



**THE HARYANA STATE COOPERATIVE SUPPLY
AND MARKETING FEDERATION LIMITED**
CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA)
TEL: 2590520-24, FAX: 2590711 E.Mail: hafed@hry.nic.in
Web-site: www.hafed.gov.in



TENDER NOTICE

REQUEST FOR PROPOSAL FOR ENGAGEMENT OF CONSULTANCY AGENCY/FIRM

Hafed invites E-Tenders for engagement of Consultancy Agency/Firm for Preparation of DPR, Onboarding Private Partner and Project Implementation of One Oil Mill unit at Rampura, district Rewari and Upgradation/ Modernization of two existing Hafed Oil Mills at Rewari & Narnaul in Haryana from the reputed Consulting agencies/firms. The tender document containing detailed terms & conditions etc. are available on portal **<https://etenders.hry.nic.in>** and at Hafed's website **www.hafed.gov.in** can be downloaded. The tender document fee is Rs. 1000/- (non-refundable) and e-service fee of Rs.1000/- (non-refundable). The online tender document must be accompanied with the EMD of Rs.One Lakh. The tender document fee, processing fee and the EMD must be remitted on or before 17.07.2020 up to 4:00 PM. The date of technical and financial bids submission is up to 20.07.2020 till 10.30 AM through e-Tender portal.

All the bidders are required to get registered on the e-tendering portal and obtain a Digital Signature from NIC office. The technical bid will be opened at 11 AM on 20.07.2020. Hafed shall evaluate the technical proposals of the bidders on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria mentioned in the tender document. Hafed shall use a quality and cost based system (QCBS). The financial bid of only those bidders will be opened/considered who are found technically eligible. The date of opening of financial bids will be informed later on. All the bidders are requested to be present at the time of opening of the bids. The negotiations will be held as per the guidelines mentioned in the tender document. Hafed reserves the right to accept/reject any/all the tenders or increase/decrease the tendered quantity without assigning any reason whatsoever.

**Managing Director
Hafed, Panchkula.**

**Request for proposal for appointment of
Project Management Consultant (PMC) for Preparation of
DPR, Onboarding Private Partner and Project
Implementation of**

- **One (1) Oil Mill unit at Rampura, district Rewari,**
- **Upgradation/ Modernization of two (2) existing units in
Haryana**



**THE HARYANA STATE COOPERATIVE SUPPLY AND MARKETING FEDERATION
LIMITED**

CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA)

TEL: 2590520-24, FAX: 2590711 E.Mail: hafed@hry.nic.in

Web-site: www.hafed.gov.in

DISCLAIMER

The information contained in this Terms of Reference document (the “TOR”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of The Haryana State Co-op. Supply & Marketing Federation Ltd. (HAFED), Government of Haryana, or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this TOR and such other terms and conditions subject to which such information is provided.

This TOR is not an agreement and is neither an offer nor invitation by HAFED to the prospective Bidders or any other person. The purpose of this TOR is to provide interested parties with information that may be useful to them in preparing their technical proposals and financial offers pursuant to this TOR (the Proposal”).

This TOR includes statements, which reflect various assumptions and assessments arrived at by the HAFED in relation to the Assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This TOR may not be appropriate for all persons, and it is not possible for the HAFED, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this TOR. The assumptions, assessments, statements and information contained in this TOR may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this TOR and obtain independent advice from appropriate sources. Information provided in this TOR to the Bidder(s) is on a wide range of matters, some of which depends upon 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. HAFED accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. HAFED, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this TOR or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the TOR and any assessment,

assumption, statement or information contained therein or deemed to form part of this TOR or arising in any way in this Bid Stage. HAFED also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this TOR. HAFED may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this TOR. The issue of this TOR does not imply that HAFED is bound to select a Bidder or to appoint the Selected Bidder or Consultancy firm, as the case may be, for the Assignment and HAFED reserves the right to reject all or any of the Bidders or Proposals without assigning any reason whatsoever.

The Bidder 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 HAFED or any other costs incurred in connection with or relating to its Proposal.

HAFED shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or for submission of the Proposal, regardless of the conduct or outcome the Bidding Process.

Data Sheet

S.NO	Particulars	Details
1	Tender Document Fee & Service charges Required EMD	Online directly transfer of funds of Rs.2000/- online through Debit Cards and Internet Banking accounts (Tender Document Fee- Rs.1000/- & Processing Fee- Rs.1000/-) Rs.1,00,000/- (Rupees One Lakh) (Above funds may be remitted on or before 17.7.2020 upto 4.00 PM)
2	Start Date for issue of TOR Document	29.06.2020
3	Last Date for submission of proposal	20.07.2020 at 10.30 AM
4	Date of opening of Technical bids	20.07.2020 at 11.00 AM
5	Date of opening of Financial bids	To be intimated later on
6	HAFED contact details	HAFED Building, Sector 5, Panchkula, Haryana 134108 Email- hafed@hry.nic.in Tel- 0172- 2590520
Note: - In case a Central/ State Holiday are declared on any day, the event will be held on the next working day at the same time and same venue.		

Important Note:

1. The bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any bidder fails to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications/bids not submitted'.
2. Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.

Section 1

Instruction to Bidders

1. DEFINITIONS

- a) Employer means THE HARYANA STATE COOPERATIVE SUPPLY AND MARKETING FEDERATION LIMITED (HAFED) who has invited bids for consultancy services with whom the selected Agencies signs the Contract for the Services and to whom the selected Agencies shall provide services as per the terms and conditions and Terms of Reference (TOR) of the contract.
- b) "Agencies" means any entity or person or associations of person who have been shortlisted/selected 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 Agencies used to reflect specific project and assignment conditions.
- e) "Day" means calendar day.
- f) "Government" means the Government of Haryana.
- g) "Instructions to Agencies" means the document which provides short-listed Agencies all information needed to prepare their proposals.
- h) LOI means the Letter of Invitation being sent by Employer to the short-listed Agencies.
- i) "Personnel" means professionals and support staff provided by the Agencies or by any Sub-Agencies and assigned to perform the Services or any part thereof;
- j) "Proposal" means the Technical Proposal and the Financial Proposal.
- k) "RFP" means the Request for Proposal prepared by the Employer for the selection of Agencies, based on the RFP.
- l) "Assignment / job" means the work to be performed by the Agencies pursuant to the Contract.
- m) "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 Agencies, and expected results and deliverables of the Assignment/job.

2. INTRODUCTION

- a) HAFED wishes to engage services for Management Consultant (PMC) for preparation of DPR, Onboarding Private Partner and Project Implementation of One Oil Mill unit at Rampura, district Rewari and capacity expansion/ upgradation/ Modernization of two existing Hafed Oil Mills in Haryana by private players in partnership with HAFED on

models similar to Build Own Operate (BOO) basis, Custom milling basis, establishment by HAFED **on various financial models** and operations by private players, Job work basis etc and providing complete range of services from project development, project engineering, project monitoring and supervision till the successful installation and commercial operations of the projects. The agency is broadly expected to undertake:

- b) The date, time and address for submission of the proposal have been given in Data Sheet.
- c) The Agencies are invited to submit their Proposal, for consultancy assignment/job named in the Data Sheet. The Proposal will be the basis for contract negotiations, if required and ultimately for a signed Contract with the selected Agencies.
- d) Agencies 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.
- e) Agencies 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 Agencies.
- f) Agencies should submit only 1 (one) technical proposal.

3. CLARIFICATION AND AMENDMENT OF RFP DOCUMENT

- 3.1. Agencies may request a clarification on any clause of the RFP document within the timeframe indicated in the Data Sheet. Any request for clarification must be sent in writing or e-mail to the Employer's address indicated in the Data Sheet. The Employer will respond in writing all such clarifications.
- 3.2. At any time before the submission of proposals, the Employer may amend the RFP by issuing an addendum in writing. The addendum shall be binding on all Agencies. Agencies shall acknowledge receipt of all such amendments. To give the Agencies 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 may be convened, if required, to clarify any concerns agencies/bidders may have with the solicitation documents, scope of work and other details of the requirement. This meeting will be formal and the points raised and decision taken on them in the pre-bid meeting will be made available in writing to all perspective agencies/bidders.

4. CONFLICT OF INTEREST

- 4.1. The Employer requires that Agencies 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, Agencies, 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: Agencies or any it's 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 it's affiliates is found indulged in any such activities which may be termed as the conflicting activities by the employer.

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

- 4.3. **Conflicting Relationships:** Agencies 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. Agencies 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 Agencies fail 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 Agencies during bidding process or the termination of its contract during execution of the assignment.

5. UNFAIR ADVANTAGE

If a shortlisted Agencies 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 Agencies together with the RFP all information that would in the respect give such Agencies any competitive advantage over competing Agencies.

PROPOSAL VALIDITY

Data Sheet indicates how long Agencies' proposals must remain valid after the submission date. During this period, Agencies 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 Agencies to extend the validity period of their proposals. Agencies who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal; Agencies could submit new staff replacement, which would be considered in the final evaluation for award of the contract. Agencies who do not agree have the right to refuse to extend the validity of their Proposals and under such circumstance; the Employer shall not consider such Proposal for evaluation

6. PREPARATION OF PROPOSAL

- 6.1. The proposal as well as all related correspondence exchanged by the Agencies and the Employer shall be written in English language, unless specified otherwise.
- 6.2. In preparing their Proposal, Agencies 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.
- 6.3. While preparing the Technical Proposal, Agencies must give particular attention to the following:
 - a. The estimated number of Professional staff months for the Assignment/Job as shown in the Data Sheet. However, the Proposal shall be based on number of Professional staff months or budget estimated by the Agencies. While making the Proposal, the Agencies 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.

7. TAXES

The Agencies 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 Agencies in the financial proposal.

8. CURRENCY

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

9. PERFORMANCE GUARANTEE

The selected Agencies shall be required to furnish a Performance 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 or Fixed Deposit from a scheduled commercial bank in India in favour of The Haryana State Cooperative Supply & Marketing Federaion Ltd. payable at Panchkula/Chandigarh 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 Agencies on any account under the contract.

10. SUBMISSION, RECEIPT AND OPENING OF PROPOSAL

The original proposal, both Technical and Financial shall contain no interlineations or overwriting. Online submission Technical Bid as per Annexure-I and Financial Bid as per Annexure-II should be in the format.

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

The original Technical Proposal shall be submitted online. Similarly, the original Financial Proposal shall also be submitted online strictly as per the format provided in the Tender Document as per Annexure-II.

The successful bidder has to submit the proposals for the different scope of work in separate envelopes containing the detailed proposals as per the scope of work, mentioning complete details along with financial viability, feasibility and cost benefit analysis separately for all the options of PPP, others.

The proposals for Preparation of DPR, Onboarding Private Partner and Project Implementation of One Oil Mill unit at Rampura, district Rewari and Upgradation/ Modernization of two existing Hafed Oil Mills at Rewari & Narnaul in Haryana must be submitted in person to the addressee indicated in the Data Sheet and shall be received by the Employer not later than the time and the date indicated in the Data Sheet, or any extension to this date.

INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

Registration of bidders on e-Procurement Portal:

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in> Please visit the website for more details.

Obtaining a Digital Certificate:

The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in>

The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://etenders.hry.nic.in> for Digital Signature Certificate (DSC) including the eToken carrying DSCs.

Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).

In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

Pre-requisites for online bidding:

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from NIC or downloaded from the home page of the website - <https://etenders.hry.nic.in> the link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://etenders.hry.nic.in>

Download of Tender Documents:

The tender documents can be downloaded free of cost from the e-Procurement portal <https://etenders.hry.nic.in>

Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

Online Payment of Tender Document Fee, Processing fee & EMD fees & Bid Preparation & Submission (Technical & Commercial/Price Bid):

Online Payment of Tender Document Fee + Processing fee: The online payment for Tender document fee, Processing Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and Processing Fee shall be made by bidders/Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

PREPARATION & SUBMISSION OF online APPLICATIONS/BIDS:

1. Detailed Tender documents may be downloaded from e-Procurement website <https://etenders.hry.nic.in> and tender mandatorily be submitted online following the instruction appearing on the screen.
2. Scan copy of Document to be submitted / uploaded for Technical bid under online Envelope. The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF/JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of Technical Envelope.
3. FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under CommercialEnvelope and original not to be submitted manually

ASSISTANCE TO THE BIDDERS

Timing:

Technical support assistance will be available over telephone Monday to Friday (9:00am to 5:30pm) (Helpdesk Support in team shall not be contracted for online bidding on behalf of the contractors)

Note: Contact e-Procurement helpdesk on or before prior to 4 hours of the scheduled closing date and time of respective e-tendering event. Also, for queries related to e-payment of EMD kindly contact the helpdesk at least two days prior to closing date and time of the

For queries on Tenders Haryana Portal, Kindly Contact

Note: Bidders are requested to kindly mention the URL of the portal and Tender ID in the subject shield emailing any issue along with the contact detail. For any issue/clarification relating to the Tender (s) published kindly contact the respective tender Inviting Authority.

Tel:-0120-4200462, 0120-4001002

Mobile:

Email:-support.etender@nic.in

For any technical related queries please call at 24x7 Help Desk number 0120-4001002,0120-4200462,0120-4001005,120-6277787

For support related to Haryana Tenders in addition to help desk you may also contact on email ID eproc.nichry@yahoo.com, Tel:0172-2700275

respective event.

Intended bidders mandatorily required to register their queries if there is any pertaining to the online bidding and the single e-Procurement portal at email address:- <https://etenders.hry.nic.in> NOTE:-

- (A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>
- (B) For help manual please refer to the 'Home Page' of the e-Procurement website at <https://etenders.hry.nic.in>, and click on the available link 'How to...?' to download the file.

[\(Online Payment Guidelines\)](#)

[Guideline for Online Payments at e-Procurement Portal of Government of Haryana.](#)

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing) & Password. Bidder shall proceed to select the event/Tenders he is interested in. On the respective Department's page in the e-Procurement portal, the Bidder would have following options to make payment for tender document fee + Processing fee & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT or Over the Counter (OTC)

Operative Procedures for Bidder Payments

A. Debit Card

The procedure for paying through Debit Card will be as follows:

- i. Bidder selects Debit Card option in e-Procurement portal.
- ii. The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- iii. Bidder clicks on "Continue" button.
- iv. The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- v. Bidder enters card credentials and confirms payment
- vi. The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- vii. The page is automatically routed back to e-Procurement portal
- viii. The status of the payment is displayed as "successful" in e-Procurement portal.
- ix. In case of successful payment, a success message along with unique transaction ID is passed on to e-Procurement system. The e-tendering portal shall store the unique transaction number in its database along with the date and timestamp
- x. The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B. Net Banking

The procedure for paying through Net Banking will be as follows:

- i. Bidder selects Net Banking option in e-Procurement portal.
- ii. The e-Procurement portal displays the amount to be paid by bidder.
- iii. Bidder clicks on "Continue" button
- iv. The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks.
- v. Bidder chooses his / her Bank
- vi. The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank.
- vii. Bidder enters his account credentials and confirms payment
- viii. The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- ix. The page is automatically routed back to e-Procurement portal
- x. The status of the payment is displayed as "successful" in e-Procurement portal.

- xi. In case of successful payment, a success message along with unique transaction ID is passed on to e-Procurement system. The e-Procurement portal shall store the unique transaction number in its database alongwith the date and timestamp.
- xii. The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt

C. RTGS/ NEFT

This solution shall also allow the bidder to make the EMD payment via RTGS/NEFT this shall add to the convenience of those bidders who are not conversant to use net banking option to make the transaction.

Using this module, bidder would be able to pay from their existing bank account through RTGS/NEFT. This would offer a wide reach for more than 1,10,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

- a To choose the payment of EMD, the bidder clicks on RTGS/NEFT payment option.
- b Upon doing so, the e-Procurement portal will redirect the bidder to a page where it will generate a Challan.
- c This Challan shall include the beneficiary (virtual) account number and other details like beneficiary IFSC code each.

RTGS / NEFT Payment Procedure

The bidder shall be required to take a print of the challan and make the RTGS / NEFT on the basis of the virtual account number period on the challan. This provision will ensure that number confidential details regarding the bidder or tender are disclosed to the bank while remitting the RTGS/NEFT.

The bidder would remit the fund at least one day in advance to the last day and make the payment via RTGS/NEFT to the beneficiary account number as mention in the challan. SBI Bank shall receive this amount and credit the payment gateway service provider intermediary Department/PSUs

Escrow Security Deposit account post validating the first part of the beneficiary account number, i.e., the client code only, In case of validation of client code is not successful, the bank shall return the fund and not credit the Techprocess intermediary Department/PSUs Escrow Security Deposit A/C

D. Over the Counter (OTC)

This solution shall allow the bidder having account with SBI bank, to make the payment from any CMS enables Branch of SBI Bank in India. Bidders can make the payment via cash (if amount is <=49,999), Demand Draft or SBI Bank Cheque.

The procedure for paying through OTC mode is as follows:

- (i) Bidder selects over the counter remittance option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid. The bidder chooses the bank account number for refund of the amount.
- (iii) Bidder clicks on "Continue" Button.
- (iv) The e-Procurement portal displays the details of payment. The Bidders click on "Print Challan" and print the OTC Challan.

- (v) Bidder submits the OTC Challan at the counter of any designated bank of SBI Bank with Cash/Demand Draft/SBI Bank Cheque (Payment in Cash is allowed upto Rs. 49,999/-).
- (vi) SBI bank verifies the URL (format to be discussed and decided) and amount with e Procurement portal prior to accepting the payment
- (vii) On successful verification from e-Procurement portal, SBI bank accepts the payment. In case of failure, SBI bank shall return back the OTC challan and payment to the bidder.
- (viii) SBI bank commits the payment transaction (in case of successful verification from eProcurement portal) and sends the Bank Transaction number (I-Sure Reference Number) online against the URN and Amount.
- (ix) SBI bank will generate receipt for the payment transaction and issues the same to the bidder.
- (x) The e-Procurement system update the bank transaction number against the URN and Amount based on the details sent by SBI bank online prior to generation of the receipt.
- (xi) The status of the payment will be displayed as “verification successful” in eProcurement Portal, when the bidder clicks on the verification option in the portal.
- (xii) Bidder would be required to upload the scan copy of receipt as received from SBI Bank as part of proof in next tender portal before submitting

Section-2

1. Background:

The Haryana State Cooperative Supply and Marketing Federation Limited (hereinafter referred as 'HAFED') is the Haryana's largest cooperative federation serving farmers and consumers since 1966. Procurement of foodgrains from farmers at MSP for delivery to the federal government, warehousing, arrangement and distribution of Agri-inputs, agro-processing and marketing are its core activities. Over the years HAFED has become one of the leading organizations of the Haryana State being its largest food grain procurement agency and a premier warehousing agency for scientific storage of foodgrains, having largest chain of Agro-processing units, major supplier of quality, hygienic and safe consumer products, cattle/animal feeds and having a largest supply-chain network upto village level for distribution of agri- inputs like fertilizers, pesticides, seeds, etc.

The Haryana Cooperative Marketing Federation is engaged in the procurement of mustard seeds at the Minimum Support Price (MSP). HAFED is also involved in the running of the two oil mills located at Rewari (set up in the year 1986) & Narnaul (set up in the year 2003) in the State of Haryana. The main product of the mills is 'Kachchi Ghani 'Agmark' Mustard Oil, the quality of which is comparable with the best available in the country. Currently, the capacity of each existing mill is around 9000 MT per year, and there is a need felt by HAFED to augment the current mill capacities. In its endeavour, HAFED is planning to modernize the operations of the existing mills and set up one new oil mill at Rampura, Rewari with capacity 100 MT per day.

HAFED intends to set up the following:

- a. One (1) Mustard Oil Mill unit at Rampura, Rewari, Haryana in an extent of 12 acres with a capacity of 100 MT per day or more with participation of private player (Greenfield project)
- b. Up gradation/ Modernization of two (2) existing oil mill units in the state of Haryana (Brownfield project).

With this objective, HAFED wants to hire a consulting agency to prepare a Detailed Project Report, Strategy for implementation of road map and project implementation.

2. Objective:

With the objective, HAFED intends to engage a technically competent agency as a Project Management Consultant (PMC) for undertaking various value addition and processing projects of HAFED including the establishment of One (1) Greenfield project and two (2) Brownfield project as mentioned above. PMC is expected to prepare project report, evaluate various options for setting up the processing plants especially the oil milling projects on models similar to Build Own Operate (BOO) basis, Custom milling basis, establishment by HAFED and operate by private players, job work basis etc., and providing complete range of services from project

development, project engineering, project monitoring and supervision till the successful installation and commercial operations of the projects.

3. Scope of Work:

HAFED envisages to engage a professional consulting firm to conduct, site assessment, techno-commercial viability assessment including identification of avenues for Private Sector Participation, provide assistance in preparing necessary documents like RFP/ RFQ, draft Concession Agreement and conduct bid process advisory for on boarding of private sector partner, project implementation support including, project implementation monitoring etc.

It is therefore expected that the consultant shall deploy a mix of subject experts and full-time site personnel for delivery of works under this assignment.

The detailed scope of work for the consulting firm is elaborated hereunder.

A. Techno-Commercial Viability Assessment and Preparation of Feasibility Report

- a) Value Chain / Supply Chain Analysis.
 - 1. Assessment of the existing infrastructure, gaps / requirements in mustard value chain.
 - 2. Identification of the gaps in infrastructure at each stage of mustard oil value chain
- b) Assess the marketable surplus/ process-able produce from the catchment
- c) Identify key players in the region (or outside) across all the proposed operations, who may be willing to partner for the proposed facility.
- d) Carry out consultations, workshops, mailers etc. to sensitize the potential players on the benefits of establishing proposed facility and seek their Expression of Interest
- e) Develop profile of site including physical area, location, approach, connectivity and demographic & socio-economic profile of surrounding areas. Carry out a detailed market demand assessment through primary survey & secondary data with regards to facility in terms of sub-sector, products, growth potentials, markets, major players, etc. Market demand analysis should assess the requirements of the market and expectations of the investors, including the need for the facility. Micro level perspective of the potential segments and sub sectors with reference to the domestic/export market would be carried out to:
 - i. Composition of the Integrated Infrastructure facility with potential products;
 - ii. Assess the size and growth of the industry and its potential- segment and sub-sector and component wise;
 - iii. Assess the domestic and exports potential;
 - iv. Assess the structure of the domestic industry and factors contributing/inhibiting the growth;
 - v. Identification of high growth segments and components;

- vi. Identify sub-sectors and components with highest potential and comparative advantage in the context of the proposed facility;
- f) Physical site details- The available data on layout, size, shape, existing structures, etc. will be shared with the successful Consultant. The Consultant shall analyze the existing details of layout, and collect the additional data, if required and map all relevant details pertaining to the site and location such as existing infrastructure utilities, amenities, facilities, etc.
- g) Study Land Use and Development Control regulations~ Master plans, zonal plans, building bylaws, permitted land use and Floor Area Ratio (FAR)/ Floor Space Index (FSI) at the site, rules for obtaining permissible FAR/ FSI, etc. Guideline value of land as per classification of the land, market rates as per latest registration in the immediate vicinity of the land under study.
- h) Study and analyze all relevant laws including Environmental, Development Control Regulations & any other applicable laws/ rules and regulatory framework that will govern or pose restrictions & affect development of land use including land classification, zoning, setbacks, restrictions, open areas, parking requirements etc. and apply the same for the project.
- i) Consultant has to undertake field visits, consultation to determine the need of infrastructure. Based on above, consultant shall Identify infrastructure components which may be constructed at the integrated facility suited for the catchment. Provide the key users, undertake stakeholders' consultation for its validation.
- j) Detailing the business models and block costs for the proposed facility which will establish the commercial viability and sustainability for the proposed facility and will include the return on investment and other such financial analysis, employment generation, social benefits etc.
- k) The model should have all the details w.r.t project cost, cash flows, financial indicators and other details as required for any private investor to invest in the project

B. Provide Assistance in On boarding of Private Sector Partner/ Concessionaire

The project is likely to be implemented in a PPP mode. Private sector experience will be leveraged for designing of infrastructure provisions, development of state of the art infrastructure, effective resources utilization, faster decision and project management skills for an early project implementation. Moreover, the proposed mode of implementation also improves the effective project marketing and its success. The proposed model shall also have a potential to give sustained revenues for the department. The consultant shall provide assistance for

- a) Preparation of Tender documents: The Consultant shall prepare bid documents (NIT/RFQ/RFP), draft Concession Agreement, Advertisements and other supporting documents for the purpose of bidding.

- b) Preparation of Project Information Memorandum (PIM): The Consultant create a preliminary note / Information Memorandum, for the project, to be used while approaching the potential food processing players/ units. The PIM would capture important details of the subject property, supported with the key insights from market and financial feasibility report. It would serve as the base document for discussions with potential partners. The objective of this stage would be to create an early buzz and provide an opportunity assessment for the potential partners through identification of key value drivers of the project.
- c) Identifying & Approaching Potential Partners: The Consultant shall identify and approach potential partners for an early buy in into the project and to seek strategic inputs from them.
- d) Organizing Pre-bid meeting and responding to queries: The Consultant shall assist the department in conducting pre-bid/pre proposal meetings, Prepare minutes of pre-bid meeting/minutes of pre-bid conference, Prepare the replies to the pre-bid/pre proposal queries, amendments/addendums/corrigendum to the Bid documents , assistance in seeking the approval for amendments/addendum/clarifications from competent department, publishing the clarifications, addendums/corrigendum, follow up with the potential bidders on critical issues and providing continuous feed back to the authorities concerned, for appropriate action if any, post pre bid issues/clarifications etc.
- e) Assistance in Bid Process: The consultant shall assist the Department in the Bidding Process like receipt and acceptance of Bids, safe custody of bids received, opening of the bids/proposal received, preliminary evaluation, record of minutes of bid opening etc.
- f) Bid Evaluation: The consultant shall carry out both the Technical and Financial Evaluation of the Bids as per the Terms and conditions of the tender document
- g) Assistance in the signing of the Concession Agreement: The consultant shall assist the Department in the signing of the Concession Agreement with the selected bidder

C. Provide Assistance to concessionaire/ department in Preparation of Detailed Project Report

- a) It is envisaged that the selected concessionaire might want to revisit the project contours developed in the feasibility report. In order to provide flexibility to concessionaire in designing and operating the integrated facility, a Detailed Project Report shall be got prepared. The consultant shall provide assistance to prepare this detailed project report.
- b) The DPR would cover the following aspects of the Project but not limited to: Site and location analysis, Analysis of issues related to developing the external infrastructure such as approach road, power, water supply, effluent treatment etc., Master plan/ layout plan, Design & Drawings of the basic & core infrastructure facilities to be established in the facility, Business profile of the facility, Estimation of detailed project cost including civil costs in accordance with State PWD/CPWD rates and based on the quotations for plant and equipment, Project Structuring and Financial modelling, Overall Impact of the

Project including those on environment, socio-economic, financial, etc., Project implementation schedule, list of required/ applicable Project clearances

c) Master Planning.

- i. Based on the analysis and conclusions of site conditions, surveys, market assessment, case studies and conceptual framework, a comprehensive master plan shall be developed. The comprehensive master plan shall be derived based on the requirements of the industry and functionality with self-contained facilities. The plan should focus on environment friendly and sustainable infrastructure components considering the opportunities and constraints of the site
- ii. A comprehensive infrastructure plan in tandem with the master plan of the Integrated Facility shall also be developed. The infrastructure plan should be in tandem with the provisions in master plan and based on the need assessment. The following components, which are indicative, may form part of the infrastructure plan.

d) Business plan, Financial Modeling and Project Structuring

- i. Collection, compilation and analysis of relevant financial data relating to all costs and revenues. The financial model shall take into account the possibilities of leveraging grant in aid support under various programs of government of India/ state government.
- ii. An extensive financial model and business plan to be developed to capture all the techno-commercial as well as financial aspects of the Project both during the development as well as the operations phase. The Business Plan should ensure that the Project is bankable.
- iii. An appropriate pricing strategy both in terms of upfront and O&M charges to ensure sustainability of the Integrated Facility shall be developed and incorporated in the business plan. It is necessary to take cognizance of competing facilities in determining the revenue sharing model.
- iv. To study and suggest various project structure models for development, financing and operation
- v. Estimate capital (hard) costs, relating to both civil work and plant and machinery, as well as the soft costs related to the project development including contingency provisions, preliminary and pre-operative expenses, financing expenses and other costs.
- vi. As a part of the business plan preparation exercise, recommend a suitable capital structure which, in its view, may be acceptable to potential lenders and thus enable HAFED to take the Projects forward
- vii. Estimate the likely costs of operating and maintaining assets of these projects.

- viii. Based on the likely cost of developing the projects, the operation and maintenance expenses, the repayment to the potential lenders and the asset regeneration requirements of the Projects, Consultant would advise HAFED on structuring appropriate User Charges
- ix. Assessment of commercial viability of the Project.
- x. Develop a financial model to determine viability of proposed project based on applicable regulations, block costs of development and market trend; Identification of the appropriate capital structuring, revenue model, Profit & Loss, Balance sheet and cash flows, Project IRR, Equity IRR, other key ratios as may be deemed fit and economic or social returns as applicable. The model is to incorporate, as applicable, the annual concessional fees, revenue share, upfront premium, lease rental, development fee, mixed revenue model, revenue assessment for developer.
- xi. Evaluate strategic objectives in relation to the project and advising on the commercial and capital structuring, especially with reference to Applicable Laws;
- xii. Based on the regulatory framework and the financial feasibility after incorporating the comments and feedback from in-house team, review committee and HAFED, suitable project structuring models shall be assessed, and the most suitable model shall be recommended keeping in view the quick implementation and acceptability and marketability to the investors. This may include a project structure and funding models with a combination of public funding and private investment.
- xiii. The Consultant shall come up with an appropriate project structuring for the development and operations of common facilities/innovation/knowledge management and other facilities amenable under EPC/D&B/DBOT/PPP formats.
- xiv. The Consultants shall also detail out the assistance in the form of grants available under various schemes of Government of India and means of availing the same. Appropriate project structure amenable to access such grants should be worked out.
- xv. Recommend an implementation strategy for the project including details regarding the responsibilities involved in the project development and operation stage

e) Risk Management Framework:

Given that the Project(s) may be in part financed from lenders/investors, it would be critical to clearly identify project risks for their suitable allocation among project participants and subsequent mitigation. A risk management framework for the projects to enable Implementing Department to take an informed view on the overall risk profile of the Projects, formulate strategies to deal with individual risk components and the impact these would have on the overall development and operations of the Projects shall be prepared and form part of DPR.

D. Provide Assistance to concessionaire/ department in Project Implementation

1. The Firm would assist concessionaire/ department in development and implementation of the Project.
2. Project Management Consultancy (PMC) during Project Construction: PMC shall prepare a draft standard bidding document for the project which is to be floated by the department or the private concessionaire for procurement of goods and services.
3. Statutory Approvals: Consultant should assist Clients/ Concessionaire in obtaining all key statutory approvals/clearances, which are prerequisite to commencement of the Projects.
4. After appointment of the contractors/suppliers, PMC shall manage the work output through periodic supervision of the contractors/suppliers/consultants with the objective of ensuring compliance of quality, completeness and compatibility of the work output with the construction/supply contracts.
5. In consultation with the Client, consultant shall review and appraise the activities of concessionaire and provide periodic feedback to the department.
6. Assist in investment promotion activities to support in bringing users for the facility. Identification of trade associations, bi-lateral bodies and other stakeholders for a targeted investment promotion drive. Identify domestic clusters for investment promotion and prepare promotion plan along with calendar of events

E. Reporting

Consultant shall report the department with all necessary documents including bi-monthly reports. The reports should capture the activities undertaken, progress of work at site, status of approvals, compliances, grant release etc. The report should capture the key highlights and activities which are required for project's success.

The consultant shall be required to submit following reports as part of the deliverables.

Sr. No	Name of Deliverable	Description/ Indicative Timelines
A.	Techno-Commercial Viability Assessment (2 months)	
1.	Inception Report	30 days from signing of contract
2.	Techno Commercial Viability Assessment Report	2 nd month from signing of agreement
B.	Provide Assistance in On boarding of Private Sector Partner/ Concessionaire	
3.	Issuance of RFP/ RFP Documents/ Concession Agreement	2 nd month from signing of agreement
4.	In principle approval – LOA to the concessionaire / private player	4 th month from signing of agreement

C.	Provide Assistance to concessionaire/ department in Preparation of Detailed Project Report (2 months)	
5.	Draft Detailed Project Report	5 th month from signing of agreement
6.	Final Detailed Project Report	6 th month from signing of agreement
D.	Provide Assistance to concessionaire/ department in Project Implementation (18 months)	
7.	Project Implementation	24 th month from signing of agreement

*Total project service period is of 2 years from the signing of agreement.

4. Eligibility Criterion

The agencies intending to bid for Setting up Project Management Unit for Cluster Development program which shall fulfill the minimum following qualification criteria.

- The agency/s must be registered under the Societies Registration Act, Companies Act, Limited Liability Partnership (LLP) under the Partnership Act, Trust Act etc. The agency/s must have Income Tax Registration (PAN) and GST Registration. Consortium/ Joint Venture is not allowed.
- The average annual turnover in advisory related projects of the bidder/agencies for the last three financial years ending on March 31st 2020 should be equal to or greater than Rs. 10 Crores.
- Experience of at least 1 large agro and food project of minimum value of INR 100 cr. with state/central government which includes scope of DPR, master planning, detailed design engineering and project implementation support.
- The applicant should not be barred by any Central Government Department/Agency, State Government Department/Agency at the time of submission of application. The applicant shall provide self-certification by the Authorized Signatory as proof of the same.

4.1 Evaluation Criteria

Technical Experience (Projects Handled in the last 5 years)	50
A. Experience of PMA/ PMU/ PMC with Central/ State Government/ Multilateral Agencies in Agribusiness Sector (Only 1 st two assignments submitted by the consultant shall be considered) – 5 marks per assignment	10
Work order/ Agreement to be furnished in this regard	
B. Empanelled with Govt. of India/ State Govt as Project Management Consultants for project development and execution related to food processing infrastructure. The role	20

<p>of consultant during empanelment should include:</p> <ul style="list-style-type: none"> • Detailed Project Report • PMC Support • Compliance Support • Master Planning/ Detailed Design Engineering • Assistance in leveraging grant in aid <p>As empanelled agency consultant should have assisted as project management consultant for project implementation of minimum project value of Rs. 10 crores in food processing sector (10 marks each project, max. 20 marks)</p> <p>Empanelment letter, work order and project approval letter to be furnished in this regard</p>	
<p>C. Experience of assisting central / state governments/ Multilateral Agencies in setting up of new food processing projects and/or upgrading/ modernization of existing plant (s). Only assignment with minimum duration of 1 year and professional fees of Rs 1 crore will be considered (max 20 marks; 10 marks per eligible assignment)</p> <p>Client certificate / work order to be furnished in this regard.</p>	20
Financial Strength	15
<p>Average revenue from advisory services to state/ central government / Multilateral Organisation in Agri & Allied Sector in the last three financial years (2017-18,2018-19, 2019-20).</p> <ul style="list-style-type: none"> • From Rs 1-5 Crores – 5 Marks • Rs 5.1-10 Crores– 10 Marks • More than Rs 10 Crores – 15 Marks <p>CA certificate / Audited Balance Sheet to be furnished in this regard.</p>	15
Methodology	20
Understanding of the TOR, Adequacy of the proposed methodology and work plan in responding to the Terms of Reference	
Technical approach and methodology	10
Work Plan, Staffing	10 (5+5)
Team	15
Team leader	3
Rest all core team experts+ Project Coordinator (1.5 marks each- 1.5 marks*8)	12

4.1.1 Team Deployment

Need based subject matter experts/ team be made available during key meetings and as per project requirements.

SN	Position	Qualifications & Experience	Years of Experience
1.	Team Leader	MBA / PGDBM with experience in setting up the food processing industries/ Agri Infrastructure/ industrial parks and marketing of the same and advising public/private entities on policies, strategies, development and management.	Minimum 5 Years
2.	Agri-Infrastructure Expert	MBA in Agribusiness with experience in post-harvest infrastructure	Minimum 5 Years
3.	PPP Expert	Post Graduate in Management / Planning with experience in the planning & design of infrastructure for area development projects viz., food processing units, industrial parks, Food parks, , clusters etc.	Minimum 5 years
4.	Financial Expert	MBA Finance/CA with experience in preparing business plan, revenue model and financial structuring in similar infrastructure projects.	Minimum 5 Years
5.	Oil Processing Expert	Post graduate in oil processing and related infrastructure with minimum 15 years of experience	Minimum 10 years

4.1.2 Criteria for Evaluation of Technical Proposal:

Instruction to Agencies 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. The short-listed Agencies will be invited to present their proposals before the evaluation committee.

Financial proposals of only those Agencies which are declared technically qualified shall be opened publicly on the dates & time specified in the document, in the presence of the Agencies representatives who choose to attend. The name of the Agencies, their technical score, and their Financial Proposal shall be read aloud.

4.1.3 Method of Selection:

In deciding the final selection of the Agencies, the technical quality of the proposal will be given weightage of 80% on the basis of criteria for evaluation. The employer shall short list those agencies/bidders who secure a minimum of 70% marks based on Technical Evaluation. The financial proposals/bids of only those Agencies who are declared technically qualified 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 20%. For working out the combined score, the employer will use the following formula:

Total points: $(0.8 \times T(s)) + (0.2 \times 100 \times \text{LEC}/\text{EC})$, 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 (B-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

C: $100/110 = 91$ points

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

Proposal A: $(75 \times 0.8) + (83 \times 0.2) = 76.6$

Proposal B: $(80 \times 0.8) + (100 \times 0.2) = 84$

Proposal C: $(90 \times 0.8) + (91 \times 0.2) = 90.2$

Proposal C would be considered the H-1 and would be recommended for negotiations, if considered necessary for approval.

The evaluation committee 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 Agencies will be declared eligible for award of the contract. These selected Agencies will then be invited for negotiations, if considered necessary.

In a scenario where more than one bid emerges as H-1 for a package, the selection for that package shall be based on the following

- The order of preference stated by the bidders - the bid which has stated higher preference for that package shall be selected
- Financial Quote - If the H-1 bids have stated same preference for that package, then the bid with lower financial quote shall be selected
- Team score – if the preference and financial quotes both are same, then the bidder which has scored more on the proposed team shall be selected.

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

4.1.4 Payment Terms

The following table indicates the timelines for the key milestones along with major deliverables that need to be submitted in order to achieve the milestone.

Sr. No	Milestone	Expected Timeline from agreement	Payment
Part 1: Milestone Based			
1	Submission of Inception Report	1 st month	10%
2	Submission of Techno Commercial Viability Assessment Report	2 nd month	10%
3	Submission of Draft RFP/ RFQ/ Concession Agreement	3 rd month	10%
4	Issuance of LOA to Private Partner/ Concessionaire	4 th month	10%
5	Submission of Draft Detailed Project Report	5 th month	5%
6	Submission of Final Detailed Project Report	6 th month	5%
Part 2 : Bi Monthly Fee			
1	Bi Monthly Fees to be paid in Equated Bimonthly Payments, starting from commencement of assignment, during the duration of the Project (24 months)	50%	
Project time period of 24 months. Any extension beyond the period of 24 months, the consultant shall be paid an amount @110% of the Equated Bimonthly Payments (part 2). The extension shall be based on the satisfactory performance of the consultant.			

4.2 Period of Service

The consultancy firm shall be engaged for 24 months from the signing of the consulting contract. A detailed schedule of work activities to be undertaken during the contract period must be provided by the consultant. Any further extension may be based on the performance and actual deliverables as articulated in the Terms of Reference (TOR).

4.3. Arbitration

In case of any disputes arising out of the contract the same shall be referred to M.D. Hafed or his/her nominee as arbitrator and his decision shall be final and binding on both the parties.

Letter of Proposal Submission

To,
Managing Director
Hafed

Respected,

We the undersigned, offer to provide the Consultancy assignment/job. In accordance with your Request for Proposal dated (Insert Date). We have uploaded our proposal online and are here by submitting hard copies of the Technical Proposal 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:

TECHNICAL BID**5. Eligibility Criterion**

The agencies intending to bid for Setting up Project Management Unit for Cluster Development program which shall fulfill the minimum following qualification criteria.

- e. The agency/s must be registered under the Societies Registration Act, Companies Act, Limited Liability Partnership (LLP) under the Partnership Act, Trust Act etc. The agency/s must have Income Tax Registration (PAN) and GST Registration. Consortium/ Joint Venture is not allowed.
- f. The average annual turnover in advisory related projects of the bidder/agencies for the last three financial years ending on March 31st 2020 should be equal to or greater than Rs. 10 Crores.
- g. Experience of at least 1 large agro and food project of minimum value of INR 100 cr. with state/central government which includes scope of DPR, master planning, detailed design engineering and project implementation support.
- h. The applicant should not be barred by any Central Government Department/Agency, State Government Department/Agency at the time of submission of application. The applicant shall provide self-certification by the Authorized Signatory as proof of the same.

5.1 Evaluation Criteria

Technical Experience (Projects Handled in the last 5 years)	50
D. Experience of PMA/ PMU/ PMC with Central/ State Government/ Multilateral Agencies in Agribusiness Sector (Only 1 st two assignments submitted by the consultant shall be considered) – 5 marks per assignment	10
Work order/ Agreement to be furnished in this regard	
E. Empanelled with Govt. of India/ State Govt as Project Management Consultants for project development and execution related to food processing infrastructure. The role of consultant during empanelment should include: <ul style="list-style-type: none"> • Detailed Project Report • PMC Support • Compliance Support • Master Planning/ Detailed Design Engineering • Assistance in leveraging grant in aid As empanelled agency consultant should have assisted as project management consultant for project implementation of minimum project value of Rs. 10 crores in food processing sector (10 marks each project, max. 20 marks)	20
Empanelment letter, work order and project approval letter to be furnished in this regard	

F. Experience of assisting central / state governments/ Multilateral Agencies in setting up of new food processing projects and/or upgrading/ modernization of existing plant (s). Only assignment with minimum duration of 1 year and professional fees of Rs 1 crore will be considered (max 20 marks; 10 marks per eligible assignment)	20
Client certificate / work order to be furnished in this regard.	
Financial Strength	15
Average revenue from advisory services to state/ central government / Multilateral Organisation in Agri & Allied Sector in the last three financial years (2017-18,2018-19, 2019-20). <ul style="list-style-type: none"> • From Rs 1-5 Crores – 5 Marks • Rs 5.1-10 Crores– 10 Marks • More than Rs 10 Crores – 15 Marks CA certificate / Audited Balance Sheet to be furnished in this regard.	15
Methodology	20
Understanding of the TOR, Adequacy of the proposed methodology and work plan in responding to the Terms of Reference	
Technical approach and methodology	10
Work Plan, Staffing	10 (5+5)
Team	15
Team leader	3
Rest all core team experts+ Project Coordinator (1.5 marks each- 1.5 marks*8)	12

FINANCIAL BID

SN	Total Consultancy Services Fee	As Percentage (%age) of the total Project Cost. (inclusive of GST & other taxes) (to be quoted upto two decimal only)
1	Consultancy fee for preparation of DPR, onboarding private partner and project implementation of One Oil Mill of 100 MT or more daily Mustard Seed crushing capacity at Rampura, district Rewari.-	
2	Consultancy fee for preparation of DPR and Project Implementation for capacity expansion/up-gradation/modernization of two existing Hafed Oil Mill at Rewari & Narnaul in Haryana.	

1. Our Financial Proposal shall be binding upon us up to the expiration of the validity period of the Proposal, as per TOR.
2. The Financial Proposal is without any condition.
3. This financial proposal covers remuneration for all the Personnel (Expatriate and Resident, in the field, office etc.), equipment, surveys, overhead charges viz. travelling, boarding and lodging and out of pocket expenses.
4. The offer price quoted by us is inclusive of all not specifically mentioned in the TOR document, but essential for successful completion of assignment.
5. We undertake that in competing for and, if the award is made to us, in executing the above consultancy services, we will strongly observe the laws against fraud and corruption to force in India namely "Prevention of Corruption Act 1988" We understand that you are not bound to accept any Proposal you receive.
6. These rates would be valid for the period of assignment and any additional manpower required would be provided on the above-mentioned rates. These rates will also be used in case of subsequent reduction in manpower.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Bidder: Address