

**NORTH EASTERN REGIONAL AGRICULTURAL MARKETING
CORPORATION LTD**

(A GOVERNMENT OF INDIA ENTERPRISE)

EXPRESSION OF INTEREST

FOR

**EMPANELMENT OF CONSULTANT/ CONSULTING AGENCY/ KNOWLEDGE
PARTNERS**

FOR

PREPARATION OF PROJECTS REPORTS

ON

**AGRICULTURE/HORTICULTURE /AGRI-HORTI
MARKETING, PROCESSING PLANTS & ALLIED FOR
NERAMAC Ltd**

Date of Submission of bid: 25.11.2017 up to 14:00 Hours



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

INVITING EXPRESSION OF INTEREST FOR EMPANELMENT CONSULTANTS / CONSULTING AGENCY / KNOWLEDGE PARTNERS / ADVISOR FOR PREPARATION OF PROJECT REPORTS ON AGRICULTURE / HORTICULTURE / AGRI - HORTI MARKETING PROCESSING PLANTS & ALLIED FOR NERAMAC LTD.

NERAMAC invites Expression of Interest / Request for Proposal (EOI/RFP) from reputed CONSULTANT/CONSULTING AGENCY / KNOWLEDGE PARTNER / ADVISOR for empanelment with NERAMAC for preparation of end to end project report / DPR in the field of **AGRICULTURE/ HORTICULTURE AGRICULTURE MARKETING PROCESSING PLANTS & ALLIED**. The agency shall be required to conceptualize, design and prepare a report for NERAMAC and shall facilitate in its implementation (if required) on case to case basis.

The detailed notice can be downloaded from our website www.neramac.com.

Important Dates

- A. Last date for the submission of Bid : 25.11.2017 (14.00Hrs)**
- B. Place of submission and opening of Bids : MD, NERAMAC,
9, Rajabari Path, G. S.
Road, Guwahati - 781005,
Assam, (India)**
- i. Processing fee Rs 10,000/ Bid (Non-refundable) should be submitted along with submission of offer. Offer not accompanying the processing fee shall be rejected outrightly and shall not be processed
 - ii. The Pre-Qualification criteria for empanelment is given in the EOI document
 - iii. The EOI documents along with detailed scope of work and other relevant documents forms the part of EOI. EOI document is available at website www.neramac.com and www.cppp.nic.in which may be downloaded and submitted to above given address.
 - iv. The agencies securing the qualifying marks shall be selected for empanelment
 - v. Bidders shall have to sign 'Integrity Pact' with NERAMAC
 - vi. NERAMAC reserves the right to accept or reject any one or all tenders without assigning any reason thereof.
 - vii. The list of Agencies empanelled by the NERAMAC may be valid for initially for one year and extended upto 3 Years (on satisfactory performance) and placed on website in public domain.

- viii. 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.
- ix. In case the date opening fall on a holiday, the bids shall be opened on next working day at the same time and it will be binding on the Tenderers / Bidders for acceptance.

1. SCOPE OF WORK

The scope of work for the empanelled agency shall be as under:

Preparation of end to end project in the field of **AGRICULTURE/ HORTICULTURE AGRICULTURE MARKETING PROCESSING PLANTS & ALLIED**. The agency shall be required to conceptualise, design and prepare Project Reports / DPR for NERAMAC and shall facilitate in its implementation (if required) on case to case basis.

The above works shall be carried out based on a clear cut strategy and action plan to be finalized only in consultation and approval of NERAMAC to achieve the stated objectives of preparation of business plan.

2. REQUIREMENT OF EMPANELMENT :

There is continuous requirement of submission of projects report on **AGRI-HORTICULTURE MARKETING PROCESSING PLANTS & ALLIED** to various departments, but it takes good amount of time and cost in identifying proper agencies having necessary competence in related trades for providing project reports through tendering at different point of time. So, this is towards developing an all-in-one process for thorough assessment of credentials of various organizations having knowledge and experience in conceptualising, designing and preparation of Project Reports for NERAMAC and identifying suitable organization as per our need. The selected organization/organizations would be readily available and may be called for preparation of Project report at short notice whenever such need arises. However, it is expected that approx. 5 to 6 numbers of project Reports would be taken up in each year.

3. Pre- Qualifying Criteria:

- a) **TURNOVER:** The minimum turnover of the company/Agency/ NGO/ Not for profit Organization / Firm / Bank etc. should be minimum average of Rs. 50 Lakhs per annum for last 3 years. The turnover of Project Preparation in Agriculture – Horticulture and Allied should be reflected in balance sheet/billing details certified by the chartered accountant. In case this turnover is not reflected separately in the balance sheet, a certificate in respect of the turnover of the consulting/business case/market study division by the chartered accountant of the company should be enclosed.
- b) **EXPERIENCE:** The agency must have work experience of at least Three years in business Preparation of Project Reports.

- c) The Agency should have equipped with adequate, qualified & experienced manpower for DPR preparation & facilitation in implementation of reports.
- d) The Agency should have undertaken at least 2 such Project Reports on business study/market study on agriculture / horticulture / food processing related Company/ Organisation.
- e) The Agency must have executed minimum one study in last 3 years (formal work order is to be attached). Preference shall be given to those consulting companies who have managed Agriculture related study and have conducted study for Government Sector.
- f) The Agency should have undertaken at least 2 such Project report / market study/business consulting during last 5 years for PSU's, Autonomous Bodies, Corporate, Government.
- g) Should not be blacklisted by Central or State Government or Government Organizations / Agencies

4. Desirable Criteria

- a. Preference shall be given to firm/ company which has undertaken Project report/ market study /business consulting activities in North East.
- b. Preference shall be given to those having experience in conducting market study/business case/consulting for farmers, Agriculture/ Horticulture.

5. GENERAL TERMS AND CONDITIONS

- i) It is proposed to adopt Quality Cum Cost Based System (QCBS) method for selection of agencies. In this method, proposals will be ranked according to their combined technical (ST) and financial (SF) scores. It is suggested that the weights for technical and financial scores may be 80 and 20 respectively
- ii) Rate for various works shall be called as and when required which can be on turn-key basis including all expenses on any particular Project. The empanelment will be initially for one year and will be extended upto 3 years on basis of evaluation of work. Service fee shall be included in DPR itself. Agency shall also facilitate in getting the approval of Department / organization like preparation of PPT; Coordinating with Deptt. For taking appointments etc.

- iii) Offer must be submitted in properly sealed envelope in case of manual limited tendering procedure or by e-tendering procedure whichever is applicable.
- iv) Any change in the Constitution of the Firm etc., shall be notified forthwith by the firm in writing to the Department and such change shall not relieve any former member of the firm etc., from any liability under the contract.
- v) **DOCUMENT FEE:** The applicant should submit the documentary evidence of Document fee of Rs. 1000/- (Rs. One thousand only) along with EOI application. The Demand Draft shall be in the name of NERAMAC, Guwahati, Assam, (India). The fee shall be non refundable.
- vi) **PROCESSING FEE:** The applicant should submit the documentary evidence of Processing fee of Rs. 10,000/- (Rs. Ten thousand only) per application along with EOI application. The NEFT/ RTGS/ Demand Draft shall be in the name of NERAMAC Guwahati Assam, (India). The fee shall be non refundable.
- vii) **EMD:** The applicant should submit the documentary evidence of EMD of Rs. 50,000/- (Rupees Fifty Thousand only) per application along with 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.
- viii) Document Fee, Processing fee and EMD should be placed in Technical bid only payable by RTGS/NEFT/POS or DD in favour of NERAMAC Ltd, Guwahati

RTGS details is as follows:
Bank Name: State Bank of India,
Branch Name: New Guwahati Branch, Bamunimaidam
Account No: 10566982782
IFSC Code: SBIN0000221
- ix) No new partner/partners shall be accepted in the firm by the firm in respect of the contract 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.

- x) Copies of service tax registration & latest clearance certificate should be enclosed.
- xi) Tender form shall be filled in ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign the tender form at each page and at the end in token of acceptance of all the terms & conditions of the tender.
- xii) **VALIDITY:** Empanelment shall be valid for a period of one year from the date of acceptance of the tender and may be extended upto 3 years on satisfactory performance. NERAMAC has all rights to go for subsequent empanelment of similar kind any time as per the requirement of the company.
- xiii) The successful agencies shall not assign or sub-let his contract or any substantial part thereof to any other agency.
- xiv) Direct or indirect canvassing on the part of the tenderer or his representative will be a disqualification.
- xv) In case of delay in services, a liquidated damage will be charged @ 0.5% per week on the cost of the work. The delivery period would be treated as specified in the work order for calculation of liquidated damages.

The agencies securing the qualifying marks shall be selected for empanelment.

All costs incurred by the agency in respect of submission of offer and presentation shall be borne by the agency concerned.

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. EMD of successful empanelled parties shall be automatically adjusted against performance guarantee/ security deposit.

ARBITRATION: If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the Parties to Sole Arbitrator decided by MD, NERAMAC and whose decision shall be final.

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.

All legal proceedings, if necessary arise to institute by any of the parties (Government or Contractor / firm) shall have to be lodged in courts situated in Guwahati city and not elsewhere.

PRESENTATION: Only the pre-qualified firms shall be called for presentation. The presentation shall be evaluated by the Committee on a scale of 30 points.

Note - The maximum time for presentation shall be 15 minutes. Hard copy along with a soft copy of presentation has to be provided to the Department at the time of presentation.

6. Procedure for Selection:-

All the applications received in response to the notice for EoI will be scrutinized by the Evaluation Committee to be formed by NERAMAC in two phase evaluation process:

Phase-I:

All the proposals received will be scrutinized to assess their eligibility based on the qualifying criteria. Those proposals which do not meet the qualifying criteria will be rejected, forthwith, or at any stage of detection.

Brief Description:

Document Fee : Rs. 1,000/-

Processing Fee : Rs. 10,000/-

EMD : Rs. 50,000/-

Offer without above fee shall be out rightly rejected.

NERAMAC will finalize Agencies on the basis of the following evaluation criteria.

FORM A

Sl. No.	Name of Agency	Annual Turnover	No. of Project Report Prepared @ 5 points per Report		Adequate qualified manpower & other infrastructure	& Experience In Agriculture Related Study	Experience of North East @2 points per project	Total
		(10)	Govt. / PSU Etc (20)	Pvt. (10)	(10)	(10)	(10)	(70)

Agency scoring qualifying marks shall be shortlisted for making PPT (Score 30 marks)

Phase-II:

Shortlisted agencies based on their high scoring bids shall be requested to make a 15 min presentation on some of their recent events managed by their team and their creative strategy. They will be rated on the following parameter.

FORM B

Sl. No.	Name of the Agency	Ability to communicate the organizational Expertise	Case Presentation	Total marks
		(10)	(20)	(30)

Top 5 Agency based on combined score shall be considered for empanelment.

As and when necessity of Preparation of Project report arises, empanelled agencies would be requested to submit their concept and financial bid. They will also be required to give presentation as per their concept. Based on the presentation given by the agency, the agency will be selected and the financial bids of agency so selected will only be opened. Service fee of Agency shall be included in DPR stage itself & shall be paid after receipt of funds from Deptt.

Disclaimer

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

To reject any / all applications without assigning any reasons thereof.

To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of 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.

**Signature of Tenderer
With Seal**

BID FORM

**TO,
MANAGING DIRECTOR,
NERAMAC,
9 RAJBARI PATH, G.S ROAD,
GUWAHATI – 781005, ASSAM, INDIA**

**Sub: EMPANELMENT CONSULTANTS / CONSULTING AGENCY /
KNOWLEDGE PARTNERS/ADVISOR FOR PREPARATION OF PROJECT
REPORTS ON AGRICULTURE/HORTICULTURE / AGRI-HORTI
MARKETING PROCESSING PLANTS & ALLIED FOR NERAMAC LTD**

Sir,

The undersigned having read and examined in detail all the tender documents pertaining to your assignment; do hereby express the interest to do the work as specified in the scope of work.

Specialization: _____

Sl. No	DESCRIPTION	RESPONSE
1.	Name of the Organization	
2.	Address	
3.	Name, designation & address of the person to whom all references shall be made	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	
8.	Expertise in Subject	

We have enclosed the following documents:

1. Letter of Authorization.
2. Bid Documents / Form A should be submitted on the company's/ Firm letter head duly seal and signed by the authorized person.
Processing Fee of Rs. 10,000/- per Location and EMD of Rs. 50,000/-per Location per bid should be placed in Technical bid only payable by RTGS/NEFT/POS or DD in favour of

Name : NERAMAC LTD

Bank Name: State Bank of India,

Branch Name: New Guwahati Branch, Bamunimaidam

Account No: 10566982782

IFSC Code: SBIN0000221.

3. Form " B".
4. Self Attested copies of Supporting Documents.

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

Thanking you,

Yours faithfully,

(Signature of the Applicant)

Name:

Witness by - Signature:

Designation:

Dated: Name :

FORM - B

TO,

**MANAGING DIRECTOR,
NERAMAC,
9 RAJBARI PATH, G.S ROAD,
GUWAHATI – 781005, ASSAM, INDIA**

**SUB: EMPANELMENT CONSULTANTS / CONSULTING AGENCY /
KNOWLEDGE PARTNERS / ADVISOR FOR PREPARATION OF PROJECT
REPORTS ON AGRICULTURE/HORTICULTURE /AGRI-HORTI
MARKETING PROCESSING PLANTS & ALLIED FOR NERAMAC LTD**

Sir,

With reference to your subject mentioned tender in NERAMAC website:
www.neramac.com, we hereby submitting our technical bid as per the Terms and
Conditions provided by you. The particulars of offer are given below:

DOMAIN APPLIED FOR

SI. No.	QUALIFYING CRITERIA	MARKS	COMMENTS OF BIDDER (along with supporting Documents)	DEVIATION YES / NO	ALLOTTED MARKS (To be filled by evaluation committee)
1.	The minimum turnover of the BIDDER should be average of Rs. 50 Lakhs per annum each for last 3 years	10			
2.	No. of Project Prepared (Govt. / PSU Etc (20) + Pvt. 10))	30			
3.	Adequate & qualified manpower & other infrastructure	10			
4.	Experience in Agriculture related study	10			
5.	Experience in North East	10			
	Total	70			

This is to certify that I have understood the provisions of tender document and all the information given by me in tender document is true to the best of my knowledge.

Place:

Date:

Signature of Tenderer

DECLARATION BY TENDERERS

1. I _____(Name of the person), am authorized to declare on behalf of the agency / Organization / Society _____ (Name of the Agency/ Organization / Society) hereby declare that the agency has Full-fledged office establishment in India with needed manpower.

2) I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and brief. I understand that if at any stage, it is found that any information given in this application is false / incorrect or that our Agency/Organization /Society does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/terminated.

3) I understand that the decision taken is final in all matters.

4) I hereby agree to work as per the terms and conditions rolled out by NERAMAC.

5) I understand that NERAMAC reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of contract, without assigning any specified reasons whatsoever.

Place:

Date:

Signature of Tenderer

With Seal