

EXPRESSION OF INTEREST (EOI)

FOR

**Appointment of Human Resource to
support MoFPI**

for

**Managing the Investment Targeting &
Facilitation Desk**

Ministry of Food Processing Industries (MoFPI)

Government of India

Panchsheel Bhawan,

August Kranti Marg,

Khelgaon, New Delhi 110049

Date:- 18th February, 2026

URGENT

F. No. IP-100/5/2025-IP
Government of India

TIME BOUND MATTER

Ministry of Food Processing Industries (MoFPI)

Dated the 18th February, 2026

To

All eligible agencies

SUBJECT: SELECTION OF AN AGENCY FOR PROVIDING HUMAN RESOURCE SERVICES TO SUPPORT THE INVESTMENT DESK OF THE MINISTRY- REG.

Sir/Madam,

I am directed to enclose a copy of "Expression of Interest" for appointment of Human Resource to Support the Investment Targeting & Facilitation Desk (ITFD) of the Ministry, inviting proposals from all eligible agencies.

2. All the interested agencies are requested to submit their proposal as per requirements detailed in the EOI at GEM Portal and also submit a hard copy of the documents to the Director (Investment Promotion), Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, Khelgaon, New Delhi-110049 positively by 03:00 pm on 16th March, 2026.
3. This has approval of Competent Authority.

Encl.: As Above.

Yours sincerely

(Vikram Kesharee Pradhan)
Director to the Govt. of India
Tel.No. 011-2640 6515
Email: vikram.p@mofpi.gov.in

F. No. IP-100/5/2025-IP
Government of India
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg, New Delhi

Dated – 18th February, 2026

EXPRESSION OF INTEREST- OPEN BID NOTICE

1. Technical Bids are hereby invited from **eligible agencies** for Appointment of Human Resource to support Investment Targeting & Facilitation Desk (ITFD) of Ministry of Food Processing Industries. Bid documents can be downloaded through GEM Portal. EOI can also be viewed/downloaded from the website of MoFPI.

Schedule of invitation of E-bids:

#	Event	Date
1.	Start date for viewing/downloading of bid documents	18.02.2026
2.	Pre bid meeting	06.03.2026 (3.00 PM)
3.	Last date and time for submission of bid	16.03.2026 by 03:00 pm
4.	Date and time for opening of Technical Bid	17.03.2026 (11:00 am)
5.	Date and time for Presentation	07.04.2026 (03:00 pm)
6.	Date and Time for Opening of Financial Bid	10.04.2026 (03:00 pm)

2. Detailed terms and conditions, procedure for submission of bids and other instructions are given in **Annexure-I**.
3. In case any holiday is declared by the Government on the day of opening, the bids will be opened on the next working day at the same time. The Ministry reserves the right to accept or reject any of the bids without assigning any reasons therefor.
4. Interested agencies are requested to upload their bids on GEM Portal. The hardcopy of the documents may be submitted to Shri Vikram Kesharee Pradhan, Director, Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, Khelgaon, New Delhi-110049 positively by 03:00 pm on 16th March, 2026.
5. Bids received after the closing date and time shall not be entertained.
6. The Ministry reserves the right to cancel any or all bids or annul the bidding process without assigning any reason thereof.

(Vikram Kesharee Pradhan)
Director to the Govt. of India
Tel.No.011-2640 6515
Email: vikram.p@mofpi.gov.in

DETAILED TERMS AND CONDITIONS OF THE EXPRESSION OF INTEREST (EOI) AND PROCEDURE FOR SUBMISSION OF BIDS

1. INTRODUCTION

The Ministry of Food Processing Industries is responsible for creating a strong and dynamic food processing sector to reduce wastage of perishable agricultural produce, enhance shelf life of food products, ensure value addition to agricultural produce, diversification and commercialization of agriculture, generate employment, enhance income of farmers and create surplus for the export of agro and processed foods. These objectives will act as a catalyst to attract quality investments from within India and abroad into this sector with the aim of making food processing a national initiative. With this overall objective, the Ministry aims to:

- Enhance farmer's income by better utilization and value addition of agricultural produce
- Minimize wastage at all stages in the food processing chain by the development of infrastructure for storage, transportation and processing of agri-food produce;
- Introduce of modern technology into the food processing industries from both domestic and external sources;
- Encourage R&D in food processing for product and process development and improved packaging;
- Provide policy support, and support for creation of Infrastructure, capacity expansion/ Upgradation and other supportive measures form the growth of this sectors;
- Promote export of processed food products.

2. OBJECT AND PURPOSE

An Investment Targeting and Facilitation Desk (ITFD) will be set up in the Ministry under the Investment Promotion Division to promote investments in the Food Processing Sector and to considerably enhance the investments in the food-processing sector. The Desk will provide both technical and management support to the MoFPI, in effectively implementing the short term and long-term strategy to be formulated by MoFPI for the purpose of promoting investments in this sector, policy support, holistic development and scheme formation, etc. In order to manage the Desk, appropriate Human Resource would be required with qualification and experience in the relevant field.

3. INVESTMENT DESK ACTIVITIES & DELIVERABLES

The activities of the desk would include the following:

i. Investor targeting & outreach

- Finalize priority subsectors of food processing & allied industries in consultation with the Ministry.
- Build sub-sectoral investor targeting framework and identification of priority countries based on shortlisted subsectors.
- Create a list of investment projects per year through analyzing signals, available opportunities etc., with detailed report on each investment project.
- Reach out to the companies identified during World Food India 2025 with MoU of Rs. 1 lakh crores (app) so that their investment targets are met within the given timeframe.
- Create an annual outreach programme to target potential investors both domestically and internationally.
- Interact (one-to-one) with target investors for conversion into active investment leads.
- Develop country-wise investor opportunity documents for priority geographies.
- Support global roadshows, delegations, and virtual investor meets by preparing sector briefs and presentations.
- Facilitate follow-ups with overseas missions, trade bodies, and international agencies.
- Maintain a structured CRM for investor interactions, ensuring lead conversion and monitoring.

ii. Investor Facilitation and handholding

- Provide business plan advisory and review/advice on business plans prepared by investors for grounding of investments.
- Create company-specific business cases for making investment pitch to target investors.
- Provide end-to-end investment facilitation and handholding support.
- Issue advisories on policies, incentives and procedures.
- Conduct location assessment and review location assessment undertaken by the investors for facilitating approvals and for grounding of investments.

- Identify policy issues which impact the ease of doing business while engaging with companies in the food & allied sectors, industry associations, academia etc.
- Provide Joint venture and matchmaking support through industry associations.
- Facilitate discussions of potential investors with central/state governments.
- Provide facilitation support to start-ups and innovators with their investments in the food processing sector
- Interact with concerned stakeholders such as MPEDA, APEDA, Ministry of Civil Aviation, Airports Authorities of India, Airports, Seaports, Major Exporters, etc. to identify infrastructure gap at major airports & seaports causing wastage and hindrances in growth of agri-food exports.
- Arrange discussions with industry members for gathering relevant industry inputs for understanding the major gaps, support required etc.
- Evaluate pipeline of existing & upcoming projects.
- Reach out to Indian / Foreign Missions, industry chambers of Priority target countries.

iii. Knowledge creation & management

- Draft and publish a compendium of subsidies & incentives provided by MoFPI, other Ministries & Departments and State Governments.
- Collect and compile important statistics about the resources and potential of the states & UTs in all identified priority sub-segments.
- Gather market intelligence on global & domestic market trends for these sub-segments.
- Formulate a strategy plan for targeting investments in the identified priority sub-segments, including visits to foreign countries
- Assist MoFPI with knowledge support for investment focused international & domestic roadshows.
- Create/update guides / toolkit on step-by-step investment procedures, sector-wise in food processing.
- Prepare/update Frequently Asked Questions (FAQs).
- Provide and publish content for investment-focused brochures.

- Prepare a list of potential investors, interact with potential investors & state governments associated for proposed investments to fast tracking project implementation.
- Submit recommendations to the Ministry based on analysis of inputs received.
- Analysis of trade data and provide support for industry specific issues related to bilateral / multilateral trade agreements.
- Assist & support in dealing with GST/taxation issues faced by the industry.
- To prepare pre-feasibility report for identified investible projects based on relevant inputs received from stakeholders.
- Conduct assessments of export competitiveness, including analysis of tariff and non-tariff barriers, logistical inefficiencies, and emerging trade opportunities.
- Provide analytical support for existing schemes and propose modifications based on sector needs.
- Prepare policy briefs, regulatory issue notes, and comparative international best practices.
- Support consultations with industry associations, chambers, and relevant Ministries.
- Develop and maintain dashboards on investment pipeline, investor touch points, export trends, incentives, and project facilitation.
- Support MoFPI in content creation for outreach events, delegations, and policy meetings.
- Support MoFPI in convening national-level industry consultations and thematic working groups.

iv. Export Promotion

- Identify and recommend policy interventions to enhance competitiveness of Indian food products in global markets.
- Monitor global market trends and trade opportunities to inform MoFPI on emerging export destinations and potential growth areas.
- Provide guidance on leveraging regional trade agreements and negotiating tariff reductions to expand market access for Indian food products.
- Support MoFPI in formulating frameworks for FDI facilitation in the food processing sector, ensuring alignment with national regulations and sectoral priorities.

- Develop advisory notes on export-import regulations and compliance to help MoFPI streamline processes for industry stakeholders.
- Prepare periodic reports and analytics for MoFPI on global market trends, emerging export destinations, and trade opportunities.
- Advise on policy advocacy and representation in trade negotiations to strengthen India's position in global food markets.

v. Trade Intelligence and Advisory

- Monitor global and domestic trade trends relevant to food processing and allied sectors, including tariff and non-tariff measures.
- Develop and maintain trade intelligence databases covering key commodities, processed food products, and emerging markets.
- Track investment opportunities and trade flows to identify potential markets for Indian food processing exports.
- Provide ad-hoc trade and market intelligence reports to support policy decisions and stakeholder queries.
- Analyze trade policies and agreements (bilateral, regional, multilateral) to assess their impact on the food processing sector.
- Support in stakeholder outreach and engagement, including industry consultations, workshops, and knowledge-sharing sessions.
- Prepare periodic trade analytics reports for MoFPI to inform data-driven policy interventions.
- Assist in risk assessment and scenario planning for export competitiveness and import dependency in food processing.
- Enable informed decision-making through dashboards, visualization tools, and actionable insights for policymakers.

vi. Start-up Promotion and Support

- Develop a dynamic digital knowledge repository for MoFPI, consolidating schemes, programs, success stories, and intellectual property resources to support food-based start-ups.
- Advise on infrastructure development for incubation centres, including cold-chain units, pilot processing lines, R&D labs, and shared utilities under MoFPI's purview.

- Formulate capacity-building programs and entrepreneurship development initiatives for MoFPI to train and mentor food-sector innovators.
- Advise on policy interventions and funding models to scale India's food processing startup ecosystem and ensure inclusive growth.

4. RESPONSIBILITIES MATRIX

i. MoFPI will be responsible for:

- Providing adequate and suitable office space with basic furniture for the members of ITFD and for meeting with investors.
- Sharing all material on Ministry's schemes, guidelines, policies and regulations as available and requested by the Desk.
- Supporting the desk in coordination with States and Central Ministries & departments, to expedite the investment facilitation process.

ii. Investment Desk Partner will be responsible for:

- Supporting MoFPI in identifying and facilitating the potential investors for the food processing sector.
- On boarding and initial training of resources for the Desk
- Procuring/paying allowances for laptops, mobile phones, and other IT accessories.
- Settling operational activities - HR, Finance, Admin, and IT.
- Ensuring presence of the Team in the premises of the Ministry at all official hours and should be deployed exclusively for the deliverables of the Ministry only, and providing the requisite knowledge/expertise for achieving the outputs/deliverables mentioned in the EoI and otherwise required.
- Ensuring the mutually agreed deliverables of the Desk.
- Ensuring presence of required personnel whenever required in MoFPI Roadshows or events in India or abroad. For the Team Leader, the Travel Expenses will be paid by MoFPI on the basis of Actual Bills in line with the TA/DA entitlements of Deputy Secretary to the Government of India. For the Team Members, the Travel Expenses will be paid by MoFPI on the basis of Actual Bills in line with the TA/DA entitlements of Under Secretary to the Government of India. The GoI instructions regarding TA/DA and booking of air tickets would be strictly adhered to.

5. REVIEW OF WORK

The Desk will be under the administrative control of Joint Secretary in charge of Investment Promotion Division. MoFPI will conduct monthly meeting/reviews of the Team's activities and deliverables at the Joint Secretary/Director level and provide guidance/feedback for better output/outcome including approval of activities/new activities. The Agency will submit the progress report to the Joint Secretary (IP), MoFPI on monthly as well as quarterly basis.

6. PROPOSED TEAM SIZE

- i. It is proposed to have the following human resources for the Desk:

Team Leader - 1

Team Members - 5

- ii. The entire Desk should be placed in the Ministry of Food Processing Industries.
- iii. The team replacement will be done in prior consultation with MoFPI for effective resource utilization. Any changes to the team composition for 2nd and 3rd year of the contract will be done based on mutual consultation. The period of engagement of any existing staff will not be reduced by either side from the period Agreed upon, except by a two-month notice from either side.
- iv. These team members should have required experience as stipulated in the description mentioned below:

Designation	Professional Qualification/ Experience	No. of persons
Team Leader	The Team Leader must have Post Graduate degree in Economics/ Statistics/ Management/ Technology (preferably with M. Tech/ M.E./ M.Sc/ M.S. in Food Technology/ Food Science & Technology/ Food Processing Engineering or PG Diploma in Food Technology) from a recognized University with experience of at-least 10 years in the relevant field.	1

Team Members	Team Members must have Post Graduate degree in Economics/ Statistics/ Management/ Technology with at least two member having qualification of M.Tech/ M.E./ M.Sc/ M.S. in Food Technology/ Food Science & Technology/ Food Processing Engineering or PG Diploma in Food Technology with at least 5 years of work experience in the Food Processing and allied sectors/industries.	5
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7. ELIGIBILITY

The bidder shall fulfill the following eligibility conditions for participating in the bidding process. The Bidder should enclose documentary evidence for fulfilling the eligibility condition, as under:

- i. The bidder should have at least ten years' experience, latest being 2024-25, in the similar scope of work with assignment of value not less than Rs. 5.00 crore annually.
- ii. The bidder must have a minimum average annual turnover of Rs. 26 Crore during the last three financial years (till 2024-25). Last three years' balance sheet/Audited Statements of Account shall need to be submitted.
- iii. The bidder should not be blacklisted by any Ministry/Dept. of GOI/State Governments/Organizations/Undertaking (self-declaration on letter head);
- iv. The bidder should have GST registration and should be income tax assessee with valid GST registration and valid PAN Number.
- v. The Bidder should have Head Office or a Local office located in India.

The technical bids will be screened based on the above essential eligibility criteria. The supporting documents in respect of item no. 7 (i) to 7 (v) are to be enclosed. Proposals not complying with eligibility conditions shall be summarily rejected.

8. BRIEF DESCRIPTION OF THE SELECTION PROCESS

- i. The agency shall be selected through an OPEN competitive bidding process. A two-stage selection process of **Quality and Cost Based Selection** will be adopted in evaluating the Proposals. The bidders have to submit their best technical and financial proposals in separate envelopes.

- ii. In the first stage, a technical evaluation will be carried out on the basis of response parameters laid down in the EOI. Minimum qualifying marks in the technical evaluation process would be 75%.
- iii. In the second stage, only the technically responsive proposals will be considered for financial evaluation. Bidders, whose bids are responsive having scored / qualified on the basis of the minimum 75% marks in the technical evaluation will be eligible for financial evaluation. Price Bids of such technically qualified bidders alone shall further be opened.
- iv. Technical Proposals will account for 80% of the total evaluation score and will be assessed by a committee.
- v. Financial proposals for the eligible and responsive offers will be opened and given 20% weightage. Successful bidder will be decided based on the formula mentioned in Clause 13.

9. RIGHT TO REJECT ANY OR ALL PROPOSALS

Notwithstanding anything contained in this EOI, the MoFPI reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.

MoFPI reserves the right to reject any Proposal if:

- i. At any time, a material misrepresentation is made or uncovered; or,
- ii. The bidder do not provide, within the time specified by the MOFPI, the supplemental information sought by the MOFPI for evaluation of the Proposal.

10. SUBMISSION OF PROPOSALS

The Proposal shall be submitted online through e-bidding on the GEM Portal and through a physical copy sent to the office on or before **16th March, 2026 by 3:00 P.M.**, with **duly signed copies of the requisite documents** as detailed below:

- a. Proof of payment of EMD as detailed in para 16;
- b. Standard technical proposal submission form (Form A)
- c. General Information of the bidder (Form B)

- d. The Financial Proposal (Form C)
- e. General Description of Team (Form D);
- f. The CVs of the Team leader, experts, and team members duly signed as per format (Form E);
- g. Scanned copy of Bid Acceptance Letter (Form F);
- h. Presentation on bidder's understanding of the proposal, proposed modus operandi, timelines, schedule of activities (quarterly basis) and proposed innovative use of Information Technology, etc.
- i. Scanned copy of GST Registration Number & PAN number.
- j. Bank Guarantee Format for Performance Security (Form G)
- k. Declaration regarding authenticity of documents (Form H)
- l. Declaration that the downloaded document has not been tampered with (Form I)

Technical Bid:

While submitting the Technical Proposal, the bidder shall, in particular, ensure that:

- a. The CVs have been recently signed by the individual and the Team Leader. Unsigned / countersigned CV shall be rejected;
- b. The CV shall contain an undertaking from the Team leader and others about his/her availability for the entire contract period.

Financial Bid:

- a. Bidders shall submit the financial proposal in the prescribed format, clearly indicating the total cost of the Consultancy in both figures and words (excluding the GST), in Indian Rupees, and signed by the authorized signatory of the firm. In the event of any difference between figures and words, the amount indicated in words shall be taken into account.
- b. While submitting the Financial Proposal, the bidder shall ensure the following:
 - i. All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the personnel, devices, accommodation, traveling, printing of documents, etc. The total amount indicated in the Financial Proposal shall be **without any condition attached or subject** to any

assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

- ii. The Financial Proposal shall take into account all expenses. Further, all payments shall be subject to deduction of taxes at source as per applicable laws.
- iii. Costs (including break-up of costs) shall be indicated in **INR (Indian Rupees)**.

Any alteration/modification in the Proposal or additional information or material supplied subsequent to the due date, unless the same has been expressly sought for by the Ministry of Food Processing Industries, shall not be considered.

11. TERMS AND CONDITIONS

- a. The successful bidder will be required to engage expert(s) along with an experienced team leader and other team members. The applicant will ensure that the team comprises of the same members whose CVs are submitted as part of the application.
- b. If a firm/organization or any of its members make(s) an averment regarding his or their qualification, experience, or other particulars and it turns out to be false, or his commitment regarding availability is not fulfilled at any stage after signing of the Letter of Acceptance, all the members of the organization shall be debarred for any future assignment of the MoFPI for five years.
- c. The Technical Proposal shall not include any financial information relating to the Financial Proposal.
- d. The MoFPI reserves the right to verify all statements, information, and documents, submitted by the bidder in response to the EOI. Failure of the MoFPI to undertake such verification shall not relieve the firm of its obligations or liabilities hereunder nor will it affect any rights of the MoFPI thereunder.
- e. In case it is found during the evaluation or at any time before issue of Letter of Acceptance/Award (LOA) that one or more of the eligibility conditions have not been met by the firm or the Team has made material misrepresentation or has given any materially incorrect or false information, the firm shall be disqualified forthwith if not yet appointed as the Consultant. If the firm has already been issued the LOA the same shall, notwithstanding anything to the contrary contained therein or in this EOI, be liable to be terminated, by a

communication in writing by the MOFPI without the MOFPI being liable in any manner whatsoever to the Applicant.

- f. **Technical Bids will be opened at GEM Portal on 17th March, 2026 at 11:00 am.** The Bidder will be at liberty to be present either in person or through an authorized representative at the time of opening of Technical Bid with the Bid Acknowledgement Receipt.
- g. Financial Bid of only those Bidders shall be opened, whose Technical Bids qualify. The date of financial bid opening will be intimated to the shortlisted applicants, which are found to be suitable on technical evaluation. The technically qualified bidder will be at liberty to be present either in person or through an authorized representative at the time of opening of Financial Bid with the Bid Acknowledgement Receipt.
- h. The applicant may make payment vide Bank Draft of **Rs.15, 00,000/- (Rupees Fifteen Lakh only)** in favour of “**The Pay & Accounts Officer, Ministry of Food Processing Industries**”, New Delhi as Earnest Money Deposit (EMD). **The proposal without EMD would be summarily ignored.**
- i. The amount of EMD will be refunded to the unsuccessful bidders immediately after the Successful Bidder is finalised. The EMD of the successful bidder shall be refunded after the Performance Security is received.

12. TECHNICAL EVALUATION PROCESS

Ministry of Food Processing Industries, Governments of India will accept bids from agencies who submit bid based on the Scope of Work and evaluation process laid down. The bidders are requested to submit relevant details on experience and CV of candidates based on which a presentation shall be conducted for the proposed project. The Technical Proposals of agencies that meet the eligibility criteria will be opened to confirm the submission of necessary documents. Agencies must include their final presentations within their Technical Proposals, though they will be invited separately for presentations. Technical Proposals will be assessed by a Committee based on the following criteria:

S. No.	Criteria for Marking	Score
1.	Qualification cum Experience of Team Leader	33 Marks (Max)
a.	Experience of 10-12 years	09 marks
b.	Experience of 12-15 years	18 marks
c.	Experience of more than 15 years	27 marks
d.	Masters Degree in Food Science / Technology as specified in para 6	3 marks
e.	Ph.D in Food Science/Technology	3 marks
2.	Qualification cum Experience of Team Members/Experts	37 Marks (Max)
a.	Experience of 5-7 years	3 marks for each = 3x5 =15
b.	Experience of 7-10 years	4 marks for each = 4x5 = 20
c.	Experience of more than 10 years	5 marks for each = 5x5 = 25
d.	Qualification in Food Science or Food Technology for others than the mandatory 2 Team Members as specified in Para 6	4 each = 4x3 = 12
3.	Presentation by Bidding agency	30 Marks (Max)
a.	Bidder's understanding of the current ecosystem of the food processing and allied sector and present assignment (covering the current scope of work laid down in the EOI)	15 marks
b.	Proposed modus operandi with execution strategy, timelines, schedule of activities (quarterly basis) and workflow of team members	10 marks
c.	Proposed innovative use of Information Technology, tools and databases for better efficiency and task management	5 marks

Note*

1. The Bid Evaluation Committee (BEC) at its discretion may award any marks against each criteria mentioned in the Proposed team structure.

2. BEC shall screen the CVs of Proposed team structure in accordance to the proposed Team Structure.

3. The proposed team structure as per submitted CV shall be exactly same as mentioned in the Bid document. Legal action may be taken if any information given is found false at a later stage.

The technical score of the agency will be the sum of the scores from criteria (1) to (3) of the Table above.

Agencies that score **75% or higher** in the Technical Evaluation will be shortlisted for the opening of financial bids.

13. EVALUATION OF FINANCIAL PROPOSAL

An Evaluated Bid Score (B) will be calculated for each bid, [which meets the minimum Qualifying 75 (seventy five) marks in 'Quality' Evaluation Criteria] using the following formula to have a comprehensive assessment of the Bid price and the Quality of each bid:

$$\mathbf{B = (C_{low}/C) \times 100 \times X + (T/T_{high}) \times 100 \times Y}$$

where,

C = Evaluated Bid Price of the bidder

C_{low} = The lowest of the evaluated bid prices among the responsive bids

T = The total marks obtained by the bidder against "Quality" criteria

T_{high} = The highest mark scored against "Quality" criteria among all responsive bids

X = 0.2 [Financial proposals will carry a weightage of 20% and will be evaluated based on the amounts quoted in their financial proposal.

Y = 0.8 (The weightage for 'Quality' is 80 %)

The Proposal securing the highest Bid Score shall be recommended for award of contract.

Note: (i) *The Evaluated Bid Score (B) shall be considered up to two decimal places.*

(ii) *Contract shall be awarded to the bidder with the highest Evaluated Bid Score (B).*

(iii) *In the event of two or more bids having the same highest Evaluated Bid Score (B), the bid scoring the highest marks against 'Quality' criteria will be recommended for award of contract.*

(iv) *Classification of any bidder as 'Successful Bidder' does not automatically bestow any right on him to get the work awarded to him, which is subject to further processing and obtaining approval of competent authority of MoFPI. MoFPI, for valid reasons, reserves the right to not allot the works to lowest bidder and even cancel the entire bid process at any stage, even after process for determining lowest bidder is over.*

14. TIMELINE / DELIVERABLES

The proposed term of engagement under this project shall initially be for a period of three years. The term may be further extended for an additional period of up to two years, on a year-to-year basis, subject to written mutual consent of both Parties.

Note: Bidder shall be liable for penalty/ Liquidated damage in case of non-adherence to the timelines proposed by them. Penalty/ Liquidated damages shall be 0.5% per week with ceiling up to 5% of total contract value.

15. PAYMENT TERMS:

- i. The payment for the assignment shall be disbursed in six (6) equal instalments (bi-annual) over the course of the engagement period, each linked to the progress in respect of the Investment desk activities mentioned in paragraph 3.
- ii. The Agency will give Utilization certificate along with Statement of Expenditure before the release of the next payment. The subsequent instalment will be released on receipt of UC of previous instalment and after adjustment of the unutilized advance.
- iii. The payment to the Agency will also be linked to the successful submission of reports like:
 - o Submission and approval of detailed work plan, methodology, and timeline for execution of the assignment.
 - o Submission of comprehensive analysis of investment targeting activities, highlighting strategic outreach efforts and sector-specific opportunities (including details of support extended to both domestic and foreign entrepreneurs, including facilitation of business interactions, guidance on regulatory processes, and provision of relevant market intelligence etc.)
 - o Formulation and submission of a comprehensive strategy plan for targeting sub-sectoral investments.
 - o Collection and compilation of key statistics and data sets showcasing the investment potential across States & UTs.
 - o Preparation and submission of draft detailed project reports (DPRs) for a minimum of investible projects as per mutually agreed on the work plan.
 - o Creation and updation of toolkits, FAQs, and development of knowledge material including sectoral reports.
 - o Submission of final versions of all deliverables incorporating feedback from the Ministry and completion report.

16. SUBMISSION OF EMD

- **Furnishing of EMD of Rs. 15,00,000/- (Rupees Fifteen Lakhs only)** by bidder in the form prescribed in the bid document.
- Bidder must select the payment option as "offline" to pay the bid fee/ EMD as applicable and enter details of the instrument.
- Bidder should prepare the EMD as per the instructions specified in the bid document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the bid documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.

17. PERFORMANCE SECURITY

The successful bidder shall be required to deposit Performance Security on awarding of the contract. The amount of the Performance Security would be 3% of the value of the contract. The security may be furnished in the form of an A/c Payee Demand Draft or Fixed Deposit Receipt from a Commercial Bank or Bank Guarantee from a Commercial Bank in an acceptable form in favour of PAO, Ministry of Food Processing Industries. Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the agency. The security shall be refunded, subject to satisfactory and timely completion of job. After receipt of Performance Security Amount, EMD amount shall be refunded to the successful bidder.

18. TERMINATION OF CONTRACT

The Secretary, MoFPI may, without prejudice to any other right/remedy for breach of contract, terminate the contract in whole or in parts.

- i. If the Agency fails to arrange the supply of any or all of the deliverables within the period specified in the contract or any extension thereof granted by the MoFPI.
- ii. If the Agency fails to perform any other obligations under the contract agreement.
- iii. The Secretary, MoFPI may, without prejudice to any other rights under the law or the contract provided, get the hiring done at the risk and the cost of the Agency, in the above circumstances.

- iv. Notwithstanding anything contained herein, the Secretary, MoFPI also reserves the right to terminate the contract at any time or stage during the period of contract, by giving notice in writing without assigning any reason and without incurring any financial liability to the service provider/Agency.

19. VALIDITY OF MOA

The Memorandum of Agreement (MOA) shall be valid until and unless it is expressly terminated. During validity of MOA, MoFPI and the Consulting Agency will take effective steps for implementation of MOA. Any act on part of MoFPI and the Consulting Agency, after termination of this MOA by way of communication, correspondence etc., shall not be construed as an extension of MOA.

20. FORCE MAJEURE

- A. If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any War, or Hostility, Acts of the public enemy, Civil commotion, Sabotage, Fires, Floods. Explosions, Epidemics, Quarantine Restrictions, Strikes, Lockouts or Act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the MoFPI as to whether the work has been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may, at his option, terminate the contract.
- B. Provided also that if the contract is terminated under this clause, the MoFPI shall be at liberty to take over from the Agency at a price to be fixed by the MoFPI which shall be final, all devices or bought out components in possession of the contractor agency at the time of such termination.

21. INDEMNITY

The Agency shall indemnify the MoFPI in respect of any damages, claims, loss or action against MoFPI for acts of commission or omission on the part of Agency, its agents or servants.

22. BREACH OF CONTRACT

The breach of contract is the failure or refusal to perform the said contract. Any breach of contract by one party to it gives the other party an immediate cause of action and a right to damages as compensation for loss following from the breach of contract. A breach occurs where a party to the contract repudiates or fails to perform one or more of the obligations imposed upon him by the contract. The failure to perform may take place when the time for performance has arrived or even before that. Thus, "Breach of Contract" mentioned above covers (a) the Anticipatory Breach and (b) the Present Breach.

23. SUBSTITUTION OF MANPOWER DURING EXECUTION OF CONSULTANCY CONTRACT

(a) Substitution of manpower can be allowed in compelling or unavoidable situations only and the substitute shall be of equivalent or higher credentials. Such substitution may ordinarily be limited to not more than 2 key personnel, subject to equally, or better, qualified and experienced personnel being provided to the satisfaction of the procuring entity.

(b) Replacement of first manpower will be subject to reduction of remuneration. The remuneration is to be reduced by 5% of the remuneration, which would have been paid to the original personnel, from the date of the replacement till completion of contract. In case of the next replacement, the reduction in remuneration may be equal to 10% (ten per cent) and for the third replacement; such reduction may be equal to 15% (Fifteen per cent), so on and so forth. For this purpose, the remuneration being given to all the personnel may be mentioned while submitting the claim for the scheduled payment.

24. AMENDMENT TO EOI

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

25. MISCELLANEOUS CLAUSES

- a. The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- b. The consulting agency shall notify to MoFPI of any material change in its status or shareholding, in particular, where such change would impact on performance of obligations under the MoA.
- c. Any failure or delay on part of MoFPI to exercise right or power under MoA shall not operate as waiver thereof.
- d. Workers, employees, staff or agents engaged or employed by or on behalf of the Consulting Agency shall neither be nor deemed to be worker, employee, staff or agents of MoFPI under any circumstances what so ever and there is no such agreement for or regarding workers of the consulting agency as well as of MoFPI.
- e. Notwithstanding anything in the MoA, in no event shall MoFPI be liable under laws of contract, tort, misrepresentation warranty, negligence, strict liability or otherwise, for any special indirect, incidental or consequential damages (including loss of profit arising out of in connection with the MoA).
- f. Neither execution and delivery by the consulting agency of the MoA nor performance by the Consulting Agency of its obligations hereunder will violate, conflict with, or result in breach of, or constitute a default under, any provision of law, statute, rule or regulation or any judgment, order, or decree of any court of governmental body applicable to it, or its articles of incorporation or by-laws.
- g. All information exchanged between MoFPI and the Successful Bidder/Agency shall be considered to be strictly confidential and may not be disclosed to any third party without the prior written consent of the other party. This obligation of confidentiality shall not apply to information in the public domain or received earlier to the signing of MoA.

26. LAWS GOVERNING THE EOI/CONTRACT

This EOI/contract shall be governed by the Laws of India for time being in force.

27. JURISDICTION OF COURTS

Any dispute on selection/rejection and/or implementation/cancellation/ withdrawal of the proposal/ project under this EOI will be subject to Courts/Tribunal having jurisdiction over Delhi only.

FORM A

Standard Technical Proposal Submission Form

To _____ (Location, Date)

Ministry of Food Processing Industries

Subject: Selection of an Agency for providing Human Resource services to support the Investment Desk of the Ministry –reg.

We, the undersigned, offer to provide the services for Human Resource to Ministry of Food Processing Industries for Investment Desk of the Ministry in accordance with your Expression of Interest dated 18th February, 2026. We are hereby submitting our Technical Bid.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal i.e., before [date], we undertake to negotiate on the basis of the proposed manpower. Our proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

Yours sincerely,

Authorized signature [In full and initials]:

Name and Title of Signatory:

Name of firm:

Address:

FORM B

General Information of the Bidder

1. Name of the Company/ Firm:
2. (Attach an attested photocopy of Certificate of Registration.)
3. Legal Status of the Firm.
4. Registered Address, telephone, Tele-fax:
.....
.....
.....
5. Contact Person, Designation and Address including email ID
.....
.....
6. Length of experience in the field of Investment
Facilitation.....
7. Names and Addresses of Associated Companies to be involved in the Project and whether
Parent/Subsidiary/others. (The relationship to be indicated)
8. In case the company is a subsidiary, the involvement, if any, of the Parent Company in the
project
9. State whether the in-house expertise is available for all services/sub-systems. If not, details
of sub-consultants to be involved in the project.
10. Has the applicant or any constituent partner in case of partnership firm, ever been debarred/
black listed for competing in any organization at any time? If so, give details
11. Has the applicant or any constituent partner in case of partnership firm, ever been convicted?

Signature of the Authorized Representative

FORM C

FINANCIAL PROPOSAL

To

The Secretary
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg
New Delhi- 110049.

(Kind Attention: Mr. Vikram Kesharee Pradhan, Director)

Sir/Madam,

We, the undersigned on behalf of (name of the firm), offer to respond to (title of project) in accordance with your Bid document dated (insert date). Our **Financial Bid** against the **Scope for work in Clause 3 as well as details defined in the bid documents** is submitted as per the prescribed BOQ format (xls.format).

Our bid shall be binding upon us up to period of validity as indicated in **Clause 14**. We understand you are not bound to accept any bid you receive.

Yours sincerely

Authorized Signatory [in full and initials] Name and Title of Signatory
Name and Date:
Address of the firm:

FORM D

GENERAL DESCRIPTION OF TEAM

Sl. No.	Name of Team Leader & members	Position	Qualification	Experience	
				Nature	No. of years

FORM E

CURRICULUM VITAE (CV) OF TEAM LEADER AND TEAM MEMBERS/EXPERTS DULY SIGNED

1. Proposed Position [only one candidate shall be nominated for each position]: -

2. Name of Entity [Insert name of entity proposing the staff]:

3. Name of Staff [Insert full name]: _____

4. Date of Birth: _____ **Nationality:** _____

5. Education: [Indicate academic/professional and other specialized education of staff member, giving names of institutions/college/universities, degrees obtained along with dates of obtainment]:

6. Membership of Professional Associations:

7. Publications (Indicate books, research papers and other articles published in reputed journals).

8. Other Training(s): [Indicate significant training since obtaining degrees under 5 – Education were obtained]:

9. Countries of Work Experience: [List countries where staff has worked in the last ten years]:

10. Employment Record: [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employer organization, positions held]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

11. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staffs have been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks as per Scope of Work].

Name of assignment or project _____

Terms of Reference _____

Year _____

Location _____

Client _____

Main project features: _____

Positions held: _____

Activities performed: _____

13. Certification:

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

_____ Date: _____

[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: _____

FORM F

BID ACCEPTANCE LETTER

To

Sub: Acceptance of Terms & Conditions of Bid-reg.

Bid Reference No: _____

Name of Bid / Work: -

Dear Sir,

1. I / We have downloaded / obtained the bid documents(s) for the above mentioned 'Bid/Work' from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that i / we have read the entire terms and conditions of the bid documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby, unconditionally accept the bid conditions of above mentioned bid document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this bid are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this bid/ bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

FORM G

Bank Guarantee Format for Performance Security

To
The President of India, through Head of PA Division
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg.
New Delhi – 110049

Whereas..... (name and address of the contractor)
(hereinafter called "the contractor") has undertaken, in pursuance of contract
no.....date.....to delivery.....(description of Services) (hereinafter
called "the contract").

And Whereas you have stipulated it in the said contract that the contractor shall furnish you with a bank
guarantee by a Commercial bank for the sum specified therein as security for compliance with its obligations
as per the contract,

And Whereas we have agreed to give the contractor such a bank guarantee.

Now Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor,
up to a total of..... (amount of the guarantee in words
and figures), and we undertake to pay you, upon your first written demand declaring the contractor to be in
default under the contract and without cavil or argument, any sum or sums within the limits of (amount of
guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the
sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with
demand.

We further agree that no change or addition to or other modification of the terms of the contract to be
performed thereunder or of any of the contract documents which may be made between you and the contractor
shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such
change, addition, or modification.

This guarantee shall be valid until the day of, 20..... Ourbranch at.....
(Name & Address of the(branch) is liable to pay the guaranteed amount
depending on the filing of a claim and any part thereof under this Bank Guarantee only and only if you serve
upon us at our* branch a written claim or demand and received by us at our
.....* branch on or before Dt..... otherwise, the bank shall be
discharged of all liabilities under this guarantee after that.

(Signature of the authorised officer of the Bank)

.....
.....

Name and designation of officer

.....

Seal, name & address of the Bank and address of Branch

*Preferably at the headquarters of the authority competent to sanction the expenditure of procurement of
goods/service or at the concerned district headquarters or the state headquarters.

FORM H

DECLARATION REGARDING AUTHENTICITY OF DOCUMENTS

I, _____ Son / Daughter / Wife of
Shri _____ Proprietor/Director/
authorized 'signatory of the agency/Firm, mentioned above, is competent to sign' this declaration
and execute this bid document.

2. I have carefully read and understood all the terms and conditions of the bid and undertake to
abide by them.

3. The information / documents furnished along with the above application are true and authentic to
the best of my knowledge and belief. I/ we, am / are well aware of the fact that furnishing of any
false information / fabricated document would lead to rejection of my bid at any stage besides
liabilities towards prosecution under appropriate law.

Signature of authorized person:

Date:

Full Name:

Seal:

Place:

FORM-I

DECLARATION THAT THE DOWNLOADED DOCUMENT HAS NOT BEEN TEMPERED WITH

I/We Proprietor/Partner(s)/Director(s) of M/s. _____ hereby declare that I/We has/have not tampered the bid document No: _____ dated _____ 2026 downloaded from the GEM Portal/MoFPI Website.

Signature & Seal _____

Name _____

Name & address of the firm: _____

