

Date: 6th March 2017



CCS NATIONAL INSTITUTE OF AGRICULTURAL MARKETING
Kota Road, Bambala, Pratap Nagar, Jaipur-302033
Ph. : 0141-2795111, 2795104

Expression of Interest for Carrying Out Evaluation Study of
CCS NIAM

1. CCS National Institute of Agricultural Marketing (CCS NIAM) is autonomous Institution working under Ministry of Agriculture and Farmers Welfare, Government of India. CCS National Institute of Agricultural Marketing has been working as a Sub-Scheme of Integrated Schemes of Agriculture Marketing (ISAM) from the year 2012-2017. As a sub scheme under the ISAM the Institute has contributed in capacity building of stakeholders, creating awareness amongst framers about centre sector schemes, consulting state government on project formulations, building capacity of members of farmer producer organization, developing marketing strategies for organic produce, conducting research on value chains etc. (Details of the CCSNIAM are at **Annexure -I**).
2. CCS NIAM invites Expression of Interest and technical proposal from the reputed research institutions, NGOs, Universities, Academic Institutions and Consultancy Organizations, Firms having requisite experience and expertise in conducting evaluation and impact studies. Interested organizations may submit the application supported with all required information, documents **to Director General, CCS NIAM, Kota Road, Jaipur.**
3. **Closing Date for submission of applications:** Interested organizations may submit their proposal within 25 days from the date of publication of the advertisement on E Procurement website and newspaper.

I Eligibility Criteria:

- (a) Government/Semi Government/ Autonomous Bodies/Corporation/ Cooperative Organizations/NGO/ Management/ Research Institutes having minimum of five years of experience in cooperative/Agriculture/ Rural development area in conducting study of Monitoring and Evaluation Studies of various Government Schemes.

- (b) Agency average annual turnover of Indian Rupees 50,00,000/- and above (Rupees one crore only) during last three years.
- (c) The Agency should have conducted at least 3 Government sponsored studies in last 3 years.
- (d) The agency should have experience of conducting evaluation study of training, research, agri business education and projects related to agriculture marketing, price analysis, grading, price spread studies of agri-commodities, market infrastructure, rural godowns, warehouse, agri business, processing, value edition etc.

II. Submission of Evaluation Report:

- i) The draft report would need to be submitted by the selected firm within 45 days from the award of study.
- ii) Based on the discussions on the presentation of draft report by the selected firm, after incorporating changes the final report to be submitted within 15 days of the presentation of the draft report.

III. Earnest Money Deposit (EMD):

EMD of INR 2,00,000 /- (Rupees two lakhs only) in the form of Demand Draft/Bank Guarantee prepared in favour of **Director General, NIAM** valid for 2 months commencing from the last day of submission of offers to be submitted along with the application. EMD will be refunded after the selection process is over but the same will be converted into performance guarantee to be refunded after completion of study in case of the Organisation finalized to take up the evaluation study. Government organizations are exempted from depositing EMD.

Evaluation study awarded to the organisation should not be further awarded to any other third party. An undertaking in this regard may be submitted duly signed by the Head of the Organization as **Annexure-A**.

IV. Submission of Bid:

The Expression of Interest complete in all respects along with the Technical Bid and Financial Bid is to be submitted within 25 days of publication of this advertisement at below mentioned address :-

Director General
*CCS National Institute of Agricultural Marketing,
Kota Road, Bambala, Pratap Nagar, Jaipur-302033,
(Phone:0141-2795111, 2795104)*

The organisation qualifying the above criteria shall submit the offer in two separate envelopes as follows :

Envelope A – Technical Bid should contain all documents supporting the eligibility criteria along with

- a) Elaboration of the approach on how to undertake the evaluation study of the activities of CCS National Institute of Agricultural Marketing (CCS NIAM) as per the terms of the reference.
- b) Proposed detailed methodology with time line to undertake the evaluation study of the activities of CCS NIAM.
- c) Proposed team structure along with the detailed CVs of team members.
- d) A broad template and indicative chapter scheme of the proposed study.
- e) Clear indication of the necessary consultative process to be followed to invite opinions, take feedback and suggestions from the stakeholders.

The other documents to be submitted are (a) Last 3 years balance sheet / audited statement of accounts, (b) Authenticated copy of certificates of incorporation/registration of the organization, (c) List of studies conducted during last three years with copies of study orders (d) Authenticated copy of service tax registration certificate, (e) PAN Card (f) CA Certificate certifying the turn over. The documents should be listed sequentially. The envelope should be superscribed as **“Bid for evaluation study of CCS NIAM”**.

Envelope B – Financial Bid. The sealed financial offer should contain the total cost of evaluation study to be paid by CCS NIAM in the prescribed format (Part-C). Total applicable amount (including applicable taxes) must be shown in the financial bid. No out of pocket expenses would be paid separately by CCS NIAM. Payment for the study would be released by CCS NIAM as per the terms & Conditions.

The envelope should be superscribed as **“Financial Bid for evaluation study of CCS NIAM**.

- The two sealed envelopes (A&B) should be placed in an outer envelope (cover) for sending to CCS NIAM office which will be superscribed as **“Bid for Evaluation Study of CCS NIAM”**.
- The offers received will be evaluated on the credential and experience of individual organization, suitability of approach & methodology. The Financial Bid of only those organizations will be opened which meet the eligibility criteria and received minimum 60 marks out of 80 marks in Technical Evaluation.

Applications from interested organisation/ agencies must provide evidence of the technical capacity and expertise to undertake this exercise. This includes capacity to deliver the results in the timeframe manner provided and there is prior experience in coordinating similar projects.

Tenders for this contract will be assessed in accordance with Quality and Cost- based selection (QCBS) method and will involve both Technical and Financial evaluation with the following weightage:

Technical Evaluation	80%
Financial Evaluation	20%

Evaluation Criteria for Technical Evaluation

1.	Technical skills and track record : approach, methodology, structure & deliverables in time frame
2.	No. of assignments carried out of similar nature
3.	No. of years in carrying out Research/studies of similar nature
4.	Composition of Team Structure/Educational Qualification etc.

Shortlisted organization, if needed, may be invited for a technical presentation on a date to be announced. Organizations will have to bear the travel and other associated costs of attending this meeting.

This Expression of Interest consists of the following documents :-

- Invitation to Tender (ITT) Instructions
- Form of Proposal
- Terms of Reference

VI Clarification if any:

For clarification (s) if any, regarding the study willing organisations may contact –

Director General
*CCS National Institute of Agricultural Marketing,
 Kota Road, Bambala, Pratap Nagar, Jaipur-302033
 (Phone:0141-2795111, 2795104)*

Invitation to Tender (ITT) Instructions

INTRODUCTION

1. General

- 1.1 This Invitation to Tender (ITT) and in particular the *Instructions for Compiling and Submitting Your Tender* is designed to help you produce a tender that is acceptable to CCS NIAM and to ensure that tenders are given equal consideration. It is essential, therefore, that you provide the information requested in the specific format.
- 1.2 The instructions should be read in conjunction with information specific to the Project contained in the covering letter and in the accompanying documents.
- 1.3 CCS NIAM is not bound to accept the lowest, or any, tender. We also reserve the right to request any, or all, of the Tenderers to meet with us to clarify their tender.

INSTRUCTIONS FOR SUBMITTING THE PROPOSAL

2. A. Format of the Proposal

2.1. The proposal should be submitted in English and be set out in three main parts -

Part A - Executive Summary

Part B - General and Technical

Part C – Financial

2.2. Parts A & B may be clubbed together while sending the proposal but part C must be sent separately to enable Technical and Financial proposal to be evaluated independently. Please do not include any price information in Part A or B. No publicity material is required.

3. Part A – Executive Summary

3.1. This should be a brief overview of your tender covering how you intend to achieve the outputs and your assessment of the resources required.

4. Part B – General and Technical Proposal

4.1. Your General and Technical Proposal should be structured in 4 sections:

- i. **Section 1** Any Qualification to Terms of Reference (TTP-1)
- ii. **Section 2** Technical Response (including method of implementation) (TTP-2)
- iii. **Section 3** Names & CVs of personnel to work on this (TTP-3)
- iv. **Section 4** Previous experience (TTP-4)

5. Part C – Financial Bid

5.1. All prices should be for the duration of the contract.

Form of Proposal

Form of Proposal

PART-A (Executive Summary)

- I. This should be a brief overview of your tender covering how you intend to achieve the outputs and your assessment of the resources required.
- J. Organizational details and area of work/operation

Name of the organization	
Act under which the Firm/Resource Organization is registered, if any : (NGO/Company/PSU/Society, etc.)	
Registration Number & Date of Registration, if any (please attached coy of information and Memorandum of Association & Article of Association) :	
Information Required for Statistical Purposes Only Country of Registration (Companies) Nationality (Application from Individuals) Number of Employees (as appropriate)	
Date of commencement of work	
Major area of work/operation	
Core business of the firm including the business model (Commercial, Not-for-Profit, NGO, etc.)	
Technical and Managerial organization of the firm (including the locations and size of establishments in India)	
Communication Address with email and phone/fax numbers	
Contact Person	
Turnover of the firm for the last three years (in Rs.) 2013-14 2014-15 2015-16	

PART-B (General and Technical)

Technical Proposal – Proforma 1 (TTP-1)

i. **Section 1** Any Qualification to Terms of Reference. (TTP1)

Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.

Provide a brief description about of your Organization as relevant to this assignment. Further, a self-assessment note with justification how the agency is capable for this assignment

Technical Proposal – Proforma 2 (TTP-2)

- ii. **Section 2** Technical Response (including method of implementation and work plan in the form of a Gantt chart showing activities, milestones, deliverables etc. against time) (TTP-2)

a) Technical Approach and Methodology.

{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (To Rs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}

b) Work Plan. {Please outline the plan for the implementation of the main activities/tasks of the assignment, milestones (including interim approvals by CCS NIAM), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the ToR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

Task	Deliverables (task)			
		15 days	30 days	45 days
Task-1	(e.g., Deliverable # 1:Report A			
	Initial Discussion			
	Data Collection			
	Drafting			
	Inception Reports			
	Incorporating Comments			
Task-2	Deliverable # 2			
	Delivery of Final Report to CCS NIAM			

Technical Proposal – Proforma 3 (TTP-3)

- iii. **Section 3** Names & CVs of personnel to work on this project and also provide information as per below mentioned table (in the CV please cover name of staff, nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm, number of years with the firm, key qualifications, education, experience and languages known)

TTP -3

Name	Educational qualification	Experience	Employment Status *	Description/ Position	Remarks

**Full Time/ Part time*

Technical Proposal – Proforma 4 (TTP-4)

- iv **Section-4** - Previous experience (please indicate name of assignment, name/address of employer, date of award of assignment, date of completion of assignment, value of the assignment and role of your firm viz. prime consultant, sub-consultant, consortium member etc.)

TTP -4

Title of assignment	Duration (From – To)	Country, State	Value (in Rupees)	Details of Client	Lead Firm/Organization	Short Description about assignment

Annexure-A**UNDERTAKING**

I/We Name/Designation)_____ of
 (organization) _____
 undertake and agree to abide that if Evaluation Study of
 _____ will be awarded to our organization, the
 evaluation study neither be further awarded to any other third party by us,
 nor the contents, documents, information pertaining to evaluation study
 will be disclosed to any other person/organization except CCS NIAM.

Signature with seal

Name:

Designation

Address:

Date:

Witnesses:

1. Signature

Name:

Address:

Date:

2. Signature

Name:

Address:

Date:

Part C – Financial Bid**Proforma for giving Financial Bid**

Details	Amount in (Rs.)
Total fee/Charges for the assignment as per the ToR	
Taxes (if any)	
Grand Total	

Total Amount in words (Rupees)

Name and signature (s) with seal

Terms of Reference

Terms of Reference

The terms of reference of the proposed Impact Study is as under:-

1. To assess how well the expected outcomes in terms of Training, Research, Consultancy and Education (TRCE) were carried out to meet the objectives defined in ISAM.
2. To assess the impact of training programme and the other research & consultancy activities of the CCS NIAM during the 11th Five Year Plan and 2012-13, 2013-14, 2014-15 and 2015-16 of the 12th Five Year Plan.
3. The outcome assessment needs to measure two elements –
 - (a) Performance and effectiveness of TRCE
 - (b) Efficiency of rules, administration and utilization of budget to facilitate the objectives defined in ISM.
4. To assess the success attributed to the scheme of awareness and capacity building of the Ministry during the 11th Five Year Plan and 2012-13, 2013-14, 2014-15 and 2015-16 of the 12th Five Year Plan in terms of clear monitor able direct outcomes showing qualitative & the quantitative impact assessment.
5. To identify the gaps in training schemes & to suggest the strategy to ensure better performance.
6. To find out whether the total staff complement, particularly at the support level is kept at a minimum, whether the enormous strides in information technology and communication facilities as also facilities for outsourcing of work on a contract basis, have been taken into account in determining staff strength.
7. Whether user charges, wherever the output or services are utilized by others, are levied at appropriate rates.
8. To examine the present status of CCS NIAM expenditure on four major heads of the expenditure like Establishment Expenses, Training Expenses, Administrative Expenses, Education Expenses.
9. To review the resource generation of Training & Education units as Paid Programme, Professional Course, Research & Consultancy Activities, Any other activity.

To recommend strategy to strengthen the institutes in the following areas:

- a) To suggest for development of training infrastructure facility, strengthening training programme, research & consultancy services to make these more effective in raising the competitive strength of cooperative.
- b) To assess the manpower requirements in terms of job description, job specification, appropriate remuneration of the faculty and the other supporting staff in line of other alike training institutions/management institutions for providing better services to the users.
- c) To suggest the scope for maximizing internal resource generation so that dependence upon government, budgetary support is minimized.
- d) To suggest the activity workloads of the institute such as the optimum number to training programmes to be conducted by each unit, faculty workloads such as classroom sessions, other activities etc.
- e) To suggest best practices/model to run the institution in a professional manner in line of other alike organization.
- e) To assess the financial requirement of institution relating to their training, research and education infrastructure needs and suggest source of financing training infrastructure needs.
- f) To suggest strategy for enhancing CCS NIAM resource generation on Paid Programme, Professional Course, Research and Consultancy Activities, Any other activity.

Objectives of the Study

Based on the scope and terms of reference the Tenderer has to formulate specific objectives of the study.

Coordination and feedback

The study design and process including methodology, sampling, development of study tools, feedback on draft report etc. will be done in coordination with CCS NIAM.

Suggested Format of Final report

- Executive Summary
- Introduction
- Methodology
- Findings of the study analyzed as per beneficiary impacted, measurable outcomes, cost benefit analysis including five case studies where the impact has been exemplary.
- Challenges & opportunities
- Conclusions and recommendations

Intellectual Property Rights

All documentation related to the assignment shall remain the sole and exclusive property of CCS NIAM.