

Dated 17.10.2024

NOTICE INVITING TENDERS

Subject: Request for Proposal for engagement of Programme Management Agency (PMA) for Scheme of Setting up/Up gradation of Food Testing Laboratories under Pradhan Mantri Kisan Sampada Yojana (PMKSY) in the Ministry of Food Processing Industries- regarding

Reference: Tender ID - 2024_MFPI_831241_1

The Ministry of Food Processing Industries (MoFPI) hereby invites proposals through e-tendering on the Central Public Procurement portal (<https://eprocure.gov.in/eprocure/app>) from reputed consulting firms or expert institutions/ organizations having adequate experience for evaluation of the projects received under the Scheme of 'Setting up/Up gradation of Food Testing Laboratories(FTL)' under Pradhan Mantri Kisan Sampada Yojana (PMKSY).

2. The timeline for submission of bids/ proposals is given below: This issues with the approval of the Competent Authority.

Event	Date	Time
Publishing Date & Time	17.10.2024	04:00 PM
Bid Submission Start Date & Time	17.10.2024	05:00 PM
Pre-bid Meeting	24.10.2024	11:00 AM
Bid Closing Date & Time	07.11.2024	05:30 PM
Technical Bid Opening Date & Time	11.11.2024	11:00 AM
Presentation by Shortlisted Bidders	18.11.2024	02:00 PM
Opening of Financial Bids	25.11.2024	11:00 AM

3. Pre-bid meeting will be held on **24.10.2024; 11.00 AM** in room no. 120 at MoFPI, Panchsheel Bhawan, August Kranti Marg, New delhi-110049.

4. This issue with the approval of the Competent Authority.


(Vivek Kumar Singh)
Deputy Secretary to Government of India
Tel: 011-26406521
E-mail: ftls-mofpi@gov.in

Dated: October 17, 2024

REQUEST FOR PROPOSAL (RFP)

ENGAGEMENT OF PROGRAM MANAGEMENT AGENCY (PMA) FOR SCHEME FOR SETTING UP/UP-GRADATION OF FOOD TESTING LABORATORIES

Ministry of Food Processing Industries hereby invites proposals in the form of techno-financial bid from interested and technically qualified agencies for selection as Program Management Agency (PMA) for the ***Scheme of Setting up/Up-gradation of Food Testing Laboratories under Food-Safety-Quality-Assurance-Infrastructure (FS&QI) component of Pradhan Mantri Kisan Sampada Yojana (PMKSY)***.

BACKGROUND

- a. The Ministry of Food Processing Industries (hereinafter referred as the Ministry) has been implementing the Schemes under the Pradhan Mantri Kisan Sampada Yojana (PMKSY). Department of Expenditure, Ministry of Finance vide F. No. 01(01)/PFC-I/2022 dated 01.02.2022 has informed that, the Union Cabinet vide its decision dated 19.01.2022 has approved the continuation of Pradhan Mantri Kisan Sampada Yojana (PMKSY) till 31.03.2026 or till further review, whichever is earlier. Therefore, the Scheme will be continued up to 31.03.2026.
- b. The Ministry with the objective of providing a network of food testing and analysis laboratories to support the Food Safety regulatory activities and help the food processing industry in regard to quality control measures, is implementing a Scheme of Setting up/ Up-gradation of Quality Control/ Food Testing Laboratories ***under FS&QI component of Pradhan Mantri Kisan Sampada Yojana (PMKSY)***. Guidelines for the scheme are available on the website <https://mofpi.nic.in/Schemes/food-safety-quality-assurance-infrastructure/setting-gradation-quality-control-food-testing-laboratory/download-guidelines-4>, which may be gone through before submitting proposal.
- c. Ministry proposes to support setting up of 100 Food Testing Laboratories (hereafter FTL(s)) with Financial Allocation of about ₹500 crores during 2024-25. The project period would be 24 months to 30 months in general and difficult areas respectively.

1. Scope of work/ Terms of Reference (TOR):

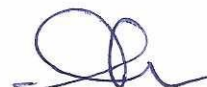
- a. Scrutiny of the proposals received against the Expression of Interest (EOI)/ advertisement and assist the Ministry in selection of eligible proposals as per the scheme guidelines.
- b. Examination of appraisal of the DPR/projects indicating financial viability, commercial sustainability and socio-economic impact and presentation of the appraisal to the Ministry for approval.
- c. Assist the Ministry in issuing approval letters to the selected projects.



- d. Assist/advise the Ministry in release of the grant to the approved projects. Scrutiny of the proposals for release of grant as per the scheme guidelines. Undertake site inspections jointly with the Ministry to assess the actual physical progress and verify the claims/documents submitted by the applicant for release of grant and make recommendations to the Ministry. In addition to carrying out mandatory site inspections before release of final instalment of grant, the PMA will also carry out additional site inspections as and when requested by the Ministry to ascertain the status of implementation of a particular project.
- e. Monitoring and reporting the progress of the projects to the Ministry periodically on the basis of defined milestones or as directed by the Ministry.
- f. Updating the data regularly in the online dashboard monitoring system for monitoring the progress of the assisted projects. The portal will have to be kept updated at all times.
- g. Assist in formulating, analysing and evaluation of the scheme guidelines.
- h. Provide inputs for preparing reports, templates, forms and checklists related to the effective implementation of the scheme.
- i. Provide inputs for preparation of the agenda notes and minutes of the review meeting, Techno-Scrutiny Committee (TSC), Project Approval Committee (PAC) etc.
- j. Checking the authenticity of the documents submitted by the applicants.
- k. Conducting follow-up visits of the projects after completion to oversee the accreditation of **ISO 17025/NABL standard /Integrated Assessment** and commercial operation.
- l. PMA is required to guide and handhold the promoter in getting them registered on PFMS, generation of Utilisation Certificates (UCs) through EAT Module of PFMS, preparation and uploading of documents on SAMPADA portal for release of grants.
- m. Mapping/Plotting of the location of the available NABL Accredited FTLs across the country in terms of Latitude and Longitude in order to have supporting data for proper policy planning.
- n. Any other duty and responsibility assigned by the Ministry from time to time.

2. Eligibility of the bidders

- a. It should be a reputed Pan-India [having presence in at least 10 States, including 5 States of Production Clusters as notified by the Ministry under Operation Greens Scheme] institution/organisation (Institution, company, Corporate House, NGO, consulting firm), which has minimum 10 (ten) years' of experience of working with any Ministry/ Department/ organization of Government of India (GOI) for infrastructure projects.



- b. It should have an annual turnover of at least ₹10 crores during each of the last three financial years and should have earned profit during at least one year in the preceding three years.

Note: This should be supported by audited annual reports and balance sheets for last three financial years (2021-22, 2022-23, 2023-24).

- c. Should have sufficient experience of monitoring of actual setting up of laboratory(s) (food/environmental/pathology) and installation of equipment (satisfactory work completion certificate attached). At least two work orders of setting up of laboratory(s) (Food/ Procurement of equipment/ Environmental/ Drug/ Pathology) in the Government Sector/ Private Sector, of which one is in Government Sector.

- d. It should not have been blacklisted or debarred by Central Government/ any State Government.

Note: an undertaking should be submitted on the letter head to this effect.

- e. Once a firm is selected as PMA **under the Food Testing Laboratories (FTL) Scheme**, it cannot act as Project Management Consultant (PMC) for any of the projects **under the FTL scheme**

3. Dedicated Personnel

- a. PMA shall deploy dedicated personnel, as mentioned below, till the projects assigned to PMA are successfully completed:

S. No.	Position	Experience	Qualification
1.	Team Leader	Minimum 10 years of professional experience in Agriculture Sciences/ Food Technology/ Agricultural Engineering/ Veterinary Sciences/ Horticulture/ Fisheries Sector or related allied field	MBA (Agri-Business)/ Graduate in Agriculture Sciences / Food Technology/ Agricultural Engineering/ Veterinary Sciences/ Horticulture/ Fisheries Sector or related allied field.
2.	Team Members	Minimum 5 years of project experience in fields like handling of Food Testing equipment/ Food processing/ pharmaceuticals/ medical devices industries involving product handling/ conveying systems/ automation	B. Tech in Mechanical Engineering/ Civil Engineering/ Agricultural Engineering/ Food Technology
3.		Chartered Accountant with 5 years' professional experience	C.A.
4.		Minimum 5 years professional experience in the area of food testing and operationalization/ procurement of equipment/	Graduate in Agriculture Sciences/ Food Technology/ Agricultural Engineering/ Veterinary Sciences/ Horticulture/ Fisheries Sector

	environmental testing/ drug testing/ pathology	or related allied field/ (Chemistry)/ (Microbiology)	M.Sc. M.Sc.
Note: Allied field/sector includes Agricultural Sciences, Fisheries, Horticulture, Veterinary and Animal Husbandry, Dairy Science, Agricultural Engineering and related etc.			

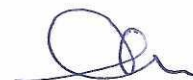
- b. **Physical Inspection** (before release of each instalments or as required by the Ministry) shall be carried out by the dedicated personnel or by regional office of PMA. However, inspection report(s) should be submitted to this Ministry through the Team Leader and counter-signed by the Team Members.
- c. At least one person amongst the Team Leader and Team Members shall be permanently deployed in the Ministry for day-to-day coordination of activities related to the Scheme. The Ministry will prepare a roster for the purpose.
- d. Same personnel shall not be deployed as Team Leader or Team Member in any other Scheme of the Ministry.
- e. Substitution of dedicated personnel (Team Leader and Team Members) will be allowed only in compelling or unavoidable circumstances and the substitute shall be of equivalent or higher qualifications as well as experience. In any case, not more than 2 (two) dedicated personnel can be substituted.

4. Brief Description of the Selection Process

PMA will be selected through an open competitive bidding process. A two-bid selection process will be adopted in evaluating the proposals. Technical evaluation of bids will be followed by financial evaluation. Proposals will finally be ranked according to their combined technical and financial scores.

5. Earnest Money Deposit (EMD)

- 5.1 The applicants shall submit a Demand Draft of **₹10,00,000/- (Rupees Ten Lakh only)** in favour of "Pay & Accounts Officer, Ministry of Food Processing Industries" payable at "New Delhi" as refundable Earnest Money Deposit (EMD). The demand draft for EMD should be posted/ couriered/ given in person to the designated person in the Ministry on or before the last date of online submission of the bid document. EMD is to remain valid for a period of 45 days beyond final bid validity period.
- 5.2 EMD of unsuccessful bidders at the Technical Bid stage will be returned within 30 days of declaration of result of the Technical Bid. After completion of the bidding process, the EMDs of the unsuccessful bidder(s) will be released at the earliest.
- 5.3 Unilateral withdrawal from the assignment after selection of qualified bidders under technical bidding will result in forfeiture of EMD.



5.4 EMD will be refunded in case of unilateral withdrawal from the bidding process before completion of technical bidding.

6. Submission of Proposals

Proposals shall be submitted online only (no physical submission of proposal shall be accepted) through e-tendering on the Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) on or before **07.11.2024 by 5:30 PM**, with duly signed (by authorized representative) and scanned copies of the requisite documents as detailed below:

A. Cover (A) shall contain the Technical Bid (inter alia, documents in support of the eligibility conditions):

- a. Scanned copy of the Demand Draft for EMD.
- b. The Technical Bid as per the format given in **Annexure-I** in support of years of experience and details of assignment/ consultancy services successfully executed (refer to paragraph 2).
- c. General description of Team as per **Annexure-II** along with CVs of the Team Leader and Team Members as per **Annexure-III** (refer to paragraph 3).
- d. Scanned copy of Tender Acceptance Letter as per **Annexure-IV**.
- e. Scanned copy of GST Registration number.
- f. Scanned copy of Audited Annual Report & Balance Sheets for last 3 financial years [refer paragraph 2(b)].
- g. Documents in support of Pan-India presence [refer paragraph 2(a)].
- h. An undertaking for not being debarred or blacklisted by Central Government/ any State Government [refer paragraph 2(d)].

Note: The Technical Bid shall not include any financial information relating to the Financial Bid.

B. Cover (B) shall contain the Financial Bid. The following is to be considered by bidders while submitting the Financial Bid:

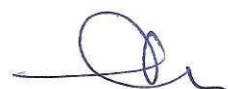
- a. It shall be signed by the authorized signatory of the bidder.
- b. Financial Bid shall include remuneration, accommodation and travelling for the personnel, printing of documents etc.
- c. In the event of any difference between figures and words, the amount indicated in words shall be taken into account.
- d. In the event of a difference between the arithmetic total and the total shown in the Financial Bid, the lower of the two shall be taken into account.
- e. The total amount indicated in the Financial Bid shall be without any condition attached or subject to any assumption. In case any assumption or condition is indicated in the Financial Bid, it shall be considered non-responsive and is liable to be rejected.
- f. The Financial Bid shall include all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all expenses shall be deemed to be included in the costs shown under different items of the Financial Bid.
- g. All payments made to PMA shall be subject to deduction of taxes at source as per applicable laws.



- h. In no case the PMA so appointed, will be entitled to payment beyond the fee quoted in the Financial Bid, except where exclusively provided in this bid document.
- i. The bidders shall submit Financial Bid in the prescribed BOQ format (.xls format).
- j. The bidders are required to indicate their fee in percentage against the total grants-in-aid for the projects under the Scheme. However, total grant-in-aid will not include any replenishment cost for this purpose.
- k. Any alteration/ modification in the Financial Bid 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.

7. Terms and Conditions of Bid:

- a. The instructions for online bid submission are at **Annexure-V**. For any clarification, **Food Testing Laboratories Division** of the Ministry may be contacted over telephone no. **(011) 26406521/553** and e-mail at - ftls-mofpi@gov.in.
- b. Failure to comply with the requirements spelt out in this RFP shall make the bid liable to be rejected.
- c. If the bidder or dedicated personnel make(s) an averment regarding his/ her qualification, experience, or other particulars and it turns out to be false, or his commitment regarding availability for the Scheme is not fulfilled at any stage after signing of the Letter of Acceptance, PMA along with such personnel shall be debarred for any future assignment of the Ministry for five years.
- d. In case it is found that one or more of the eligibility conditions have not been met by the bidder or the dedicated personnel has made material misrepresentation or has given any materially incorrect or false information, notwithstanding anything to the contrary contained therein or in this RFP, **Letter of Award (LOA)** (if issued) will be terminated without the Ministry being liable in any manner whatsoever to the bidder.
- e. The Ministry reserves the right to verify all statements, information, and documents, submitted by the bidder in response to RFP. Non-verification by the Ministry does not relieve the bidder of its obligations or liabilities nor will it affect any rights of the Ministry.
- f. Technical Bids will be opened online at <http://eprocure.gov.in/eprocure/app> on **11.11.2024 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 or they can view the bid opening event online. All the responsive bids shortlisted on the basis of their technical bids would be required to make a detailed presentation regarding qualifications, experience and understanding of the Scheme before the Evaluation-cum-Selection Committee (to be constituted by the Ministry) on date/time and location to be intimated separately.



- g. The Technical Bids will be evaluated by the Evaluation-cum-Selection Committee. Financial Bid of only those bidders will be opened, whose Technical Bids qualify. The date of opening of Financial Bid will be intimated to the shortlisted bidders. The bidders technically qualified 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 or they can view the bid opening event online.
- h. The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents.
- i. The rates quoted shall be firm throughout the period of performance of the assignment up to and including acceptance of the final report by the Ministry and discharge of all obligations of PMA under the Agreement.
- j. The applicant should be willing and capable of staying on with the implementation of the Scheme and completion of the projects.

8. Validity of Bid

- a. The bid shall be valid for a period of 180 days from the last date of submission of application.
- b. The Ministry retains the right that in exceptional circumstances, at its own discretion, it may ask the applicants to extend the validity of their application for a specified period. The applicants not submitting the letter of extension of the validity period at that time will not be further considered.

9. Evaluation of Bids

- a. Prior to evaluation of bids, the Ministry will determine whether each bid is responsive to the requirements of RFP. A bid will be considered responsive only if:
 - i. It is received in the specified format.
 - ii. It is received by the due date including any extension thereof.
 - iii. It contains all the information (complete in all respects) as requested in the RFP.
 - iv. It does not contain any condition or qualification.
 - v. It has deposited required amount of Earnest Money Deposit (EMD).
- b. The Ministry reserves the right to reject any bid, which is non-responsive and no request for alteration, modification, substitution or withdrawal will be entertained by the Ministry in respect of such proposals.

10. Evaluation of Technical Bid

- a. The Technical Bid will be evaluated on a scale of 100. The comparative weightage and technical evaluation would be as below:



S. No.	Criteria			Maximum Marks
A	Number of years of experience in providing services for planning, equipment procurement, and executing projects of setting up of food testing/ procurement of equipment/ environmental testing/ drug testing/ pathology			20
A1	Having experience of equal to or more than 15 Years;			20
A2	Having experience of less than 15 years but equal to or more than 10 years;			15
A3	Having experience of less than 10 years but equal to 8 years			10
B	Experience in consultancy to the entrepreneur			30
B1	Numbers of Food Testing Laboratory projects implemented as consultant in last ten years			<i>Number of projects handled:</i> 5 to 7 = 10 marks; 8 to 10 = 15 marks More than 10 = 30 marks
C Experience of Key Personnel				30
	Position	Experience	Qualification	
C1	Team Leader	Professional with minimum 10 years' experience in Agriculture Sciences / Food Technology/ Agricultural Engineering/ Veterinary Sciences/ Horticulture/ Fisheries Sector or related allied field	MBA (Agri-Business)/ Graduate in Agriculture Sciences/ Food Technology/ Agricultural Engineering/ Veterinary Sciences/ Horticulture/ Fisheries Sector or related allied field.	14
C2	Team Members	Mechanical/ Civil/ Agri Engineering with a minimum 5 years of project experience in fields like handling of Food Testing equipment/ Food processing/ pharmaceuticals/ medical devices industries	B. Tech in Mechanical/ Civil / Agricultural Engineering/ Food Technology	8 (8 marks for experience in handling, maintenance and operation of Food Testing equipment) (5 marks for the experience in fields like food processing/ pharmaceuticals/ medical devices industries involving

		involving product handling/ conveying systems/ automation		product handling/ conveying systems/ automation)
C3		Chartered Accountant with 5 years professional experience	C.A.	4 (4 marks for the professional experience)
C4		Minimum 5 years of professional experience	Graduate in Agriculture Sciences/ Food Technology/ Agricultural Engineering/ Veterinary Sciences/ Horticulture/ Fisheries Sector or related allied field/ MSc (Chemistry)/ MSc(Microbiology).	4 (4 marks for experience in Food Testing and related field)
D	Detailed presentation regarding their qualifications, experience and the proposed Concept and Plan before the Evaluation cum Selection Committee			20
	Total			100
<i>Note: PMA may deploy additional manpower as per actual requirement of the work. However, CVs of only the above mentioned personnel will be considered for technical evaluation.</i>				

- b. The bidders obtaining at least 60% marks on the basis of evaluation of the Technical Bid will qualify for evaluation of Financial Bid.
- c. Marks obtained in the Technical Bid will be termed as technical score (S_T).

11. Evaluation of Financial Bid

- a. In financial evaluation, each Financial Bid will be assigned a financial score (S_F).
- b. Financial score (S_F) will be the total cost indicated in the Financial Bid.
- c. The lowest Financial Bid (F_M) will be given a financial score (S_F) of 100 points.
- d. The financial scores of other proposals will be computed as follows:

$$S_{Fi} = 100 \times F_M / F_i \quad (F_i = \text{amount in the } i^{\text{th}} \text{ Financial Proposal})$$

where S_{Fi} stands for the financial score of i^{th} proposal

12. Final Evaluation: Combined Technical and Financial Evaluation

- a. PMA will be selected based on Combined Quality Cum Cost Based System (CQCCBS) of bid in the ratio of Technical Bid (70%) and Financial Bid (30%).



- b. Combined score will be calculated as follows:
 $S = (S_T \times T_w) + (S_{FI} \times F_w)$
 Where S is the combined score, and T_w and F_w are weights assigned to Technical Bid and Financial Bid that will be 0.70 and 0.30, respectively.
- c. The proposals will be ranked in merit in descending order calculated on the basis of combined scores(s).
- d. The proposal securing highest marks (L1 bidder) on basis of combined scores(s) will be awarded the contract.

13. Award of Contract

After selection, a Letter of Award (LOA) will be issued, in duplicate, by the Ministry to the successful bidder and such bidder shall, within 7 (seven) days of the receipt of LOA, sign and return the duplicate copy of LOA in acknowledgement thereof. LOA will constitute the Agreement for the purpose of this consultancy assignment.

14. Terms of payment to PMA

- a. The agreed fee for a project sanctioned under the Schemes, as conveyed through LOA, will be paid on the basis of achieving of milestones indicated in below table:

Sl. No.	Instalment	Fee Amount	Milestone
1	1 st instalment	10%	On issue of approval letter to the projects
2	2 nd instalment	40%	On release of 1 st instalment of grants-in-aid to the projects
3	3 rd instalment	40%	On release of 2 nd instalment of grants-in-aid to the projects
4	4 th instalment	10%	After one year of release of 2 nd / final instalment of grants-in-aid to the projects and submission of final evaluation reports thereof by PMA to the Ministry. If the evaluation reports are not submitted within one year, a penalty of 5% will be imposed which will be deducted from 4 th instalment.

- b. Substitution of 1 (one) dedicated personnel may be allowed subject to reduction by 5% of bank guarantee while substitution of 2 (two) dedicated personnel will result in reduction of bank guarantee by 10%. Any further substitution may lead to termination of the contract.

15. Deduction in fee

Deduction in fee will be imposed on PMA as specified here and elsewhere in this document:

- a. For failure to physically inspect projects under the Scheme, the next instalment of fee will be stopped.
- b. Deduction of 1% (one percent) of next instalment of fee for each week of delay or part thereof, wherever any deadline is fixed, subject to a maximum of 10% (ten percent) of the fee shall be recovered from the Performance Security. However, in case of delay due to reasons beyond the control of PMA (Force Majeure), suitable extension of time may be granted by the Ministry.

16. Force Majeure

- a. For the Purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of the party.
- b. The term "Force Majeure" as implied herein will mean an act of God, war, civil riots, fire directly affecting the performance of the contract, floods and Acts and Regulations of respective Government of the two parties, namely the Organization and the contractor. Both, upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, shall within seventy-two hours of the alleged beginning and ending thereof intimate the other party giving full particulars and satisfactory evidence in support of its claim.
- c. If deliveries are suspended by force majeure conditions lasting for more than 02 (two) months, the Ministry shall have the option of cancelling this contract in whole or part at its discretion without any liability on its part. Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

17. Applicable Law and Jurisdiction

This RFP, including all matters connected with this RFP, will be governed by the Indian laws, both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Delhi Court, if required.

18. Performance Guarantee/ Security

18.1 On being selected as PMA by the Ministry, the successful applicant shall submit a refundable bank guarantee (initially valid till 60 days beyond scheduled completion of the assignment) for 3% of the estimated professional fee within 30 days of issue of Award of Contract and EMD will be returned thereafter.

18.2 In case the selected bidder/ PMA fails to discharge its assignment, the Ministry reserves the right to encash such Bank Guarantee.

19. Withdrawal/ Amendment to RFP

- a. 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 requested by prospective bidders, modify the RFP document by an amendment. In order to provide prospective bidders reasonable time in which to take 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 invitation to RFP.

- b. The Ministry reserves the right to withdraw the RFP at any stage without any liability or any obligation for such withdrawal, without assigning any reasons.

20. Schedule

- a. The Schedule for opening and closure of bids is as follows:

Sl. No.	Critical Date Sheet		
1.	Publishing Date & Time	17.10.2024	04:00 PM
2.	Bid Submission Start Date & Time	17.10.2024	05:00 PM
3.	Pre-bid Meeting	24.10.2024	11:00 AM
4.	Bid Closing Date & Time	07.11.2024	05.30 PM
5.	Technical Bid Opening Date & Time	11.11.2024	11:00 AM
6.	Evaluation by Bids Opening Committee for deciding responsiveness of proposals	13.11.2024	11:30AM
7.	Presentation by Shortlisted Applicants	18.11.2024	02.00 PM
8.	Evaluation of Technical bids by Evaluation cum Selection Committee	20.11.2024	--
9.	Opening of Financial Bids	25.11.2024	11:00 AM

- b. The complete details viz. RFP, evaluation process, format for submission of technical and financial bids etc. can be downloaded from the Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>).

- c. If the last date for receipt & opening thereof happens to be a holiday, the offer will be received and opened on the next working day at the same time.

21. Miscellaneous Provisions

- a. The Ministry reserves the right:
- To reject any/ all applications without assigning any reason thereof.
 - To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Government and in furtherance of the objective of the Scheme.
 - To include any other items in the Scope of Work at any time after consultation in the pre-bid meeting or otherwise.
 - To facilitate evaluation of proposals, the Ministry may, at its sole discretion, seek clarifications from any bidder regarding its proposal. Such clarification(s) shall be provided within the time specified by the Ministry for this purpose. Any request from the bidder for clarification(s) and all clarification(s) in response thereto shall be in writing. If a bidder does not provide clarification(s) within the specified time, their proposal will shall be liable to be rejected. In case the



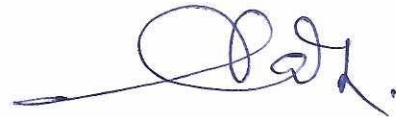
- proposal is not rejected, the Ministry may proceed to evaluate the proposal by construing the particulars requiring clarification to the best of its understanding.
- v. The Ministry shall not be responsible for any late receipt of bid application for any reasons whatsoever.
- b. The Selection Process will 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.
- c. PMA shall not enter into separate agreements with any of the project promoters under the Scheme for services related to preparation of DPRs, designing, engineering, procurement, construction management, supervision etc. of the project.

22. Pre-bid meeting

A pre-bid meeting will be held on **24.10.2024 at 11.00 AM** in the Ministry to provide clarification, if any, in connection with the bid.

23. Clarifications

Clarifications, if any can be sought from the undersigned or Under Secretary (FTL Section), Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, New Delhi-110049.



(Vivek Kumar Singh)
Deputy Secretary to Govt. of India
Tel: 011-2640 6521;
E-mail: ftls-mofpi@gov.in

TECHNICAL BID FORM
APPLICANT'S ORGANISATION AND EXPERIENCE

A – Applicant's Organization

[Provide here a brief (not more than two pages) description of the background and organization of your entity and each associate, if any, for this assignment.]

B – Applicant's Experience

[Using the format below, provide information on each assignment for which your entity, and each associate for this assignment, was contracted for carrying out consulting services similar to the ones requested under this assignment.]

Assignment name :	Approx. value of the contract (in Rupees) :
Country:	Duration of assignment (months) :
Location within country :	
Name of client :	
Address :	
Start date (month/year):	
Completion date (month/year) :	
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's

Name: _____



General Description of Team

Annexure-II

Sl. No.	Name of Team Leader & Staff	Position	Educational Qualification	Experience	Input (Staff-months)

Note: C.V of the Team Members to be provided in the format given at Annexure- III



**CURRICULUM VITAE (CV) OF PROPOSED
PROFESSIONAL STAFF (Team Leader, experts, and members) FOR THE
ASSIGNMENT**

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 college/ university and other specialized education of staff member, giving names of institutions, degrees obtained and 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 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 employing 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 staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11].

Name of assignment or project _____

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, qualifications and experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____

[Signature of staff member or authorized representative of the staff] Day/Month/Year
Full name of authorized representative: _____

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: __/__/__

To

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work:

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/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 tender 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/ organisation too has also been taken into consideration, while submitting this acceptance letter.

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

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

Yours faithfully,

(Signature of the Bidder, with Official Seal)



Instructions for Online Bid Submission

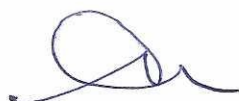
The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) Issued by any Certifying Authority recognized by CCA India, with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in; they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

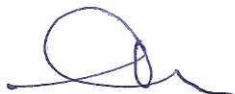


PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF /XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender 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 tender 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.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format / pdf format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file / pdf format, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been



completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file / pdf format is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subject to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid opener
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 180030702232. Bidder can also get help at +91-7878007972 and +91-7878007973.

