

# **Tender Document**

for

***“Evaluation of the implementation of the Plan Scheme of the  
Ministry of Food Processing Industries”***



Government of India

**MINISTRY OF FOOD PROCESSING INDUSTRIES**

Panchsheel Bhawan, August Kranti Marg, New Delhi-110 049

## INSTRUCTIONS TO THE APPLICANT

### Background

The Ministry of Food Processing Industries has been implementing various plan schemes for promotion and development of food processing sector in the country. MOFPI intends to have these schemes evaluated for the purpose of assessing their effectiveness in meeting the objectives for which these schemes were conceptualized. The schemes that were under implementation in the 10<sup>th</sup> Plan period have been evaluated partially and are required to be evaluated only for the period 2005-06 and 2006-07. The 11<sup>th</sup> Plan schemes are required to be evaluated for the period 2007-08 onwards. The results of the evaluation would be used as inputs for further modifications/improvements in the Schemes for the next 12<sup>th</sup> Plan.

2. The schemes to be reviewed in the two plan periods are as under –

10 <sup>th</sup> Plan schemes(2005-06 to 2006-07)		11 <sup>th</sup> Plan schemes (2007-08 onwards)	
1	Scheme for Infrastructure Development	1	Scheme for Technology Upgradation/ Establishment/ Modernisation of Food processing Industries
2	Scheme for Technology Upgradation /Establishment /Modernization of Food Processing Industries	2	Scheme for Quality Assurance, Codex, Standards and R&D
3	Scheme for Quality Assurance, Codex Standards and Research & Development	3	Scheme for Human Resource Development
4	Scheme for Human Resource Development	4	Scheme for Strengthening of Institutions
5	Scheme for Strengthening of Nodal Agencies		
6	Scheme for Backward and Forward Integration and other Promotional Activities		

### 3. Scope of work

The broad Scope of work for evaluation of Plan Schemes is at **Annexure I**.

### 4. Applicant Status

The applicant may be a single entity or a multiple entity/consortium coming together to execute such projects. Consortium as a whole must have extensive experience in similar work, able to meet global standards and meet the qualifying requirements as stipulated below. The Consortium should be formed before the submission of the bids and not after the opening of the bids. The Principal applicant should qualify the eligibility criteria.

- The agency should have a minimum **five** years experience in conducting such evaluations/ studies at various levels – national, state and district levels.
- The agency should have executed at least **two** similar projects for various Central/State Govt. departments/organisations. The agencies having executed similar projects for Government of India/ State Government/any other similar organization would be given preference.
- Should have a minimum annual turnover of **Rs.10.00 Lacs** (Rupees Ten lacs) during the last three years, to be supported by audited Balance Sheets, P/L A /c, Receipt and Payment A/c.
- Should have adequate technically and managerially qualified and well-experienced in-house resource base and a strong creative team for designing and implementing the studies.
- The agency should have the ability to collect relevant data/information required for the purpose without imposing any responsibility on MoFPI.
- The applicant must have service tax registration and should be income tax assessee.
- The applicant should furnish an undertaking to the effect that the firm has not been black listed in India or abroad by any government department/agency.

## 5. Authorized Signatory

The ‘Applicant’ mentioned in the tender document shall mean the one who has signed the tender document forms. The applicant should be a duly authorized representative, for which a certificate of authority shall be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by such authorized representative.

## 6. Bid processing fee & Availability of tender documents

The tender document can be obtained from **5.04.2010** to **14.04.2010** during the normal office hours from **Sh. Kashi Nath, Under Secretary(PC), MOFPI, Panchsheel Bhavan, August Kranti Marg, New Delhi-49** with a non-refundable payment of Rs. 1,000/- by DD/ Pay Order payable at New Delhi in favour of **“Pay & Accounts Officer, Ministry of Food Processing Industries”**. Alternatively, the document may be directly downloaded from the website of Ministry of Food Processing Industries at <http://mofpi.nic.in>. In the event the document is downloaded from the website, the prospective applicant shall furnish a Demand Draft/ Banker’s cheque for Rs. 1,000/- only drawn in favour of **“Pay & Accounts Officer, Ministry of Food Processing Industries”** towards the cost of the tender document. This fee shall be non-refundable.

The Sealed Technical Bid and Financial Bid may be submitted in separate sealed envelopes to Shri Kashi Nath, Under Secretary, Ministry of Food Processing Industries, Panchsheel Bhavan, August Kranti Marg, New Delhi-49, **on or before 15.04.2010 by 5.00 P.M.**

The bids received upto 15.04.2010 at 5.00 PM would be opened in the presence of bidders on **16.04.2010 at 11.00 AM**. Thereafter, the Technical bids shall be evaluated by a Technical Evaluation Committee constituted for the purpose. After evaluation of the technical bids based on the procedure given at Annexure II, all the bidders shortlisted on the basis of their technical bids would be requested to make a detailed presentation regarding their qualifications, experience and the proposed Concept and Plan before the Selection Committee on **26-4-2010 at 3.00 PM** in Room No. 120, Panchsheel Bhawan, New Delhi.

## **7. Grouping of states**

7.1 The bids shall be submitted scheme-wise, with each bid quoted for the entire period of 2005-06 to 2009-10 as one slab.

7.2 For the scheme of Setting Up/Technology upgradation/Modernisation of food processing industries, the states have been grouped into various zones as under –

Northern zone - J&K, HP, Punjab, Uttarkhand, Haryana, UP, MP

Western zone - Rajasthan, Gujarat, Maharashtra, Goa

Southern zone - TN, Karnataka, AP, Kerela

Eastern zone - Bihar, Orissa, Jharkhand, Chattisgarh, WB

NE zone - Sikkim, Assam, Meghalaya, Mizoram, Manipur, Nagaland, Arunachal Pradesh, Tripura

7.3 The agencies can bid for any number of groupings. However, the cost has to be indicated zone-wise separately.

7.4 One of the agencies so selected under this scheme shall be designated as the 'Nodal Agency' which shall coordinate the activities of the other agencies.

## **8. Submission of Bids**

8.1 The applicant should submit their proposal along with a Demand Draft/ Banker Cheque of **Rs. 50,000/- (Rupees Fifty thousands only)** in favour of **“The Pay & Accounts Officer, Ministry of Food Processing Industries”** payable at New Delhi as Earnest Money Deposit (EMD). The bids shall be submitted in two sealed envelopes. The envelopes may be superscribed as **“Evaluation of Plan Schemes of MOFPI - Technical Bid”** and **“Evaluation of Plan Schemes of MOFPI - Financial Bid”** respectively. The Technical Bid shall contain all relevant papers/details. The financial bid should be inclusive of all expenses, excluding taxes and should clearly state the amount and taxes, etc. **The draft/pay-order of EMD should not, under any circumstance, be put inside the Financial Bid envelope. It should be sent/attached with the covering letter.**

8.2 The applicants are required to submit only one EMD amount regardless of the number of bids that they are submitting. This has to be specifically clarified in the Tender Bid submission Covering letter.

**8.3** Candidates shall be excluded from participation in a procurement procedure if :

- a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matter, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) They have been convicted of an offence concerning their professional conduct by judgment which has the force of res judicata;
- c) They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) They have not fulfilled obligations in respect of payment of social security contribution or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is performed;
- e) They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the communities' financial interests;
- f) Following another procurement procedure or grant award procedure financed by the community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

In pursuance of the above, the candidates are required to submit an 'integrity certificate' as per format given in the bid documents.

## **9. Documents to accompany tender documents.**

9.1 The applications shall be sent with the following documents in the order given :

- Tender Bid Covering Letter (Form –I) along with EMD
- Technical bid, as per the format given in Form-II.
- Financial bid, as per format given in Form-III
- Integrity Certificate, as per format given in Form-IV

9.2 The applicant, in addition to furnishing complete information in the Forms appended with the documents, shall furnish a detailed document on proposed approach, methodology & work

plan for rendering the services asked for. The work plan shall include full justification for procedures to be adopted. A time schedule for carrying out the each component of the assignment is also to be indicated.

9.3 Every sheet and all forms complete in all respects shall be signed by the person/ persons duly authorized to sign on behalf of the applicant(s) with affixing the applicant's rubber stamp. The Power(s) of Attorney supporting/authorizing the signatory shall be enclosed with the offer. Any / all corrections made in the offer shall be duly authenticated by the signature of the Authorized Signatory.

#### **10. Amendment to Tender documents.**

At any time prior to the last date for receipt of bids, MOFPI, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the Terms & Conditions by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their bids, MOFPI may, at its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in the bid.

#### **11. Evaluation**

The procedure of evaluation of the applications is indicated at **Annexure-II**.

#### **12. Time Period and Payments**

The entire work planning should be completed within six months from the date of assigning the work. A penalty of 1% will be imposed on each week's delay in work. The terms of payment would be as under:-

⇒10% as advance on award of work.

⇒20% on satisfactory design of the evaluation parameters, survey methodology, evaluation proforma etc.

⇒35% on submission of draft Report.

⇒35% on submission of final report and its acceptance by the Ministry.

#### **13. Technical Presentation**

Once the technical bids are evaluated, the shortlisted agencies may be required to make a presentation before the Committee on 26.04.2010 at 3.00 P.M. so constituted for the purpose.

#### **14. Rejection of bid documents :**

The application is liable to be rejected if:

- a)The application is not covered in proper sealed cover with superscription as indicated in para 8.

- b)Not in prescribed form and not containing all required details.
- c)Not properly signed.
- d)Received after the expiry of due date and time.
- e)Offer is received by telex, fax, telegram or e-mail.
- f)Bid received without cost of bid document if downloaded from website.
- g)The EMD of Rs. 50,000 is not enclosed. The EMD draft/pay-order shall **not** be sealed and submitted as part of the financial bid.

**Further, applicant is required to furnish a declaration regarding exclusion criteria strictly in the format as given at Annexure-III**

#### **15. Refund of EMD**

The EMD of the successful bidder will be retained in MoFPI and that of others will be returned without interest within a period not exceeding 2 weeks of the finalization of the bids.

#### **16. Disclaimer**

16.1 MoFPI shall not be responsible for any late receipt for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.

16.2 MoFPI reserves the right

- To reject any / all applications without assigning any reasons thereof.
- To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of MoFPI without assigning any reasons thereof.
- To include any other item in the Scope of work at any time after consultation in the pre-bid meeting or otherwise.

## **TERMS OF REFERENCE**

- a) The terms of reference shall be as under –
- (i) Physical verification of randomly selected 25% projects sanctioned under each scheme to ascertain extent of success in terms of achievements of its objectives.
  - (ii) Based on sample verification, preparation of evaluation report for the scheme.
  - (iii) Based on sample verification and evaluation report, suggestion to be furnished for need of amendment in the guidelines/scheme.
  - (iv) Interaction with the Banks/Financial Institutions engaged in financing of projects selected for random verification.
  - (v) Interaction with SNAs/District Industries Centres.
  - (vi) To ascertain the extent of employment generation/export promotion/the impact of enhancement in processing level/ extent of Value Addition.
  - (vii) To study the existing procedure and suggest ways for improvement.
  - (ix) Scheme-wise evaluation reports shall be furnished separately for two years of 10<sup>th</sup> Plan (2005-06, 2006-07) and two years of 11<sup>th</sup> Plan (2007-08 and 2008-09).
- b) For the above, the firms are required to design an appropriate evaluation methodology and prepare the draft evaluation/survey proformas to the satisfaction of the Ministry of Food Processing Industries.

## EVALUATION PROCEDURE

70% of weightage shall be given to the technical bid (planning and implementation process) and 30% to financial bid. The technical bid will carry maximum marks of 100. The maximum mark for each activity of technical bid is as under:

<b>Experience of the Agency - 40 points</b>		
S.No.	Parameters	Percentage
1	Experience in conducting evaluation studies in the Past	10
2	Experience in conducting evaluation studies for Central Govt. Ministries in the Past	25
3	Years of Existence in Business	5

<b>Proposed Methodology for the Study - 30 points</b>		
S.No.	Parameters	Percentage
1	Understanding of the Subject	5
2	Approach & Methodology	15
3	Work Plan	10

<b>Quality &amp; Experience of manpower - 15 points</b>		
S.No.	Parameters	Percentage
1	Educational Qualification of Core Team Members	5
2	Relevant Experience	10

<b>Other aspects - 15 points</b>		
S.No.	Parameters	Percentage
1	Certifications (ISO 9001:2000, CMM)	5
2	Turnover of the Firm on Evaluation studies	5
3	Experience of the Project Leader on similar projects	5

(2) The financial bids of only those Consulting agencies will be opened who score minimum of 50 marks in the technical bids. The cost evaluation will be done under Combined Quality cum Cost Based Systems and the bidder who scores highest marks will be selected.

**TENDER BID – COVERING LETTER PROFORMA**

To

**Ministry of Food Processing Industries**  
Panchsheel Bhavan, August Kranti Marg,  
New Delhi-110 049

Sub: Evaluation of Plan Schemes of Ministry of Food Processing Industries .

Sir,

The undersigned having read and examined in detail all the terms and conditions of documents pertaining to the proposals for Evaluation of Plan Schemes of Ministry of Food Processing Industries, do hereby express the interest to do the work as specified in the scope of work.

2. Correspondence details:

1.	Name of the applicant/ applicant Company	
2.	Address	
3.	Name, designation & address of the person to whom all references shall be made in case of applicant is a Company	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

3. Documents forming part of the bid process.

We have enclosed the followings:

- Draft/Pay order for the EMD amount.
- Technical bid as per Form-II
- Financial bid as per Form –III.
- Integrity Certificate as per Form- IV.

4. I/ We hereby declare that my/ our bid is made in good faith and the information contained is true and correct to the best of my/ our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Date:

Place:

Witness:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

**FORMAT FOR SUBMISSION OF TECHNICAL BID**

To

**Ministry of Food Processing Industries**

Panchsheel Bhavan, August Kranti Marg,

New Delhi-110 049

Sub: Technical Bid in support of our bid for Evaluation of Plan Schemes of Ministry of Food Processing Industries .

Sir,

The undersigned having read and examined in detail all the terms and conditions of documents pertaining to the proposals for Evaluation of Plan Schemes of Ministry of Food Processing Industries, do hereby submit the technical details as under –

**1. Profile of the Agency**

1. Name of the Agency
2. Name and Designation of Head of the Firm responsible for the project
3. Establishment Details
  - a. Year Established
  - b. Type of Organisation (Tick One)                      Company/Registered Firm/NGO/Any Other
  - c. Place of Registering Authority                      (Attach attested photocopy of Registration Certificate)
  - d. No. of full time employees
  - e. No. of part time employees.

II. Details of Key Professionals of the Agency proposed to be engaged for the Evaluation Study.

S. No.	Name	Area of key expertise	Highest academic professional qualifications	Length of experience (years) in the area of key expertise	Position in the Firm	No. of man months proposed to be deployed for this Study

III. Details of the office infrastructure setup of the Agency

S. No.	Details of Infrastructure	Quantity (Nos)

IV. Details of the experience in successfully conducting similar studies in past 5 years.

S. No.	Type of Activity	Title of the Project/Job	Name & Address of the Client	Duration of Project (in months) & Year of Start & Completion	Details of Study

V. Details of the experience of conducting similar studies for Central Government Ministries in past 5 years.

S. No.	Type of Activity	Title of the Project/Job	Name & Address of the Client	Duration of Project (in months) & Year of Start & Completion	Details of Study

VI. Detailed Proposed Methodology for the Study including the sampling plan and time frame proposed by the Agency.

VII. List the Schemes for which you wish to apply for conducting Evaluation.

S. No.	Type of Activity	Zone for which the Agency wishes to apply (Applicable only for Scheme 2)	YES/NO
1.	Scheme for infrastructure Development		
2.	Scheme for Technology Up-gradation, Establishment and Modernization of Food Processing Industries.		
3.	Scheme for Quality Assurance, Codex Standards, Research & Development and other Promotional Activities.		
4.	Scheme for Human Resource Development		
5.	Scheme for Strengthening of Institutions.		

{Note: Please submit Financial Bids in separately sealed envelopes for each scheme you have applied, clearly specifying the name of the Scheme/Zone on the envelope.}

**Financial status of the applicant**

Fill in the blanks for each of the last three fiscal years, duly certified by Chartered Accountant-

2006-07                      2007-08                      2008-09

1. Share Capital

2. Total assets
3. Total liabilities
4. Total profit/loss after tax
5. Banker details :

**CERTIFICATE**

It is certified that:

1. The information given above is TRUE to the best of my knowledge. The organization shall stand liable for any information given above which is later found to be FALSE, including the forfeiture of any payment due to it.
2. The professionals, staff, equipment and all requisite infrastructural facilities mentioned in this bid shall be made available for this study in due time.
3. I am competent to sign this Certificate.

(Place & Date)

(Name & Signature)  
Official Seal of the agency

**FORMAT FOR SUBMISSION OF FINANCIAL BID**

To  
**Ministry of Food Processing Industries**  
Panchsheel Bhavan, August Kranti Marg,  
New Delhi-110 049

Sub: Financial quotation in support of our technical bid for Evaluation of Plan Schemes of Ministry of Food Processing Industries .

Sir,

The undersigned having read and examined in detail all the terms and conditions of documents pertaining to the proposals for Evaluation of Plan Schemes of Ministry of Food Processing Industries, do hereby quote the following rates, inclusive of all taxes, .

<b>S.No.</b>	<b>SCHEME</b>	<b>State Zones (where applicable)</b>	<b>RATE (in lacs of rupees)</b>

**TOTAL ( INCLUSIVE OF ALL TAXES) .....**

(Place & Date)

(Name & Signature)  
Official Seal of the agency

**INTEGRITY CERTIFICATE**

**Ministry of Food Processing Industries**

Panchsheel Bhavan, August Kranti Marg,

New Delhi-110 049

**Ref: Submission of tender bid for conducting Evaluation Studies for Plan Schemes of MOFPI.**

In response to your call for submission of bids, I/We hereby declare that I/we :

- are not bankrupt or being wound up, or are having our affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matter, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- have not been convicted of an offence concerning our professional conduct by judgment which has the force of res judicata;
- have never been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the communities' financial interests;
- Will inform MoFPI immediately if there is any change in the above circumstances at any stage during the tender procedure or during the implementation of the project;
- Fully recognize and accept that any inaccurate or incomplete information deliberately provided in this tender may result in my/our exclusion from this or other contracts funded by MoFPI

(Place & Date)

(Name & Signature)  
Official Seal of the agency