



## North Eastern Development Finance Corporation Ltd.

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### **EXPRESSION OF INTEREST (EOI)**

#### **Consultancy Services for carrying out**

**“Study on the value addition to tea, with special reference to the small tea growers of the North Eastern Region”.**

1. EOI No. : NEDFi/TEDF/172/468
2. Date of Issue : June 02, 2022
3. Last Date and Time for Submission of Bid : July 20, 2022
4. Last Date for Submission of Pre-Bid Query : June 17, 2022
5. Email ID for Submission of Pre-Bid Query : tedf@nedfi.com

Issued by:  
Asst. General Manager (TEDF)  
North Eastern Development Finance Corporation Ltd., Guwahati

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This EOI is proprietary to NEDFi, and NEDFi reserves the right to recall the EOI in its entirety or in part. All responses to the EOI will become the property of NEDFi and will not be returned.

## 1. Purpose of EOI

The purpose of this Expression of Interest (EOI) is to short-list reputed consultant for conducting the study approved under the Techno Economic Development Fund (TEDF) administered by NEDFi. The objective of the document is to provide indicative information on the scope of the work, schedules, deliverables and required qualifying criteria for selection of the consultant. Request for Proposal (RFP) will be provided to only the short-listed consultant as per the qualifying criteria provided in the EOI.

## 2. Background

2.1 The study proposal on “Study on the value addition to tea, with special reference to the small tea growers of the North Eastern Region” was placed during the 26<sup>th</sup> Executive Committee meeting of TEDF for consideration wherein the committee approved the study.

2.2 North Eastern Development Finance Corporation Ltd. (also referred to as ‘NEDFi’ in this EOI Document) is administering the Techno-Economic Development Fund (TEDF) on behalf of the Government of India.

2.3 As the administrator of the TEDF, NEDFi hereby invites Expression of Interest (EOI) to provide the following services: Provision of Consultancy Services for carrying out study on ‘Study on the value addition to tea, with special reference to the small tea growers of the North Eastern Region’.

## 3. Terms of Reference

### 3.1 Scope of the Work

1. Study the present scenario of area, production and productivity under small tea growers in the respective states of the North East Region and their scope and potential for expansion and growth.
2. Analyse the different problems faced by the growers, specially related to securing benefits from supporting organizations, access to finance, sustaining production, processing and marketing of tea leaves, etc which are plaguing the sector in the region.
3. Identify the value added products related to tea production and make a comparative analysis (Cost benefit analysis) between traditional tea production and tea production associated with the value added products.

4. Focus on the key features of incentives provided under central/ state government schemes and possible convergence of the different schemes for promoting production of value added products of small tea growers in the region.
5. Study the market potential of the value added products in the North East region and in markets outside the region.
6. Frame policy prescriptions/ road map for the survival of small tea growers in the long run and the sustainable promotion of value added products from the sector.
7. Identify bankable schemes for small tea growers in the region in the areas of production, processing, marketing of value added products, etc.

**3.2** The study has to be carried out by collecting data from field surveys /primary sources and from other secondary data collection methods. All the stakeholders of the sector have to be consulted at the state level/National level. The collected data has to be verified, tabulated and analyzed to derive the findings to cover the above mentioned points.

#### **4. Deliverables, Stages of Deliverables, Content of each Deliverable**

The Deliverables and Stages of Deliverables are given below:

- |                        |                                                     |
|------------------------|-----------------------------------------------------|
| (1) Inception Report   | : Within 1(one) month of award of the contract;     |
| (2) Mid Term Report    | : Within 3 (three) months of award of the contract; |
| (3) Draft Final Report | : Within 5 (five) months of award of the contract;  |
| (4) Final Report       | : Within 8 (eight) months of award of the contract. |
- There will be a presentation after submission of the reports at each stage as mentioned above.
  - 10 sets of coloured hard copy of the report to be submitted at each stages for evaluation by the experts along with a soft copy.
  - 100 sets of coloured hard bound copies of the final report are to be submitted along with 50 copies of the report in soft copies in the form of CDs.

#### **5. Location of the Work**

Locations of the Work include the following places:

- All the states of North Eastern Region of India; and
- Other locations of the country relevant to the performance of the Assignment / Job.

## *Instruction to Bidders*

1. Bidders may download the EOI document from [www.nedfi.com](http://www.nedfi.com). No physical copy of the EOI document would be made available.
2. Bidders are advised to carefully examine the EOI document. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI document with full understanding of the Terms of Reference for the study.
3. The bid as well as all related correspondence exchanged shall be written in English language. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Consultants.
4. The response to this EOI should be full and complete in all respect. Bid should be submitted as per the format provided. Failure to furnish all information required by the EOI documents or submission of a proposal not substantially responsive to the EOI document in every respect will be at the Bidder's risk and may result in rejection of its EOI proposal.
5. The Bidder shall bear all costs associated with the preparation and submission of their EOI. NEDFi will not bear any costs in this regard.
6. The last date for submission of EOI bid is indicated in the cover note. Any EOI received by NEDFi after the mentioned deadline shall be rejected and returned unopened to the Bidder. **Only the hard copy of the EOI bid is acceptable on or before the last date of submission of EOI bid.**
7. NEDFi will not be responsible for any delays in the submission of the EOI by any of the Bidder or loss of the same in transit. Bidders are advised to ensure the receipt of their EOI at the address indicated.
8. NEDFi is not bound to accept any EOI, and reserve the right to annul the selection process at any time prior to Contract award, without thereby incurring any liabilities.
9. This EOI does not commit NEDFi to award a contract or to engage in negotiations with any Bidder.
10. Pre-bid queries, if any, should be submitted through email to [tedf@nedfi.com](mailto:tedf@nedfi.com) on or before the date and time mentioned in the cover note. All pre-bid queries to be raised will relate to the EOI alone and no queries related to mode of selection, extension of timeline will be entertained.

11. NEDFi will endeavour to provide timely response to all queries. However, NEDFi makes no representation or warranty as to the completeness or accuracy of any response made in good faith.
12. The corrigendum (if any) and clarifications to the queries from all the bidders will be posted on [www.nedfi.com](http://www.nedfi.com). Any such corrigendum shall be deemed to be incorporated into this EOI.
13. In the event of any corrigendum being made to the EOI, NEDFi may, at its discretion, extend the last date for receipt of EOI bids so as to provide reasonable time to the prospective Bidders to take into account the corrigendum while preparing their bids. Extension of time, if done, will be notified in the website ([www.nedfi.com](http://www.nedfi.com)).
14. This EOI does not constitute an offer by NEDFi. The bidder's participation in this process may result in NEDFi's shortlisting the bidder to submit a complete technical and financial response at a later date.
15. The validity of the bids shall be 180 days from the date of opening of bids.

The entire EOI proposal shall be strictly as per the format specified in this Invitation for Expression of Interest and any deviation may result in the rejection of the EOI proposal. All the necessary points required by this EOI Document have to be specified in clear detail. The following documents should be furnished for evaluation of EOI (to be submitted as per EOI Forms 1 to 5):

- **EOI Form-1:** Covering letter with Correspondence Details
- **EOI Form-2:** Brief profile of the Consultant showcasing the expertise available with them for undertaking the assignment along with information about their legal status, ownership and organizational structure.
- **EOI Form-3:** An abstract showing year wise Total Financial Turnover for the preceding 3 (three) years ending last day of the previous financial year along with the Audited Balance Sheets, Profit & Loss Account and other financial statement for the same period.
- **EOI Form-4:** Details of similar assignment(s) undertaken by the Consultant along with the experience certificate(s) from client(s) clearly indicating the scope of the services rendered by the Consultant in support of having completed the assignment(s) **and** Work Order(s) along with Self Certificate(s) of Completion (Certified by Statutory Auditor) of the assignment(s).
- **EOI Form-5:** Key Professionals: Giving Name, Qualifications & Experience (no. of years) in the relevant sectors.

All copies of documents submitted in the above regard have to be attested under the seal and signature of the Chief Executive / In Charge of Consultancy Wing.

Further the EOI must be certified by the Chief Executive / In Charge of Consultancy under his hand and seal in following manner:

*"I 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 disqualification of the EOI submitted by our Firm / Company."*

NEDFi will not be responsible if the EOI submitted to it does not mention all the above points in sufficient detail and / or contain the above certification.

## *Evaluation Process*

1. NEDFi will constitute an EOI Proposal Evaluation Committee to evaluate the responses of the bidders.
2. The Committee shall evaluate the responses to the EOI based on supporting documents and documentary evidence submitted. Inability to submit requisite supporting documents may lead to rejection of the EOI. Each of the responses shall be evaluated to validate compliance of the bidders according to the Forms and the supporting documents specified in this document.
3. The Committee may seek clarification in writing to the bidders through NEDFi to evaluate suitability of the bidder for the assignment.
4. The decision of NEDFi in the evaluation of responses to the EOI shall be final. No correspondence will be entertained outside the evaluation process of the Committee.
5. NEDFi reserves the right to reject any or all proposals.
6. NEDFi will shortlist bidders who meet the Qualifying Criteria mentioned in this Invitation to Expression of Interest.
7. Any attempt by a Bidder to influence the bid evaluation process may result in the rejection of its EOI proposal.



## Qualifying Criteria

**An EOI must meet the specific requirement for all the criteria listed below to be shortlisted.**

The short-listing criteria are as follows:

| Criteria                             | Specific Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Documents Required                                 |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| Experience of the Organization       | Should have been operating for the last 5 (five) years                                                                                                                                                                                                                                                                                                                                                                                                                                | Certificate of incorporation / Registration.       |
|                                      | Must have experience in carrying out 1 (one) assignment of similar nature in the past three years with value not less than Rs.10.00 Lakhs, or,<br><br>2 (two) assignments or similar nature in the past three years with value not less than Rs.5.00 lakhs each.<br><br><i>**Assignment of similar nature would preferably indicate studies related to Value Addition to Tea &amp; Marketing of tea products, Small Tea Growers &amp; Capacity building of Small Tea Growers etc.</i> | Copy of Work Order and Completion Certificate.     |
|                                      | Must have experience in carrying out atleast 1(one) study in North Eastern India in past three years                                                                                                                                                                                                                                                                                                                                                                                  | Copy of the Work Order and Completion Certificate. |
|                                      | Must have experience in carrying out atleast 1(one) study for Government of India/State Government Ministries or Departments in the past three years                                                                                                                                                                                                                                                                                                                                  | Copy of the Work Order and Completion Certificate. |
| Financial Strength of the Consultant | Annual Turnover during each of the last three financial years (as per the last published Balanced sheets), should be at least Rs.1 (one) Crore.                                                                                                                                                                                                                                                                                                                                       | Certificate from the statutory auditor.            |
|                                      | Turnover from Consultancy Services during each of the last three financial years (as per the last published Balanced sheets), should be at least Rs. 50 lakhs.                                                                                                                                                                                                                                                                                                                        | Certificate from the statutory auditor.            |

| Criteria                                     | Specific Requirement                                                                                                                                                                         | Documents Required                                                                                       |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Key Professionals Qualification & Experience | <b>Team Leader:</b> Post-graduation qualification in any discipline and at least 15 yrs experience with 5 years as Team Leader.                                                              | Curriculum Vitae (CV) of the proposed Team Leader with document in support of experience as Team Leader. |
|                                              | <b>Tea Expert:</b> Post graduation qualification in Tea husbandry /Botany /Plant Pathology with 10 yrs experience in research & development in tea and related areas                         | Curriculum Vitae (CV) of the proposed member.                                                            |
|                                              | <b>Value Chain Expert:</b> Post graduation qualification in any science with 10 yrs experience in similar works; viz; development of value added products for tea or other similar products. | Curriculum Vitae (CV) of the proposed member.                                                            |
|                                              | <b>Marketing Expert:</b> Post-graduation qualification in marketing management with 10 years experience in similar works like E-Commerce, Digital/other IT tools for marketing, etc.         | Curriculum Vitae (CV) of the proposed member.                                                            |
|                                              | <b>Economics / Statistics Expert:</b> Post-graduation qualification in Economics/Statistics with 10 years experience in similar works.                                                       | Curriculum Vitae (CV) of the proposed member.                                                            |

# EOI Form-1 (Covering Letter with Correspondence Details)

[Location, Date]

To:  
The Asst. General Manager (TEDF),  
North Eastern Development Finance Corporation Ltd.,  
NEDFi House, G.S. Road, Dispur,  
Guwahati-781 006, Assam, India.

## Sub: Expression of Interest (EOI)

Dear Sir/Madam,

This is in response to your notice published in (.....) on (.....), inviting expression of interest to provide the services for conducting a study on **'Study on the value addition to tea, with special reference to the small tea growers of the North Eastern Region'**, we are hereby submitting our expression of interest. We have attached necessary information according to the standard form. Our correspondence details with regard to this EOI are:

| Sl. No. | Information                                                                                                 | Details |
|---------|-------------------------------------------------------------------------------------------------------------|---------|
| 1.      | Name of the Contact Person                                                                                  |         |
| 2.      | Address of the Contact Person                                                                               |         |
| 3.      | Name, designation and contact address of the person to whom all references shall be made regarding this EOI |         |
| 4.      | Telephone No. of the Contact Person                                                                         |         |
| 5.      | Mobile No. of the Contact Person                                                                            |         |
| 6.      | Fax No. of the Contact Person                                                                               |         |
| 7.      | Email ID of the Contact Person                                                                              |         |

We are submitting our Proposal in association with: [Insert name and address of the associated consultant in case of Joint Venture/Consortium]

We hereby declare that all the information and statements furnished by us in this expression of interest is correct to the best of our knowledge and accept that any misinterpretation contained in it may lead to our disqualification.

We understand that NEDFi reserves the right to decide whether or not to pre-qualify our firm without disclosing the reason whatsoever.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:  
Name and Title of Signatory:  
Name of the Consultant:

## EOI Form-2 (Consultant's Profile)

Address:

### I. Lead Consultant

|    |                                                                                           |  |
|----|-------------------------------------------------------------------------------------------|--|
| 1  | Name of Lead Consultant                                                                   |  |
| 2  | Correspondence Address                                                                    |  |
| 3  | Registered Office Address                                                                 |  |
| 4  | Legal Status of the Firm                                                                  |  |
| 5  | Year of Incorporation                                                                     |  |
| 6  | GSTIN No.                                                                                 |  |
| 7  | PAN No.                                                                                   |  |
| 8  | Year of commencement of Business                                                          |  |
| 9  | Experience in consultancy services (indicate year)                                        |  |
| 10 | Any other relevant information in support of your expertise in undertaking the assignment |  |

### II. Joint Venture/Consortium\*

|    |                                                                                           |  |
|----|-------------------------------------------------------------------------------------------|--|
| 1  | Name of Lead Consultant                                                                   |  |
| 2  | Correspondence Address                                                                    |  |
| 3  | Registered Office Address                                                                 |  |
| 4  | Legal Status of the Firm                                                                  |  |
| 5  | Year of Incorporation                                                                     |  |
| 6  | GSTIN No.                                                                                 |  |
| 7  | PAN No.                                                                                   |  |
| 8  | Year of commencement of Business                                                          |  |
| 9  | Experience in consultancy services (indicate year)                                        |  |
| 10 | Any other relevant information in support of your expertise in undertaking the assignment |  |

\*In case of Joint Venture/Consortium/Association, consultants should submit a Memorandum of understanding or any other document signed between the Lead Partner and the Consortium partner stating their agreement to take up the assignment jointly.

**I. Annual Turnover of the Lead Consultant**

| Year            | FY 2019-2020 | FY 2020-2021 | FY 2021-2022 |
|-----------------|--------------|--------------|--------------|
| Amount (in Rs.) |              |              |              |

**II. Turnover from Consultancy Services of the Lead Consultant**

| Year            | FY 2019-2020 | FY 2020-2021 | FY 2021-2022 |
|-----------------|--------------|--------------|--------------|
| Amount (in Rs.) |              |              |              |

**III. Annual Turnover of the Joint Venture/Consortium Partner**

| Year            | FY 2019-2020 | FY 2020-2021 | FY 2021-2022 |
|-----------------|--------------|--------------|--------------|
| Amount (in Rs.) |              |              |              |

**IV. Turnover from Consultancy Services of the Joint Venture/Consortium Partner**

| Year            | FY 2019-2020 | FY 2020-2021 | FY 2021-2022 |
|-----------------|--------------|--------------|--------------|
| Amount (in Rs.) |              |              |              |

**Note:**

1. Please attach Audited Balance Sheets, Profit & Loss Account and other financial statement for the above period.
2. Applicants shall also enclose certificate from its Statutory Auditors stating its total revenue from professional fees arising out from consultancy services during each of the past 3 (three) years. In case the applicant does not have a Statutory Auditor, it shall provide the requisite certificate from Chartered Accountant Firm/Chartered Accountant that ordinarily audits the annual account of the party.

## EOI Form-4 (Experience)

Summary of the select projects undertaken during the past 5 (five) years similar to the requirements for the assignment are listed below

| Sl. No. | Name of the Project | Name of the Client | Start Date | Completion Date | Value of the Project (in INR) | Brief Description of the Project | 1 | 2 | 3 |
|---------|---------------------|--------------------|------------|-----------------|-------------------------------|----------------------------------|---|---|---|
| 1       |                     |                    |            |                 |                               |                                  |   |   |   |
| 2       |                     |                    |            |                 |                               |                                  |   |   |   |
| 3       |                     |                    |            |                 |                               |                                  |   |   |   |

Note:

- Please tick (✓) mark wherever applicable in column 1, 2 and 3.
- Column 1: indicates studies/assignment similar in nature.
- Column 2: indicates studies/assignments conducted in the NER States.
- Column 3: indicates studies/assignments undertaken for the Govt. of India/State Govt. or Departments.
- You may (✓) tick more than one column wherever applicable.

## EOI Form-5 (Key Professionals)

[Here the consultant shall mention the names of key professionals to be engaged by the consultant to perform the services or any part thereof in the capacity of the proposed position during the execution of the assignment and shall remain to do so until the completion of the assignment]

| Sl. No | Name of the Expert | Proposed Position             | Organization | Educational Qualification | Total Years of Experience (Give in months and years) | Detail of Experience emphasizing the relevant field |
|--------|--------------------|-------------------------------|--------------|---------------------------|------------------------------------------------------|-----------------------------------------------------|
| 1.     |                    | Team Leader                   |              |                           |                                                      |                                                     |
| 2.     |                    | Tea Expert                    |              |                           |                                                      |                                                     |
| 3.     |                    | Value Chain Expert            |              |                           |                                                      |                                                     |
| 4.     |                    | Marketing Expert              |              |                           |                                                      |                                                     |
| 5.     |                    | Economics / Statistics Expert |              |                           |                                                      |                                                     |