



Assam Industrial Development Corporation Ltd.

(A Govt. of Assam Undertaking)

R.G. Baruah Road, Guwahati-781024

Pradhan Mantri Formalization of Micro Food Processing Enterprises (PMFME) Scheme Engagement of DRP Agency

Assam Industrial Development Corporation Ltd, which is the State Nodal Agency of PMFME, a centrally sponsored scheme under Ministry of Food Processing Industries (MoFPI), is working for providing Financial, Technical and Business support for new and existing micro food processing enterprises for the state of Assam.

Under the scheme there is a provision for empanelment of District Resource Person (DRP) to provide handholding support to applicants/beneficiaries. AIDC Ltd. invites application from reputed Agencies/Organizations/Firms having experience in Enterprise Development for becoming DRP Agency in all Districts of Assam under PMFME scheme.

Eligibility	<ol style="list-style-type: none">1. Agencies/Organizations/Firms should be registered as Company, Firm, NGO, Trust, Society or Section 8/Section 25 Company.2. Agencies/Organizations/Firms should have minimum 5 years' experience in Enterprise Development projects. Working in Assam and having experience in food processing sector will be an added advantage.3. Agencies/Organizations/Firms should have at least 3 years of working experiences of implementing Govt. Sponsored project in Enterprise Development
Job Description	Agencies/Organizations/Firms should engage 3-4 persons per district as DRPs who will mobilize individual or group applicant/potential entrepreneur and will provide handholding support to them in preparation of DPR, taking bank loan and getting necessary registration and licenses such as FSSAI, Udyam Registration, GST, etc.
Payment	The payment of Rs.20,000/- to the DRP Agencies would be made against each successful loan sanctions. Payment will be made in 2 installments i.e. 50% of the payment would be made after sanction of the loan and remaining 50% after commissioning of the unit and obtaining of necessary licenses as per guidelines.

For detailed guidelines of the scheme please visit web site www.pmfme.mofpi.gov.in or contact in Mobile: 8453917779

For Request For Proposals (RFP), visit AIDC Ltd. website <https://aidcltd.com>. Interested applicants may send their proposals to contact.pmfmeassam@gmail.com and a hard copy to the undersigned within 21 days of publication of this advertisement.

Managing Director
Assam Industrial Development Corporation Ltd.
State Nodal Agency, PMFME scheme
R.G. Baruah Road, Ambikagirinagar, Guwahati-24



REQUEST FOR PROPOSAL

**For DRP Agency towards implementation of PMFME scheme for
the state of Assam**



DECEMBER 26, 2022

**ASSAM INDUSTRIAL DEVELOPMENT CORPORATION LTD. (AIDC LTD.), R. G. BARUAH
ROAD, GUWAHATI, PIN - 781024**

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1. **DISCLAIMER**

This RFP document for selection of prospective Agencies or Firms to work as District Resource Person (DRP) Agency towards implementation of PMFME scheme for the state of Assam contains brief information on the scope of work, eligibility requirements and details of the selection process amongst others for the successful bidder.

This document is not an agreement and is neither an offer nor an invitation by AIDC Ltd., the State Nodal Agency (hereinafter referred to as “SNA” for brevity) for PMFME Scheme, to the prospective applicants or any other Individual/Agency. The purpose of this document is to provide interested parties with information that may be useful to them in eliciting their proposals pursuant to this RFP. AIDC/ SNA reserves the right to accept or reject any or all applications without giving any reasons whatsoever and the decision of the management shall be final and binding to all the applicants.

SNA shall not be responsible for any late receipt of applications for any reasons whatsoever. Proposals once submitted cannot be amended. The Agency shall not assign or sublet the contract or any substantial part thereof to any other Agency.

SNA also reserves the right to amend the RFP, relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the SNA without assigning any reasons and may include any other item in the scope of work at any time after consultation with applicants or otherwise.

Besides, it reserves the right to change the tentative schedule and critical dates. It is the sole responsibility of prospective Agencies/Firms to keep themselves updated about any information pertaining to the RFP.

2. BACKGROUND

Ministry of Food Processing Industries (MoFPI), in partnership with the State Governments, has launched a centrally sponsored scheme called the "Pradhan Mantri Formalization of Micro Food Processing Enterprises Scheme (PM FME Scheme)" for providing Financial, Technical and Business support for establishment of new enterprises as well as up-gradation of existing micro food processing enterprises. Under the scheme, 2,00,000 micro food processing units will be directly assisted with credit linked subsidy in the country. Adequate hand holding support, skill training and common services like packaging, branding, marketing etc. will be provided under the scheme to accelerate growth of this segment through a well-designed programme based on agri resources and potential of the districts. The corresponding target for Assam till 2024-25 is 13,964 micro food processing units to be assisted with credit linkage and handholding support. However the target has been readjusted to 12459 with annual target of 4153 for next three financial years i.e. FY 2022-23, FY2023-24, and FY2024-25 respectively. Assam Industrial Development Corporation Ltd. (AIDC Ltd) is the State Nodal Agency (SNA) whereas District Industries and Commerce Centre (DICC) of all the districts are District Nodal Points for the scheme. General Manager (GM) of DICCs are designated as District Nodal Officers (DNOs) for the scheme and beholds the responsibility of monitoring the work of District Resource Persons (DRPs) for the concerned districts.

The uniqueness of the PMFME scheme is that it supports the interested applicants in preparation of Detailed Project Reports (DPR) through online mode in designated MIS portal of the scheme. In order to run the process smoothly, professionals called as District Resource Persons (DRP) are engaged in every districts directly and/or through Agencies and to handhold the applicants in the entire enterprise development processes. The DRPs thus engaged are paid through the Agencies or directly for conducting the following activities in field:

- a. Mobilization and generation of the application.
- b. Collection of data and preparation of DPR in MIS portal of the scheme.
- c. Submission of the online generated DPR for approval of District Level Committees (DLC) and ensuring submission to Banks.
- d. Following up with the Banks for sanctioning the Loan.
- e. Upon Sanction, DRPs will ensure plant and machineries set up; installation/ commissioning of project is done and formalization of the unit through necessary licensing/certifications such as FSSAI, Udyam registration and GST (if applicable) is completed.

The Beneficiaries trainings through offline mode is an added feature of this scheme. As mentioned earlier, the beneficiaries whose proposals are approved by DLCs are trained for 3 days in offline mode to upgrade their skills and knowledge. These trainings are provided by District Level Trainers (DLT) on two subject viz. Enterprise Development Programme and Food Processing. DRPs must monitor the trainings along with officials of District Industries and Commerce Centers (DICC).

3. REQUEST FOR PROPOSAL

Assam Industrial Development Corporation being the State Nodal Agency (SNA) under the PMFME Scheme for Assam, invites proposals from reputed agencies or firms to work as DRP Agency. The details regarding the same are indicated in the succeeding paragraphs.

3.1. RESPONSIBILITIES OF THE AGENCIES:

- i. To engage minimum 3 manpower from 3 expertise background namely Marketing, Food Processing and Banking Sector in each district to be known as District Resource Persons (DRP) to be stationed at allocated Districts and will support each other in preparation of the proposals of PMFME, thus working as a Team for the Agency in the District.

DRPs	Eligibility criteria of DRP	Preference in Qualification
DRP 1	Individual Professionals/ Retd. Bank officials/ Insurance Agents/ Bank Mitras	Bachelors/ Masters in Business Administration with Experience
DRP 2		Diploma/ UG/PG in Food Processing Technology related Subjects.
DRP 3		Any Graduate with experience in Bank Liaising and DPR preparation.

- ii. To conduct District and Block Level awareness camps for mobilization and generation of applications for the PMFME Scheme.
- iii. To provide handholding support to micro-enterprises which includes preparation of Detailed Project Reports (DPRs) in online system through PMFME MIS portal in favour of beneficiaries and submit the same to DLCs for approval. Upon approval from DLC, DRPs shall follow up with banks for sanctioning of the Loan. DRPs needs to make corrective actions for the deficiency of applications as raised by DLC.
- iv. After sanctioning of loan by Bank, DRP shall ensure the set-up/installation/commissioning of plant and machinery and formalization through necessary licenses/ certifications such as FSSAI, Udyam registration and GST if applicable.
- v. To monitor 3 days training programme for DLC approved applicants arranged by PMFME empaneled Training Partners. Trainings shall be provided by the PMFME certified District Level Trainer (DLTs) for the districts. DRPs may also act as DLTs if they fulfil the eligibility criteria of DLT. Separate honorarium will be paid to DRPs, if they will give services as DLTs.

3.2.SCHEDULE AND CRITICAL DATES (TENTATIVE):

The schedule and critical dates related to this RFP are tabulated as under:

Date of Tender Publish	04-01-2023
Proposal Document Download Start Date	04-01-2023
Last date for receiving queries at AIDC through email	12-01-2023
AIDC response to queries and /or Pre-bid meeting	13-01-2023
Proposal Submission End Date and Place of Submission	25-01-2023 up to (5:30PM) Assam Industrial Development Corporation Ltd. (AIDC Ltd.), R. G. Baruah Road, Guwahati, Pin - 781024
Technical Proposal Opening Date	27-01-2023
Publishing shortlist of qualified firms/agencies for Presentation	03-02-2023
Presentation through online/offline mode	To be intimated in due course of time
Validity of Proposals	180 days after the date of opening of Technical Proposal
Signing of Agreement	Within 15 days of issue of Letter of Acceptance of RFP and/or Work Order
Contact Person & Details	Sri Amitav Saikia Deputy General Manager AIDC Ltd., R G Baruah Road, Guwahati- 24

4. INSTRUCTIONS TO AGENCY / FIRMS

Applicant Agency/ Firms are required to read carefully the contents of this document and is expected to examine all instructions, forms, terms and conditions in the RFP. Failure to furnish all the information required as per the RFP or submission of Proposal not substantially responsive to the RFP in every respect will be at the Agency/ Firms risk and may result in rejection of the Application.

- a. It shall be deemed that by applying in response to the RFP, the prospective Agency/ Firms have:
 - i. made a complete and careful examination of the documents;
 - ii. received all relevant information from AIDC Ltd. and satisfied itself about all matters, things and information hereinabove necessary and required for bidding;
 - iii. acknowledged and agreed that ignorance of any of the matters hereinabove shall not be a basis for any claim for compensation, damages, claim for performance of its obligations, loss of profits, etc. from AIDC Ltd.
- b. Application should be submitted strictly as per RFP guidelines.
- c. Eligible selected party/parties shall have to sign an Agreement with AIDC Ltd. after completion of

- selection process.
- d. Any corrigendum including extension of date or change of date for submission of the tender shall be published only on the website and that shall be deemed to have been seen by the Agencies/ Firms.
 - e. All the papers of RFP document with terms and conditions should be duly signed by the Applicants on each page as a token of acceptance of all the terms and conditions.
 - f. At any time prior to the proposal due date, AIDC Ltd. may, for any reason, whether at its own initiative or in response to clarifications requested by an applicant, modify the RFP document. Any modification thus issued will be notified on AIDC's website. Such modification will be binding upon all agency/ firm participating in RFP process. To give the Agency reasonable time in which to take an amendment into account in their Proposals, the SNA may, if the amendment is substantial, extend the deadline for the submission of Proposal.

5. PROCEDURE, TERMS AND CONDITIONS

5.1. Agency/Firms are required to submit the Technical Proposal in an envelopes, with contents as under:

Envelope	Proposal Contents	No. of Copies	Label of Envelope
I	Technical Proposal Response to Technical Proposal –As per format prescribed in SL No. 18	Hardcopy – 1 and softcopy to be sent through email contact.pmfmeassam@g mail.com	“Technical Proposal for DRP Agency Assam under PMFME Scheme”

- 5.2. The hardcopy of the proposal should be sent to “The Managing Director, Assam Industrial Development Corporation, Ltd. R.G. Baruah Road, Guwahati, Assam, Pin – 781024”. The proposal should reach Assam Industrial Development Corporation office either through post or through hand delivery by **5:30 PM of 18th January 2022**. Assam Industrial Development Corporation shall not be responsible for any postal delays. It is the sole responsibility of the agency to ensure that the Proposal is received by Assam Industrial Development Corporation before the stipulated deadline.
- 5.3. The softcopy of the Proposal should be emailed to contact.pmfmeassam@gmail.com on or before 5:30 PM of 18th January 2022.
- 5.4. It is the responsibility of the Agency to ensure that the Proposals are received by the SNA on time through both online and offline modes on or before the prescribed date & time for submission of Proposals.
- 5.5. To facilitate evaluation of proposals, the SNA may, at its sole discretion, seek clarifications from any applicant regarding the Proposal. Such clarification(s) shall be provided within the time specified by the

SNA for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing. If a team does not provide clarifications sought above within the specified time, its proposal shall be liable to be rejected. In case the Proposal is not rejected, the SNA may proceed to evaluate the proposal by construing the particulars requiring clarification to the best of its understanding.

- 5.6. SNA reserves the right to accept the whole, or part of, or reject any, or all Proposals without assigning any reasons and to select the Agency/Firm(s) which, in the sole opinion, best meets the interest of the SNA. Notwithstanding anything contained in this RFP, the SNA 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 of any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.

The SNA reserves the right to reject any Proposals if:

- 5.6.1. At any time, a material misrepresentation is made or uncovered; or,
- 5.6.2. The Agency/Firm do not provide, within the time specified by the SNA, the supplemental information sought by the SNA for evaluation of the Proposal.
- 5.6.3. SNA reserves the right not to accept Proposal(s) from Agency (ies) resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agency/Vigilance Cell.
- 5.6.4. All information contained in the proposal, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared by the agency/firm with any other organizations/Agency.
- 5.6.5. All creative- physical as well as digital will be property of SNA and its Intellectual Property Rights (IPR) will vest with SNA.
- 5.6.6. It is the responsibility of the applying Agency/Firm to go through the extant Guidelines of the PMFME Scheme, details of which may be found by visiting the website <https://www.mofpi.gov.in/pmfme>. The Scheme Guideline along with the revision made from time to time in the Guideline and relevant Office Memorandum (OM) thereof may also be sought from the office of the AIDC Ltd.

6. ELIGIBILITY CONDITIONS

In order to qualify for consideration and evaluation of its Technical Proposal, the Agency must satisfy each of the criteria of the Pre-Qualification Proposal, as specified in the RFP with supporting documents.

S. No	Criteria	Minimum Requirement
1.	Constitution	The Agency/Firm must be registered as a Company, Firm, NGO, Trust, Society or Section 8/Section 25 Company.

2.	Background and work experience of the Agency	<p>1.The agency must have minimum 5 years of experience in implementing Enterprise Development Sector. Working in Assam will be an added advantage.</p> <p>2.Agency having experience in Food Processing sector through implementing Food Processing and/or Agricultural related project will add value.</p> <p>3.Agency should have at least 3 years of working experiences with Government by directly implementing Govt. sponsored project in Enterprise Development Sectors.</p>
3.	Presence in the State	Should have at least one office in the state of Assam. Having offices in Districts will be an added advantage.
4.	Turnover of the agency	<p>1.Not for Profit Agencies: Must have an average annual turnover of INR 20 lakhs for last 3 years (2019-20, 2020-21, 2021-22)</p> <p>2.Profit Agencies: Must have an average annual turnover of INR 50 Lakhs for last 3 years (2019-20, 2020-21, 2021-22) based on their revenue only from developmental activities.</p>
5.	Reputation	The Agency/Firm should not have been blacklisted by any recognized Institution / Govt. / PSU. Agency/Firm must submit self-certification to that effect.

7. COMMERCIAL CONDITIONS

Apart from the above, each Agency is required to fulfill the following terms and conditions:

7.1.PERFORMANCE SECURITY

Performance Security in the form of Bank Guarantee/Demand Draft of 3% of cost of the Work Order issued by SNA is required to be submitted by the Agency to AIDC Ltd. The Cost of the Work Order will be the annual target allotment and their corresponding Service Fee Amount. Failure to achieve the targeted numbers as per the Work Order, the Performance Security deposited by Agency/Firm will be forfeited by AIDC Ltd (Reference: Manual for Procurement of Consultancy and Other Services, updated June, 2022)

7.2.TARGET

The Agencies may select their districts against the target highlighted in specific zones as per the table highlighted below. Agencies may select single or multiple zones. The zones may get changed if deemed necessary by the SNA. The targets set against each district may be revised as per the discretion of SNA.

Zone	District	Total Target of Micro Enterprise
	Dhubri	561
	South Salmara- Mankachar	222

Zone A	Kokrajhar	336
	Total	1119
Zone B	Bongaigaon	300
	Chirang	171
	Goalpara	381
	Total	852
Zone C	Nalbari	300
	Barpeta	849
	Baksa	360
	Udalguri	318
	Total	1827
Zone D	Kamrup Metro	558
	Kamrup	633
	Darrang	336
	Total	1527
Zone E	Biswanath	228
	Sonitpur	414
	Lakhimpur	381
	Total	1023
Zone F	Nagaon	1044
	Morigaon	342
	Total	1386
Zone G	Jorhat	369
	Sivasagar	279
	Charaideo	156
	Majuli	63

	Total	867
Zone H	Dibrugarh	558
	Tinsukia	525
	Dhemaji	255
	Total	1338
Zone I	Karbi Anglong	225
	Golaghat	393
	West Karbi Anglong	99
	Dima Hasao	84
	Hojai	351
	Total	1152
Zone J	Cachar	663
	Hailakandi	255
	Karimganj	450
	Total	1368
	Grand Total	12459

7.2.1. Payment to Agency/Firm

The payment for the Agencies under the Scheme comprises of only Service fees per enterprise developed. The development of enterprise means supporting enterprise with financial linkages through Bank and provision of handholding support for adoption of standard compliances and implementation of the Project as per their DPR.

The stages of payments receivable per proposal are detailed below:

SL No.	Criteria	Amount Per Unit Supported
2	Amount payable on Loan Sanction	Rs. 10,000.00
3	Amount payable after unit takes GST, Udyam Registration, takes standard compliance of FSSAI and implements the project	Rs. 10,000.00
	Total	Rs. 20,000.00

Over and above the Service Fees payment, specific support for organizing awareness programmes, EDPs / Capacity building trainings, technical training & demonstration programmes, bankers meet etc. may also to be supported on merits. These activities and budget will be decided by SNA.

The agency and/or its representatives functioning as DRPs under the PMFME Scheme shall not be allowed to charge any kind of commission or fees from prospective beneficiaries under the PMFME Scheme. If such cases are seen, appropriate departmental action will be taken as per Govt. rules and regulations including de-empanelment and blacklisting of the Agencies.

7.2.2. LODGING OF PAYMENT CLAIMS

To improve the monitoring aspect of the Scheme, the Agency/Firm shall be required to submit the details of all the beneficiaries who have been supported under the scheme on a monthly basis. The claim of payment towards Service Fee has to be for that person only for whom the Agency/Firm has reported in its monthly report. The payment claims may be lodged by the agency on monthly basis or quarterly basis, as mutually decided. However, a thorough verification of the enterprise shall be done by SNA, District Nodal Officer (DNO) and/or through a third-party evaluator before payment.

8. EVALUATION AND SELECTION METHODOLOGY

8.1.EVALUATION OF TECHNICAL PROPOSAL

- 8.1.1. The Technical Proposals will be evaluated for determining the continued eligibility of the Agency and compliance of the proposal with the necessary technical requirements and scope of work of this RFP.
- 8.1.2. SNA may waive off any minor infirmity or nonconformity or irregularity in a Proposal, which does not constitute a material deviation, provided such a waiving, does not prejudice or affect the relative ranking of any agency.
- 8.1.3. SNA may seek specific clarifications from any or all the Agency at this stage. All the clarifications received within the stipulated time shall be considered for evaluation. In case, satisfactory clarifications are not received from the agency within the stipulated time, the respective technical parameters would be treated as non-compliant and decision to qualify the agency shall be accordingly taken by the SNA.
- 8.1.4. The Technical Proposal will be analyzed and evaluated w.r.t. the information, evidences of relevant experiences and number of projects handled by the Agencies complying with the specifications, features and functionalities as prescribed in the Technical Proposal.
- 8.1.5. Technical evaluation shall be carried out on the following parameters and sub- parameters:

S.N.	Parameters	Sub-parameters for score distribution	Maximum Score
A.	Experience of the Agency in implementing Enterprise development projects		80
A. 1	No. of years of experience the Agency has in implementing Enterprise Development projects (Furnish evidence)		10
		10 yrs. or more	10
		7-9 years	7
		5-6 years	4
A. 2	No. of Projects implemented by the Agency in Enterprise Development projects (Furnish evidence)		10
		10 or more	10
		7-9 no	7
		5-6 no	4
		Less than 5 no	1
A.3	Prior experience of implementing Enterprise Development Projects in Assam (Furnish evidence)		10
		10 yrs. or more	10
		7-9 years	7
		4-6 years	4
		1-3 years	2
A.4	No of Projects implemented in Enterprise Development in Assam (Furnish evidence)		10
		10 or more	10
		7-9 no	7
		4-6 nos.	4
		1-3 nos.	2
A.5	No. of years of experience specifically in micro enterprise promotion in food processing sector (Furnish evidence)		10
		10 yrs. or more	10
		7-9 years	7
		4-6 years	4
		1-3 years	2
A.6	No. of projects implemented in micro enterprise promotion in food processing sector (Furnish evidence)		10
		10 or more	10
		7-9 nos.	7
		4-6 nos.	4
		1-3 nos.	2
A. 7	Prior Experience in working on similar programmes funded by Govt. / International Donor Agencies (Furnish evidence)		10
		10 years and more	10
		6-9 years	7
		3-5 years	4
A. 8	No of projects implanted on similar programmes funded by Govt. / International Donor Agencies involving (Furnish evidence)		10
		10 or more	10
		7-9 nos.	7
		4-6 nos.	4
		1-3 nos.	2

8.1.6. Out of the Total 80 marks above, only those agencies securing 60% of marks and above will be called for

next round of Technical Presentation

S. N.	Parameters / Sub-parameters for score distribution	Maximum Score
B.	Technical Presentation by the Agency	20
B.1	Understanding of the Assignment	2
B.2	Demonstration of ability to create bank linkages for enterprise development.	3
B.3	Detailed action plan for one year with all activities involved along with time line on fortnightly basis for each zone applied	5
B.4	Strength of the Agency for each Zone applied in terms of (i) manpower deployment strategies for the zone (ii) office set up for the zone (iii) Zone specific enterprise development strategies (iv) Any other specific strength organization have for the particular zone	10

8.2. FINAL SELECTION OF ELIGIBLE AGENCY/AGENCIES

8.2.1. Total Relative Score (RS) obtained by each eligible agency/firm will be calculated by adding the marks obtained under Sections A and B.

8.2.2. Based on the score obtained from the experiences of the Agency as per parameters mentioned at 'A' and based on Technical Presentation as per parameters mentioned at 'B', the zone wise score will be calculated. For each Agency, the score will be different for each zones and thus, zone wise merit list will be made.

8.2.3. The agency with the highest Relative Score (RS) will be selected subject to the acceptance/ compliance of all other terms and conditions defined in this RFP document.

8.2.4. To ensure achievement of targets in time-bound manner, SNA may decide to engage multiple Agencies in a zone.

9. CONFLICT OF INTEREST

9.1. The Agency will have to strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work.

9.2. Without limitation on the generality of the foregoing, Agency and any of their affiliates, shall be considered to have a conflict of interest under any of the circumstances set forth below:

9.2.1. Conflicting Activities: An Agency or any of its affiliates, selected to provide consulting assignment/job for this project shall be disqualified from subsequent downstream supply of goods or works or services resulting from or directly related to this project.

9.2.2. Conflicting Assignment/job: An Agency (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Agency to be

executed for the same or for another employer.

9.2.3. Conflicting Relationships: An Agency that has a business or family relationship with a member of the SNA staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the SNA throughout the selection process and the execution of the Contract.

9.3. Agency has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the implementation of PMFME Scheme in the State or that may reasonably be perceived as having this effect. Any such disclosure shall be made to SNA, immediately. If the Agency fails to disclose said situations and if SNA comes to know about any such situation at any time, it may lead to the disqualification of the Agency during the process or the termination of its contract during execution of the assignment.

10. EXECUTION OF SERVICE LEVEL AGREEMENT (SLA) & IMPOSITION OF PENALTY

10.1. A Service Level Agreement (SLA) will be signed with the successful agency within 15 days of issue of Letter of Acceptance of RFP and/or Work Order. Any breach in SLA will lead to penalty and later termination of the contract. All the documents/ code / application etc. prepared and developed by the Agency will be the property of the SNA. All designs, reports, other documents and software submitted by the Agency pursuant to this work order shall become and remain the property of the SNA, and the Agency shall, not later than upon termination or expiration of this work order, deliver all such documents and software to the SNA, together with a detailed inventory thereof.

10.2. If at any given point of time, it is found that the Agency has made a statement which is factually incorrect or if the agency doesn't fulfill any of the contractual obligations, the SNA may take a decision to cancel the agreement with immediate effect.

10.3. Penalty for error/variation: In case any error or variation is detected in the reports submitted by the firm and such error or variation is the result of negligence or lack of due diligence on the part of the firm, SNA shall have the right to withhold the admissible Performance Fee.

11. TERMINATION OF AGREEMENT

a) The SNA reserves the right to terminate the Agreement upon 30 days written notice to the successful party in the event :

(i) Violation of any laws/ clauses of the RFP / Agreement and the same is not cured by the defaulter within 15 days;

(ii) Of a material breach in the performance of the Services;

(iii) Non-payment of fee, if any within the time specified;

- (iv) Showing poor performance in achieving the targets during agreement period.
 - (v) Persistent in non-compliance of the written instructions of SNA officials.
 - (vi) If any representation made or warranties given by the selected party is found to be false or misleading.
 - (vii) On any other operational ground or any other Administrative Exigencies.
 - (viii) Determination by SNA that it does not wish to extend the agreement.
- b) The termination of the Agreement shall not release the party from its obligation to pay any sums owed to SNA nor from the obligation to perform or discharge any liability that had been incurred prior thereto.

12. APPLICABLE LAW, JURISDICTION AND DISPUTE RESOLUTION

- i. The agreement shall be constituted and the legal relation between the parties hereto shall be determined and governed according to the laws of Republic of India and only the Hon'ble Courts in Kamrup (M), Assam shall have the jurisdiction in all matters arising out of and/ or concerning the RFP or the agreement and parties agree to irrevocably submit to the exclusive jurisdiction of those courts for purposes of any such proceeding. The aforementioned exclusive and irrevocable jurisdictions of aforesaid courts are irrespective of place of occurrence of any cause of action pertaining to any dispute between the parties.
- ii. In the event of any dispute, difference of opinion or claim arising out of or relating to the agreement or breach, termination thereof, it shall firstly be attempted to be settled by prompt and good faith negotiations. If the dispute cannot be settled by mutual negotiations within 30 days from its commencement, the SNA would appoint a sole arbitrator, which shall be accepted by the Agency. The appointment of the Arbitrator will not be challenged or be open to question in any Court of Law by the Agency. The cost of the Arbitration shall be borne by the respective parties equally. The decision of the Arbitrator shall be final and binding on all the parties. The venue of such arbitration shall be Guwahati.
- iii. It is hereby clarified that whether the arbitration proceedings have commenced or not the agency shall continue to perform their respective rights and obligations under the agreement.
- iv. **TIME LIMIT FOR REFERENCE TO ARBITRATION:** If no request in writing/ notice for arbitration is made by the agency within a period of 60 days from the date of accrual of dispute, all claims of the agency/ firm under the agreement shall be deemed to be waived and absolutely barred and the SNA shall be discharged and released of all liabilities under the agreement.

13. INDEMNIFICATION

- i. Agency shall at times indemnify and keep SNA indemnified against all claims/ damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services.
- ii. Agency shall at all times indemnify and keep SNA indemnified against any claims in respect of any

damages or compensation payable in consequences of any accident or injury sustained or suffered by its (Agency) employees or caused by any action, omission or operation conducted by or on behalf of Agencies.

- iii. Agency shall at all times indemnify and keep SNA indemnified against any and all claims by employees, workman, suppliers, agent(s) employed engaged or otherwise working for Agency, in respect of their wages, salaries, remuneration, compensation or the hike.
- iv. All claims regarding indemnity shall survive the termination or expiry of the contract.

14. FORCE MAJEURE

- i. For the Purpose of this contract, “Force Majeure” means an event which is beyond the reasonable control of the party.
- ii. The terms "Force Majeure" as implied here in shall mean an act of God, War, Civil riots, fire directly affecting the performance of the contract, floods and Acts and Regulations of respective Government of the two parties, namely the Organization and the contractor. Both upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, shall within seventy-two hours of the alleged beginning and ending thereof intimate the other party giving full particulars and satisfactory evidence in support of its claim.
- iii. If deliveries are suspended by force majeure conditions lasting for more than 6 (six) months, the Organization shall have the option of cancelling the agreement in whole or part at its discretion without any liability on its part. Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

15. AGENCY CODE OF CONDUCT AND BUSINESS ETHICS

15.1. BRIBERY AND CORRUPTION:

Agency are strictly prohibited from directly or indirectly (through intermediates) offering any bribe or undue gratification in any form to any person or entity and / or indulging in any corrupt practice in order to obtain or retain a business or contract. If the Agencies are seen to be involved in such activities, SNA will take strict action against the Agencies that will include de-empanelment, blacklisting and legal action as per law.

15.2. INTEGRITY, INDEMNITY & LIMITATION:

Agency shall maintain high degree of integrity during the course of its dealings with business/contractual relationship with the SNA. If it is discovered at any stage that any business/contract was secured by playing fraud or misrepresentation or suppression of material facts, such contract shall be voidable at the sole option of the competent authority of the SNA. For avoidance of

doubts, no rights shall accrue to the Agency in relation to such business/contract and the SNA or any entity thereof shall not have or incur any obligation in respect thereof. The Agency shall indemnify in respect of any loss or damage suffered by the SNA on account of such fraud, misrepresentation or suspension of material facts. The agency will be solely responsible for the omission and commission of the employees deployed by them.

16. CONFIDENTIALITY:

The Agency shall maintain utmost confidentiality of information supplied, method of operation, procedures etc. and will treat such information with the same degree of care as the agency treats its own most confidential information.

17. PREPARATION OF PROPOSAL

All the Agency/Firms are requested to ensure submission of the Proposal along with relevant documents as per the Proforma mentioned below and to put the documents serially as per the checklist given herewith. All self-certifications and undertakings must be provided on Organization letterhead duly sealed and signed by authorized signatory of the firm/agency.

The original and all documents of the Proposal shall be typed or written in legible hand and shall be signed by the Agency or a person duly authorized to sign the Agreement. The person or persons signing the Proposal shall sign initial all pages of the Proposal. The scanned copy of all such documents shall be attached along with the proposal to be submitted online (email).

18. PROFORMA FOR TECHNICAL PROPOSAL

A. Covering Letter for Submission of Proposal for DRP agency for the State of Assam towards implementation of PM Formalization of Micro Food Processing Enterprises Scheme (PMFME) Scheme in Assam (on Organization Letterhead and duly seal/signed)

To

The Managing Director

Assam Industrial Development Corporation Ltd (AIDC Ltd)

R G Baruah Road, Guwahati, Pin 781 024

(Attention)

Sir/Madam,

We are hereby submitting our Technical Proposal for the RFP for empanelment of DRP Agency by AIDC Ltd. for the State of Assam towards implementation of PM Formalization of Micro Food Processing Enterprises Scheme (PMFME) Scheme in Assam. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to start the services with immediate effect or as stipulated in the work order. We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signatory

Date:

[attach authorization to represent the company]

(Seal)

Name and Title of Signatory
Name of Agency and Address

B. Declaration about Integrity of the Organization

(On Organization Letterhead, duly sealed and signed)

To whomsoever it may concern

I/We hereby certify that I/We am/are an authorized signatory in the Agency/Society/Company/Trust and hereby declare that "Our Agency/Society/Company/Trust/ Institution does not face any sanction or any pending disciplinary action from any authority. Further, it is also certified that our firm does not have any unsatisfactory track record resulting in adverse action taken by any Government in India. In case of any further changes which affect this declaration at a later date, we would inform the SNA."

Authorized Signatory (with seal)

C. Authorization Certificate (On Organization Letterhead, duly sealed and signed)

To,

The Managing Director
Assam Industrial Development Corporation Ltd (AIDC Ltd)
R G Baruah Road, Guwahati, Pin 781 024

Sub.: - EoI for DRP agency for the selected Zones of Assam

Sir/Madam,

This is to certify that _____ (Employee Name, Designation) is hereby authorized to sign relevant documents on behalf of the company/firm/agency/institution _____ Organization Name in dealing with the Proposal titled “DRP agency for the State of Assam towards implementation of PM Formalization of Micro Food Processing Enterprises Scheme (PMFME) In Assam”

He/She is also authorized to attend meetings, submit pre-qualification, technical and/or financial information etc. as may be required by you in the course of processing the above Proposal. For the purpose of validation, his/her verified signature is as under: -

Thanking you,

Name of the Agency/Firm _____

Authorized Signatory Name _____

Seal of the Organization _____



Verified Signature

Date

Place

D. About the Agency/Firm:

D.1. General Information about Agency

Details of the Agency			
1	Name of the Agency		
2	Address of the Agency		
3	Status of the Agency/Firm (Sec 8/25 Company / Firm/ Company/ Trust / Society/ NGO/Institution (Govt/Private) (Attach supporting documents at Annexure)		
4	Details of Incorporation of the Agency (Attach supporting documents at Annexure)	Date:	
		Ref.#	
5	Details of Commencement of Business (Attach supporting documents at Annexure)	Date:	
		Ref.#	
6	Sales tax / GST registration no. (Attach supporting documents at Annexure)		
7	Permanent Account Number (PAN) (Attach supporting documents at Annexure)		
8	Name of the contact person (to whom all references shall be made regarding this RFP and in whose name the power of attorney has been issued).		
	Designation		
	Telephone No. (with STD Code) & mobile number		
	Fax No. (with STD Code)		
	E-Mail of the contact person		
9	Organization website (if any)		

D.2. Brief write up about the Agency/Firm - Vision, Mission, Organizational Structure, core strength, outreach, geographical spread, core areas of working, impact made so far or any other significant information Agency want to share to establish its credibility (not more than 500 words)

D.3. Financial Details of the Agency/Firm_ (Attach Audited Balance Sheet and CA Certificate at Annexure)

Details of the Agency				
1	Financial Details (as per audited Balance Sheets) (in Rupees lakh)			
2	Year	2019-20	2020-21	2021-22
3	Net Worth			
4	Turn Over			
5	Surplus / Deficit			

D.4. Bank Account Details ((On Organization Letterhead, duly sealed and signed)

(Please fill in the information in CAPITAL LETTERS)

1. Name of Agency: _____

2. Address of the Agency: _____

3. City: _____

4. Pin Code: _____

5. E-mail id: _____

6. Phone No. with STD code: _____

7. Mobile No.: _____

8. Permanent Account Number: _____

9. Particulars of Bank account:

Beneficiary Name			
Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No.		IFSC Code	
Account type (Tick where applicable))	Savings	Current	Cash Credit
Account No.	(as appearing in the Cheque book)		
Please attach a cancelled cheque of your bank for ensuring accuracy of the Beneficiary Name, Bank Name, Branch Name & IFSC/MICR Code and Account Number			

Authorized Signatory

(With seal)

D.5. Establishment Facilities / offices and Staff available

Sl No	Office Address	Type of Office (State/ District/ Block)	No of Staff in each set up	
			Technical	Support staff
1				
2				
3				
4				

D.6. Details of Employment Agency having-

Sl No	Name	Designation in the Organization	Highest Educational Qualification	Experience in number of years
State Office				
1				
2				
3				
4				
5				
6				
7				
8				
District Office				
1				
2				
3				
4				

5				
6				
Block Office				
1				
2				
3				
4				
5				

D.7. Thematic areas of working of the Agency/Firm (Please do not include project included in one category into other category)

Sl. No	Thematic Areas	No of project implemented	No of Project ongoing	Donor/Sponsoring Agency
1	Agriculture/Horticulture			
2	Livelihoods Development			
3	Enterprise Development			
4	Social Mobilization/Institution Building			
5	Social Security			
6	Training and Capacity Building			
7	Any Other 1			
8	Any Other 2			

E. Details of experiences in Enterprise Development

E.1. Brief write up of the Project 1 (100 words) (Document attached at Annexure; page no.....)

SI No	Title of the Project	Duration		Sponsoring Agency	Place of Project Area	Major outcome of the Project
		Start	End			

E.2. Brief write up of the Project 2 (100 words) (Document attached at Annexure; page no.....)

SI No	Title of the Project	Duration		Sponsoring Agency	Place of Project Area	Major outcome of the Project
		Start	End			

Please continue as per the projects

F. Summary Table of Details of experiences in Enterprise Development

S.N.	Parameters	Sub-parameters for score distribution	Provide appropriate input	Annexure No	Page No
Experience of the Agency in implementing Enterprise development projects					
1	No. of years of experience the Agency has in implementing Enterprise Development projects (Furnish evidence)		<i>Tick in appropriate place</i>		
		10 yrs. or more			
		7-9 years			
		5-6 years			
2	No. of Projects implemented by the Agency in Enterprise Development projects (Furnish evidence)		<i>Tick in appropriate place</i>		
		10 or more			
		7-9 no			
		5-6 no			
		Less than 5 no			
3	Prior experience of implementing Enterprise Development Projects in Assam (Furnish evidence)		<i>Tick in appropriate place</i>		
		10 yrs. or more			
		7-9 years			
		4-6 years			
		1-3 years			
4	No of Projects implemented in Enterprise		<i>Tick in</i>		

	Development in Assam (Furnish evidence)	<i>appropriate place</i>		
	10 or more			
	7-9 no			
	4-6 nos.			
	1-3 nos.			
5	Prior Experience in working on similar programmes funded by Govt. / International Donor Agencies (Furnish evidence)	<i>Tick in appropriate place</i>		
	10 years and more			
	6-9 years			
	3-5 years			
6	No of projects implanted on similar programmes funded by Govt. / International Donor Agencies involving (Furnish evidence)	<i>Tick in appropriate place</i>		
	10 or more			
	7-9 nos.			
	4-6 nos.			
	1-3 nos.			

G. Details of the experiences in Food Processing

G.1. Brief write up of the Project 1 (100 words) (Document attached at Annexure; page no.....)

Sl No	Title of the Project	Duration		Sponsoring Agency	Place of Project Area	Major outcome of the Project
		Start	End			

G.2. Brief write up of the Project 2 (100 words) (Document attached at Annexure; page no.....)

Sl No	Title of the Project	Duration		Sponsoring Agency	Place of Project Area	Major outcome of the Project
		Start	End			

Please continue as per the projects

H. Summary Table of Experiences in Food Processing Sector

S.N.	Parameters	Sub-parameters for score distribution	Provide appropriate input	Annexure No	Page No
Experience of the Agency in implementing Micro Food Enterprise projects					
1	No. of years of experience specifically in micro enterprise promotion in food processing sector (Furnish evidence)		<i>Tick in appropriate place</i>		
		10 yrs. or more			
		7-9 years			
		4-6 years			
		1-3 years			
2	No. of projects implemented in micro enterprise promotion in food processing sector (Furnish evidence)		<i>Tick in appropriate place</i>		
		10 or more			
		7-9 nos.			
		4-6 nos.			
		1-3 nos.			

I. Zone wise application and Indicative Target Set: (On Organization Letterhead, duly sealed and signed)

To,

The Managing Director
Assam Industrial Development Corporation Ltd.,
R. G. Baruah Road, Guwahati, 781024

Sub.: - EOI for DRPs Agency for the selected Zone of Assam

Sir/Madam,

We are hereby submitting our Technical Proposal for the RFP for DRP Agency for the State of Assam towards implementation of PM Formalization of Micro Food Processing Enterprises Scheme (PMFME) Scheme in Assam.

We hereby declare that we shall be providing manpower for the role of DRPs for the following zones of Assam: **(Tick applicable Zones).**

Zone	Tick (√) for Zones	District	Total Target of Micro Enterprise	Target set by Agency		
				2022-23	2023-24	2024-25
Zone A		Dhubri	561			
		South Salmara- Mankachar	222			
		Kokrajhar	336			
		Total	1119			
Zone B		Bongaigaon	300			
		Chirang	171			
		Goalpara	381			
		Total	852			
Zone C		Nalbari	300			
		Barpeta	849			
		Baksa	360			
		Udalguri	318			

		Total	1827			
Zone D		Kamrup Metro	558			
		Kamrup	633			
		Darrang	336			
		Total	1527			
Zone E		Biswanath	228			
		Sonitpur	414			
		Lakhimpur	381			
		Total	1023			
Zone F		Nagaon	1044			
		Morigaon	342			
		Total	1386			
Zone G		Jorhat	369			
		Sivasagar	279			
		Charaideo	156			
		Majuli	63			
		Total	867			
Zone H		Dibrugarh	558			
		Tinsukia	525			
		Dhemaji	255			
		Total	1338			
Zone I		Karbi Anglong	225			
		Golaghat	393			
		West Karbi Anglong	99			
		Dima Hasao	84			

		Hojai	351			
		Total	1152			
Zone J		Cachar	663			
		Hailakandi	255			
		Karimganj	450			
		Total	1368			
		Grand Total	12459			

Authorized Signatory (with seal)

J. Brief write up about Zone wise (whichever applied) manpower deployment strategy as per RFP. (100 words).

Sl. No	Zone Applied	Manpower Deployment Strategies
1		
2		

K. Brief write up about Zone wise target achievement strategy highlighting mobilization of potential entrepreneurs/ generation of application/ bank linkages. (300 words)

1. Zone

Sl. No	Particulars	Strategies
1	Mobilization Strategies (100 word)	
2	Application Generation Strategies (100 word)	
3	Bank Linkage Strategies (100 word)	

Please repeat for the other applied zones

L. Brief about zone wise action plan. (200 words) and represent the following table

Sl. No	Activities/Sub Activities	April				May			
		1 st week	2 nd week	3 rd week	4 th week	1 st week	2 nd week	3 rd week	4 th week
1	Activities 1								
i	Sub Activities 1								
a	Sub Sub Activities 1								
b	Sub Sub Activities 2								
ii	Sub Activities 2								

2	Activities 2								

Please complete for all activities, sub-activities and sub sub-activities and for all months in Financial Year.
Please use separate sheet and represent in landscape mode.

M. Overall Financial Plan to cover the initial expenditure involved in office set up, Manpower recruitment, salaries and wages, travel etc. (200 words)

N. Brief about expected outcome to be achieved. (100 words)

19. CHECK LIST OF DOCUMENTS SUBMITTED

Sl. No	Documents	Annexure No	Page No
1	Document [s] to establish the legal entity of the Agency		
2	Document [s] regarding incorporation of the Agency.		
3	Document [s] regarding commencement of Business		
4	Document [s] regarding Sales Tax/GST Registration		
5	PAN Card		
6	Balance Sheet for 19-20, 20-21, 21-22 and Certificate from the statutory auditors/Chartered Accountant stating the year wise annual turnover during each of the last 3 financial years [i.e., 2019-20, 2020-21, 2021-22].		
7	Bank Account details along with a Cancelled Cheque.		
8	Documents [s] to demonstrate at least 5 years Work experience in Enterprise Development sector.		
9	Document [s] highlighting work experience in similar programmes funded by Govt / International Donor Agencies involving DPR Preparation.		
10	Documents [s] highlighting work experience relating to food processing sector.		

20. UNDERTAKING: (On Organization Letterhead, duly sealed and signed)

To Whom It May Concern

I/we have gone through the RFP Documents and accepted all the terms and condition of the RFP and bound by the conditions given in the document as well as in the terms and conditions.

We agree that our application may be rejected if the competent authority feels that the response to RFP is not qualified enough to execute the work.

Seen, Read and Accepted.

Signature of the Bidder with Seal