

Small Farmers Agribusiness Consortium

5th Floor, NCUI Auditorium Building,
August Kranti Marg, Hauz Khas, New Delhi – 110016
Tel No.011-26966017, 011-26966037 Fax: 011-26862367
E-mail: sfac@nic.in Website: sfacindia.com
Tender reference no. SFAC/ PSCSS/2015-16

RFP for organizing awareness cum training camps/ events

Small Farmers Agri Business Consortium (SFAC), is a registered Society of Ministry of Agriculture & Farmers Welfare GOI, implementing various schemes of Govt. of India. SFAC seeks to appoint an agency for organizing awareness cum training camps/ events.

Tender document can be downloaded from Central Public Procurement Portal (CPPP), <https://eprocure.gov.in/> cPPP and SFAC website sfacindia.com. Please refer to CPPP for detailed instruction for submission of the Bids.

S. No.	Event Description	Date & Timing
1.	Tender publishing on CPP portal	28 Aug 2018 at 04:30 PM
2.	Query submission Starts	29 Aug 2018 at 09:00 AM
3.	Query submission Ends	31 Aug 2018 at 06:00 PM
4.	**Pre – Bid Conference	05 Sep 2018 at 02:00 PM
5.	Bid submission Starts	06 Sep 2018 at 10:00 AM
6.	Bid submission Ends	28 Sep 2018 at 06:00 PM
7.	Technical Bids opening	01 Oct 2018 at 11:00 AM

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.

Tender Fee (Non Refundable) : Rupees 1,000/-*
EMD (Refundable) : Rupees 5,00,000/-

(*Tender fee & EMD should be deposited in the form of Demand Draft in favour of “SFAC” payable at New Delhi and must be valid for 3 months from the date of submission of bids and scanned copy of the same must be uploaded with documents and original should be submitted in a sealed envelope with super scribed as “RFP for organizing awareness cum training camps/ events” on or before the last date of submission of bids)

* If any change in date & time will be notified at CPPP portal.

** Pre-bid queries may be submitted online at CPPP portal.

Managing Director
Small Farmers’ Agribusiness Consortium

Request for proposal for organizing awareness cum training camps/events

1. Introduction

SFAC invites Request for Proposal (RFP) from interested agencies for organizing various awareness cum training camps in time bound manner about various schemes and objectives of SFAC. The objective is to create pan India awareness amongst stakeholders, current and potential.

SFAC is a society registered under Societies Act focused on increasing incomes of small and marginal farmers through aggregation and development of agribusiness. SFAC has pioneered the formation and growth of Farmer Producer Organizations/Farmer Producer Companies, which is now being implemented across the length and breadth of the country. SFAC offers Schemes like Equity Grant and Credit Guarantee Fund Scheme to FPCs to improve availability of working capital and development of business activities. SFAC also promotes development of small agribusiness through its VCA Scheme for value added processing and marketing linkages.

SFAC is also implementing the National Agriculture Market Electronic Trading (e-Nam) platform. The purpose is to provide for a single unified market for agricultural products with much higher price discovery for farmers.

For details about SFAC, reference may be made to our website sfacindia.com

2. Scope of Work

The broad scope of work for the selected Agency would be as follows:

1. Organizing awareness cum training camps in different Districts/ States/ other locations across the country as per the agreed plan.
2. Successfully inform, educate and communicate about various schemes of SFAC including Equity Grant and Credit Guarantee Fund Scheme, Venture Capital Assistance Schemes or any other schemes for that purpose to create awareness amongst farmers, FPOs/ RIs/ agri-business, corporate entities involved in marketing, Banks, Central & State Govt. officials, etc.

3. Awareness building shall also cover the benefits accruing out of formation and sustainability of Farmer Producer Organisations plus e-NAM and its advantages for the farmers.
4. The mobilization of local print and electronic media apart from all the stakeholders for awareness cum training camps. On the spot handholding for applying for such schemes and answering queries and doubts would also be needed.
5. The service provider is expected to provide complete backup support including development and dissemination of training capsule (including in local language) programme organisation & logistics, mobilization of all concerned stakeholders, evaluation of such camps and suggestions on follow up/ remedial action arising from these camps.

The above activity shall be planned for each quarter of the year in advance and approval of SFAC will have to be obtained at the beginning of each quarter.

3. Duration of Assignment

The initial assignment will be for a period of 2 year, extendable for another one years on same terms and conditions subject to satisfactory performance of the agency.

4. Schedule of Payments

The selected agency will be paid fees with applicable taxes on quarterly basis as professional charges which shall depend on the number of camps conducted by the service provider during a quarter

5. Bid Validity

The bid submitted must be valid for 120 days.

6. Tender Fee

Tender Fee (Non Refundable) : Rupees 1,000/-
(Tender fee should be deposited in the form of Demand Draft in favour of “SFAC” payable at New Delhi)

7. Minimum Eligibility Criteria

The prospective service provider must conform to the minimum eligibility criteria. Bids submitted by agencies that do not fulfill the minimum eligibility criteria will not be considered.

- a. The bidder must be incorporated and registered in India under the Indian Companies Act 1956 or a Limited Liability Partnership (LLP) registered under the LLP Act, 2008 or Indian Partnership Act 1932 or Society Registered under the Societies Act or any Cooperative registered under the respective act and should have been in operation in India for minimum of 3 years. In support of eligibility, Certificate of Incorporation should be furnished.
- b. The Bidding firm must be a profit making company since the last three financial years and should have a positive net worth. In support of eligibility, Certificate from CA firm should be provided.
- c. The firm should have recorded a minimum turnover of Rs.3.00 Crore (Three Crore) in each of the immediate preceding three financial years i.e. 2016-17, 2015-16, 2014-15. In support of eligibility, Certificate from CA firm should be provided.
- d. The firm should have previous experience in organizing awareness/ training/ orientation camps for Private or Public Sector, Central or State Government/ Ministries/ Autonomous Bodies/ Statutory Corporations. In support of their eligibility under this criterion, firms should furnish copies of contracts/agreements/ self-attested copies of the work orders/ copies of Certificates issued by clients.
- e. The agency should have office in Delhi/ NCR and preference shall be given to such agencies having offices in other states as well. In support of this eligibility condition, declaration on letter head, that the company has the required offices along with addresses of the offices should be provided.
- f. The bidder should not be blacklisted by Central/ State Government Ministry/ Department/ PSU/ Government Company. Bidder also should not be under any legal action for indulging in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice with any Indian Central/ State Government Ministry/ Department/ PSU/ Government Company. In support of this eligibility criteria, Self-declaration from the bidder on company letter head, signed by authorized signatory should be provided.

8. Documents Comprising Bid

All bidders are to submit a certificate that the terms and conditions including provision of tender document contained in the tender are acceptable to them as per Annexure – I. The Bid proposal prepared and submitted by the agency shall include information as per Annexure- VI. The documents in support of Minimum Eligibility criteria as mentioned in section 7.

TECHNICAL BID

Criteria for evaluation of Technical Bid

S. No.	Criteria	Max Score	Proof to be submitted
1.	Annual Turnover for last three years	20	Please submit details as per Annexure- III
2.	Company profile	10	Brief profiles of key persons; including period Profile of the company.
3.	Work experience with Private or Public Sector, Central or State Government/ Ministries/ Autonomous Bodies/ Statutory Corporations	30	Copies of Work orders/ performance certificates/ letters (Format as per Annexure - IV)
4.	Presentation	30	<ol style="list-style-type: none"> 1. The composition of key personnel including their qualification and experience in organizing awareness// training/ orientation camps. The number of such officials which shall be committed needs to be incorporated in the presentation. 2. The communication strategy adopted for reaching out to the stakeholders besides procedure for evaluation of such camps may also be part of the presentation.
	Office in Delhi/ NCR and other locations	10	An undertaking as per Annexure - V
		100	

FINANCIAL BID

SFAC intends to conduct tentative 35 Awareness cum Training Camps across the country during the financial year on quarterly basis. Each firm should quote a fee to provide all the deliverables given in the Scope of Work. The quoted fee should not be a qualified or conditional one. The fee will be net, and all applicable taxes will be computed extra. The service provider may accordingly submit their financial bids as per Annexure – II.

SELECTION CRITERIA

The selection of the bidder shall be based on a Quality cum Cost Based Selection (QCBS) system – 60:40 (technical score: financial score) and procedures as described in this document.

The financial bid of the bidder will be opened only of those bidders who secure minimum technical score of 60 out of 100 of the obtainable score in the evaluation of the technical proposal.

In final Evaluation, the weightage of the Technical Bid would be 60%. The weightage of the Financial Bid would be 40%.

The Marks on the financial bid would be determined by the formula:

$$\text{Financial Marks (F)} = 40 * \frac{[\text{Financial Quote given by the Lowest bidder}]}{[\text{Financial Quote Given by the Bidder}]}$$

The Bids would be finally evaluated on Total marks determined by following formula:

$$\text{Total Marks (M)} = (0.6 \times T) + F$$

Where, T = Technical marks (out of 100) awarded to the bidder

F = Financial Marks

The Bidder obtaining highest Total Marks (M) would be selected. In case two or more bidders obtain equal score, the bidder with the highest turnover will be selected.

The decision of SFAC in this regard will be final and binding. The same cannot be challenged in any forum thereafter.

Evaluation of Technical Bids

Technical evaluation will consist of scrutiny as per the minimum eligibility criteria and the documents submitted along with the technical bid. All bidders who meet minimum eligibility criteria shall be invited for making a presentation before the Evaluation Committee.

The presentation should include:-

1. The profile of key personal including their qualification and experience in organizing awareness/ training/ orientation camps. The number of such officials which shall be committed needs to be incorporated in the presentation.

2. The communication strategy adopted for reaching out to the stakeholders besides methodology for evaluation of such camps may also be part of the presentation.

Opening of Financial Bids

Financial bids of the short listed bidders will be opened in the presence of the authorized representatives of the bidders, who choose to attend, at the **time, place and date** to be informed later.

The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the price bid opening. In case of absence of the bidder or their representative the committee shall have the right to open the bid.

The bidder's name, bid prices and such other details considered as appropriate by SFAC will be announced at the time of the opening of the bids.

9. Other Terms and Conditions

1. SFAC reserves the right to call for any further information. Any information furnished by the firm found to be incorrect at any stage would render them being declared ineligible.
2. SFAC shall not be responsible for any postal delay.
3. Incomplete application may summarily lead to rejection of the application.
4. The competent authority shall have the right to reject any or all the bid without assigning any reason.
5. No proposal will be accepted after the SFAC deadline for submission as above and in the event of any proposal being submitted after the closing time for submission of proposals, the same shall not be considered.
6. In case the service of the firm is not found satisfactory, the SFAC reserves the right to cancel the contract any time.
7. One firm is allowed to submit only one bid. If more than one bid is submitted by a firm, all the bids submitted by the firm will be rejected.
8. Successful bidder will be required to submit Performance Security, which will be 5% of the contract value. Performance security has to be submitted in the form of Account Payee Demand Draft, FDR or Bank Guarantee in favour of “**SFAC**” payable at New Delhi, from a Commercial bank. Performance security should valid for a period for sixty days beyond the date of completion of all contractual obligation of the successful bidder remain valid for a period
9. EMD shall be refunded to the successful bidder on receipt of performance security.

10. Submission of Bids

Bid has to be submitted only online on cPPP e-procurement portal.

The Technical bid should include the details sought along with copies of all supporting documents mentioned therein.

EMD (Earnest Money Deposit)

- Details of EMD of Rs.5,00,000/- in the form of DD from any bank, drawn in the favour of 'SFAC' payable at New Delhi. Scanned copy of the same shall be submitted online and original shall be sent to following address on or before of the last date of submission of bids.

The Managing Director
Small Farmers' Agribusiness Consortium
NCUI Auditorium Building,
5th Floor, 3, Siri Institutional Area,
August Kranti Marg, HauzKhas,
New Delhi, 110016

The EMD of the unsuccessful firms shall be released after completion of tender process. EMD must be valid for 3 months from the date of submission of bids.

Annexure – I

(To be submitted by bidders on their letter heads duly signed and stamped)

Declaration regarding Acceptance of Terms & Conditions contained in the Tender Document

The Director
Small Farmers' Agribusiness Consortium
NCUI Auditorium Building,
5th Floor, 3, Siri Institutional Area,
August Kranti Marg, Hauz Khas,
New Delhi, 110016

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Documents for the Selection of Agency for Awareness cum Training Camps for SFAC. I declare that all the terms and conditions including provisions of this Tender Document contained in the tender are acceptable to my company/ organisation.

I further certify that I am an authorized signatory of my company/ organisation and am, therefore, competent to make this declaration.

Yours Truly,

Name:
Designation:
Company/ Organisation:
Address:
Stamp

Encl: Terms & Conditions

Date:

FINANCIAL BID

The Director
Small Farmers' Agribusiness Consortium
NCUI Auditorium Building,
5th Floor, 3, Siri Institutional Area,
August Kranti Marg, Hauz Khas,
New Delhi, 110016

Dear Sir/ Madam,

I hereby submit the Financial Bid for tentative 35 Awareness cum Training Camps and related activities as envisaged in the bid document on quarterly basis during a financial year. I have thoroughly examined and understood all the terms and conditions as contained in the bid document and agree to abide by them.

I hereby offer to fulfill the deliverables as per the scope of work outlined in the bid document for fee of Rs.....plus tax per camp.

Yours faithfully,

(Signature of the authorized representative)

Full Name:

Designation:

Name and Address of the Agency:

Seal:

Date:

Place:

Annexure – III

TURNOVER IN LAST THREE FINANCIAL YEARS

The turnover in last three financial years duly certified by Chartered Accountant as per the following format is furnished as under:-

1. Turnovers during last 3 years:

Turnover in last THREE financial years	2014-15	2015-16	2016-17

(Rs. In Lakh)

(Signature of Applicant)
Along with seal
Date

Annexure – IV

Date:

The Director
Small Farmers' Agribusiness Consortium
NCUI Auditorium Building,
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New Delhi, 110016

Reg. Work Experience

I/ We have the experience with following Private or Public Sector, Central or State Government/ Ministries/ Autonomous Bodies/ Statutory Corporations for awareness/ training/ orientation camps (copies enclosed):-

- 1.
- 2.
- 3.
- 4.
- .
- .
- .

Thanking you

Yours faithfully,

Signature of authorized official

Annexure – V

Date:

The Director
Small Farmers' Agribusiness Consortium
NCUI Auditorium Building,
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New Delhi, 110016

Reg. Offices in Delhi/ NCR/ & Other Locations

I/ We have the following offices in Delhi/ NCR/ and other location with following particulars:-

Sl. No.	Place of Office	Address	Key Person (Name and Mobile Number)

Thanking you

Yours faithfully,

Signature of authorized official

Additional Information about the Agency

S. No.	Particulars	Details
1	Name	
2	Year of Establishment	
3	Place of Incorporation	
4	Address of Registered Office	
5	Address of Office in Delhi/ NCR/ other locations	
6	Details of branches/ associates outside Delhi/ NCR	
7	Company profile: (include brief profiles of team members/ full time employees) : (Attach detailed profile)	
8	Legal status of Bidder: (proprietor/ partnership/ private ltd/ public ltd)	
9	GST (enclose copy):	
10	PAN no. (enclose copy):	
11	IT returns for the last 3 financial years	