

TERMS OF REFERENCE FOR THE PROPOSED STUDY ON ASSESSMENT OF THE EFFECTIVENESS OF THE INFRASTRUCTURE CREATED WITH APEDA 'S FUNDING SUPPORT

Background: With the objective of increasing export of horticulture through improvement in quality and shelf life, APEDA has been actively involved in creation of export oriented infrastructure. In order to assess and evaluate the effectiveness of infrastructure so created and its utilization, bottlenecks in Operation & Maintenance, a study is needed to be conducted immediately by physical visits to the sites. The terms of reference for the proposed study are given below:

1. Assess the current status of the projects and its current installed storage and material handling capacity vis-a-vs those envisaged at the inception stage
2. Assessment of quality and food safety norms adopted in terms of HACCP, ISO, Pack House Recognition, sanitation, hygiene and maintenance standards etc.
3. Assessment of level of utilization in terms of installed capacity especially for exports based on 3 years' data, services offered, charges levied for such services on users.
4. Assessment of the capability of implementing/nodal agency in terms of their approach towards effective utilization of the facility
5. Assessment of the Business Model- identification of primary client base and backward & forward linkages
6. State government support and involvement in the project

Timeline for the study: 2 months

Eligibility Criterion: The interested applicants must be:

1. A registered consulting firm/consortia, with minimum 5 years of experience (individual firm/lead firm) in providing consultancy services in the field of market research, monitoring & evaluating studies, infrastructure development in PPP mode with demonstrated experience in food & agribusiness domain.

2. Individual firm/lead firm should have an average annual turnover of at least INR 5 Crores during each of the last three years. The turnover should include income from consultancy fee only.

3. Individual firm/lead firm should have done at least 3 studies for the Government of India including State Government or Central Government Organisations in the development of agriculture/ industrial infrastructure in last 5 years in the food and agriculture sector

Earnest Money Deposit (EMD): The bidding agencies will submit an EMD of INR 500,000. The EMD should be a Bank Guarantee prepared in favour of APEDA, New Delhi. The EMD will be refunded after the selection process is over but the same will be converted into performance guarantee which can be refunded after completion of study. The Bank Guarantee should be valid for 6 months at least. The agency qualifying the above criteria shall submit the bid in two separate covers as follows:

- Cover A – Technical bid: containing all documents supporting the eligibility criteria along with the approach, methodology, work plan and team structure & detailed CVs. It should include the following (a) Last 3 years balance sheet / audited statement of accounts, (b) Authenticated copy of certificates of incorporation / registration of the organization, (c) list of relevant studies conducted during last three years with work order and completion certificates (d) Authenticated copy of service tax registration certificate, (e) PAN Card
- Cover B would include financial bid.
- These two sealed covers (A&B) should be kept under an outer envelope (cover) for sending to APEDA office.
- A pre-bid meeting to explain the exact scope of the assignment and resolve the queries of the participating firms will be organised by APEDA if requested by the bidding agencies.

The bids received will be evaluated on the credential & experience of individual firm/lead firm, suitability of approach & methodology. The financial bid of only those bidders would be opened who score minimum 70% marks in the technical evaluation phase. Study will be awarded to the bidder with least financial quote (L1)

Technical Evaluation Criteria (100 marks):

1. Presentation by Firm/Consortia: (30 Marks)

2. Financial Stability (15 marks)

NOTE: provide last three years audited financial statements (P&L and Balance Sheets)

The marking criteria will be:

Average turnover	Maximum Marks
5-10 crore	5
10 -15 crore	10
Over 15crore	15

3. Experience in related study for agri-infrastructure in PPP mode (10 Marks)

NOTE: provide work orders for the last 3 years

The marking pattern will be:

Total studies	Maximum Marks
1	5
2& above	10

4. Working with State Government/Central Government (15 marks)

NOTE: provide work orders from the last 5 years regarding studies in agricultural sector

The marking pattern will be:

Total studies	Maximum Marks
3-8	5
9-14	10
15& above	15

5. Team Leader (Agri post graduate with relevant experience) (15 marks)

The marking pattern will be (Team Leader to provide declaration in their CV

Total experience	Maximum Marks
11-13 years	5
13-15 years	10
15 years or more	15

6.Experience of the audit of infrastructure projects (15 marks)

NOTE: Work order or other such projects / assignments

The marking pattern will be:

Total studies	Maximum Marks
5	5
5-10	10
More than 10	15

Payment schedule:

The payment would be milestone linked and would be released as under:

S. N.	Milestone	Payment (%)
1	Contract sign off & mobilization advance against Bank Guarantee which should remain valid till the completion of the study and acceptance by APEDA	25%
2	Field visit completion & progress update presentation	25%
3	Draft report submission & presentation	25%
4	Final report submission	25%

Note: Quotes to be inclusive of all applicable taxes

For further clarification please contact:

General Manager (Infrastructure)
APEDA
NCUI Building 3, Siri Institutional Area,
August Kranti Marg, New Delhi - 110 016,
India
Phone : 91-11-26513204, 26514572, 26534186

Application format

Sl. No.	Particulars	Details
1.	Name of the agency	
2.	Address	
3.	Name of the Chief Executive	
4.	Understanding of the TOR	
5.	Financial stability of the agency	
6.	Experience of the agency in conducting agricultural related study	
7.	Experience of the agency in related study for creation of agri infrastructure in PPP mode in the last three years	
8.	Experience of working with State Government/Central Government/Multinationals/APEDA in the development of agricultural/industrial infrastructure.	
9.	Experience of the team leader	
10.	Details of EMD	

Date :
Authorized

(Signature of the
Signatory with Company Seal)

Annexure

Sr.No	Eligibility Criterion	Does the applicant meet the criterion
1.	A registered consulting firm with minimum 5 years of experience in providing consultancy services in the field of market research, monitoring and evaluating studies, infrastructure development in PPP mode with demonstrated experience in food and agribusiness domain	
2.	Annual turnover of at least INR 5 crores during each of the last three years available	
3.	Individual firm/lead firm should have national / international experience in audit of infrastructure projects. Individual firm/lead firm should have national / international experience in audit of food value chains	
4.	National/international experience in providing consultancy services for formulation of vision/strategy for Governments (National or State Governments) in development of agriculture/food processing	
5.	Conducted at last 3 studies for the Government of India including State Governments or Central Governments Organizations in the development of agriculture/industrial infrastructure in last 5 years	