

NOTICE INVITING EXPRESSION OF INTEREST TO AWARD THE STUDY ON 'IMPACT EVALUATION OF WORKING OF SUGAR DEVELOPMENT FUND'

1. Background

1.1 The Department of Food and Public Distribution intends to award a study on **'IMPACT EVALUATION OF WORKING OF SUGAR DEVELOPMENT FUND'** to determine the efficiency in the implementation of the provisions of Sugar Development Fund Act.

1.2 The study is to be awarded during the current financial year.

1.3 The study aims to:

- evaluate the process, norms, rules etc. of sanction and disbursement of SDF loans and the achievements thereof,
- assess the achievement of loans sanction and disbursal and the role of process, norms and rules of Sugar Development Fund in target achievement,
- review the impact of loans disbursed to sugar factories,
- evaluate whether the benefits of the schemes have reached all the sectors within the industry and all the areas in the country,
- evaluate the system of recovery of the loans,
- document lessons learnt in terms of sanction of projects, disbursement of loans and their monitoring and suggestions for improvement.
- recommend measures for strengthening the functioning of Sugar Development Fund.

1.4 The study will be awarded based on transparent 2-bid system comprising of Technical and Financial Bids.

2. Terms of reference of the Study

The terms of reference of the study will include the following –

- Reviewing the process, rules etc. and achievements in terms of the targets.
- Reviewing the impact of loans disbursed to sugar factories and whether the objectives for which the loans were given have been achieved (some specific cases would be undertaken on a random basis covering a spectrum of regions and sectors).
- Studying off-take of the loans by private, public and cooperative sectors and impact thereof.
- Studying the off-take of the loans State-wise and impact thereof in various regions of the country
- Evaluating the system of recovery of SDF loans including any review of period of repayment and moratorium thereof.
- Evaluating the reasons for poor/ non-recovery of SDF loans.
- Evaluating the outcomes of various schemes.
- Drawing lessons learnt and suggestions for improvement.

3. Time frame for Study

The study shall be completed within a period of six months from the date of award of the work and payment of advance. The schedule of payment of fee and milestones of the study are indicated below:

Sl. No.	Milestone	% of fee payable	Time
1.	On the issue of the work order issued by the Department and on acceptance of such work by the Consultant	30% as advance	-
2.	Submission of the draft report	40%	2 months from the date of receipt of advance
3.	Submission of the final report	30%	Within one month from the date of receipt of inputs from the Department of Food and Public Distribution on the draft report.

4. Eligibility of the Agency

The agencies intending to bid for the Study shall fulfil the following eligibility criteria:

- Should be an institution/ professional consultancy organization/ Government organization/ NGOs, which have the minimum five years experience in carrying out surveys/studies relating to economic issues.
- Should have the requisite manpower for the study.
- Should have carried out at least one study in the field of sugarcane / sugar/food or food processing/industrial working in the last five years.
- Should have an average annual turnover of at least Rs.1.00 crore (Rupees One crore) during the last five years.
- Should have adequate infrastructure, particularly, qualified manpower for undertaking the study.
- Should not have any official or personal dealings with Sugar Development Fund.

5. Bidding procedure

The agency qualifying the above criterion shall submit the bids in two separate covers. The cover (a) would include **Technical Bid** i.e. documents in support of eligibility conditions as mentioned above and also a brief note on the proposed methodology alongwith the details of resource persons who would undertake the study. Cover (b) would include the **Financial Bid**. The fee quoted by the agency shall be lump sum inclusive of professional cost, out of pocket expenses etc. However, the applicable taxes like service taxes would be extra which may be indicated separately. Fee should be quoted in Indian National Rupees only. Prices quoted in any other currency shall not be considered. Both these covers should be properly sealed individually and put into a big envelope alongwith Demand Drafts/Pay Order of Rs.100/- and Rs.2500/- and shall be submitted with a forwarding letter to the Department. The outer cover including both these covers should be superscribed as 'EOI document for study on 'IMPACT EVALUATION OF WORKING OF SUGAR DEVELOPMENT FUND' and not to be opened before 15.10.2014.

5.1 Purchase of Bid documents

A **non-refundable** fee of Rs. one hundred (Rs.100) towards bid processing fees is required to be paid in the form of demand draft in favour of Drawing and Disbursing Officer, Department of Food and Public Distribution by the prospective bidders for purchase of bid documents in which the bid is to be submitted. The Bid Document can also be downloaded from the website of this Department <http://dfpd.nic.in> and used. However, Bid processing fee of Rs.100/- will have to be submitted as prescribed.

5.2 Documents to be submitted with the bids

- Expression of interest – as per proforma in Form-I.
- Statement of Applicant –Form II.
- Details of similar projects done by the principal applicant in Form-III
- Details of financial bid of the applicant in Form –IV
- Details of methodology and details work plan / time schedule- Form V.
- Details of educational qualifications and experience details of team which is proposed to handle the project in Form VI.

The applicant shall furnish a complete document on the proposed approach; methodology to be adopted and work plan for rendering the services asked for. The work plan shall include full justification for procedures to be adopted. A time schedule for carrying out the assignment is also to be indicated.

Every sheet and all forms complete in all respect shall be signed by the person / persons duly authorized to sign on behalf of the applicants. Any / all corrections made in the offer shall be duly authenticated by the signature of the authorized signatory.

6. Penalty clause

For non-performance / delayed performance, the following penalties may be imposed on the selected organization –

- (i) Deduction of 1% of fees for each month of delay.
- (ii) In case of delay on more than 3 months, the assignor viz. the Government will be free to recall the assignment and the assignee will be required to refund the entire amount paid as advance or otherwise along with interest and penal interest not exceeding 12+4% p.a. from the date of payment till actual refund.

7. (A) Evaluation of Bids: Two Bid System shall be followed. Technical Bids received shall be opened first and evaluated. Following criteria shall be adopted:

- | | |
|--|----------|
| a) Domain Technical Knowledge in Sugar Sector and recognition as an Expert Organisation / entity. | 25 Marks |
| b) Specific experience in planning & execution of similar projects relevant to the proposed assignment, during last 5 years. | 35 Marks |
| c) Quality and strength in terms of Educational/Professional Qualifications of Experts/key professionals engaged and their number, preparing blue print of the proposed project and step wise implementation of the Project. | 40 Marks |

(B) Bidders who achieve a score of 60 Marks or more shall be deemed to be technically qualified for consideration of their financial bids and called for making presentation(s) before the CEC in order to bring more clarity to the technical aspects submitted in their bids. No ranking of the bidders amongst technically qualified parties shall be made. Bidders scoring less than 60 Marks shall be treated as technically unsuitable and not considered any further.

(C) The technically qualified bidders shall be notified the date & time set for opening of their financial proposals. The financial proposals shall be opened publically in the presence of the representatives of the technical qualified consultants who choose to attend. If there are any conditions attached to any financial proposal, which shall have bearing on total costs as indicated in the proposal, the CEC shall reject any such proposal as non responsive financial proposal.

(D) The least cost proposal (among all the technically qualified consultants) will be ranked L-1 and the next higher will be ranked L-2, L-3 etc. The least cost proposal (L-1) will be considered for award of the contract. The Government will have the right to conduct negotiations with the selected consultant (L-1) in accordance with the provisions of the General Financial Rules, 2005 (as amended upto the date of opening of the technical bid). However, in no case such negotiations shall be allowed to result into increase in financial cost as originally quoted by the Consultant. If the negotiations with the selected consultant fail, the bidding shall be cancelled and Government will re-invite the bids.

8. Purchase of Bid documents

The bid documents can be obtained from Section Officer (SDF), Room No.475-B, Krishi Bhawan, New Delhi with a non-refundable payment of Rs.100/- by DD or pay order payable at New Delhi in favour of DDO, Department of Food and Public Distribution. Alternatively, the bid documents can be downloaded from the website cited in the notice and a separate demand draft for Rs.100/- enclosed with the bid when submitted.

9. Amendment to EOI

At any time prior to the last date of receipt of bids, the Department, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify EOI document by an amendment. In order to provide the prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Department may at its discretion, extend the last date for receipt of bids and / or make other changes in the requirements set out in the invitation to EOI.

10. Critical information

The schedule for opening and closure of Expression of Interest is as follows:

Date of commencement of sale of EOI documents from Section Officer (SDF), Department of Food and PD (Room No. 475-B, Krishi Bhavan)	26.09.2014
Availability of EOI documents on website http://dfpd.nic.in	26.09.2014
Last date of receipt of queries on EOI	30.09.2014

Last date/ time for submission of EOI bids	15.10.2014 by 3 p.m
Opening of the bids (Technical)	15.10.2014 at 5 p.m

If the last date for receipt and opening thereof happens to be a holiday, the offer will be received and opened on the next working day at the same time.

11. Disclaimer

11.1 The Department shall not be responsible for any late receipt of the Bids for any reasons whatsoever. The applications received after bid submission time will not be considered at all and will be returned unopened to the applicant.

11.2 The Department reserves the right -

- (a) To reject any / all application without assigning any reasons thereof
- (b) To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Department and the objective of the scheme without assigning any reasons thereof
- (c) To include any other items in the Terms of Reference at any time after consultation in the pre-bid meeting or otherwise.

12. Rejection of EOI

The application for Consultancy is liable to be rejected straightaway if :

- (a) The application is not covered in the proper sealed cover with superscription as indicated above.
- (b) Not in prescribed form and not containing all required details.
- (c) Not properly signed and/or incomplete.
- (d) Received after the expiry of due date and time.
- (e) Offer is received by fax, telegram or e-mail.
- (f) Bid received without Bid processing cost of EOI and Bid security fee.

13. Clarifications

Clarification if any may be sought from Under Secretary (SDF), Department of Food and Public Distribution, Room No. 476, Krishi Bhavan, New Delhi. (Tel.011-23385726).

14. Final date for submission of bids

The final date for submission of technical and financial bids is 15.10.2014 by 3 p.m.

The bids will have to be submitted to:

Under Secretary (SDF),
Department of Food and Public Distribution,
Room No. 476, Krishi Bhavan,
New Delhi-110001.

15. Consultancy Monitoring Committee (CMC): A Consultancy Monitoring Committee shall be constituted for monitoring the progress of the assignment and overseeing that assignment is carried out as per contractual terms & conditions. CMC shall assess the quality of deliverables, accept or reject any part of assignment, recommend levying appropriate liquidated damages or penalty if, in their view, assignment is not carried out as per the contract awarded and if the quality of services is found inferior and for any such

deficiency related to completion of the assignment. Composition of the CMC shall be intimated to the successful bidder to whom the contract is awarded.

16. Staff substitution: During an assignment, if substitution of any staff becomes inevitable, the consultant shall propose other staff of at least the same level of qualifications for approval of the Government. However, the remuneration or contracted amount cannot be proposed or allowed to be revised upwards on this account.

17. The contract shall be governed by the laws of Union of India. Settlement of disputes shall be within the jurisdiction of courts of Delhi.

18. Any disputes/differences arising shall be settled through Arbitration. The employer and the consultant agency shall first try to resolve the differences amicably by mutual consultations. If they fail to resolve the differences by such mutual consultations within 15 days, then either the employer or the consultant agency shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.

19. The quoting bidder shall keep its offer open for acceptance by the employer for a period of 60 days from the date of bid opening (Technical).

20. Bid processing fee (Rs.100) and EMD/Bid security amount of Rs.2500/- shall be submitted by way of Demand Draft/Pay order/Banker's cheque in favour of DDO, Department of Food & Public Distribution along with the technical bid and financial bid (both sealed separately & properly) at the time of original bid opening date. Bids received without the fees shall not be opened at all and rejected as being non responsive.

PRE-QUALIFICATION CRITERIA

1. Preliminary examination of the applications

1.1 The Department shall examine the applications to determine whether they are complete, whether the documents have been signed as indicated in the document, whether all Forms as asked for have been filled in properly, whether applications are generally in order and all information as indicated under various clauses have been furnished.

1.2 The Department reserves the right to waive minor deviations in the Empanelment application if they do not materially affect the capability of the bidder to perform the contract.

1.3 Prior to detailed evaluation formalities, the Department shall determine the substantial responsiveness of each application to the Invitation documents. A substantial responsive bid is one, which conforms to all the terms and conditions of the Invitation document without any material deviation. A material deviation is one, which limits in any way responsibilities and liabilities of the bidder or any right of the employer as required in this document. The Department may waive any minor infirmity or non-conformity in an application, which does not constitute material deviation. Non-responsiveness shall run the risk of rejection.

1.4 The evaluation shall be carried out on the basis of data available in the application documents received in the first instance. No account will be taken of any further documents or clarifications or any such additional information furnished subsequently and having bearing on the cost of the financial proposal submitted originally by the Consultant. However, the Department reserves the right to call for such clarifications confined in scope to the contents of the applications, should such a clarification become necessary for proper judgment in evaluation.

2. Screening of the Bids

The technical bids will be screened on the basis of the following essential eligibility criteria:-

- Should be an institution/ professional consultancy organization/ Government organization/ NGOs, which have the minimum five years experience in carrying out surveys/studies relating to economic issues.
- Should have the requisite manpower for the study.
- Should have carried out at least one study in the field of sugarcane / sugar/food or food processing/industrial working in the last five years.
- Should have an average annual turnover of at least Rs.1.00 crore (Rupees One crore) during the last five years.
- Should have adequate infrastructure, particularly, qualified manpower for undertaking the study.
- Should not have any official or personal dealings with Sugar Development Fund.
- The consultant shall submit a demand draft of Rs. 100/- towards Bid Processing Fee and D.D. of Rs.2500/- (Rupees two thousand five hundred only) towards EMD in favour of DDO, Department of Food and Public Distribution at the time of submission of their bids. The EMD amount shall be refunded to unsuccessful bidders without any interest accruing on it.

Bidders who do not fulfil any of the above criteria would be disqualified.

3. EVALUATION OF BIDS: As described in paragraph 7 of the main Document.

FORM-I

To
The Under Secretary (SDF),
Department of Food and Public Distribution,
Room No. 476, Krishi Bhavan,
New Delhi-110001.

Subject: **Hiring of a Consultant for the study on 'IMPACT EVALUATION OF WORKING OF SUGAR DEVELOPMENT FUND'**

Sir,

The undersigned Consultant, have read and examined in detail all the EOI documents for Hiring of a Consultant for the study on 'IMPACT EVALUATION OF WORKING OF SUGAR DEVELOPMENT FUND'.

2. Correspondence details :

1	Name of the Consultancy Agency	
2,	Address of the Consultant	
3.	Name of the contact person to whom all references shall be made regarding this tender	
4.	Designation of the person to whom all references shall be made regarding this EOI	
5.	Address of the person to whom all references shall be made regarding EOI	
6.	Telephone (with STD code)	
7	Mobile No. of the contact person	
8.	E-mail of the contact person	
9.	Fax No. (with STD code)	

3. Documents forming part of EOI
We have enclosed the following:-
- a) Statement of applicant in Form-II.
 - b) Details of similar projects done by the principal applicant in Form-III
 - c) Details of financial bid of the applicant in Form –IV
 - d) Details of educational qualifications and experience details of team which is proposed to handle the project in Form -V.
 - e) Details of Methodology and Work Plan, time line for all activities proposed by the applicant in Form-VI.
 - f) Other information sought in the terms of reference.
 - g) Bid processing fee.
4. We hereby declare that our EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Consultant)

Name:

Designation:

Seal:

Date:

Place

Witness:

Signature_____

Name _____

Address_____

Date_____

FORM-II

1.	Name of the Consultant	
2.	Address of Head Office Telephone No: Fax No: E-mail address:	
3	Branch Office Address (if any) Telephone No: Fax No: E-mail address:	
4	Legal status:	
5	Place & date of establishment	Place _____ Date _____
6	(a) Applying as an individual applicant (b) Applying as an Joint Venture applicant/ company/ Research Institutions	Yes/ No. Yes / No(Details of associate organization may be annexed in the same format)
7	Branch of specialization : Main line of business	a)..... since..... b)since.....
8	Name and address of Lead Member	
9	Name and Address(s) of other Constituent Member(s)	a)..... b).....
10	Copy of Joint Venture Agreement attached	Yes /No
11	Total Number of Technical persons employed in the organisation	

(Place and Date)

(Name and signature of representative)

FORM-III/ TECHNICAL

DETAILS OF EXPERIENCE IN UNDERTAKING SIMILAR SUCH PROJECTS

A. Projects for which the applicant has prepared DPRs and implemented similar projects

Sl. No.	Name of the project with Project Location	Name and address of the client	Contract No. and date	Value of the contract	Date of start of the work	Date of completion of the work	Whether the project has been implemented	Description of the project	Any other information
1.									
2.									
3.									
4									

B. Project under execution / commissioned by the applicant.

Sl. No.	Name of the Project with Project Location	Name and address of the project	Contract No. & Date	Date of completion of the project	Whether the project is		Description of the project	Any other information
					Under execution	Commissioned		

(Signature of the applicant)

Date

Place

Form-IV

FINANCIAL BID

Sl. No.	Items of expenditure	Cost (in Rs.)
1.	Salary of key professionals	
2.	Salary of field staff and support staff	
3.	Travel for key person	
4.	Travel for field & secretarial staff	
5.	Contingent expenses (*)	
6.	Office Expenses	
7.	Total (1+2+3+4+5+6)	
8.	Institutional overheads, if any, and basis of charge	
9.	Service tax, if any, to be charged	
10.	Grand Total (7+8+9) (In words.....)	

Form –VI

DETAILS OF METHODOLOGY AND DETAILED WORK PLAN / TIME SCHEDULE