



Ref: NER/AGRIBUSINESS/277/541

Date: 08/11/2023

**Expression of Interest (EOI) for Empanelment  
of  
Survey Agencies  
For  
Gap Analysis Study in Agri-Allied Sector in NER States**

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

## DISCLAIMER

This Expression of Interest (EOI) document for the Empanelment of Surveyor Agencies for **Gap Analysis Study of Cold Storage Facilities in NER , preliminary for its pilot state Nagaland** contains brief information on the scope of work, eligibility requirements, and details of the selection process amongst others for the successful bidder.

1. Intimation of discrepancies in the EOI Document, if any, may be given, by the Bidders, to the office of NERAMAC within 72 hrs from the time of publishing of bid. If NERAMAC receives no written communication, it shall be deemed that the Bidders are satisfied with the information provided in the EOI document.
2. 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.
3. NERAMAC reserves the right to accept or reject any or all Bids without giving any reasons thereof.
4. 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 EOI 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.
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.

Sd/-  
Managing Director

NERAMAC

## **EXPRESSION OF INTEREST**

North Eastern Regional Agricultural Marketing Corporation (NERAMAC) invites Expressions of Interest for the Empanelment of **Gap Analysis Study in Agri-allied Sector in the eight states of NER**. Interested parties/ Firms having relevant experience with sound financial condition may download the EOI document/ Form and apply it online through NERAMAC's CPP portal - <https://neramac.euniwizarde.com/>.

### **Important Dates:**

**Last date and time for the submission of Bid** : 22<sup>th</sup> November 2023 at 12.00 hr

**Date of opening of Bids** : 22<sup>nd</sup> November 2023 at 15.00 hr

**Place of 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 the next working day at the same time and it will be binding on the Tenderer / Bidders for acceptance.

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## **SECTION 1: INTRODUCTION**

### **BACKGROUND:**

1. NERAMAC (North Eastern Regional Agricultural Marketing Corporation Limited), with its registered office at Guwahati, Assam, as you would probably be aware is a Central Public Sector Enterprise under the administrative control of the Ministry of Development of North East Region (MDoNER). NERAMAC's primary objective is to develop and market horticulture products both within and outside the North Eastern Region. Additionally, NERAMAC also supplies inputs, tools, equipment, etc. that are essential for the development of horticulture and agri-based industries. Visit our website [www.neramac.com](http://www.neramac.com) for more information.
2. NERAMAC is also one of the implementing agencies for the centrally sponsored prestigious scheme of "Formation and Promotion of 10,000 FPOs". As part of this scheme, NERAMAC has been allotted 205 FPOs in various districts covering 8 states of the Northeast region. Additionally, NERAMAC has started providing value addition and capacity-building activities by handholding almost 15,000 local NER farmers and entrepreneurs.
3. NERAMAC executes these projects through reputed business associates who are empaneled after due process. These projects include; Pack Houses, Center of Excellence, Model Floriculture Centre, Seed processing facility, Tissue Culture Laboratory, Supply of Imported Planting Material and the creation of other Infrastructure facilities etc.
4. Post-harvest management of produce is a highly important aspect of farming because all vegetables or fruits that are produced cannot be sold fresh at the same time. Some quantity of produce needs to be stored for further processing or for future table use. Under such circumstances, cold storage becomes an integral aspect of post-harvest management techniques. The losses that can occur by not storing the produce under proper conditions can be avoided using cold storage. Storing farmed products enhances their shelf life and also facilitates a continuous supply of produce in the market. The cold storage method stabilizes the price of the product and provides equal distribution and marketing of the products.
5. In this connection, NERAMAC invites sealed Expressions of Interest (EOI) from Survey Agencies having experience in survey works for the empanelment of **Gap Analysis Study in Agri-allied Sector in the states of NER.**

### **6. AMENDMENT TO DOCUMENTS:**

At any time before the submission of Proposals, NERAMAC may, for any reason modify the documents by amendment. Any amendment shall be issued in writing through addenda. Addenda will be uploaded to NERAMAC website and will be binding on intending parties. NERAMAC may at its discretion extend the deadline **for the submission of Proposals.**

## **SECTION 2: INFORMATION TO BIDDERS**

1. NERAMAC will empanel Survey Agencies (hereinafter referred to as bidders) from the received offers in accordance with the method of selection indicated in this EOI.
2. The bidders are invited to submit a Technical Proposal against the above-mentioned EOI. The Technical Proposal will be the basis for empanelling the bidder.
3. Attending the pre-bid meeting is optional.
4. Bidders shall provide professional, objective, and impartial advice and should always hold the NERAMAC (hereinafter referred to as Contracting Authority) interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
5. Bidders should observe the highest standard of ethics during the selection and execution of such contracts.
6. The period of validity of this EOI is 60 days from the date of submission of the EOI.
7. Only online bids before the given submission date and time will be accepted.
8. **Work may be allocated in any of the fields in the agri-allied sector, in phases or even only in one State on pilot basis, etc based on requirements of NERAMAC.**

### **PREPARATION OF EOI**

EOI shall consist of a Technical Proposal.

#### **a. Technical Proposal**

In preparing the Technical Proposal, bidders are expected to examine the documents comprising these EOIs in detail. Material deficiencies in providing the information requested may result in the rejection of a Proposal.

The Technical proposal should be submitted as per the information using the attached Standard Forms

**(Proforma 1).** The intending bidders should submit the following necessary documents:

- i. Similar work experience details of last 5 years (With documentary proof of work).
- ii. Annual Report of the preceding three years.
- iii. Audited Balance Sheet and Profit & Loss Account for the preceding three years (Audited or unaudited as applicable).
- iv. GST Registration.
- v. Income Tax Clearance Certificate for the preceding three years.
- vi. Completion Certificates of similar types of work done in the last three years

**Note: Submitted copies should be attested by the appropriate authority.**

## **9. Submission of EOI**

- a) An authorized representative of the company should initial all pages of the Proposal along with the official seal.
- b) The completed EOI must be submitted online through proper login using <https://neramac.euniwizarde.com/>
- c) Any Proposal received after the closing time for submission of proposals will not be accepted.

### **SECTION 3 : MODE OF SELECTION**

**1. PROPOSAL EVALUATION:**

The EOI containing the Technical Proposal will be opened before the Internal Tender Committee of NERAMAC. After appraisal of the technically qualified bidders, they will be empanelled for survey works preliminary at Nagaland.

2. NERAMAC reserves the right to cancel/accept any/all offer/tender in part or full without assigning any reasons whatsoever.

**3. VALIDITY OF THE EMPANELMENT:**

The empanelment will be valid for two years. On the expiry of the period, NERAMAC may continue with the same empaneled list of surveyors for the next one years or may float a fresh tender for empanelment.

**4. CONFIDENTIALITY:**

Information relating to the evaluation of proposals and recommendations concerning empanelment shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process until the empaneled list of surveyors is notified on the website of NERAMAC.

5. Incomplete EOIs are liable to be rejected. NERAMAC reserves the right to accept or reject any of the EOIs without assigning any reason thereof and without thereby incurring any liability to the affected parties. NERAMAC takes no responsibility for delay, loss, or non-receipt of an offer or any letter sent by post either way.
6. Selection will be made based on particulars and documents furnished by the applicant as required and satisfactory verification carried out by NERAMAC. If any information furnished by the applicant is found incorrect at a later stage they shall be liable to be debarred from tendering & and taking up the work. NERAMAC reserves the right to verify the particulars furnished by the applicant independently.
7. All related correspondence exchanged by the Bidders along with the EOI should contain no interlineations or overwriting, except as necessary to correct errors made by Bidders themselves or to evidence provision. The persons who signed the Proposal must initial any such corrections, interlineations, or overwriting.
8. Any effort by a Bidder to influence NERAMAC in examination, evaluation, or recommendation for empanelment will result in the rejection of the Bidder's Proposal.
9. For any other clarifications, intending agencies may attend the pre-bid meeting at the above-mentioned date and venue as mentioned in this EOI.



## **SECTION 4 ELIGIBILITY & SCOPE OF WORK**

### **ELIGIBILITY:**

The Bidder(s) should have fulfilled the following criteria:

- (a) Intending bidders should have experience and successfully completed at least three survey works within the last five years.
- (b) The agencies should have the ware withal ro undertake such a survey in terms of manpower, presence, etc (Relevant proof in this regard should be attached).
- (c) Bidder should have technical, financial, and managerial capabilities as provided herein;
- (d) Bidder should have an **average annual financial turnover during the last three years of at least Rs. 25 Cr (Rupees Twenty Five Crore only)**.

### **SCOPE OF WORK :**

An example of a study could be as follows for say, “**Gap Analysis Study of Cold Storage Facilities in states of NER**”:-

#### **a) Gather relevant data and information to support the feasibility study.**

Data should be collected through primary research, interviews, surveys, and secondary research from reliable sources.

#### **b) Evaluate the market potential and demand for cold storage services in the target region.**

Analyze factors such as market size, growth trends, customer segments, competition, and pricing dynamics. Assess the specific needs of potential customers, including the types of perishable goods and their storage requirements.

#### **c) Conduct a detailed assessment of the technical requirements for establishing a cold storage facility.**

This includes evaluating the site selection, facility design, refrigeration systems, insulation materials, handling equipment, and other infrastructure components. Assess the capacity, energy efficiency, temperature control, and compliance with relevant standards and regulations.

**d) Perform a comprehensive financial analysis to assess the financial feasibility of the cold storage project.**

Estimate the initial investment costs, including land acquisition, construction, equipment, and other capital expenditures. Develop revenue projections based on market demand and pricing. Consider operating expenses, such as utilities, labor, maintenance, and insurance. Calculate key financial metrics like payback period, return on investment (ROI), and profitability.

**e) Evaluate the operational requirements for running a cold storage facility.**

Assess staffing needs, skill requirements, training programs, quality control measures, safety protocols, and supply chain management. Identify any regulatory compliance issues and outline necessary permits and certifications. Consider the necessary processes and systems for efficient operations and customer satisfaction.

**f) Risk Assessment:**

Identify and assess potential risks and challenges associated with the establishment and operation of a cold storage facility. Evaluate risks related to market conditions, competition, technical issues, regulatory compliance, logistics, and financial risks. Develop risk mitigation strategies and contingency plans to address potential challenges.

**g) Environmental Impact Assessment:**

Evaluate the environmental impact of the cold storage facility. Assess energy consumption, waste management practices, and potential environmental risks associated with refrigeration systems, insulation materials, and other operational aspects. Identify sustainable practices and measures to minimize environmental impact.

## **SECTION 5 : TERMS & CONDITIONS**

### **RESPONSIBILITY:**

The Bidder shall be responsible for all consequence of errors and omissions arising from errors solely attributable to Bidder or on the part of their employees to the extent and with the limitation specified by NERAMAC. The Bidder shall also be liable and shall indemnify NERAMAC from and against any/all claims, damages, costs as may be raised on the Bidder by any other third party in connection with the said work.

### **OWNERSHIP OF DOCUMENTS & COPY RIGHTS:**

The copyright of Interim Reports, Design Reports, Tender Documents, Costs Estimates, Bill of Quantities, Calculation sheets, drawings written material, originated and prepared for NERAMAC under the assigned agreement etc. and all other similar documents (both interim and final) provided by the Bidder in connection with project/work shall belong to NERAMAC. All The Bidder shall not publish, share, divulge, disclose, part with any of such papers or information without the written consent of employer or use for purpose other than those for this work, the articles, designs calculations and drawings.

### **CORRECTNESS AND ACCURACY OF DATA:**

The Bidder shall be fully responsible for the correctness and accuracy of the data. If any inadequacy is observed in the work performed by them, they shall at their own initiative and at no extra cost to NERAMAC take all steps necessary to remedy/rectify the said defects or inadequacies. The Bidder shall incorporate all the modifications or changes as desired by NERAMAC.

### **CODE OF PRACTICE**

The report for all works shall confirm to local building bye laws and other state regulation as well as to relevant latest Indian Standard Specifications and/or Standard code of Practice. All reports, computations etc. shall be submitted in English language and in metric/SI units.

### **DISPUTE RESOLUTION**

In case of any dispute with regard to interpretation of any section as contained in this EOI or as may arise by and between the contracting parties the same shall be referred to the Managing Director, NERAMAC whose opinion shall be final and binding on all the parties.

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**PROFORMA-1 (All Documents in Company letter head with seal and sign)**

**TECHNICAL PROPOSAL SUBMISSION FORM**

[Location, Date]

FROM:

TO:

(Name and Address of Firm)

(Name and Address of NERAMAC)

_____	_____
_____	_____
_____	_____

**Subject: Empanelment of Survey Agencies for Studies in Agri-Allied Sector in the eight states of NER**

We, the undersigned, offer to provide the services for the above in accordance with your Expression of Interest.

We are hereby submitting our Proposal which includes this Technical Proposal. We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Designation of Signatory:

E-mail:

Address:

## **A. Details of the Bidder**

- 1) Name of the Bidder :
  
- 2) Address :
  
- 3) Year of Establishment :
  
- 4) Status of the bidder : (Whether Company/Firm/Proprietary)
  
- 5) Name of Directors/ Partners/Proprietor :
  
- 6) Whether registered with the Registrar of Companies/Registrar of Firms  
: If so, mention number and date :
  
- 7) PAN No. of I.T and furnish copies of I.T return for the preceding three years :
  
- 8) GST Registration Certificate.
  
- 9) Furnish copies of Balance Sheet and Profit & Loss Account for the last three years  
(Audited or unaudited as applicable)
- 10) Whether empanelled with other Govt. /Semi Govt. / Statutory  
Agency:If so, furnish details.
- 11) Specify turnover in last 3 years. In Rs
- 12) (Lakhs)    2020-2021 ----  
                  2021-2022 ----  
                  2022-2023 ----
- 13) Other relevant information : (A separate sheet may be attached if needed)

**B. Similar types of works done in the last three years**

Using the format below, provide information on each reference assignment for which the bidder was legally contracted. Completion certificates should be provided.

Bidder's Name: \_\_\_\_\_

Sl. No.	Assignment Name (in detail)	Name of Contracting Authority with address	Starting Date / Completion Date	Name of Associated Bidder if any	No. of Staff (Professional)	Approx. Value of Services/Turnover (in Rs.)	Name of Senior Staff involved and functions performed

Note: A separate sheet may be attached if needed.

**C. Details of Team Members to be deputed**

Sl. No.	Name , Contact Number and E-mail Address	Qualification and name of the Institute	Relevant Experience	Position in the Company	Task Assigned