

## **Expression of Interest for empanelment of Technical Associate for obtaining G.I. registration for NE produces with development of export/exporters in North Eastern Region**

Sealed bids are invited from reputed NGO's / Firms /Companies, hereinafter referred as 'Bidder' for empanelment as Technical Associates (TA) for obtaining G.I. Registration for 10 Horticultural crops (two each from Assam and Manipur and one each from other Northeastern states), to be identified in consultation with the State Governments and to develop 30 exporters each from Manipur and Mizoram. The bids should be submitted in two bid form i.e. 'technical bid' and 'financial bid' separately. The 'technical bid' and 'financial bid' in two separate envelopes mentioned as 'Technical Bid' & 'Financial Bid' should be put in one envelope and marked "**Bid for empanelment of Technical Associate for obtaining G.I. registration for NE produces with development of exporters in North Eastern Region**" and addressed to **The Managing Director, NERAMAC, Rajbari Path, Guwahati** " so as to reach him by 3 pm on 1<sup>st</sup> August, 2016.

### **A) Eligibility –**

1. The party should have own legal identity.
2. The party should have adequate knowledge and expertise in the related area of activity.
3. The party should be familiar with North Eastern region and have experience in GI & export promotion projects in North Eastern Region.
4. The party should have linkage with foreign missions of neighboring countries and having experience in bilateral trade promotion.
5. The party or their partner agencies should not have been blacklisted by any Government or Government agencies during the last three years.

### **B) Terms & conditions –**

1. The EOI document may be obtained from the Cashier of NERAMAC by payment of Rs.1000/- by demand draft drawn from any scheduled bank in favour of "NERAMAC Ltd." payable at Guwahati on any working day between 3 and 4 pm up to 28/7/16. The Bidders may also download the EOI document from 'download section' of NERAMAC's website [www.neramac.com](http://www.neramac.com) and submit the same with a demand draft of Rs. 1000/- drawn in favour of 'NERAMAC Ltd' payable at SBI Commercial Branch, Guwahati while submitting the EOI. Bids without accompanying the cost of EOI and EMD will be summarily rejected.
2. The bidders should deposit 2% of the value of the bid as Earnest Money deposit with the EOI document which will be retained by NERAMAC till completion of the work. EMD of unsuccessful bidders will be refunded within 10 days of opening of the EoI.
3. Payment will be made proportionately based on the progress of the work to be certified by the authority authorized by NERAMAC from time to time.
4. NERAMAC will retain 10% of the project value while making payment based on the progress of the work as performance guarantee which will be refunded after one year of completion of the project
5. Failure in implementing the project within the stipulated time will attract penalty @ 1% of the project value for every month's delay.
6. NERAMAC will have the right to cancel the work order and get the work executed through any other agency, if the performance of the TA is found unsatisfactory at any stage of implementation of the project.
7. The bidder should have sufficient manpower for execution of the project

8. The bidder is not allowed to hand over the Project to any third party for execution.
9. The bidder will bear the cost of Supervision by NERAMAC as and when necessary.
10. An MoU will be signed by the selected bidder with NERAMAC initially valid for a period of 3 years which can be renewed subject to satisfactory performance.
11. NERAMAC will have the right to reject the proposal if found unsatisfactory and not liable to Answer any communication regarding same.
  
12. Bidders should give activities covered giving full details with completion time for each activity in the financial bid. Bidders may use additional sheet, if necessary, and put their signature with date & stamp on each sheet.
  
13. **Jurisdiction:** Any dispute arising out of the tender will be subject to the jurisdiction of courts in Guwahati.

**14. Arbitration**

Any dispute which may arise between NERAMAC and TA in any matter covered by this agreement shall be settled in first instance by prompt and good faith negotiations. If the dispute cannot be settled by mutual negotiations within 15 days from the commencement of the said negotiations, then any party may refer the dispute to the sole Arbitrator to be nominated by the Managing Director, NERAMAC. The decisions of the arbitrator shall be final and binding on all the parties and this shall be deemed to be a submission to arbitration within the provision of the Arbitration and Conciliation Act, 1996, duly amended from time to time. The Arbitration and conciliation proceedings will be held at Guwahati, India. All the disputes/ differences/ claims arising out of this agreement shall have to be settled within the jurisdiction of Guwahati.

**C) Activities envisaged:**

**I) For G,I, Registration:**

1. Liaison with State Governments for identifying the crop of G.I. registration
2. Collection of required data like Historical references/ evidences, Description of goods, Geographical area of production, proof of origin, Method of production, Uniqueness etc.
3. Preparation of ground work such as farmers groups
4. Marketing chain system study & their associations
5. Geographical Map preparation
6. Drafting GI application
7. Filing of GI supplication
8. Meeting of Consultative groups
9. Replies to their queries
10. Follow-up till grant of GI (procedure of close to 12 months)

## II) Integrated Export Development Project

- Ground Work/Survey
- Coordination with Commerce department of state to take their support & identify focus products for exports & plan mobilization & selection strategies for beneficiaries of project
- Selection of interested entrepreneurs after checking the potentiality to be an exporter.
- Arrange Skill Development with suitable resource persons on following topics for 3 to 4 weeks

Training on Mode of payment/mode of delivery/formalities/registration/how to get started for export/Types of LCs, Trade Supply Chain, Inco Terms, Documentation process, Shipping Instructions, Insurance, Certificate of Origin, Packing List, Bill of Lading, AWB, Bill of Exchange, Regulatory Documents, Colour Schemes, Bill of Entry, Excise Clearance, Bonds for Export, Duties saved under ARE, Export Declaration forms, Bank Realization certificate, Proof of Landing etc
Training on required registrations like FSSAI, FPO etc
Training on Packaging, labeling, quality standards & branding
Training on Processing, Unit set up, information on equipment providers etc
Training on APEDA role
Training on understanding Rules & Regulations related to Import Rules, Food Safety & Quality Standards of target country
Training on Logistics/Supply Chain including Containers use, freight charges etc & various other aspects of infrastructure for transport & physical movement of primary commodities
Training on available subsidies & support related to Exports- APEDA, MFPI, MSME, EPC, EDF, Commerce Ministry etc
Customs regulation and EXIM procedures of India Understanding of sector wise import regulations & customs clearance procedures, central excise clearance, customs regulations & clearance of cargo and EDI related customs clearance

- Arrange Marketing through Buyer Seller Meet in Neighboring Country & in India
- Do day to day handholding of beneficiaries for 1 year & help them in their connect with their counter parts in neighboring country & also help in all coordination with statutory bodies

### D) Details of documents to be submitted as per the prescribed format given in this tender form:

1. APPLICATION FORM (Anex-I)
2. TECHNICAL PROPOSAL (with detailed methodology to be adopted with time frame) (Annex -II)
3. FINANCIAL PROPOSAL (financial requirements component wise with details for G.I. Registration and Development of export/exporters (Annex-III)

The Managing Director  
NERAMAC Ltd  
Guwahati

**Sub: Bid for empanelment of Technical Associate for obtaining G.I. registration for NE produces with development of export/exporters in North Eastern Region**

Sir:

With reference to your notice inviting EOI for empanelment of Technical Associates (TA) for obtaining G.I. Registration and developing exports/exporters in North East, we are interested to work as Technical Associates of NERAMAC. Our particulars are furnished here under:

1. Name & Address of bidder with phone No & e-mail/web site details:
2. Status of bidder : Individual/ Company/NGO/ Others
3. Date of Establishment :
4. Area of expertise :
5. **Copies of documents enclosed (please tick) :**
  - a) Copy of Memorandum of Association
  - b) List of Directors/Partners
  - c) Certificate of Incorporation
  - d) Trade License/registration
  - e) VAT registration
  - f) CST registration No.
  - g) TIN No.
  - h) PAN No.
  - i) Income-tax clearance certificate
  - j) Tax clearance certificate
  - k) Photo of Entrepreneurs/Partners with ID proof
  - l) Power of Attorney of Authorised Signatory
  - m) Declaration that the party has not been blacklisted by any State or Central Govt. Department or its agencies during the last three years.
  - n) Experience Certificate, if any
  - o) Any other

We agree to abide by the terms and conditions set out by NERAMAC for empanelment of Technical Associates (TA).

Yours faithfully

Name & Designation with Seal

**Expression of Interest (EOI) for empanelment of Technical Associates for NERAMAC for obtaining G.I.Registration of horticultural produce of North Eastern Region with development of export/exporters.**

**Technical Bid**

Details of the cost of the tender document/ EMD paid:

Cost of Tender document:

Amount paid: Rs. ....  
D.D No..... dt.....  
Bank Name & Branch.....

EMD

Amount: .....  
DD No..... dt.....  
Bank Name & Branch .....

**1.Details of similar work undertaken during the last three financial years**

Financial Year	Department	Details of work	Value (Rs. in lakhs)
2015 - 2016			
2014 - 2015			
2013 - 2014			

**2. Activities envisaged: (bidders may use additional sheets)**

a) For G.I. Registration

b) For Development of export/exporters

Name & Designation with Seal

**Expression of Interest (EOI) for empanelment of Technical Associates for NERAMAC for obtaining G.I.Registration of horticultural produce of North Eastern Region with development of export/exporters.**

**FINANCIAL BID**

**(Bidders may use additional sheets and put the signature with date/ stamp)**

**1) G.I. Registration for 10 crops as per details given in the EOI document:**

<u>Activities</u>	<u>Completion</u> <u>time in weeks</u>	<u>Amount (Rs. In)</u> <u>Figures</u> <u>Words</u>
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**2) Developing 30 exporters each in Manipur & Mizoram**

<u>Activities</u>	<u>Completion</u> <u>time in weeks</u>	<u>Amount (Rs. In)</u> <u>Figures</u> <u>Words</u>
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Name & Designation with Seal