



**GOVERNMENT OF INDIA  
MINISTRY OF AGRICULTURE & FARMERS WELFARE  
DEPARTMENT OF AGRICULTURE, CO-OPERATION & FARMERS WELFARE  
DIRECTORATE OF MARKETING & INSPECTION  
HEAD OFFICE, NEW CGO COMPLEX, NH-IV, FARIDABAD-121 001  
Ph:-0124- 2434348 (e-mail: rgs-agri@nic.in)**

## **TENDER NOTICE**

Offers are invited from consultancy firms for evaluation study and Impact assessment of sub-scheme Agricultural Marketing Infrastructure (AMI) of Integrated Scheme for Agricultural Marketing (ISAM) of DMI and their effectiveness in promotion and development of Agricultural Marketing Infrastructure including Storage Infrastructure in the country.

Offers should reach Assistant Agricultural Marketing Adviser (AMI Division) at the above address within 21 days of publication of this advertisement. Eligibility criteria, scope of study and other details are available at our website [www.dmi.gov.in](http://www.dmi.gov.in) under the icon Tenders. Before submitting the bids, bidders are advised to keep watching for corrigendum, if any, on DMI's web site.

## **Evaluation and Impact Assessment for the Scheme –**

### **Agricultural Marketing Infrastructure (AMI)**

#### **Sub-scheme of Integrated Scheme for Agricultural Marketing (ISAM)**

#### **Terms of Reference**

#### **1. Background**

It is well known that small farmers do not have the economic strength to retain their produce with them till the market prices are favorable. There has been a need in the country to provide the farming community with facilities for scientific storage so that wastage and produce deterioration are avoided and also to enable it to meet its credit requirement without being compelled to sell their produce at the time when the price is not favorable. A network of rural godowns would enable small farmers to enhance their holding capacity in order to sell their produce at remunerative prices and avoid distress sales. Accordingly, Grameen Bhandaran Yojana (GBY), a capital investment subsidy scheme for creation of scientific storage capacity by construction of rural godown was introduced in 2001. Further, the scheme of GBY has been subsumed with another ongoing scheme of Development / Strengthening of Agricultural Marketing Infrastructure, Grading and Standardization (AMIGS) (which was being implemented since 20.10.2004) into Agricultural Marketing Infrastructure (AMI) sub-scheme of Integrated Scheme of Agricultural Marketing (ISAM) wef 01.04.2014. The Scheme is approved for implementation during the XII plan, with modifications in its operational guidelines for new projects sanctioned after 01.04.2014. Accordingly, revised operational guidelines of the scheme are applicable for new projects sanctioned on or after 01.04.2014. The detailed Operational Guidelines of the Scheme is available on website- [www.dmi.gov.in](http://www.dmi.gov.in).

#### **2. Objectives**

The main objectives of the sub scheme are:

- To develop agricultural marketing infrastructure for effectively managing marketable surplus of agriculture produce including horticulture and of allied sectors including dairy, poultry, fishery, livestock and minor forest produce.
- To promote innovative and latest technologies in agricultural marketing infrastructure.

- To promote competitive alternative agricultural marketing infrastructure by encouraging private and cooperative sector investments.
- To promote direct marketing so as to increase market efficiency through reduction in intermediaries and handling channels thus enhancing farmers' income.
- To promote creation of scientific storage capacity for storing farm produce, processed farm produce and agricultural inputs etc. to reduce post-harvest and handling losses.
- To provide infrastructure facilities for grading, standardization and quality certification of agricultural produce with the objective of (a) ensuring a price to the farmers commensurate with the quality of the produce and (b) promoting pledge financing and marketing credit, negotiable warehousing receipt system and promotion of forward and future markets to increase farmers' income.
- To promote Integrated Value Chains (confined up to primary processing stage only) to provide vertical integration of farmers with primary processors. Primary processing means adding value to the produce without change in its form and may include washing, sorting, cleaning, grading, waxing, ripening, packaging, labelling etc.
- To create general awareness and provide training to farmers, entrepreneurs market functionaries and other stakeholders on various aspects of agricultural marketing including grading, standardization and quality certification.

### **3. Present status of the scheme**

Since inception of the scheme and upto 31<sup>st</sup> December, 2016, 37681 Storage infrastructure Projects with storage capacity of 630.94 lakh MT and a financial release of Rs.2421.76 crores as subsidy have been sanctioned under the storage infrastructure component (Erstwhile GBY) of the scheme all over the country. Similarly 18331 Projects of other than storage Infrastructure Projects have been sanctioned with subsidy release of Rs. 1621.02 crore under other than storage infrastructure component (Erstwhile AMIGS) of the scheme all over the country since inception and upto 31.12.2016.

However, During the XII Plan, since 01.04.2012 and upto 31.12.2016, a total of 9594 Storage infrastructure Projects with storage capacity of 313.76 lakh MT and 9500 Projects of other than storage infrastructure have been sanctioned with financial release of Rs. 2930.95 crores as subsidy assistance for creation of storage and other than storage infrastructure projects in the country. The samples may be selected from the projects sanctioned during XII

Five Year Plan. The state-wise Progress of the scheme during XII plan period is given as **Appendix-I**.

#### **4. Eligibility criteria**

- A registered consultancy firm, company, Joint Ventures, Universities and Institutes of Central Govt. ICAR having relevant and requisite experience for past 10 years and expertise in the field of consultancy and evaluation of the plan schemes, project formulation and analysis relating to agricultural marketing, food processing, Agricultural marketing infrastructure development etc and having a minimum annual turnover of Rs 1.00 crore in last 3 financial years are eligible to apply.
- The agency should have strength of minimum five personnel having expertise in conducting similar nature of survey/studies with qualification background such as Agri. Business Management, Agri. Economics, Agri. Extension, Masters Degree in Economics with specialization in Agril. Economics or from similar field.
- Should have completed at least five studies of similar nature for Central or State Govt. organizations in the last 3 years.
- Eligible organization may submit their details as per Form 1 -10 (enclosed) for Technical Proposal and as per Form 11 for Financial Proposal and attach supporting documents such as article of memorandum, total turnover for the last 3 years indicating profit before and after tax duly certified by Chartered Accountant, with Annual Report and Audit Report etc.

#### **5. Tasks to be carried out**

The following are the tasks of conducting an evaluation of the Scheme:

- i) To assess overall performance and impact of the Scheme with respect to its objectives.
- ii) To assess the extent of coverage of the Scheme in terms of profile of its beneficiaries, region – wise commodities storage, extent of capacity utilization.
- iii) Extent to which the scheme has rendered benefits in term of storage of agricultural commodities near to production centers, reduction of post harvest losses, access to credit and realization of remunerative prices for their produce and increase in income of farmers.

- iv) Extent to which operation of these projects have helped rural economy by way of investment in agricultural marketing infrastructure, rural employment and rural marketing,
- v) Quality of construction of godowns and infrastructures other than storage with reference to the technical specifications prescribed for activity proposed, quality of manpower engaged for warehousing operation, extent of return on investment *particularly in case of godowns having capacity of upto 1000 MT.*
- vi) To review and identify the constraints, gaps, both in the design and implementation of the Scheme, impeding its implementation and attainment of the stated goals and provide recommendations/suggestions/ policy framework for overcoming these constraints.
- vii) Reasons for regional imbalance and suggestions for improvements in the Scheme with reference to its objectives. Reasons for the low performance of the scheme in North Eastern Region/States, socially backward class SC and ST promoters and suggestions to improve the scheme with objective to improving performance under the scheme.
- viii) Extent of participation of various categories of entrepreneurs such as women entrepreneurs, Schedule Caste entrepreneurs, Schedule Tribes entrepreneurs etc. in the scheme and the suggestions to improve the same.
- ix) To examine the procedure followed and time taken by the participating leading banks and NABARD/NCDC in appraisal and approval of the projects, sanction of loan and release of subsidy as well as to examine the status of the projects sanctioned, whether they are being completed as per time schedule and delays, if any and the reasons for the same and to provide suitable recommendations.

General shortcoming observed by NABARD frequently and remedial suggestions to reduce the time of compliance.

- x) To examine the procedure and time taken by NABARD/NCDC in release of subsidy and the reasons for delay.
- xi) To identify the reasons of de-sanctions of projects by NABARD and NCDC.
- xii) To assess the extent to which the godowns are being utilized for storage in procurement processes. Assess the extent of coverage of critical component of the Agricultural Marketing Infrastructure viz. Auction Platforms, Grading Quality certification, Packaging, Value addition facilities etc. in the sanctioned projects under the scheme.
- xiii) Assess the need, suitability and extent of accreditation of existing godowns under Warehousing Development and Regulation Act 2007.

- xiv) Quality and extent of maintenance of Rural Godowns and percentage of godowns still in use vis-à-vis godowns constructed during X & XI Plan under the scheme.
- xv) Percentage of utilization of rural godowns during different periods in a year (peak post harvest period and non peak period).
- xvi) Percentage wise nature of agricultural produce stored in godowns i.e. cereals, pulses etc.
- xvii) Study should also include LWE affected districts particularly and findings and recommendations w.r.t. these districts should also be reported specifically. (list provided)
- xviii) Study Scheme guidelines and recommend steps to simplify the subsidy procedure to reduce the time from sanction of project till release of final subsidy.
- xix) To provide recommendations for continuation/stoppage of scheme with suitable modifications to improve effectiveness of the scheme.

## **6. Methodology coverage and sample plan**

In order to conduct evaluation study of the scheme, samples on the basis of stratified random sampling is to be selected covering adequate parameters required for the analysis of objectives and tasks involved.

Approximately 4-5% of total number of godowns of concerned states may be taken up for the study, which may be further classified into three categories of capacity given below: -

- Godown having capacity less than 1000 MT (approx. 1.5%)
- Godown having capacity more than 1000 MT but less than 10000 MT (2%)
- Godown having capacity more than 10000 MT (1.5%)

## **7. Submission of Evaluation Report**

- i) The draft study/assignment report would need to be submitted by the selected consultant within 60 days from the award of study. The time taken by the DAC&FW / EMC to give comments at various stages shall not be counted towards the set duration.
- ii) Time over-run may be liable to penalty @ 1% (one per cent) of the total cost of the study per day for maximum of fifteen calendar days beyond which it will tantamount to breach of the contract and in that case the consultant will have to refund the entire money paid to them along with an interest of 18% per annum.

- iii) The selected consultant would be required to make a presentation, on the findings of the study.
- iv) All the reports shall be submitted in the form of:
  - a) Master copy with photographs, capable of yielding good photocopies;
  - b) 10 hard bound copies, DTP produced of high quality;
  - c) Soft copy and Loaded on CD of good quality.

## 8. Payment Schedule

The payment shall be made considering the work performed by the consultant and subject to the submission of following reports:

Quantum of payment	Stage/ Deliverables	Time limit
<u>1st Installment</u> — 10% of contract value	On acceptance of letter of award and submission of inception report along with Bank Guarantee in prescribed proforma	Within 15 days from the date of selection of the agency.
<u>2nd Installment</u> — 50% of Contract value	On submission of Interim Report and Draft Report.	Within 30 days from submission of Interim Report.
<u>3<sup>rd</sup> Installment</u> — 40% of Contract value	On acceptance of Final Report & recommendation to the satisfaction of DAC&FW.	Within 15 days of acceptance of draft Final Report by the Department.

## 9. Earnest Money Deposit (EMD):

The tender should accompany Earnest Money Deposit (EMD) of Rs. 100,000/- (Rupees One lakh only) separately. The EMD may be deposited in the form of Account Payee Demand Draft, Banker's Cheque or Bank Guarantee from any of the Commercial Bank. EMD should be in the name of "PAO (PPM), Faridabad". EMD will be refunded to the unsuccessful bidders

after the selection process is over. For the selected bidder, EMD will be converted into performance guarantee to be refunded after completion of study/assignment.

#### **10. Date, Time and Place of Submission of BID**

The consultants qualifying the above criteria should submit the offer in three separate covers as follows:

**Cover 1- EMD:** Containing Earnest Money in the form of a DD/BC/Bank Guarantee of Rs. 100,000/- in favor of “PAO (PPM) Faridabad”.

**Cover 2 – Technical offer:** containing all documents supporting the eligibility criteria along with the approach, methodology, study plan and team structure & detailed CVs of team members. The other documents to be submitted are (a) Last 3 years balance sheet / audited statement of accounts, (b) Authenticated copy of certificates of incorporation / registration of the organization, (c) List of studies conducted during last three years with copies of study orders (d) Authenticated copy of service tax registration certificate, (e) PAN Card (f) CA Certificate certifying the turnover as per Form 2 -10 (enclosed) for Technical Proposal. The documents should be listed sequentially. The envelope should be superscribed as “Technical offer for evaluation study and Impact assessment of sub-scheme Agricultural Marketing Infrastructure (AMI) of Integrated Scheme for Agricultural Marketing (ISAM) of DMI”

**Cover 3 - Financial offer:** The financial offer in a sealed cover should contain the total cost of evaluation study to be paid by DAC&FW in the format at form 11 (enclosed) for financial proposal. All applicable taxes should be included in the financial offer. No out of pocket expenses would be paid separately by DAC&FW. The envelope should be superscribed as “Financial offer for evaluation study and Impact assessment of sub-scheme Agricultural Marketing Infrastructure (AMI) of Integrated Scheme for Agricultural Marketing (ISAM) of DMI”

The bid in separate sealed cover containing above mentioned three sealed covers may be submitted to the office of Asstt. Agricultural Marketing Adviser (AMI Division), Directorate of Marketing & Inspection, New CGO Complex, NH-IV, Faridabad-121001 Haryana on or before 17:30 hrs. of 12.03.2017. The bid received after the due date and time will not be accepted. Conditional offers are not allowed and would be rejected summarily.



## 11. Evaluation of Proposals

- The evaluation of the proposals shall be carried out in two stages i.e. Technical and Financial.
- Technical evaluation of the proposals shall be undertaken by the Committee of DAC&FW (EMC) based on the experience relevant to the assignment, quality of methodology, Numbers with qualification of key staff proposed for assignment capability of transfer of knowledge, understanding of TOR etc.
- The marking would be done on all the technical bids. The marking of Technical and Financial would be in ratio of 70:30 respectively. The bidders who secure minimum 70% marks (49 out of 70 marks) in technical evaluation will be short listed and only their financial bids shall then be opened. Financial bid will carry a maximum of 30 marks. The calculation of marking will have the following method:  
$$L1 = 30 \text{ marks}$$
$$L2 = 30 \times L1 \text{ (the cost quoted by L1) / } L2 \text{ (the cost quoted by L2) and in similar fashion for L3, L4 etc. (depending on no. of bids received).}$$
- After the financial marks are obtained the technical and financial marks will be calculated using the formula mentioned at above and the bidder scoring highest aggregate marks will stand selected.
- The proposal can be rejected by the DAC&FW, Ministry of Agriculture & Farmers Welfare based on the recommendations of EMC without assigning any reasons thereof.
- After completing the technical evaluation, the member of the EMC shall notify those bidders whose proposals do not meet the minimum standards and their financial proposals shall be returned un-opened.
- The final award shall be subjected to the discussion on the terms of reference methodology, staffing, inputs of the EMC and various other terms & conditions of contracts as stated in the Common Agreement Format of the Department given in the Appendix-II. The discussion, however, shall not substantially alter the original TOR and the final TOR shall form part of the contract.
- The selected consultant will not be allowed to substitute core staff without the consent of the DAC&FW. If it is established that the core staff were substituted without the consent of DAC&FW, the consultant will be disqualified.

## **12. Opening of Bids**

All the bids received till cut-off date and time will be opened on 16.03.2017 at 11:00 hrs in the o/o Agricultural Marketing Adviser to the Govt. of India, Room No. 155, Krishi Bhawan, New Delhi in the presence of those bidders or their authorized representatives who would wish to be present on the occasion.

## **13. Pre-Bid Meeting**

A pre bid meeting will be organized on 01.03.2017 at 11:30 hrs. at Directorate of Marketing & Inspection (DMI) Head Office, New CGO Complex, NH-IV, Faridabad-121001 Haryana.

## **14. Performance Assurance**

If performance of the agency is not upto the mark or is less in any of the deliverables/the measurable output is less than envisaged as per scope of work, then a part of the total bid value as deemed appropriate will be deducted by DAC&FW at the time of final payment. Decision of DAC&FW shall be final in this regard.

## **15. Submission of Offers:**

The offers complete in all respect are to be submitted within 21days from the date of release of advertisement to the Office of Asstt. Agricultural Marketing Adviser (AMI Division), Directorate of Marketing & Inspection, New CGO Complex, NH-IV, Faridabad-121001 Haryana.

Since the advertisement has been released on 20.02.2017, last date for submission of complete offers is 12.03.2017 upto 17:30 hrs. In case the last day for submission of offers happens to be a holiday, immediate next working day will be treated as the last date for submissions of offers.

## **16. Clarification if any:**

For clarification(s) if any, regarding study, the willing firms may contact Dr. Gajendra Singh, Assistant Agricultural Marketing Adviser, DMI, Tel: 0129-2434348

**Appendix-I****Storage Projects sanctioned During XII Plan from 01.04.2012 to 31.12.2016  
{GBY+AMI (Storage component)}**

S. N.	Name of the State	No of Projects	Storage Capacity (in MT)	Subsidy Release (Rs. in lakh)
1	Andhra Pradesh	716	4244347	22351.22
2	Arunachal Pradesh	0	0	0.00
3	Assam	68	391780	1370.12
4	Bihar	163	212426	1092.68
5	Chhattisgarh	197	847131	2222.53
6	Goa	(2)	9	0.00
7	Gujarat	3208	1754009	12514.14
8	Haryana	586	4212357	22600.30
9	Himachal Pradesh	25	17441	89.48
10	Jammu & Kashmir	6	67822	549.54
11	Jharkhand	18	110719	411.44
12	Karnataka	1115	1587381	8734.41
13	Kerala	41	26465	97.95
14	Madhya Pradesh	1706	5922954	28762.17
15	Maharashtra	736	2306119	7561.18
16	Meghalaya	0	430	73.35
17	Mizoram	0	(454)	0.00
18	Nagaland	(1)	564	5.12
19	Odisha	123	222241	1130.62
20	Punjab	234	3155804	17029.89
21	Rajasthan	379	1868523	5710.22
22	Tamilnadu	(388)	507707	2537.46
23	Uttar Pradesh	268	2402933	12042.69
24	Uttarakhand	78	292078	1888.30
25	West Bengal	208	552674	1609.44
26	Tripura	3	24760	272.41
27	Telangana	107	648038	6232.85
28	UTs	0	0	0.00
	<b>Total</b>	<b>9594</b>	<b>31376258</b>	<b>156889.50</b>

**Other than Storage Projects sanctioned During XII Plan from 01.04.2012 to 31.12.2016**

{AMIGS+AMI (Other than Storage component)}

S. N.	Name of the State	No. of Projects	Subsidy Release (Rs. in lakh)
1	Andhra Pradesh	166	6266.00
2	Madhya Pradesh	261	20137.92
3	Punjab	1168	19934.00
4	Kerala	185	3490.43
5	Tamil Nadu	709	2079.00
6	Rajasthan	96	1921.52
7	Chhattisgarh	193	3152.38
8	H.P.	13	283.00
9	Maharashtra	568	23293.19
10	Orissa	16	418.00
11	Gujarat	5366	12116.90
12	Sikkim	0	0.51
13	Karnataka	658	11473.76
14	Assam	9	362.00
15	Bihar	0	0.00
16	Nagaland	37	0.00
17	Goa	1	50.00
18	Telengana	49	2164.00
20	Uttarakhand	5	23.00
	<b>Total</b>	<b>9500</b>	<b>107165.61</b>

**List of Left Wing Extremism (LWE) affected Districts and Progress**

S. No	State	S. No	District	GBY/AMI (STORAGE) since inception up to 30.12.2016			AMIGS/AMI (Other than Storage) since inception up to 30.12.2016	
				No. of Projects Sanctioned	Storage Capacity (MT)	Subsidy Released (Rs. in Lakh)	No. of Projects Sanctioned	Subsidy Released (Rs. in Lakh)
1	Andhra Pradesh	1	Vishakhapatnam	12	57482	206.603	3	37.68
2	Bihar	1	Aurangabad	4	4651	23.148	0	0
		2	Gaya	1	2000	19.998	0	0
		3	Jamuli	0	0	0	0	0
		4	Muzzafarpur	3	2648	11.565	0	0
		5	Banka	0	0	0	0	0
		6	Nawada	2	3112.18	9.602	0	0
3	Chhattisgarh	1	Bijapur	1	1800	7.865	0	0
		2	Sukma	0	0	0	0	0
		3	Bastar	6	22834	85.606	1	1.966
		4	Dantewada	2	5000	21.599	0	0
		5	Kanker	13	30312	90.604	0	0
		6	Narayanpur	0	0	0	0	0
		7	Rajnandgaon	22	50708	164.429	20	527.402
		8	Kondagaon	0	0	0	0	0
4	Jharkhand	1	Giridih	0	0	0	0	0
		2	Gumla	0	0	0	0	0
		3	Khunti	0	0	0	0	0
		4	Latehar	1	6165	26.7	0	0
		5	Palamu	0	0	0	0	0
		6	West singhbhum	1	251	0.753	0	0
		7	Bokaro	0	0	0	0	0
		8	Hazaribagh	1	15000	67.341	0	0
		9	Chatra	1	5850	22.781	0	0
		10	East singhbhum	3	21277	40.5721	0	0
		11	Ranchi	7	41772	80.363	0	0
		12	Garhwa	0	0	0	0	0
		13	Dumka	0	0	0	0	0
		14	Ramgarh	2	15889	49.9955	0	0
		15	Lohardaga	0	0	0	0	0
		16	Simdega	0	0	0	0	0
5	Maharshhtra	1	Gadchiroli	21	24784	63.497	2	100
6	Odisha	1	Koraput	8	9123	37.68	1	4.919
		2	Malkangiri	3	6726	23.513	0	0
7	Telangana	1	Khammam	9	57416	167.494	18	369.396
Total				123	384801	1221.7	45	1041.4

## TECHNICAL PROPOSAL – STANDARD FORMS

### FORM 1

#### LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To: [Name and address of Employer]

Dear Sirs:

We, the undersigned offer to provide the consulting Assignment / job for [Insert title of Assignment / job] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our proposal in association with: [Insert a list with full name and address of each associated Consultant]

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. If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph 4 of the part II Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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 Firm:

Address:

## FORM 2

### CONSULTANT'S ORGANIZATION AND EXPERIENCE

#### A – Consultant's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the consultant has formed a consortium, details of each of the member of the consortium, name of lead members etc shall be provided]

#### B – Consultant's Experience

[Using the format below, provide information on each Assignment/job for which your firm, and each partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job. In case of consortium, association of consultant, the consultant must furnish the following information for each of the consortium member separately]

##### (1) Firm's Name:

##### 1. Assignment / job name:

1.1 Firm's name (your firm or joint venture or consortium partner, as the case may be:)

1.2 Description of Project

1.3 Approx, value of the contract (in Rupees):

1.4 Country:

1.5 Location within country:

1.6 Duration of Assignment/job (months):

1.7 Name of Employer:

1.8 Address:

1.9 Total No. of staff-months of the Assignment/job:

1.10 Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):

1.11 Start date (month/year):

1.12 Completion date (month/year):

1.13 Name of associated Consultants, in any:

1.14 No. of professional staff-months provided by associated Consultants:

1.15 Name of senior professional staff of your firm involved and functions performed:

1.16 Description of actual Assignment/job provided by your staff within the Assignment/job:

Note: Please provide documentary evidence from the client i.e. copy of work order, contract for each of above mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.



**FORM 3**

**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON  
COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE  
EMPLOYER**

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, and incorporated in your Proposal.]

B – On Inputs and Facilities to be provided by the employer:

[Comment here on Inputs and facilities to be provided by the Employer according to Paragraph 6 of the Part II Special information to consultants including: administrative support, office space, Domestic transportation, equipment, data etc.]

## FORM 4

### DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:]

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

**a) Technical Approach and Methodology:** In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

**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 delivery dates of the reports. 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 final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form 8.

**c) Organization and Staffing:** The consultant should propose and justify the structure and composition of your team. You should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.]

**FORM 5**

**TEAM COMPOSITION AND TASK ASSIGNMENT / JOBS**

**Professional Staff**

Name of Firm

Serial No.	Name of Staff	Education qualification	Area of Expertise/year of GP	Position/Task assigned for this job

**FORM 6**  
**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:

[Insert name of firm proposing the staff]:

3. Name of staff:

[Insert full name]:

4. Date of Birth:

5. Nationality:

6. Education:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

[List countries where staff has worked in the last ten years]:

10. Languages [for each language indicate proficiency: good, fair, or poor in speaking, reading and writing]:

11. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, 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 / job 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:

Employer:

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 myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

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

[Full name of authorized representative]

Date:

Place:

**FORM 7**

**STAFFING SCHEDULE**

S. No.	Name of Staff	Staff input (in the form of a bar chart)												Total Months	
		1	2	3	4	5	6	7	8	9	10	11	12		
1															
2															
3															

Note:

1. For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g. draftsmen, clerical staff, etc.).
2. Months are counted from the start of the Assignment/job. For each staff indicate separately staff input for home and field work.

## FORM 8

### Work Schedule

S. No.	Activity	Months												Total months
		1	2	3	4	5	6	7	8	9	10	11	12	
1														
2														
3														
4														

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 shall be indicated in the form of a bar chart.

## **FORM 9**

### **COMMENTS / MODIFICATIONS SUGGESTED ON DRAFT CONTRACT**

[Here the consultant shall mention any suggestion/ views on the draft contract attached with the RFP document. The consultant may also mention here any modifications sought by him in the provisions of the draft contract. This information shall be used at the time of the negotiations.]

However, the Employer is not bound to accept any / all modifications sought and may reject any such request of modification.]



**FORM 10**

**INFORMATION REGARDING CONFLICTING ACTIVITIES AND DECLARATION  
THEREOF**

Are there any activities carried out by your firm or group company or any member of the consortium which are of conflicting nature as mentioned in para 5 of section?

If yes, please furnish details of any such activities.

If no, please certify:

We hereby declare that our firm, our associate / group or any of the member of the consortium are not indulged in any such activities which can be termed as the conflicting activities under para 5 of the section.

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 and Title of Signatory:

Name of Firm:

Address:

**Form – 11  
Proforma for giving financial details**

**(To be submitted in sealed cover only on firm’s letter head)**

Details	Amount (in Rs.)
Total fee/charges for the assignment as per the ToR including all taxes	

Total amount in words (Rupees.....only)

Name and signature(s) with seal.