

# Request for Proposal (RFP)

For

**“Appointment of an Agency for setting up of Agri Business Promoting Unit (ABPU) providing assistance for Farmer Producers’ Organisations (FPOs) in three States towards Agri-Business Promotion under Small Farmers’ Agri-Business Consortium (SFAC), Ministry of Agriculture, Cooperation and Farmers’ Welfare, Government of India”**



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Small Farmers' Agri-business Consortium, Ministry of Agriculture, Cooperation and Farmers' Welfare, Government of India

**Notice Inviting Proposal for “Appointment of an Agency for setting up of Agri Business Promoting Unit (ABPU) providing assistance for Farmer Producers’ Organisations (FPOs) in three States towards Agri-Business Promotion under Small Farmers’ Agri-Business Consortium (SFAC), Ministry of Agriculture, Cooperation and Farmers’ Welfare, Government of India”**

Small Farmersø Agri-Business Consortium hereby invites proposals through e-tendering on the Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) for appointment of Agri Business Promotion Unit (ABPU) with a specialised skill set that shall provide assistance for development and capacity enhancement of 30 Farmer Producer Organisations in identified States of Karnataka, Madhya Pradesh and West Bengal (10 FPOs in each State), provide assistance in preparation of viable business plans, facilitate and support FPOs in accessing on and off-farm storage, primary and secondary processing facilities under State & Central Government schemes & private enterprises and facilitate & support FPOs for development of infrastructure and market linkage. The details of the bid process are as under:

| S.No. | Event Description               | Date & Time             |
|-------|---------------------------------|-------------------------|
| 1.    | Tender publishing on CPP portal | 14-09-2017 at 14:00 hrs |
| 2.    | Query submission Starts         | 15-09-2017 at 10:00 hrs |
| 3.    | Query submission Ends           | 28-09-2017 at 15:00 hrs |
| 4.    | Pre- Bid Conference             | 09-10-2017 at 15:00 hrs |
| 5.    | Bid submission Starts           | 23-10-2017 at 10:00 hrs |
| 6.    | Bid submission Ends             | 08-11-2017 at 15:00 hrs |
| 6.    | Technical Bids opening          | 09-11-2017 at 15:00 hrs |

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

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## **Small Farmers' Agri-business Consortium**

### **1. Request for Proposal**

Small Farmers' Agri-business Consortium intends to invite proposal in the form of techno-financial bid from interested and technically qualified agencies for the appointment of Agri Business Promoting Unit (ABPU) for Agri-business Promotion of 30 Farmer Producer Organisations (FPOs) for strengthening and asserting sustainability through value chain development in the States of Karnataka, Madhya Pradesh and West Bengal. The ABPU shall be a reputed and professionally equipped national level agency with regional offices, and possess expertise of working with farmer groups, developing entrepreneurship, development of value chain and convergence model.

### **2. Overview**

The Agriculture sector has tremendous potential for generation of employment opportunities and consequently mitigating the levels of rural poverty. These objectives can be achieved only if concerted efforts are made to realize the untapped potential of this sector. Low productivity in many crops, imbalance in regional development, post-harvest losses and inadequate processing facilities are some of the major weaknesses that are hindering the growth of the agriculture sector. Also, there is a critical need for establishment of efficient linkages between the producers and the consumers and better marketing of agricultural products. This shall lead to generation of employment opportunities for rural population as well as enhance the income levels of the populace associated with the agriculture sector. The development of farmer-producer linkages and marketing of agricultural products can be efficiently undertaken by Farmer Producer Organizations (FPOs) that facilitate agglomeration of the produce.

SFAC was mandated by the Department of Agriculture and Cooperation, Ministry of Agriculture, Govt. of India, to lead a national pilot project to promote FPOs as a demonstration of the benefits of building institutions of producers and their integration with agri-value chains. SFAC has implemented this project since 2011, in close collaboration with State Governments, civil society and technical organizations as well as private sector companies. Working across 27 states, the project has promoted 694 FPOs. Out of 694 FPOs 517 FPOs have been registered mobilizing approximately 5.71 lakh farmers, majority of FPOs have been incorporated as producer companies under Chapter IXA of the Companies Act, 1956.

Farmers have responded enthusiastically to the message of aggregation brought to them by 21 civil society institutions which partnered SFAC in implementing the pilot project. Sitting through thousands of awareness building and training meetings, journeying to neighbouring districts and sometimes to other states for exposure visits, sharing experiences, contributing savings towards share capital, organizing technology demonstration, leveraging their collective buying power to source inputs in bulk and carrying pooled produce to distant markets, apparently over a quarter million farmers have helped to anchor the project. Nevertheless, there have been several limitations in terms of interventions till date.

The current state wise details of FPOs in the country is as follows:

| Sr. No | State                | No of FPOs by SFAC (Status as on 31.06.2016) |
|--------|----------------------|--|
| 1      | Maharashtra          | 92   |
| 2      | Tamil Nadu           | 11   |
| 3      | Himachal Pradesh     | 4  |
| 4      | Andhra Pradesh       | 7  |
| 5      | Punjab               | 7  |
| 6      | Haryana              | 25   |
| 7      | West Bengal          | 67   |
| 8      | Madhya Pradesh       | 110  |
| 9      | Karnataka            | 82   |
| 10     | Odisha               | 42   |
| 11     | Rajasthan            | 40   |
| 12     | Uttar Pradesh        | 36   |
| 13     | Other States and UTs | 137  |
|        | Total                | 694<br>(Covers 6.96 lakh farmers)            |

### 3. Need for Agri-business Promotion Unit (ABPU)

The need for an Agri-business Promotion Unit (ABPU) for SFAC hinges on various issues and constraints prevailing in the agriculture and agri-business promotion front. Under-investment in agricultural marketing, processing and production prevails due to weak incentives, multitudes of middlemen, low value accruals to farmers; inadequate post-harvest infrastructure leading to wastage; limited contract-farming initiatives etc. The overall project objective of the envisaged Agri-business Promotion Unit will be to leverage the agri-business sector to enhance farmers' income and the state's GDP substantially. An ABPU has the objective to intensify and diversify market led production and improve farmer access to markets by promoting sustainable markets preferably at local level. As part of the ABPU initiative, it is also sought to facilitate preparation of techno-commercial feasible proposals for FPOs and provide incubation services.

In the initial phase of the project, SFAC has decided to launch ABPU on a pilot basis for three States i.e. Karnataka, Madhya Pradesh and West Bengal. Thereafter it would be extended need base in other States of the country and as per mutual agreement between both the parties.

The summary deliverables over the operation of the envisaged ABPU shall include-

- Undertake a diagnostic study to shortlist FPOs in each selected state<sup>1</sup>( Karnataka, Madhya Pradesh and West Bengal) for providing support in establishing ABPU
- Preparation of Business Plans for identified FPO covered including establishing common facilities for processing/storage etc. as identified through the diagnostic study.
- Backward linkages to mitigate any shortcomings in production and post harvest practices, tie ups with input suppliers, etc.

<sup>1</sup> The states are subject to change basis further deliberation with the selected agency

- Facilitate and support FPOs in establishing forward linkages with retail chains, exporters, processors, etc. for marketing their produce.
- Facilitate and support FPOs for convergence of various Schemes of GoI and State Governments.

#### **4. Scope of Work of ABPU**

##### **Activity 1: Undertaking a diagnostic study to identify the Farmers Producers Groups in the States as suggested by SFAC and carrying out the need assessment**

The appointed ABPU shall be required to undertake a diagnostic study in order to identify FPOs in each suggested States. The criteria for selection of FPOs are as follows:

1. The identified FPOs should preferably be contiguous in terms of geography;
2. The FPOs shall have active Board and must be involved in output related business activities /transactions during last 2 years.

**Output /Deliverables:** Detailed description of FPOs along with need assessment and recommendation for identification of potential FPOs and intervention needed.

##### **Activity 2: Preparation of Business Plan and Post Investment Services for each FPOs in suggested States.**

ABPU shall provide and/or facilitate the FPOs/FPCs for making viable investments in agri-business sector and also facilitate accessing the commercial credits, grants, subsidies, venture capital and other sources of funding. This will include, but not limited to:

- (i) Support these organizations for technology access, networking with suppliers of various inputs & services; technical & financial assessment for the proposed investments; recommend optimum sizing & capacity, performance standards, Support to avail the statutory requirements, staffing requirement, etc;
- (ii) Support to obtain various licenses including for input supply;
- (iii) Facilitate preparation of infrastructural design, estimates, layouts, etc as applicable for the proposed investment;
- (iv) Identifying and Linking with applicable GoI and State Govt. schemes related to agri-business for suggested investment and get approval of the projects under the schemes;
- (v) Preparation of Bankable DPRs for establishing necessary infrastructure for availing assistance under GoI & State Government Schemes;
- (vi) Submission to appropriate financial institutions, follow up and handholding to FPOs till sanction of the proposal with corresponding sanctioning authorities.

**Output /Deliverables:** Preparation and submission of feasible business plan to bank/appropriate financial institutions, follow up and handholding of FPOs and its execution.

##### **Activity 3: Facilitate and support FPOs in establishing forward linkages/ marketing services with retail chains, exporters, processors, etc. for marketing their produce.**

Agri-business entrepreneurs including Individuals, Farmer Groups, Producer Companies and agri -business enterprises are in need of business development support. ABPU shall support in terms of marketing and techno financial aspects to run the business.

- (a) Product development and market development strategies;
- (b) Develop roll out strategy for marketing of produce including tie ups with various retail chains, exporters, processors etc;

- (c) Assist in project execution as envisaged for each FPO.

**Output / Deliverables:** Marketing tie-ups with Input and output suppliers/ manufacturers

#### **Activity 4: Organizing Stakeholders' Consultation Meet at State level and Divisional Conferences**

The State Level Meetings will be organised by covering following stakeholders:

- (a) ABPU shall invite and ensure participation of major input suppliers/ manufacturers for promoting backward linkages as per farmers' investment capacity;
- (b) ABPU shall invite and ensure participation of Central/ State Govt. Deptt./Agency, Training Institutes, Universities, KVKs and NGOs in consultation with SFAC wherein various management and new business aspects of FPOs, inter-coordination of FPOs, highlighting business potential available among FPOs etc. and strategies for agri-marketing would be focused upon;
- (c) ABPU shall invite and ensure participation of major buyers and Investors in agriculture, retailers, exporters, food processors and Institutional buyers for making and strengthening marketing tie-ups for marketing their produce.

**Output / Deliverables:** 2 State level stakeholders' conferences in each state and at least 1 Cluster level workshop per year, Additional conferences in consultation with SFAC.

#### **Performance Indicators for the ABPU**

- (a) Timely preparation and submission of the Annual Work Plan & Budget for undertaking the ABPU Activities.
- (b) ABPU shall prepare document as prescribed in each activity under Annual Work Plan
- (c) & Budget for dissemination amongst the stakeholders.
- (d) **Reporting:** Timely Report submission (monthly, quarterly, biannual, annual, MTR, Project Completion Report) regarding all the ABPU Activities, which shall be co-terminus with and in coordination with the MTR of concerned department.
- (e) **Monitoring & Evaluation:** Timely Report submission of ABPU activities for ABPU and MIS. The systems developed for MIS and ABPU.
- (f) **Audit:** Timely submission of Audit Compliance Reports.

#### **Roles and Responsibilities of the ABPU:**

The ABPU shall work under guidance of the MD, SFAC and the respective State Governments.

The Roles and Responsibilities of ABPU shall also include the following:

(a) **ABPU Major Activity:** The ABPU will develop a methodology and work plan for implementation in consultation with State Government. The Inception Report is expected to be presented to the SFAC within two months from the date of the Agreement. The Inception Report shall be inclusive of methodology, work plan and shall also contain:

(i) **Overview of Agri-business with focus on key crops in the respective states:** The current approach of the State to agri-business and strategy for achieving economic growth of the agricultural sector and opportunities available for the State. Enhance the investment in agriculture with the development of the small and medium entrepreneurship with the techno financial help

(ii) **Detail Work Plan including GANTT Charts:** This will be clear and succinct setting out for all the proposed activities mentioned above.

(b) **Intellectual Property Rights (IPR):** Various studies, documentation, surveys, and results that will be created in due course of implementation of ABPU will be intellectual property of the SFAC.

(c) **Reporting:** The ABPU shall submit Periodical Reports to the SFAC, the formats for which shall be developed by ABPU and agreed to by the concerned department. The monthly, quarterly, biannual, annual, MTR, Project Completion Reports regarding all the ABPU Activities shall be prepared in coordination with the concerned department.

(d) **Monitoring & Evaluation:** The systems developed for MIS and ABPU shall cover all the activities of ABPU.

(e) **Audit:** The systems developed for Internal & External Audit shall cover all the activities of ABPU.

(f) **Key Professional Staff desired in ABPU:** The ABPU shall have the following minimum key professional staff:

### 5. Profile of Required Personnel for each state

| S. No. | Designation                             | No of Persons | Minimum Qualifications & Experience  |
|--------|---|---------------|--|
| 1.     | Agribusiness specialist cum Team Leader | 1             | Graduate in Agriculture with MBA / Post Graduate Diploma in Agri-Business Management (PGD-ABM) from a recognized University with minimum 15 yearsØ experience in Preparation and Execution of Business Plan and Value Chain Promotion. |
| 2.     | Agri Marketing Expert*                  | 2             | MBA Agribusiness with 10 yearsØ experience in Agri Retail Marketing, Supply Chain Management and Marketing of Agri/Horti. Marketing commodities.   |
| 3.     | Agri- Technical Experts*                | 2             | Post Graduate in Agriculture/ Horticulture from a recognized University with 10 yearsØ experience in Pre- and Post Harvest Management.   |
| 4.     | Finance Expert                          | 1             | MBA (Finance) with minimum 10 yearsØ experience in Financial Management including Preparation of Business Plan, Techno Commercial Reports, Liaisoning with Banks/ Financial Institutions and Due Diligence in Project Execution.       |

\* Average marks will be taken for evaluation where the number of experts is more than 1.

### Roles & Responsibilities of Key Staff of ABPU:

(A) **The Role & Responsibilities of the Agribusiness Specialist cum Team Leader, shall also include:**

- Identify new and potential marketing / agribusiness models (i.e. having potential for large scale replication) that are emerging in the respective states and commissioning studies to get its impact and profitability.
- Perform a role as a point of contact and conduit for information and networking between all the stakeholders
- Assist the FPO in identifying and facilitating long-term agreements with input suppliers, Financial Institutions and buyers.
- Feed information on business opportunities into the communication network in the project, so that field staff are well informed, and can advise their clients and capture from field feedback on success/failure and modify messages and activities accordingly.
- Assess the factors influencing comparative and competitive advantage of selected commodities and recommend measures for enhancing competitiveness (Guide conduct of value chain and commodity profile studies).

- In consultation with private sector stakeholders, capture maximum potential of the Government's development strategies, policy and regulatory framework, and their conduciveness to agribusiness. Identify opportunities in the legal and policy framework to improve the enabling environment for agribusiness.
- Oversee the ABPU Activities and provide technical inputs for the following:
  - Dissemination of findings of various studies undertaken.
  - Information disseminated, via workshop, conferences and via web based information.
  - Serve as a repository of knowledge on markets, products and on the different Financial Institutions and their products.
  - Coordinate with technical agencies and financial agencies to facilitate handholding of FPOs in a systematic and time responsive manner.

**(B) The Role & Responsibilities of Agri- Marketing Expert shall also include:**

- Plan and supervise the market linkage programs and activities for FPO under the project;
- Develop and conduct marketing training courses/modules for lead farmers, farmer groups and producer company members/ management personnel;
- Train and assist BoDs and Lead Farmers in identification of potential buyers in profitable value chains, exporters, retailers, food processing units, create linkages and marketing arrangements to procure produce (FF&V) from these institutions;
- Advise lead farmers and producer company management personnel in negotiating sales to potential buyers; and
- Monitor marketing program progress and provide inputs to Team Leader for incorporation in the quarterly progress reports.

**(C) The Role & Responsibilities of Agri- Technical Expert shall also include:**

- Provide inputs relating to the training needs based on diagnostic report;
- Assist the Team Leader to prepare FPO - specific training programs, that address various agendas including participatory and integrated planning and designing of various training and capacity building programs, and develop indicators for monitoring, evaluation, quality control, and auditing of the programs;
- Assist the Team in developing training schedules with the logistical arrangements to implement the training;
- Act as an advisor and Trainer to the project on issues around pre-harvest and post-harvest technologies;
- Play a role as a point of contact and conduit for information and networking between the agribusiness and trading sector, their associations, inputs, processors, exports etc. and the project, so that policy and trading and farming needs can be better tuned with one another;
- Sensitise and Train FPOs about the various technologies in pre-harvest and post-harvest stages;
- Sensitise and Train FPOs about sustainability and traceability practices;
- Provide or facilitate requisite agriculture and technical inputs for the project.

**(D) The Role & Responsibilities of Finance Expert shall also include:**

- Responsible for management of financial aspects, preparation of bankable projects, liaisoning with financial institutions, etc;
- Training BoDs & CEO on accounting and other financial aspects and preparation of business plan;
- Carry out time to time due diligence.



## 6. Proposed Activity, Deliverables, Timeline

The fundamental deliverable will be in terms of establishment and operationalizing ABPU for sustainable FPOs in each state with increase in income of farmers.

### Activity, Deliverables, and Timeline for FPO mobilisation

| S.No | Activity  | Deliverables  | Time period (Month) |
|------|---|---|---------------------|
| 1.   | Ground work including desk reviews, field visits, rapport building with the FPOs and other stakeholders   | Submission of Inception report  | 2                   |
|      |   | Submission of Diagnostic study along with cluster finalisation and, targeted value chains   |                     |
|      |   | Identification of FPOs (10) which would be targeted in each state   | 1                   |
| 2.   | Preparation of Business Plans   | Sanctioned Business plan from Bank/ Financial Institution and along with approval from SFAC/ Central Government Agencies  | 3                   |
| 3.   | Trainings, capacity building and Demonstration of FPOs/farmer groups  | Training needs identification, develop training modules; conduct basic training workshops; exposure visits. Training on Accounting, Book keeping, Food Safety Licensing and MIS for the identified FPOs   | 1                   |
| 4.   | Marketing support services for business plan implementation:<br>4.1 Input facilitation (seeds, pesticides and fertilizers)<br>4.2 Custom hiring (of farm implements, tractors, harvesters and etc.)<br>4.3 Common facilities (for storage, primary/secondary processing, packaging etc.<br>4.4 Forward Market Linkages<br>4.5 On and Off farm storage ó State & Central Government Schemes and private investment | Channelling links with seed, pesticide and fertilizer manufacturers; establishing tie-up with farm implement and equipment suppliers, etc; availing Central/ State Government schemes to establish common facility centres where required and feasible; facilitation direct market linkages | 13                  |
| 5.   | Marketing support services for sustainability, marketing of the produce and assistance for developing forward linkages  | Continue hand holding support and monitoring in terms of capacity building of BODs, FPO Management for sustainability; marketing of the produce and developing forward linkages   | 4                   |
|      |   | <b>Total</b>  | <b>24</b>           |

Note: The support shall be provided for two crops season

## 7. Pre-bid meeting :

A pre-bid meeting of all intending Bidders will be held at SFAC office on the date and time mentioned in critical date sheet. Intended Bidders will be allowed to seek clarification, if any.

## **8. Submission of proposal**

### **(i) Technical Bid:**

- a) Scanned copies of Demand Drafts for Cost of Tender Document and EMD.
- b) The technical proposal as per the format given in Annexure 1.
- c) Description of the Team as per Annexure 2.
- d) CVs of the Personnel as per the format given in Annexure 3.
- e) Scanned copy of tender acceptance letter as per the format in Annexure 4.
- f) Scanned copy of other related documents of the firm

**(ii) Financial Bid:** To be submitted in pdf format. A lump sum fee shall be quoted in the financial bid by the bidder. Please note that per FPO cost should be quoted by the bidder in the financial bid.

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

- a) All costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all personnel, accommodation, travelling, printing of documents, taxes etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition indicated in the Financial Proposal, it shall be considered non-responsive and is liable to be rejected.
- b) The financial proposal shall take into consideration all expenses and liabilities. For avoidance of any doubt, it is clarified that all taxes and statutory levies shall be shown separately in the financial proposal and shall be paid in addition to the proposed fee by SFAC. Further, all payments are subject to deduction of taxes at source as per the applicable law.
- c) It is further clarified that in no case the ABPU so appointed, will be entitled to payment beyond the fee quoted in the financial bid.

## **9. Validity of proposal**

The proposal should be valid for a period of not less than ninety days (90) from the due date for receiving the proposal.

## **10. Terms and Conditions**

- a. Failure to comply with the requirements spelt out in Clause 9 (validity of the bid) above shall make the Proposal liable to be rejected
- b. The technical Proposal shall not include any financial information relating to the Financial Proposal
- c. The SFAC reserves the right to verify all statements, information, and documents, submitted by the Applicant in response to the RFP. Failure of the SFAC to undertake such verification shall not relieve the firm of its obligations or liabilities hereunder nor will it affect any rights of the SFAC there under.
- d. The tenderers will be at liberty to be present either in person or through an authorised representative at the time of opening of Technical Bid with the Bid Acknowledgement Receipt. Thereafter, the technical proposals shall be evaluated

by an evaluation cum selection committee constituted for the purpose. After evaluation of the technical proposals, the shortlisted agencies would be requested to make a detailed presentation regarding their qualifications, experience and understanding of the Terms of Reference before the Evaluation cum Selection Committee.

- e. Financial Bid of only those tenders shall be opened whose Technical Bids qualify. The tenderers who are technically qualified will be at liberty to be present either in person or through an authorised representative at the time of opening of Financial Bid with the Bid Acknowledgement Receipt.
- f. The cost of RFP Rs. 5,000/- is to be submitted vide crossed demand draft on any Nationalized Bank/ Scheduled Bank in favour of **Small Farmers' Agri-business Consortium** payable at **New Delhi** in the form of **Demand Draft** from Nationalized/ Scheduled Commercial Bank under GoI.
- g. The applicant should submit refundable bid security (EMD) of Rs. 1.00 Lakh (Rupees One Lakh only) in favour of **Small Farmers' Agri-business Consortium** payable at **New Delhi** in the form of **Demand Draft/ Bank Guarantee** from Nationalized/ Scheduled Commercial Bank under Govt. of India. The bid security will remain valid for a period of 90 days beyond the final bid validity period.
- h. The original demand drafts in respect of earnest money deposit (EMD) and Cost of RFP document must be delivered to the "Director Projects, Small Farmers' Agri-business Consortium, 5<sup>th</sup> Floor, NCUI Auditorium Building, August Kranti Marg, 3 Siri Institutional Area, Hauz Khas, New Delhi – 110016", in an envelope super-scribed "Appointment of an agency for setting up of Agri Business Promoting Unit (ABPU) providing Assistance to 30 Farmer Producer Organisations" on or before bid opening date/time as mentioned in critical date sheet. Tender not accompanied with the original EMD and cost of RFP document is liable to be rejected.

The proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents.

## 11. Eligibility Criteria for appointment of ABPU

The agencies intending to bid for appointment of ABPU shall fulfil the minimum following qualification criteria.

- a) The applicant should be a Company / Firm / LLP/NGO & Trust registered in India. Consortium is not allowed
- b) The applicant should have extensive experience of at least 5 years in the field of agri business planning & execution, value chain development and agri infrastructure projects.
- c) The bidder should have a Minimum Annual Turnover of INR 10 Cr during each of the last three preceding financial years (Supported by duly audited balance sheet of last 3 years).
- d) The applicant should not be barred by any Central Government department/agency, State Government department/agency. Applicant shall provide proof of the same.

## 12. Evaluation of Bids

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

| Sr. No. | Evaluation Parameter   | Criteria  | Max Marks |
|---------|--|---|-----------|
| 1       | Experience of working with Central/State Govt./ Multi-Lateral agencies (like-World Bank, ADB etc.) in implementation of their schemes in agri business development and/or experience of setting up of Common Service Center including farm level infrastructure.<br>(Only projects where final approval has been accorded by Competent Authority shall be considered for evaluation) | Maximum 5 marks per assignment up to a maximum of 25 marks  | 25        |
| 2       | Experience in preparation of bankable business plan for FPOs.  | For 10 to 25 FPOs ó 10 marks<br>For 25-50 FPOs ó 15 marks<br>For more than 50 FPOs ó 20 marks   | 20        |
| 3       | Experience of providing forward market linkages to FGs   | One mark per forward linkage established subject to a maximum of 20 marks<br>Proof required shall be ó Work order in the name of the Firm and Purchase Order, Vendor Registration in the name of registered FGs | 20        |
| 4       | Experience of facilitating/supporting Farmersø Groups (capacity building workshops, facilitation for procurement of inputs and for custom hiring, credit linkages, training of Board of Directors (BODs) and technology inputs etc.)   | For 10 to 25 FPOs ó 5 marks<br>For 25-50 FPOs ó 7.5 marks<br>For more than 50 FPOs ó 10 marks   | 10        |
| 5       | Profile cum experience of key personnel: (As defined in Point 5 of RFP Document)   |   |           |
| a)      | Team Leader  |   | 10        |
| b)      | Agri Marketing Expert  |   | 05        |
| c)      | Technical Expert   |   | 05        |
| d)      | Finance Expert   |   | 05        |
|         | <b>Total</b>   | <b>100 Marks</b>  |           |

**Evaluation Process:** The Agency shall be selected through a competitive bidding process on QCBS pattern. A two-stage selection process will be adopted in evaluating the Proposals. In the first stage, a technical evaluation will be carried out based on criteria proposed. In the second stage, financial evaluation will be carried out. Proposals will finally be ranked according to their combined technical and financial scores. The first ranked Institution/agency shall be selected while the second ranked Institution will be kept in reserve.

- i. **Evaluation of Technical Proposal:** The Technical Proposal will be evaluated on the basis of parameters given with 60% weightage to a technical proposal and 40% to the financial proposal. Only those applicants, whose Technical Proposals score 60 marks or

more out of 100 marks shall qualify for further consideration.

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

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

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

$$S = ST_x T_w + SF_x F_w$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.60 and 0.40 respectively. The selected Firm shall be the first ranked Agency (having the highest combined score).

### 13. Payment Milestones:

| S.No | Deliverables   | Payment Milestone  |
|------|--|--|
| 1.   | Submission of Inception Report   | 10% on submission of Inception Report and Team Mobilization  |
| 2    | Submission of Diagnostic Report  | 10% on acceptance of Diagnostic Report and Its acceptance  |
| 3.   | Identification of 30 FPOs (10 in each state) on existing production and patterns of production, supply chain, prices and State Government & SFAC concurrence | 10% on finalisation of FPOs (proportionate to each state)  |
| 4.   | Preparation of Business plans for identified FPOs and their approval by SFAC   | 20% on approval of business plans by SFAC<br>(Payment shall be proportionate to the number of business plans approved) |
| 5    | Convergence/ Approval with Central/ State Government Schemes   | 10% on linkage with Central/ State Government scheme.  |
| 6.   | Implementation of B Plan and market linkage  | 30% fees to be paid after the implementation and market linkage is done.   |
| 7    | Completion on Submission of Annual Report each Year  | 10% to be paid<br>(5% each year)   |

### 14. Duration of Assignment

The engagement shall be for a period of 24 months, which may be further extended after reviewing the performance.

### 15. Performance Guarantee

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

### 16. Amendment to RFP

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

**17. Disclaimer**

The SFAC shall not be responsible for any last receipt for any reasons whatsoever.

**18. SFAC reserves the right**

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

**19. Rejection of RFP**

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

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

## ANNEXURE I

### TECHNICAL BID FORM APPLICANT'S ORGANISATION AND EXPERIENCE

#### A- Applicant's Organisation

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

#### B- Applicant's Experience

[Using the format below, provide information on each assignment for which your entity, and each associate for this assignment, was contracted for carrying out consulting services similar to the ones requested under this assignment.]

|   |  |
|---|--|
| <b>Assignment Name:</b>   | <b>Approx. Value of the Contract:</b>  |
| <b>Country:</b>   | <b>Duration of Assignment (in months):</b>   |
| <b>Location within Country:</b>   |  |
| <b>Name of Client:</b>  |  |
| <b>Address:</b>   |  |
| <b>Start Date:</b>  |  |
| <b>Completion Date:</b>   |  |
| <b>Name of Associated Firms (s) if any:</b>   | <b>Name of senior professional staff of your firm involved and function performed (indicate most significant profile such as Project Director/Coordinator, Team Leader):</b> |
| <b>Narrative Description of Project:</b>  |  |
| <b>Description of Actual Services Provided by your Staff within the assignment:</b> |  |

Firm's Name:

---

**General Description of the Team**

| <b>S.<br/>No.</b> | <b>Name of Team leader &amp; Staff</b> | <b>Position</b> | <b>Area of Expertise</b> |
|-------------------|--|-----------------|--------------------------|
|                   |  |                 |                          |
|                   |  |                 |                          |
|                   |  |                 |                          |

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



**CURRICULUM VITAE (CV) OF PROPOSED****PROFESSIONAL STAFF (Team Leader & Experts) FOR THE ASSIGNMENT**

1. **Proposed Position** (only one candidate shall be nominated for each position):  
\_\_\_\_\_
2. **Name of Entity** (Insert name of entity proposing the staff):
3. **Name of Staff** (Insert full name):
4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_
5. **Education** (Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained and dates of obtainment): \_\_\_\_\_
6. **Membership of Professional Association:** \_\_\_\_\_
7. **Publication** (Indicate books, research papers and other articles published in reputed journals):
8. **Other Training(s)** (Indicate significant training since degrees under 5 ó Education were obtained):
9. **Countries of Work Experience** (List countries where staff has worked in the last ten years):
10. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]:  
  
**From:**(Year) \_\_\_\_\_ **To:** (Year) \_\_\_\_\_  
**Employer:**  
**Position Held:**
11. **Detailed Task Assigned**  
[List all tasks to be performed under this assignment]
12. **Work undertaken that Best illustrates capability to handle the tasks assigned**  
  
[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 10]  
  
Name of assignment or project: \_\_\_\_\_  
Year: \_\_\_\_\_  
Location: \_\_\_\_\_  
Client: \_\_\_\_\_  
Main project features: \_\_\_\_\_  
Positions held: \_\_\_\_\_  
Activities performed: \_\_\_\_\_

**13. Certification:**

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

\_\_\_\_\_ Date: \_\_\_\_\_  
[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: \_\_\_\_\_

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Name of Authorized  
Representative of the Firm

Signature

Date

**TENDER ACCEPTANCE LETTER**

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 2017

**Subject: Acceptance of Term & Condition of Tender.**

**Tender Reference No:**

**Name of Tender/ Work:**

Dear Sir,

1. We have downloaded/obtained the tender document (s) for the above mentioned Tender/Workø from the web site(s) namely:  
\_\_\_\_\_  
\_\_\_\_\_
2. We hereby certify that we have read the entire terms and conditions of the tender document from Page No. \_\_ to \_\_ (including all document like annexure(s), schedule(s), etc., which form the part of the contract agreement and we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organisation too has also been taken into consideration, while submitting the acceptance letter.
4. We hereby unconditionally accept the tender condition of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. In case any provision of this tender are found violated, then your department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

## Financial Proposal

### Annexure V

(Date and Reference)

To,  
í í í

Dear Sir,

Subject: Appointment of an Agri Business Promoting Unit (ABPU) for Agri-business Promotion of 30 Farmer Producer Organisations (FPOs) for strengthening and asserting sustainability through value chain development in the States of Karnataka, Madhya Pradesh and West Bengal towards Agri-Business Promotion under Small Farmers Agri-Business Consortium (SFAC), Ministry Of Agriculture, Cooperation and Farmers Welfare, Government of India

We, \_\_\_\_\_ (Authorized Signatory(s) name) herewith enclose the Financial Proposal for above.

We agree that this offer shall remain valid for a period of 90 (ninety) days from the due date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation of the Authorized Signatory(s))

Note: The Financial Proposal is to be submitted strictly as per the formats given in the RFP.

### Format: Financial Proposal

| No. | Description   | Amount (Rs.) |
|-----|---|--------------|
| 1   | ABPU Support per FPO<br>(provide separate sheet with break up for the above cost) |              |
| 2.  | Taxes as applicable (including all taxes)   |              |
| 3.  | Total fee (including all taxes, duties and out of pocket expenses)                |              |

Note: In the pilot phase three States (Karnataka, Madhya Pradesh and West Bengal) and 30 FPOs would be selected.

Sincerely

Authorized Signatory

### Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>

#### REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) Issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/Encode/eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.

#### SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective -My Tenders folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. **The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents.** The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have

been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the biddersø dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subject to asymmetric encryption using buyers/bid openerø public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid opener.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking òFreeze Bid Submissionö in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 0120-4001005, +918826246593, support-eproc@nic.in.