

.File NoCE-13016/1/2025-CEFPPC
Ministry of Food Processing Industries
Government of India
Panchsheel Bhawan, August Kranti Marg,
New Delhi-110049

दिनांक: 31.01.2025

Subject: Request for Proposal (RFP) for “Appointment of Program Management Agency (PMA) for implementation of Scheme for Creation / Expansion of Food Processing & Preservation Capacities (CEFPPC) of Ministry of Food Processing Industries”

Ministry of Food Processing Industries 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 appointment of Program Management Agency (PMA) for implementation of Scheme for Creation / Expansion of Food Processing & Preservation Capacities (CEFPPC) of Ministry of Food Processing Industries. 0

The timeline for submission of bids / proposals are given below:

Critical Date Sheet		
Publishing Date & Time	31.01.2025	06.00 PM
Bid Submission Start Date & Time	31.01.2025	06.30 PM
Bid Closing Date & Time	21.02.2025	05.30 PM
Pre-bid Meeting	07.02.2025	11:00 AM
Technical Bid Opening Date & Time	24.02.2025	11:00 AM
Evaluation by Bids Opening Committee for deciding responsiveness of proposals	28.02.2025	11:30AM
Presentation by Shortlisted Applicants	03.03.2025	11.00 AM
Evaluation of Technical bids by Evaluation cum Selection Committee	on or before 05.03.2025	
Opening of Financial Bids	06.03.2025	11:00 AM

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>) and the bids / proposals to be submitted online on this portal only.


(Pankaj Kumar)
Director

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Government of India

MINISTRY OF FOOD PROCESSING INDUSTRIES

Panchsheel Bhawan, August Kranti Marg, New Delhi- 110049

Request for Proposal (RFP)

For

“Engagement of Programme Management Agency (PMA)

for Scheme for

Creation/ Expansion of Food Processing & Preservation Capacities (CEFPPC)

under PRADHAN MANTRI KISAN SAMPADA YOJANA”


31/01/2025

Government of India
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg
New Delhi-110049

Dated: 31st January, 2025

REQUEST FOR PROPOSAL (RFP)

Engagement of Program Management Agency (PMA) for Creation/ Expansion of Food Processing/ Preservation Capacities (CEFPPC)

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 "Creation/ Expansion of Food Processing/ Preservation Capacities (CEFPPC)" under the Central Sector umbrella scheme – Pradhan Mantri Kisan Sampada Yojana (PMKSY).

1. Background

(a) Ministry of Food Processing Industries has been implementing the Scheme for Creation/Expansion of Food Processing and Preservation Capacities (CEFPPC) since 2017 under the Pradhan Mantri Kisan Sampada Yojana (PMKSY). Further, the Cabinet vide its decision dated 19.01.2022 has conveyed the approval for continuation of Pradhan Mantri Kisan Sampada Yojana (PMKSY) with an allocation of Rs. 4600 crore till 31.03.2026 or till further review, whichever is earlier, vide Cabinet Secretariat's communication No. 2/CM/2022(i) dated 28.01.2022. Therefore, the Scheme "Creation/ Expansion of Food Processing and Preservation Capacities", one of the component schemes under PMKSY will be continued up to 31.03.2026.

(b) Moreover, Department of Expenditure (DoE), Ministry of Finance vide OM dated 28.08.2023 informed "The proposal has been examined in this Department vide OM No. 68(01)/PFC-I/2021 (Vol.II) dated 18.05.2023, this Department had conveyed to MoFPI that under PMKSY, increase in costs up to 20% of the original costs estimates are covered by the approval of original costs estimates and can be approved by Secretary of the Ministry with the concurrence of the Financial Adviser. In case of PMKSY which has an outlay

of ₹4600 crore in the 15th FC cycle, increase of 20% corresponds to an increase in outlay by ₹920 crore. MoFPI is requested to restrict expenditure/committed liabilities under the PMKSY scheme during 15th FC cycle to ₹5520 crore (₹4600 crore + ₹920 crore).”

(c) The main objective of the Scheme is creation of processing and preservation capacities and modernization /expansion of existing food processing units which will help in increasing the level of processing, value addition and thereby lead to reduction of food loss and enhancement of farmer's income. The processing activities to be undertaken by the individual units will cover a wide range of post-harvest processes resulting in value addition and/or enhancing shelf life such as sorting, grading, washing, peeling, cutting, sizing, pulping, extraction, pasteurization, canning, drying, dehusking, dehulling, colour sorting, pulverization, extrusion drying & dehydration, homogenization, irradiation, concentration, or any other processes which also includes preservation activities/ facilities like blast freezing, plate freezing, spiral quick freezing, Individual Quick Freezing (IQF), chilling, blanching, chemical preservation, fermentation, refrigerated/ insulated transport, cold storage, CA storage, deep freezer or any other specialized facilities required for preservation of perishables.

(d) The maximum admissible grants-in-aid for each project under the Scheme is 35% of eligible project cost in General Areas and 50% of eligible project cost in Difficult Areas¹ (please refer to the Guidelines of the Scheme for more details) subject to maximum grant-in-aid of Rs. 5.00 crore. The Ministry proposes to support 50-55 additional projects with total outlay of about Rs. 192.75 crore.

2. Roles and responsibilities of PMA

(i) To assist the Ministry (and Technical Committee/ Project Approval Committee) in inviting Expression of Interest (EOI) for projects under the Scheme.

(ii) To assist the Ministry in evaluation/ appraisal of applications received in response to EOI including techno-feasibility reports and DPRs (detailed project

¹ Difficult Area for proposals under this Scheme means North-Eastern States (including Sikkim), State of Uttarakhand, State of Himachal Pradesh, Union Territories of Jammu & Kashmir and Ladakh, State Notified ITDP areas and Islands (Union Territories of Andaman & Nicobar and Lakshadweep).

reports). A presentation as to such evaluation/ appraisal is required to be made to the Ministry.

(iii) To scrutinize the documents for release of grants-in-aid as per the Guidelines of the Scheme and to verify the authenticity of the documents/certificates submitted to the Ministry.

(iv) To undertake site inspections to assess the actual physical progress of the projects. Site inspections are mandatory before release of every instalment of grants-in-aid. 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. In case inspection timelines goes beyond 31.03.2026 for certain projects, the PMA shall work till completion of the projects

(v) To update data about the projects regularly in the online dashboard monitoring system for monitoring the progress of the projects.

(vi) Development of suitable Operation & Management (O&M) plan for the assisted projects.

(vii) To provide technical inputs on any aspect of food processing and preservation related matters as and when required by the Ministry.

(viii) To guide the Project Implementation Agency (PIA) in implementation of the projects, statutory clearances and submission of documents for claim of grants-in-aid.

(ix) To assist the Ministry in preparing reports, templates, forms and check lists related to effective implementation of the Scheme.

(x) To assist the Ministry in preparation of the agenda notes and minutes of meetings to review the projects under the Scheme, meetings of Technical Committee, Project Approval Committee or any other meeting related to the Scheme.

(xi) To assist the Ministry in organizing workshops/ media campaigns aimed at sensitizing the potential stakeholders about the Scheme.

3. Eligibility of the bidders

a) It should be a reputed pan-India (having regional offices in at least 5 States, including Delhi/NCR) institution/ organisation (Institution, company, Corporate House, NGO, consulting firm) which has minimum three 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 Rs. 10 crore 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.

c) It should have handled at least 5 agro-processing/ food processing/ food preservation projects and 5 infrastructure projects (for Central Government/ State Government as consultant) of at least Rs. 5 crore each in last five years.

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 selected as PMA, it cannot act as Project Management Consultant (PMC) for any of the projects under this Scheme.

4. Dedicated Personnel

PMA shall deploy dedicated manpower, as mentioned below, till the projects assigned to it under the Scheme are successfully completed:

	Position	Experience	Educational Qualification
1	Team Leader	Professional/ Sector Specialist with minimum 10 years experience	MBA/ CA or ICWA
2	Team Members	Chartered Accountant with minimum 5 years of professional experience	C.A.
3		Civil Engineer with minimum 5 years of professional experience	B.Tech/ M.Tech (Civil)
4		Mechanical Engineer with minimum 5 years of professional experience	B.Tech/ M.Tech (Mechanical)

5		Food Technology expert with minimum 5 years professional experience	B.Tech/ M.Tech (Food Technology)
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a) Inspection (before release of instalments and as required by the Ministry) shall be carried out by the dedicated personnel or by regional office of PMA. However, inspection report should be submitted to this Ministry through the Team Leader and counter-signed by the Team Members.

b) 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. The other team members may be made available as and when the Ministry desires.

c) Same personnel shall not be deployed as Team Leader or Team Member in any other scheme of the Ministry. Further, existing PMAs may apply only by proposing new team member(s) / leaders.

5. Brief Description of the Selection Process

PMA shall 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.

6. Earnest Money Deposit

The applicants shall submit a Demand Draft of Rs. 5,00,000/- (Rupees five lakh only) in favour of "Pay & Accounts Officer, Ministry of Food Processing Industries" payable at New Delhi as refundable Earnest Money Deposit (EMD). 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. EMD of unsuccessful bidders at the Technical Bid stage will be returned within 30 days of declaration of result of the Technical Bid. After selection of the suitable applicant as PMA, the amount of EMD shall be refunded to the unsuccessful bidders at the earliest after expiry of final bid validity and latest on or before the 30th day after award of the contract.

7. Submission of proposals

(i) Proposal 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 **21.02.2025 by 5:30 PM** with duly signed (by authorized representative) 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 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 paragraph 3**).

c) General description of Team as per **Annexure-II** along with CVs of the Team Leader and Team Members as per **Annexure-III** (**refer paragraph 4**).

d) Scanned copy of Tender Acceptance Letter (**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 3 (b)**].

g) Documents in support of Pan-India presence [**refer paragraph 3 (a)**].

h) An undertaking for not being debarred or blacklisted by Central Government/ any State Government [**refer paragraph 3(d)**].

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

B. Cover (B) shall contain the Financial Bid.

(ii) 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.
- 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.

8. Terms and Conditions of Bid

- a) The instructions for online Bid submission are at **Annexure-V**. For any clarification, CEFPPC Division of the Ministry may be contacted over telephone no. +91-11-26406545.
- b) Failure to comply with the requirements spelt out in Clause 9 (validity of the bid) 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 MOFPI 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, LOA (if issued) will be terminated without MOFPI being liable in any manner whatsoever to the bidder.

e) MOFPI reserves the right to verify all statements, information, and documents, submitted by the bidder in response to RFP. Non-verification by MOFPI does not relieve the bidder of its obligations or liabilities nor will it affect any rights of MOFPI.

f) Technical Bids will be opened online at <http://eprocure.gov.in/eprocure/app> on 24.02.2025 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 shall be evaluated by the Evaluation-cum-Selection Committee. Financial Bid of only those bidders shall 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 MOFPI 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 till its completion.

9. Validity of Bid

a) The Bid shall be valid for a period of 180 days from the last date of submission of application.

b) MoFPI 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 application not submitting the letter of extension of the validity period at that time shall not be further considered.

10. Evaluation of Bids

(a) Prior to evaluation of bids, MOFPI will determine whether each bid is responsive to the requirements of RFP. A bid shall 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) MOFPI reserves the right to reject any bid, which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by MOFPI in respect of such proposals.

11. Evaluation of Technical Bid



(a) The technical Bid will be evaluated on a scale of 100. The comparative weightage for would be as follows:

S. No.	Evaluation Criteria	Weightage (Total Marks-100)		
1	Past experience and pan India presence of the Firm	60 marks		
1.1	One mark for each year of experience of working with any Ministry/ Department/ Organisation of Government of India (GOI) for infrastructure projects (minimum 3 years of experience).	Maximum 15 marks		
1.2	One mark for each infrastructure project handled for Central government/ State Government (minimum 5 projects in last 5 years).	Maximum 15 marks		
1.3	One mark for each agro-processing/ food processing and preservation projects implemented as a consultant (for minimum 5 projects in last five years)	Maximum 20 marks		
1.4	One mark for each regional office in different states (minimum 5 States), including Delhi/ NCR (it includes project offices also).	Maximum 10 marks		
2	Experience of Key Personnel*	25 marks		
	Position	Experience	Qualification	
	Team Leader	Professional/Sector Specialist with minimum 10 years' experience in the field.	MBA/ CA or ICWA/ Post Graduate	5 marks
	Team Members	Chartered Accountant with minimum 5 years professional experience	C.A.	5 marks
		Civil Engineer with 5 years professional experience	B. Tech. / M. Tech. (Civil)	5 marks
		Mechanical Engineer with 5 years professional experience	B. Tech. / M. Tech. (Mechanical)	5 marks
		Food Technology expert with 5 years professional experience	B. Tech./M. Tech. (Food Technology)	5 marks
3	Financial Strength of the Consultant	15 marks		
	Turn over more than Rs. 40.00 crore during each of the last three years	15 marks		
	Turn over more than Rs 20.00 crore and up to Rs. 30.00 crore during each of the last three years	12 marks		
	Turn over more than Rs 10.00 crore and up to Rs. 20.00-crore during each of the last three years	10 marks		
Total Points		100		

*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.

(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 shall be termed as technical score (S_T).

12. Evaluation of Financial Proposal

- (a) In financial evaluation, each Financial Bid will be assigned a financial score (SF).
- (b) Financial score (SF) shall be the total cost indicated in the Financial Bid.
- (c) The lowest financial proposal (F_M) will be given a financial score (SF) of 100 points.
- (d) The financial scores of other proposals will be computed as follows:
 $S_{Fi} = 100 \times F_M / F_i$ (F_i = amount in the i^{th} Financial Proposal)
 where S_{Fi} stands for the financial score of i^{th} proposal

13. 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 technical score (S_T) and financial scores (S_F) shall be calculated as follows:
 $S = (S_T \times T_w) + (S_F \times F_w)$
 Where S is the combined score, and T_w and F_w are weights assigned to Technical Bid and Financial Bid that shall 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 (H1 bidder) on basis of combined scores (S) will be awarded the contract.
- (e) The Ministry may engage more than one PMA based on the volume of work/ assignments and for this purpose, the Ministry may constitute a panel. In case more than one PMA are decided to be engaged by the Ministry, bidders other than the H1 bidder to be considered in the panel will be required to accept financial quote of the H1 bidder.

14. Award of Contract

After selection, a Letter of Award (LOA) shall be issued, in duplicate, by MOFPI 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 shall constitute the Agreement for the purpose of this consultancy assignment.

15. Terms of payment to PMA

(a) The lump sum fees quoted as percent of total grants-in-aid (for sanctioned projects) will be paid on the basis of achieving of milestones indicated in table below:

Sl. No.	Installment	Out of quoted Rate	Milestone
1	1 st instalment	@10%	On approval of grants-in-aid to the projects (proportionate to approval of grants-in-aid)
2	2 nd instalment	@40%	On release of 1 st instalment of grants-in-aid to the projects (proportionate to release of grants-in-aid)
3	3 rd instalment	@40%	On release of 2 nd and final instalment of grants-in-aid to the projects (proportionate to release of grants-in-aid)
4	4 th installment	@10%	After 12 months but not more than 15 months of release of final installment of grants-in-aid to the projects and acceptance of final evaluation report thereof submitted by PMA to the Ministry

(b) 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.

Notwithstanding anything contained in above para, if performance of PMA is found poor, Ministry may, any time, direct PMA to change any team member(s) based on their poor performance.

(c) Substitution of 1 (one) dedicated personnel will be allowed subject to reduction by 5% of remuneration payable to PMA while substitution of 2 (two) dedicated personnel will result in reduction of remuneration by 10%. Any further substitution may lead to termination of contract.

16. Penalty

Following penalties may be imposed on PMA/ bidder:

(a) Forfeiture of EMD/ Bank Guarantee in case of unilateral withdrawal from the assignment after selection of qualified bidders under technical bidding.



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

(c) For failure to inspect projects under the scheme, the next instalment of fee of PMA will be stopped.

(d) Deduction of 1% (one percent) 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 deducted from the professional fee and remaining, if any, may be adjusted from the performance security or otherwise. However, in case of delay due to reasons beyond the control of the agency (Force Majeure), suitable extension of time shall be granted by the MoFPI.

17. 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 terms "Force Majeure" as implied here in shall mean an act of God, war, civil riots, fire, floods, any other natural calamities directly affecting the performance of the contract.

18. Performance Security Deposit

The proposed EMD to be submitted is of Rs. 5 lakh. However, the value of performance security can not be fixed at this stage as it shall range between three to five percent (3-5%) of the value of the contract as specified in the bid documents. The clause mentioned may create confusion that the Performance security is equivalent to EMD, which shall be retained in lieu of Performance security.

In this regard, EMD & performance security may be taken separately and the amount of performance security may be set to 5% of total contract value while as the EMD may be set to 5 lakh as mentioned in the draft RFP, which may be returned on receipt of performance security or adjusted against performance security.

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 a prospective Bidder, modify the RFP document by an



amendment. In order to provide prospective Bidder 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) MoFPI 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:

Critical Date Sheet		
Publishing Date & Time	31.01.2025	06.00 PM
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Technical Bid Opening Date & Time	24.02.2025	11:00 AM
Evaluation by Bids Opening Committee for deciding responsiveness of proposals	28.02.2025	11:30AM
Presentation by Shortlisted Applicants	03.03.2025	11.00 AM
Evaluation of Technical bids by Evaluation cum Selection Committee	on or before 05.03.2025	
Opening of Financial Bids	06.03.2025	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

(a) The Ministry reserves the right:

(i) To reject any/ all application without assigning any reasons thereof.

(ii) 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.

(iii) To include any other items in the Scope of Work at any time after consultation in the pre-bid meeting or otherwise.

(iv) To facilitate evaluation of proposals, MOFPI may, at its sole discretion, seek clarifications from any bidder regarding its proposal. Such

clarification(s) shall be provided within the time specified by MOFPI for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing. If a bidder does not provide clarifications within the specified time, its proposal shall be liable to be rejected. In case the proposal is not rejected, MOFPI 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 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.

(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.

23. Pre-Bid meeting:

A pre-bid meeting will be held on **07.02.2025 at 11.00 AM** in Ministry's Committee Room No. 120, Panchsheel Bhawan, New Delhi to provide clarification, if any, in connection with the above Bid.

24. Clarifications:

Clarifications, if any can be sought from Shri Pankaj Kumar, Director, Ministry of Food Processing Industries, Govt. of India, Panchsheel Bhawan, August Kranti Marg, New Delhi-110049. (Phone: 011-26406545, Email- cefppc-mofpi@gov.in)


(Pankaj Kumar)

Director

Tel:-011-26406545

Email:- cefppc-mofpi@gov.in

TECHNICAL BID FORMAPPLICANT'S ORGANISATION AND EXPERIENCE**A – Applicant's Organisation**

[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

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 enrollment, 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 (e.g. Sify / TCS / Encode / eMudhra etc.), 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 /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/PDF file, 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/PDF file 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.

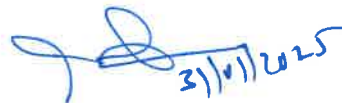
9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

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 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.



A handwritten signature in blue ink, followed by the date 3/11/2025.