

Request for Proposal

for

Selection of a Consulting Firm

for setting up of Project Monitoring Unit

for the National Bamboo Mission

Department of Agriculture, Cooperation and Farmer's Welfare

(Natural Resource Management Division)

Krishi Bhavan,

New Delhi – 110 001

Key Dates (Tentative)

1	Start Date for issue of RFP/Tender	25.7.2019
2.	Date & time of Pre-bid meeting	5.8.2019 (4.00 p.m.) Room no.138/142, Krishi Bhawan,
3.	Last date and time of receipt of proposals	16.8.2019 (5.00 p.m.)
4.	Date & Time of opening of Technical bids	19-8-2019 (11.00 a.m.)
6.	Meeting of Consultancy Evaluation Committee (CEC) & short listing of technical bids	23.8.2019
7.	Opening of Financial bids	27.8.2019
8.	Selection of the Consultant	29.8.2019
9.	Issue of letter of Intent	31.8.2019

Key Forms

A	TECHNICAL PROPOSAL FORMS
Form Tech 1	Technical Proposal Submission Form
Form Tech 2	Consultants organization and experience
Form Tech 3	Approach, Methodology and Work Plan
Form Tech 4	Curriculum Vitae
Form Tech 5	Information regarding any conflicting activities and declaration thereof
B	FINANCIAL PROPOSAL FORMS
Form Fin 1:	Financial Proposal Submission Form
Form Fin 2:	Summary of Costs

Government of India
Ministry of Agriculture & Farmers Welfare
(Department of Agriculture, Cooperation & Farmers Welfare)

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Section - 1

Letter of Invitation

DRAFT

F. No. 44-22/2018-NBM
Government of India
Ministry of Agriculture & Farmers Welfare
(Department of Agriculture, Cooperation & Farmers Welfare)
(Natural Resource Management Division)

Shastri Bhawan, New Delhi

Dated: July, 2019

Subject: Selection of a Consulting Firm for setting up of Project Management Unit (PMU) for National Bamboo Mission (NBM) under National Resources Management Division.

Dear Sir/Madam,

For and on behalf of the President of India, online bids are invited under two bid system (Technical & Financial), for setting up of a Project Monitoring Unit for implementation of the scheme National Bamboo Mission (NBM), in the Department of Agriculture, Cooperation and Farmers Welfare, Ministry of Agriculture and Farmers Welfare, Krishi Bhawan, New Delhi.

2. The Ministry shall select an Agency as per the procedure described in the Request For Proposal (RFP), a copy of which may be downloaded from <http://eprocure.gov.in/> or from this Ministry's website <http://www.agricoop.nic.in>. Bids is to be submitted only online at <http://eprocure.gov.in/> by **17.00 hours on 16.8.2019 (Friday)**. Hard copies of uploaded proposal (except financial bid) along with EMD, in original, may also be sent in a sealed cover to Under Secretary (NRM), Room No. 107, F Wing, Shastri Bhawan, New Delhi - 110001 on or before **17.00 hours on 16.8.2019** as per the attached RFP document.

3. You may read detailed instructions for bidders before uploading the proposal online. For further information on the Operational Guidelines of the Scheme, please visit our website <http://www.nbm.nic.in>.

4. It is mandatory for the Agency to submit proposal online at <http://eprocure.gov.in/> as well as hard copies (except financial bid) within stipulated time failing which the proposal shall be summarily rejected. This Department also reserves the right to accept or reject any or all the offers without assigning any reasons thereof.

Yours faithfully,

Encl: A/A

(K.S. Chitra)
Under Secretary to the Government of India

Section - 2

Instructions to Consultant

Instructions to Consultant

1. Definitions:

- (a) Department or DAC&FW means the Department of Agriculture, Cooperation & Farmers Welfare who has invited bids for consultancy services with whom the selected Consultant Firm signs the Contract for the Services and shall provide services by setting up the PMU with the specified team as per the terms and conditions and Terms of Reference (TOR) of the contract.
- (b) *“Consultant” means any eligible organisation/ Agency/ Institution or entity who have participated and been selected to provide the Services to the Department under the Contract.*
- (c) “Contract” means the Contract signed by the Parties for this assignment
- (d) “Project specific information” means such part of the Instructions to Consultants used to reflect specific project and assignment conditions.
- (e) “Day” means calendar day.
- (f) “Central Government” means the Government of India
- (g) “Instructions to Consultants” means the document which provides all information needed to prepare their proposals.
- (h) “Personnel” means professionals provided by the Consultant and assigned to perform the Services or any part thereof;
- (i) “Proposal” means the Technical Proposal and the Financial Proposal.
- (j) “RFP” means the Request for Proposal prepared by the Department for the selection of Consultants.
- (k) “Assignment/jobs” means the work to be performed by the Consultant pursuant to the Contract.
- (m) “Terms of Reference” (TOR) means the document included in the RFP as Section 3 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Department and the Consultant, and expected results and deliverables of the Assignment/job.

2. Introduction

- 2.1** Department of Agriculture, Cooperation and Farmers Welfare wishes to engage services of an agency for setting up of a Project Monitoring Unit(PMU), in the NBM Cell of NRM Division of this Department for implementation of the scheme of National Bamboo Mission (NBM).

- 2.2 The Consultant is expected to do work as per the Terms of Reference attached with RFP. Delivery of expected outcomes within the stipulated time period is of prime importance.
- 2.3 The Consultants are required to submit their proposals online at <http://eprocure.gov.in> on or **before 17.00 hours on 16.8.2019**. Hard copies of the uploaded proposals (except financial bid) alongwith EMD, in original, to be sent in a sealed cover, addressed to Under Secretary (NRM), Department of Agriculture, Cooperation and Farmers Welfare, R.No. 107, F wing, Shastri Bhawan, New Delhi-110001 .
- 2.4 The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 2.5 Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals.
- 2.6 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation.
- 2.7 The Department is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to award of the Contract without thereby incurring any liability to the Consultants.

3. Clarification and Amendment of RFP Document

- 3.1 If any clarification is required on any clause/condition of the RFP, the same may be got clarified during pre-bid meeting.
- 3.2 At any time before the submission of proposals, the Department may amend the RFP by issuing an addendum in writing or by announcing it through its website. The addendum shall be binding on all the participating Consultants. To give the Consultant reasonable time in which to take an amendment into account in their proposals, the Department may, if the amendment is substantial, extend the deadline for the submission of proposal.
- 3.3 Pre-bid meeting will be convened on **5.8.2019 at 4.00 p.m. in Room No.138/142 Krishi Bhavan, New Delhi** to clarify any concerns, bidders may have with the solicitation of documents, scope of work and other details of the requirement. This meeting will be formal and the discussion and outcome of the pre-bid meeting will be placed on the website agricoop.nic.in.

4. Conflict of Interest

- 4.1 The Department requires that Consultants provide professional, objective and impartial advice and at all times hold the Department's interests paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work.

- 4.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below:

Conflicting Activities: A consultant or any of its affiliates selected to provide consulting assignment/job for this project shall be disqualified from subsequent downstream supply of services resulting from or directly related to this project, if the consultancy or any of its affiliates is found indulged in any such activities which may be termed as the conflicting activities by the employer.

Conflicting Assignment/job: A Consultant (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Consultant to be executed for the same or for another Employer.

Conflicting Relationships: A Consultant that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.

- 4.3 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Department, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the Consultant fails to disclose said situations and if the Department comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of the contract during execution of the assignment.

5. Unfair Advantage

If a shortlisted Consultant could derive a competitive advantage from having provided consultancy assignment/job related to the assignment/job in question and which is not defined as conflict of interest as per para 4 above, the Department shall make available to all short-listed Consultants together with the RFP all information that would in the respect give such Consultant any competitive advantage over competing Consultants.

6 Proposal

Consultants shall submit only one proposal for this project. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

7. Proposal Validity

Consultants' proposals must remain valid for 90 days after the submission date. During this period, Consultants shall maintain the availability of professional staff nominated in the proposal and also the financial proposal unchanged. The Department will make best effort to complete negotiations within this period. Should the need arise; however, the Department may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal during the extended period. Consultants who do not agree have the right to refuse to extend the validity of their Proposals. Under such circumstance, the Employer shall not consider such Proposal for evaluation.

8. Preparation of Proposal

8.1 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

8.2 While preparing the Technical Proposal, Consultants must give particular attention to the following:

a) The number of Professional staff and the requisite qualification/experience for the Assignment/job as given in Section 4 of the RFP, failing which the proposal shall be considered as non-responsive.

b) Alternative professional staff shall not be proposed and only one curriculum vitae (CV) may be submitted for each position mentioned.

8.3 Depending on the nature of the assignment/job, Consultants are required to submit a Technical Proposal (TP) in forms provided in Section - 6.

Submission of the wrong type of Technical proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicative in the following para from (a) to (f) using the attached Forms (Section 6).

a) Form TECH-1 in Section – 6 is a sample letter of technical proposal which is to be submitted along with the technical proposal.

b) A brief description of the consultant's organization will be provided in Form TECH-2 (Section-6). In the same form, the Consultant will provide details of experience of assignments which are similar to the proposed assignment/job as per the TOR. For assignment/job, the outline should indicate the names of Professional staff who

participated, nature and duration of the assignment/job, contract amount, and consultant's involvement. Information should be provided only for those assignment/jobs for which the Consultant was legally contracted by an Employer as a corporation or as one of the major firm/entity within a joint venture. Assignment/jobs completed by individual professional staff working privately or through other consulting consultancy cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should substantiate the claimed experience along with the proposal and must submit letter of award/copy of contract for all the assignments mentioned in the proposal.

- c) A description of the approach, methodology and work plan for performing the assignment/job covering the following: technical approach and methodology, work plan, project organization and availability of experts, and transfer of knowledge/training. Guidance on the content of this section of the Technical Proposals is provided under Form TECH - 3 of Section 6.
- d) CVs of the Professional staff as mentioned in para 8.2(a) above should be signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-4 of Section 3).
- e) Information relating to "conflict of interest" should be furnished in Form TECH-5 of Section 3.
- f) **The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.**

8.4 Financial Proposals: The Financial Proposal shall be prepared using the prescribed Forms (Section 7). It shall list all costs associated with the assignment/job, including GST and other applicable taxes. The reimbursable expenses on account of travel etc. shall be subject to actuals, in accordance with Government of India Rules. The financial proposal shall be rejected summarily, if found not in the prescribed forms.

9. Currency:

Consultant shall express the price of their assignment/job in Indian Rupees (INR) only.

10. Earnest Money Deposit (EMD) and Performance Guarantee

10.1 Earnest Money Deposit

- a) **An earnest money ₹75,000/-(Rs. Seventy Five Thousand) in through bank draft/demand draft in favour of PAO (Sectt.I), Department of Agriculture, Cooperation & Farmers Welfare payable at New Delhi may be submitted to Under Secretary (NRM), Department of Agriculture, Cooperation and Farmers Welfare, Room No. 107, F-wing, Shastri Bhawan, New Delhi-110001 on or before 16.8.2019.**
- b) Proposals not accompanied by EMD shall be declared as non-responsive.
- c) No interest shall be payable by this Department for the sum deposited as EMD.
- d) The EMD of the unsuccessful bidders would be returned to them within one month of award of the contract.

10.2 Forfeiture of EMD

The EMD shall be forfeited by the Department in the following events:

- a) If the proposal is withdrawn during the validity period or any extension agreed by the Consultant thereof.
- b) If the proposal is varied or modified in a manner not applicable to the Department after opening of Proposal during the validity period or any extension thereof.
- c) If the consultant tries to influence the evaluation process.

11. Performance Guarantee

The selected consultant shall be required to furnish a Performance Bank Guarantee equivalent to 10% of the contract value rounded off to the nearest thousand Indian Rupees in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favour of PAO (Sectt.I), Department of Agriculture, Cooperation & Farmers Welfare payable at New Delhi for the period of contract. The Performance Guarantee should remain valid for a period of 60 days beyond the completion of all contractual obligations. The bank guarantee must be submitted after award of contract but before signing of the consultancy contract. The successful bidder has to renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any. Performance Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the Consultant on any account under the contract. On submission of performance guarantee and after signing of the contract, EMD would be returned.

12. Submission, Receipt and opening of Proposal

12.1 The original proposal, both Technical and Financial shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should be in the format of TECH-1 of Section 6 and FIN-1 of Section 7 respectively.

12.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

12.3 The three copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". No information on financial bid shall be submitted in the sealed envelope except its online submission.

12.4 The envelopes containing the Technical proposals and EMD shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, and reference number clearly marked "DO NOT OPEN BEFORE TIME (time and date of the opening as indicated in para 2.3 above)".

12.5 The Department shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This may lead to rejection of the Proposal.

12.6 Financial Proposal is only to be submitted online.

12.7 The hard copy of the Technical Proposal must be submitted in person to the addressee and received by the Department not later than the time and the date as indicated in para 2.3 above or any extension to this date in accordance with para 7.

12.8 Hard copy of the Technical Proposal & EMD received by the Department after the deadline for the submission shall be returned unopened. Online Technical & Financial Bids will be opened on the notified date and time, respectively in the presence of the representatives of the Consultants who wish to attend.

13. Bid Evaluation criteria and selection procedure

13.1 The evaluation of the submitted proposals shall be carried out in two stages, i.e. technical and financial.

13.2 The technical evaluation of the proposals shall be undertaken by the Consultancy Evaluation Committee (CEC). The CEC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria and sub-criteria as defined in Section 5 of RFP.

13.3 A proposal shall be considered unsuitable and rejected at the stage of Technical Evaluation if it does not meet the minimum technical standard on the above aspects as may be decided by the CEC.

13.4 After completing the technical evaluation, the Member Secretary of CEC shall notify those consultants whose proposals meet the minimum technical standards.

13.5 The online financial bids of those who qualify the Technical Evaluation shall be opened in the presence of representative of Agency who chooses to attend.

13.6 The final award shall be subject to the discussion on the Terms of Reference methodology, staffing, inputs of the CEC and various other terms & conditions of contract.

13.7 The selected Agency will not be allowed to substitute core staff without the consent of the CEC. If it is established that the core staff were offered in the proposal without confirming their availability, the consultant will be disqualified and the process will be continued with the remaining proposals.

13.8 If the process, for whatever reasons, failed to result in an acceptance contract with the selected Agency, the CEC shall terminate discussion with that Agency and may make the selection from amongst the remaining proposals.

13.9 From the time the proposals are opened to the time the contract is awarded, the consultants should not contact the Department on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Department in the examination, evaluation, ranking of Proposals, and recommendation for award of contract may result in the rejection of the consultants' proposal.

13.10 The CEC may cancel the bid and reject all proposals without assigning any reasons at any stage of the tender process.

14. Negotiations

Negotiations, if considered necessary, shall be held only with the consultant who shall be placed as H- 1 bidder after combined evaluation of the Technical and Financial Proposal as indicated in Section 5 of RFP. Under no circumstance, the financial negotiation shall result into an increase in the price originally quoted by the consultant. Date and Time for negotiation shall be communicated to the H-1 consultant. Representatives conducting negotiations on behalf of the consultant must have the written authority to negotiate and conclude the contract.

15. Award of Contract

After completing negotiations the Department shall issue a Letter of Intent to the selected Consultant and promptly notify all other consultants who have submitted proposals about the decision taken.

The consultant will sign the contract after fulfilling all the formalities/pre-conditions (contract to be signed after the selection of consultant), within 15 days of issuance of the Letter of Intent.

The Consultant is expected to commence the assignment/job within 15 days of the Award of the Contract.

16. Confidentiality

Information relating to evaluation of proposals and recommendation concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of any information related to the process may result in the rejection of its proposal and may be subject to the provisions of the Employer's antifraud and corruption policy.

17. Payment Terms

The payment to the consultant will be released on monthly basis subject to attendance and satisfactory performance by the personal deputed in the PMU. .

Section -3

Terms of Reference

Terms of Reference

1. Background:

Realizing the potential of National Bamboo Mission in our country, the Department of Agriculture, Cooperation and Farmer Welfare has launched a Scheme entitled “National Bamboo Mission for implementation in the states. Presently, scheme is being implemented in 23 states *i.e.* Andhra Pradesh, Bihar, Chhattisgarh, Gujarat, Jharkhand, Himachal Pradesh, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Orissa, Tamil Nadu, Telangana, Uttarakhand, Uttar Pradesh, Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura. National Bamboo Mission stresses upon value chain development from growing stage to marketing stage of the value added bamboo based products in a cluster based approach. A copy of the operational guidelines and other important information for implementation of NBM Scheme is available at <https://nbm.nic.in>.

1.1 Mission objectives:

- i) To increase the area under bamboo plantation in non forest Government and private lands to supplement farm income and contribute towards resilience to climate change as well as availability of quality raw material requirement of industries. The bamboo plantations will be promoted predominantly in farmers’ fields, homesteads, community lands, arable wastelands, and along irrigation canals, water bodies etc.
- ii) To improve post-harvest management through establishment of innovative primary processing units near the source of production, primary treatment and seasoning plants, preservation technologies and market infrastructure.
- iii) To promote product development keeping in view market demand, by assisting R&D, entrepreneurship & business models at micro, small and medium levels and feed bigger industry.
- iv) To rejuvenate the under developed bamboo industry in India.
- v) To promote skill development, capacity building, awareness generation for development of bamboo sector from production to market demand.
- vi) To realign efforts so as to reduce dependency on import of bamboo and bamboo products by way of improved productivity and suitability of domestic raw material for industry, so as to enhance income of the primary producers.

2. Objective(s) of the Assignment

- To mobilize commodity clusters and facilitate capacity building, handholding and infrastructure creation for on-farm input production, training on package of practices and facilitating certification services to farmers.

- To facilitate creation and linking of enterprises (local enterprises/ farmer producer companies) that can create and operate collection, aggregation and post-harvest processes, trade organic products and provide necessary services to farmers and to work towards increasing their market.
- To Strategise up calling of National Bamboo Mission.
- To set up lead agencies at the centre and the states to partner with value chain supporting agencies, service providers and institute business development consultancies. To provide access to information, know-how and finance and enable the enterprises to offer efficient services, support them in building required management capacities, and stimulating market growth.

3. Scope of services

The scope of services is as follows:-

i. To establish PMU for NBM cell of NRM Division consisting of following:

- a) Sr. Advisor - 1 No.**
- b) Advisor - 1 No.**
- c) Programmer - 1 No.**
- e) DEO - 1 No.**
- f) MTS - 1 No.**

ii. Duration of the assignment:

The consultant's services shall commence with effect from the date of signing of the contract agreement for a period of twelve (12) months which can be extended further based on mutual agreement. If, the Agency does not fulfill the terms and conditions of tender, or, there is delay positioning of staff of PMU, or, there is lack of quality of the Staff in PMU, no extension will be given to the Agency.

Section 4

Team Composition

Team Composition

The PMU will comprise of the following:

National Team: It will be positioned at National Bamboo Mission (NBM) under NRM Division, DAC &FW and will discharge the functions as follows:

1.

S N o	Position	Qualifications	Exper ience	Re- sour ces	Job Description
1	Senior Advisor (01)	I. PhD in Agriculture/ Forestry related subject/for recognized reputed university II. Minimum 15 years experience of working on Management of natural resources and development of value chain III. Age upto 65 years.	15 yrs	1	1. To assist and advise Mission Director, Technical Committee I, Technical Committee II and other senior officers in synchronizing and synergizing with other divisions of DAC&FW & State Governments on technical front. 2. To visit the States as & when required to provide technical guidance and assess progress of works. 3. Assist & advise in analyzing, examining and furnishing comments and views on the issues and references received related to Bamboo in general & National Bamboo Mission. 4. To assist in and conduct Documentation and dissemination of contribution of various interventions and success stories. 5. Any other work assigned by the superior authority from time to time to plan and assist in implementation of up scaling of Bamboo Mission
2	Advisor (Value addition and Marketing)	Essential i) MBA in Trade and/or Marketing ii) Minimum 10 years experience in product development, value chain development and marketing and/or trade in natural	10 years	1	1. Assist and advise in analyzing, examining and furnishing comments and views on the issues and references received related to value addition and marketing aspect of Bamboo in general & National Bamboo Mission such as estimation of the demands of the industry, identification of the issues relating value addition & establishment of value chain and suggest the remedies to remove the bottlenecks, establishment of processing units, production units, incubation centre,

		resource iii) Age upto 55 years.			<p>Common Facility Centre (CFC) and marketing strategies, ways to curtail the import and boost up the export.</p> <p>2. To assist Mission Director, Technical Committee II and other senior officers in synchronizing and synergizing with other divisions of DAC&FW & State Governments on technical front relating production aspects.</p> <p>3. To visit the States as & when required to provide technical guidance and assess progress of works.</p> <p>4. To assist in & conduct documentation and dissemination of contribution of various interventions and success stories.</p> <p>5. Any other work assigned by the superior authority time to time</p>
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2. Software Team: The Software Team will be stationed in the Mission Head Quarters in New Delhi and directly report to the NRM Division of DAC&FW. The profile of the Software Team is described below:

Sr. No	Position	Qualifications	Expe-rience	Resou r-ces	Job Description
1	Programmer	B. Tech in Computer Science/ IT or MCA	1 year experience in web designing, online and offline MIS development, programming	1	<ul style="list-style-type: none"> • Development of Software tools and packages for various area of MIS application, Portal and maintenance of existing portals and MIS of NRM Division etc. • System Designing and Analysis of database. • The job will include interaction with users to design various application products. • To perform any other duties assigned from time to time.

3. Office Assistant Team#: The office Team will be stationed in the Mission Head Quarters in New Delhi and directly report to the NRM Division of DAC&FW. The profile of the Office Assistant Team is as follow:

Sr. No	Position	Qualifications (Minimum)	Experience	Resources	Job Description
1	Data Entry Operator	Essential: Graduation in any subject Desirable: Excellent Computer and Typing skills	One Year experience with the Government of India	1	1. Responsible for digitization by entering and processing data, notes, letters and other information using computer. Manage and maintain effective record keeping. In addition, responsible for organizing files, collecting and managing data to be entered into the computer. 2. Any other work assigned by the superior authority time to time
2.	MTS	10 th Pass	One year experience with the Government of India	1	i) All non-clerical works in the office such as physical maintenance of records, General cleanliness & upkeep of the section/ Division, Carrying of files and other papers in the office, Photocopying, making sets, Delivering of dak, opening & closing of rooms, windows, machineries etc. Any other work assigned by the superior authority time to time

Section 5

Evaluation Criteria & Selection Procedure

Evaluation Criteria

1.1 The proposals will be evaluated based on Quality Cost Based (QCBS) method, where 70% of the weightage will be given to the Technical Proposal and 30% weightage will be given for the Financial Proposal.

A. Criteria for Technical Proposal Evaluation:

S.N.	Particulars	Marks/ unit	Maximum marks
I. Experience			100
1	Experience of projects relating Agriculture/ agroforestry/Bamboo (Provide information as per Form Tech 2)		
a	Projects related to FPO promotion/ market linkages and branding of agriculture/ horticulture projects/Bamboo on related Projects - 2 Marks for each such project	2	6
b	Projects related to IT advisory and transaction advisory in Agriculture and allied sector (1 project for IT advisory and 1 project for Transaction advisory PPP model) : - 2 Marks for each such project	2	4
c	International experience in Agriculture and allied sector - 2 Marks for each project	2	4
2	Experience of project design and project management (Provide information as per Form Tech 2)		
a	Experience of project design and project management at central government and state government level in India - 2 Marks for each such project of Rs. 3 crore or more with any of the Central & State Governments in last three years. (These projects shall not be repeated in 2 b)	2	6
b	Experience of project design and project management in NE Region - 2 Marks for each such project of Rs. 3 crore or more in NE Region, in addition to the one mentioned above. (These projects shall not be repeated in 2 a)	2	6
3	Experience of projects related to Decision Support for Monitoring & Evaluation (M&E) at central government and state government level in India - 2 Marks for each such project (These should not be repeated in 1 & 2)	2	6

S.N.	Particulars	Marks/ unit	Maximum marks
	(Provide information as per Form Tech 2)		
4	Experience of enabling investment promotion/attracting private investments for state or central government, business friendly reforms, delivering significant business and social impact - 2Marks for each state advised (Max 3 states) (Provide information as per Form Tech 2)	2	6
5.	Experience of providing skilled manpower/ resources in the Government offices - 2 marks for providing human resources in the field of agriculture, agroforestry, bamboo experts, marketing experts, value addition experts - 2 marks for providing human resources related to IT - 1 mark for providing manpower/ human resources in the offices (not covered above)	2 2 1	8 4 5
II)	Team structure in the consultancy firm (Provide information as per Form Tech		
1	Organisation & Staffing	10	10
III)	Financial Outlay of the Consultancy firm (Annual Average Turnover of last three years)		
1	Rs. 3-5 crore	10	10
2	Rs. 5-10 crore	15	15
3	Rs. 10 crore & above	20	20
IV)	Work profile and activity of the organisation	15	15

The marks to each of the participating consultancy firm as per the above table shall be decided after assessing their submitted documents as well as the comprehensive presentation made by the firm elucidating on the above item shown in the table

B. Minimum Qualifying Marks in technical evaluation:

A Bidder should secure mandatorily a minimum of 65% marks (i.e. 65 marks out of total 100 marks as per para 15.1 A above) in technical evaluation in order to be a qualified bidder for being eligible for technical weightage and subsequently for opening of financial bids.

C. Evaluation criteria for Financial Proposal:

The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals will be calculated as following:

$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

1.2 Method of Selection:

In deciding the final selection of the consultant, the technical quality of the proposal will be given a weightage of 70% on the basis of criteria for evaluation. The price bids of only those consultants who qualify technically will be opened. The proposal with the lowest cost will be given a financial score of 100 and the other proposal given financial scores that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 30%. For working out the combined score, the employer will use the following formula:

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 70 and

P = 30

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract and will be called for negotiations, if required.

Example: if in response to this RFP, three proposals, A, B & C were received and the Consultancy Evaluation Committee awarded them 75, 80 and 90 marks respectively, all the three proposals would be technically suitable. Further, if the quoted price of proposals A, B & C were Rs.120, 100 & 110 respectively, then the following points for financial proposals may be given:

A: $100/120 = 83$ points

B: $100/100 = 100$ points

C: $100/110 = 91$ points

In the combined evaluation, the process would be as follows:

Proposal A: $75 \times 0.7 + 83 \times 0.3 = 76.67$

Proposal B: $80 \times 0.7 + 100 \times 0.3 = 84$

Proposal C: $90 \times 0.7 + 91 \times 0.3 = 90.18$

Proposal C would be considered the H1 and would be recommended for negotiations, if considered necessary for approval.

1.3 The CEC shall invite the participation of the consultants for presentation on Technical components mentioned in Column 2 of the table in 1.1 A above.

1.4 The CEC will correct any computation errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition to the above corrections, the items described in the Technical Proposals but not priced, shall be assumed to be included in the prices of other activities of items. In case, an activity of line items is quantified in the Financial Proposal differently from technical proposal, no corrections will be allowed to the Financial Proposal.

1.5 After opening of financial proposals the consultant will be declared eligible for award of the contract. The selected consultant will then be invited for negotiations, if considered necessary.

Section 6

Technical Proposal Forms

**LETTER OF PROPOSAL SUBMISSION
FORM TECH-1**

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:

The Under Secretary (NRM)
Natural Resource Management Division,
Department of Agriculture, Cooperation and Farmer's Welfare,
R.No. 107, F wing, Shastri Bhawan,
New Delhi – 110 001

Dear Madam/ Sir,

We, the undersigned, offer to provide the consulting services for Setting up for PMU for implementation of National Bamboo Mission (NBM) in NRM Division in accordance with your Request for Proposal/Limited Tender Inquiry dated *[Insert Date]* and we are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in separate envelopes.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Department and/or may be sanctioned by the Bank.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the terms and conditions.
- (c) We have no conflict of interest in accordance with the terms and conditions.
- (d) We meet the eligibility requirements as stated in the terms and conditions, and we confirm our understanding of our obligation to abide by the Department's policy in regard to corrupt and fraudulent practices as per terms and conditions
- (e) We, for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by a member of any government agency;

- (f) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country.
- (g) We undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in terms and conditions may lead to the termination of Contract negotiations.
- (h) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in terms and conditions.

We understand that the Department is not bound to accept any Proposal that the Department receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant (company's name or JV's name):

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

FORM TECH-2

PLEASE PROVIDE WORK ORDERS / PURCHASE ORDERS / CONTRACT COPY FOR EACH ASSIGNMENT COMPLETED.

A- Consultant's Organization

(Provide here a brief description of the background and organization of your firm/institution/entity and each associate for this assignment/job. The brief description should include ownership details, date and place of incorporation of the consultancy (attach certificate), objectives of the consultancy etc. Also is the consultant has formed an Association, details of each member of the Association, name of lead members etc. shall be provided).

1. General Information

1.1 Information about the Consultancy (s)

Name

Address

Telephone Number

Fax Number

Email Address

1.2 Size of the Consultancy(s)

Provide turn-over figures and employee strength for the last three financial years.

1.3 Geographic Presence

Provide geographical spread of your firm/entity, especially presence in different regions in India

Assignment name:	
Location :	Duration of assignment (months):
Name of Department:	Total No of man-months of the assignment:

Address:	
Start date (month/year):	Completion date (month/year):
Name of associated Advisors, if any:	No. of professional man-months provided by associated Advisors:
Narrative description of Project	
Description of actual services provided by your staff within the assignment:	
Firm's Name:	

FORM TECH-3

Provide Approach & Methodology, team structure

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

- a) **Technical Approach and Methodology.** Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks
- b) **Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}
- c) **Work profile and activity of the organization** {To submit details on work profile and activities of the organization (maximum 5 pages)}

FORM TECH-4
CURRICULUM VITAE (CV)

Position Title and No.	
Name of Expert:	
Date of Birth:	
Country of Citizenship/Residence	

Education:

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous Departments and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks in which the Expert will be involved}	

Expert's contact information: (e-mail, phone.....)

Certification:

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 by the Department, and/or sanctions by the Bank.

{day/month/year}

Name of Expert	Signature	Date
		{day/month/year}

Name of authorized	Signature	Date
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Representative of the Consultant
(the same who signs the Proposal)

Form TECH –5

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND
DECLARATION THEREOF**

Are there any activities carried out by your consultancy which are of conflicting nature as mentioned in para 4 of Section 2. If yes, please furnish details of any such activities. If no, please certify as follows:

We hereby declare that our consultancy is not indulged in any such activities which can be termed as the conflicting activities under para 4 of the Section 2. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Employer which shall be binding on us.

Signature [in full and initials] of Authorized signatory:

Name and Title of Signatory:

Name of Consultancy agency:

Address:

Section-7

Financial Proposal Forms

FINANCIAL PROPOSAL SUBMISSION FORM

New Delhi, Date

To:

The Under Secretary (NRM)
Natural Resource Management Division,
Department of Agriculture, Cooperation and Farmer's Welfare,
R.No. 107, F wing, Shastri Bhawan,
Dr. Rajendra Prasad Road,
New Delhi – 110001

Dear Sir/ Madam:

We, the undersigned, offer to provide the consulting services for setting up of PMU for Implementation of National Bamboo Mission in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) Indian Rupees {Insert amount(s) in words and figures}, *including of all indirect local taxes in accordance the terms and conditions.* The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. The breakdown of our proposal amount based on key experts is attached.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the terms and conditions.

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}

Summary of Costs

Sr. No.	Position	No. of resources	Monthly Cost (Indian Rs.)	Total Cost for 12 months (Indian ₹)
1	Senior Advisor	1		
2	Advisor (Value addition and Marketing)	1		
3	Programmer	1		
4	Data Entry Operator	1		
5	MTS	1		
Total cost				

*1-5 for indicative cost refer approved Operational Guidelines for National Bamboo Mission on www.nbm.nic.in.

*Manpower rates should be inclusive of GST and other taxes, if any.

**Travel cost etc. shall be subject to actuals, as per G.O.I rules.

Authorized Signature:

Name:

Designation:

Name of firm/entity:

Address:

Section 8

Other Terms and Conditions

Other Terms and Conditions

The other general terms and conditions applicable to each assignment under this scheme will be:

- (i) The assignment should be completed within the time stipulated in the agreement. Delay in submission of the report beyond the stipulated time will attract penalty to be decided by DAC&FW or non-extension of agreement. For factors beyond the control of the institution given the assignment, suitable extension in time may, however, be granted at the request of the institution.
- (ii) Subcontracting or Joint Ventures will not be allowed. Any person deployed for PMU should be directly employed by the bidding organization.
- (iii) The Government shall not pay any extra amount for any escalation in the cost of the assignment beyond the time period stipulated in the agreement.
- (iv) The total fee for the contract as agreed with the organization will include GST, service tax and other tax, if any, and the liability of payment of the tax will be on the consulting firm selected for the setting up of PMU.
- (v) During the assignment period Government may modify the TOR and other terms and conditions of the assignment, if necessary.
- (vi) No publication is allowed of the subject matter and the work dealt under the signed contract.
- (vii) In case of the change of consultant/team member of the PMU during the currency of the contract, the new consultant/team member of PMU may be appointed by the Institution with the prior approval of this Department.
- (viii) The raw data/processed data finding should not be disclosed by the Institution to any third party without prior approval of the Government.

Government of India
Ministry of Agriculture & Farmers Welfare
(Department of Agriculture, Cooperation & Farmers Welfare)

DISCLAIMER

The information contained in the Request for Proposal (RFP) document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Government of India, Department of Agriculture, Cooperation & Farmers Welfare (DAC&FW) is provided to Applicants on the terms and conditions set out in the RFP and such other terms and conditions subject to which such information is provided.

The RFP is not an agreement and is neither an offer nor invitation by the Department of Agriculture, Cooperation & Farmers Welfare (hereinafter, DAC&FW) to the prospective Applicants or any other person.

The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon the interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion in the law expressed herein.

DAC&FW also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP. DAC&FW may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of the RFP does not imply that DAC&FW is bound to select any Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and DAC&FW reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

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