

**Request for Proposal  
(THROUGH E-TENDERING MODE)**

**For**

**Engagement of an Agency / Organization to study the movement, traceability and uses of imported palm oil in various sectors after arrival on various ports.**

**F.No 1-3/2020-NMEO Part -1 (C.no 82283)  
(OILSEEDS DIVISION)  
GOVERNMENT OF INDIA  
MINISTRY OF AGRICULTURE & FARMERS WELFARE  
(DEPARTMENT OF AGRICULTURE, COOPERATION & FARMERS  
WELFARE)  
KRISHI BHAWAN; NEW DELHI**

### Key Dates

1	Start date for issue of RFP	30 <sup>th</sup> May 2020
2	Last date of receipt of proposals	15 <sup>th</sup> June 2020 at 4.00 PM
3	Date & Time of opening of proposals Technical proposal	16 <sup>th</sup> June 2020 at 11.30 AM
4	Short listing of the technical bids	18 <sup>th</sup> June 2020
5	Consultant Selection Committee Meeting	24 <sup>th</sup> June 2020
6	Final Selection of agency/organization	30 <sup>th</sup> June 2020
7	Signing of contract	1 <sup>st</sup> July 2020 at 11.00 AM
8.	Duration of the study	1 <sup>st</sup> July, 2020 to 31 <sup>st</sup> December 2020 (Six Months )

Government of India  
Ministry of Agriculture & Farmers Welfare  
(Department of Agriculture, Cooperation & Farmers Welfare)

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Government of India  
Ministry of Agriculture & Farmers Welfare  
(Department of Agriculture, Cooperation & Farmers Welfare)

DISCLAIMER

The information contained in the Request for Proposal (RFP) document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Government of India, Ministry of Agriculture & Farmers Welfare (MoA & FW) (Department of Agriculture, Cooperation & Farmers Welfare) is provided to Applicants on the terms and conditions set out in the RFP and such other terms and conditions subject to which such information is provided.

The RFP is not an agreement and is neither an offer nor invitation by the Ministry of Agriculture & Farmers Welfare (herein after, MoA & FW) to the prospective Applicants or any other person.

The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon the interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion in the law expressed herein.

MoA & FW also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP. MoA & FW may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of the RFP does not imply that MoA & FW is bound to select any Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and MoA & FW reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by MoA & FW or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and MoA & FW shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection Process.

# **Section - 1**

## **Instructions to Consultant**

## Instructions to Consultant

### Part-1

#### 1. Definitions

- (a) Employer or MoA & FW means the Ministry of Agriculture & Farmers Welfare who has invited bids for consultancy services with whom the selected Consultant signs the Contract for the Services and to whom the selected consultant shall provide services as per the terms and conditions and Terms of Reference (TOR) of the contract.
- (b) “Consultant” means any entity or person or associations of person who have been shortlisted to submit their proposals that may provide or provides the Services to the Employer under the Contract.
- (c) “Contract” means the Contract signed by the Parties for this assignment
- (d) “Project specific information” means such part of the Instructions to Consultants used to reflect specific project and assignment conditions.
- (e) “Day” means calendar day.
- (f) “Government” means the Government of India
- (g) “Instructions to Consultants” means the document with all information needed to prepare their proposals by the Consultants.
- (h) “Personnel” means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof;
- (i) “Proposal” means the Technical Proposal and the Financial Proposal.
- (j) “RFP” means the Request for Proposal prepared by the Employer for the selection of Consultants, based on the SRFP.
- (k) “Assignment / job” means the work to be performed by the Consultant pursuant to the Contract.
- (l) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignment/job.

## 2. **Introduction**

2.1 Ministry of Agriculture & Farmers Welfare wishes to engage services of an agency/organization to study **the movement, traceability and uses of imported palm oil in various sectors after arrival on various ports**

2.2 The agency is broadly expected to:

- 
- Trace the movement of Crude Palm Oil (CPO) after import to different refineries and its further utilization in cooking, blending, industrial uses etc.
- Trace the movement of Refined Palm Oil after import to different sources of utilization.
- To suggest a automatic online mechanism for imported palm oil traceability and movement.
- To suggest a way forward to reduce the import of palm oil and to stop for its blending

2.3 The date, time and address for submission of the proposal have been given in Part II data Sheet.

2.4 The Consultants are invited to submit their Proposal, for consultancy assignment/job named in the Part II Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.

2.5 Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals. If any clarification is required on any clause/condition of the RFP, the same may be forwarded within the prescribed time period to the Employers' representative.

2.6 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Employer is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to award of the Contract without thereby incurring any liability to the Consultants.

## 3. **Clarification and Amendment of RFP Document**

3.1 Consultants may request a clarification on any clause of the RFP document within the timeframe indicated in the Part II Data Sheet. Any request for clarification must be sent in writing or e-mail to the Employer's address indicated in the Part II Data Sheet. The Employer will respond in writing or by e-mail and post all such clarifications on the website <http://www.nfsm.gov.in>

**3.2** At any time before the submission of proposals, the Employer may amend the RFP by issuing an addendum in writing or by announcing it through its website. The addendum shall be binding on all Consultants. Consultants shall acknowledge receipt of all such amendments. To give the Consultant reasonable time in which to take an amendment into account in their proposals, the Employer may, if the amendment is substantial, extend the deadline for the submission of proposal.

**3.3** Pre-bid meeting as per the date indicated in the document will be convened to clarify any concerns bidders may have with the solicitation documents, scope of work and other details of the requirement. This meeting will be formal and the results of the pre-bid meeting will be made available in writing to all prospective bidders

4. **Conflict of Interest**

**4.1** The Employer requires that Consultants provide professional, objective and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work.

**4.2** Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

**Conflicting Activities:** A consultant or any of its affiliates selected to provide consulting assignment/job for this project shall be disqualified from subsequent downstream supply of goods or works or services resulting from or directly related to this project, if the consultancy or any of its affiliates is found indulged in any such activities which may be termed as the conflicting activities by the employer.

**Conflicting Assignment/job:** A Consultant (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Consultant to be executed for the same or for another Employer.

**4.3 Conflicting Relationships:** A Consultant that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.

**4.4** Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the Consultant fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its contract during execution of the assignment.

## **5. Unfair Advantage**

If a shortlisted Consultant could derive a competitive advantage from having provided consultancy assignment/job related to the assignment /job in question and which is not defined as conflict of interest as per para above, the Employer shall make available to all short-listed Consultants together with the RFP all information that would in the respect give such Consultant any competitive advantage over competing Consultants.

## **6 Proposal**

Consultants shall submit only one proposal for this project. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

## **7. Proposal Validity**

Part II Data Sheet indicates how long Consultants' proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of professional staff nominated in the proposal and also the financial proposal unchanged. The Employer will make its best effort to complete negotiations within this period. Should the need arise; however, the Employer may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal; Consultants could submit new staff replacement, which would be considered in the final evaluation for award of the contract. Consultants who do not agree have the right to refuse to extend the validity of their Proposals. Under such circumstance, the Employer shall not consider such Proposal for evaluation.

## **8. Preparation of Proposal**

**8.1** The proposal as well as all related correspondence exchanged by the Consultants and the Employer shall be written in English language, unless specified otherwise.

**8.2** In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

**8.3** While preparing the Technical Proposal, Consultants must give particular attention to the following:

**a)** The estimated number of Professional staff months for the Assignment/job as shown in the Part II Data Sheet. However, the Proposal shall be based on number of Professional staff months or budget estimated by the Consultants. While making the Proposal, the Consultant must ensure that he proposes the minimum number and type of experts as sought by the Employer, failing which the proposal shall be considered as non-responsive.

b) Alternative professional staff shall not be proposed and only one curriculum vitae (CV) may be submitted for each position mentioned.

**8.4** Depending on the nature of the assignment/job, Consultants are required to submit a Technical Proposal (TP) in forms provided in Section -2. Part II Data Sheet in Section – 1 indicates the format of the Technical Proposal to be submitted.

Submission of the wrong type of Technical proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicative in the following para from (a) to (f) using the attached Forms (Section 2). Form TECH-1 in Section–3 is a sample letter of technical proposal which is to be submitted along with the technical proposal.

a) A brief description of the consultant's organization will be provided in Form TECH-2 (Section-2). In the same form, the Consultant will provide details of experience of assignments which are similar to the proposed assignment/job as per the TOR. For assignment/job, the outline should indicate the names of Professional staff who participated, nature and duration of the assignment/job, contract amount, and consultant's involvement. Information should be provided only for those assignment/jobs for which the Consultant was legally contracted by an Employer as a corporation or as one of the major firm/entity within a joint venture. Assignment/jobs completed by individual professional staff working privately or through other consulting consultancy cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should substantiate the claimed experience along with the proposal and must submit letter of award/ copy of contract for all the assignments mentioned in the proposal.

b) Comments and suggestions on the terms of Reference including workable suggestions that could improve the quality /effectiveness of the assignment/job/ (Form TECH of Section 2)

c) A description of the approach, methodology and work plan for performing the assignment/job covering the following: technical approach and methodology, work plan, project organization and availability of experts, and transfer of knowledge/training. Guidance on the content of this section of the Technical Proposals is provided under Form TECH -4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will be shown in the form of a Gantt chart the timing for each activity.

d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member and their tasks to be provided in Form TECH-5 of Section 2.

e) CVs of the Professional staff as mentioned in para 8.4(d) above signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 2).

f) Estimates of work schedule should be given in Form TECH-7 of Section 2. Information relating to “conflict of interest” should be furnished in Form TECH-8 of Section 2.

The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.

**Financial Proposals:** The Financial Proposal shall be prepared using the prescribed Forms (Section 4). It shall list all costs associated with the assignment/job, including (a) remuneration for staff and (b) reimbursable expenses, indicated in the Part II Data Sheet. If appropriate, these costs should be broken down by activity. The financial proposal shall be rejected summarily, if found not in the prescribed forms.

**9. Taxes** – The Consultant shall fully familiarize themselves about the applicable domestic duties and taxes on amounts payable by the Employer under the Contract. All such duties and taxes must be included by the consultant in the financial proposal.

**10. Currency**

Consultant shall express the price of their assignment/job in Indian Rupees (INR) only.

**11. Earnest Money Deposit (EMD) and Performance Guarantee**

**11.1 Earnest Money Deposit**

- a) Five percent of the cost of assignment have to be deposited in the shape of bank draft /demand draft in favour of Pay and Accounts Officer(PAO) (Sectt.I), Department of Agriculture, Cooperation & Farmers Welfare payable at New Delhi in the technical bid.
- b) Proposals not accompanied by EMD shall be declared as non-responsive.
- c) No interest shall be payable by the Employer for the sum deposited as EMD.
- d) The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract.

**11.2 Forfeiture of EMD**

The EMD shall be forfeited by the Employer in the following events:

- a. If the proposal is withdrawn during the validity period or any extension agreed by the Consultant thereof.

- b) If the proposal is varied or modified in a manner not applicable to the Employer after opening of Proposal during the validity period or any extension thereof.
- c) If the consultant tries to influence the evaluation process.

## **12. Performance Guarantee**

The selected consultant shall be required to furnish a Performance bank Guarantee equivalent to 10% of the contract value rounded off to the nearest thousand Indian Rupees in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favour of PAO (Sectt.I), Department of Agriculture, Cooperation & Farmers Welfare payable at New Delhi for the period of contract with 60 days claim period beyond the completion of all contractual obligations. The bank guarantee must be submitted after award of contract but before signing of the consultancy contract. The successful bidder has to renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any. Performance Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the Consultant on any account under the contract. On submission of performance guarantee and after signing of the contract, EMD would be returned.

## **13. Submission, Receipt and opening of Proposal**

The original proposal, both Technical and Financial shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should be in the format of TECH-1 of Section 3, and FIN-1 of Section 4 respectively.

An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

The original and three copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the project. The envelopes containing the Technical proposals, Financial Proposals and EMD shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, and reference number clearly marked "DO NOT OPEN BEFORE TIME (time and date of the opening indicated in the data sheet)". The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This may lead to rejection of the Proposal. If the Financial Proposal is not submitted in a sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

The proposals must be submitted in person to the addressee indicated in the Data Sheet and received by the Employer not later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with the para 7. Any proposal received by the Employer

after the deadline for the submission shall be returned unopened. Technical Proposals will be opened on the date and time indicated in Part II Data Sheet in the presence of the representatives of the Consultants who wish to attend.

#### **14. Proposal Evaluation**

From the time the proposals are opened to the time the contract is awarded, the consultants should not contact the Employer on any matter related to its Technical and/ or Financial Proposal. Any effort by Consultants to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of contract may result in the rejection of the consultants' proposal.

The Employer will constitute a Consultancy Evaluation Committee (CEC) for selection of the Consultant which will carry out the evaluation process.

Evaluation of Technical Proposals: The CEC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria and sub- criteria in Clause 13 of part II of Section 2 – Instruction to Consultants. In the first stage of evaluation, a proposal shall be rejected if it is found deficient as per the requirement indicated for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of the technical proposal will start first and at this stage the financial bid (proposal) will, remain unopened. The qualification of the consultant and the evaluation criteria for the technical proposal shall be as defined below.

##### **14.1. Criteria for Evaluation of Technical Proposal:**

The criteria defined in Clause 13 of part II of Section 1 – Instruction to Consultants would be followed for evaluation of technical proposals. Only applicants obtaining a total score of 70 (on a maximum of 100) or more on the basis of criteria for evaluation given below would be declared technically qualified.

Financial proposals of only those consultants which are declared technically qualified shall be opened publicly, on the date and time specified in the Datasheet, in the presence of the consultants' representatives who choose to attend. The name of the consultants, their technical score (if required), and their Financial Proposal shall be read aloud.

##### **14.2 Method of Selection:**

In deciding the final selection of the consultant, the technical quality of the proposal will be given a weightage of 70% on the basis of criteria for evaluation. The price bids of only those consultants who qualify technically will be opened. The proposal with the lowest cost will be given a financial score of 100 and the other proposal given financial scores that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 30%. For working out the combined score, the employer will use the following formula:

Total points:  $(0.7 \times T(s)) + (0.3 \times 100 \times \text{LEC}/\text{EC})$ , where T(s) stands for technical score, EC stands for Evaluation Cost of the Financial Proposal, LEC stands for Lowest Evaluated Cost of the Financial Proposal.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract and will be called for negotiations, if required.

Example: if in response to this RFP, three proposals, A, B & C were received and the Consultancy Evaluation Committee awarded them 75, 80 and 90 marks respectively, all the three proposals would be technically suitable. Further, if the quoted price of proposals A, B & C were Rs.120, 100 & 110 respectively, then the following points for financial proposals may be given:

A:  $100/120 = 83$  points

B:  $100/100 = 100$  points

A:  $100/110 = 91$  points

In the combined evaluation, the process would be as follows:

Proposal A:  $75 \times 0.7 + 83 \times 0.3 = 77.4$

Proposal B:  $80 \times 0.7 + 100 \times 0.3 = 86$

Proposal C:  $90 \times 0.7 + 91 \times 0.3 = 90.3$

Proposal C would be considered the H1 and would be recommended for negotiations, if considered necessary for approval.

The short-listed Consultants will be invited to make a power point presentation their proposals before the CEC.

The CEC will correct any computation errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition to the above corrections the items described in the technical Proposals but not priced, shall be assumed to be included in the prices of other activities of items. In case an activity of line items is quantified in the Financial Proposal differently from technical proposal, no corrections will be allowed to the Financial Proposal.

After opening of financial proposals the consultant will be declared eligible for award of the contract. This selected consultant will then be invited for negotiations, if considered necessary.

## **15 Negotiations**

**Financial Negotiations:** Negotiations, if considered necessary, shall be held only with the consultant who shall be placed as H- 1 bidder after combined evaluation of the Technical and Financial Proposal. Under no circumstance, the financial negotiation shall result into an increase in the price originally quoted by the consultant. Date and Time for negotiation shall be communicated to the H-1 consultant. Representatives conducting negotiations on behalf of the consultant must have the written authority to negotiate and conclude the contract.

**16. Award of Contract**

After completing negotiations the Employer shall issue a Letter of Intent to the selected Consultant and promptly notify all other consultants who have submitted proposals about the decision taken.

The consultant will sign the contract after fulfilling all the formalities/pre-conditions (contract to be signed after the selection of consultant), within 15 days of issuance of the letter of intent.

The Consultant is expected to commence the assignment/ job on the date specified in the Part II Data Sheet.

**17. Confidentiality**

Information relating to evaluation of proposals and recommendation concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of any information related to the process may result in the rejection of its proposal and may be subject to the provisions of the Employer's antifraud and corruption policy.

**18. Payment Terms**

The terms of payment would be linked to the deliverables of the project, and are specified in the other terms and conditions (Section 5).

**INSTRUCTIONS TO CONSULTANTS**  
**PART – II**  
**DATA SHEET (PROJECT SPECIFIC INFORMATION)**

Clause No.	Ref. para of Section 2 of part.1	Particulars of data sheet
	1 (a) & 2.1	Name of the Employer: Ministry of Agriculture & Farmers Welfare, Government of India
	2.1	Name of the Assignment/job: <b>To study the movement, traceability and uses of imported palm oil in various sectors after arrival on various ports.</b>
	13	<b>Last date &amp; time and address for submission of proposal:</b>
		Date <b>15<sup>th</sup> June 2020</b>
		Time 4.00 pm
		Address Room No. 37-B, Krishi Bhawan, New Delhi – 110 001 email: adcoilseeds-agri@gov.in TEL : 011-23384618
	14	<b>Opening of Technical Proposal</b>
		Date <b>16<sup>th</sup> June 2020</b>
		Time 11.30 AM
		Venue Committee Room No. 138, Krishi Bhawan, New Delhi – 110 001
	14.1	Meeting of Consultant Selection Committee(CSC)
		Date <b>24<sup>th</sup> June 2020</b>
		Time 3.30 PM
		Venue Committee Room No. 138, Krishi Bhawan, New Delhi – 110 001
	7	Proposals must remain valid for 90 days after the last date of submission
	8.4	The formats of the Technical & Financial Proposals to be submitted are
		Form Tech 1: Letter of Proposal submission
		Form Tech 2: Consultants organization and experience
		Form Tech 3: Comments & suggestions on TOR
		Form Tech 4: Approach, methodology and Work Plan
		Form Tech 5: Team Composition
		Form Tech 6: Curriculum Vitae
		Form Tech 7: Work Schedule
		Form Tech 8: Information regarding any conflicting activities and declaration thereof
		Form Fin 1: Financial Proposal Submission Form
		Form Fin 2: Summary of Costs
10	10	Consultant should state the cost in Indian Rupees
11	13	Consultant must submit the original, 3(Three) hard copies and one soft copy (in a non-writable CD) of the Technical Proposal, and the original of the Financial Proposal
12	8.3	The estimated number of professional staff-months required for the Assignment/job is: staff months to be estimated by the Bidder. The Consultant should also indicate the number and details of the Support Staff members associated with the Key Team members in their work plan

		The Employer would provide consultants the necessary support in terms of information/documents/co-ordination with other Ministries, Division/office/state etc. whenever and wherever considered necessary for the progress of the study. The Employer will interact with the Consultant for exchange of Documents/information and discussion.
13	14	Evaluation Criteria
		Criteria, sub criteria and point system for evaluation to be followed under this procedure is as under:
		<b>Criteria &amp; Sub Criteria</b>
		<b>Points</b>
		<b>Previous Experience (Projects Handled)</b>
		<b>50</b>
		Specific experience of Programme Evaluation with Central Government/ State Government/ International organizations
		15
		Experience of working with Central Government and State Government on Oilseeds and oil Palm.
		35
		<b>Methodology</b>
		<b>30</b>
		Understanding of the TOR, Adequacy of the proposed methodology and responding to the Terms of Reference, Technical approach and Methodology
		10
		Work Plan
		10
		Organization and Staffing
		10
		<b>Resource capability</b>
		<b>20</b>
		Principal Researcher/ Team leader
		5
		Similar study done so far, expertise in oil palm production, import, marketing etc.
		15
		<b>Total</b>
		<b>100</b>
14	14	Method of selection: In deciding the selection of the Consultant, the technical quality of the proposal will be given a weightage of 70%. The method of evaluation of technical qualification will follow the procedure given in para 14 of Part 1. The Consultants may be asked to give a presentation before the Consultant Evaluation Committee(CEC) on the parameters given in para 14 of Part 1 above, along with clarifications, if any, considered necessary by the committee. The price bids of only those consultants who qualified technically will be opened. The proposal with the lowest cost will be given a financial score of 100 and the other proposal given financial score that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 30%.
15	16	<b>Expected date of commencement of consulting assignment/job- 1<sup>st</sup> July, 2020</b>
16		Location for performance assignment/job: New Delhi and as decided by the Employer later

## **Section 2**

# **Technical Proposal Forms**

LETTER OF PROPOSAL SUBMISSION

Location:

Date:

To,

The Additional Commissioner (OS)  
Ministry of Agriculture & Farmers Welfare,  
Room No. 37-B, Krishi Bhawan,  
New Delhi -110001.

Dear.....,

We the undersigned, offer to provide the Consultancy assignment/job **to study the movement, traceability and uses of imported palm oil in various sectors after arrival on various ports.** in accordance with your Request for Proposal dated (Insert Date). We have uploaded our proposal online and are hereby submitting hard copies of the same, which includes this technical Proposal, and a Financial Proposal sealed under a separate envelope and requisite EMD. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

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

Yours sincerely,

Authorized signature (in full and details):

Name and Title of Signatory:

Name of Firm/entity:

Address:

**CONSULTANT’S ORGANISATION AND EXPERINCE**

**A- Consultant’s Organization**

(Provide here a brief description of the background and organization of your firm/institution/entity and each associate for this assignment/job. The brief description should include ownership details, date and place of incorporation of the consultancy (attach certificate), objectives of the consultancy etc. Also is the consultant has formed an Association, details of each member of the Association, name of lead members etc. shall be provided).

**1. General Information**

**1.1 Information about the Consultancy (s)**

Name

Address

Telephone Number

Fax Number

Email Address

**1.2 Size of the Consultancy(s)**

Provide turn-over figures and employee strength for the last three financial years.

**1.3 Geographic Presence**

Provide geographical spread of your firm/entity, especially presence in different regions in India

**B- Consultant’s Experience**

**2.1 Specific experience of Programme Evaluation with Central Government, State Government and International organizations**

(Using the format below provide information on each assignment for which your consultancy have provided support to program evaluation as required under this assignment. In case, the information required by MoA & FW is not provided by the consultant, MoA & FW shall proceed with evaluation based on information provided and shall not request the consultant for further information. Hence, the responsibility for providing information as required in this form lies solely with the consultant.)

Please cite only maximum 3 relevant projects. If more than 3 projects citations are provided, only the first three will be considered for the purpose of evaluation.

Assignment Name:	Approx. value of the contract (In Indian Rupees) : (Mention contract value in INR or provide range values: Upto Rs. .... lakh, Rs ..... lakh, Rs ..... Cr, Rs ..... > ..... Cr.
Country Location within the country	Duration of assignment ( sixmonths): 1 <sup>st</sup> July to 31 <sup>st</sup> December 2020,
Name of the Employer:	Total no. of staff-months of the assignment:
Address:	Approx. value of the services provided by your consultancy under the contract: (In INR):
Start Date (month/year) Completion date (month/year):	No. of professional staff-months provided by associates Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your consultancy involved and functions performed
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

**2.2** Experience of dealing with edible oil sector with special reference to oil palm cultivation oil palm import, marketing , uses, working with Oil Associations, refineries, Central Government and State Governments.

(Using the format below provide information on each assignment for which your consultancy have provided consultancy support to oilseeds projects as required under this assignment. In case, the information required by MoA & FW is not provided by the consultant, MoA & FW shall proceed with evaluation based on information provided and shall not request the consultant for further information. Hence, the responsibility for providing information as required in this form lies solely with the consultant.)

Please cite only maximum 3 relevant projects. If more than 3 projects citations are provided, only the first three will be considered for the purpose of evaluation.

Assignment Name:	Approx. value of the contract (In Indian Rupees) : (Mention contract value in INR or provide range values: Upto Rs. .... lakh, Rs ..... lakh, Rs ..... Cr, Rs ..... Cr. To ..... Cr. > ..... Cr.
Country Location within the country	Duration of assignment (months):.....
Name of the Employer:	Total no. of staff-months of the assignment:
Address:	Approx. value of the services provided by your consultancy under the contract: (In INR):
Start Date(month/year) Completion date (month/year):	No. of professional staff-months provided by associates Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your consultancy involved and functions performed
Narrative description of Project:	

Description of actual services provided by your staff within the assignment:

**FORM TECH – 3**

**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE**

**A – On the Terms of Reference**

(Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point }

**B- On Inputs and Facilities to be provided by the Employer**

The Employer would render necessary support in terms of information/discussions/documents/ field visits/ coordination with other agencies and logistics, wherever considered necessary in completion of the Project. The employer will interact with the Consultant for exchange of documents/ information and discussion

**DESCRIPTION OF APPROACH, METHODOLOGY, WORK PLAN, PROJECT ORGANIZATION FOR PERFORMING THE ASSIGNMENT/JOB**

Technical approach, methodology, work plan, project organization are key components of the Technical Proposal. The Consultant must present his/her Technical Proposal divided into the following four components:

- a) Technical Approach and Methodology
- b) Work Plan, and
- c) Project organization and availability of experts

a) **Technical Approach and Methodology:** In this section, the consultants should explain their understanding of the objectives of the assignment/ job, approach to the assignment/job, methodology for carrying out the activities (including proposed research design) and obtaining the expected output, and the degree of detail of such output. The consultants should highlight the problems being addressed and their importance, and explain the technical approach they would adopt to address them. The consultants should also provide an overview of tools and methodologies that they propose to adopt for evaluation.

b) **Work Plan:** The consultant should propose and justify the main activities of the assignment/ job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and key performance indicators. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the deliverable outcomes should be included here. More specifically,

- Highlight how you would proceed to develop questioner for collection of primary and secondary data
- Sample size of data collection and targeted sector/agencies/end users.
- Highlight numbers of hours you estimate are required to complete the work,
- Propose number of resources for providing these services,
- Highlight tools and methodologies to be used for this effort, and
- How would you manage the complexity of the study

c) **Project organization and availability of experts:** The consultant should propose and justify the structure and composition of his/ her team of technical experts. He/ she should list out the main disciplines of the assignment/ job, the key expert responsible for oil palm, marketing, users and support staff.



**CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

1. Proposed Position:

[For each position of key professional, separate form Tech-6 will be prepared]

2. Name of Firm/entity:

(Insert name of consultancy proposing the staff):

3. Name of Staff:

(Insert full name):

4. Date of Birth:

5. Nationality:

6. Education:

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

10. Languages Known:

11. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since first employment, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]:

To [Year]:

Employer:

Positions held:

12. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

13. Work Undertaken that best illustrates capability to handle the Tasks assigned:

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/ jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/ job or project:

Year:

Location:

Main project features:

Positions held:

Activities performed:

**14. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]:

**WORK SCHEDULE**

S. No.	Activity Months			Total Months
	1	2	3	
1				
2				
3				
4				
5				
6				
7				
8				

**Note:**

1. Indicate all main activities of the Assignment/job including delivery of reports (e.g., inception, interim, draft and final reports), and other benchmarks such as Employer approvals. For phased assignment / jobs indicate activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities should be indicated in the form of a Bar chart.

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND  
DECLARATION THEREOF**

Are there any activities carried out by your consultancy which are of conflicting nature as mentioned in para 4 of Section 2. If yes, please furnish details of any such activities. If no, please certify as follows:

We hereby declare that our consultancy is not indulged in any such activities which can be termed as the conflicting activities under para 4 of the Section 2. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Employer which shall be binding on us.

Authorized Signature [in full and initials]:

Name of Title of Signatory:

Name of Consultancy agency:

Address:

## **Section-3**

# **Financial Proposal Forms**

**Financial Proposal Submission Form**

Location  
Date

To,

The Additional Commissioner (OS)  
Ministry of Agriculture & Farmers Welfare,  
Room No. 37-B, Krishi Bhawan,  
New Delhi -110001.

Dear .....,

We, the undersigned, offer to provide the consultancy assignment/ job **to study the movement, traceability and uses of imported palm oil in various sectors after arrival on various ports.** in accordance with your Request for Proposal dated [Insert Date]. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of all taxes and duties. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., before the date indicated in Part II Data Sheet.

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

Yours sincerely,

Authorized Signature [In full and initials]:  
Name and Title of Signatory:  
Name of Consultancy:  
Address:

**Summary of Costs**

<b>S. No.</b>	<b>Particulars</b>	<b>Amount in Indian Rupees(In words)</b>	<b>Amount in Indian Rupees (In figures)</b>
1	Remuneration		
2	Reimbursable		
3	Miscellaneous expenses		
4	Taxes and Duties		
5	Total		

Authorized Signature:

Name:

Designation:

Name of firm/entity:

Address:

# **Section -4**

## **Terms of Reference**

## **Terms of Reference (ToR) to study the movement, traceability and uses of imported palm oil in various sectors after arrival on various ports.**

### **1. Introduction**

**1.1 Palm Oil:** Palm oil is an edible vegetable oil derived from the mesocarp (reddish pulp) of the fruit of the oil palms, primarily the African oil palm *Elaeis guineensis*, and to a lesser extent from the American oil palm *Elaeis oleifera* and the maripa palm *Attalea maripa*. Palm oil cold-pressed from the fruit of the oil palm is also known as , red palm oil as it is naturally reddish in color because of a high beta-carotene content. It also contain vitamins E and antioxidants. It is also known as crude palm oil and as such used for cooking and others uses. Crude oil when subjected to various processes of refining is known as refined Palm Oil. Crude red palm oil that has been refined, bleached and deodorized, a common commodity called RBD (refined, bleached, and deodorized) palm oil. It does not contain carotenoids. During refining palm oil losses its deep red colour, so refined oil is also known as white Palm Oil. Palm oil, like all fats, is composed of fatty acids, esterified with glycerol. Palm oil has an especially high concentration of saturated fat, specifically the 16-carbon saturated fatty acid, palmitic acid, to which it gives its name. Monounsaturated oleic acid is also a major constituent of palm oil. It contains 49% of saturated fatty acid.

**1.2 Palm Kernel Oil:** It is the oil which comes from crushing the kernel/seed, or the stone in the middle of the fruit. It is closer in composition to coconut oil than to palm oil. It contains 81% of saturated fatty acid as compared to 49% in palm Oil, while coconut contains 86% of saturated fatty acids. Fractionated palm kernel oil is made by further processing palm kernel oil to remove the liquid portion, leaving behind even more saturated solids. This oil is often used in energy bars, for example, where it makes the coatings less likely to melt.

### **2. Significance of oil palm**

Oil palm cultivation assumes significance for augmenting the indigenous availability of edible oil as it is the highest oil yielding perennial crop. With good planting material, irrigation and proper management, oil palm has the potential to produce 20-25 MT fresh fruit bunches (FFB) per hectare after attaining the age of 5 years. This in turn is capable of yielding 4-5 MT of palm oil and 0.4-0.5 MT palm kernel oil (PKO). In comparative terms, yield of palm oil is 5 times the yield of edible oil obtainable from traditional oilseeds. This perennial crop has an economic life span of 30 years, comprising three distinct phases viz. juvenile period (1-3 years), stabilizing period (4-8 years) and stabilized period (9-30 years). Palm oil is one of the major oils

traded in global edible oil and fat market. At present, it is the largest source of vegetable oil in the world. Five countries mainly Indonesia, Malaysia, Nigeria, Thailand and Cambodia account for over 90% of the world's total production of FFBS.

### 3. Brief on oil palm cultivation in India

Various Committees constituted by Department of Agriculture, Cooperation and Farmers Welfare (DAC& FW) have identified 19.33 lakh ha area suitable for oil palm cultivation in the country including 2.18 lakh ha area in the North Eastern States.

In view of the importance and significance of oil palm cultivation, DAC&FW had taken up Oil palm area expansion programme since 1991-92 in the potential 13 States viz; Andhra Pradesh, Assam, Arunachal Pradesh, Chhattisgarh, Gujarat, Karnataka, Kerala, Mizoram, Nagaland, Odisha, Tamil Nadu, Telangana, and West Bengal. Implementation of Centrally Sponsored Oil Palm Development Schemes have resulted in area expansion under oil palm from 8585 ha in 1991-92 to 3,49,740 ha by March 2019. Similarly, production of fresh fruit bunches (FFBs) and crude palm oil (CPO) have increased from 21,233 MT and 1,134 MT respectively in 1992-93 to 16,40,675 and 2,78,922 MT respectively in 2018-19. At present, Andhra Pradesh, Karnataka and Tamil Nadu are major oil palm growing States. The State-wise details of area under oil palm cultivation and production of FFBS and CPO up-to 2018-19 is given below:

Sl. No.	State	Potential area (ha)	Area (ha.) as on 2018-19	Production (in MT)	
				FFBs	CPO
1.	Andhra Pradesh	419500	173349	1379215	232938
2.	Telangana	50000	18933	197632	37205
3.	Karnataka	260000	44992	13237	2280
4.	Tamil Nadu	205000	31958	7014	1017
5.	Gujarat	260250	6365	1053	
6.	Goa	2000	953		
7.	Odisha	56000	22075	6899	
8.	Assam	25000	1849		
9.	Kerala	6500	5786	30269	4857
10.	Mizoram	61000	28914		625
11.	Chhattisgarh	48000	5086	5298	
12.	Arunachal Pradesh	25000	2561		
13.	Nagaland	50000	3322		
14.	Other states	465000	3067		
	<b>Total</b>	<b>1933250</b>	<b>349740</b>	<b>1640675</b>	<b>278922</b>

Under the Govt scheme financial assistance is being provided to the farmers for planting material, maintenance and intercropping cost of new plantations for four years, installation of drip-irrigation systems, diesel/electric pump-sets, bore-well/water harvesting structures/ponds,

inputs for inter-cropping during gestation period, construction of vermi-compost units and purchase of machinery & tools etc.

#### 4. Import of Palm Oil.

India is not self sufficient in edible vegetable oils and importing about 10.0 million tonnes of palm oil + 5 million tonnes of other vegetables oils every year to meets its domestic demand. This palm oil is imported as Crude palm oil and refined palm oil mainly from Indonesia and Malaysia and it cost to Govt exchequer Rs 69,034 Crores during 2018-19. Govt is pressing hard to increase the quantity of crude palm oil to use its capacity of refining crude palm oil. This oil is received at different ports such as Kandla, Krishnapatnam, Tuticorin, Chennai, Haldia, Kakinada, Mumbai, Budge Budge, Mangalore, JNPT and other ports. After arrivals at ports in India, crude palm oil goes to refineries located in different parts of the country, while the refined oil is used directly for various uses. Crude palm oil also after refining subjected to various uses.

#### India's Import of palm oil

Year	Palm oil import (lakh tonnes)			% of total edible oil import	Value (Rs. in Crore)
	Crude	Refined	Total		
2013-14	51.30	25.40	76.70	70	44038
2014-15	69.70	11.90	81.60	64	64890
2015-16	71.10	25.70	96.80	65	68677
2016-17	53.60	29.40	83.00	59	73048
2017-18	67.50	27.70	95.20	62	74996
2018-19	64.20	25.20	89.40		

Major part of refined palm oil in India is used either directly in cooking or indirectly through edible oils such as soybean, groundnut, rapeseed-mustard, sesame, sunflower, safflower and niger blended with palm oil. Beside this part of palm oil is used in consumer retail food and snack manufacturer, cosmetics, pharmaceutical, industrial use and other uses not well known. The use pattern of palm oil in India has some adverse impacts and thus there is need to quantify the use of palm oil in different sectors to take some administrative and policy decisions. DAC & FW, Ministry of Agriculture and Farmers Welfare is therefore interested to find out end use of palm oil in India and for that want to engage an agency/organization with following **terms of references:-**

## **5. Terms of References**

1. To quantify the use of imported palm oil in different sectors such as direct consumption, in blending of different edible vegetable oils, consumer retail food and snack manufacturer, cosmetics, pharmaceutical, industrial use, animal feedings and other known and not well known uses in India
2. To quantify use of crude palm oil directly, trace its movement from ports to consumer and its impact on human health and economics of production.
3. Trace the movement of Palm Oil from different ports to refineries and refineries to various sectors and uses
4. Suggestions to evolve mechanism on automatic quantification of palm oils in different sectors.
5. Suggestions to enhance the direct use of palm oil in place of blending
6. To study the impact of non-blending of edible vegetable oil with palm oil on market price of different oils, consumption of vegetable oils and domestic vegetable oils production.

## **6. Objective of the study:**

The establish a suitable mechanism to quantify the imported palm oil in different sectors users to reduce its blending with domestic high value edible oils.

The services of a “Bidder” (Agencies Organization) is required to be outsourced as per the provisions contained in “Manual of Policies and Procedure of Employment of Consultant” (GFR Rules) issued by Department of Expenditure, Ministry of Finance, Government of India read with relevant instructions issued from time to time by inviting Expression of Interest (EOI) from reputed & qualified “Bidders” for carrying out the Study. to determine the relevance and utility of CPO & Refined palm oil import.

## **7. Details of report:**

The final report (not more than 150 pages) should contain the port wise and State wise information, relevant annexure, graphs and suitable recommendations for improving balanced use of imported palm oils. The report should contain Executive Summary of each Sector separately for CPO & RBD palmolein (not more than 5 pages for each sector). The conclusion should, as far as practicable and be based on quantitative data and it should cover both positive and negative feature separately (not more than 6 pages). The Broad Chapters are given below:

1. Port wise landing of imported Palm oil and analysis with value
2. Movement of CPO/RBD to refiners, end users and sectors
3. Market price of palm oil vis a vis domestic edible oil price
4. Role of palm oil in blending with high value domestic oil
5. Impact of palm oil on human health and economics of production.
6. Suggested mechanism on automatic quantification of palm oil use in different sectors.

7. Suggestions to enhance the direct use of palm oil in place of blending
8. To analyze the impact of blending on domestic oilseeds and edible vegetable oil prices
9. Consumption pattern of vegetable oils and domestic vegetable oils production.

**8. Eligibility of consortium:**

The invited agencies are allowed to include other organizations or individuals not belonging to their firm in their core team for implementing the assignment.

**9. Evaluation of proposals:**

- I. The technical and financial proposals shall be submitted in separate sealed covers.
- II. The evaluation of the submitted proposals shall be carried out in two stages, i.e. technical and financial.
- III. The technical evaluation of the proposals shall be undertaken by the Consultancy Evaluation Committee (CEC), which will inter-alia take into accounts (i) responsiveness to the TORs (ii) the quality of the methodology proposed;
- IV. The Consultant's experience of having undertaken other relevant assignment.
- V. The qualification and experience of the core team of staff proposed to be deployed for the study.
- VI. A proposal shall be considered unsuitable and rejected at the stage of Technical Evaluation if it does not meet the minimum technical standard on the above aspects as may be decided by the CEC.
- VII. After completing the technical evaluation, the Member Secretary of CEC shall notify those consultants whose proposals do not meet the minimum technical standards and their financial proposals shall be returned up-opened.
- VIII. The financial proposals of those who qualify the Technical Evaluation shall be opened in the presence of representative of Agency who choose to attend. The proposal with the lowest will be considered.
- IX. The final award shall be subject to the discussion on the Terms of Reference methodology, staffing, inputs of the CEC and various other terms & conditions of contract as started in the Common Agreement Format of the Department given in the Appendix. The discussion, however, shall not substantially alter the original TOR and the final TOR shall form part of the contract.
- X. The selected Agency will not be allowed to substitute core staff without the consent of the CEC. If it is established that the core staff were offered in the proposal without confirming their availability, the consultant will be disqualified and the process will be continued with the remaining proposals.
- XI. If the process, for whatever reasons, failed to result in an acceptance contract with the selected Agency, the CEC shall terminate discussion with that Agency and may make the selection from amongst the remaining proposals.
- XII. The CEC may cancel the bid and reject all proposals without assigning any reasons at any stage of the tender process.

## **2. Facilities to be provided:**

The D/o Consumer Affairs, DAC&FW, FSSAI, DIPP and State Department of Agriculture, Food processing, Associations, Organizations would use its good offices to assist the Agency in obtaining requisite information from the offices of the concerned Sector. DAC&FW will coordinate the same.

## **11. Approach and Research Design**

A core team comprising various faculty experts in oil palm, its processing, import, end use, food safety regulations shall be constituted for undertaking the evaluation. The core team should be supported by senior and junior experts and field investigators for collection of primary and secondary data from various Ministries, Department, Port Trust, Refiners and End users. The selected agency is free to select state wise agencies for collection and analysis of data, but all the responsibility for undertaking evaluation as per these terms and conditions will be vested with the selected agency. All the administration support will be extended to have access to data reporting with Govt. Institutions /Universities / Departments.

## **12. Deliverables:**

**12.1** The reports will contain Port wise landed CPO and RBD palm oil , analysis of its movement to various refineries, supply of refined palm oil for different categories/sectors of users. Percentage imported vs used for direct consumption, sector wise amount allocated and released and its impact in terms of physical and financial outcomes. The outcome of the projects in terms of increase in production, productivity and income.

**12.2** Report will contain impact assessment of key interventions on productivity of oilseeds.

**12.3** The reports will identify the shortcomings in implementation of the various activities of the scheme, evident leakages or mis-utilization and suggest corrective measures and guidelines for allocation of RAD funds for the forthcoming year.

**12.4** Besides the reports, the agency will also give presentation about the reports before the senior officer of DAC&FW.

### 13. **Budget/Payment Schedule :**

The terms of payment for assignment under this Scheme will be as under:

- a. **First Installment:-** 40 percent of the quoted fee on signing of the agreement shall be made as mobilization advance.
- b. **Second Installment:-** 30 percent of the fees, subject to (a) submission of draft report including executive summary within the time frame stipulated in the agreement and (b) a presentation on the draft report being made before the DAC &FW at New Delhi and the draft report being found to be generally acceptable.
- c. **Third and Final Installment:-** Balance 30 percent on submission of the final report and a presentation on the report being made before the DAC&FW at New Delhi and the report being found to be generally acceptable.

### 14. **Period of Engagement**

The Agency will be engaged for the six months period, i.e. 1<sup>st</sup> July to 31<sup>st</sup> December , 2020. If the Agency does not fulfill the terms and conditions of tender, or, there is delay in submission of reports, or, there is lack of quality in work, no extension will be given to the Agency to conduct evaluation.

### 15. **Submission of Proposal:**

This document has been posted on the website [www.nfsm.gov.in](http://www.nfsm.gov.in). If requested, the same may also be provided by email. Agency may submit the technical and financial proposals in separate sealed envelope marked as “TECHNICAL PROPOSAL” “FINANCIAL PROPOSAL” as the case may be and also uploaded in eprocare portal.

**The Additional Commissioner (OS)**  
**R. No. 37-B, Krishi Bhawan,**  
**New Delhi-110001. adcoilseeds-agri@gov.in TEL : 011-23384618**

The schedule for submission will be as follows-

- i. Issue dated of notice-
- ii. Any query by the Agency to be received in DAC&FW
- iii. Discussion + pre bid –
- iv. Issue date of revised/amended Terms of Reference –
- v. Submission of Bid –
- vi. Opening of Bid

## **Section 5**

### **Other Terms and Conditions**

## **Other Terms and Conditions**

The other general terms and conditions applicable to each assignment under this scheme will be

- i. The assignment should be completed within the time stipulated in the agreement. Delay in submission of the report beyond the stipulated time will attract penalty to be decided by DAC&FW or non-extension of agreement. For factors beyond the control of the institution given the assignment, suitable extension in time may, however, be granted at the request of the institution.
- ii. The Government shall not pay any extra amount for any escalation in the cost of the assignment beyond the time period stipulated in the agreement.
- iii. The total fee for the study as agreed with the organization will include service tax and other tax, if any, and the liability of payment of the tax will be the Institution conducting the study.
- iv. 50 hard copies of the final report, 20 hard copies of the executive summary and 20 CDs containing the final report shall be submitted before releasing the final installment of payment.
- v. During the assignment period Government may modify the TOR and other terms and conditions of the assignment, if necessary, in order to strengthen / deepen its scope / coverage.
- vi. The draft/final reports and the contents thereof would be the intellectual property of the Government and would not be published by the institution concerned without prior approval of the Government.
- vii. In case of the change of consultant/team leader during the currency of study, the new consultant/team leader may be appointed by the Institution with the prior approval of the Ministry.
- viii. The raw data/processed data finding should not be disclosed by the Institution to any third party without prior approval of the Government.

**Earnest Money** : To specify the earnest money on para 11.1 of RFP, Rs. 1,50,000/- is proposed.

### **Consultant Selection Committee (CSC) :**

Agriculture Commissioner	Chairman
Joint Secretary (OS) & Mission Director	Member
Director, D/o CA&PD	Member
Deputy Secretary (Fin)	Member
Under Secretary (OS)	Member
Additional Commissioner (OS)	Member Secretary

**Submission of Bid**

The Bid as per details given above along with the clear cut budget requirement should be submitted to the address given below:

The Additional Commissioner (OS)  
R. No. 37-B, Krishi Bhawan,  
New Delhi-110001.

**Circulation**

The bid document is being circulated through e tendering.

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