

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

**Date:22/04/2016**

**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. **Assess whether the capacity of handling capacities match with the overall cold chain and cold storage capacities. If there is mismatch what corrective steps are required to rectify the mismatch.**
3. Assessment of the capability of implementing/nodal agency in terms of their approach towards effective utilization of the facility
4. Assessment of level of utilization in terms of installed capacity since commissioning; services offered , charges levied for such services on users.
5. *If there is low or nil utilization assessment and evaluation of practical reasons for such a situation especially with regard to (a) backward and forward linkages (b) availability of raw material in and around the facility (c) Lack of entrepreneurship around the facility (d) Lack of government support in running the facility etc.*
6. *Assessment of quality and food safety norms adopted in terms of FSMS, HACCP, ISO or any other relevant quality /food management system , Pack House Recognition with APEDA, sanitation/hygiene and maintenance standards etc.*
7. Assessment of the Business Model *adopted by the facility*- its appropriateness under local conditions, clientele/user base and backward & forward linkages

8. State government support and involvement in the project

**Timeline for the study: 3 months**

**Eligibility Criteria:** 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 & evaluation studies, *infrastructure development in PPP mode with demonstrated experience in food & agribusiness domain* (**Please provide clear, legible copy of certificate of incorporation long with amendments if any, Authenticated copy of service tax registration certificate, PAN Card - The document must be marked as attachment to point 1 of Eligibility criteria**)

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. Details must be clearly provided in the following format (**The document must be marked as attachment to point 2 of Eligibility criteria**)

Year	Overall turnover (Rs Crores)	Turn over from consultancy fee (Rs Crores)	Of this studies/work done on infrastructure development in PPP mode in food and agribusiness domain
2013-14			
2014-15			
2015-16			

3. Individual firm/lead firm should have done at least **10** studies for the State and/ or Central Government or State/Central Government in the development of agriculture/ industrial infrastructure in last 5 years in the food and agriculture sector . The work order, completion status ( completed in ....(year)/ongoing /to be completed by....(year) etc must be furnished with each

study in sequential order (**The document must be marked as attachment to point 3 of Eligibility criteria**)

Year	Overall turnover (Rs Crores)	Turn over from consultancy fee (Rs)			
		No of studies	For State Govts	For Central Govt	For other agencies
2013-14					
2014-15					
2015-16					

**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. The agency qualifying the above criteria shall submit the bid in two separate covers as follows:

**Submission of bid :** The bid must be submitted essentially as follows

(a) **Cover A – Technical bid to be superscribed as “TECHNICAL BID FOR STUDY ON ASSESSMENT OF THE EFFECTIVENESS OF THE INFRASTRUCTURE CREATED WITH APEDA’S FUNDING SUPPORT AGAINST APEDA AD DATED 22.04.2016”.** The technical bid must be accompanied by the application form given at **Annexure-1** and must be accompanied by documents supporting the eligibility criteria sequentially along with details of approach, methodology, work plan and team structure , detailed CVs of team members, milestone based timelines. Over and above, the Technical bid must be accompanied by last 3 years’ balance sheet / audited statement of accounts, Profit & Loss Account , along with a statement as follows

Year	Turn over- Rs Cr		NPV
	Overall	Consultancy fee	
2012-13			
2013-14			
2014-15			

**Cover B–Financial bid to be superscribed as “Financial BID FOR STUDY ON ASSESSMENT OF THE EFFECTIVENESS OF THE INFRASTRUCTURE CREATED WITH APEDA’S FUNDING SUPPORT**

**AGAINST APEDA AD DATED 22.04.2016**". This Cover B would include financial bid which should be inclusive of taxes, if any. In case the financial bid does not specify taxes, it will be considered as tax inclusive financial bid onus of which shall lie with the bidder .

**Main cover:** The two sealed covers A and B shall be contained in an umbrella cover superscribed as **"BID FOR STUDY ON ASSESSMENT OF THE EFFECTIVENESS OF THE INFRASTRUCTURE CREATED WITH APEDA'S FUNDING SUPPORT AGAINST APEDA AD DATED 22.04. 2016"**.

**Pre bid meeting :**A pre-bid meeting to explain the exact scope of the assignment and resolve the queries of the prospective participating bidders will be organized by APEDA on request.

**Timeline for receipt of bids :**Evaluation of bids received within the timeline of working days from the date of release of advertisement by APEDA. In case the 21<sup>st</sup> day from the date of advertisement happens to be a holiday, the very next working day will be treated as the last day for receipt of bids.

**Evaluation of bids received within the specified timeline :**The bids received will be evaluated on the credential and experience of individual firm/lead firm in accordance with the criteria specified in this document.

The shortlisted bidders will be invited for technical presentation before a Committee constituted by APEDA for this purpose. Intimation in this regard will be emailed to the concerned bidders.

**Criteria for qualifying bidders post technical presentation:** The technical presentations will be graded on the basis of following marks structure by the Committee constituted for this purpose :

**Technical Evaluation Criteria (50 marks):**

<b>SN</b>	<b>Criterion</b>	<b>Marks</b>
1.	Presentation	10
2.	Approach and modalities/methodologies suggested	10
3.	Experience -upto(Years)	10
	3-5 - 6 marks	
	6-8 - 7 marks	
	9-10 - 8 marks	
	11-15 - 9 marks	
	15 years onwards - 10 marks	

4.	Average annual turnover from consultancy business during last 3 years upto (Rs. in crores) 1-3 - 6 marks 4-5 - 7 marks 6-8 - 8 marks 9-15 - 9 marks 15 onwards -10 marks	10
5.	Studies in the field of agriculture/infrastructure development upto (Number) 3-5 - 6 marks 6-8 - 7 marks 9-10 - 8 marks 11-15 - 9 marks 15 onwards -10 marks	10
<b>Total</b>		<b>50</b>

**Opening of financial bids:** Financial bids of only those bidders would be opened who qualify the technical bid criteria as stated above. Study will be awarded to the bidder with least financial quote (L1)

**Payment schedule:**

SN	Milestone	Payment (as % of total cost)
1	Contract sign off & mobilization advance against Performance Guarantee which should remain valid till the completion of the study and acceptance by APEDA	50
2	Submission of Draft report & presentation	30
3	Final report submission	20

For further clarification please contact:

Director  
APEDA  
NCUI Building 3, Siri Institutional Area,  
August Kranti Marg, New Delhi - 110 016,  
**Phone : 91-11-26513162, 26514572, 26534186**

### Annexure- Application format

Sl. No.	Particulars	Details																				
1.	Name of the consultancy firm (Individual /lead)																					
2.	Address																					
3	If application is for consortium mode, details of the consortium partner firm																					
3.	Name of the Chief Executive of the individual/lead firm																					
4.	Summary paragraph introducing the Understanding of the TOR on 150 words maximum																					
5.	Financial stability of the individual/lead consultancy firm	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Year</th> <th style="width: 45%;">Turn over- Rs Cr</th> <th style="width: 20%;">NPV</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td></td> <td>Overall</td> <td>Consultancy fee</td> <td></td> </tr> <tr> <td>2012-13</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2013-14</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2014-15</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	Turn over- Rs Cr	NPV			Overall	Consultancy fee		2012-13				2013-14				2014-15			
Year	Turn over- Rs Cr	NPV																				
	Overall	Consultancy fee																				
2012-13																						
2013-14																						
2014-15																						
6.	Experience of the agency in conducting agriculture related study																					
8.	Experience of the team leader																					
9.	Details of EMD																					

Date :

(Signature of the Authorized Signatory with Company Seal)