

# **Meghalaya State Agricultural Marketing Board (MSAMB)**

## **Request For Proposal (RFP) for the procurement of a Strategic and Technical Management Unit (STMU) for Meghalaya Smart Farmers Programme (MSFP)**

**Purchaser/Client** : Meghalaya State Agricultural Marketing Board (MSAMB)  
**Contract title** : Procurement of a Strategic and Technical Management Unit  
(STMU) for Meghalaya Smart Farmers Programme-MSFP  
**RFP Ref No** : **NO. MAMB/STMU/MSFP/9/2021-22**

Meghalaya State Agricultural Marketing Board (MSAMB),  
Cleve Colony, Meghalaya, Shillong - 793003.  
Office Phone No. 9402304280  
Email: ambmg-meg@nic.in

# Request For Proposal (RFP) for the procurement of STMU for MSFP

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# 1. Introduction

## 1.1 Background

The Meghalaya State Agricultural Marketing Board (MSAMB), is planning to initiate Meghalaya Smart Farmers Programme to promote high value agriculture in the State. It is important that the farmers are provided with timely information to maximize gains. Agriculture has a very close relationship with weather, thus it is very much required that the farmers are being equipped with forecasts related to weather, pest incidence and temperature fluctuations so that necessary precautions can be taken up at the field. In addition to the same, adoption of timely pest and disease control measures will help farmers to reduce losses. This project will be implemented through Farmer Friends who are already engaged with the Department of Agriculture in assisting the cultivation across the State. Necessary capacity building workshops would be organised as part of Training of the Trainers (ToT) programme by the selected bidder.

For improving farmer productivity and revenue from the produce a one-stop solution with the following objectives are proposed:

1. Digitalise entire farm production operations
2. Agronomy & Climate Smart Advisory Services to Farmers
3. Reduce crop losses by timely pest resolution
4. Increase market opportunities through digital and traceability services for Lakadong & Beekeepers.
5. Increase market opportunities for Meghalayan Farmers through digital interventions

The objective of this project is to build a unified digital platform for 1 lakh farmers in Meghalaya. The proposed solutions would help improve the agricultural opportunities of over 1 lakh farmers in the State providing them better access to information and creating brand image for indigenous farm produce.

This would include creating a digital farmer database, connect with farmers at scale, provide climate smart advisory, basic agronomy advisory services (from sowing to selling) and provide traceability for the 10 thousand farmers each in Lakadong Turmeric and Bee-keeping.

### 1.1.1 Create Digital Farmer Database & Profiling

Update KYC Details, Area Survey and Geo - tagging of the land, crop profiles, and other necessary information of the farmer. Digitally enabling services for the benefit of the farmers through the following interventions.

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### 1.1.2 Agronomy & Climate Smart Advisory Services to Farmers

Agronomy services including Good Agricultural Practices and Climate-Smart Agriculture through a team of subject matter experts would be enabled. This will include crops across agriculture and horticulture. This will ensure a holistic technology service to the farmer. Advisories would include the climate smart advisory with Early warning Pest & Disease Alerts and Treatment plan recommendation. Also SMS advisories in English, Khasi and Garo explaining the various stages of production for the respective crops cultivated by the farmers thus ensuring growth and quality of the yield. Besides this, basic Livestock advisory would be sent to identified piggery & poultry farmers.

### 1.1.3 Reduce crop losses by timely pest resolution

Bring productivity by introducing comprehensive advisory services (Integrated pest management), timely resolution of disease and pest advisories to the farmers based on their crops. The pest infestation can be resolved by extension workers through Mobile application and informing farmers on the pest resolution advisory through SMS in English, Garo and Khasi.

### 1.1.4 Traceability services for Lakadong & Honey Bee-keepers.

a) QR Code based Traceability of Identified Lakadong Turmeric Farmers to the government and end consumer.

b) QR Code Based Traceability of Honey beekeepers to the government and end consumer.

### 1.1.5 Increase market opportunities through digital interventions

a) *Training and Capacity Building for ToTs* across the State who would facilitate the necessary technical and advisory to the Farmer Friends. Eventually, the Farmer Friends would assist the farmers on the field in digitizing the farmer records, map the crop area through mobile-app and register the farmer details on the mobile app.

b) *Platform for Buyer-Farmer Interaction (Advance intimation of Supply)*

1. Providing access to the buyers in the open market where, buyers can view regional level or collectivised harvest estimates and thereby engage with farmer groups for bulk purchases.

2. Provide harvest forecasts and weekly reports to the buyers.

## 1.2 Monitoring and Evaluation:

Leveraging data collected from the field, government and other stakeholders:

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- a) Provide real time visibility into activities at the field level on Map based dashboards
- b) Continuously monitor the project progress impact on a season to season basis
- c) Download Reports and MIS in Excel for analysis and decision making

### 1.3 Due Diligence by Bidders

1.3.1 Before submitting their Proposals, Bidders may examine the requirements at their own expense and obtain and ascertain for themselves, at their responsibility and other information necessary for preparing their Proposals.

1.3.2 Bidders shall be deemed to have full knowledge of the requirements of the Work. MSAMB will not accept any responsibility or liability for any errors, omissions, inaccuracies, or errors of judgment concerning information or materials provided by MSAMB in this RFP document or otherwise with respect to this Project. Although such information and materials are to the best of the MSAMB's belief, their verification is the sole responsibility of Bidder.

1.3.3 Neither MSAMB, nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information provided nor will have any liability to any bidder which may arise from or be incurred or suffered in connection with anything contained in this RFP and the award of the Work or otherwise arising in any way from the selection process.

### 1.4 Accessing Bidding Documents and Participation

The complete Bid Document can be viewed/ downloaded from the tendering portal of <http://megamb.gov.in> by interested bidders from 17th September 2021. For any help regarding downloading or submissions, bidders may e-mail at [ambmg-meg@nic.in](mailto:ambmg-meg@nic.in). The amendments/ clarifications to the Bid Documents by the authority, if any, will be uploaded on the website.

1.4.1 Each proposal shall indicate that it is a firm Proposal and that the Bid will remain valid for a period not less than ninety (90) days from the due date of the submission of the proposal. MSAMB reserves the right to reject any Proposal, which does not meet this Bid Validity Period requirement.

1.4.2 MSAMB may request one or more extensions of the Bid Validity Period. To make such a request, the MSAMB shall give notice through email to the Bidder(s) at least three (3) days prior to the expiration of the Bid Validity Period. Suppose any Bidder does not agree to the extension. In that case, they may withdraw by giving notice in writing to the MSAMB of its decision before the expiration of the Bid Validity Period. In case, the MSAMB does not receive any written information of withdrawal before the expiry of the Bid Validity

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Period, and the requested extension shall be deemed to have been accepted by the Bidder(s).

1.4.3 When an extension of the Bid Validity Period is made, Bidders shall not be permitted to change the terms and conditions of their Bids.

1.4.4 The Bid Validity Period of the Successful Bidder shall be automatically extended until the Date on which the Agreement is signed and is in force.

### 1.5 Tender Schedule

Activity	Schedule
Publishing of the RFP on the portal	5:00 PM, 17th September 2021 <a href="http://megamb.gov.in/">http://megamb.gov.in/</a>
Last Date of submission of proposals	4:00 PM, 8th October 2021
Last Date for pre-bid queries citing the RFP Ref No as subject	4:00 PM, 24th September 2021 at email: <a href="mailto:ambmg-meg@nic.in">ambmg-meg@nic.in</a> . Bidder who will submit the Pre-bid queries through email shall get the Response from MSAMB. Please note no pre-bid conference would be held.
Address for communication and submission of bids (Both the technical and financial proposals be submitted in two separate envelopes)	<b>MD, Meghalaya State Agricultural Marketing Board (MSAMB), Cleve Colony, Meghalaya, Shillong - 793003. Office Phone No. 9402304280</b>

#### Note:

1. Financial Proposals of only those bids will be opened that meet the minimum technical score. The Date of opening of financial proposals will be intimated to the technically qualified bidders.

2. Opening of technical proposals shall be conducted virtually (online); Interested applicants (bidders who submit the proposals) shall email for the meeting link on or before the last date for submission of the bids as mentioned in the table above.

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## 1.6 Communications

All communications, including the submission of bids, should be addressed to:

Managing Director (MD),  
Meghalaya State Agricultural Marketing Board (MSAMB),  
Cleve Colony, Meghalaya, Shillong - 793003.  
Office Phone No. 9402304280  
Email: ambmg-meg@nic.in

## 2. Instruction to Bidders

### 2.1 Scope of Proposal

2.1.1 Please refer to section 8 for components of the programme, scope of work and objectives of the assignment.

2.1.2 Bidders are advised that the selection of Strategic and Technical Management Unit (STMU) shall be based on an evaluation by the authority through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the authority's decisions are without any right of appeal whatsoever.

2.1.3 The Bidder shall submit its proposal in the form and manner specified in this RFP. The Bid shall be submitted in two envelopes system (Technical Proposal and Financial Proposal) within the prescribed schedule. Upon selection, the Bidder shall be required to enter into an agreement with the authority.

2.1.4 Consortium or subcontracting is NOT allowed for this RFP.

### 2.2 Pre-Qualification Criteria

SLN	Criteria	Supporting Documents
1	<b>Legal entity</b> The Bidder shall be a firm/ company/ partnership/ LLP/ proprietorship firm/institution registered under the Indian Companies Act, 1956 / the partnership Act, 1932/ Societies Registration Act, 1860/ LLP Act 2008 and who have their registered offices in India	<u>For companies:</u> 1. Certificate of Incorporation from the Registrar of Companies (RoC) along with the entire chain of Certificate of Incorporation documents. 2.Relevant sections of Memorandum of Association of the company or filings to the stock exchanges to

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	<p>All subsidiary/ holding/ associate/ affiliates in India shall be treated as one entity.</p> <p><b>Note:</b> Entity should be <b>ISO27001 - 2013</b> certified. Also, the entity must set up an operations office in Meghalaya within 30 days from the signing of Agreement</p>	<p>indicate the nature of business of the company</p> <p>3. Certification on commencement of business.</p> <p>4. ISO Certification</p> <p><u>For Proprietorships:</u></p> <p>1. Valid GST certificate 2. Valid PAN card</p> <p><u>For Partnerships:</u></p> <p>1. Registered partnership deed. 2. Valid GST certificate 3. Valid PAN card</p> <p><u>For Societies:</u></p> <p>1. Society registration certificate 2. Valid PAN card</p>
2	<p><b>Financial turnover</b></p> <p>The bidder should have an average annual turnover of <b>Rs 5 Cr</b> or more in the last three financial years from similar field of the scope of work for the last 3 financial years ending 31.03.2020</p>	<p>Audited financial statement for the three years</p> <p>OR</p> <p>Certificate from Chartered Accountant (CA) clearly specifying the annual turnover for the specified years.</p>
3	<p><b>Experience</b></p> <p>The agency should have successfully completed at least <b>03 Smart Farming Initiatives such as digitalization mainly in digitalization of farmers' data, Agri-value chain, weather and agronomy advisory projects in the agriculture sector</b> on record with any State or Union Government in India or abroad with a minimum of <b>25,000 farmer beneficiaries trainees</b> in the last <b>3-5 years</b>.</p>	<p>Work Order/ Experience certificate from customer along with project details as per the format in the Annexure</p>

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4	<p><b>Black-list Clause</b>  The bidder <b>should not have been blacklisted or Barred or any such cases pending for blacklisting / debarment in any court of law</b> by any State Government, Central Government or any other Public Sector Undertaking or a Corporation or any other Autonomous organization of Central or State Government as on Bid submission date.</p>	<p>Self-declaration by the Bidder as per the format in the Annexure</p>
5	<p><b>Earnest Money Deposit (EMD)</b>  EMD of the amount of <b>Rs 6 lakh</b> through. Demand Draft/Pay Order issued by one of the Nationalised/Scheduled Commercial Banks in India in favour of the – <b>Meghalaya State Agricultural Marketing Board.</b></p> <p>In case of online transaction, the amount shall be transferred to the following account:  <b>Account Number: 702002307239</b>  <b>IFSC: YESBoMCA002</b></p>	<p>Demand Draft/ Pay Order/Online Payment of Rs 6 Lakh</p>

**Note:**

1. As per Rule 170 of General Financial Rules (GFRs 2017) registered Micro and Small Enterprises (MSEs) are exempted from payment of bid security/earnest money deposit. However, the bid security declaration shall be duly signed by the bidder which has been annexed to this RFP document.
2. In case of Online payment of EMD, the bidders must enclose the proof of transaction highlighting the UTR Number after transfer of money.

## 2.3 Conflict of Interest

2.3.1 A Bidder shall not have a conflict of interest that may affect the Selection Process or the Services (the "Conflict of Interest"). Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the authority may claim as mutually agreed genuine pre-estimated compensation and damages payable to the authority for, inter alia, the time, cost and effort of the authority including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to the authority hereunder or otherwise.

2.3.2 The authority requires that the bidder provides professional, objective, and impartial advice and always hold the authority's interest's paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future Work. The bidder shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the authority.

2.3.3 A Bidder shall be deemed to have a Conflict of Interest affecting the Selection Process, if:

2.3.3.1 the Bidder or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of a Bidder, its Member or Associate (or any shareholder thereof having a shareholding of more than 5 percent of the paid-up and subscribed share capital of such Bidder, Member or Associate, as the case may be) in the other Bidder, its Associate is less than 5% (five per cent) of the subscribed and paid-up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in section 4A of the Companies Act, 1956. For the purposes of this Clause, indirect shareholding held through one or more intermediate persons shall be computed as follows:

2.3.3.2 where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "**Subject Person**") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and subject always to sub-clause (a) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause 2.4.4 if the shareholding of such person in the intermediary is less than 26% (twenty six per cent) of the subscribed and paid up equity shareholding of such intermediary; or

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2.3.5 a constituent of such Bidder is also a constituent of another Bidder; or

2.3.6 such Bidder or its Associate receives or has received any direct or indirect subsidy or grant from any other Bidder or its Associate; or

2.3.7 such Bidder has the same legal representative for purposes of this Application as any other Bidder; or

2.3.8 such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Application of either or each of the other Bidder; or

2.3.9 there is a conflict among this, and other assignments of the Bidder (including its personnel ) and any subsidiaries or entities controlled by such Bidder or having common controlling shareholders. The duties of the agency will depend on the circumstances of each case. While providing services to the authority for this particular assignment, the agency shall not take up any assignment that by its nature will result in conflict with the present assignment; or

2.3.10 the Bidder, its Member or Associate (or any constituent thereof), and the bidder or Concessionaire, if any, for the Project, its contractor(s) (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Bidder, its Member or Associate (or any shareholder thereof having a shareholding of more than 5% (five per cent) of the paid up and subscribed share capital of such Bidder, Member or Associate, as the case may be,) in the bidder or Concessionaire, if any, or its contractor(s) is less than 5% (five per cent) of the paid up and subscribed share capital of such Concessionaire or its contractor(s); provided further that this disqualification shall not apply to ownership by a bank, insurance company, pension fund or a Public Financial Institution referred to in Section 4A of the Companies Act, 1956. For the purposes of this sub-clause (g), indirect shareholding shall be computed in accordance with the provisions of sub-clause (a) above. For purposes of this RFP, Associate means, in relation to the Bidder, a person who controls, is controlled by or is under the common control with such Bidder (the "Associate"). As used in this definition, the expression "control" means, concerning a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person by operation of law or by contract.

## 2.4 Number of Proposal

No Bidder shall submit more than one proposal for the Work.

## 2.5 Cost of Proposal

The Bidders shall be responsible for all the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority, Project site etc. MSAMB will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection Process.

## 2.6 Acknowledgement by Bidder

2.6.1. It shall be deemed that by submitting the proposal, the Bidder has:

2.6.1.1 made a complete and careful examination of the RFP document;

2.6.1.2 received all relevant information requested from MSAMB;

2.6.1.3 acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the authority or relating to any of the matters referred to in RFP;

2.6.1.4 satisfied itself about all matters, things, and information, including matters referred to in RFP hereinabove, necessary and required for submitting an informed Application and performance of all its obligations thereunder;

2.6.1.5 acknowledged that it does not have a Conflict of Interest; and

2.6.1.6 agreed to be bound by the undertaking provided by it under and in terms hereof.

2.6.2 The authority shall not be liable for any omission, mistake, or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the authority.

## 2.7 Right to Reject any or all Proposals

2.7.1 Notwithstanding anything contained in this RFP, the authority reserves the right to accept or reject any proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.

2.7.2 Without prejudice to the generality of RFP, the authority reserves the right to reject any Proposal if: at any time

(i) Material misrepresentation is made or discovered, or

(ii) The Bidder does not provide, within the time specified by the authority, the supplemental information sought by the authority for evaluation of the proposal.

(iii) The authority reserves the right to seek clarification on any part of the Technical Proposal and the bidder needs to respond within 1-day time for consideration whereas authority reserves full right to accept or reject the additional information submitted.

(iv) Misrepresentation/ improper response by the Bidder may lead to the disqualification of the Bidder. If such disqualification/rejection occurs after the Proposals have been

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opened and the highest-ranking Bidder gets disqualified/rejected, then the authority reserves the right to consider the next best Bidder or take any other measure as may be deemed fit in the sole discretion of the authority, including annulment of the Selection Process.

### 2.8 Force Majeure

2.8.1 The selected bidder shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract except for an event of Force Majeure

2.8.2 For purposes of this Clause, "Force Majeure" means an event beyond the control of the and not involving bidder's fault or negligence and not foreseeable. Such events may include but are not restricted to, acts of the Department in its sovereign capacity, wars or revolutions, fires, floods, pandemics, epidemics, quarantine restrictions, and freight embargoes

2.8.3 If a Force Majeure situation arises, the bidder shall promptly notify the MSAMB in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

2.8.4 If an event of Force Majeure continues for a continuous period of one hundred and eighty (180) days or more, the parties may, by mutual agreement, terminate the Contract without either party incurring any further liabilities towards the other with respect to the Contract, other than to effect payment for goods/services already delivered or performed.

### 2.9 Dispute Resolution

2.9.1 In case any dispute or difference arises out of or in connection with or the carrying out of works (whether during the progress of the works or after their completion and whether before or after the termination, abandonment, or breach of contract) except as to any of the accepted matters, provided hereunder, the parties hereto, shall first endeavour to settle such disputes of differences amicably.

2.9.2 If both the parties fail to reach such amicable settlement, then either party (the Purchaser or Contractor) may (within 28 days of such failure) give a written notice to the other party requiring that all matters in dispute or difference be arbitrated upon. Such written notice shall specify the matters which are indifference or differences of which such written notice has been given, and no other shall be referred to the arbitration of a

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single arbitrator, to be appointed by both the parties or in case of disagreement as to the appointment of a single arbitrator, to that of two arbitrators, one to be appointed by each party or in case of said arbitrators not agreeing then, to the umpire to be appointed by the arbitrators in writing before entering upon the references. Provisions of Indian Arbitration and conciliation Act, 1996 or any statutory modification or re-enactment thereof and rules framed there under from time to time shall apply to such arbitration.

2.9.3 The venue of arbitration shall be Shillong, Meghalaya.

2.9.4 The arbitrator or arbitrators appointed under this Article shall have the power to extend the time to make the award with the consent of the parties.

2.9.5 Pending reference to arbitration, the parties shall make all endeavour to complete the Work in all respects and all disputes, if any will finally be settled in the arbitration.

2.9.6 Upon every or any such references to the arbitration, as provided herein the cost of and incidental to the reference and award respectively shall be at the discretion of the Arbitrator, or the umpire.

2.9.7 The award of Arbitrator or Arbitrators, as the case may be, shall be final and binding on the parties. It is agreed that the Contractor shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence. The Purchaser and the Contractor hereby also agree that arbitration under this clause shall be the condition precedent to any right of action under the contract except for as provided for in the Tender.

## 3. Preparation and Submission of Proposal

### 3.1 Language

The proposal with all accompanying documents (the "**Documents**") and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the proposal unless specifically asked for and in case any of these documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the proposal, the translation in English shall prevail.

### 3.2 Format and Signing of Proposal

3.2.1 The Bidder shall provide all the information sought under this RFP. The authority would evaluate only those Proposals that are received in the specified forms and complete in all respects.

3.2.2 The Bidders need to submit the hard copy of the proposal for technical and financial evaluation with supporting documents. The Proposals must be properly signed by the authorised representative (the "Authorized Representative").

3.2.3 A copy of the Power of Attorney in the form specified in Format-1 shall accompany the proposal.

3.2.4. Bidders should note the Bid Submission Date/ Proposal Due Date, as specified in Tender Schedule, for submission of Bids. Except as specifically provided in this RFP, no supplementary material will be entertained by the authority, and that evaluation will be carried out only based on Documents received by the closing time of Bid submission Date. Bidders will ordinarily not be asked to provide additional material information or documents after the Date of submission, and unsolicited material if submitted, will be summarily rejected. For the avoidance of doubt, the authority reserves the right to seek clarifications under and in accordance with the provisions.

### 3.3 Technical Envelope No.1

3.3.1 The Bidder shall submit all the documents as per formats provided in the RFP document. While submitting the Technical Proposal, the Bidder shall ensure that:

- a. All forms are submitted in the prescribed formats and signed by the prescribed signatories;
- b. Power of Attorney, if applicable, is executed as per Applicable Laws;
- c. CVs of all proposed resources have been included;
- d. Proposed approach and methodology
- e. Resources have been proposed only if they meet the Conditions of Eligibility laid down at the RFP;
- f. No alternative proposal for any resource is being made, and only one CV is proposed for each position.
- g. The CVs have been recently signed and dated by the respective resource and countersigned by the Bidder.

**Bidders are advised to include a checklist as per RFP (refer section 11.1) as the first page in the technical proposal.**

3.3.2 Failure to comply with the requirements spelt out shall make the proposal liable to be rejected.

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3.3.3 If an individual resource makes a false averment regarding his qualification, experience or other particulars, or his commitment regarding availability for the Project is not fulfilled at any stage after signing of the Agreement, he shall be liable to be debarred for any future assignment of the authority for a period of 5 (five) years. The award of these Services to the Bidder may also be liable to cancellation in such an event.

3.3.4 The Technical Proposal shall not include any financial information relating to the Financial Proposal.

3.3.5 The proposed team shall be composed of experts and specialists (the "Proposed Resources") in their respective areas of expertise and managerial/support staff such that the agency should be able to complete the Services within the specified time schedule. The Resources specified in the team shall be included in the proposed team of Resources. Other competent and experienced Resources in the relevant areas of expertise must be added as required for the successful completion of this Service. The CV of each such Resource, if any, should also be submitted in the format as Appendix.

3.3.6 The authority reserves the right to verify all statements, information, and documents, submitted by the Bidder in response to the RFP. Any such verification or the lack of such verification by the authority to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the authority thereunder.

3.3.7 In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Bidder or the Bidder has made a material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Agency either by issue of the LOA or entering into of the Agreement, and if the Selected Bidder has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the authority without the authority being liable in any manner whatsoever to the Bidder or Agency, as the case may be.

3.3.8 In such an event, the authority may claim as mutually agreed pre-estimated compensation and damages payable to the authority for, inter alia, time, cost, and effort of the authority, without prejudice to any other right or remedy that may be available to the authority.

### 3.4 Financial Envelope No.2

3.4.1 The Bidder MUST submit the financial proposal as per format provided in the RFP document. The Bidder shall indicate the total cost of the Project in Format of Financial Bid in both figures and words, in Indian Rupees. In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall prevail. The bidder must submit the financial proposal as per the format specified, any deviation from the format may lead to disqualification of the bidder.

3.4.2 While submitting the Financial Proposal, the Bidder shall ensure the following:

- a. Adherence to the format specified in the RFP.
- b. All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the resources (Expatriate and Resident, in the field, office etc.), accommodation, airfare, equipment, printing of documents, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
- c. The Financial Proposal shall consider all expenses and tax liabilities. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.
- d. Costs shall be expressed in INR.

3.4.3 Additionally, the bidder must note that the MSAMB reserves the right to increase the resources to the existing list. MSAMB would notify the bidder one-month in advance to enable the bidder to deploy or withdraw resources. The financials shall be amended accordingly.

### 3.5 Submission of Proposal

3.5.1 The Bidders shall submit the Technical and Financial Proposal as prescribed format.

3.5.2 On the prescribed Date of bid submission, Bidder needs to submit all the documents in physical form as per format provided in the RFP document.

3.5.3 The proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate and only information that is directly relevant should be provided.

### 3.6 Proposal Due Date/ Bid Submission Date

3.6.1 Proposal should be submitted in the manner and form of tender as detailed in this RFP.

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3.6.2 The authority may, in its sole discretion, extend the Proposal Due Date by issuing a Corrigendum.

### 3.7 Late Proposals submissions

Only Proposals received as per tendering process will be entertained. Proposals received after the specified time mentioned in the schedule specified in section 1.4 will not be entertained.

### 3.8 Modification/ substitution/ withdrawal of Proposals

3.8.1 No alteration /modification to the submitted proposal shall be allowed.

3.8.2 No Proposal shall be withdrawn by the Bidder on or after the Proposal Due Date. The withdrawal shall only be allowed as per RFP.

### 3.9 Miscellaneous

3.9.1 The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Shillong shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.

3.9.2 The authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

- a. Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
- b. Consult with any Bidder in order to receive clarification or further information;
- c. Retain any information and/or evidence submitted to the authority by, on behalf of and/or in relation to any Bidder; and/or
- d. Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.

3.9.3 It shall be deemed that by submitting the proposal, the Bidder agrees and releases the authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

3.9.4 All documents and other information supplied by the authority or submitted by the Bidder shall remain or become the property of the authority. The authority will not return

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any submissions made hereunder. Bidders are required to treat all such documents and information as strictly confidential.

3.9.5 The authority reserves the right to make inquiries with any of the clients listed by the Bidders in their previous experience record.

3.9.6 The aggregate liability under this RFP and in connection with the services shall be for direct damages and shall be limited to one-time the fees paid to the agency.

## 4. Evaluation Process

### 4.1 Evaluation of Proposals

4.1.1 The authority shall open the Proposals on the Proposal Due Date

4.1.2 Prior to evaluation of Proposals, the authority will determine whether each proposal is responsive to the requirements of the RFP. The authority may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal shall be considered responsive only if:

- a. the Technical Proposal is received in the form specified.;
- b. it is accompanied by the Power of Attorney as specified in RFP;
- c. it contains all the information (complete in all respects) as requested in the RFP;
- d. it does not contain any condition or qualification.
- e. It is accompanied by the Bid Security as specified in Bid Security.

4.1.3 The authority reserves the right to reject any non-responsive Proposal, and no request for alteration, modification, substitution, or withdrawal shall be entertained by the authority in respect of such Proposals.

4.1.4 The authority shall subsequently examine and evaluate Proposals in accordance with the Selection Process specified and the criteria set out in this RFP

4.1.5 After the technical evaluation, the authority shall prepare a list of short-listed Bidders. Shortlisted bidders shall be intimated for a technical presentation on the approach and methodology and other vital requirements. The shortlisted bidders shall be informed for opening of their Financial Proposals. A date and time will be notified to all Bidders for announcing the result of evaluation and Financial Envelope opening. Before opening of the Financial Proposals, the list of short-listed Bidders along with their Technical Score will be declared. The authority will not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Proposals shall be carried out in terms of RFP.

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4.1.6 Bidders are advised that Selection will be entirely at the discretion of the authority. Bidders will be deemed to have understood and agreed that no explanation or justification on any aspect of the Selection Process or Selection will be given

4.1.7 Any information contained in the proposal shall not in any way be construed as binding on the authority, its agents, successors, or assigns, but shall be binding against the Bidder if the Work is subsequently awarded to it.

### 4.2 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the authority in relation to matters arising out of or concerning the Selection Process. The authority will treat all information, submitted as part of the proposal, in confidence and will require all those who have access to such material to treat the same in confidence. The authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the authority

### 4.3 Intellectual Property Rights

4.3.1 MSAMB will own all rights, title, and interest in and to all data, reports, frameworks, specifications, designs, models, analyses, inventions, programs and other property or materials (collectively, the "Works") that "bidder" or, if an entity, employees, officers, managers, directors, or agents (collectively, "Personnel") develop in connection with the provision of the services including all copyright interests and intellectual property rights in the Project. "Bidder" shall perform all such acts as may be reasonably necessary for the purpose of perfecting the assignment to us of all copyright and other intellectual property rights in the Works. "Bidder" hereby waives all moral rights in all jurisdictions.

4.3.2 "Bidder" acknowledges that during the performance of their services, they may gain access to certain methodologies, frameworks, know-how, products, processes, ideas, interpretations, models, documentation, manuals, software, discs, reports, research, working notes, papers, data, specifications, designs, analyses, inventions and/or similar items ("Materials") which are proprietary to MSAMB or other third parties. "Bidder" agrees that this contract shall not operate to transfer any intellectual property rights or copyright interests in such Materials to them, and MSAMB (or their Client and other third parties, as the case may be) shall continue to retain all intellectual property rights and copyright interests in such Materials.

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4.3.3 "Bidder" shall not copy, reproduce, translate, adapt, vary, modify, disassemble, decompile, or reverse engineer or otherwise deal with or cause to reduce the value of the Materials except as expressly authorised by MSAMB in writing.

(If the vendor uses any authoring tool over which it has proprietary rights, it must be conveyed to the MSAMB in Advance).

4.3.4 Subject to the provisions under RFP, all documents and other information provided by the authority or submitted by the Bidder to the authority shall remain or become the property of the authority. Bidders and the Agency, as the case may be, are to treat all information as strictly confidential. The authority will not return any proposal, or any information related to it. All information collected, analysed, processed or in whatever manner provided by the agency to the authority in relation to the Work shall be the property of the authority.

### 4.4 Clarifications

4.4.1 To facilitate evaluation of Proposals, the authority may, at its sole discretion, seek clarifications from any Bidder regarding its proposal. Such clarification(s) shall be provided within the time specified by the authority for this purpose. Any request for clarification(s) and all clarification(s) in response to it shall be in writing.

4.4.2 If a Bidder does not provide clarifications sought under RFP above within the specified time, its proposal shall be liable to be rejected. In case the proposal is not rejected, the authority may proceed to evaluate the proposal by construing the required clarification to the best of its understanding, and the Bidder shall be barred from subsequently questioning such interpretation of the authority.

## 5 Evaluation of Bidder's Proposal

Only Pre-qualified bids shall be considered for the evaluation of technical proposals.

### 5.1 Technical Proposal Evaluation

5.1.1 In the first stage, the Technical Proposal will be evaluated based on Bidder's experience of similar projects, resource qualification & experience, and technical presentation on approach, methodology and work plan Only those Bidders whose Technical Proposals get a score of 60 marks or more out of 100 shall qualify for further consideration and shall be ranked from highest to the lowest based on their technical score.

5.1.2 The scoring criteria to be used for evaluation shall be as follows:

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S. No.	Requirements	Max Marks	
<b>A</b>	<b>Bidder's similar experience</b>	<b>20</b>	
I	A firm having at least <b>02 years of experience in providing traceability in agriculture solutions in Agri-value chains for State or Union Government in India.</b> (Documentaries, Agreements, Referrals etc.)	10	
II	The agency should have successfully completed at least <b>03 Smart Farming Initiatives such as digitalization mainly in digitalization of farmers' data, agri-value chain, weather and agronomy advisory projects in the agriculture sector</b> on record with any State or Union Government in India or abroad with a minimum of <b>25,000 farmer beneficiaries trainees</b> in the last 3-5 years. (Documentaries, Agreements, Referrals etc.)	25,000 farmers	2
		25,000-50,000 farmers	5
		>50,000 farmers	10
<b>B</b>	<b>Approach and Methodology</b>	<b>30</b>	
I	Bidder's proposed technical approach and methodology for the execution of Project in-line with the timeline mentioned in the RFP	30	
<b>C</b>	<b>Resource's qualifications and Experience</b>	<b>20</b>	
I	<b>Project Lead (Consultant) (1 no's)</b>  <u>Educational Qualification</u> <ul style="list-style-type: none"> <li>• Post-graduate degree in Agronomy, IT, Rural Development or similar.</li> <li>• PG or equivalent degree = <b>1 mark</b></li> <li>• Any other degree = <b>0.5 mark</b></li> </ul> <u>Work Experience</u> <ul style="list-style-type: none"> <li>• Should have at least <b>two</b> government projects of outreach with at least 10,000 farmers.</li> <li>• Each project = <b>1 mark</b> not exceeding a total of <b>2 marks</b></li> </ul> <u>Years' Experience in the similar field</u> <ul style="list-style-type: none"> <li>• ≥15 year work ex = <b>2 marks</b></li> </ul>	5	

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	<ul style="list-style-type: none"> <li>10-15 year work ex = <b>1 marks</b></li> </ul>	
II	<p><b>Project Coordinator (2 no's)</b> (One for Khasi and Jaintia Region; One for Garo Region)</p> <p><u>Educational Qualification</u></p> <ul style="list-style-type: none"> <li>Post-graduate degree in Agriculture, Horticulture, Agri-marketing or related field.</li> <li>PG or equivalent degree = <b>1 mark</b></li> <li>Any other degree = <b>0.5 mark</b></li> </ul> <p><u>Work Experience</u></p> <ul style="list-style-type: none"> <li>Should have worked on a project of outreach with at least 5,000 farmers.</li> <li>2-3 projects <b>2 marks</b></li> <li>2 projects <b>1 mark</b></li> </ul> <p><u>Years' Experience in the similar field</u></p> <ul style="list-style-type: none"> <li>≥ 7 year work ex = <b>2 marks</b></li> <li>4-7 year work ex = <b>1 mark</b></li> </ul>	5
III	<p><b>Agronomist/Subject Specialist (3 no's)</b></p> <p><u>Educational Qualification</u></p> <ul style="list-style-type: none"> <li>Masters/PhD/MPhil/ MS degree in Agriculture (e.g. Horticulture/Olericulture (vegetable cultivation) and specialising in agronomy/entomology/plant pathology) and NTFP related fields</li> <li>PhD degree = <b>1 mark</b></li> <li>Masters or equivalent degree = <b>0.5 mark</b></li> </ul> <p><u>Work Experience</u></p> <ul style="list-style-type: none"> <li>Should have at least <b>One</b> project of outreach with ICAR, KVKs and Universities.</li> <li><b>2 marks</b></li> </ul> <p><u>Years' Experiences in the similar field</u></p> <ul style="list-style-type: none"> <li>≥ 3 year work ex = <b>2 marks</b></li> <li>2-3 year work ex = <b>1 mark</b></li> </ul>	5

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IV	<p><b>IT and MIS Expert (1 no's)</b></p> <p><u>Educational Qualification</u></p> <ul style="list-style-type: none"> <li>· Bachelor's degree in Computers, IT, Data or similar.</li> <li>· UG or equivalent degree = <b>2 mark</b></li> <li>· Any other degree = <b>1 mark</b></li> </ul> <p><u>Work Experience</u></p> <ul style="list-style-type: none"> <li>· ≥ 3 year work experience in MS Office with expertise in Excel and Data Management= <b>3 marks</b></li> </ul>	5
<b>D</b>	<b>Technical Presentation (including demonstration of the product)</b>	<b>30</b>
	<p>Presentation of the proposed approach and methodology mainly highlighting demonstrating the following:</p> <p>a) <i>Mobile and web application</i></p> <p>b) <i>Traceability solution</i></p> <p>c) <i>Post-harvest management solution for the farmers and the farmer friends.</i></p>	30
<b>Total (A+B+C+D)</b>		<b>100</b>

### 5.2 Technical Evaluation Calculation

The highest technical score by the bidder will be awarded 100 points. The technical scores of other Bidders will be calculated as:

$$T_n = (T_s / T_h) \times 100$$

Where

T<sub>n</sub> = Normalized Technical score of the bidder under consideration

T<sub>s</sub> = stands for the technical score of bidders under consideration

T<sub>h</sub> = stands for Highest Technical Score

### 5.3 Shortlisting of Bidders

5.3.1 All the bidder having scored 60 or above shall be considered as short-listed bidder for financial evaluation in the second stage. However, if the number of such Pre-Qualified Bidders is less than two, the authority may, in its sole discretion, Pre-Qualify the Bidder(s) whose technical score is less than 60 percent marks even if such Bidder(s) do(es) not qualify in terms of RFP; provided that in such an event, the total number of Pre-Qualified and short-listed Bidders shall not exceed two.

## 5.4 Technical Presentation

5.4.1 All shortlisted bidders would be invited for technical presentation within one week of technical evaluation (given under normal conditions and the Covid-19 restrictions at workplace). The presentation would be facilitated in digital channels through video conferencing. The details will be communicated to the bidders **2 or 3 days** prior to the schedule.

## 5.5 Evaluation of Financial Proposal

5.5.1 In the second stage, the financial evaluation will be carried out as per this RFP each Financial Proposal will be assigned a financial score.

5.5.2 For financial evaluation, the total cost indicated in the Financial Proposal will be considered. The bid price will include all taxes and levies and shall be in Indian Rupees and mentioned separately.

5.5.3 The authority will determine whether the Financial Proposals are complete and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the scope of Work within the total quoted price shall be that of the SI. The lowest Financial Proposal (Fm) will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

The lowest financial offer will be awarded 100 points. The Price scores of other Bidders will be calculated as:

$$Fn = (Fm/Fb) \times 100$$

Where

Fn = Normalized financial score of the bidder under consideration

Fb = Price quoted by the bidder under consideration

Fm = Lowest price quoted

As described in the section Technical Evaluation Calculation.

## 5.6 Final Evaluation Using QCBS

5.6.1 Bid evaluation committee will evaluate and compare the bids determined to be substantially responsive. It is the bid evaluation committee's intent to select the proposal that is most responsive to the project needs, and each proposal will be evaluated using the criteria and process outlined in this section.

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5.6.2 Technical bids shall be examined by the bid evaluation committee with respect to compliance, completeness, and suitability of the proposal to the Project and only the bids which are in compliance to the requirements mentioned in the RFP shall be considered as technically qualified.

5.6.3 Total bid evaluation: Only the commercial bids of those bidders qualified in the technical evaluation shall be opened. Commercial bids of the other bidders will not be opened.

5.6.4 The evaluation shall be strictly based on the information and supporting documents provided by the bidders. It is the responsibility of the bidders to provide all supporting documents as listed in forms necessary to fulfil the mandatory eligibility criteria.

### 5.6.5 **The Bids received will be evaluated using the “Quality cum Cost Based Solution (QCBS)”.**

After the Technical evaluation, the evaluation committee will evaluate each of the Technically Qualified bidders' response based on technical and commercial parameters. The weightage of the technical and commercial parameters will be in the ratio of 80:20, respectively. For calculation of the combined Technical and Price Score of all bidders, the following formula will be used:

$$\text{Total Score} = T_n + F_n$$

Bidder scoring highest "Total Score" will be given the highest priority and will be selected.

5.6.6 In case of tie, the bidder securing higher Technical Score would be given preference. The Selected Bidder shall be the first ranked Bidder (having the highest combined score). The second-ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Bidder withdraws or fails to comply with the requirements specified in the RFP.

## 6. Appointment of Consulting Agency

### 6.1 Award of Work

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by the authority to the Selected Bidder and the Selected Bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated Date, the authority may unless it

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consents to the extension of time for submission thereof, appropriate the Bid Security of such Bidder as mutually agreed genuine pre-estimated loss and damage suffered by the authority on account of failure of the Selected Bidder to acknowledge the LOA, and the next highest ranking Bidder may be considered.

### 6.2 Performance Bank Guarantee (PBG)

On selection, the successful bidder shall submit a PBG of **3%** of the **entire contract value**, on the day of signing the Contract. The PBG format would be provided to the successful bidder.

### 6.3 Execution of Agreement

After acknowledgement of the LOA as aforesaid by the Selected Bidder, it shall execute the Agreement within the period specified in LOA. The Selected Bidder shall not be entitled to seek any deviation in the Agreement

### 6.4 Deployment and Project Initiation

The Agency shall commence the Services in Shillong within 14 (fourteen days) from the Date of the issuance of Letter of Award or such other Date as may be mutually agreed. If the bidders fail to either sign the Agreement as specified in the RFP or start the assignment as specified herein, the authority may award to the next ranked Bidder.

### 6.5 Bidder's General Responsibility

The following are the responsibilities of the agency: -

- a. A total of **1,00,000 beneficiaries** are to be serviced in the State for over a period One year.
- b. The beneficiaries would be across the **11 districts** in Meghalaya by developing **3 - 4 production Clusters** in each district.
- c. **Traceability solution for 10,000 Lakadong farmers and 10,000 Beekeepers.**
- d. Agronomy services including **Good Agricultural Practices** and **Climate-Smart Agriculture & Basic Livestock Advisory** through a team of subject matter experts would be enabled. This will include crops across agriculture, horticulture, sector would also be provided.
- e. **Climate smart advisory** with early warning dissemination to the farmers, **Pest and Disease Alerts** via SMS shall be enabled for all the 1 lac farmers.
- f. **Training of the Trainer programmes** - Basic on ground training would be provided to the District Coordinators and Personnel at the MSAMB on the use of the digital systems.

## 6.6 General Provisions

### a) Non-Discriminatory and Transparent Bidding Proceedings

MSAMB shall ensure that the rules for the Bid Process for the Project are applied in a non-discriminatory, transparent, and objective manner. MSAMB shall not provide to any Bidder, information about the Project or the Bidding Process, which may have the effect of restricting competition.

### b) Prohibition against Collusion with another Bidder

Each Bidder shall submit a single bid. Each Bidder shall warrant by its Bid that the contents of its Bid have been arrived at independently. Any Bid which has been arrived at through consultation, collusion, or understanding with any other prospective Bidder for the purpose of restricting competition shall be deemed to be invalid. and the Bidder shall lose its Bid Security.

### c) Entity Barred from Bidding.

Any entity which has been barred by the Central Government or any State Government or a statutory authority or a public sector undertaking, as the case may be, from participating in any Study and the bar subsists as on the Date of Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.

### d) Ongoing Legal dispute with Government of Meghalaya:

Any entity which has an ongoing legal dispute with any departments/agencies/local bodies under the purview of Government of Meghalaya, and such dispute is under an arbitral or judicial authority shall not be eligible to submit a Proposal either by itself or through its Associate.

## 7. Fraud and Corrupt Practices

7.1 The Bidders and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the authority shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the authority shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre- estimated compensation and damages payable to the authority for,

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inter alia, time, cost, and effort of the authority, in regard to the RFP, including consideration and evaluation of such Bidder's Proposal.

7.2 Without prejudice to the rights of the Authority under RFP hereinabove and the rights and remedies which the authority may have under the LOA or the Agreement if a Bidder or Agency, as the case may be, is found by the authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Bidder or Agency shall not be eligible to participate in any tender or RFP issued by the authority during a period of 2 (two) years from the Date such Bidder or Agency, as the case may be, is found by the authority to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

7.3 For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

a. "corrupt practice" means

(i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for the avoidance of doubt, an offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the Date such official resigns or retires from or otherwise ceases to be in the service of the authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or

(ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement concerning the Project;

b. "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

c. "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;

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- d. "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- e. "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

## 8. Objectives and Scope of Work

### 8.1 Objectives of the Assignment

The purpose of this Bid is to identify a **Strategic and Technical Management Unit (STMU)** that will support the government in achieving key programme outcomes. The agency will be expected to strategies, consult and liaise with MSAMB and key stakeholders to deploy time bound interventions ensuring that the following objectives are satisfied.

### 8.2 Scope of Work

#### **The scope for Strategic and Technical Management Unit shall include:**

The agency empaneled for the execution of this project shall ensure the following responsibilities and activities are undertaken:

#### 8.2.1 Create Digital Farmer Database & Profiling

There is a requirement to provide a mobile application which can cover the overall scope of the project .The project collects and stores farmers and their farm details, the institutions they belong to and season-wise crop planning data.

The vendor must use & Bulk Upload the current data with the Government. The data may be imported and accessed from and written into the project's MIS servers through appropriate web services with required farmers' databases copied over to the vendor's servers. As the season progresses the vendors platform should have all updated farmer database

- Farmer name, address, mobile phone number. The mobile phone number should be updated as and when the farmer changes SIM numbers. This is to reach them for advisories.
- Data to be collected at the start of each season include: Crops grown this season, plot location and size, topography (high/mid/low-land), schedule of Package of Practices (POP) reminders.

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- Plot Details: crop variety grown, sown area, geo-coordinates of the plot, date of sowing etc and Additional data points which are relevant like historical crop growing patterns, availability of water etc can also be captured in the system using customized or Survey forms.

**a) QR Code based Traceability of Identified Lakadong Turmeric Farmers to End Consumer & Government:** The Government plans to increase the market opportunities for the farmers. Hence, traceability solutions are aimed to facilitate local and global trade with complete information back to the farm level including location , Crop variety, Practices followed and certification if any. End Consumer buyers and the Government should be able to see this information through scans of these QR codes through any publicly available scanners. Post harvest management solution is required for the process & warehouse management.

**b) QR Code Based Traceability of Honey bee farmers to End consumer & Government:** This has to be implemented in a similar way to the above mentioned Lakadong Turmeric traceability.

**c) Training & Capacity Building: Farmer training & Capacity Building by digital Medium:** *Training and Capacity Building for ToTs(Training of Trainers)* across the State who would facilitate the necessary technical and advisory to the Farmer Friends. Eventually, the Farmer Friends would assist the farmers on the field in digitizing the farmer records, map the crop area through mobile-app and register the farmer details on the mobile app.

**d) Increase market opportunities through digital interventions :** Enabling access of the harvest forecast *reports for Buyer for Advance intimation of Supply*

- i. Providing access to the buyers in the open market where, buyers can view regional level or collectivised harvest estimates and thereby engage with farmer friends for bulk purchases
- ii. Provide harvest forecasts and weekly reports to the buyers.

### 8.2.2 Agronomy & Climate Smart Advisory Services to Farmers

The project will provide a schedule of sowing/transplanting dates and POP (Package of Practices) practices and their dates for each crop type/farmer location at the beginning of each season. This should be uploaded into back-end software. Advisory SMS message should be sent to farmers in their local language(Garo/Khasi)

The same information should also be available to the Field assistants & farmer friends on ground on their mobile app for them to monitor the farmer's adoption

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The project will provide a schedule Early warning Pest & disease forecasts: Predictive advisory generation regarding pests & disease on the basis of prevalent climatic conditions provided by Climate companies accompanied with Advisory on Harvest Window based on weather forecasts for extreme conditions like high temperature, heavy rainfall, stormy winds etc.

Fertigation & pesticide spray schedules should be generated based on the daily weather data and the input plan. Extreme weather forecasts would help farmers take measures to avoid crop losses.

Basic livestock advisory would be sent to identified poultry & piggery farmers in a timely manner.

MIS reports should be made available to the DoA Meghalaya and project staff at State & District level through a mobile app and web-browser to review the messages being sent

### **8.2.2.1 Weather forecast-based advisories:**

Advisories are to be delivered to farmers through SMS. In case farmers do not have personal and continuous access to mobile phones, alternate means of communicating the advisory to them should be determined such as through Field Assistants/Farmer Friends or village display boards, etc.

These alternate modes will be the responsibility of the Directorate & Technology partner team -

- a. Prepare forecasts of the onset of monsoons, 24 hours to seven day forecast on rainfall, frost, temperature and high winds once a week. Any special data collection such as for ground-truthing for fine-tuning the models should be done by the farmer friends.
- b. Assess farmer needs and prepare a set of forecast based advisories that modify the POP (Package of Practices) reminders based on weather forecast to help farmers schedule farm operations better.
- c. Prepare the set of forecast based advisories to the project teams to review correctness and usefulness.
- d. Send weekly, one week forecasts to farmers through SMS to their mobile phones. The vendor should determine the optimal number based on weather patterns, crops grown and POP (Package of Practices) schedule. However, in regards to weather forecasts, a weekly forecast across the cropping season is expected, while in regards to POP (Package of Practices) reminders the reminders should be as per the POP (Package of Practices) schedule developed under DoA Meghalaya ranging from 10-15 reminders in a crop cycle depending on the nature of crop.
- e. Send modified POP (Package of Practices) advisories – typically to advance, postpone or not do that POP (Package of Practices) activity based on weather forecast when there is a significant deviation from the ideal weather conditions needed for that

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POP (Package of Practices) activity. This advisory should replace the advisory message sent as part of the pre-prepared POP (Package of Practices) reminder for that particular POP (Package of Practices) activity.

f. Provide MIS reports accessible on a web browser for the MSAMB, Meghalaya, State level & District level teams and project staff to review the outreach, dates and contents of the messages being sent.

g. The vendor shall ensure sending timely correct advisories but also work closely with the project team to maximize receipt and successful adoption of these messages by the farmer

### 8.2.3 Reduce crop losses by timely pest resolution :

A smartphone “pest and disease app” will be provided by the vendor for Farmer friends/Field assistants to raise queries on behalf of farmers in the event of a pest or disease attack. The Farmer friends or mobile user should be able to enter crop and farm details, and photos and description of the attack on the plant and send to the back-end.

A SMS resolution should also be provided by the vendor in the local language(Garo/Khasi). This should be continuously reviewed by back-end agri-experts through a software platform and provide a remedial action (which is aligned to the project’s POP (Package of Practices) as far as possible) on the treatment, the quantity and method of application.

Turnaround time is within 24hours. Response should be sent through the Farmer Friend’s app and also directly to the farmer through SMS and automated audio messages. Follow up calls by the agri-expert to help the farmer and farmer friends implement the recommendation may be done where required. In sum, the app and the platform should require the users to record action (query raised, solution received) and results of the recommendation (action taken and if the problem was solved and extent of damage). The service will be considered a success if all problems are solved with minimal crop loss.

Further in the case of pests and diseases that can spread easily, on receipt of a query from one farmer, SMS early warnings should be sent to other farmers in the village or geographical area that are prone to a similar attack.

Given the large-scale implementation envisaged, these models should also have machine learning algorithms built in so that it automatically sends the advisory of early warning pest and disease signals looking at the weather , crop stage and the type of crop for every single farmer.

MIS reports should be made available to the Department and project staff on the status of open queries raised and further action taken and such a database shall be maintained.

### 8.2.4 Monitoring and Evaluation:

Leveraging data collected from the field and stakeholders. The platform would provide real-time spread of all the farmers registered on a map. The impact at an individual level and an aggregated level are visualized graphically and in reports. Government would be able to monitor and evaluate the effectiveness of the project over the course of multiple cropping seasons. Adoption rates and corresponding improvement in farm productivity and farm income would be evident through the various reports provided on the platform.

## 8.3 Functional Requirement/Terms of Reference

After a study MSAMB has formulated the functional requirements and would prefer the vendors with these capabilities. Following are the preferred features in the proposed integrated & GIS based platform for MIS & farm management -

### **Collaborative framework and Technology**

The platform preferably should be Cloud based to ensure scalability and continuous improvement, a dynamic digital collaborative platform integrating the entire spectrum of agricultural operations and stakeholders' actions with real-time organized data insights and MIS.

**The integrated digital platform should have Web and Mobile interfaces for real-time monitoring, management, and farmer engagement.**

- **Admin Configuration:** The Admin of Meghalaya Government should have complete control to configure the entire platform as per project needs.
- **Setup Organisation:** This feature should provide an option to capture key information about the Meghalaya Government.
- **Setup User Roles:** An option to create multiple user roles and provide access to platform features based on these roles. i.e. The list of all web and mobile features should be available in a list and the admin can select what is applicable for the role. This should have provision to edit and change anytime as per program needs. Roles may include Farmer Friends, Field Assistants, District & State Officers, Coordinators, Certifiers, Managers, DoA Meghalaya till the Commissioner & Secretary, Meghalaya
- **Hierarchy Setup :** All users could be set up in the form of a hierarchy till the DoA Meghalaya & Secretary and all data should be aggregated in the same order. Example- if a district coordinator logs in he will be able to see only his district data and no other data from other districts unless it is assigned to him.

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### 1. Knowledge Management Platform and Agronomic Module

The platform has a built-in knowledge management framework for configuring crops, their varieties, Good agricultural practices, pest and disease related to crops, crop protection products and cultivation protocols.

- **Setup Crop:** This crop configuration should be available to help admin configure any number of crops, variety wise into the platform
- **Configuration** of Field scouting activities for the field team as well as the farmer POP (Package of Practices) advisories based on crop stages.
- **Input Recommendation:** An option for configuring input recommendations based on all specific crop varieties with details like method of application, concentration and quantity of chemicals used.
- **Harvest schedule plans:** An option to configure harvest plan based on crop varieties and the number of schedules ( For Multi crop ) as well as grade within every harvest schedule
- **Pest and Disease Recommendation:** This section should have the option to upload all crop pest and disease pictures, symptoms and advice so that the Farmer Friends can access them through their mobile. It should have the option to be changed anytime if new recommendations replace older ones.

### 2. Mobile Capabilities or the Farmer friends & Field Assistants

The mobile interface should be functional in both android and iOS platforms and should have these basic functionalities

- **User login based on credentials and encryption of passwords for data security**
- **Overview screen** to showcase the overall performance of the field user.
- **Farmer Registration:** Features should include add farmer with complete details including Aadhar card QR code based scanning facility, Farmer Photo, socio economic conditions, KYC details and other customizable form options as required by the program
- **Land and crop Registration** with Crop type, Acreage, sowing information and other customised form option to capture any other details as required in future.
- **Geo-Tagging** of plots for location identification
- **Plot area Audit for correct Acreage measurement** – To measure the area of the land accurately so that use or planning of seeds, fertilizer and pesticides recommendations..
- **Farm Activities and Package of Practices (POP) management** ensuring timely advisory to farmers based on their crop types and ensuring completion of best practices on time

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- **Task Section** to remind the field team of upcoming and pending tasks with filter options.
- **Crop Stage monitoring with Visuals (Images)** – Option to capture crop images and add additional details as required.
- **Advisory Module on Pest and Disease** : Option to capture alerts from the field with images and voice notes which should immediately sync and inform the agronomist on the web application.
- **Fertilizers and Pesticides recommendation** – Option to see fertilizer and chemical schedules and capture the actual application on the field.
- **Harvest Details and consignment building** – Facility to capture details like SKUs used, unit price, number of labour used.. Signature of farmers captured during harvest as consent.
- **Cost of Production/Expense Option:** To capture details of cost for sample farmers during the various stages of production divided into Labour , Machinery and Input cost.
- **Events/Training Section for capturing complete events details** : Event data , Location , No of attendees , Picture option , Invitation to farmers and feedback section with geo tagging of event site.
- **Custom forms** option to take care of any additional information requirements through app based custom tailored input forms
- **Order management section** to receive requests from farmers regarding agri-input and other requirements and accordingly supply the same. Keep track of such transactions with a ledger dedicated for each farmer.
- **Complete accounting and Inventory Section** : If goods are issued to farmers through field teams this section should help account issues till farmer disbursal and authentication through One Time Password (OTP).
- **Field team Performance evaluation system** : Application to track the performance of the field team and score them according to the weightage defined for various KPI activities performed by the field team. Capability to track details like number of farmers met, distance travelled, number of transactions made on mobile application, GPS tracking etc.

### 3. Post Harvest Management and Traceability platform integrated mobile application for Lakadong Turmeric & Honey Bee Farmers

Here every farmer crop can be tagged with a QR code slip and tracked across the supply chain, production and processing till a final product is made with these complete details. The QR once scanned should showcase its farmer, details of the program, certification if any, location and other crop stages which were captured by the field team . Features to include

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- a. Mobile application for inventory and process manager across all warehouses.
- b. Geo Tagging warehouses and collection centres facilities
- c. Inventory capacity and availability
- d. Manage, track and monitor inventory during storage , sorting , grading and packaging process
- e. Labelling management with output QR code for every product leaving the facility.

### **4. Farmer Application**

There should be a separate farmer application where the State farmers can be advised specific to their crops they are growing with following critical functionalities

- Weather data with forecasts
- Standard crop POP to be followed
- Notification section with News section, Video and training materials
- Alerts section for capturing and reporting field issues with images from the farmer end
- Helpline number for direct connect with the government

### **5. Information Dissemination Platform**

The platform should have a uniform , Crop and context specific information dissemination mechanism to facilitate seamless integration with all touch points of the agriculture ecosystem and all stakeholders across the cropping season.

### **6. Scale and Flexibility in architecture**

It is easily configurable, extensible, flexible, robust and scalable to cater to all 5,00,000+ farmers of the farmers and Agriculture and allied departments and Farmer Friends & Field Assistants agents.

The crop configuration should have provisions to have over 500+ varieties supported with options to copy variety specific configurations for ease of use.

### **7. Multi stakeholder Real time access and collaboration**

All stakeholders (Government, Farmer Friends & Field Assistants staff, Agri research bodies, Banks, Insurance, Input suppliers, output buyers, Agribusinesses, Farmer Communities, Farmers, other related agencies/ departments) should be able to access the platform with configurable options, the control of all of which should remain with the central Admin of Meghalaya Government.

Uniform dissemination of information and real-time collaboration among all stakeholders including farmers, Government authorities including Farmer Friends & Field Assistants staff, Input suppliers

### **8. Real Time Insights and Dashboards**

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Maintain and analyze geo-tagged land records, cropping area , crop coverage, Crop stage Images, agrochemical inputs usage, Farm activities data , production estimates, weather forecast in real-time.

### **9. Ease of Use**

Facilitate seamless, process dependent data capture and data aggregation with minimal data entry effort, so that valuable time of the resources on ground is effectively directed to the more productive areas for greater impact.

### **10. Enablement of Farmer Friend's and government Field Assistants arm**

Provide a comprehensive data capturing and timely task based Farmer Friends application for timely intervention and support system for all Farmer Friends, Field staff and all other stakeholders in order facilitate express service and support delivery to the end farmers.

### **11. Training & Demonstration**

Provide a framework for capacity building of farmers, Farmer Friends and other Field Assistants staff to plan and capture field training and demonstrations on best practices and new technologies for adoption with the farmers. Images of training , Attendance , feedback and historical records should be mandatorily present in this module.

### **12. Real time farmer engagement and Advisory**

Provide Context specific Crop advisory to each and every individual farmer; delivering best practices advisory (Good Agricultural Practices) specific to their context and the crop they are growing. The advisory should be a continuous process based on the age and stage of the crop. This will ensure that the rural farmers are not overloaded with a deluge of information, rather they should receive the right information at the right time ensuring appropriate action.

Scientifically guide & handhold the farmer from crop selection to post harvest and with advanced technology driven best farming practices

### **13. Effective Bulk Communication platform with smart filters**

The platform should have provision to select filters including district , crops , pest and disease, user etc and provide bulk SMS to the respective participants. The application should have multilingual apps and SMS facilities.

### **14. Unified Crop and Farmer Database**

Maintain a database of farmers in specific regions ( Village and above ) with details of land extent, crops grown, livestock details etc.

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### **15. Build in Advisory Framework**

Provide context specific Crop Health Management at the field level guiding the Farmer friends and Agriculture staff to appropriate disease diagnosis for immediate and express service delivery to minimize the crop losses, cost of cultivation and reduce environmental pollution through judicious use of agro-chemicals.

Have a Crop Health Management Framework and Disease Knowledge Repository with images symptoms and advice for respective crops

### **16. Climate smart Proactive and Predictive advisory**

System should have a built-in predictive and prescriptive advisory framework based on machine learned weather conditions ( Early warning system) at the farm level and correlating to the crop and stage of the farmers geo located plot. It is intended to provide context specific advisory and to improve the crop yield by effectively guiding the farmers based on their crop and agro-climatic conditions. It should include

- Provide Weather forecasts of the local region of farmers.
- Right time for sowing based on weather
- Smart Irrigation scheduling based on precipitation pattern in the local region
- Right input usage and fertigation based on soil nutrition
- Pest and disease prediction and advisory
- Harvest scheduling based on weather.
- Weather parameters to include would be temperature , humidity , wind speed , rainfall among others

### **17. Warehousing management Solution**

The platform should have an Integrated harvest and post-harvest management platform covering all aspects of harvest receipt , supply chain , storage , inventory management , customer order creation and matching to set standards and then processing of inventories to produce final product with a traceability QR code. The end to end process should be handled through multiple collection centres & warehouses across the state.

### **18. Built in MIS and reporting**

The platform should have a comprehensive reporting and MIS module to visualise data in various formats including multiple dashboards and reports which can be extracted in excel templates for analysis

The web platform should have 3 levels of data visualization :

- **Map view** showcasing geo locations of all beneficiary farmers and the complete details about them their crops and performance
- **MIS Dashboards** for an aggregated view of project progress, activity progress, pest and disease and training and events.

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- **Reports:** Comprehensive reports with Excel and PDF download options for monitoring and extracting various project progress reports for internal assessments.

### 19. Accounting Module for farmer services

Maintain authenticity of stocks supplied to farmers and accounting of harvest and payment cum settlement of farmers accounts.

### 20. Farm to fork traceability for Lakadong Turmeric Farmers & Beekeepers

Should facilitate end-to-end traceability of the farm produce thereby enhancing the brand value for the indigenous farmers

## 8.4 Implementation Timelines

The duration of the Project is projected to be 2 years. However, the deliverables are mentioned for One year which maybe subject for renewal/extension for year Two.

The implementation timelines for the scope of Work are as described below:

Please note that 'D' is the Date of issue of "Letter of Award" by **MSAMB**, and 'M' is the month in a year.

Intended Impact	Milestones (Based on the activities completed under each Milestones the next Tranche would be released)	Activities corresponding to Key Milestones	Project Timeline
Increased use of technology innovations by Field Extension Team (Farmers Friend).	System Configuration Completion	Hosting creation	D+30 days
		Creating login ids for various team members	
		Package of Practices for the different crops configuration - after the discussion with the agronomist of the partner. Depends on > #Crops #Crop Varieties	
		Configuration and testing for all hustings.	

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		Configuration of Farmer, plot, user level forms	
		Product testing and solutioning	
		Workflow for the field staff and managers for various countries	
		User, farmer, plot level forms recheck and fixes if needed	
	<b>All training sessions completed for Field teams, team members and farmers</b>	1-2 Basic Training/User	
		Preparing the training materials	
		Training of the field staff on app usage - Online/Offline	
		Training of the managers on usage of web	
		Training on fixing minor issues to managers	
<b>Increased access to agricultural information - capture the existing Farmer information.</b>  <b>Deployment of QR code based Traceability Solution for Lakadong Turmeric and Beekeepers</b>	<b>Implementation phase - I</b>	Remove Test Data Captured and Final - Go live (App set for actual data record)	D + 60 Days
		Configuration of POP, Agronomy Advisories linked to weather	
		Onboarding & Geotagging of farmers	
		Training of the Field staff on app usage, issues faced, resolutions	
		Discussion with managers on project planning, data capture, reports and dashboards	

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		Lakadong Turmeric farmers and Beekeepers - QR Code based Traceability	
		Enable all the ecosystem players connect on the platform	
	<b>Implementation phase - II</b>	After Go live - Support	D + 90 days
		Weekly & Monthly review	
		Additional Product based support during season	
QR code to be issued for LT farmers			
Onboarding, Geotagging & Monitoring of additional farmers (Ongoing process)			
<b>Intermediate outcome</b> Increased access to agricultural information and knowledge of agriculture value chain actors	<b>Review, improvement and management</b>	Account Management	D + 180 days
		Reviewing any issues/concerns with the platform	
		Keeping check of Field team activities & data being captured	
		Linking the Field teams and the project ecosystem with other stakeholders to make the platform Self sustainable	
	<b>MIS &amp; Final Report</b>		<b>D+365</b>

### 8.5 Resource Deployment Requirement

8.5.1 Agency must provide proposed resources for all the key roles, as mentioned in the technical evaluation criteria. The proposed resources must be part of the project team and must be deployed in Shillong for the time period specified.

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8.5.2 The resources proposed must not be changed unless replaced with equivalent or higher qualification and experience with due approval from the MSAMB prior to replacement.

8.5.3 Agency shall ensure that all the resources deployed to undergo suitable training in relation to security aspects of the project, and maintain the confidentiality of data.

Please note the below resource deployment requirements:

## 9. Payments

Payment shall be made against the invoices duly certified by MSAMB, officials. All taxes deductible at source, if any, at the time of release of payment, shall be deducted at source as per the current rate while making any payments. Before making any payment, deduction of penalties (as specified in section 10, if applicable). Payment shall be released as per the following schedule and ONLY after the review and evaluation of the submitted reports.

<b>Components</b>	<b>Indication</b>	<b>Payment schedule</b>
Cost of resources, deployment of and mobilization expenses (ToT and POP)	Submission of report for System Configuration, the Development of the dashboard, deployment report of the human resources, set up of office in Shillong	25% of the total quoted value
Training of participants (3 Months from Agreement)	Submission of report on training sessions completed for Field teams, team members and farmer friends.	25%
Completion of Implementation Phase - I (6 Months from Agreement )	Submission of report on the completion of a season. Ongoing Review, improvement and project management	25%

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Completion of Implementation Phase – II (End of Year 1)	Completion of training of the entire allotted target and submission of project report and MIS	25%
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### 10. Service Level Agreement (SLA)

1. The team must follow MSAMB's working hours, working days and holidays. The team / resources deployed should be available for any discussion / query / meeting (virtual or in-person) for the entire engagement period.

2. A delay of more than 10 working days in deployment of a resource after agreed resource deployment date may be treated as service failure level 1. Thereafter, each delay of ten working days would be treated as service failure level 1.

3. In case any of the consultants deployed does not meet the standards of the engagement, (which includes efficiency, cooperation, discipline and performance), MSAMB may ask for a replacement. The resource should be replaced within 15 days of intimation, with an equivalent or better qualified resource, subject to approval through suitable interaction, if necessary. Time for handing-over and hand-holding should be ensured by the consulting organisation during the changeover. In such a case, no penalty for replacement / exit will be applicable. Failure to replace within 30 days would be treated as service failure level 2.

4. The Project Manager of the Consulting team will provide monthly Progress Reports to MSAMB. Anticipated issues/risks should be mentioned clearly. Non-submission (on the due Date) of the report will be treated as service failure level 1.

5. MSAMB may serve a notice of one month for discontinuation of the Work, on account of failure on the agency's part in terms of delivering services at the required quality. All dues would be cleared by MSAMB prior to the exit of the consultants.

7. Below are the penalties for each service levels

Service Levels	Penalty
Service Level 1	Rs. 1,00,000/-
Service Level 2	Rs. 5,00,000/-

More than **5 Service Level 1 failures** may lead to termination of contract. In such cases, post deduction of all penalties and payment of dues, MSAMB may terminate the contract.

## 11. Annexures

### Format for Submission

#### 1. Checklist

S.No	Item	Inclusion Status	Reference Page No. in proposal
<b>Technical Proposal</b>			
1	Bid Cover Letter	Y/N	
2	Organisation Contact Details	Y/N	
3	Pre-Qualification Criteria Checklist	Y/N	
4	Approach and Methodology	Y/N	
5	CVs of Proposed Resources	Y/N	
6	Project Credential in prescribed format along with required documents	Y/N	
7	Declaration	Y/N	
8	Undertaking	Y/N	
9	Performance Bank Guarantee	Y/N	
10	Non-blacklisted Declaration	Y/N	
11	Original RFP document duly signed on all pages	Y/N	
<b>Proposal</b>			
1	Financial Proposal	Y/N	

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**2. Format-1 Bid Cover Letter**

[Date]

To,

**Managing Director (MD),**

**Meghalaya State Agricultural Marketing Board,**

**MSAMB, Cleve Colony, Meghalaya, Shillong - 793003.**

**Office Phone No. 9402304280**

Dear Sir/Madam,

**Ref: Request for Proposal "RFP for Selection of Strategic and Technical Management Unit (STMU) for Meghalaya Smart Farmers' Programme."**

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to meet such requirements and provide the professional services as required and outlined in the RFP for the **"RFP for Selection of Strategic and Technical Management Unit (STMU) for Meghalaya Smart Farmers' Programme"** for MSAMB.

We undertake, if our proposal is accepted, to adhere to the implementation plan (Project schedule for providing the **"Services for Strategic and Technical Management Unit (STMU) for Meghalaya Smart Farmers' Programme"** as outlined in RFP or such adjusted plan as may subsequently be mutually agreed between us and MSAMB.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of six months from the Date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this tender response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and MSAMB.

We confirm that the information submitted with this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to MSAMB is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead MSAMB as to any material fact.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/organisation and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this

Day of

2021

(Signature)

(In the capacity of)

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(Name)

Duly authorised to sign the Tender Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of bidder

Witness Signature:

Witness Name:

Witness Address:

**CERTIFICATE AS TO AUTHORISED SIGNATORIES**

I,....., the Company Secretary of  
....., certify that  
..... who signed the above Bid is  
authorised to do so and bind the company by authority of its board/ governing body.

Also, the representative of our company as mentioned below at 1 is authorised to perform all the bid activities including the Technical and Financial bids.

1.

Date:

Signature:

(Company Seal)

(Name)

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3. Format-2 Format of Pre-Qualification Criteria

SLN	Criteria	Supporting Documents	Y/N
1	<p><b>Legal entity</b></p> <p>The Bidder shall be a firm/ company/ partnership/ LLP/ proprietorship firm/institution registered under the Indian Companies Act, 1956 / the partnership Act, 1932/ Societies Registration Act, 1860/ LLP Act 2008 and who have their registered offices in India All subsidiary/ holding/ associate/ affiliates in India shall be treated as one entity.</p> <p><b>Note:</b> Entity should be <b>ISO27001 - 2013</b> certified. Also, the entity must set up an operations office in Meghalaya within 30 days.</p>	<p><u>For companies:</u></p> <ol style="list-style-type: none"> <li>1. Certificate of Incorporation from the Registrar of Companies (RoC) along with the entire chain of Certificate of Incorporation documents.</li> <li>2. Relevant sections of Memorandum of Association of the company or filings to the stock exchanges to indicate the nature of business of the company</li> <li>3. Certification on commencement of business.</li> <li>4. ISO Certification</li> </ol> <p><u>For Proprietorships:</u></p> <ol style="list-style-type: none"> <li>1. Valid GST certificate</li> <li>2. Valid PAN card</li> </ol> <p><u>For Partnerships:</u></p> <ol style="list-style-type: none"> <li>1. Registered partnership deed.</li> <li>2. Valid GST certificate</li> <li>3. Valid PAN card</li> </ol> <p><u>For Societies:</u></p> <ol style="list-style-type: none"> <li>1. Society registration certificate</li> <li>2. Valid PAN card</li> </ol>	
2	<p><b>Financial turnover</b></p> <p>The bidder should have an average annual turnover of <b>Rs 5 Cr</b> or more in the last three financial years from similar field of the scope of work for the last 3 financial years ending 31.03.2020</p>	<p>Audited financial statement for the three years</p> <p>OR</p> <p>Certificate from Chartered Accountant (CA) clearly specifying the annual turnover for the specified years.</p>	

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<p>3</p>	<p><b>Similar Experience</b></p> <p>The agency should have successfully completed at least <b>03 Smart Farming Initiatives such as digitalization mainly in digitalization of farmers' data, Agri-value chain, weather and agronomy advisory projects in the agriculture sector</b> on record with any State or Union Government in India or abroad with a minimum of <b>25,000 farmer beneficiaries trainees</b> in the last <b>3-5 years</b>.</p>	<p>Work Order/ Experience certificate from customer along with project details as per the format in the Annexure</p>	
<p>4</p>	<p><b>Black-list Clause</b></p> <p>The bidder <b>should not have been blacklisted or Barred or any such cases pending for blacklisting / debarment in any court of law</b> by any State Government, Central Government or any other Public Sector Undertaking or a Corporation or any other Autonomous organization of Central or State Government as on Bid submission date.</p>	<p>Self-declaration by the Bidder as per the format in the Annexure</p>	

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5	<p><b>Earnest Money Deposit (EMD)</b></p> <p>EMD of the amount of <b>Rs 6 Lakh</b> through. Demand Draft/Pay Order issued by one of the Nationalised/Scheduled Commercial Banks in India in favour of the <b>-Meghalaya State Agricultural Marketing Board.</b></p> <p>In case of online transaction, the amount shall be transferred to the following account:  <b>Account Number: 702002307239</b>  <b>IFSC: YESBoMCA002</b></p>	Demand Draft/ Pay Order/Online Payment of Rs 6 Lakh	
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Authorised person's signature with seal

Name and Designation

Date of Signature:

## Request For Proposal (RFP) for the procurement of STMU for MSFP

### 4. Format-3 Format of Financial Bid

To,

**Managing Director (MD),  
Meghalaya State Agricultural Marketing Board,  
MSAMB, Cleve Colony, Meghalaya, Shillong - 793003.  
Office Phone No. 9402304280**

Dear Sir/Madam,

**Ref: Request for Proposal "RFP for Selection of Strategic and Technical Management Unit (STMU) for Meghalaya Smart Farmers' Programme."**

We, the undersigned, offer to provide **Strategic and Technical Management Unit (STMU) for Meghalaya Smart Farmers' Programme** in accordance with your Request for Proposal dated <> and our proposal. Our attached Financial Bid is for the amount of <>. This amount is inclusive of all the taxes. Details of taxes are provided in the commercial format.

#### **PRICE AND VALIDITY**

All the rates mentioned in our Bid are in accordance with the terms as specified in the RFP documents. All the rates and other terms and conditions of this Bid are valid for the entire duration of the contract. We hereby confirm that we have mentioned all applicable taxes in this commercial proposal. Taxes shall be paid as applicable at the time of payment. We understand that the actual payment would be made as per the existing direct tax rates during the time of payment.

#### **MAN-MONTH EFFORT AND RATES**

We have indicated in the relevant forms enclosed the unit rates for man-month for the purpose of on account of payment. We understand that the department may extend additional resources or reduce the resource estimated through notification one-month prior to the deployment or withdrawal.

#### **RFP PRICING**

We further confirm that the prices stated in our Bid are in accordance with your Instruction to Bidders included in the RFP document. The pricing should be quoted for 1 year implementation -

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No	Cost head	Components	Quote Method	Units/schedule	Basic Rate	GST as Inclusive	Total
1	Hosting & Configuration - Platform Setup	Costs associated with the digital hosting on the cloud storage, software deployment and configuration of POP	Software Hosting Charges	12 months			
2	Workshop and Training of Trainers (ToT) Expenses	Expenses connected with the physical deployment of workshops including but not limited to training props, stationery.	Fee/Participant	110 individuals			
3	Digitization & Advisory Dissemination Services	Platform Licenses Costs inclusive of MIS, SMS Services, Weather Updates to the Farmers	Per Farmer Charges	1 Lakh farmers			
4	Post-Harvest Management Solution & QR Code Traceability	Post-Harvest Management Solution, Traceability & other digital services cost	Per Farmer Charges	20,000 Farmers			
5	Cost of human resources for STMU	Salaries, Allowances and (Retainership costs, if any) for Project Leads – 01 Project Coordinator – 02 Agronomists/Subject Experts – 03 MIS expert – 01	Salaries/Resource	12 months			

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6	<b>Travel and Accommodation</b>	<b>Costs associated with inter-district travel and accommodation expenses connected with all resource persons.</b>	<b>Costs/Month</b>	<b>12 months</b>			
7	<b>Miscellaneous Expenses</b>	<b>Bidder may suggest other expenses left out in this section</b>	<b>Break down to be provided</b>	-			

**Note:**

1. GST and any other relevant taxes shall be applicable and it is required to add in the financial bid.
2. Please specify a detailed break-down as required.

Authorised person's signature with seal

Name and Designation Date of Signature:

## Request For Proposal (RFP) for the procurement of STMU for MSFP

### **5. Format-4 Format of PBG**

#### **PERFORMANCE BANK GUARANTEE**

We hereby declare that in case the contract is awarded to us, we shall submit the Performance Bank Guarantee as specified in the RFP document

Our Financial Bid shall be binding upon us subject up to expiration of the validity period of the proposal, i.e., [Date]. We understand you are not bound to accept any Proposal you receive. We hereby declare that our Bid is made in good faith, without collusion or fraud and the information contained in the Bid is true and correct to the best of our knowledge and belief.

Authorised signatory with seal

Name and Designation Date of Signature:

Request For Proposal (RFP) for the procurement of STMU for MSFP

**6. Format-5 Self Certification for undertaking total responsibility by Bidder**

(This is to be submitted before Agreement)

....., a company registered under the Indian Companies Act, 1956 having its registered office at .....and place of business at.....Certifies that:

A. We have been selected as the successful bidder to undertake the **Strategic and Technical Management Unit (STMU) for Meghalaya Smart Farmers' Programme;**

B. MSAMB intends to issue work order to our company to undertake the project **Strategic and Technical Management Unit (STMU) for Meghalaya Smart Farmers' Programme** on the terms and conditions mentioned in the tender document.

C. We, in pursuance of its proposal, undertake the project Strategic and Technical Management Unit (STMU) for Meghalaya Smart Farmers' Programme and undertakes the total responsibility for the defect free completion of the project "**Strategic and Technical Management Unit (STMU) for Meghalaya Smart Farmers' Programme**" without any conditional statement.

D. The editable softcopy of all the documentation / Architecture {text, figures, tables, models, EA catalogues / matrices / diagrams etc.} of this Project shall be submitted to MSAMB and shall be the exclusive property of MSAMB.

Dated this Day of 2021

(Signature) (In the capacity of)

(Name)

Duly authorised to sign the Tender Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of bidder Witness Signature:

Witness Name:

Witness Address:

Request For Proposal (RFP) for the procurement of STMU for MSFP

**7. Format-6 Organisational Contact Details**

Sl. No.	Organisational Contact Details	
1	Name of Organization	
2	Main areas of business	
3	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932	
5	Whether the firm has been blacklisted by any Central Government / State Government/PSU/ Government Bodies. If yes, details thereof.	
6	Address of registered office with telephone no. & fax	
7	Address of offices in Other State/UT's	
8	Contact Person with telephone no. & e-mail ID	

**Enclose:**

1. Copy of Certificate of Incorporation
2. Copy of Article of Association in respect of 3 above.
3. Valid agreement among the members

Sincerely Yours,

Signature of the applicant (authorised signatory)

Date:

[Full name of applicant] Designation in firm Firm Stamp.....

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**8. Format-7 CV of Proposed Team Members**

The Curriculum vitae of the proposed team shall be provided in the following format:

1	Proposed Position			
2	Name of the Resource			
3	Number of Years with current organisation			
4	Total Years of Experience			
5	Educational / Professional Certification Details (Graduation and onwards)			
<b>SN</b>	<b>Degree / Certification Obtained</b>	<b>Name of Institute</b>	<b>Year of award</b>	<b>Aggregate Percentage</b>
6	Employment Details			
<b>SN</b>	<b>Name of Organization</b>	<b>From (MM/YYYY)</b>	<b>To (MM/YYYY)</b>	<b>Designation</b>
7	Professional Experience relevant to current Project			
<b>SN</b>	<b>From (MM/YYYY)</b>	<b>To (MM/YYYY)</b>	<b>Company/project experience details</b>	

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

Sincerely Yours,  
Signature of the applicant (authorised signatory)

Request For Proposal (RFP) for the procurement of STMU for MSFP

[Full name of applicant] Designation in firm

Firm stamp.....

Date:

Request For Proposal (RFP) for the procurement of STMU for MSFP

**9. Format-8 Financial Strength of the Organization**

S No	Financial Year	Whether profitable Yes/No	Annual net profit (in Lakh INR)	Overall annual turnover (in Lakh INR)
1	2017-18			
2	2018-19			
3	2019-20			

Note: Please enclose statement certified by Chartered Accountant or any authorised signatory of the company in support of your claim.

Sincerely Yours,  
Signature of the applicant  
(authorised signatory)  
[Full name of applicant]  
Designation in firm  
Firm Stamp... ..  
Date:

## Request For Proposal (RFP) for the procurement of STMU for MSFP

### 10. Format-9 Declaration

#### Declaration

I/We hereby confirm that we are interested in competing for the selection of **Strategic and Technical Management Unit (STMU) for Meghalaya Smart Farmers' Programme** and undertake the related tasks.

All the information provided herewith is genuine and accurate. For any false declaration, I/We hereby undertake to bear sole responsibility and shall face any Administrative/ Financial & Legal actions, or all actions and my/our Bid is liable to be cancelled for the same.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

**Note: The declaration is to be furnished on the letterhead of the organisation.**

## Request For Proposal (RFP) for the procurement of STMU for MSFP

### 11. Format-10 Pre- Bid Queries

(To be submitted by the Bidder and to be e-mailed to [ambmg-meg@nic.in](mailto:ambmg-meg@nic.in) in .doc format)

1. Bidders requiring any clarification on the RFP may send their queries to the authority on or before the Date mentioned in RFP, through e-mail only with subject line as follows:

**"Pre-Bid queries - < Bidder's Name>"** and in the WORD format as given below.

2. The reply to the pre-bid queries and any addendum/corrigendum shall be uploaded on the website.

3. The Format of the pre-bid queries

**Sub: Request for Proposals (RFP) Strategic and Technical Management Unit (STMU) for Meghalaya Smart Farmers' Programme.**

Sr. No.	Section #	Sub Section #	Original Clause in RFP	Change Requested/ Query
1				
2				
3				

1. Name and complete official address of prospective Bidder Name of the Bidder's Contact Person:

2. E-mail:

3. Mobile No.:

4. Telephone:

5. Signature:

6. Name of the Authorised signatory:

7. Company seal:

Date and Stamped

**Note:** Please note no pre-bid meeting would be held.

Request For Proposal (RFP) for the procurement of STMU for MSFP

**12. Format-11 Non-Blacklisting Declaration**

To,

**Managing Director (MD),  
Meghalaya State Agricultural Marketing Board,  
MSAMB, Cleve Colony, Meghalaya, Shillong - 793003.  
Office Phone No. 9402304280**

**Sub: Non-Blacklisting or not Barred declaration in connection with RFP No:\_NO. MAMB/STMU/MSFP/9/2021-22 dated 17 September 2021 for selection of Request for Proposals (RFP) Strategic and Technical Management Unit (STMU) for Meghalaya Smart Farmers' Programme at MSAMB.**

Dear Sir/Madam,

This is to notify you that our Firm/ Company/Organisation <provide Name of the Firm/Company/Organisation>intends to submit a proposal in response to invitation for RFP cited above. In accordance with the above we declare that:

- a) We are not involved in any major active litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
- b) We are not blacklisted or barred by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

**Note: The declaration is to be furnished on the letter head of the organisation(s).**

Request For Proposal (RFP) for the procurement of STMU for MSFP

**13. Format-12 Project Credentials**

Below format is to be provided for each project credentials, please do not combine multiple credentials to one

<b>Name of the firm:</b>	
<b>Assignment Name:</b>	<b>Approximate value of the contract:</b>
<b>Country:</b>	<b>Duration of Assignment:</b>
<b>Name of Client:</b>	<b>Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:</b>
<b>Start Date (month/year): Completion Date (month/year):</b>	<b>No. of person-months of the assignment:</b>
<b>No. of months of Professional Staff Provided by the bidder under the contract:</b>	
<b>Brief Description of Project:</b>	
<b>Description of Actual Services Provided by the bidder:</b>	
<b>Number of Farmers impacted (Please specify Project-wise)</b>	
<b>Number of Traceability programmes organized in agriculture and allied sector (Please specify Project-wise)</b>	

Please supplement all projects with following documents:

- Work order (clearly indicating value)

Sincerely Yours,

Signature of the applicant (authorised signatory)

[Full name of applicant] Designation infirm

Firm Stamp.....

**Date:**