

**Provision of Consultancy Services for carrying out
“Value addition & food processing of citrus fruits & its market
opportunities in Arunachal Pradesh”**

**Expression of Interest
cum
REQUEST FOR PROPOSAL**

*For
Selection of Consultants*

**EOI-RFP Identification No: NEDFi/TEDF/187/0509
Dated: 19/11/2024**



**North Eastern Development Finance Corporation Ltd. (NEDFi)
NEDFi House
G S Road, Dispur, Guwahati 781 006**

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DISCLAIMER

The information contained in this Expression of Interest cum Request For Proposal document (EOI-RFP) or subsequently provided to Applicant(s) by North Eastern Development Finance Corporation Ltd. (NEDFi) or on its behalf by any of its Officers or Staff Members, is provided to Applicant(s) on the terms and conditions set out in this EOI-RFP document and other terms and conditions on which information may be subsequently provided.

This EOI-RFP is not an agreement and is neither an offer nor invitation by the NEDFi to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their application for qualification pursuant to this EOI-RFP.

This EOI-RFP includes statements, which reflect various assumptions and assessments arrived at by NEDFi in relation to the said work for **Provision of Consultancy Services for carrying out "Study on Value addition & food processing of citrus fruits & its market opportunities in Arunachal Pradesh"**. Such assumptions, assessments and statements may not contain all the information that each Applicant may require. Hence, each Applicant should 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 EOI-RFP and obtain independent advice from appropriate sources.

NEDFi, its Officers and Staff Members make no representation or warranty and shall have no liability to any person, including any Applicant, 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 EOI-RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI-RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI-RFP or arising in any way with pre-qualification of Applicants for participation in the Bidding Process.

NEDFi 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 EOI-RFP.

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

The issue of this EOI-RFP does not imply that NEDFi is bound to select or to appoint the selected Bidder for the aforesaid work and NEDFi reserves the right to reject all or any of the Applications without assigning any reasons whatsoever.

Section 1 Letter of Invitation



North Eastern Development Finance Corporation Ltd. (NEDFi)
NEDFi House
G S Road, Dispur, Guwahati 781 006

Reference No: NEDFi/TEDF/187/0509

Dated: 19/11/2024

Title: Provision of Consultancy Services for carrying out 'Study on Value addition & food processing of citrus fruits & its market opportunities in Arunachal Pradesh'

1. North Eastern Development Finance Corporation Ltd. (NEDFi) is administering the Techno-Economic Development Fund (TEDF) on behalf of the Government of India.
2. Govt of Arunachal Pradesh has requested for a study on '**Study on Value addition & food processing of citrus fruits & its market opportunities in Arunachal Pradesh**' to be conducted under TEDF. The study was placed during the 29th Executive Committee meeting for consideration wherein the committee approved the study.
3. As the administrator of the TEDF, NEDFi invites Expression of Interest (EoI) cum Request for Proposal (RFP) to seek Consultancy services: '**Study on Value addition & food processing of citrus fruits & its market opportunities in Arunachal Pradesh**'. More details on the services are provided in the Terms of Reference in this EOI cum RFP document.
4. A three-stage procedure will be adopted in evaluating the proposals.
5. In the first stage, eligibility of the Consultants will be ascertained on the basis of following qualifying requirements (to be submitted as per forms at Section 7):

(A)Technical:

- The organization should have at least 5 (five) years' experience in consultancy work.
- A Consultant by itself or as a partner of an association of Consultants should have executed:
 - (a) At least 1 (one) assignment of similar nature during last 3 (three) Years. The value of which should not be less than Indian Rupees 10 Lakhs (or equivalent in foreign currency), or 2 (two) assignments of similar nature with a value of which should not be less than Rupees 5 lakhs each.
 - (b) At least 1 (one) assignment in the NER States during the last 3 (three) years
 - (c) At least 1 (one) assignment for Government of India/State Govt. or Departments in the past 3 (three) years.

(B) Financial:

- The Annual Financial Turnover of the Consultant must be equal to or more than Indian Rupees 1 (one) Crore per annum during the last 3 (three) years.
- The annual Turnover from Consultancy services must be equal to or more than Indian Rupees 50 (fifty) Lakh per annum in the last 3 (three) years.

(C) Key Professionals Qualifications & Experience:

1. Team Leader:

A Post-graduate qualification in any discipline; 15 (fifteen) years of experience with 5 (five) years as Team Leader in similar works.

2. Agriculture Specialist:

A Post-graduate qualification in Agriculture discipline, Experience of having worked in NER in agribusiness related domain along with 10 years' experience in similar work.

3. Horticulture specialist:

A Post-graduate qualification in Horticulture discipline, experience of having worked in NER in agribusiness related domain along with 10 years' experience in similar work.

4. Agri Finance specialist:

A Post-graduate qualification in any finance/management; experience of working in NER with 10 years' of experience in similar work.

5. Value chain Specialist:

A Post-graduate qualification in any discipline; experience of working in NER in similar area of work with 10 years' of experience as value chain expert.

6. Additional specialist:

Besides the above team members, bidders are allowed to include one more person in the proposed team with proper justification of designation and desired experience. Inclusion of any practicing agribusiness entrepreneur, private equity investor, private banker will be encouraged.

6. In the second stage, Evaluation of the Technical Proposals of only those consultants, who qualify the eligibility requirements stated above, will be carried out. Evaluation of Technical proposals will be done on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria as specified in this EOI-RFP Document. At this stage, evaluators shall have no access to the Financial Proposals.
7. In the third stage, a Technical Presentation by all eligible Consultants will be held before the Evaluation Committee on their understanding of the assignment along with proposed approach & methodology. Thereafter, the financial proposals of those Consultants who are technically qualified shall be opened publicly on the same date of the technical presentation.

Finally, a Consultant will be selected under a transparent bidding process based on **Combined Quality Cum Cost Based System (CQCCBS)** and as per the procedures described in this EOI-RFP document.

8. The EOI-RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Information to Consultants (including Data Sheet)
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
 - Section 6 – Power of Attorney to Sign Proposal
 - Section 7 – Check List

9. Please note that North Eastern Development Finance Corporation Ltd. (NEDFi) reserves the right to accept or reject all or any of the bids without assigning any reasons whatsoever.

Yours sincerely,

**Deputy General Manager (TEDF),
North Eastern Development Finance Corporation Ltd. (NEDFi),
NEDFi House,
G S Road, Dispur, Guwahati 781 006**

Section 2 Information to Consultants

Part I

Standard Information

1. Definitions

- (a) **'Employer'** means North Eastern Development Finance Corporation Ltd. which has invited the Bids for Consultancy Services and with which the selected Consultant signs the Contract for the Services and to which the selected Consultant shall provide services as per the Terms and Conditions and Terms of Reference of the Contract.
- (b) **'Consultant'** means any entity or person or associations of person who have been short-listed to submit their proposals that may provide or provide the Services to the Employer under the Contract.
- (c) **'Contract'** means the Contract signed by the Parties and all the attached documents listed in its Clause 1, including the General Conditions of Contract (GCC), the project Specific Conditions of Contract (SCC), and the Appendices thereto.
- (d) **'Project Specific Information'** means such part of the Instructions to Consultants used to reflect specific project and assignment conditions.
- (e) **'Day'** means calendar day.
- (f) **'The State Government'** means the Government of Assam unless specified otherwise.
- (g) **'Instructions to Consultants'** (Section 2 of the EOI-RFP) means the document which provides shortlisted Consultants with all information needed to prepare their proposals.
- (h) **'LOI'** (Section 1 of the EOI-RFP) means the Letter of Invitation being sent by the Employer to the shortlisted Consultants.
- (i) **'Personnel'** means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; 'Foreign Personnel' means such professionals and support staff who at the time of being so provided had their domicile outside India; 'Domestic Personnel' means such professionals and support staff who at the time of being so provided had their domicile in India.
- (j) **'Proposal'** means the Technical Proposal and the Financial Proposal. The term 'Bid' is used interchangeably at times to mean the 'Proposal'.
- (k) **'RFP'** means the Request for Proposal prepared by the Employer for the selection of consultants.
- (l) **'Assignment / Job'** means the work to be performed by the Consultant pursuant to the Contract.
- (m) **'Sub-Consultant'** means any person or entity with whom the Consultant subcontracts any part of the Assignment / Job.
- (n) **'Terms of Reference'** (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignment / Job.

2. Introduction

- 2.1 The Employer named in Section 2 Part II (Data Sheet) will select a consulting firm/organization (the Consultant) in accordance with the method of selection specified in Part II (Data Sheet).
- 2.2 The name of the consulting Assignment / Job has been mentioned in Part II (Data Sheet). The detailed scope of the Assignment / Job has been described in the Terms of Reference in Section 5.
- 2.3 The date, time and address for submission of the Proposals have been given in Part II (Data Sheet).
- 2.4 Consultants are invited to submit their Proposal, for the above Assignment / Job named in the Part II Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.

2.5 Due Diligence

The Consultants are expected to examine all instructions, terms and specifications stated in this EOI-RFP. The Proposal shall be deemed to have been submitted after careful study and examination of this EOI-RFP document. The Proposal should be precise, complete and in the prescribed format as per the requirement of this EOI-RFP document. Failure to furnish all information or submission of a bid not responsive to this EOI-RFP will be at the Consultant's risk and may result in rejection of the Proposal. Also, the grounds for rejection of Proposal should not be questioned after the final declaration of the Bid Process.

The Consultants are requested to carefully examine the EOI-RFP document, and the terms and conditions specified therein, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy in the EOI-RFP document, then the Consultant should seek necessary clarifications as provided in this Section at Clause No 4.

- 2.6 The Consultants are advised to obtain first-hand information on the Assignment / Job and the local conditions. They are advised to meet the Employer's representative named in Part II (Data Sheet) before submitting a Proposal and to raise Pre-bid queries as specified in the EOI-RFP document. **No Pre-Bid meeting will be held.**
- 2.7 The Employer will provide at no cost to the Consultants the inputs and facilities specified in the Part II (Data Sheet), assist the consultants in obtaining licenses and permits needed to carry out the Assignment / Job, and make available relevant project data and reports as available to the Employer.
- 2.8 The Consultants shall bear all costs associated with the preparation and submission of their Proposals and Contract negotiation. The Employer is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to the Contract award, without thereby incurring any liability to the Consultants.

3. Eligibility of Association of Consultants and Sub-Consultants

- 3.1 Consultants who do not individually fulfill the qualifying requirements indicated or wish to enhance their qualification and expertise for the assignment can associate with other Consultants and /or Individual Experts and form Joint Venture/Consortium at the time of submission of Proposal. However, in no case the Joint Venture/Consortium shall have more than 3 (three) partners.

- 3.2 If the Consultant had formed an **Association of Consultants**, each member of the Association of Consultants shall be evaluated as per the Qualification/ Eligibility Criteria set forth in Part II (Data Sheet). The average combined score of each member of the Association of Consultants shall be taken into account for evaluation purposes.
- 3.3 However, the Lead Member of the Association of Consultants shall be the Consultant who has been short-listed by the Employer. **The Employer shall deal with only the Lead Member for the purpose of this Assignment. Although the Contract shall be signed by all the members of the Association of Consultants, the Lead Member of the Association of Consultants shall be responsible and liable to the Employer for every aspect of their Proposal, Contract etc.**
- 3.4 If any member of the Association of Consultants is dropped at the presentation stage, such an Association of Consultants is liable to be rejected by the Employer. However, the Employer, at its sole discretion, may decide to evaluate for short-listing such Association of Consultant without considering the strength of the dropped member and if found eligible, may allow such Association of Consultant.

4. Clarification and Amendment of EOI-RFP Documents

- 4.1 The Consultants may request clarification on any clause of the EOI-RFP document up to the number of days indicated in Section 2 Part II (Data Sheet) before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Employer's address indicated in Part II (Data Sheet).
- 4.2 The Employer will respond in writing, or by standard electronic means and will upload the response in the NEDFi Website (including an explanation of the query but without identifying the source of inquiry). Should the Employer deem it necessary to amend the EOI-RFP as a result of a clarification, it shall do so following the procedure under Paragraph 4.3 below.
- 4.3 At any time before the Submission of Proposals, the Employer may amend the EOI-RFP by issuing an Addendum through NEDFi website. To give Consultants 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 Proposals. Consultants whose proposals have already been received as per the old format shall be given an additional time of 15 (fifteen) days from the date of issue of Addendum to resubmit their amended proposals.

5. Conflict of Interest

- 5.1 The Employer requires that the Consultants provide professional, objective, and impartial advice and at all times hold the Employer's interest's paramount, strictly avoid conflicts with other Assignments / Jobs or their own corporate interests and act without any consideration for future work.
- 5.2 Without limitation on the generality of the foregoing, Consultants, and any of their Affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
 - (i) *Conflicting Activities.* A firm that has been engaged by the Employer to provide goods, works or any other assignment / job other than a consulting assignment / job for a Project, shall be disqualified, along with all its affiliates, from providing consulting assignment / job related to those goods, works or other assignment / job.

Conversely, a firm hired to provide consulting assignments for the Preparation or Implementation of a Project, shall be disqualified, along with all its affiliates, from subsequently providing goods or works or assignment / job other than consulting assignment / job resulting from or directly related to the firm's consulting assignment / job for such preparation or implementation. For the purpose of this paragraph, assignment / job other than consulting assignment / job are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography and satellite imagery.

- (ii) *Conflicting Assignment / Job*: A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment / job that, by its nature, may be in conflict with another assignment / job of the Consultant to be executed for the same or for another Employer. For example, a Consultant hired to prepare engineering design for an infrastructure project shall *not* be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting an Employer in the privatization of public assets shall neither purchase nor advice purchasers of such assets.
- (iii) *Conflicting Relationships*: A Consultant (including its Personnel and Sub-Consultants) 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 (a) the preparation of the Terms of Reference of the Assignment / Job, (b) the selection process for such Assignment/job, or (c) supervision of the Contract, may not be awarded a 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.

5.3 The Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard Forms of the Technical Proposal provided herewith. If the Consultant fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its Contract during execution of Assignment / Job.

5.4 No Agency or serving employees of the Employer shall work as Consultants or Sub-Consultants under their own Department.

6. Unfair Advantage

6.1 If a short-listed Consultant could derive a competitive advantage from having provided consulting Assignment / Job related to the Assignment / Job in question and which is not defined as Conflict of Interest as per Paragraph No. 5 at above, then the Employer shall make available to all short-listed Consultants together with this EOI-RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

7. Proposal

7.1 The Consultants may each submit one Proposal only. If a Consultant submits or participates in more than one Proposal, then such Proposals shall be disqualified.

8. Validity of Proposal

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

9. Preparation of Proposals

- 9.1 The Proposal as well as all related correspondence exchanged by the Consultants and the Employer shall be written in English language, unless specified otherwise. 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. For purposes of interpretation of the documents, the English translation shall govern.
- 9.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the EOI-RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal. The minimum essential qualifying requirement has been indicated below:

(A) Technical:

- The organization should have at least 5 (five) years' experience in consultancy work.
- A Consultant by itself or as a partner of an association of Consultants should have executed:
 - (a) At least 1 (one) assignment of similar nature during last 3 (three) Years. The value of which should not be less than Indian Rupees 10 Lakhs (or equivalent in foreign currency), or 2 (two) assignments of similar nature with a value of which should not be less than Rupees 5 lakhs each.
 - (b) At least 1 (one) assignment in the NER States during the last 3 (three) years
 - (c) At least 1 (one) assignment for Government of India/State Govt. or Departments in the past 3 (three) years.

(B) Financial:

- The Annual Financial Turnover of the Consultant must be equal to or more than Indian Rupees 1 (one) Crore per annum during the last 3 (three) years.
- The annual Turnover from Consultancy services must be equal to or more than Indian Rupees 50 (fifty) Lakh per annum in the last 3 (three) years.

(C) Key Professionals Qualifications & Experience:

1. Team Leader:

A Post-graduate qualification in any discipline; 15 (fifteen) years of experience with 5 (five) years as Team Leader in similar works.

2. Agriculture Specialist:

A Post-graduate qualification in Agriculture discipline, Experience of having worked in NER in agribusiness related domain along with 10 years' experience in similar work.

3. Horticulture specialist:

A Post-graduate qualification in Horticulture discipline, Experience of having worked in NER in agribusiness related domain along with 10 years' experience in similar work.

4. Agri Finance specialist:

A Post-graduate qualification in finance/management; experience of working in NER with 10 years' of experience in similar work.

5. Value chain Specialist:

A Post-graduate qualification in any discipline; experience of working in NER in similar area of work with 10 years' of experience as value chain expert.

6. Additional specialist:

Besides the above team members, bidders are allowed to include one more person in the proposed team with proper justification of designation and desired experience. The inclusion of any practicing agribusiness entrepreneur, private equity investor, private banker will be encouraged.

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

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

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

9.4 Depending on the nature of the Assignment / Job, Consultants are required to submit a Technical Proposal in Forms provided in Section 3. Part II (Data Sheet) in Section 2 indicates the Formats of the Technical Proposal to be submitted. **Submission of the Technical Proposal in any other format will result in the Proposal being deemed non-responsive.** The Technical Proposal shall provide the information indicated in the following paragraphs from (a) to (i) using the attached Standard Forms given in Section 3.

(a) **Form Tech-1:** Form Tech-1 in Section 3 is a sample letter of Proposal which is to be submitted along with the Technical Proposal.

(b) **Form Tech-2:** A brief description of the Consultant's organization and in the case of an Association of Consultants, of each member of the Association of Consultants, will be provided in Form Tech-2. In the same Form, the Consultant or in the case of an Association of Consultants, each member will provide details of experience of assignments which are similar to the proposed assignment/ job as per the Terms of Reference. For each Assignment / Job, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the Assignment/ Job, contract amount and the Consultant's involvement. Information should be provided only for those Assignment / Jobs for which the Consultant was legally contracted by the

Employer as a corporation or as one of the major firms within a joint venture. Assignments / jobs completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience along with the proposal and must submit a letter of award / copy of contract for all the assignments mentioned in the Proposal.

- (c) **Form Tech-3:** Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the Assignment / Job; and on requirements for counterpart staff and facilities including: administrative support, office space, Domestic transportation, equipment, data, etc. to be provided by the Employer (Form Tech-3 of Section 3).

The Employer is not bound to accept such comments and suggestions.

- (d) **Form Tech-4:** A description of the approach, methodology and work plan for performing the Assignment / Job covering the following subjects: technical approach and methodology, and work plan. Guidance on the content of this section of the Technical Proposals is provided under Form Tech-4 of Section 3. The work plan should be consistent with the Work Schedule (Form Tech-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.
- (e) **Form Tech-5:** The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member and their tasks is to be provided in Form Tech-5 of Section 3. The organization and staffing schedule should be indicated here, consistent with the Work Plan indicated in Form Tech-4 and Work Schedule given in Form Tech-8.

The following categories of key personnel must be included in the above team:

Sl. No.	Designation	Desired experience / expertise (Individual CVs may highlight the specific desired points as small 'experience notes' in 250 words along with list of relevant projects done in last 3 years)
1.	Team Leader	i) At least 15 years of experience with 5 (five) years as Team Leader in similar works. ii) Post Graduate degree in any discipline
2.	Agriculture Specialist	i) Post graduate degree in Agriculture discipline. ii) 10 years adequate experience of having worked in NER in agribusiness related domain along with experience in similar work.
3.	Horticulture specialist	i) Post Graduate degree in Horticulture discipline. ii) 10 years adequate experience of having worked in NER in agribusiness related domain along with experience in similar work.
4.	Agri Finance specialist	i) Post Graduate degree in finance/management. ii) Experience of working in NER with 10 years of experience in similar work.
5.	Value chain Specialist	i) Post Graduate degree in any discipline. ii) Experience of working in NER in similar area of work with 10 years of experience as value chain expert.

Sl. No.	Designation	Desired experience / expertise (Individual CVs may highlight the specific desired points as small 'experience notes' in 250 words along with list of relevant projects done in last 3 years)
6.	Besides the above team members, bidders are allowed to include one more person in the proposed team with proper justification of designation and desired experience. The inclusion of any practicing agribusiness entrepreneur, private equity investor, private banker, microfinance player etc. will be encouraged.	

- (f) **Form Tech-6:** The CVs of the Professional staff as mentioned in Paragraph No 9.5 (e) above signed by the staff themselves or by the authorized representative of the Professional Staff shall be furnished as per Form Tech-6 of Section 3.
- (g) **Form Tech-7:** The Estimates of the staff input needed to carry out the Assignment / Job needs to be given in Form Tech-7 of Section 3. The staff-months input should be indicated separately for each location where the Consultants have to work and / or provide their key staff.
- (h) A detailed description of the proposed methodology and staffing for training needs to be given, if Part II (Data Sheet) specifies training as a specific component of the Assignment / Job.

The proposed methodology should clearly indicate how the various items given in the Scope of Work (as given at Section 5, including the Appendix thereto) are planned to be accomplished. The staff input and work plan should be linked with the methodological steps, specifying the resources planned to be utilized and the time required for the various steps.

- (i) Other Formats in Technical Proposal as specified in Section 2 Part II (Data Sheet) and detailed under Section 3.
- 9.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.
- 9.6 **Financial Proposal:** The Financial Proposal shall be prepared using the attached Standard Forms given in Section 4. It shall list all costs associated with the Assignment / Job, including (a) remuneration for staff and (b) reimbursable expenses indicated in Part II (Data Sheet). All prices shall be expressed in Indian Rupees only.

It is necessary that these costs should be broken down by activity appropriately linked with the proposed methodology, staffing and work plan indicated in the Technical Proposal.

- 9.7 The Financial Proposal shall not include any conditions attached to it and any such conditional Financial Proposal shall be rejected summarily.

Number of Copies to be submitted: As follows:

- **Technical Proposal** – Original copy and
- **Financial Proposal** – Original copy.

The above is to be submitted as per Paragraph No. 13 (Submission, Receipt, and Opening of Proposal') of this section.

10. Taxes

10.1 The Consultants shall fully familiarize themselves about the applicable to domestic taxes (such as: value added or sales tax, service tax or income taxes, duties, fees, levies etc. of the Government of India, State Governments, Local Bodies etc.) on amounts payable by the Employer under the Contract.

All such taxes must be included by the Consultant in the Financial Proposal.

11. Currency

11.1 The Consultants shall express the price of their Assignment / Job in Indian Rupees only.

11.2 All payments will be made in Indian Rupees only.

12. Submission, Receipt, and Opening of Proposal.

12.1 An authorized representative of the Consultants shall sign all pages of the original Technical and Financial Proposals marked as 'ORIGINAL COPY'. **The authorization shall be in the form of a written Power of Attorney (as per format in Section 6) accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.**

12.2 The Proposals, both Technical and Financial Proposals, shall contain no interlineation or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the Proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of Tech-1 of Section 3, and Fin-1 of Section 4.

The original copy of "TECHNICAL PROPOSAL" followed by the name of the Assignment/job. Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the Assignment/job.

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The two (2) separate sealed envelopes containing the (i) Technical Proposals and (ii) Financial Proposal, shall be placed into an outer envelope and sealed. This outer envelope shall bear the name of the Assignment/Job, submission address, EOI-RFP reference number and be clearly marked "DO NOT OPEN, BEFORE [insert the time and date of the opening indicated in the Data sheet]". The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be a case for proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

13.1 The Proposals must be sent to the address/addresses indicated in the Data sheet and received by the Employer not later than the time and the date indicated in the Data sheet, or any extension to this date in accordance with para 4.3 above. Any proposal received by the Employer after the deadline for submission shall be returned unopened.

13.2 A soft copy of the technical proposal is to be submitted in PDF format by the shortlisting consultants at tedf@nedfi.com.

- 13.3 The Employer shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

14. Proposal Evaluation: Process & Evaluation Criteria

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

- 14.2 The Internal Committee for the study will carry out the entire evaluation process with respect to this Bid.

14.3 Evaluation of Technical Proposals:

Technical proposal of only those consultants who meet qualifying requirement given in Section 9.2 shall be opened.

The evaluation criteria for the Technical Proposal shall be as defined in Part II (Data Sheet).

The Internal Committee, while evaluating the Technical Proposals shall not access the Financial Proposals until the entire technical evaluation process is concluded.

The Internal Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria / sub-criteria specified in the Data Sheet.

In the first stage of Evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in the Data Sheet for responsiveness of the proposal. In the next stage, **only responsive proposals shall be further taken up for Evaluation.**

- 14.4 Evaluation of the Technical Proposal will start first and at this stage the Financial Proposal will remain **unopened.**

14.5 Public Opening & Evaluation of the Financial Proposals:

The Financial Proposals of only those Consultants who are technically qualified (obtaining minimum qualifying marks of 70) shall be opened publicly on the date & time specified in the Data sheet, in the presence of the Consultants' representatives who choose to attend. The name of the Consultants, their technical score (if required) and their financial proposal shall be read aloud.

- 14.6 The Internal Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, the former will prevail. Similarly, in case of discrepancy between word and figures, the former will prevail. In addition to the above corrections the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of contract has been included in the EOI-RFP, the Internal Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of contract has been included in the EOI-RFP, no corrections are applied to the Financial Proposal in this respect.

14.7 After the opening of Financial Proposals, the following selection method shall be applied to determine the Consultant who will be declared winner and be eligible for the Award of the Contract.

Method of Selection –Combined Quality cum Cost Based System (CQCCBS)

The shortlisted consultants shall be notified indicating the date and time set for the presentation.

The consultants have to make a presentation before the Employer on a date intimated by the employer. The presentation shall be focused on Technical Approach and Work Plan. The consultants shall also correlate in the presentation its past experience of the relevant project executed by them and experience and skills of the key personnel proposed to be deployed to prove its capability and preparedness to execute work adhering planned technical approach and work plan.

The inputs gathered during presentation shall be factored in evaluation of all criteria of Technical Proposal including "Adequacy of the proposed methodology and work plan" as per evaluation criteria given in Part II (Data Sheet).

The Internal Committee shall notify the consultant who has obtained 70 or above marks in evaluation of technical proposal for attending the opening of financial proposal. The price bids of only those consultants who qualify technically i.e. those who have obtained the minimum qualifying marks of 70 will be opened. The marks obtained in technical evaluation is denoted by S_T hereafter.

The financial proposals shall be opened publicly in the presence of the representatives of the technically qualified consultants who choose to attend. The name of the technically qualified bidder, the quality scores, and the proposed prices shall be read aloud and recorded when the financial proposals are opened.

The financial proposals will be evaluated as below:

- Proposal with the lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices as below:

$$S_F = 100 \times F_M/F$$

(F = amount of Financial Proposal)

(F_M = Lowest Financial Proposal)

Selection of consultant shall be made on the basis of Combined Quality Cum Cost Based System (CQCCBS). Under CQCCBS, the technical proposals will be allotted weightage of 70% while financial proposals will be allotted weightage of 30%.

The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up as follows:

$$S = S_T \times T_W + S_F \times F_W$$

Where S is the combined score, and T_W and F_W are weights assigned to Technical proposal and Financial proposal that shall be 0.70 and 0.30 respectively. S_T is the Technical Score, and the S_F is the Financial Score.

The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract. The Internal Committee shall prepare the minutes of the public opening.

15. Award of Contract

15.1 The Employer shall issue a Letter of Intent (LOI) to the selected Consultant and promptly notify all other Consultants who have submitted proposals about the decision taken.

15.2 Performance Guarantee

The Employer will require the selected Consultant to provide a Performance Bank Guarantee, within 15 days from the date of issue of a Letter of Intent for a value equivalent to 10% of the total cost of the services.

The Performance Guarantee shall be kept valid till completion of the project. The Performance Guarantee shall contain a claim period of three months from the last date of validity. The selected Consultant shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the services. In case the selected Consultant fails to submit the performance guarantee within the time stipulated, the Employer at its discretion may cancel the Letter of Intent placed on the selected Consultant without giving any notice. The Employer shall invoke the performance guarantee in case the selected Consultant fails to discharge their contractual obligations during the period or Employer incurs any loss due to selected Consultant's negligence in rendering out the services as per the agreed terms of the Contract.

15.3 The selected Consultant will sign the Contract after fulfilling all the formalities / pre-conditions within 15 days of issuance of the Letter of Intent, including furnishing the Performance Guarantee as mentioned at above.

15.4 The selected Consultant is expected to commence the Assignment / Job on the date and at the location specified in Part II (Data Sheet).

16. Confidentiality

16.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants, who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the Award of Contract.

16.2 The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer's Antifraud and Corruption policy.

17. Right to Terminate the Process

17.1 The Employer may terminate the above EOI-RFP process at any time before the Award of Contract without assigning any reason.

17.2 The Employer makes no commitment, express or implied, that the entire bid process will result in a business transaction with any of the Consultants.

Section 2
Information to Consultants
Part II
Data Sheet (Specific to the Assignment)

Clause No.	Paragraph No. of ITC Part I	Particulars
1.	2.1	Name of the Employer: North Eastern Development Finance Corporation Ltd. (NEDFi)
2.	2.1	Method of Selection: As defined in paragraph 14.7 of Part I, and reproduced below this Table
3.	2.2	Name of the Assignment / Job is: Provision of Consultancy Services for carrying out "Study on Value addition & food processing of citrus fruits & its market opportunities in Arunachal Pradesh" .
4.	2.3	Last Date & Time and address for submission of Proposal/Bid: Date: December 27, 2024 Time: 1500 hours-i.e. 3.00 pm Address: North Eastern Development Finance Corporation Ltd. (NEDFi), NEDFi House, GS Road, Dispur, Guwahati 781 006
5.	2.6	The Employer's representative is: Deputy General Manager (TEDF) Address: North Eastern Development Finance Corporation Ltd. (NEDFi), NEDFi House, GS Road, Dispur, Guwahati 781 006 Telephone: 91 361 222 2200 Facsimile: 91 361 223 7733 / 7734 E-mail: tedf@nedfi.com
6.	2.6	A pre-bid meeting will be held: No
7.	2.7	The Employer will provide the following inputs and facilities: Letters of Introduction to contact North Eastern Council (NEC) / State Government offices / Government of India offices in the NER States to obtain other data relevant to the Assignment / Job. Cooperation of the North Eastern Development Finance Corporation Ltd. (NEDFi) in cities / town of all NER States where the Employer has establishments. No office space will be provided by the Employer to the selected Consultants at any location.
8.	3.2	Qualification / Eligibility Criteria of each member of the Association of Consultants: Each member must possess the following qualifications: (a) The Annual Financial Turnover of the Consultant must be equal to or more than Indian Rupees 1 (one) crore per annum during the last 3 (three) years. (b) The annual Turnover from Consultancy services must be equal to or more than Indian Rupees 50 (fifty) Lakh per annum in the last 3 (three) years. (c) Experience in Consultancy Works: Five Years (d) Experience in carrying out studies of similar nature during the last three years: one study of value not less than Rs. 10 lakhs, or 2 studies of value not less than Rs. 5 lakhs each. (e) Experience in carrying out studies or surveys in North Eastern India in past three years: One study or survey covering any North East State. (f) Experience in carrying out studies or surveys for Government of India / State Government Ministries or Departments in the past three years: One study.

Clause No.	Paragraph No. of ITC Part I	Particulars
9.	4.1	<p>Clarifications if any, must reach the Employer on or before November 30, 2024, at 1500 hrs.</p> <p>The address for requesting clarifications is: Deputy General Manager (TEDF) North Eastern Development Finance Corporation Ltd. (NEDFi), NEDFi House, GS Road, Dispur, Guwahati 781 006</p> <p>Standard electronic means for request of clarifications - may be made to: Facsimile: 91 361 223 7733 / 7734 E-mail: tedf@nedfi.com</p>
10.	8.1	Proposals must remain valid for 120 (One hundred and twenty) days after the submission date.
11.	9.3 (a)	<p>The estimated number of months required for the Assignment / Job is: 6 months from the date of contract.</p> <p>The Deliverables and Stages of Deliverables are given below:</p> <p>Inception Report : Within 1 (one) month of the Date of signing of Contract.</p> <p>Mid Term Report : Within 3 (three) months of the Date of signing of Contract.</p> <p>Draft Final Report : Within 4 (four) months of the Date of signing of Contract.</p> <p>Final Report : Within 6 (six) months of the Date of signing of Contract.</p> <p>There will be a presentation after submission of the reports at each stage as mentioned above. At each stage, the report has to be accepted by the Internal Committee constituted for the study.</p>
12.	9.4	<p>The formats of the Technical Proposal to be submitted are:</p> <p>Form Tech-1: Letter of Proposal Submission. Form Tech-2: Consultant's Organization & Experience. Form Tech-3: Comments & Suggestions on TOR. Form Tech-4: Approach & Methodology. Form Tech-5: Team Composition. Form Tech-6: Curriculum Vitae. Form Tech 7: Staffing Schedule.</p> <p>Other Forms as per Paragraph 9.5. (i)</p> <p>Form Tech-8: Work Schedule Form Tech-9: Comment / modification suggested on draft contract. Form Tech-10: Information regarding any conflicting activities and declaration thereof.</p>
13.	9.4 (h)	Is Training a specific component of this Assignment / Job: No.
14.	9.6	<p>Reimbursable Expenses: Cost of Travel, Cost of Stay, Cost of food and Other Costs</p> <p><u>[These shall form a part of the Financial Proposal and shall not be reimbursed separately by the Employer to the selected Consultant.]</u></p>
15.	13.3	As indicated in Clause No. 4. Of the Data Sheet
16.	13.2	Consultant must submit 1(one) copy of the Technical Proposal and the Original of the Financial Proposal. Once shortlisted, the Consultants will be intimated through email to submit a soft copy (PDF) of the technical proposal at tedf@nedfi.com. The soft copy of the proposal should be in line with the technical proposal submitted offline. The results of the shortlisted consultant will be displayed on the website

Clause No.	Paragraph No. of ITC Part I	Particulars
		(www.nedfi.com).
17.	14.7	<p><u>Procedure for Detailed Evaluation of Technical Qualifications:</u></p> <p>Criteria, sub-criteria and point system for evaluation to be followed under this procedure is as under:</p> <ul style="list-style-type: none"> (i) Specific experience of the Consultant relevant to the assignment: 10 marks out of 100 (ii) Experience in carrying out studies or surveys in North Eastern India: 7½ marks out of 100 (iii) Experience in carrying out studies and surveys for Government of India / State Government Ministries or Departments: 7½ marks out of 100 (iv) Adequacy of the proposed methodology and work plan in response to the terms of reference: 40 marks out of 100 as per the following sub-criteria: <ul style="list-style-type: none"> a) Power point presentation on Technical approach, work plan & methodology (80%) b) Organization & Staffing (20%) (v) Suitability of the key personnel for the assignment: 35 marks as per following sub-criteria: <ul style="list-style-type: none"> a) Team Leader (10 marks) b) Agriculture Specialist (5 marks) c) Horticulture Specialist (5 marks) d) Agri Finance Specialist (5 marks) e) Value chain specialist (5 marks) f) Additional Specialist (5 marks) <p>The competence of each of the key professionals will be evaluated separately. For evaluation of each of the key professionals the following sub criteria will be followed:</p> <ul style="list-style-type: none"> (a) Professional Experience in the required area of assignment (80% weight), (b) Experience of working in the region (20%) <p>The consultants have to make a presentation before the Employer on a date intimated by the employer. The presentation shall be focused on Technical Approach and Work Plan. The consultants shall also correlate in the presentation its past experience of the relevant project executed by them and experience and skills of the key personnel proposed to be deployed to prove its capability and preparedness to execute work adhering planned technical approach and work plan.</p> <p>The inputs gathered during presentation shall be factored in evaluation of all criteria including "Adequacy of the proposed methodology and work plan". The minimum qualifying marks will be 70 for opening of financial bid.</p>
20.	15.4	<p>Commencement of the Assignment / Job:</p> <p>Date: Within 7 (seven) days from the date of signing of Contract</p> <p>Location: From the premises of North Eastern Development Finance Corporation Ltd. (NEDFi), NEDFi House, GS Road, Dispur, Guwahati 781 006</p>

Section 3

Technical Proposal - Standard Forms

FORM TECH-1

LETTER OF PROPOSAL SUBMISSION

To: [Name and Address of Employer]

[Location, Date]

Dear Sirs:

We, the undersigned, offer to provide consultancy services for the Assignment / Job titled “**Study on Value addition & food processing of citrus fruits & its market opportunities in Arunachal Pradesh**” in accordance with your Expression of Interest cum Request for Proposal No. [EOI-RFP Identification no.] We are hereby submitting our Proposal, which includes Technical Proposal, Financial Proposal sealed under a separate envelope and signed EOI-RFP. The Proposal has been submitted in compliance with the Instructions to Consultants (at Section 2 of the EOI-RFP Document).

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.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Note: If a proposal is submitted by a Joint Venture/Consortium, letters of intent to form a Joint Venture/Consortium by all partners or copy of existing agreement if the Joint Venture/Consortium is already formed shall have to be attached along with this Form Tech-1

FORM TECH-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 an Association of Consultants, then 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 member in the case of Association of Consultants, 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 one requested under this Assignment / Job or in the area of studies and surveys.

(If possible, the employer shall specify exact Assignment / Job for which experience details may be submitted).

In case of Association of Consultants, the consultant must furnish the following information for each of the members separately]

1. Firm's name:

1	Name of Assignment / Job:	
1.1	Description of Project	
1.2	Approx. value of the contract (in Rupees):	
1.3	Country:	
1.4	Location within Country:	
1.5	Duration of Assignment / Job (months) :	
1.6	Name of Employer:	
1.7	Address & Tel. No:	
1.8	Total No of staff-months of the Assignment / Job:	
1.9	Approx. value of the Assignment / Job provided by your firm under the contract (in Rupees):	
1.10	Start date (month/year):	
1.11	Completion date (month/year):	

1.12	Name of associated Consultants, if any:	
1.13	No of professional staff-months provided by associated Consultants:	
1.14	Name of senior professional staff of your firm involved and functions performed.	
1.15	Description of actual Assignment/job provided by your staff within the Assignment / Job:	

The following should be indicated separately:

- (i) Experience in undertaking similar studies.**
- (ii) Experience in carrying out studies or surveys in Northeastern India; and**
- (iii) Experience in carrying out studies or surveys for Government of India / State Government Ministries or Departments in the past three years.**

- **Note: Please provide documentary evidence regarding the** 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) or Work Order(s) along with Self Certificate(s) of Completion (Certified by Statutory Auditor) of the assignment(s). **Experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.**

FORM TECH-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 Clause No 7 of the Part II of Section 2.]

Note:

The Employer is not bound to accept such comments and suggestions.

FORM TECH-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 chapters:

- a) Technical Approach and Methodology, and
- b) Work Plan.

- a) Technical Approach and Methodology:

Under this heading, 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.

The proposed methodology should clearly indicate how the various items given in the Scope of Work (as given at Section 5, including the Appendix thereto) are planned to be accomplished. The staff input and work plan should be linked with the methodological steps, specifying the resources planned to be utilized and the time required for the various steps.

- 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 Section 3 Form Tech-8.

FORM TECH-5

TEAM COMPOSITION AND TASK ASSIGNMENT/JOBS

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.]

Professional Staff

Sl. No.	Name of Staff	Name of Firm	Key Qualification	Area of Expertise & No. of Years of Experience.	Position Task assigned for this job

The following categories of personnel must be included in the above team:

- (a) Team Leader
- (b) Agriculture Specialist
- (c) Horticulture Specialist
- (d) Agri Finance Specialist
- (e) Value chain Specialist
- (f) Additional specialist

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

15. Certification:

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

I understand that the above CV is being furnished in connection with the Firm's Proposal for the Assignment / Job titled "**Study on Value addition & food processing of citrus fruits & its market opportunities in Arunachal Pradesh**".

I declare hereby that I am physically fit and willing to undertake travel to locations in Assam and elsewhere as may be required in connection with the performance of the above assignment if the same is awarded to the Firm.

Date:

Place:

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

[Full name of authorized representative]:

FORM TECH-7

STAFFING SCHEDULE

Sl. No.	Name of Staff	Staff input (in the form of a bar chart)			Total Months
1.		1	2	3	
2.					
3.					

Note:

1. For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: clerical staff, computer operator 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 TECH-8
WORK SCHEDULE

Sl. No.	Activity	Months			Total Months
		1	2	3	
1					
2					
3					
4					

1. Indicate all main activities of the Assignment/job, including delivery of reports (e.g.: inception, mid-term, draft final and final reports), and other benchmarks such as Employer approvals.
2. The duration of activities shall be indicated in the form of a bar chart.
3. The above shall be based on the proposed Methodology and Work Plan.

FORM TECH-9

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

Are there any activities carried out by your Firm or Group Company or any member of the Association of Consultants which are of a conflicting nature as mentioned in Paragraph No. 5 of Part I of Section 2? Yes / No

If yes, please furnish details of any such activities.

If no, please certify as follows:

We hereby declare that our Firm, our Associate / Group Firm or any of the Member of the Association of Consultants are not involved in any such activities which can be termed as the conflicting activities under the terms of Paragraph No. 5 of Part I of Section 2.

We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Employer which shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Section 4

Financial Proposal - Standard Forms

FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Employer]

Dear Sirs:

We, the undersigned, offer to provide Consultancy Services for carrying out **“Study on Value addition & food processing of citrus fruits & its market opportunities in Arunachal Pradesh”** in accordance with your Expression of Interest cum Request for Proposal No [EOI-RFP Identification no.] dated _____ and our Technical Proposal. Our attached Financial Proposal is for the sum of Rs. _____ (Rupees _____ only).

This amount is inclusive of all the applicable taxes. We hereby confirm that the Financial Proposal is unconditional, and we acknowledge that any condition attached to the Financial Proposal shall result in reject of our Financial Proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph 10 of the Part II (Data Sheet) of Section 2.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FORM FIN-2

SUMMARY OF COSTS

Sl. No.	Particulars	Amount in Rupees	Amount in words
1	Remuneration		
2	Reimbursable		
3	Miscellaneous expenses		
4	Service Tax / Any other tax		
5	Total		

Authorized Signature

Name:

Designation

Name of firm:

Address:

FORM FIN-3

BREAKDOWN OF REMUNERATION

(for details, please refer to Note below)

Sl. No.	Name of Staff	Position	Man Month Rates (A)	Proposed Man Months (B)	Total Amount in Rupees. (A)*(B)
1	Key professionals *1				
2	Support Staff *2				
	Total				

*1 Key Professionals are to be indicated by name

*2 Support Staff is to be indicated per category (e.g. computer operators, statistical assistants etc.)

Total Remuneration = _____ Amount in Rupees

(Amount in Words):

It is necessary that the above costs be based on the proposed methodology and work plan.

Notes:

- 1 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: computer operators, statistical assistants etc.).
- 2 Cost of Secretarial services, if any, will be indicated in Form Fin-5.
- 3 The positions of Professional Staff shall coincide with the ones indicated in Form Tech-5 & 7.
- 4 Indicate separately staff-month rate for each activity separately.
- 5 The following categories of personnel must be included as Professional Staff:
 - a) Team Leader
 - b) Agriculture Specialist
 - c) Horticulture Specialist
 - d) Agri Finance Specialist
 - e) Value chain Specialist
 - f) Additional specialist

FORM FIN-4

BREAKDOWN OF REIMBURSABLE EXPENSES

(Note: Reimbursable expenses will be quoted only for work related travel outside the place of work decided by the Employer in the data sheet. It can also include travel from the Headquarter of the Consultant to the place of work).

Activity No: _____

Name: _____

No.	Description	Unit	Quantity	Unit Price In	Total Amount
1	Cost of Travel	Trip			
2	Cost of Stay	Day			
3	Cost of food	Day			
4	Other Costs	Trip			

Total Reimbursable: = _____ (in Rupees)

Amount in words:

It is necessary that the above costs be based on the proposed methodology and work plan.

FORM FIN – 5

Miscellaneous Expenses

(It will include only such expenses which are directly chargeable to the Assignment/Job)

Sl. No	Particulars	Unit Rate	Quantity (staff months)/number	Amount
1	Secretarial staff			
2	Office equipment			
3	Preparation of reports / deliverables.			
	Total			

Section 5

Terms of Reference

TERMS OF REFERENCE
Part I
OBJECTIVE AND SCOPE OF WORK

1. Context of the study

The picturesque State of Arunachal Pradesh is nestled in the abode of pristine nature and biodiversity hotspot in the North Eastern Region (NER) of India. Arunachal Pradesh has a total geographical area of 83,743 sq. km, with almost 62% of it coming under recorded forest area. Almost 1.8-million-hectare area in the State can be potentially brought under commercial horticulture and currently about 100,000 ha is under horticulture.

Citrus fruits in Arunachal Pradesh occupy a significant place in the entire horticulture product basket of the State. GI tagged Arunachal Orange or Wakro orange is one of the largest of the citrus fruits not only in terms of area under cultivation but also in terms of total production quantity. However, in changing scenarios, particularly in terms of changing market dynamics, emerging technological landscape, there is enhanced focus on integrating value chains of various horticultural crops in NER. In view of the various flagship schemes designed particularly for the specific needs of NER better communication and infrastructural facilities and increasing entrepreneurial aspiration of the youth of the State, there is a need to study, analyze and strategize the horticulture sector of the State of Arunachal Pradesh vis-à-vis fruits like citrus through the lens of a market driven approach and contemporary dynamics of agri-business.

1. Background & Objectives

2.1 The study proposal "**Study on Value addition & food processing of citrus fruits & its market opportunities in Arunachal Pradesh**" was placed during the 29th 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-RFP Document) is administering the Techno-Economic Development Fund (TEDF) on behalf of the Government of India.

1.3 As the administrator of the TEDF, NEDFi hereby invites Expression of Interest (EOI) cum Request for Proposal (RFP) to provide the following services: Provision of Consultancy Services for carrying out study on "**Study on Value addition & food processing of citrus fruits & its market opportunities in Arunachal Pradesh**".

3. Terms of Reference

- Mapping of the major production clusters of citrus in the State and also the potential areas for cultivation.
- To study the existing production bottlenecks of citrus fruits in Arunachal Pradesh in terms of the techno-commercial aspects.
- To develop a precise, time bound, implementable and sustainable business strategy for future market and brand development of the citrus products of Arunachal Pradesh in the backdrop of fiercely competitive domestic and global market scenarios.
- To provide implementable solutions related to key value chain activities like establish, acquire, purchase, sell, process and manage profitable projects for the citrus products.
- To develop a resilient and implementable road map / strategy keeping in mind the sustainable business interests of various players of the citrus fruits value chain in the State including establishment of nurseries, commercial orchards, seed stations, procurement and distribution

of essential inputs, post-harvest management, quality assurance, processing, value addition, market linkages etc.

- To draw out a workable and financially resilient business plan for the citrus sector of Arunachal Pradesh which can be utilized as a credible reference and knowledge source for the business interests of commercial growers, agro-based industries/startups, co-operatives, Farmers Producer Companies (FPCs), Micro-Small and Medium Enterprises (MSMEs) in the State.
- To identify the Bankable projects for the identified citrus fruits with detailed financial analysis

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

1. **Inception Report** : Within 1 (**one**) month of the Date of signing of Contract.
 2. **Mid Term Report** : Within 3 (**three**) months of the Date of signing of Contract.
 3. **Draft Final Report** : Within 4 (**four**) months of the Date of signing of Contract.
 4. **Final Report** : Within 6 (**six**) months of the Date of signing of Contract.
- 10 sets of coloured hard copies of the report to be submitted at each stage 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 the soft copy of the report in pdf and word format.

5. Payments to the Consultant

- On acceptance & incorporation of suggestions/ modifications if any by the Internal committee at each stage of following deliverable.
- **Inception Report & presentation:** following incorporation of suggestions/modifications and acceptance by Internal Committee: 25% of the total cost of services.
- **Mid Term Report & presentation:** following incorporation of suggestions/modifications and acceptance by Internal Committee: 25% of the total cost of services.
- **Draft Final Report & Stakeholder presentation:** following incorporation of suggestions/modifications and acceptance by Internal Committee: 25% of the total cost of services.
- **Final Report:** following incorporation of suggestions/modifications and acceptance by Internal Committee: 25% of the total cost of services.

6. Location of the Work

Locations of the Work include the following places:

- All the districts/cities of Arunachal Pradesh; and
- Other locations of the country relevant to the performance of the Assignment / Job.

N.B 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.

Part – II

TOR related Information

1. Names of different departments / ministries and different places where different tasks relating to the assignment are to be performed.

Involved Departments / Ministries

- Related Departments of the concerned State/central Governments.
- Involved related Ministries / Departments of the Government of India.

Places where Different Tasks relating to the Assignment are to be performed.

- All the districts of Arunachal Pradesh; and
- Other locations of the country relevant to the performance of the Assignment / Job.

2. Procedure for review of the work of the consultant after Award of Contract including testing, validation, approval. The name and / or designation and address of the officials responsible for reviewing the work of the consultants may also be included here.

Name and / or designation and address of the Officials responsible for reviewing the work of the Consultants.

The performance of the Consultants will be reviewed by the Internal Committee to be set up for this study. The following is the name of the contact official:

Designation	Present Incumbent	Address
Deputy General Manager (TEDF), NEDFI	Dr. Smita Khaund	North Eastern Development Finance Corporation Ltd. NEDFI House G S Road, Dispur, Guwahati 781 006

Further, it may be noted that the performance of the Consultant under the TEDF scheme may be also monitored by the concerned State Governments.

3. Expected input of key professionals and requisite expertise and number of key professional staff.

The key professionals are expected to provide consultancy services in a professional and competent manner to the Client. They shall perform the activities listed at Clause No. 2 under Part I of this Section and submit the Deliverables listed at Clause No. 4 under Part I of this Section to the best of their capabilities and to the satisfaction of the Employer.

The number of key professional staff and their requisite expertise may be accordingly determined by the Consultant based on this Document.

- 4. Expected schedule for completing the assignment. If an assignment consists of more than one activity, the target period / date for completing each activity can also be specified.**

The present Assignment / Job is expected to be completed within a time period that can be inferred from Clause No 4 of Part I of this Section.

- 5. Background material including data available and to be provided to the Consultant.**

As furnished under Clause No. 1 of Part I of this Section.

- 6. Facilities which can be provided for the consultants.**

As stated in Clause No 7 of Part II (Data Sheet) of Section 2.

- 7. Any other related information specific to the study / assignment which is necessary to be furnished to all the bidders.**

Not Applicable

Section 6

Power of Attorney to Sign Proposal

Format for Power of Attorney for Signing of Proposal

POWER OF ATTORNEY

Know all men by these presents, We.....(name and address of the registered office) do hereby constitute, appoint and authorize Mr/ Ms.....(name and residential address) who is presently employed with us and holding the position ofas our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for Provision of Consultancy Services for carrying out **“Study on Value addition & food processing of citrus fruits & its market opportunities in Arunachal Pradesh’** including signing and submission of all documents and providing information / responses to NEDFi in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For.....

(Signature)

(Name, Title and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Note:

Note: The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

Section-7

Check List

Check List

Sl. No.	Details	Number	Remarks
1	a] Duly filled Forms Tech 1 to Tech 10 b] Documents in supports of fact asserted in Forms Tech 1 to Tech 10 c] Power of Attorney of Singing Agreement d] If Joint Venture/ Association/ Consortium etc e] Documents supporting existence of such Association/ Consortium etc.	1 set	Envelope should be marked as " NEDFi/TEDF/187/0509 Technical Proposal"
2	Duly Filed Forms FIN-1 to FIN-5	1 set	Envelope should be marked as " NEDFi/TEDF/187/0509 Financial Proposal"
3	All two envelopes mentioned above should be put in one bigger envelope.		Envelope should be marked as " NEDFi/TEDF/187/0509 Request for Expression of Interest (EOI) cum Request for Proposals (RPF)"
