

23.11.2018

Formulation of Financial Assistance Scheme components for the benefit of SC/ST community and new scheme components compatible with WTO under broad plan scheme of APEDA

CPP Portal Tender ID: 2018 APEDA 382365_1

Background:

The Agricultural and Processed Food Products Export Development Authority (APEDA) was established by the Government of India under the Agricultural and Processed Food Products Export Development Authority Act passed by the Parliament in December, 1985. APEDA is mandated with the responsibility of promotion and development of export of its scheduled products, details of which are available on APEDA's website www.apeda.gov.in

APEDA proposes to get a study conducted from reputed consultancy firm/ institute for formulation of financial assistance scheme components for the benefit of SC/ST community and new scheme components compatible with WTO under broad plan scheme of APEDA .

Sealed quotations are invited for the above study proposed to be got conducted by APEDA. The technical and financial bids be submitted separately. Terms and Conditions of the proposed study are as under:-

The agencies having following minimum qualification, expertise and relevant experience are invited to submit the offer.

(A) Eligibility Criterion:

- a) Reputed consultancy firms/ institutes with minimum 5 years of experience in providing consultancy services in formulating various schemes of Central and State Government in the field of market promotion, infrastructure development and quality development with demonstrated experience in food and agribusiness domain.
- b) Average annual turnover of Indian Rupees 1,00,00,000.00 (Rupees one crore only) during last three years. The turnover should only include income from similar consultancy services only duly certified by CA or Finance Head in case of a Government Institute.
- c) Should have conducted at least 5 studies for the Government of India including State Governments or Central Government Organizations in last 3 years.
- d) Should have experience for conducting studies on WTO related matters. A list of studies conducted may be provided.

B) Objective of the study:

Under Medium Term Framework 2017-20 APEDA Scheme has following components.

1. Export Infrastructure Development
2. Quality Development
3. Market Development

Details about the same are available on APEDA's website: www.apeda.gov.in under icon "Schemes".

APEDA proposes to modify the existing scheme for formulation of financial assistance scheme components for the benefit of SC/ST community and new scheme components compatible with WTO through cluster development/ contract farming, pre and post harvest assistance plans and other effective means under broad plan scheme of APEDA.

(C) Tasks to be carried out: -

i) Study of existing plan scheme of APEDA for formulation of financial assistance scheme components for the benefit of SC/ST community and new scheme components compatible with WTO through cluster development/ contract farming, pre and post harvest assistance plans and other effective means under broad plan scheme of APEDA.

ii) Estimation of returns through export earning versus each rupee spent through assistance under various components of the scheme.

iii) Study of existing components of the scheme and the pattern of assistance against each component and the level of investment required in the targeted activities by the exporters belonging to SC/ST Category and other components compatible with WTO.

iv) Assessment of the efficiency of existing institutional mechanism within APEDA with the requirement of additional resources, if required, for delivering the assistance to the target beneficiaries.

v) Preparation of draft memoranda and detailed scheme guidelines for submission of proposed scheme by APEDA for consideration of the Government. This will also include suggesting means to identify the exporters belonging to SC/ST categories, incorporating the changes suggested by Government and submission of revised final memoranda and guidelines for mandated scheme for consideration of Government.

(D) Submission of Report:

i) The draft report shall be submitted by the selected agency within 45 days from the award of work.

ii) Based on the discussions on the presentation of draft report by the selected firm, the changes would be incorporated and final report to be submitted within 15 days of suggesting changes in the draft report.

(E) Terms of payment:

The payment for the study would be released by APEDA as under:-

i) 25% advance against bank guarantee and report of readiness.

ii) 25% on submission and presentation of draft report.

iii) 25% on submission of final report and guidelines.

iv) 25% after approval of the scheme and guidelines by the Government.

(F) Earnest Money Deposit (EMD):

EMD of INR 50,000 /- (Rupees fifty thousand only) in the form of Demand Draft/Bank Guarantee prepared in favour of APEDA, New Delhi, valid for 3 months commencing from the last day of submission of bids to be submitted alongwith the application. EMD will be refunded after the selection process to the agencies not selected. However, the same will be converted into performance guarantee in case of the agency which is selected. This will be refunded after completion of study.

(G) Submission of Offers:

The agency qualifying the above criteria shall submit the bid in two separate covers as follows:

Cover A-Technical offer: containing all documents supporting the eligibility criteria along with the approach, methodology, work plan and team structure & detailed CVs of team members. The other documents to be submitted are (a) Last 3 years balance sheet / audited statement of accounts, (b) Authenticated copy of certificates of incorporation / registration of the organization, (c) List of studies conducted during last three years with copies of work orders and successful completion/acceptance letter from the clients (d) Authenticated copy of GST registration certificate, (e) PAN Card (f) CA Certificate certifying the turnover or certificate from the Finance Head in case of Government Institutes. The documents should be listed sequentially. The envelope should be superscribed as “ **Technical offer for appointing an agency for formulation of Financial Assistance Scheme components for the benefit of SC/ST community and new scheme components compatible with WTO**”.

“Technical offer ” to include the following documents:

Name of agency with communication details	
Name and Designation of Chief Executive	
Name, designation and contact details of contact person	
Profile of the agency including the staff strength on payroll	
Track Record – previous experience of handling similar nature of work (Please enclose copies of award letters and proof of completion of study pertaining to previous assignments of similar nature)	
A CA certificate (certificate from the Finance Head in case of Government Institutes) certifying the turnover of the applicant bidder for the last 3 financial years. The turnover should be in the name of applicant organisation only and not that of group/ sister organisations.	
Self attested photocopies of latest Income Tax Returns/ Annual Accounts for the last 3 years starting from 2017-18 and self attested photocopy of the PAN Card, GST and related tax documents. These documents should be in the name of applicant organisation only	
Interest free Earnest Money Deposit “EMD” for Rs.50,000/- (Rupees fifty thousand only) in the form of draft/ irrevocable and unconditional bank guarantee in favour of APEDA, New Delhi.EMD will be refunded after the selection process to the agencies not selected. However, the same will be converted into performance guarantee in case of agency which is selected. This will be refunded after completion of study.	
A self certified undertaking is to be submitted mentioning that they have not been blacklisted by any government organization and the same is not applicable as on date.	

Cover B would include financial offer. The financial offer should contain the total cost of evaluation study to be paid by APEDA in the format at annexure II. No out of pocket expenses would be paid separately by APEDA. The payment for the study would be released by APEDA as detailed in terms of payment above.

- i) The envelope should be sealed and superscribed as **“Financial offer for formulation of Financial Assistance Scheme components for the benefit of SC/ST community and new scheme components compatible with WTO “** in the following format .

To be submitted in sealed cover only on the letter head of firm/ institute

Details	Amount (in rupees)
Total fee/charges for the assignment as per the ToR.	
Taxes (if any)	
Grand Total	

Total amount in words (Rupees)

Signatures with name, designation and seal of the authorized signatory

- **These two sealed covers (A&B) should be placed in an outer envelope (cover) for sending to APEDA office.**

SELECTION PROCEDURE

A Committee in APEDA will carry out a preliminary screening of the offers and will shortlist the agencies fulfilling the prescribed requirements. The short listed agencies may be required to make technical presentation before the selection committee.

The offers received will be evaluated on the credentials & experience of agency and methodology on the following parameters .

S. No.	Areas	Score (Marks)
1.	Average turnover of the firm/institute from consultancy business :	5
	Breakup of marks is given below:	
	Rs.1crore to 5 crore	3 marks
	More than Rs. 5 crore	5 marks

2.	Suitable Resource persons proposed to be deputed for the study (based on the credentials of the resource persons).	10						
3.	Previous works of studies in last 3 years. Breakup of marks is given below: <table border="1" data-bbox="365 552 972 705"> <tr> <td>5 to 7 studies</td> <td>5 marks</td> </tr> <tr> <td>8 to 10 studies</td> <td>8 marks</td> </tr> <tr> <td>More than 10 studies</td> <td>10 marks</td> </tr> </table>	5 to 7 studies	5 marks	8 to 10 studies	8 marks	More than 10 studies	10 marks	10
5 to 7 studies	5 marks							
8 to 10 studies	8 marks							
More than 10 studies	10 marks							
4	Understanding of the concept and methodology of the proposed study	25						

The marking would be done on all the presentations. The firms/ institutes who secure minimum 70% marks (35 out of 50 marks) in technical presentations will be short listed and only their financial bids shall then be opened.

Study will be awarded to the firms/ institutes qualified technically with least financial quote (L1).

APEDA reserves the right to withdraw the announcement, accept or reject any or all the bids at any time prior to award of contract/order, without assigning any reasons and without incurrance of any liability on APEDA. APEDA also reserves the right to negotiate the prices with the selected bidders to bring down the prices or add more facilities.

(I) Submission of Offers

There will be a pre bid meeting on 4/12/18 at 1100 hrs in Conference Room, APEDA, New Delhi. Offers complete in all respects may be submitted by 13/12/2018 by 5:00 p.m. to Mr. S. S. Nayyar, General Manager, APEDA at below mentioned address:

Agricultural & Processed Food Products Export Development Authority (APEDA), Ministry of Commerce & Industry , Govt. of India, NCUI Building, 3 Siri Institutional Area, August Kranti Marg , New Delhi 110 016.

