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**Office of the Chief Project Director**  
**Uttarakhand Forest Resource Management Project**


24, IT Park, Sahastradhara Road, Dehradun-248001

Letter No: 966 / 17-21

Dated, Dehradun 08 January, 2019

On the basis of discussions in the pre-bid conference held on 8<sup>th</sup> January 2019, certain modifications have been incorporated in the RFP No.06/2018-19 dated 21<sup>st</sup> December 2018. The revised RFP document is uploaded, which replaces the RFP document posted earlier. The prospective participants are advised to submit their proposals as per the **REVISED RFP**.

Yours sincerely,

  
**Chief Project Director**

Uttarakhand Forest Resource Management Project  
Dehradun

**Uttarakhand Forest Resource Management Project (UFRMP)**

**REVISED (08-01-2019)**

**REQUEST FOR PROPOSAL (RFP)**

**RFP No.06/2018-19 dated 21<sup>st</sup> December 2018**

**Based on Quality and Cost Based Selection Method  
(QCBS)**

*for*

**Providing Market Support to Cluster-level Federations (Cooperatives) of Self-Help  
Groups in**

**UFRMP**

**Office of Chief Project Director  
Project Management Unit (PMU)  
Uttarakhand Forest Resource Management Project  
24, IT Park, Sahasradhara Road, Dehradun  
Telephone No: 0135-2740605  
Fax No: 0135-2740605  
Email: cpdufrmp@gmail.com**

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 providing Market Support to Cooperatives (Federations of Self-Help Groups) 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: 31.01.2019 (1700 Hrs)
- B. Pre-bid Conference: 08.01.2019
- C. Opening of the Bid: 4<sup>th</sup> February, 2019
- D. Presentation from the Bidders: 05.02.2019 (11:30 a.m. on wards)
- E. Outcome of the evaluation of the technical proposal: 07.02.2019
- F. Opening of Financial Bids: 08.02.2019
- G. Final result announcement: 08.02.2019
- H. Award and signing of Contract: February, 2019

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

- a) Eligible organizations may submit their RFPs, with supporting documents, in the prescribed 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, payable at Dehradun, in a sealed cover. RFPs received in formats other than the Prescribed Formats will not be entertained, and summarily rejected.
- b) UFRMP reserves the right to accept or reject any one or all tenders without assigning any reason thereof.
- c) Any corrigendum including extension of date or change of date for submission of the proposal shall be published only on the website and that shall be deemed to have been seen by the bidders.
- d) 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 is being mainly 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.jicauuttarakhand.org>.

## 2. OBJECTIVES OF THE ASSIGNMENT

This RFP has been issued for selection of Organizations to provide market support for the identified commodities like Millets, Honey and Spices etc. produced by the members of SHGs and Cooperatives in the selected DMU areas.

Services related to market support to be provided to the cooperatives and SHGs in 13 DMUs taken under the Project for livelihood and Income Generating Activities, Convergence with different Government schemes, organizing various training programs and providing handholding support to the community. These experts would be engaged through Organizations having capacity to provide such personnel. The Scope of work and terms of reference of the Organizations are as below.

## 3. SCOPE OF WORK

The Scope of work of the selected agency is to provide market support to the cooperatives and SHGs in the selected DMU areas, with following broader scope of work:

- a) To transform the product and bring it into marketable shape
- b) To develop appropriate packaging of different products on the basis of market survey
- c) To develop literature/brochures for publicity for niche market
- d) To facilitate suitable value addition initiatives for products at federation level
- e) To suggest remunerative pricing for the products
- f) To identify market and help establish linkages
- g) To develop a brand for the products of the federations
- h) To facilitate the improvement of productivity and quality of the produce through sector specific appropriate and cost effective package of practices (POPs)
- i) To design a mountain specific robust supply chain management for dry as well as fresh produce and facilitate the implementation of the supply chain management.
- j) To conduct the cost-benefit analysis and suggest the costing and pricing mechanism for the federation(s) in such a way the products/ commodities/ produce become the competitive in market price wise
- k) To develop the quality control mechanism for selected commodities both in bulk and retail in such a way that the produce / product becomes competitive, in end market quality wise.
- l) To Suggest the scope for developing local commodities market by SHG and their federations for marketing of their produce.
- m) To develop a realistic long term business plans for each (identified) sector in participation of the key stakeholders.

#### 4. ELIGIBILITY CRITERIA

##### TECHNICAL & FINANCIAL

- a) The NGOs/Trusts/Section 8 Companies (hereafter collectively called **Organizations**) having minimum 10 years' experience in providing market support services for community based Projects involving Van Panchayats/community forestry/watershed/livelihood/NTFP/Non-NTFP enterprise product development, packaging, pricing and their successful marketing including experience in community mobilization, SHGs, Cooperatives of SHG members for this purpose, development of result oriented marketing strategy with tangible output which has benefitted the farmers, capacity building, development of micro enterprises in clusters etc may apply.
- b) The organization must have demonstrable experience of undertaking the tasks as defined in the objectives and scope of work in points 2 and 3 above. Proposals from organisations, not complying with this requirement, will be summarily rejected.
- c) At least 5 years of Work experience in community oriented projects with Govt. under similar conditions.
- d) Since Organizations would be required to engage with the community directly, therefore, knowledge of local culture, customs and language, would be desirable. .
- e) Organizations already working in Uttarakhand and have provided market support to the SHGs and Cooperatives would be given preference.
- f) The Organization should have implemented Projects involving value addition, packaging and appropriate pricing for the products/ produce of the members of SHGs and cooperatives to match the market demand. Providing services for Safe and hygienic storage and transport practices to the end market.
- g) Business volume of the Firm from the above activities should not be less than a total Rs. 3 crores during the 2015-16, 2016-17 and 2017-18.
- h) The NGOs/Trusts/Section 8 Companies should not be blacklisted by any Govt./PSU/ Organisation.

#### 5. 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 31.01.2019 by 17:00 hrs by hand/speed post/courier.
- b. The proposals would be opened on a stipulated date in the first week of February, 2019 at the designated time and place. The participating organizations may depute its representative at their own expense to be present during opening of proposals.
- c. Applicant has to submit the Document fee, processing fee / EMD separately as below:
  - i. Processing Fee: The applicant should submit the Processing fee of Rs. 25,000/- (Rs. Twenty-five thousand only) along with RFP application. This can be done through Demand Draft, in the name of Chief Project Director Uttarakhand Forest Resource Management Project, Dehradun, Uttarakhand, along with the submission of the RFP. This is a non-refundable fee.

- ii. EMD: The Earnest Money Deposited (EMD) of Rs. 5,00,000/- (Rupees five lakhs only) in the form of Demand Draft 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, Uttarakhand Forest Resource Management Project, Dehradun, Uttarakhand. The EMD of unsuccessful applicant 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 with the CPD, UFRMP.
- iii. Technical and financial Proposals must remain valid for 180 days after the submission deadline date, i.e. Validity of proposals to remain until 30<sup>th</sup> July, 2019
- d. Each page of RFP document should be numbered, signed and stamped, failing which the proposal 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 organization shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those 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 to the organization.
- 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 Organization shall be blacklisted and debarred from future transactions with UFRMP and also liable for payment /compensate any loss arise due to false undertaking.
- j. The proposals shall be filled in ink or typed. No proposal filled in pencil shall be considered.
- k. No mobilization advance shall be given to the successful organization 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 bidding Organization 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 participating organizations 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, having strong base for providing market support, as defined in the objectives and scope of work in point 2 and 3 respectively; General Organizations, who have no experience in dealing with these deliverables, need not apply.
- 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 Tech 3, supporting documents (work order /completion certificates) are mandatory. No credit will be given if supporting documents are not provided. Supporting documents should be attached and numbered separately after each Form.
- u. The details provided in Form T3 should match with the financial details provided in Form T-2b.
- v. 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 Organization); Part III (Experience of handling Projects in Uttarakhand); Part IV (Proposed team for the assignment and proof of full-time professionals in the Organization); Part V (proposed methodology), including documents in support of eligibility, where ever required, and as per instructions and formats provided for the purpose.
- w. All envelopes must show the name of the bidder organization, address should be super-scribed as "Providing Market Support to Cooperatives (Federations of SHGs) under UFRMP".
- x. Complete proposals are to be addressed to Chief Project Director, Uttarakhand Forest Resources Management Project, 24 IT PARK, SAHASRADHARA ROAD DEHRADUN PIN: 248001.
- y. However if the last date of receipt of the proposal specified happens to be declared as holiday for any reason, the proposals will be received on the next working day up to the same time.
- z. 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.
- aa. PMU, UFRMP inviting the RFP takes no responsibility for the delay / loss or non- receipt of RFP Application or any submission or letter sent by post.

- bb. 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 sale" etc. will not be considered.
- cc. Participating Organizations shall carefully examine the RFP notice and other related details on the official website of the project and the technical eligibility, and fully inform themselves, as to all the conditions and matters, which may in any way, affect the work or the cost thereof.
- dd. Submitted proposals, 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 proposal 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.
- ee. Project envisages market support to cluster level federations of self-help groups in UFRMP for a period of about four years. However the project will initially enter into an agreement with the successful bidder (organisation) for this assignment for a period of six months, which would be extendable for further period based on the performance of the organisation. The extension of the period would be only on the basis of mutual agreement.

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 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 proposals for any reasons whatsoever. The proposals received late will not be considered and returned unopened to the applicant.
- ii. Further, UFRMP reserves the right
  - a. To reject any / all proposals 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).



**6. 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 T-1b	Cover letter for technical proposal Letter of Authorization	
2.	T-2a  T-2b	Particulars/general details of the bidding Organization  Financial Details of the Bidding Organization	<ul style="list-style-type: none"> <li>• Audited balanced sheet of 3 years.</li> <li>• Affidavit about free from black listing termination, litigation and non- affiliation with any political endowment.</li> </ul>
3.	T-3a  T-3b	Details of assignments in which the organisation has worked at least for 5 years in community oriented projects with Govt. under similar conditions  Details of projects in which Market support has been provided in Uttarakhand during last 10 years.	<ul style="list-style-type: none"> <li>• Work order/ agreement /completion certificate enumerating scope, value of work, deliverables etc. of each assignment.</li> </ul>
4.	T-4	Details of projects in which Market Support has been provided during last 10 years	<ul style="list-style-type: none"> <li>• Work order/ agreement/ etc. of each assignment.</li> </ul>
5.	T-5a  T-5b	Structure and Composition of Team with Details of Qualified Staff and the CV's of Key Resource Persons proposed for the assignment  Details of Permanent Qualified staff with the Organization with CVs	<ul style="list-style-type: none"> <li>• CV of Key Resource Persons proposed for the assignment with their experience in implementing the projects in prescribed format (Annexure-1)</li> </ul>
6.	T-6	Proposed approach, methodology & strategy including action plan.	Proof of employment to be attached with CV

**Section B: Financial Proposal**

- a. 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.”
- b. Overwriting in the financial bid would be summarily rejected.
- c. 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		
	1. Market Support work experience.	30	
	2. General Strength of the Organization	10	
b.	Team Strength & Composition for the assigned task	20	Evaluation will consider Experience, Educational qualifications, Relevant Knowledge/ Expertise in the Sector
c	Approach, Methodology & Action plan	20	Quality and appropriateness of the proposal
d.	Clarity in concepts & presentation to the Committee	10	
e	Quality of Proposal	10	Neatness and organization of the technical proposal
	Technical Score (TS)	100	

Minimum Technical Score required to qualify for opening of financial bid is 70 points.

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

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

$FS = 100 \times (LB / BB)$  - 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.

## 7. Forms (Technical & Financial)

## **Technical Proposal Part I**

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

(FORM No. T-1a)

**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](mailto:cpdufrmp@gmail.com)

Sub: RFP- Providing Marketing Support to Cooperatives (Federations of SHGs) under Livelihood Development Component

Dear Sir,

Having examined the Expression of Interest (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 providing Market Support to Cooperatives (Federations of SHGs) under UFRMP. We attach the response as per requirements under this RFP, which constitutes our proposal.

Contacts Information

FIELD	INFORMATION
Name	
Title	
Name of the Organization	
Address of the Organization	
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 Organization and are authorized to sign this document as well as such other documents, which may be required in this connection. We further confirm that:

- i. Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP.

- ii. We understand 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 registered as, an NGO/ Trust/ Not for profit company registered under section 8 of Companies Act, 2013
- vi. Processing fees of Rs. 25000/= and EMD for Rs. 500000/= is hereby attached with the proposal.

Dated this day of   Month, 2018

(Signature) in the capacity of

Name & address of the Organization 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.**

**T-1b**

**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 for selection of agency for - Providing Marketing Support to Cooperatives (Federations of SHGs) under Livelihood Development Component

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 of the Bidding Organization**

**Financial Details of the Bidding Organization**

**(FORM No. T-2a)**  
**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 Organization	
	Date of Incorporation of the Organization	
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	PAN Number (Enclose a true copy of the PAN Card)	
12	Details of 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:

**(FORM No. T-2b)**

**B) FINANCIAL DETAILS OF THE ORGANIZATION**

Name of the Organization:

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		
		2015- 2016	2016-2017	2017-2018
i)	Gross Receipts			
ii)	Gross Receipts from similar Projects			
v) Mandatory Supporting Documents				
❖ Auditor Certified financial statements for the financial years ending March 2016, 2017 and 2018, submitted to Income Tax				
❖ Certification by the Organization auditors supporting the income break-up for similar projects.				
Note: without above-mentioned supporting documents, the response would be treated as incomplete.				

Signature:

Name of the Authorised Signatory:

Name of the Applicant:

Designation:

Address:

Place:

Date:

Seal of the Applicant:

### **Technical Proposal Part III**

- **T-3: Experience of handling projects in Uttarakhand**
- **T-4: Details of the Projects in which Market Support has been provided**

(FORM No. T-3)

**FORM TECH 3A Details of assignments in which the organisation has worked at least for 5 years in community oriented projects with Govt. under similar conditions**

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

**FORM TECH-3B Details of Projects in which Market Support has been provided in Uttarakhand during last 10 years**

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

Notes:

1. Work order/ agreement/ completion certificate enumerating Scope, value of work, deliverables etc. of each assignment to be annexed (one page abstract of each assignment)
2. Value of work to be provided against the work completed so far, duly certified by a Chartered Accountant.

3. **Without above-mentioned supporting documents, the response would be treated as incomplete.**

Date :-

Signature of the Bidder/Authorized Person  
(with official seal)

Place:-

(FORM No. T-4)

**Details of relevant Projects during last 10 years in which Marketing Support has been provided**

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

Notes:

1. Work order/ agreement/ completion certificate enumerating Scope, value of work, deliverables etc. of each assignment to be annexed (one page abstract of each assignment)
2. Value of work to be provided against the work completed so far, duly certified by a Chartered Accountant.
3. **Without above-mentioned supporting documents, the response would be treated as incomplete.**
4. One page abstract for each assignment to be annexed.

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Date :-

Signature of the Bidder/Authorized Person  
(with official seal)

Place:-

## **Technical Proposal Part IV**

- **T-5a: Proposed Team for the Project**
- **T-5b: Details of Permanent Staff**



**(FORM No. T-5a)**

**Structure and Composition of Team with Details of Qualified Staff**

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

Yours Faithfully

Signature of the bidder/authorize

Person (with official seal)

**(FORM No. T-5b)**

**Details of Permanent Personnel with Bidding Organization**

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

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-6: Proposed Methodology**

(FORM No. T-6)

**Description of Proposed approach, methodology & strategy including action plan in “ Providing Marketing Support for Cooperatives (Federations of SHGs) for improving income and livelihood of forest-based communities under UFRMP”**

[proposed approach, methodology & strategy including work plan are key components of the Technical Proposal. You are suggested to present your description on this in specific and precise form in not more than 10 pages, inclusive of charts and diagrams]

**(FORM No. F-1)**  
**Financial Bid**

Sr. No.	Item Description	Heads of expenditure	Cost Per unit per month (Rs) in figures	Cost Per unit per month (Rs) in words	Comments
<b>1</b>					
A	Project In charge Livelihood cum Enterprise Development Expert	Wage: Communication: Local Travel: D.A: Total:			
B	Market-linkage Expert	Wage: Communication: Local Travel: D.A: Total:			
C	Supply Chain Expert	Wage: Communication: Local Travel: D.A: Total:			
D	Post-harvest Management Expert	Wage: Communication: Local Travel: D.A: Total:			
E	Capacity Building Cum Social Expert	Wage: Communication: Local Travel: D.A: Total:			
F	<b>Sub-Total 1</b>				
<b>2</b>					
	Management Cost @ 10% of the total cost arrived at F above				
	<b>Sub-total</b>				
<b>3</b>	<b>Total 1 to 2</b>				
4	Contingency @ 2% of 3 above				
5	Price Escalation @ 5% of 3 above				
	<b>Total 1 to 5</b>				
	<b>Cost per Month</b>				

**Note:**

1. The cost calculations to be done for per month
2. You may use excel sheet for the above table for cost calculations

3. ***Expenses incurred on communication, local travel and D.A. would be reimbursed on the basis of actuals subject to the upper limit of the amount provided in the estimates here.***
  
3. ***Above chart for cost calculations to be used as a standard, meaning thereby that calculations have to be done using the same components/sub-components. Detailing within sub-components may differ as per the technical proposals and methodology used.***

Date :-

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

Place:-

**Annexure-1  
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:

### **Terms of Reference for different Positions**

#### **Livelihood-cum-enterprise development expert**

##### Roles and responsibilities:

- To act as team leader for the task/assignment
- To help the cooperative/federation to develop livelihood/income generating activities as enterprise
- To identify and support appropriate livelihood activities with forward market linkages
- To provide support in product development
- To plan and coordinate the activities of all the experts engaged for this task and to submit monthly report of tangible achievements

##### Qualification & Experience:

- Post Graduate degree in Economics, Agri-business or MBA in marketing.
- Minimum 7 years of experience in the field in livelihood promotions sector in similar projects.
- working experience in promotions of collective livelihood & enterprise development at cluster/block/ district level in hilly areas
- Good communication skills, both in Hindi and English.
- Good knowledge of working at computers (MS Office).

#### **Marketing expert**

##### Roles and responsibilities:

- To Facilitate FNGOs & their target groups on product presentation and promotion
- To Facilitate for conducting market research and demand forecasting with various potential market channels.
- To Explore and promote potential market channels for sale of products.
- To Explore new packaging designs, Machinery and Packaging material for high end market.
- To Facilitate the cooperatives on establishment of Essential Certification and compliances related to micro enterprise.
- To Develop Bankable business Plan for the cooperatives.
- To Design agriculture value chain activities that increase smallholder agricultural production and market linkages that lead to increased profitability of on-farm enterprises.
- To Provide marketing insights and guidance to be incorporated into the design of a mixed-methods survey.
- To provide technical guidance and expertise to cooperative/federation/FNGO.

##### Qualification & Experience:

- Post Graduate degree in Economics, Agri-business or MBA in marketing.
- Minimum 5 years of experience in business planning and support for the farm and non-farm sectors in rural areas in similar projects.

- Good communication skills, both in Hindi and English.
- Good knowledge of working at computers (MS Office).

### **Post-harvest Management Expert**

#### **Roles and responsibilities:**

- To Undertake and facilitate research on product trials and development of targeted farm or NTFP based produces.
- To Explore opportunities through in-house product development.
- To Provide facilitation support for managing processing activity in processing unit
- To Ensure quality measures and standards adopted at processing unit.
- To Facilitate in testing and analysis for product trials
- To Assist in transferring technology and practices to cooperatives
- To Facilitate and develop customized process, technology and improved storage practices with technical institutions.
- To Suggest innovative way to improve the processing system with low input and high quality output strategy.
- To Develop various SOPs related to product handling storage & processing.

#### **Qualification & Experience:**

- Post Graduate degree in food processing/ post harvesting management
- Minimum two years' experience in developing post-harvest strategies in NTFP and Non NTFP based food products.
- Good communication skills, both in Hindi and English.
- Good knowledge of working at computers (MS Office).

### **Capacity building expert**

#### **Roles and responsibilities:**

- To Conduct training need assessment for target group
- To Provide training and Capacity Building on Value Chain Development & Market approach.
- To Solicit community participation
- To build rapport with SHGs/ Federations and key stakeholders
- To help cooperatives on capacity building.
- To Encourage the vulnerable groups, farmer interest groups and farmer federations for finding convergence options like bank linkages, microfinance etc.

#### **Qualification & Experience:**

- Masters in Social works / Sociology/ Anthropology / Rural Development.
- A minimum 5 years' experience in the area of capacity building at cluster/block level specifically in mountain region
- Good communication skills, both in Hindi and English.
- Good knowledge of working at computers (MS Office).

## **Supply Chain expert**

### **Roles and responsibilities:**

- To Design agriculture value chain activities at farm level that increase smallholder agricultural production that lead to increased profitability of on-farm enterprises.
- To Facilitate FNGOs to carry out value chain assessments and determining appropriate interventions to enhance production productivity.
- To Assist cooperatives in developing their procurement plans and consolidate them into a regional procurement plan on a quarterly basis.
- To Facilitate cooperatives and FNGOs for development of Plan, coordinate and manage the central procurement activities from different project sites, including storage and delivery.
- To do Mapping and elaboration/establishment of internal Standard Operating Procedures (SOPs) in Procurement and in-transit activity of produces for strengthen backward linkages.
- To carry out Analysis of requirements and synthesis of proposals for cost-saving and reduction strategies.

### **Qualification & Experience:**

- Master's in business administration specialization with marketing/ agribusiness and Graduate in Agriculture / Horticulture
- Minimum four years' experience in planning and working as supply chain expert with the federations/cooperatives/companies dealing with the produce of farmers in Uttarakhand.
- Good communication skills, both in Hindi and English.
- Good knowledge of working at computers (MS Office).