



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

EXPRESSION OF INTEREST

FOR

FOR AGRICULTURAL PROMOTIONAL ACTIVITIES

IN THE NORTH EASTERN REGION OF INDIA

Tender No.	NER/MKTG/70/23
Last Date and Time of Submission of Bid	05/07//2018 upto 14.00 Hrs
Date and Time of opening of Bid	05/07/2018 at 16.00 Hrs.

DISCLAIMER

1. This EOI Document for Agricultural Promotional Activities in the North Eastern Region contains brief information on the scope of work, eligibility requirements and details of the selection process amongst others for the successful bidder. The purpose of the Bid document is to provide interested parties with information that may be useful to them in eliciting their proposals pursuant to this EOI document.
2. Intimation of discrepancies in the EOI Document, if any, may be given, by the Bidders, to the office of NERAMAC immediately. If NERAMAC receives no written communication, it shall be deemed that the Bidders are satisfied with the information provided in the Bid document.
3. This EOI Document is not an agreement. The scope of work and other information as well as the right and obligations of the successful Bidder shall be set out in a separate agreement to be executed between NERAMAC and the successful Bidder.
4. NERAMAC reserves the right to accept or reject any or all Bids without giving any reasons thereof. NERAMAC shall not entertain or be liable for any claim for costs and expenses in relation to the preparation of the documents to be submitted in terms of this Bid Document.
5. 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.
6. NERAMAC may include any other item in the Scope of work at any time after consultation with applicants or otherwise.
7. The NERAMAC reserves the right 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 .

EXPRESSION OF INTEREST

North Eastern Regional Agricultural Marketing Corporation Ltd (**NERAMAC**) invite Expression of Interest for Agricultural Promotional Activities in the North Eastern Region of **India from the registered Consultancy Firm/Company/Joint Ventures/ Proprietorship Concern** having experience and expertise in the field of consultancy and evaluation of the plan schemes, project formulation and analysis relating to agricultural marketing, food processing, Agricultural Marketing Infrastructure development etc.

Interested party / Firm having relevant experience with sound financial condition may download the EOI Document/Form from NERAMAC's website: www.neramac.com

Important Dates:

Last date and time for the submission of Bid : 05/07/2018 upto 14.00 Hrs

Date of opening of Bids : 05/07/2018 at 16.00 Hrs

**Place of submission and opening of Bids : NERAMAC HEAD OFFICE
9, Rajbari Path, Ganeshguri,
Guwahati- 781005, Assam**

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.

SCOPE OF WORK

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

The successful service provider shall be appointed, and they have to submit an inception report within 1 month from the date of signing the contract agreement. The inception report shall cover assignment preparation, detailed methodology to meet the requirements of terms of reference including terms to be mobilized, scheduling of various activities to be aimed out for completion of different stages of the assignment within stipulated time period, work schedule/ questionnaires for data collection for baseline survey, and awareness camping.

1. Orientation of the cluster member: -

- a. Detailed orientation to the cluster members would be provided by the agency on the project planned interventions.
- b. The subject matter of orientation would include enterprise cluster protocol, principles of association, co-operation, joint- effort gains, economies of scale, experimental learning group dynamics and synergies of togetherness, regulatory frame work of FPO/FPC.
- c. Others: Orientation on carrying out effective surveys, community needs assessment, GAP analysis, preparing business plans/feasibility assessment for common facility centres etc.

2. Baseline survey & Awareness Campaign.

- a. Baseline survey of identified clusters and social mapping using participatory methods like participatory Rural Approval (PRA) tools & techniques.
- b. Survey for virtual mapping of raw materials production of the interested groups- to ensure availability of required raw materials to the agro processing enterprise to add value & market.

3. Mobilisation, Capacity Building, Collective Strengthening & Organising The Clusters:-

- a. Mobilising the clusters to form groups with common interest of production and marketing.
- b. Identification of the cluster/ products for joint marketing.

4. Formation, Registration and Governance of the Cluster Association

- a. Initial due diligence of the identified cluster/groups to form an organisation.
- b. Facilitate the election of the Governing Board/ Management Committee, manager, office bearers as required depending on the legal form of the organisation.
- c. Assisting & facilitating the organisation in preparation of bye-laws, rules of business & Memorandum of Association.

- d. Assist in the opening of a bank account with signatories as per the by laws of the organisation.
- e. Completing the other pre-requisites for registration of the organisation.
- f. Facilitate in the collection of Registration Certificate, Approval of Board, Copy of the Bye-laws and instructions for opening bank A/c
- g. Facilitate the collection of PAN Card and other necessary registrations such as trade license, GST for the organisation.

5. **Business Development Services Support to the Organisation.**

Service provider will arrange for Business Development Services (BDS) support to the organizations. The indicative BDS services are as follows:

- a. **Development of a Business Plan:** The SERVICE PROVIDER would support the organization in preparing business plans for various initiatives (including CFCs / individual processing unit / bulk sale) of the organization during the project implementation stage. These would specify investment required, demand supply dynamics , market potential , technology to be used , its source , sourcing modalities , cost – benefit ratio , regulatory and legal aspects involved.
- b. **Introduction of Improved Technologies into the Organization:** The service provider would support the organization in introducing latest required technologies both from public and private sources into the organization.
- c. **Fostering Linkages with Input Suppliers, Linkages to Debt and Investment Financing:**
The service provider will work out the raw material / input requirement to establish a processing unit or for profitable trading business. The service provider would train the members of the organization about the specification of the raw materials required for the business on the production side of the value chain , so that only quality raw materials with desired trait is received. The service provider would also support the organization in external fund raising and access to venture investors, business angels, bank credit for putting up of a processing unit / ware house / pack house etc.
- d. **Ongoing Business Development Support:** Mentoring, hand holding, backstopping and monitoring the organizations regularly and adapting planning and implementation arrangement to respond to the emerging needs and demands on the ground.
- e. **Documentation of entire process and results and final report:** Service provider will be required to enter all the key processes and results etc into the project MIS as desired by the project monitoring and evaluation committee apart from submitting hand copy of progress reports, six monthly and annually.

GENERAL TERMS AND CONDITIONS

1. 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 shall be 80 and 20 respectively
2. 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.. 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.
3. Offer must be submitted in properly sealed envelope in case of manual limited tendering procedure or by e-tendering procedure whichever is applicable.
4. 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.
5. 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.
6. EOI 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.
7. Agreement shall be valid for a period of one year from the date of acceptance of the EOI and may be extended from time to time on satisfactory performance. NERAMAC has all rights to go for subsequent empanelment of similar kind any time as per the requirement of the company.
8. The successful agencies shall not assign or sub-let his contract or any substantial part thereof to any other agency.
9. Direct or indirect canvassing on the part of the tenderer or his representative will be a disqualification.

ELIGIBILITY CRITERIA

(a) Technical Criteria: -

- i. A registered consultancy firm, company, Joint Ventures (Not more than 2 partners), Proprietorship Concern having minimum experience of at least 3(Three) years in Agricultural Entrepreneurship Development and Farmer Producer Company in NE Region and expertise in the field of consultancy and

evaluation of the plan schemes, project formulation and analysis relating to agricultural marketing, food processing, Agricultural Marketing Infrastructure development etc.

- ii. Copies of Original documents defining the constitution or legal status, place of registration, and principal place of business, written power of attorney of the signatory of the Bid/EOI/RFP
- iii. The bidder should be empanelled / certified by a Central Government Agency for working in the field of Agricultural Entrepreneurship Development in Assam as well as in other North Eastern States.
- iv. Experience in works of a similar nature and size for each of the last 3 (Three) years, and details of works underway or contractually committed; and clients who may be contacted for further information on those contracts should be furnished. The bidder should furnish at least 2(two) assignment copy as proof of working in Agriculture-Entrepreneurship Development Program/Farmer Producer Company.

(b)Financial Criteria: -

- i. The bidder should preferably be a profit making Organization for the last 3(Three) years.
- ii. Total monetary value of work performed for each of the last 3(Three) years. Reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports for the past 3(Three) years should be furnished.
- iii. Bank Solvency certificate certified by the Bankers should be furnished along with the EOI.
- iv. The bidder should have valid Registration Certificate / License / Trade License/ PAN Card /GST Registration etc.

(c)Others:-

- i. Qualifications and experience of key and technical personnel are to be furnished to execute the project.

Information regarding any litigation, current or during the last 3(Three) years in which the Bidder is involved, the parties concerned, and disputed amount should be furnished.
- ii. The applicant whose agency/firm has been black-listed / terminated in the middle of the contract period or any litigation is pending in any Ministry/Department/Organization of the Central Government/State Government or any Public Sector Undertaking/Bank for the last five Years for any of the reasons is not eligible to participate in this tender process. The applicant should give a certificate to this effect. If such things come to the notice at any stage of the tender process or after finalization of contract, the contract/bid shall be rejected with forfeiture of EMD/performance Security Deposit.

INSTRUCTIONS TO BIDDERS

1. The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. NERAMAC shall not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.
2. It shall be deemed that by offering a Bid , the Bidder has:
 - a) made a complete and careful examination of the bidding documents & offered site;
 - b) received all relevant information from NERAMAC;
 - c) Satisfied itself about all matters, things and information hereinabove necessary and required for bidding, execution of the agreement in accordance with the bidding documents and performance of all of its obligations there under;
 - d) acknowledged and agreed that ignorance of any of the matters hereinabove shall not be a basis for any claim for compensation, damages, claim for performance of its obligations, loss of profits, etc. from NERAMAC;
 - e) Agreed to be bound by the undertakings submitted by it under and in terms hereof.
3. Only Technically and Financially qualified Bidder who has quoted highest overall scores shall be selected.
4. Bidders shall have to sign an Agreement with NERAMAC
5. 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.

BID FORMAT & CONTENTS

The Bidder shall seal both the bid copies i.e., Technical & Financial in separate envelopes, duly marking the envelopes as “Technical Bid” & “Financial Bid” addressed to Managing Director, NERAMAC Ltd. These two envelopes (called as inner envelopes) should be Sealed and shall then be put inside one outer envelope.

The Contents of Technical Bid (Dully Filled) –

- i. Form A
- ii. Form B
- iii. Application
- iv. Supporting Documents as required for qualification

FEES PAYABLE

The following fees are payable at various stages of the bidding process:

i. **Processing Fee :**

Processing fee of Rs. 5,000/- (Non-refundable) should be submitted along with submission of EOI along with other supporting documents as mentioned above. Tenders not accompanying the processing fee shall be rejected out rightly and shall not be processed

ii. **Earnest Money:**

EMD of Rs. 25,000/- (Rupees Twenty five Thousand) shall be paid by way of either 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.

It is made clear that without EMD, tender will not be considered.

iii. **Refund of Earnest Money:**

The Earnest Money of unsuccessful Bidder shall be refunded soon after final appointment of the agencies has been completed. No interest shall be payable on earnest money deposited with NERAMAC. The bidder securing the highest marks shall be selected, however as NERAMAC is also trying to replicate same concept in other parts of NCR and Metropolitan cities, an empanelment of qualified bidders shall be maintained.

SUBMISSION & OPENING OF BID

Sealed Bids must be submitted and delivered to the following address:

TO,

THE MANAGING DIRECTOR

NERAMAC HEAD OFFICE

9 Rajbari Path, Ganeshguri,

Guwahati- 781005, Assam

On or before 1400 Hrs on 05/07/2018 and the Technical Bids will be opened on the same day at 1600 Hrs, in the presence of the bidders or their authorized representatives, who wish to attend.

If the office happens to be closed on the date of receipt of the bids as specified, the bids will be opened on the next working date at the same time & venue.

The date & time for opening of Financial Bid will be intimated to the technically qualified Bidder in time. However, in case, management desires to extend the dates of submission due to insufficient response or any other reason, shall inform in website of NERAMAC in the form of corrigendum

NOTE: Bidder shall be solely responsible for submission of EOI documents and should ensure that all documents & PF and EMD are submitted. NERAMAC shall not be responsible for any loss of Documents or Fee before it is accepted and acknowledgment by NERAMAC.

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:

Processing Fee: Rs. 5,000/-

EMD : Rs. 25,000/-

Offer without above fee shall be out rightly rejected.

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

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)	(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)

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.

TERMINATION

1. NERAMAC reserves the right to terminate the Agreement proposed to be executed with the successful party upon 60 days written notice to successful bidder in the event
 - (i) the successful bidder violates any clauses applicable to this EOI;
 - (ii) unsatisfactory performance by the successful bidder at any time during the contract period;
 - (iii) Misrepresentation of information at any time during the contract period;
 - (iv) Determination by NERAMAC that it does not wish to extend this agreement.

DISPUTE RESOLUTION

- i. In the event, any dispute arises between the successful bidder and NERAMAC in connection with this tender, the construction of any provision of this tender or the rights, duties or liabilities of the successful bidder/ NERAMAC under this tender, same shall be referred to a sole Arbitrator to be appointed by the Managing Director, NERAMAC. The venue of Arbitration shall be at Guwahati.
- ii. In the event disputes are not resolved even after appointment of Arbitrator either of the Parties shall be free to approach appropriate court of law. The Courts in Guwahati shall alone have the exclusive jurisdiction in respect of all disputes in relation to this tender.

Signature of Tenderer
With Seal

BID FORM

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

SUB: :EOI FOR AGRICULTURAL PROMOTIONAL ACTIVITIES IN NORTH EAST REGION

Sir,

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

SI. 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. 5,000/-

EMD of Rs. 25,000/-per 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:

Designation:

Dated: Name :

Witness by - Signature:

FORM - B

TO,

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

SUB: EOI FOR AGRICULTURAL PROMOTIONAL ACTIVITIES IN NORTH EAST REGION

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:

SL. NO	QUALIFYING CRITERIA	MARKS	COMMENTS OF BIDDER (along with supporting Documents)	DEVIATION YES/NO	ALLOTTED MARKS (To be filled by evaluation committee)
1	Total monetary value of work performed for each of the last 3(Three) years. (Annual Turn Over)	10			
2	Nos. of similar work/ study/ activity undertaken or Prepared (Govt. / PSU /Pvt.)	30			
3	Adequate/qualified manpower and other infrastructure	10			
4	Experience in Agricultural Entrepreneurship Development and Farmer Producer Company in NE Region and expertise in the field of consultancy and evaluation of the plan schemes, project formulation and analysis relating to agricultural marketing, food processing, Agricultural Marketing Infrastructure development etc.	10			
5	Experience of North East	10			

Thanking you,

Yours faithfully,

(Signature of the Applicant & Company Seal)

Name:

Designation:

Annexure-A: General Information of the Bidder

1. (a) Name :

(b) Address of Registered Office:

2. Details of individual(s) who shall serve as the point of contact/ communication for NERAMAC:

(a) Name :

(b) Designation :

(c) Company :

(d) Address :

(e) Telephone Number :

(f) Fax Number :

(g) E-Mail Address :

3. In case of Consortium/JV:

a. The information above (1 & 2) shall be provided for all the members of the JV/Consortium.

b. Information regarding role of each member :

Signed

(Name of the Authorized Signatory)

For and on behalf of (Name of the Bidder)

Designation Place:

Date:

Annexure-B: Affidavit (Duly Notarized)

(To be given by the Bidder on a Non Judicial Stamp Paper of Rs. 10)

I, S/o, aged about, Resident of_working as(insert designation) of the(insert name of the single bidder/consortium member if a consortium), do hereby solemnly affirm and state as follows :

1. I am the authorised signatory of(insert name of company/ FIRM/ consortium) (hereinafter referred to as “Bidder”) having its registered office at I am duly authorised vide Authority Letter/ Board Resolution dated of the Bidder to swear and depose this Affidavit on behalf of the bidder.
2. I have submitted information with respect to our eligibility for for Agricultural Promotional Activities in the North Eastern Region. to North Eastern Regional Agricultural Marketing Corporation (NERAMAC) through EOI. I further state that we have the necessary manpower and all the said information submitted by us is accurate, true and correct and is based on our records available with us.
3. I hereby declare that if any point of time any further/ additional information regarding our financial and/or technical capabilities, or any other relevant information, we shall promptly and immediately make available such information accurately and correctly to the satisfaction of NERAMAC.
4. I state that, we fully acknowledge and understand that furnishing of any false or misleading information by us in our Bid shall entitle us to be disqualified from the tendering process for the said project. The costs & risks for such disqualification shall be entirely borne by us
5. I state that all the terms and conditions of the EOI Document have been duly complied with.
6. I on behalf of _____, undertake to work as per the terms and conditions rolled out by NERAMAC.
7. 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.

DEPONENT

(Name, Designation with & Seal)

VERIFICATION:-

I, the above-named deponent, do verify that the contents of paragraphs 1 to 7 of this affidavit are true and correct to my knowledge. No part of it is false and nothing material has been concealed.

Verified at, on thisday of....., 2018.

DEPONENT

(Name, Designation with & Seal)

**Annexure-C: Undertaking for not being banned for business by any Govt.
Organisation/PSU/etc. (Duly Notarized)**

(To be given by the Bidder on a Non Judicial Stamp Paper of Rs. 10)

I / We _____ Manufacture / Partner(s)/ Authorized Distributor /agent
of M/S. _____ hereby declare that the
firm/company namely M/s. _____ has
not been blacklisted or debarred in the past by Union / State Government/ PSU/ Local Bodies
or organization from taking part in Government tenders in India.

Or

I / We _____ Manufacture / Partner(s)/ Authorized Distributor / agent
of _____ M/s.
_____ hereby
declare _____ that _____ the
Firm/company namely M/s. _____
_____ was blacklisted or debarred by Union / State Government or any Organization from
taking part in Government tenders for a period of _____ years w.e.f.
_____ to _____. The period is over on _____ and now the
firm/company is entitled to take part in Government tenders.

In case the above information found false I/we are fully aware that the tender/ contract will be
rejected/cancelled by NERAMAC, and EMD/ Performance Security shall be forfeited.

STAMP & SIGNATURE OF AUTHORISED SIGNATORY