

UTTARAKHAND FOREST RESOURCES MANAGEMENT PROJECT

REQUEST FOR PROPOSAL (Dated July 2 / 2018)

for

Developing Organic villages as Sustainable Model for Improving Income and Livelihoods for People living in Van Panchayats in Uttarakhand

**OFFICE OF CHIEF PROJECT DIRECTOR
UTTARAKHAND FOREST RESOURCES MANAGEMENT PROJECT
24, IT PARK, SAHASRADHARA ROAD
DEHRADUN, 248001**

Uttarakhand Forest Resources Management Project (UFRMP), invites Request for Proposal (RFP) from NGOs/Trusts/Section 8 companies (not-for-profit companies registered under section 8 of Companies Act 2013), under livelihood improvement and community development component of the Project.

The proposal should be submitted for developing Organic villages as a sustainable model for improving income and livelihoods for people living in Van Panchayats in Uttarakhand. The proposal should be addressed to Office of Chief Project Director, Uttarakhand Forest Resource Management Project, 24, IT Park, Sahasradhara Road, Dehradun – 248001, Uttarakhand, India.

Important Dates

- A. Last date for the submission of Bid: 09.08.2018 (1700 Hrs)**
- B. Opening of the Bid: 10.08.2018**
- C. Presentation from the Bidders: Before 17.08.2018**
- D. Outcome of the evaluation of the technical proposal: 18.08.2018**
- E. Final result announcement: 20.08.2018**
- F. Award and signing of Contract: Before 30.8. 2018**

Place of submission and opening of Bids:

Office of Chief Project Director, Uttarakhand Forest Resource Management Project, 24, IT Park, Sahasradhara Road, Dehradun – 248001. Uttarakhand. India

Important Information

- a) Eligible parties may submit their RFP proposals, with supporting documents, in the prescribed
- b) formats only. The proposals should be sent by registered post/courier service/by hand, along with Demand Draft of Rs. 25000 (twenty-five thousand) only, as processing fee (non-refundable), payable to Chief Project Director, Uttarakhand Forest Resource Management Project, at Dehradun, in a sealed cover. RFPs received in formats other than the Prescribed Formats will not be entertained, and summarily rejected.
- c) UFRMP reserves the right to accept or reject any one or all tenders without assigning any reason thereof.
- d) 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.
- e) Documents (detailed Terms and Conditions) can be downloaded from UFRMP website <http://www.jicauttarakhand.org>.

1. Introduction

Uttarakhand Forest Resource Management Project (UFRMP) is being implemented in the state since May 2014 with financial assistance from Japan International Cooperation Agency (JICA), as a part of bilateral cooperation between India and Japan.

The project is managed and implemented by an autonomous society through PMU (Project Management Unit) located at Dehradun, which is headed by Chief Project Director. The project is for a period of 8 years, and would close by March 2022.

The project aims at mitigating forest degradation in the Project areas by creating suitable livelihood options and augmenting incomes of people residing in target areas by supporting income generating activities (IGAs), thereby reducing their direct dependence on forests. The project would mainly be implemented through existing Van Panchayats (VPs) – a community institution in forestry sector, which are currently governed by Panchayati Forest Rules (PFR) 2005.

For details one could visit the project website at URL: <http://www.jicauttarakhand.org>.

2. Scope of Work

The Scope of work for the selected agency is to establish organic villages under the livelihood component for improving income of forest based communities in the selected Van Panchayats of the state, with following broader scope of work:

- a) To mobilize and train farmers from 100 van panchayats on organic farming, help them adopt organic farming practises and organic inputs generations and usage.
- b) To form these farmers into clusters for organic certification program through establishment of ICS and third-party certification (NPOP).
- c) To create two (2) Farmer Producer Companies (FPCs) and help them in developing Agri-preneurship and conduct business including development of market linkages.
- d) To establish a unique model of sustainable and organic bio-villages in Uttarakhand covering 100 Van Panchayats to benefit approximately 3000 farmers, in the Project area, which may be up-scaled at a later stage.
- e) Establish convergence with Paramparagat Krishi Vikas Yojana (PKVY), under INM division of Department of Agriculture & Cooperation (DAC), GoI.

3. ELIGIBILITY CRITERIA

- a) The NGOs/Trusts/Section 8 Companies having at least 5 years of relevant work experience in organic adoption, certification and developing market linkages, with large farmers clusters.
- b) The organization must have experience of working with different state governments. Experience of working with Himalayan States would be desirable.
- c) Should have adequate manpower having experience in undertaking these programs and activities.
- d) The annual turnover of the organization for the last three financial years should not be less than Rs. 1 crores (over Rs. 3 crores in last 3 years).
- e) The NGOs/Trusts/Section 8 Companies should not be blacklisted by any Govt. / PSU / Organisation.

4. GENERAL TERMS AND CONDITIONS

- a. The RFP document – duly completed in all respects should reach Office of Chief Project Director, Uttarakhand Forest Resource Management Project, 24, IT Park, Sahasradhara Road, Dehradun – 248001. Uttarakhand on or before 09.08.2018 by 17:00 hrs by hand/speed post/courier.
- b. The bids would be opened on 10.8.2018 at 1500 hrs in the presence of the representatives of the agencies.
- c. Applicant has to submit the processing fee / EMD separately as below:
 - i. **Processing Fee:** The applicant should submit the Processing fee (non-refundable) of Rs. 25,000/- (Rs. Twenty-five thousand only) along with RFP application. This can be done online or also through Demand Draft, in the name of UFRMP, Dehradun, Uttarakhand, along with the submission of the RFP. This is a non-refundable fee.
 - ii. **EMD:** The Earnest Money Deposited (EMD) of Rs. 6,00,000/- (Rupees Six lakhs only) to be deposited along with RFP application. This has to be submitted along with the RFP as a Demand Draft, in the name of Chief Project Director, UFRMP, Dehradun, Uttarakhand. The EMD of unsuccessful bidder shall be refunded soon after the process of the final approval of the proposal has been completed. No interest shall be payable on EMD deposited along with the RFP.
- d. Each page of RFP document should be numbered, signed and stamped, failing which the tender shall be liable to be rejected.
- e. The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall be addressed to the Client and bear the submission address, RFP reference number, the name of the assignment, the Agency name and the address, and shall be clearly marked “Do Not Open Before [insert the time and date of the submission deadline]”.
- f. If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- g. The Agency shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for any of these costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability in favour of the bidding agency.
- h. RFP received with incomplete / partial information and/or without supporting documents shall be liable to be rejected at the discretion of the RFP inviting authority.
- i. The agency shall furnish an undertaking in support of their claim and information /documents submitted. If anything found false in course of verification , at any point of time and/or after approval of the enlisted firm shall be blacklisted and debarred from future transactions with UFRMP and also liable for payment /compensate any loss arise due to false undertaking.
- j. All the forms shall be filled in ink or typed. No form filled in pencil shall be considered.

- k. No mobilization advance shall be given to the successful agency at any stage during the implementation of the project.
- l. Due to the nature, complexity and comprehensiveness of the assignment, it requires adequate skill and experience of the bidder firm in dealing with the nature of assignment, as defined in scope of work.
- m. The bidders are expected to be well versed and have adequate knowledge and experience in the sector. The bidders are required to deploy all necessary human resources with specified relevant qualification and experiences for providing the operationalization support.
- n. The bidders are suggested to meticulously go through the context, objectives, scope and deliverables, and understand the functional requirements while preparing their technical proposals.
- o. We are strictly looking for an organization, working in the field of organic adoption, certification and developing linkages for organic products; General Organizations, who have no experience of dealing with these deliverables, need not apply. Proposals from such organisations, not working in this sector, will be summarily rejected and the processing fee shall be forfeited.
- p. Joint-venture/Consortium proposals are not acceptable.
- q. RFP Proposal should be in five (5) copies, one original and four (4) other photocopies marked as copies.
- r. Proposals should be page numbered with different parts/sections clearly separated, so that it facilitates the evaluation process. Evaluation committee should be able to access the required information with ease and clarity. Quality of proposal will be given separate weightage.
- s. Each numbered page should be duly-signed by the authorized signatory.
- t. ***For evaluating organization's experience in handling similar projects as per Form T-3 and T-4, supporting documents (work order /completion certificates etc.) are mandatory.*** Please note that no credit will be given if supporting documents are not provided. Supporting documents should be attached and numbered separately after each Form, including one-page abstract about each assignment.
- u. The financial details (value of work) provided in Form T-3 and T-4 should match with the financial details provided in Form T-2b.
- v. It is reiterated that the organization (bidder) shall bear all costs associated with the preparation and submission of its proposal and UFRMP will in no case be responsible or liable for these costs, whether the proposal is finally accepted or not.
- w. RFP is to be submitted in a sealed envelope. The Technical Proposal documents are to be arranged systematically into separate parts; Part I (Covering letter, Letter of Authorization, Processing Fee and EMD)); Part II (Details of the Firm); Part III (Experience of handling similar Projects, empanelment and MoUs); Part IV (Proposed Team and Details of Proof of full-time professionals in the firm); Part V (Methodology) including documents in support of eligibility

attached with each part, where ever required, and as per instructions and formats provided for the purpose.

- x. All envelopes must show the name of the bidder organization, address and should be super-scribed as “Developing Organic villages as a sustainable model for improving income and livelihood of forest-based communities in Uttarakhand under UFRMP”.
- y. Complete offers are to be addressed to Chief Project Director, Uttarakhand Forest Resources Management Project, 24 IT PARK, SAHASRADHARA ROAD DEHRADUN PIN: 248001.
- z. If the last date of receipt of the Bid specified happens to be declared as closed holiday for any reason, the Bids will be received on the next working day up to the same time.
- aa. Incomplete, illegible and unsealed RFP/ Proposals will be summarily rejected. Telegraphic RFPs will not be accepted and no correspondence will be made in this regard.
- bb. The agency inviting the RFP takes no responsibility for the delay / loss or non- receipt of RFP Application or any submission or letter sent by post.
- cc. All offers should be made in English. Conditional offers, and offers qualified by such vague and indefinite expression such as “Subject to immediate acceptance”, “Subject to prior approval” etc. will not be considered.
- dd. Participating firms shall carefully examine the tender documents and the technical specification, and fully inform themselves, as to all the conditions and matters, which may in any way, affect the work or the cost thereof.
- ee. Submitted forms, with overwritten or erased or illegible rate or rates not shown in figures and words in English, will be liable for rejection. In case of discrepancy between words and figures noted against each items of the tender and between unit rates and the total amount, amount quoted in words shall be considered and the decision of the evaluating authority in this regard will be final and binding. Clerical and arithmetical mistakes may result in rejection of the proposal.

SETTLEMENT OF DISPUTES: All disputes or differences in relation to the RFP, the contract or the interpretation of any of their terms or implementation there-of or arising out of or concerned directly or indirectly with the contract shall be referred to the arbitration or a single arbitrator to be appointed by the Chief Project Director, UFRMP of the Corporation and in the absence of Chief Project Director, UFRMP, the highest Executive Officer shall make such appointment. The venue of arbitration shall be at Dehradun. The court of law at the Dehradun alone will have jurisdiction in the matter of any disputes whatsoever.

Disclaimer

- i. UFRMP 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.
- ii. Further, UFRMP reserves the right
 - a. To reject any / all applications without assigning any reasons thereof.
 - b. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the UFRMP without assigning any reasons thereof.
 - c. To include any other item in the Scope of work at any time after consultation with applicants or otherwise. The RFP Request is not the subject of any process contract or any contractual obligations between UFRMP and applicant(s).

5. Proposal to be submitted by the bidders shall consist of two sections.

Section A: Technical Proposal

The Technical Proposal must include the following:

- a. The original and all the copies of the Technical Proposal shall be placed inside a sealed envelope clearly marked “TECHNICAL PROPOSAL”, “[Name of the Assignment]”, [reference number], [name and address of the Agency], and with a warning “DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].”
- b. Technical Proposals should be page numbered with different sections clearly separated. Quality of proposal has been given separate marks.
- c. Each numbered page should be duly signed by the authorized signatory.
- d. The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.

Technical Proposal must be filled in prescribed formats:

Sl. No.	Form	Details	Supporting Documents
1.	T-1a	Cover letter for technical proposal	
	T-1b	Letter of Authorization	
2.	T-2a	Particulars/general details of the bidding Organization	<ul style="list-style-type: none"> • Audited balanced sheet of last 3 years. • Affidavit about free from black listing termination, litigation and non- affiliation with any political endowment.
	T-2b	Financial Details of the Bidding Organization	
3.	T-3	Details of similar work experience in mountain states with Government, if any, to be given in format	<ul style="list-style-type: none"> • Work order/ agreement/completion certificate enumerating Scope, value of work, deliverables etc. of 5 best assignments.
4.	T-4	Details of similar work experience in non-mountain states with Government	<ul style="list-style-type: none"> • Work order/ agreement/completion certificate enumerating Scope, value of work, deliverables etc. of 5 best assignments.
5.	T-5	Relevant empanelment OR MoU with Governments and/or International Agencies in organic agriculture.	<ul style="list-style-type: none"> • Relevant empanelment with Govt • Relevant MoU’s / work order from International Agencies
6.	T-6	MoU/Agreement with domestic/ international buyer along with Proof.	<ul style="list-style-type: none"> • Documentary Proof to be of 5 best MoUs to be attached

7.	T-7a	Structure and Composition of Team with Details of Qualified Staff and the CV's of Key Resource Persons proposed for the assignment	<ul style="list-style-type: none"> CV of Key Resource Persons proposed for the assignment with their experience in implementing the projects in prescribed format (Annexure-1) CVs of Permanent Staff with the Organization
	T-7b	Permanent Personnel with Organization	
8.	T-8	Proposed approach, methodology & strategy including action plan.	

Section B: Financial Proposal

- The original Financial Proposal submitted in the Prescribed format (F-1) and its copies shall be placed inside of a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" "[Name of the Assignment]", [reference number], [name and address of the Consultant], and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL."
- Overwriting in the financial bid would be summarily rejected.
- Each page of the Financial Proposal should be numbered clearly and duly signed by the authorized signatory.

Proposal evaluation & Selection of agency

The Bid evaluation will be 'Quality and Cost Based Selection' (QCBS) as below:

Weightage

- Technical Proposal: 80 %
- Financial Proposal: 20 %

The Proposal shall be evaluated in a three-stage process.

Stage-1 Technical Proposal Evaluation

Technical evaluation, based on past experiences and technical expertise, quality of resource persons, approach & methodology, shall be carried out for eligible bidders as specified below:

Technical Score (TS) to be calculated in the following manner

S. No.	Area of evaluation	Allocated score	Criteria
a.	Experience of the bidder		
	Similar work experience in Mountain states with Govt	15	(3 score per state – attached Supporting Documents)
	Similar work experience in the non-mountain (other states) with Govt.	10	(2 score per state – attached Supporting Documents)
b.	Relevant Empanelment with Govt /relevant MoU with International Development agencies for Organic Agriculture	5	(1 score per appropriate enlistment)

c.	Team Strength & Composition	20	Evaluation will consider Experience, Educational qualifications, Relevant Knowledge/ Expertise in the Sector
d.	Approach, Methodology & Action plan	15	Quality and appropriateness of the proposal
e.	Strength in Market linkages	10	MoU/ Agreement with the Buyer (Domestic and International) along with the proof of transaction (2 score per agreement)
f.	Clarity in concepts & presentation to the Committee	15	
g.	Quality of Proposal	10	Neatness and organization of the technical proposal
	Technical Score (TS)	100	

Stage-2 Financial Proposal Evaluation (Financial Score – FS)

The financial scores (FS) to be calculated as below:

$$FS = 100 \times (LB / BB) - \text{ where,}$$

FS = financial score for the bidder under consideration

LB = Lowest bid price quoted by any successful / technically qualified bidder.

BB = Bidders bid, i.e. price quoted by the bidder under consideration.

Stage-3: Overall Score – OS

Since the weightage given to the technical proposal is 80% and weightage to the financial bid is 20%, the Overall score (OS) which is combination of technical and financial score, determining the successful bidder shall be arrived at as below:

$$OS = (0.8 \times TS) + (0.2 \times FS)$$

The bidder achieving the highest combined technical and financial score (OS) shall be considered for award of the contract.

6. Forms (Technical & Financial)

Technical Proposal Part I

- **Covering Letter**
- **Letter of Authorization**
- **Processing Fee & EMD**

Cover letter for Technical Proposal

Date:

Chief Project Director
PROJECT MANAGEMENT UNIT
Uttarakhand Forest Resource Management Project (UFRMP)
24, IT Park, Sahasradhara Road, Dehradun.
Email: cpdufrmp@gmail.com

Sub: RFP- Developing a Sustainable model for developing Organic villages in the Project area for Livelihood Development.

Dear Sir,

Having examined the Request for Proposal (RFP) notice, the receipt of which is hereby duly acknowledged, I/we the undersigned, intend to submit our proposal in response to the RFP for shortlisting of our firm, for providing services related to developing organic villages as a sustainable model for improving income and livelihood of the communities living in the Project area. We attach the response as per requirements under this RFP, which constitutes our proposal.

Contacts Information

FIELD	INFORMATION
Name	
Title	
Name of the firm	
Address of the firm	
Web-site	
Phone	
Mobile	
Fax	

2. We confirm that the information contained in this response or any part thereof, including its exhibits and other supporting documents & instruments delivered or to be delivered to UFRMP is true, accurate, verifiable and complete. This response includes all the information necessary to ensure that the statements therein do not in whole or in part mislead UFRMP in its shortlisting process.

3. We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading this shortlisting process, we are liable to be dismissed from the selection process or termination of the contract during the Project, if awarded to do so, for providing the said Services to the Project. We agree to unconditional acceptance of all the terms & conditions set out in the RFP document.

4. It is hereby confirmed that I/We are entitled to act on behalf of our firm and are authorized to sign this document as well as such other documents, which may be required in this connection. We further affirm that:

- i. Our Proposal shall be valid and remain binding upon us for the period of time specified in the Proposal.
- ii. We confirm our understanding of our obligation to abide by JICA's policy with regard to corrupt and fraudulent practices.
- iii. We undertake to negotiate a Contract on the basis of the proposed Experts. We accept that the substitution of Key Experts for reasons other than those stated in the Technical Proposal may lead to termination of Contract negotiations.
- iv. Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- v. We are an NGO/ Trust/ Not for profit company registered under section 8 of Companies Act, 2013

Dated this day of Month, 2018
(Signature) in the capacity of
Name & address of the firm with seal stamp of the bidder
Witness signature
Witness name

We hereby declare that:

We understand you are not bound to accept any Proposal that you receive.

Yours Sincerely,

Authorised Signature [in full and initials]
Name and Title of Signatory:

Enclosed: Cover sealed envelope contains two separate sealed envelopes inside– one containing Technical Proposal along with the Cover Letter and Processing Fee & EMD, and second sealed envelope containing Financial Proposal.

Letter of Authorisation

(To be submitted on organisation's letter head)

Date: _____

To

Chief Project Director

Uttarakhand Forest Resource Management Project (JICA Project)

24, IT Park, Sahasradhara Road, Dehradun Pin:248001

Sub: RFP- Developing a Sustainable model for developing Organic villages in the Project area for Livelihood Development.

Ref: Your RFP no _____ dated _____

Dear Sir,

With reference to your RFP Notice No. _____ dated _____, we hereby authorize Mr/Ms <name>, <designation> of our organization whose signature is attested below, as our authorized representative to sign the bid documents including all documents in support of our bid on our behalf.

We hereby agree to ratify the acts, deeds and things lawfully done by our aforesaid representative shall and shall always be deemed to have been done by us and accordingly binding on us

(Signature of Authorised Representative)

Yours Sincerely,

(Signature)

Name:

(Designation/ Head of the Organisation)

Technical Proposal Part II

General Details (T-2a)

Financial Details (T-2b)

Particulars /General Details of the Bidding Organization

Sl. No.	Description	Details
1.	Name of Bidder:	
2.	Address:	
3.	Telephone No.:	
4.	E-mail:	
5.	Name of Contact Person:	
6.	Mobile No. of Contact Person:	
	Nature of legal status of the firm	
	Date of Incorporation of the firm	
7.	E-mail ID of Contact Person:	
8.	List of Documents enclosed showing Legal Status of Organisation	
9.	Power of Attorney of Authorised Signatory (if applicable)	
10.	Registration: NAME: REGISTRATION NO. Please enclose a true copy of the registration certificate	
11	Service Tax or GST Registration Details with (Enclose a true copy of the registration document)	
12	PAN Number (Enclose a true copy of the PAN Card)	
13	Details of Processing Fee & EMD	

We understand that if the details given in RFP document submitted herewith by us and the support of claims made above if found to be untrue/untenable or unverifiable or both, the bid may be rejected without any reference to us.

Signature:

Name of the Authorized Signatory:

Name of the Applicant:

Designation:

Address:

Place:

Date:

Seal of the Applicant:

FINANCIAL DETAILS OF THE BIDDING ORGANIZATION

Name of the Firm:

Details to be furnished duly supported by figures in balance sheet / profit & loss account for the last three years duly certified by the Chartered Accountants, as submitted by the applicant to the Income Tax Department (copies to be attached)

Figures in Rupees in lakhs

S.No.	Particulars	Financial Years		
		2014- 2015	2015-2016	2016-2017
i)	Total Gross Receipts			
ii)	Gross Receipts from similar Projects (As provided in T-3 and T-4)			

Iv) Mandatory Supporting Documents

- ❖ Auditor Certified financial statements for the financial years ending March 2015, 2016 and 2017, submitted to Income Tax
- ❖ Service Tax return for the financial years for the above years
- ❖ Certification by the firm auditors supporting the income break-up for similar projects.

Note: without above-mentioned supporting documents, the response would be treated as incomplete, and no weightage would be given.

Signature:

Name of the Authorized Signatory:

Name of the Applicant:

Designation:

Address:

Place:

Date:

Seal of the Applicant:

Technical Proposal Part III

- **T-3: Experience Mountain States**
- **T-4; Experience Non-mountain States**
- **T-5; Empanelment**
- **T-6; MoUs with Buyers for Market linkages**

Details of similar work experience in mountain states with Government

Completed Projects Only

Sl.	Name of the Client	Name of the Assignment	Value of Work	Status (On-going/ Completed)	Supporting document* (Work order/ Completion Certificate)

Details of all the completed projects to be provided here. Include one page abstract of each assignment. Project details should be furnished year-wise.

* Work order/ agreement/ completion certificate enumerating Scope, value of work, deliverables etc. of best 5 assignments to be annexed (Include one page abstract of each assignment)

T-3 Consolidated

Total Number of Assignments	Total Value of Work (in lakhs)

Note: Without above-mentioned supporting documents, the response would be treated as incomplete.

Date :-

Signature of the bidder/authorize

Place:-

Person (with official seal)

Details of similar work experience in Non-mountain states with Government

Completed Projects Only

Sl.	Name of the Client	Name of the Assignment	Value of Work	Status (On-going/ Completed)	Supporting document* (Work order/ Completion Certificate)

Details of all the completed projects to be provided here. Include one page abstract of each assignment. Project details should be furnished year-wise.

*Work order/ agreement/ completion certificate enumerating Scope, value of work, deliverables etc. of best 5 assignments to be annexed (with one page abstract of each assignment)

T-4 Consolidated

Total Number of Assignments	Total Value of Work (in lakhs)

Note: Without above-mentioned supporting documents, the response would be treated as incomplete.

Date :-

Signature of the bidder/authorize

Place:-

Person (with official seal)

Details of relevant empanelment with Govt./ International Development Agencies for Organic Agriculture

Sl.No.	Name of the Agency	Name of the Assignment	Status (On-going/ Completed)	Supporting document * (Work order/ Completion Certificate/MOU)

*Supporting documents of 5 best Empanelment to be given

Date :-

Signature of the bidder/authorize

Place:-

Person (with official seal)

(MoU/ Agreement with the Buyer (Domestic and International) along with the proof of transaction in the following format:

Sl No.	Name of Buyer Company	Nature of MoU	MoU Details with Proof

*Supporting documents of 5 best MoU/Agreements to be given

Date :-

Signature of the bidder/authorize

Place:-

Person (with official seal)

Technical Proposal Part IV

- **T-7a: Proposed Team for the Project**
- **T-7b: Details of Permanent Staff**

Structure and Composition of Proposed Team with Details of Qualified Staff

S. No.	Name of Staff	Position in Team	Educational Qualification	Area of Key Expertise	Relevant Experience	Nature of Association with the Organization Permanent/ Temporary

Note –Required Educational qualification, expertise and experience of different positions must be as per details provided at Annexure I. CVs to be provided in the prescribed Performa.

Yours Faithfully

Signature of the bidder/authorized Person (with official seal)

Details of Permanent Qualified Personnel with Bidding Organization

S. No.	Name of Personnel	Position in the Organization	Educational Qualification	Area of Key Expertise	Length of Association with the Organization (in year)	Relevant Experience

Note –CVs to be provided in the prescribed Performa at Annexure I

Yours Faithfully

Signature of the bidder/authorized Person (with official seal)

Technical Proposal Part V

T-8: Proposed Methodology

Description of Proposed approach, methodology & strategy including action plan in “Developing a Sustainable & Organic Bio-village Model for improving income and livelihood of forest-based communities in Uttarakhand” Project

Financial Bid

S. No.	Component	Year 1	Year 2	Year 3	Total Component Wise (In lakhs)
		BID AMOUNT			
A	Developmental Process				
A1.	Development of Organic Farmers Cluster				
A.1.1	FARMERS MOBILIZATION - Conducting of meetings and discussion of farmers in targeted areas to form organic farming cluster (Total approx. 3000 farmers)				
A.1.2	Cluster development and formation of 2 Farmer producer companies, (involving about 3000 farmers)				
A.1.4	Farmers training on organic farming including content development (Training in groups of not more than 50-60 farmers per program. Minimum 3 trainings per year. Approx. 3000 farmers).				
A.2	Adoption of organic village – Inputs for manure management and biological nitrogen harvesting				
A.2.1	Traditional organic Input Production Units like Panchagavya, Beejamruth and Jeevamruth etc. (approx. 3000 acres)				
A.2.2	Biological Nitrogen Harvest Planting (approx. 3000 acres)				
A.2.3	Botanical Extracts Production unit (approx. 3000 acres)				
A.2.4	Assistance for Quality Seed and Planting Material (approx. 3000 acres)				
A.3	Integrated Manure Management				
A.3.1	Bio-Fertilizer consortia (Nitrogen fixing /Phosphate Solubilizing etc.) (approx. 3000 acres)				

A.3.2	Bio pesticides (<i>Trichoderma viridae</i> , <i>Pseudomonas</i> , <i>Fluorescens</i> , etc.) (approx. 3000 acres)				
A.3.3	Natural Pest control mechanisms (neem cake/neem oil) (approx. 3000 acres)				
A.3.4	Phosphate Rich Organic Manure (PROM) (approx. 3000 acres)				
A.3.5	Vermi Compost (Size 7'x3'x1') (approx. 3000 acres)				
A.4	Support for soil sampling				
A.4.1	Soil sample collection and testing (10 samples / 50 acres / year)				
B	MARKETING COMPONENTS				
B.1	Consumer awareness Information dissemination through Publicity, Printed Literature Films and Local Advertisements.				
B.2	Buyer - Seller meets/auction - 1 day including National/ International Buyers				
B.3	Participation at Festivals/ exhibition at national level				
C.	THIRD PARTY ORGANIC CERTIFICATION (NPOP) AND ICS MNGMT				
C.1	Training, Hand holding, ICS management, Tracenet, Documentation and Certification of Crop Production				
D.	BIOGAS UNITS				
D.1	Installation of biogas units - (5 units per SHG) (approx 1000 units)				
E.	PROJECT MANPOWER EXPENSES				
E.1	Team Leader				
E.2	Institutional Development Expert				

E.3	Agribusiness Expert				
E.4	Financial and Accounts Expert				
E.5	Coordinators (8 Nos.)				
F.	ADMINISTRATION & INSTITUTIONAL EXPENSES				
F.1	Project Office - State Project Management Office at Dehradun.				
F.2	Travel & Conveyance Cost of Key Experts (includes local travel cost and air travel cost)				
F.3	Communication Cost				
F.4	Equipment Cost				
F.5	Report Production Cost				
F.6	Institutional Support -Cost				
	GRAND TOTAL (A+B+C+D+E+F)				

Financial Proposal (Consolidated)

COMPONENT		Amount	Total	
			Physical	Value (Rs. In lakhs)
A	DEVELOPMENTAL PROCESS			
B	MARKETING COMPONENTS			
C	THIRD PARTY ORGANIC CERTIFICATION (NPOP) AND ICS MNGMT			
D	INSTALLATION OF BIOGAS UNITS			
E	PROJECT MANPOWER EXPENSES			
F	ADMINISTRATION & INSTITUTIONAL EXPENSES			
	TOTAL			

Date :-

Signature of the bidder/authorize Person (with official seal)

Place:-

CURRICULUMVITAE (CV)

Position Title and No.	
Name of Expert:	
Date of Birth:	
Country of Citizenship/Residence	

Education:

Exam Passed	Board / University	% of Marks	Class	Year of Passing

Trainings in the relevant field:

Employment record relevant to the assignment:

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment

Membership in Professional Associations and Publications: _____

Language Skills (indicate only languages in which you can work):

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that best Illustrates capability to handle the assigned tasks
{List all deliverables/tasks as in TECH- 5 in which the expert will be involved	

Expert's contact information:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

Name of Expert	Signature	Date {day/month/year}
Name of authorized Representative of the Consultant (the same who signs the Proposal)	Signature	Date {day/month/year}

Key Experts' qualifications and competence for the Assignment: (20 marks)

Desirable Qualifications

1. Position 1: Team Leader (1 No.) [5 points]
Qualification: Post Graduate (PG) degree in Agriculture / Agribusiness / Horticulture
Experience: At least 15 years of experience in Community Mobilization/ Farmer Collectives out of which at least 3 years shall be in closely related field (organic or sustainable agriculture).
2. Position 2: Institutional Development Expert (1 No.) [3 points]
Qualification: Post Graduate degree in Social Sciences or MBA.
Experience: 10 years of field level experience in community development based institutions/organization.
3. Position 3: Agribusiness Expert (1 No.) [2 points]
Qualification: PG degree in Agri-Business/MBA
Experience: 10 years of relevant experience in handling agri. and allied marketing and supply/value chains.
4. Position 4: Financial and Accounts Expert [2 points]
Qualification: Graduate/PG in accounts and/or finance.
Experience: at least 5 years' experience of working on similar assignments, development of bankable proposals and arranging finance
5. Position 5: Coordinators (8 Nos.) (1 point each) [8 points]
Qualification: Graduate/Diploma holders
Experience: 5 years of field level experience of working in community development projects. Preference to the candidates having domain expertise in crops, language and demography of the proposed operational locations.