



**NORTH EASTERN REGIONAL AGRICULTURAL  
MARKETING CORPORATION LTD**  
(A GOVERNMENT OF INDIA ENTERPRISE)

**INVITING EXPRESSION OF INTEREST**

**FOR EMPANELMENT OF TECHNICAL MANPOWER  
AGENCIES/COMPANIES/NGOS/FIRMS/ ORGANIZATION FOR  
ADOPTION AND CERTIFICATION OF ORGANIC FARMING**

**AND**

**GOOD AGRICULTURAL PRACTICES (GAP)**

**Date of Submission of bid: 22<sup>nd</sup> December, 2017 upto 2 PM**

**Date of opening of bid: 22<sup>nd</sup> December, 2017 at 3 PM**

**Registered Office: 9, RAJBARI PATH, G. S. ROAD, GANESHGURI,  
GUWAHATI – 781 005, ASSAM, INDIA**

**EMPANELMENT OF TECHNICAL MANPOWER AGENCIES  
/COMPANIES/NGOS / FIRMS/ ORGANIZATION FOR VARIOUS  
PROJECTS OF ADOPTION AND CERTIFICATION OF ORGANIC  
FARMING AND GOOD AGRICULTURAL PRACTICES**

NERAMAC under its flagship program of “ONE” Organic North East invites Expression of Interest /Request for Proposal (EOI/RFP) from reputed NGO’s/Firms/Companies/agency for State wise Empanelment of Technical manpower having experience in area Adoption and Certification of Organic Farming and Good Agricultural Practices. The proposal should be submitted for providing Technical Manpower for implementing various activities for Adoption and Certification of Organic Farming and Good Agricultural Practices. The proposal should be addressed to The Managing Director, NERAMAC Guwahati Assam; No emails will be entertained for submission of proposals in this regard.

Documents (detailed Terms and Conditions) can be down loaded from NERAMAC website [www.neramac.com](http://www.neramac.com) on payment of Rs. 1000/-inclusive of VAT per set vide NEFT/RTGS/DD.

**Important Dates**

**A. Last date for the submission of EoI: 10.12.2017 (1500\_Hrs)**

**B. Place of submission and opening of Bids: MD, NERAMAC,  
9 Rajbari Path, G.S Road, Guwahati – 781005, Assam, (India)**

- a. Processing fee Rs 15000/- Bid (Non-refundable) per applied state should be submitted along with submission of offer. EOI not accompanying the processing fee shall be rejected out rightly and shall not be processed.
- b. The Qualification criteria for State wise Technical Manpower Agencies / Companies / NGOs / Firms / Organization empanelment is given in the EOI document.
- c. The EOI documents along with detailed scope of work and other relevant documents from the part of EOI. EOI document is available at website [www.neramac.com](http://www.neramac.com) in which may be downloaded and submitted to above given address.
- d. Technical Manpower Agencies / Companies / NGOs / Firms / Organization securing the qualifying marks shall be selected for empanelment
- e. Bidders shall have to sign ‘Integrity Pact’ with NERAMAC.
- f. NERAMAC reserves the right to accept or reject any one or all tenders without assigning any reason thereof.

- g. Any corrigendum including extension of date or change of date for submission of the tender shall be published only on the website and that shall be deemed to have been seen by the bidders.
- h. In case the date opening falls on a holiday, the bids shall be opened on next working day at the same time and it will be binding on the Tenderer / Bidders for acceptance.

## **INTRODUCTION**

NERAMAC is a Central Govt. of India Enterprise under the administrative control of MDoNER. It was set up to support farmers / producers of NORTH EAST getting remunerative prices for their produce and thereby bridges the gap between the farmers and the market and also to enhance the agricultural, procurement, processing and marketing infrastructure of the Northeastern Region of India.

Organic agriculture is production of agriculture products free from chemicals and pesticides residues by adopting eco-friendly low cost technologies.

Good Agricultural Practice (GAP) is an internationally used management system for pre farm gate production of fruits and vegetables. GAP is being widely adopted by the growers. It eliminates hazards from indiscriminate use of farm inputs, besides ensuring compliance with hygienic measures, personal hygiene, environment protection and pest control.

NERAMAC's Organic Team approach and makes presentations to various State Govt. for showing its competencies in successful implementation of various Organic projects under various schemes. Once the NERAMAC receive the work order, it shall be implemented as per the procedure by hiring the services of Technical Manpower Agency empanelled for the particular state/ region by keeping highest priority to the quality. NERAMAC's Technical team shall supervise the activities of Technical Manpower provided by Agency time to time so that quality is never compromised. NERAMAC may consider the strength of Technical Manpower of Agency while making PPT. Technical Manpower provided by agency shall be in the roles of agency and NERAMAC shall only take services of Manpower and agency for the project only. There shall be no claim of Technical Manpower and Agency on permanent employment in NERAMAC on whatsoever circumstances.

## **Scope of Work**

**The Scope of work of the Technical Agency is to provide Technical Manpower in the state having sufficient experience and knowledge in the following activities:**

- a) Mobilize farmers into groups for adoption of organic farming.

- b) Build the capacity of farmers in on-farm resource management
- c) Train the farmers for effective implementation of organic methods of cultivations in full compliance of National Standards of Organic Production.
- d) Motivate the farmers for voluntary adoption of organic farming through effective training and on-field management demonstrations.
- e) To ensure development and installation of Internal Control System (ICS) of NPOP/ others with active participation of farmers. At least 2-3 farmers/ cluster should be properly trained and entrusted with responsibility of documentation, internal inspections and inspection check list filling etc in due course of time. This is essential to ensure that the group is fully trained and skilled in all its operation before the termination of the project.
- f) Facilitate organic certification through Grower Group certification system of NPOP/ Others by duly accredited organic certification agency.
- g) Facilitate market linkages to NERAMAC for ensuring the disposal of produce as organic commodity in nearby areas.

#### **ELIGIBILITY CRITERIA**

1. The NGO's / Organizations/ JV/ Company/ Firms under Societies Act having atleast 3 years of experience in undertaking various activities as given above in scope of work.
2. Should have adequate knowledge and expertise in the similar field.
3. Should have list of manpower having experience in undertaking above activities. This List of Manpower may be required at the time of making PPT to the states.
4. The moderator/ Director(s) of the JV/ Company/NGO/Firm should have a minimum of 5 years' experience in the field of Agriculture / providing Technical manpower.
5. Manpower should have experience in handling Organic Agri Inputs /on farm input preparations
6. The annual turnover of the organization for the last three financial years should not be less than Rs. 50 Lakhs.
7. The company/NGO/firm or their moderator/Director(s) should not be blacklisted by any Govt. / PSU/Organisation.
8. Agency should be in position to make payment upto 6 months to the manpower so provided

## **DESIRABLE CRITERIA**

- a. Preference shall be given to firm/ company who have office in North East Region.
- b. Preference shall be given to firm/ company which has experience with any Govt. agencies, PSU, State Govt., or Govt. owned federation etc. the same to be certified by the Chartered Accountant along with his seal & signature.

## **GENERAL TERMS AND CONDITIONS**

- a. **Empanelment**: State wise Empanelment would be done through this EOI. Applicant has to apply for each individual state separately. Applicant has to submit EMD and Processing Fee separately for each applied State of India in General and North East in particular.
- b. **Document Fee**: The applicant should submit the documentary evidence of Document fee of Rs. 1000/- (Rs. One thousand only) for alongwith EOI application. The Demand Draft shall be in the name of **NERAMAC, Guwahati, Assam, (India)**. The fee shall be non refundable
- c. **Processing Fee**: The applicant should submit the documentary evidence of Processing fee of Rs. 10,000/- (Rs. Ten thousand only) per application for alongwith EOI application. The NEFT/ RTGS/ Demand Draft shall be in the name of **NERAMAC Guwahati Assam, (India)**. The fee shall be non refundable.
- d. **EMD**: The applicant should submit the documentary evidence of EMD of Rs. 50000/- (Rupees fifty thousand only) per application for alongwith EOI application. The NEFT/ RTGS/ Demand Draft shall be in the name of **NERAMAC Guwahati –Assam, (India)**. The Earnest Money of unsuccessful tender shall be refunded soon after final empanelment of the agencies has been completed. No interest shall be payable on earnest money deposited with the Department

### RTGS details are as follows:

Bank Name: State Bank of India,

Branch Name: New Guwahati Branch, Bamunimaidam

Account No: 10566982782

IFSC Code: SBIN0000221

- e. The EOI documents in Format – duly completed in all respect and duly signed by the authorized persons along with Xerox attested copy of required

documents and empanelment fee is to be dropped in the EOI BOX available at the above address. And the Technical Bid will be opened on same day at 15:00 hrs. In presence of applicants or their authorized representatives. Applicant shall be solely responsible for any loss, damage of application or fee and cannot claim anything from NERAMAC on this account.

- f. Each page of EOI documents as well as corrigendum, if any, must be signed with date and seal failing which the tender shall be liable to be rejected.
- g. EOI received with incomplete / partial information and/or without supporting documents shall be liable to be rejected at the discretion of the EOI inviting authority.
- h. NERAMAC is not bound contractually or in any other way to any applicant(s) to this Expression of Interest. NERAMAC is not liable for any costs of compensation in relation to the consideration of this Expression of Interest, incurred by the applicant(s) to this Expression of Interest whether or not NERAMAC terminates, varies, or suspends the Expression of Interest process or takes any other action permitted under this Expression of Interest.
- i. **Payment Terms:**
  - a. Payment to Agency shall be made through NEFT/RTGS on receipt of verification report and assessment of the executed work of the Agency by the Technical Committee of NERAMAC/ State level or External agency appointed by NERAMAC. Payment shall be made within 30 days from receipt of payment from the beneficiary state and after receipt said report subject to the work done as per the activities/norms of the action plan.
  - b. No mobilization advance shall be given to the successful agency at any stage during the implementation of the project. Any project submitted will be taken as absolute without any pre condition.
  - c. In case of any irregularity found on the part of Agency in due course, performance security would be forfeited and further payment would be stopped. Any loss or Damage to the image or name of NERAMAC due to non performance of agency, suitable action shall be taken.
  - d. In case of delay in completion of work beyond the schedule time limit penalty will be imposed at the rate of 0.50% of the cost of the work per week.
- j. The applicant shall furnish an undertaking in support of their claim and information /documents submitted. If anything found false in course of

verification , at any point of time and/or after approval of the enlisted firm shall be blacklisted and debarred from future transactions with NERAMAC and also liable for payment /compensate any loss arise due to false undertaking.

- k. No new partner/partners shall be accepted in the firm by the firm in respect of the contract without approval of NERAMAC and unless he/they agreed to abide by all its terms, conditions and deposit with the department with a written agreement of this effect. The contractor/firms receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and shall be sufficient discharge for any of the purpose of the contractor.
- l. Agency either already endowed or be in a position to deploy appropriate staff. Staff must be qualified and know the local language & should be aware with Organic farming activities.
- m. **GST, Sales Tax Registration and Clearance Certificate:** Agency should have GST of the State for which it is applying or should take before signing of agreement/ implementation of project (Copies of GST registration & latest clearance certificate should be enclosed).
- n. Tender form shall be filled in ink or typed. No tender filled in pencil shall be considered. Applicant shall sign the tender form at each page and at the end in token of acceptance of all the terms & conditions of the tender.
- o. Applying against Expression of interest (EOI) does not automatically give right to Empanelment / registration
- p. All costs incurred by the agency in respect of submission of offer and presentation shall be borne by the agency concerned.
- q. **Agreement and Security deposit:** Successful empanelled agencies shall have to execute an agreement as specified within 10 days from the date of dispatch of acceptance letter of the tender.
- r. **Performance Guarantee:** PG of 5% to be submitted within 10 days of the date of issue of work Order
- s. NERAMAC reserves the right to remove any agency/organization /society from the empanelled list along with forfeiture of Performance Security, if the service provided by them is found to be unsatisfactory or if the information provided for empanelment is proved to be false.
- t. **SETTLEMENT OF DISPUTES:** All disputes or differences in relation to the EOI, the contract or the interpretation of any of their terms or implementation

there-of or arising out of or concerned directly or indirectly with the contract shall be referred to the arbitration or a single arbitrator to be appointed by the Managing Director of the Corporation and in the absence of MD, the highest Executive Officer of the Corporation shall make such appointment. The venue of arbitration shall be at Guwahati. The court of law at the Guwahati alone will have jurisdiction in the matter of any disputes whatsoever.

- u. An agreement will be signed by the selected agency/agencies with MOU which will be active initially for 3 years subjected to satisfactory performance and may be renewed. The financial implication will be discussed and finalized in MoU as per mutually agreed terms
- v. The Agency will ensure the post production marketing of the produced goods.

### **Disclaimer**

- a. The NERAMAC shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.

The NERAMAC reserves the right

- a. To reject any/all applications without assigning any reasons thereof.
- b. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the NERAMAC without assigning any reasons thereof. To include any other item in the Scope of work at any time after consultation with applicants or otherwise. The issue of this document does not in any way commit or otherwise obliges NERAMAC to proceed with all or any part of an EOI process. The EOI Request is not the subject of any process contract or any contractual obligations between NERAMAC and applicant(s). NERAMAC may, at its absolute discretion, elect to abandon any part of whole of the process without giving prior notice to the applicant(s).

**Sd/  
NERAMAC Ltd.**



## **PROCEDURE FOR SELECTION:-**

All the applications received in response to the notice for empanelment will be scrutinized (**FOR EACH STATE SEPARATELY**) by the Evaluation Committee to be formed by NERAMAC in 3 Stages evaluation process:

### **STAGE-I:**

Following are **ESSENTIAL DOCUMENTS** without which BID would be rejected at this stage:

- I. Form A
- II. Form B
- III. EMD (Rs. 50000/-) per State
- III. Processing Fee (Rs.15000/-) per State

Please note: Receipt of above documents are mandatory to qualify for Stage II

### **STAGE –II:**

Once Stage-I is fulfilled, Bid Evaluation Committee shall scrutinize and evaluate essential and other relevant documents. In case Committee desires, it may ask bidder to submit clarification within 2-3 Days time. Those proposals which do not meet the qualifying criteria will be rejected, forthwith, or at any stage of detection.

Based on the evaluation criteria as given in FORM B, a bidder shall be considered as **TECHNICALLY QUALIFIED WHO HAS QUALIFIED STAGE I AND ATTAIN 60 MARKS (MIN.)**

### **STAGE –III**

Financial bid shall be opened for only technically qualified Bidder (as given above),