



North Eastern Development Finance Corporation Ltd.

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EXPRESSION OF INTEREST (EOI)

Consultancy Services for carrying out

Study and Preparation of Master Plan on Integrated Development of Agriculture and Allied Sectors in Manipur

1. EOI No. : NEDFi/TEDF/160/2535
2. Date of Issue : Monday, September 07, 2020
3. Last Date and Time for Submission of Bid : Tuesday, October 20, 2020
4. Last Date for Submission of Pre-Bid Query : Friday, September 18, 2020
5. Email ID for Submission of Pre-Bid Query : tedf@nedfi.com

Issued by:
Asst. General Manager (TEDF)
North Eastern Development Finance Corporation Ltd., Guwahati

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This EOI is proprietary to NEDFi, and NEDFi reserves the right to recall the EOI in its entirety or in part. All responses to the EOI will become the property of NEDFi and will not be returned.

1. Purpose of EOI

The purpose of this Expression of Interest (EOI) is to shortlist reputed consultant for conducting the study approved under the Techno Economic Development Fund (TEDF) administered by NEDFi. The objective of the document is to provide indicative information on the scope of the work, schedules, deliverables and required qualifying criteria for selection of the consultant. Request for Proposal (RFP) will be provided to only the shortlisted consultant as per the qualifying criteria provided in the EOI.

2. Background

2.1 Government of Manipur has requested for a study on 'Study and Preparation of Master Plan on Integrated Development of Agriculture and Allied Sectors in Manipur' to be conducted under TEDF. The proposal was placed during the 24th Executive Committee meeting for consideration wherein the committee approved the study.

2.2 North Eastern Development Finance Corporation Ltd. (also referred to as 'NEDFi' in this EOI Document) is administering the Techno-Economic Development Fund (TEDF) on behalf of the Government of India.

2.3 As the administrator of the TEDF, NEDFi hereby invites Expression of Interest (EOI) to provide the following services: 'Provision of Consultancy Services for carrying out study on 'Preparation of Master Plan on Integrated Development of Agriculture and Allied Sectors in Manipur'.

3. Terms of Reference

3.1 Scope of the Work

1.1 Project Identification based on the following broad parameters:

- Details of existing farms, farm activities and farm families (indicating details of current production level and deficit).
- Details of land use and land cover (through GIS and ground survey), strategies for improvement/ enhancement.
- Available areas for expansion under various sectors specifically mentioning the magnitude of each components in an integrated farming system modules (Agri- horti-livestock-fishery), suitability of the modules with location specific conditions as well as preference of farmers.
- Special focus on jhum cultivation and strategy for its rehabilitation through IFS.

- Special focus on conservation of catchment areas, water bodies, conservation of sources of perennial rainfed rivers for irrigation, including artificial recharge ponds and creation of multi-purpose water bodies.
- Details of achievable targets in each sectors with ways and means and time line.
- Existing channel of marketability of the products, infrastructures on marketing and post harvest management (including processing units and potential area link roads), deficit in infrastructures in terms profitable disposal of current surplus and future potential surplus production.
- Scope for value addition of the products with the details of the targeted market i.e. state – regional- national level for domestic market.
- The quantity of the source of raw material for fruits and vegetable processing sector i.e. location wise, month wise *and marketable surplus thereon*.
- Export potential of the value added products to neighboring countries
- Suitability of the technology
- Employment opportunity
- Availability of infrastructure and utilities in the state. Up gradation of existing processing units for immediate utilization of the raw materials.
- Identification of locations for setting up of fruit processing parks.
- Identification of the latest processing technology based on crops like orange, pineapple, turmeric, ginger and floriculture to explore the markets of ASEAN countries.
- Estimation of cost of each projects/ schemes as per the different local situation.

1.2. Identification of opportunities for growth of horticulture Sectors

- Identification of the principal crops district wise which should be taken up for cultivation with reference to its suitability and potential for commercial exploitation. Special focus on potential crops like orange, pineapple, floriculture and ginger and their processing may be given to make them more competitive.
- Identification existing growers / farmers district wise with the details of their produce. District wise maps to be provided with locations of the growers with road links available.
- Identification of potential growers (basically on availability of suitable land)
- Identification of geographical locations where the activities can be taken –up on cluster basis with identification of the targeted crops
- Identification of the gaps which need to be addressed for development of the above mentioned initiatives (e.g availability of quality planting materials and R&D interventions), along with the identification departments / govt. schemes through which these gaps can be addressed.

- Suggest on the potential of organic farming in Manipur with a target to export to developed countries in the ASEAN region and also Europe and USA.
- Crop diversification like medicinal plants, floriculture, and plantation crops
- Identification of existing and gap in marketing and post harvest infrastructures including processing and potential area link roads.
- Explore feasibility of promoting projects for the above.

1.3 Identification of opportunities in growth of Agriculture sector:

- Identification of expandable area by land terracing (unto 25% slopes) with minor irrigation channels & Water harvesting structures for Rice Cultivation.
- Exploit ground water in potential areas for irrigation purpose
- Creation of infrastructures for achieving at least 50% area under assured irrigation & Rainwater harvesting for crop production
- Uphold Soil fertility and health through Soil test based nutrient supplement
- R&D support for evolving Cereal & Pulses varieties for upland condition
- Quality inputs for food & fruit crops through public funding
- Promote intensive cultivation of income generating crops like Oilseeds, Vegetables, Pulses, pineapple, turmeric, Ginger etc.
- Opportunities in organic cultivation.
- Involve rural youths in value addition, Aggregation & marketing of surplus produce.
- Involvement of SHGs in post harvest management & setting up of cottage industries
- Support formation of Producers' Cooperatives, Marketing Cooperatives, and federation of Cooperatives for facilitating remunerative disposal of surplus produces.
- Creation of corpus fund under State Agriculture Marketing Board for generation of financial resources for Market infrastructure assets maintenance, Market intervention.
- Fixation of Minimum Support Price (MSP) for marketable commodities.
- Setting market and processing infrastructures including rural link road etc.
- Human resource development.

1.4 Development of Animal Husbandry Sector:

- The development of animal husbandry process should be based on increasing assistance to livestock rearers to enable them to improve their own welfare, in accordance with their own priorities, by means of better & improved livestock husbandry measures in three topography regions of the state:

A) On the Foothill

➤ Needs to identify district wise commercially sustainable activities for intensive livestock and poultry rearing where the condition of land capability with availability of water and transport are favourable which will strengthen the production of cereal crops and fodder used in livestock production. Besides identifying the production centre (Town) that is rapidly urbanizing for better market scope. This area is commercially viable for all exotic animal husbandry activities on intensive nature and strengthening of livestock based value added processing centres.

B) On the Hills

➤ This region has comparative advantage favouring sub-tropical and temperate animal husbandry production systems. Needs to identify intensive animal husbandry activity associated with horticultural, based on improved cattle, small ruminants for meat production associated with small scale type processing industries adding value to tradition dairy products, meat and woollen products etc.

➤ Identification of animal rearers district wise in order to plan and implement livestock improvement programmes according to the livestock farmers own priorities and needs on an ongoing basis and through which the Government can promote livestock production parameters.

➤ Identification of supporting institutions both government and non-government having the skill, technology and facility to service the need to all livestock farmers.

➤ Strengthening of all the existing farms (livestock & poultry) in the state.

➤ To identify narrowly focused technical aspect of livestock productions (like supply of breeding bull to farmers) in favour of a system approach to the solution of farmers problem which actively involve farmers in a cost effective manners and may address production, processing, marketing and socially related problems.

➤ Identify area-wise livestock rearing based on the agro-climatic zones to provide effective developmental assistance services to achieve environmental benefit and economically viable livestock rearing programmes to improve livestock production.

➤ The prospects in growth of animal husbandry activities should be identified by inclusive growth of all stakeholders in livestock production.

1.5 Development of Veterinary Services sector:

➤ Identify resources to protect public health through effective prevention of spread of livestock and poultry diseases.

➤ Identifying strategy to strengthen the disease diagnostic and treatment centre for promoting and ensuring inclusive growth of livestock sector.

➤ Needs to identify area of concurrent emergence of epidemics in livestock so as to prepare a pathway for intensive preventive animal healthcare program at the identified areas which will strengthen the livestock product processing centres (milk, meat and egg) as per food security standards

1.6 Development of Dairy Development Sector:

- Identify regions that are potential for development of dairying and conducive for rearing exotic dairy cattle's so as to achieve the production parameters.
- Identification of location specific for setting up of processing centres in the dairy potential district.

1.7 Development of Meat Processing Sector:

- Identify areas suitable and accessible to market.
- All the infrastructural facilities including connectivity, power, cold chain management and any other initiatives for the development of the same needs to be incorporated.

1.8 Development of Indigenous breeds of Livestock :

Preservation and protection of indigenous animals through strengthening of the existing farms, awareness campaign to prevent mass slaughter, creation of community conservation centres, etc.

1.9 Identification of opportunities for growth of Fishery sector:

- Identification of estimated resources available in the districts like ponds / tanks / lakes & beels with reference to its potentiality for commercial exploitation.
- Identification of existing fish farmer's district wise with details of their fish production.
- Identification of progressive fish farmers with water area already developed including fish & seed production under various schemes.
- Identification of landing centres in different rivers / streams & estimation of annual fish catches from these centres (district-wise).
- Identification of potential angling spots and its development.
- Identification and assessment for setting up of ice plant nearby landing / collection centers depending on the fish catches (district-wise).
- Feasibility assessment and establishment of regulated hygienic retail fish market in the district.
- Identification of the present infrastructure available & infrastructure development to be taken up.
- Identification & conservation of indigenous fish spp. of the State having ornamental & food value.
- Identification of marketing & establishment of mini feed mill under PPP mode. Identification of suitable sites / spots for eco-tourism (creation of recreational facilities viz. spot beautification, gardening, lawn, parks, first food outlets, indigenous handloom products show room, guest house, angling platforms etc.).

1.10 Development of Plantation crops:

- Identification and assessment of district wise feasibility of land for cultivation of Plantation crops like Teak, etc in the State.
- Identification and assessment of existing areas under
- Plantation crops and existing growers.
- Identification for requirement for plantation crop processing units in the State.

1.11 The study shall provide for:

The detail information on the points mentioned above from sl.no. 1.1 to 1.10 covering all the agriculture and allied sectors which should ultimately help develop a data base for preparation of a proper Master Plan.

1.12 Master Plan / Action Plan will include:

General:

- Identification of the major areas under agri & allied sectors, district wise, as per its commercial and ecological sustainability, which government should concentrate for its growth.
- Identification of the govt. policies and incentives through which government can promote the horticultural products.
- A roadmap for development of overall agriculture and allied sectors specified in the opportunities in each sector.

Processing sector:

- Identification of feasible locations for setting up of fruit, vegetable and other processing units with the identified products.
- Infrastructure availability for the identified locations and government initiatives required for development of the same.
- Prepare road map for the effective steps to be taken up by the Government within a specific time frame for promotion of the processing sector. This will include all infrastructural facility including connectivity, power, cold chain management or any other issues that needs to be incorporated.
- While devising the road map, the prospects of growth of direct and indirect employment is also to be indicated.
- Identification of locations for setting up of processing park vis-à-vis the role of different stakeholders including that of the support activities required from the government.
- Identify possibility of PPP intervention.

3.2 The study has to be carried out by collecting data from field surveys /primary sources and from other secondary data collection methods. All the stakeholders of the sector have to be consulted at the state level/National level. The collected data has to be verified, tabulated and analyzed to derive the findings to cover the above mentioned points.

4. Deliverables, Stages of Deliverables, Content of each Deliverable

The Deliverables and Stages of Deliverables are given below:

- (1) Inception Report : Within 1(one) month of award of the contract;
 - (2) Mid Term Report : Within 3 (three) months of award of the contract;
 - (3) Draft Final Report : Within 5 (five) months of award of the contract;
 - (4) Final Report : Within 6 (six) months of award of the contract.
- There will be a presentation after submission of the reports at each stage as mentioned above.
 - 10 sets of coloured hard copy of the report to be submitted at each stages for evaluation by the experts along with a soft copy.
 - 50 sets of coloured hard bound copies of the final report are to be submitted along with 25 copies of the report in soft copies in the form of CDs.

5. Location of the Work

Locations of the Work include the following places:

- All the districts of Manipur; and
- Other locations of the country relevant to the performance of the Assignment / Job.

Instruction to Bidders

1. Bidders may download the EOI document from www.nedfi.com. No physical copy of the EOI document would be made available.
2. Bidders are advised to carefully examine the EOI document. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI document with full understanding of the Terms of Reference for the study.
3. The bid as well as all related correspondence exchanged shall be written in English language. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Consultants.
4. The response to this EOI should be full and complete in all respect. Bid should be submitted as per the format provided. Failure to furnish all information required by the EOI documents or submission of a proposal not substantially responsive to the EOI document in every respect will be at the Bidder's risk and may result in rejection of its EOI proposal.
5. The Bidder shall bear all costs associated with the preparation and submission of their EOI. NEDFi will not bear any costs in this regard.
6. The last date for submission of EOI bid is indicated in the cover note. Any EOI received by NEDFi after the mentioned deadline shall be rejected and returned unopened to the Bidder. **Only the hard copy of the EOI bid is acceptable on or before the last date of submission of EOI bid.**
7. NEDFi will not be responsible for any delays in the submission of the EOI by any of the Bidder or loss of the same in transit. Bidders are advised to ensure the receipt of their EOI at the address indicated.
8. NEDFi is not bound to accept any EOI, and reserve the right to annul the selection process at any time prior to Contract award, without thereby incurring any liabilities.
9. This EOI does not commit NEDFi to award a contract or to engage in negotiations with any Bidder.
10. Pre-bid queries, if any, should be submitted through email to tedf@nedfi.com on or before the date and time mentioned in the cover note. All queries to be raised in the pre-bid meeting will relate to the EOI alone and no queries related to mode of selection, extension of timeline will be entertained.

11. NEDFi will endeavour to provide timely response to all queries. However, NEDFi makes no representation or warranty as to the completeness or accuracy of any response made in good faith.
12. The corrigendum (if any) and clarifications to the queries from all the bidders will be posted on www.nedfi.com. Any such corrigendum shall be deemed to be incorporated into this EOI.
13. In the event of any corrigendum being made to the EOI, NEDFi may, at its discretion, extend the last date for receipt of EOI bids so as to provide reasonable time to the prospective Bidders to take into account the corrigendum while preparing their bids. Extension of time, if done, will be notified in the website (www.nedfi.com).
14. This EOI does not constitute an offer by NEDFi. The bidder's participation in this process may result in NEDFi's shortlisting the bidder to submit a complete technical and financial response at a later date.
15. The validity of the bids shall be 180 days from the date of opening of bids.

EOI Submission Format

The entire EOI proposal shall be strictly as per the format specified in this Invitation for Expression of Interest and any deviation may result in the rejection of the EOI proposal. All the necessary points required by this EOI Document have to be specified in clear detail. The following documents should be furnished for evaluation of EOI (to be submitted as per EOI Forms 1 to 5):

- **EOI Form-1:** Covering letter with Correspondence Details
- **EOI Form-2:** Brief profile of the Consultant showcasing the expertise available with them for undertaking the assignment along with information about their legal status, ownership and organizational structure.
- **EOI Form-3:** An abstract showing year wise Total Financial Turnover for the preceding 3 (three) years ending last day of the previous financial year along with the Audited Balance Sheets, Profit & Loss Account and other financial statement for the same period.
- **EOI Form-4:** Details of similar assignment(s) undertaken by the Consultant along with the experience certificate(s) from client(s) clearly indicating the scope of the services rendered by the Consultant in support of having completed the assignment(s) **and** Work Order(s) along with Self Certificate(s) of Completion (Certified by Statutory Auditor) of the assignment(s).
- **EOI Form-5:** Key Professionals: Giving Name, Qualifications & Experience (no. of years) in the relevant sectors.

All copies of documents submitted in the above regard have to be attested under the seal and signature of the Chief Executive / In Charge of Consultancy Wing.

Further the EOI must be certified by the Chief Executive / In Charge of Consultancy under his hand and seal in following manner:

"I 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 disqualification of the EOI submitted by our Firm / Company."

NEDFi will not be responsible if the EOI submitted to it does not mention all the above points in sufficient detail and / or contain the above certification.

Evaluation Process

1. NEDFi will constitute an EOI Proposal Evaluation Committee to evaluate the responses of the bidders.
2. The Committee shall evaluate the responses to the EOI based on supporting documents and documentary evidence submitted. Inability to submit requisite supporting documents may lead to rejection of the EOI. Each of the responses shall be evaluated to validate compliance of the bidders according to the Forms and the supporting documents specified in this document.
3. The Committee may seek clarification in writing to the bidders through NEDFi to evaluate suitability of the bidder for the assignment.
4. The decision of NEDFi in the evaluation of responses to the EOI shall be final. No correspondence will be entertained outside the evaluation process of the Committee.
5. NEDFi reserves the right to reject any or all proposals.
6. NEDFi will shortlist bidders who meet the Qualifying Criteria mentioned in this Invitation to Expression of Interest.
7. Any attempt by a Bidder to influence the bid evaluation process may result in the rejection of its EOI proposal.

Qualifying Criteria

An EOI must meet the specific requirement for all the criteria listed below to be shortlisted.

The short-listing criteria are as follows:

Criteria	Specific Requirement	Documents Required
Experience of the Organization	Should have been operating for the last 5 (five) years	Certificate of incorporation / Registration.
	Must have experience in carrying out 1 (one) assignment of similar nature in the past three years with value not less than Rs. 10.00 Lakhs, or, 2 (two) assignments of similar nature in the past three years with value not less than Rs. 5.00 lakhs each. <i>** Assignment of similar nature would preferably indicate studies related to agricultural planning & development.</i>	Copy of Work Order and Completion Certificate.
	Must have experience in carrying out at least 1 (one) study in North Eastern India in past three years	Copy of the Work Order and Completion Certificate.
	Must have experience in carrying out at least 1 (one) study for Government of India / State Government Ministries or Departments in the past three years	Copy of the Work Order and Completion Certificate.
Financial Strength of the Consultant	Annual Turnover during each of the last three financial years (as per the last published Balanced sheets), should be at least Rs. 1 Crore.	Certificate from the statutory auditor.
	Turnover from Consultancy Services during each of the last three financial years (as per the last published Balanced sheets), should be at least Rs. 50 lakhs.	Certificate from the statutory auditor.

Criteria	Specific Requirement	Documents Required
Key Professionals Qualification & Experience	Team Leader: With Post-graduation qualification in any discipline and atleast 15 yrs experience with 5 years as Team Leader	Curriculum Vitae (CV) of the proposed Team Leader with document in support of experience as Team Leader.
	Agriculture Expert : Post graduation degree in Agriculture with 10 yrs experience in similar works	Curriculum Vitae (CV) of the proposed member.
	Horticulture Expert : Post graduation degree in Horticulture with 10 yrs experience in similar works	Curriculum Vitae (CV) of the proposed member.
	Marketing Expert: With Post-graduation qualification in marketing management and 10 years experience in similar works.	Curriculum Vitae (CV) of the proposed member.
	Economics Expert: With Post-graduation qualification in Economics with 10 years experience in similar works.	Curriculum Vitae (CV) of the proposed member.
	Statistical Expert: With post-graduation qualification in Statistics with 10 years experience in similar works.	Curriculum Vitae (CV) of the proposed member.

EOI Form-1 (Covering Letter with Correspondence Details)

[Location, Date]

To:
The Asst. General Manager (TEDF),
North Eastern Development Finance Corporation Ltd.,
NEDFi House, G.S. Road, Dispur,
Guwahati-781 006, Assam, India.

Sub: Expression of Interest (EOI)

Dear Sir/Madam,

This is in response to your notice published in (.....) on (.....), inviting expression of interest to provide the services for conducting a study on '**Study and Preparation of Master Plan on Integrated Development of Agriculture and Allied Sectors in Manipur**', we are hereby submitting our expression of interest. We have attached necessary information according to the standard form. Our correspondence details with regard to this EOI are:

Sl. No.	Information	Details
1.	Name of the Contact Person	
2.	Address of the Contact Person	
3.	Name, designation and contact address of the person to whom all references shall be made regarding this EOI	
4.	Telephone No. of the Contact Person	
5.	Mobile No. of the Contact Person	
6.	Fax No. of the Contact Person	
7.	Email ID of the Contact Person	

We are submitting our Proposal in association with: [Insert name and address of the associated consultant in case of Joint Venture/Consortium]

We hereby declare that all the information and statements furnished by us in this expression of interest is correct to the best of our knowledge and accept that any misinterpretation contained in it may lead to our disqualification.

We understand that NEDFi reserves the right to decide whether or not to pre-qualify our firm without disclosing the reason whatsoever.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of the Consultant:
Address:

EOI Form-2 (Consultant's Profile)

I. Lead Consultant

1	Name of Lead Consultant	
2	Correspondence Address	
3	Registered Office Address	
4	Legal Status of the Firm	
5	Year of Incorporation	
6	GSTIN No.	
7	PAN No.	
8	Year of commencement of Business	
9	Experience in consultancy services (indicate year)	
10	Any other relevant information in support of your expertise in undertaking the assignment	

II. Joint Venture/Consortium*

1	Name of Lead Consultant	
2	Correspondence Address	
3	Registered Office Address	
4	Legal Status of the Firm	
5	Year of Incorporation	
6	GSTIN No.	
7	PAN No.	
8	Year of commencement of Business	
9	Experience in consultancy services (indicate year)	
10	Any other relevant information in support of your expertise in undertaking the assignment	

*In case of Joint Venture/Consortium/Association, consultants should submit a Memorandum of understanding or any other document signed between the Lead Partner and the Consortium partner stating their agreement to take up the assignment jointly.

EOI Form-3 (Financial)

I. Annual Turnover of the Lead Consultant

Year	FY 2017-2018	FY 2018-2019	FY 2019-2020
Amount (in Rs.)			

II. Turnover from Consultancy Services of the Lead Consultant

Year	FY 2017-2018	FY 2018-2019	FY 2019-2020
Amount (in Rs.)			

III. Annual Turnover of the Joint Venture/Consortium Partner

Year	FY 2017-2018	FY 2018-2019	FY 2019-2020
Amount (in Rs.)			

IV. Turnover from Consultancy Services of the Joint Venture/Consortium Partner

Year	FY 2017-2018	FY 2018-2019	FY 2019-2020
Amount (in Rs.)			

Note:

1. Please attach Audited Balance Sheets, Profit & Loss Account and other financial statement for the above period.
2. Applicants shall also enclose certificate from its Statutory Auditors stating its total revenue from professional fees arising out from consultancy services during each of the past 3 (three) years. In case the applicant does not have a Statutory Auditor, it shall provide the requisite certificate from Chartered Accountant Firm/Chartered Accountant that ordinarily audits the annual account of the party.

EOI Form-4 (Experience)

Summary of the select projects undertaken during the past 5 (five) years similar to the requirements for the assignment are listed below

Sl. No.	Name of the Project	Name of the Client	Start Date	Completion Date	Value of the Project (in INR)	Brief Description of the Project	1	2	3
1									
2									
3									

Note:

- Please tick (✓) mark wherever applicable in column 1, 2 and 3.
- Column 1: indicates studies/assignment similar in nature.
- Column 2: indicates studies/assignments conducted in the NER States.
- Column 3: indicates studies/assignments undertaken for the Govt. of India/State Govt. or Departments.
- You may (✓) tick more than one column wherever applicable.

EOI Form-5 (Key Professionals)

[Here the consultant shall mention the names of key professionals to be engaged by the consultant to perform the services or any part thereof in the capacity of the proposed position during the execution of the assignment and shall remain to do so until the completion of the assignment]

Sl. No	Name of the Expert	Proposed Position	Organization	Educational Qualification	Total Years of Experience (Give in months and years)	Detail of Experience emphasizing the relevant field)
1.		Team Leader				
2.		Agriculture Expert				
3.		Horticulture Expert				
4.		Marketing Expert				
5.		Economics Expert				
6.		Statistical Expert				