

EXPRESSION OF INTEREST

1. The Ministry of Food Processing Industries (MoFPI) is seeking expression of interest from firms/companies/corporations, based in Delhi, to create, compile and maintain a Food Processing Information System.

2. The selected firm/company/corporation will, inter alia, be responsible for the following activities (details at TORs enclosed) :

‘Design a comprehensive food processing information system, operate and maintain it on a real-time basis, preparing of research and monitoring reports on critical data and **circulating it to all stake-holders.**’

3. **Eligibility criteria:**

The firms shall be rated according to a technical and financial criteria. The weightage for the technical criteria shall be 80 % and the financial criteria 20%. The detailed Terms of Reference(TORs) and other conditions governing the selection process are enclosed.

4. Interested parties may kindly apply with technical and financial bids (as per the eligibility criteria specified above) by 3.00 PM of 09.07.2010 :

Deputy Secretary (Plan Coordination Division)
Ministry of Food Processing Industries
Room – 101 A, Panchsheel Bhavan, August Kranti Marg
NEW DELHI – 110 049

5. The technical bids would be opened at 4.00 PM on the same day (09.07.2010)

TERMS OF REFERENCE

1. ACTIVITIES TO BE PERFORMED

(a) The agency would have to perform the following activities –

- Regular collection & compilation of data at 'b' below.
- 24-hour on-line access to data by officers of MoFPI
- Preparation and submission of research reports/ analysis of monitoring & evaluation reports research
- perform data analysis, econometric analysis on any aspect as required by MoFPI
- prepare customized reports, power-point presentations
- Coordination with NIC
- Preparation of MPR of all programmes
- Collection of MPR of similar programmes of other Ministries/ State Governments
- Support to plan Coordination Division in monitoring, evaluation & data management

(b) The types of data that the agency would be required to obtain, compile and provide would include the following –

- Collection of district-wise data on the existing food processing infrastructure that would include – data on industries, employment, raw material, finished product
- Data on macro-economic parameters, industrial production, etc.
- Investments in the food processing sector – public and private, their financial analysis, performance analysis,
- State-wise and sector-wise data pertaining to all fruits and vegetables and other horticulture items, milk and milk products, meat, poultry and marine products, beverages, edible oils, organic foods, fortified and GM foods,
- Data on processing levels, processing technologies, food labs
- Street food
- Research institutions in the sector
- Data on organised and un-organised sectors
- Data on retail sector, in so far it concerns food processing industries
- Employment data – age, sex, qualifications, remunerations, etc.
- HRD infrastructure
- Export- imports data
- Global trends, key global markets – suppliers and consumers
- Supply chain data – transportation & logistics, ports, airports

- Data on each of the six schemes of MoFPI being implemented by the ministry and also relevant scheme of other Ministries/ State Governments.
- Coverage of news items that are relevant to the sector
- Government regulations – tracking changes state-wise, sector-wise and national level
- Weather and monsoon trends
- Tracking capacity expansion plans of industries
- Backward linkage production data
- Any other item responsibility given by MoFPI

2. TERMS AND CONDITIONS

- a) The bidder should be a well established Professional Research/ Monitoring and Evaluation Agency and must have at least four years experience in managing a monitoring/ data management information system for Government organizations, Ministries of Central/ State Governments etc. Copies of certificates proving company's registration, tax registration, previous experience etc. should be enclosed with the quotation.
- b) The firms shall be evaluated on the basis of a technical and financial bid. The weightage of the technical and financial bids shall be on 80/20 basis. The qualifying criteria for the technical bids shall be as under –
- I. Firms/companies/corporations should have experience of at least five years in design and operation of a management information system (MIS) of any central/ state government Ministry.
 - II. The firms should have the ability to undertake econometric analysis of the data, including creating charts, diagrams, etc. for better presentation of data.
 - III. The firm should have ability to prepare research reports on any matter pertaining to the food processing sector as may be required from time-to-time.
 - IV. At least one MIS system so designed and operated by the agency in the past should involve data from the district level.
 - V. The firm should have proven ability to provide customized data, as and when required.
 - VI. The firm should have its office based in Delhi
- (a) The firm so selected would have a start providing the data within a period of 30 days of the award of contract.
- (b) The rates quoted by the Firm shall remain valid till the end of the project period and no revision of rates shall be entertained during this period. The firms are required to quote the rates for a period of one year.

- (c) Quotations on company letter head along with a Pay Order/Banker's Cheque of Rs. 20,000/- drawn in favour of 'Pay and Accounts Officer (Sectt.), Ministry of Food Processing Industries, New Delhi' should be submitted. Any bid that is received without the EMD money will out rightly be rejected.
- (d) After finalization of the contract, the EMD of selected Firm/Agency, will be retained as contract surety amount, till the term of the contract
- (e) Payments to the agency will be released in quarterly installments/ periodically based on satisfaction of this Ministry.
- (f) Firms should have manpower capable to perform the duties as envisaged in the TOR of this assignment.
- (g) The technical bid shall be opened and would thereafter be evaluated by a committee constituted for the purpose. The technical bid would be evaluated on the basis of the conditions indicated in the TOR.
- (h) Bids incomplete in any respect are liable to be rejected.
- (i) The parties may be asked to give a presentation to the Ministry of Food Processing Industries for an assessment of their bids.
- (j) This Ministry will reserve the right to reject any/all bids without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
- (k) The data/ report generated from the project would be the sole property of the Ministry of Food Processing Industries
- (l) After the end of the project period, or in case of foreclosure of the project, the whole data base management system, the software with its codes and auxiliaries should be handed over to the Ministry of Food Processing Industries
- (m) Neither any capital cost would be incurred under the fee money for the project nor would any liability be created for the Ministry, Government of India, beyond the original fee sanctioned for the job.
- (n) The Ministry reserved the right to terminate the service provider agency's contract at any point of time without assigning any reasons. In such eventuality, the agency shall have to refund the amount released by the Government together with a penal interest of 12% per annum.

Information required to be submitted in the technical bid

In case an agency/ organization wishes to undertake the assigned, it is required to submit the Technical & Financial Bids with the following details (in the Technical bids).

1. The details of available manpower for undertaking such assignments clearly specifying the number of Research Executives, Software Developers/ Computer Programmers, Designers, Data Administrators and Data Entry Operations.

2. The details of infrastructure set up of the agency in terms of number of computers with brand and type, printers/ print servers, Xerox machines, data back up devices internet connectivity bandwidth and other necessary equipments.
3. Details of the similar project successfully executed in the past, where the application was a web based application with Oracle/ SQL Server a data base and ASP/ JSP/ VB technologies as front end, Crystal Reports as reporting tools and LINUX / WIN NT as platform with documentary proof in terms of copy of work order issued by your clients.
4. The capabilities in terms of web-hosting and data centers and capability to maintain web based, data management solutions.
5. The experience of serving government departments/ organizations on similar projects.
 - The Technical bid shall be submitted as per the format enclosed (Annexure 'A').
 - The financial bids of only those agencies will be opened who score minimum of 50 marks in the technical bids. The cost of MIS will be done under Combined Quality cum Cost Based Systems and the bidder who scores highest marks will be selected.

TECHNICAL BID

I. Profile of the Firm

1. Name of Firm
2. Name and Designation of Contact Person
3. Address of the Firm
4. Telephone with STD Code
5. FAX No. with STD Code
6. Mobile No. of Contact Person
7. E-mail Address of Contact Person
8. Name and Designation of Head of the Firm responsible for the project
9. Establishment Details
 - a. Year Established
 - b. Type of Organization (Tick One) Company / Registered Firm/ NGO/Any Other
 - c. Regd. No. ; Name and Place of Registering Authority (Attach attested photocopy of Registration Certificate)
 - d. No. of full time employees
 - e. No. of part time employees

