Bid:

As Technical Support Agency, selected organisation will be engaged on various assignments on case-to-case basis, therefore the Price should be mentioned in terms of **average charges per man-day basis per category of persons**. The per day man-day charges should be quoted in lump sum, including all overheads.

Taxes will be paid extra as applicable. Any travel related expenditure will be reimbursed on actual.

Last date for submission of proposal is **28<sup>th</sup> September, 2012 by close of office hours**.

The Bidders must submit one 'Original' and one 'Duplicate' of the Technical Proposal in one envelop, which must be sealed and clearly marked "Technical Proposal". The Financial Proposal (Price Bid) must be kept in a separate envelop, which must be sealed and clearly marked "Financial Proposal". Both these envelops must then be placed in a single outer envelope, which must be sealed and addressed to the Managing Director, Small Farmers' Agribusiness Consortium (SFAC), NCUI Auditorium Building, 5<sup>th</sup> Floor, 3 Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi - 110016

### Section 3: Evaluation and Procedure for Selection of the Bidder

An evaluation committee will be constituted by SFAC to evaluate the technical and financial proposals and recommend award of the consultancy assignment.

A. Points for evaluation of Technical proposals

Criteria	Points
Organisation's capability	40
Qualification and experience of key personnel	30
Previous Experience	30
<b>Total</b>	<b>100</b>

- B. Financial proposals will be opened only for those bidders who obtain more than 60 points on the technical proposal;
- C. 50% weightage will be assigned to Technical Bids and 50% to Price Bid;
- D. The combined score of the Technical and Price bid evaluation will be used to recommend the award of the consultancy assignment;
- E. The decision of Managing Director, SFAC regarding acceptance or rejection of the committee's recommendation will be final and no reason for the same will be provided.

### Section 4: General Instructions

- Bids that are incomplete in any respect, or those that are not consistent with the requirements as specified in the Request for Proposal (RFP) or those that do not adhere to formats, wherever specified, may be considered non-responsive and may be liable for rejection;
- All communication and information should be provided in writing;
- SFAC reserves the right to reject any or all the Bids submitted in response to this Request for Proposals at any stage without assigning any reasons whatsoever;
- SFAC reserves the right to change any or all of the provisions of the RFP document, such changes would be intimated to all the parties participated in the Bid process;

- The Authorised Signatory, as mentioned in the bid document, would be authorised to represent the Bidder in its dealing with the SFAC. In case the Bidder wish to change the Authorised Signatory from one identified at the RFP Stage, the Bidder would be required to furnish a fresh Power of Attorney in the name of new Signatory.