

EXPRESSION OF INTEREST

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF CONSULTANTS / FIRMS AS INNOVATION BUSINESS ASSOCIATES FOR RURAL AND TRIBAL PROJECT FORMULATION AND IMPLEMENTATION IN INNOVATIVE FOOD PRODUCTS PROCESSING AND ENTERPRISES

1. EOI Ref. No. : NTIBIF/2022-23/1
2. Date of Issue of EOI : 30th November, 2022
3. Pre-Bid Meeting : 7th December, 2022 at 11.30 AM
4. Last date for Submission of EOI : 21st December, 2022 at 5:00 PM

NIFTEM Technology Innovation & Business Incubation Foundation (NTIBIF) invites Expression of Interest (EOI) in sealed cover from all eligible Consultants/ Firms as Innovation Business Associates (IBA) for empanelment to develop Innovative Rural and Tribal projects in food processing and entrepreneurship nationally and internationally.

4. PURPOSE AND TECHNICAL SCOPE OF WORK FOR WHICH EOI IS INVITED:

4.1. NTIBIF seeks to empanel eligible organizations and recognized start-ups as innovation business associates (IBA) for innovative rural and tribal project conceptualization, fund raising, development of detailed project reports, implementation, capacity building, monitoring and evaluation in innovative food processing and entrepreneurship nationally and internationally. Agencies engaged in assignments of similar nature related to Rural Entrepreneurship, Skill Development and Farmer/Entrepreneur training. An indicative scope of work is as listed below:

- a) Identification of potential crops, clusters and communities for innovative food processing particularly with export oriented or premium products
- b) Conduct field assessments in production and export priority clusters, shortlist crops, list out potential innovative in order to undertake Feasibility Study in identified segments/clusters/geographies particularly among SHGs, JLGs, FPOs and other areas based on NIFTEM VAP reports and as well propose other uncovered areas.
- c) Document existing food value chains with farm and off farm practices, processing technologies if any used for bench marking the past and present and innovative food processing potentials.
- d) Develop use cases for innovation for start-up oriented with clear business potential plans with return on investment (ROI) for pitching to potential investors and government programs
- e) Awareness creation, in field hands-on-training on good agriculture practices (GAP), climate change, off field hands-on-training on food processing.

4.2 Duties and Responsibilities of Empanelled IBA:

- a) Concept note development based on potential crops, clusters and communities in rural and tribal areas with unique processed food products and enterprises. Products with Geographical indicator potentials, climate friendly products, for unique selling proposition.

- b) Identification of potential national and international investors and funding agencies and matching their portfolio with concept notes for product development. Especially with Multilateral financing institutions, United Nations Organisations, Bilateral agencies, National Banking institutions, Govt of India and State governments etc with investment interest.
- c) Develop Detailed Projects Reports as per investor or funding agencies and secure funding.
- d) Initiate the project launching with identified local, rural and tribal communities particularly involving innovative SHG women, Joint Liability Groups (JLGs), Farmer producer Companies (FPOs), Off farm producer companies (OFPOs) and build them into viable innovative enterprises
- e) Create awareness among the identified innovative groups to build the clusters around the crops as per projected potentials.
- f) Build appropriate community-based organisations as per investment plan.
- g) Formalise institutional mechanisms using appropriate legal provisions, investment and enterprise plans.
- h) Develop learning materials for good agriculture practices, integration of digital agriculture tools for traceability, innovation skilling, innovative product development, test marketing, product validation, product processing, marketing, compliances, enterprise management and sustainable scaling.
- i) Provide leadership and role-based training to selected cohorts.
- j) Provide on field, off field and in plant training at NIFTEM to the cohort of selected communities and their institutional mechanisms.
- k) Foster gender equity, equality and transparency among the rural and tribal communities.
- l) Establishment of innovative community food processing enterprises among rural and tribal communities with a value chain approach keeping mind the farm to fork traceability
- m) Network and partnerships building with investors, innovation ecosystems, international and national institutions.
- n) Incubation/handholding services for sustainability
- o) Assist NTIBIF / NIFTEM in International and National partnerships.
- p) Any other tasks assigned by NTIBIF for enhancing innovation

4.3 NTIBIF reserves the right to shortlist and engage Consultant/Agency/Private Partner at its sole discretion and will not be liable to answer demands/queries from firms that are not shortlisted or engaged. NTIBIF also reserves the right to cancel this Expression of Interest, without assigning any reason.

4.4 Short listing and engagement will be carried out through the following steps:-

Step 1: Short listing of eligible agencies will be based upon: - i. Refundable Earnest Money of Rs. 50,000.00 (Rupees fifty thousand only) is submitted in the form of a demand draft payable to “NTIBIF” at Kundli, Sonipat. The EMD amount will be converted to security deposit amount for the empanelled agency. Application shall not be considered without submission of EMD. MSMEs shall submit a certificate of the same to get exemption from EMD.

Step 2: The Agencies will be shortlisted in Step 2 if they score minimum 50/75 marks in i) Organizational Details (Documentation) and Qualification of Key Personnel, ii) Innovative Work Experience (Projects undertaken) and iii) International Experience and exposure as per the marking scheme provided in Clause 2. Short listed agencies will be required to give a presentation to NTIBIF,

highlighting all the parameters listed in the Eligibility Criteria below and the parameters provided by NTIBIF

Step 3: Agencies scoring minimum 60/100 marks will be qualified. Agency with highest score will be invited to sign a MoU with NTIBIF (Upto top three qualified agencies will be kept on roster and other qualified in wait list).

1.4 Empanelment of IBA with NTIBIF does not guarantee a Right to Work. No IBA empanelled with NTIBIF can demand a contract.

5. ELIGIBILITY CRITERIA FOR IBA EMPANELMENT WITH NTIBIF FOR INNOVATIVE RURAL AND TRIBALPROJECTS

5.1. Minimum Eligibility

I. Pre-Qualification:

- a) Any Innovative start-up or legal entity registered in India under the relevant Act and in existence for past 3 years shall be eligible.
- b) The agency should have a minimum average turnover / utilization of funds of INR \geq 25 Lakhs during the past 3 years with positive net worth. Recognized start-ups with innovative rural and tribal processed food products experience from varied geographies can be exempted as per GOI polices.
- c) The agency should not have been barred/ blacklisted at any time by any Central Government Department Agency / Public Sector Unit (PSU) of the Central Government or any State Government.

II. Technical Qualification

The agency should have technical qualification as per (a) below and any one of those contained in (b), (c) & (d) below:

- a) The agency should have minimum 3 years of experience in end to end support for rural and tribal communities starting with understanding of package of practices, digital agriculture, traceability systems, innovative processed food developed with potential crops with GI/USP, community organization with rural and tribal's, understanding of indigenous knowledge systems, concept note development, resource mobilization, community mobilization, in field, off farm, innovative food product, portfolio of products, demonstrable experience of working with Central / State Governments/ PSUs/ National, International and Multi-lateral Organizations / Companies / CSR projects of Corporates / Foundations / Trusts / Co-operatives / primary agriculture cooperative societies, / other rural or tribal enterprises promoted by the applicant. Preference to be given to Agencies with team having innovative experience, knowledge about patent, GI, having international exposure and handled international projects as Consultant/ Team Lead/ Project Coordinator with Organizations of International Repute.
- b) The team should have experience in establishing credit linkages to community organisations

(or)

- c) The team should have experience in providing hands on in field, off farm and in plant Capacity Building Trainings, package of practices, climate change, Pre and Post-Harvest Trainings / Demonstrations in innovative and unique food processing with export potential with rural and tribal communities.

(or)

- d) The agency should have farm to fork value chain understanding and some experience in facilitating establishment of Primary & Secondary Processing Units Pre-harvest / Post-harvest Infrastructure facilities viz. Seed Processing Units/ Processing Mills/ Packhouses / Warehouses/ Cold Storages / Ripening Chambers / Custom Hiring Centres / Common Facility Centres / Exports Oriented Infrastructure / Cold Chain/ Supply Chain Management / Branding /Marketing etc at community level.

III. Criteria and weightage for Consultant/ Agency/ Private Partner (100%):

- a) Qualification of Key Personnel- 20%
- b) Work Experience (Age of the Agency, Innovative food projects, resource mobilization, digital agriculture, hand holding training OR Capacity Building Trainings (in field, off farm and in plant) for rural and tribal communities nationally and internationally)- 30%
- c) International Exposure and experience with rural and tribal community for innovative enterprises development-25%
- d) Presentation-25%

Note: Cut off marks for IBA empanelment will be 60 %. The type and no. of sub-parameters may be decided by NTIBIF within the above four broad parameters and weightage.

6. TERMS & CONDITIONS OF EOI:

Participating firms shall indicate acceptance of terms & conditions of EOI as given below:

6.1 CONFIDENTIALITY:

All the information provided to the vendors shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances.

6.2 STATUTORY REQUIREMENT, OFFICIAL SECRETSACT, SAFETY AND SECURITY RULES

Applicant agency shall also abide by all statutory requirements, Official Secrets Act 1923, Security and Safety Rules.

The empanelled IBA will have to follow the guidelines set by NTIBIF.

The Empanelled IBA will have to enter into an agreement with NTIBIF.

7. SUBMISSION OF EOI:

- a) NTIBIF invites Expression of Interest (EOI) from eligible and interested parties to take up the assignment. The format of application is placed at Annexure-I. EOI complete in all respect with all supporting documents along with completely filled Annexure-I and Annexure-II with page number in an envelope securely closed (Sealed), Super scribed with EOI Ref No, Due Date, Time,

and name of firm addressed to CEO, NTIBIF, NIFTEM Campus, Plot No 97, Sector-56, HSIIDC Industrial Estate, Kundli-131028

- b) The application may also be submitted through soft copy on following E-mail ID IDstibif@niftem.ac.in. Application documents may be scanned in pdf format. The Agencies will have to submit a hard copy mandatorily. While sending the soft copy, kindly also share the details of sending the application through post/courier through E-mail.

8. OPENING OF EOI: The EOI received will be opened on a suitable date after due date.

9. MODIFICATION OF EOI: At any time prior to deadlines for submission of proposals, NTIBIF may for any reason, modify the EOI document. All such amendment shall become part of the EOI and same will be notified on NIFTEM's website. The respondents are required to have a watch on NIFTEM's website for any such amendment.

10. DISCLAIMER: -

- a) All information contained in this, Expression of Interest (EOI) subsequently provided/clarified is in good interest and faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party.
- b) NTIBIF reserves the right not to respond to questions raised or provide clarification sought, in its sole discretion, if it considers that it would be inappropriate to do so. Nothing in this section shall be taken or read as compelling on the part of NTIBIF requiring to respond to any question or to provide any clarification.
- c) NTIBIF reserves the right to modify the terms and conditions of the EOI and subsequent processes
- d) NTIBIF may in its sole and absolute discretion, independently verify any information in any submission.
- e) Each applicant should conduct its own investigation and analysis & should check the accuracy, reliability and completeness of the information in this Expression of Interest. Applicants should make their own independent investigation in relation to any additional information that may be required.
- f) This EOI is not an invitation for bids.

8. COST OF PARTICIPATION:

The prospective vendors shall bear all costs associated with the preparation or delivery of its EOI, participating in discussions etc. including costs and expenses related with visits to NTIBIF's office and the site(s). NTIBIF will in no case be responsible or liable for those costs and expenses.

9. ASSIGNMENTS:

The whole work included in the Tender shall be executed by the business associate and the IBA shall not directly or indirectly transfer, assign sublet, the contract or any part thereof or interest therein. Prior to the last date for receipt of Bids, the NTIBIF, may, for any reason, whether at its own initiative or in response at any time to a clarification requested by the Bidders, modify the Tender by issuing an addendum/corrigendum. Any such amendment issued along with the original Tender document shall constitute Revised Tender. The addendum/corrigendum shall be uploaded also on the NTIBIF website and/or CPP Portal. The Bidders are, therefore, requested to visit the NTIBIF website & CPP Portal frequently to check for any amendments.

10. NTIBIF reserves the right to alter or vary the terms and conditions of this Agreement or if the circumstances so warrant, the NTIBIF may also suspend the agreement for such period as is considered expedient, the Selected Bidder agrees and consents that they shall have no right to raise any claim, compensation of any nature whatsoever for or with regard to such suspension.

The Selected Bidder agrees and understands that if due to some unforeseen natural reasons and conditions the parties are not able to fulfil the obligations as per the agreement, and such period continues for long, then the NTIBIF in its own judgment and discretion, may terminate this Agreement and in such case Selected Bidder agrees that they shall have no right or claim of any nature whatsoever and NTIBIF shall be released and discharged of all its obligations and liabilities under this Agreement.

11. PAYMENT TERMS:

The payment terms will be on reimbursement basis only.

Reimbursement of project expenses will be done to empanel Consultant/Agency as per rates/terms/conditions provided by the project sponsoring agency/Dept./Organization.

12. TERMINATION AND PENALTY Termination or Penalty for any delays/non-conformity/non achievement etc. of milestones/deliverables shall be dealt in accordance to Termination/Penalty clause in Agreement.

13. APPLICABLE LAW, JURISDICTION AND DISPUTE RESOLUTION

13.1 This contract shall be construed and the legal relations between the parties hereto shall be determined and governed according to the laws of Republic of India.

13.2 All or any disputes arising out or touching upon or in relation to the terms of this contract including the interpretation and validity of the terms thereof and the respective rights and obligations of the parties shall be settled amicably by mutual discussion failing which the same shall be settled through arbitration. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996 or any statutory amendments/modifications thereof for the time being in force, The Arbitration Proceedings shall be conducted by a Sole Arbitrator who shall be appointed with due process of law. The venue and seat of the Arbitration shall be at Sonipat, Haryana, India and language of arbitration shall be English. It is hereby clarified that during the Arbitration Proceeding the Parties shall continue to perform their respective rights and obligations under the agreement.”

13.3 There shall be separate legal clauses pursuant to award of work and same shall be incorporated in Service Level Agreement. Post award work obligations shall be dealt as per the Service Level Agreement to be executed between NTIBIF and selected bidders

APPLICATION FORMAT FOR EMPANELMENT OF CONSULTANTS / FIRMS AS INNOVATION BUSINESS ASSOCIATES FOR RURAL AND TRIBAL PROJECT FORMULATION AND IMPLEMENTATION IN INNOVATIVE FOOD PRODUCTS PROCESSING AND ENTERPRISES

1. Name & Location:

Sl. No.	Particular	Details
1	Name of Agency/Organization	
2	Head Office Address (Attach Proof)	
3	Parent State of Agency/Organization	
4	Name of the Key Personnel	
5	Mobile Nos	
6	Email	
7	Office Phone No	
8	Website	
9	Registration No. (Attach Proof)	
10	Year of Registration	

2. Details of Registered Office/Field Office:

Sl. No.	Details of Registered Office/Field Office

3. Operational Area:

Sl. No.	Name of the State/s, where Agency is Working	Name of the District	Duration	Name of the Projects	Total Cost of the Project (In Rs. Lakhs)

(Attach Copy of Work Allotment Letter/Completion Certificate)

4. Agency Blacklisted by any Agency? (Yes/No)

(Attach Undertaking for not being Blacklisted)

5. Annual Turnover for the last three years:

Sl. No.	Year	Total Turnover (In Rs. Lakhs)
1	2018-19	
2	2019-20	
3	2020-21	

(Attach audited statement of accounts certified by CA)

6. Work Experience related to FPO Formation and Promotion:

Sl. No.	Year	Name of the Project	Duration of the Project	Total Cost

(Attach Copy of work allotment letter/Completion Certificate)

7. Work Experience related to International Assignments:

Sl. No.	Year	Name of the Project	Funding Agency	Duration of the Project	Total Cost

(Attach Copy of work allotment letter/Completion Certificate)

8. Any other Information:

9. Declarations:

a) I/We hereby certify that my /our firm/ Company/Society/Trust/Organization has not been debarred/ blacklisted by any State Government/Government of India/Govt. Departments and/or agencies such as uni/bilateral/multi-lateral funding/partner agencies and corporate at any time for services of any description, during the last three years (FY 2018-19, 2019-20 & 2020-21).

b) I/We hereby declare that, no relevant information has been omitted/withheld/alterd in the process of furnishing the information with respect to this EOI/application.

c) I/We have read and examined this EOI document while submitting our response. Further, it is understood that this EOI is only an exercise for likely empanelment for the future work(s). However, it does not confer any right to any party submitting EOI and application for further consideration in the process or work allotment.

d) I/We understand that if we use any unfair means for the empanelment or to get the assignment in future or disclose the classified information to other parties, our EOI/application/empanelment would be cancelled at any time during the contract period.

For and on behalf of:

M/s:

Signature of Authorized Representative

(with seal of the Agency)

(Supported by authority letter):

Name:

Designation:

Date:

Place:

CHECKLIST OF DOCUMENTS

S. No.	Particulars	Yes/No
1	EMD Submission (Attach certificate in case of MSME/Startup for exemption)	
2	Date of submission of application	
3	Name of Organization	
4	Address	
5	Key Personnel & Mobile No.	
6	Email	
7	Details of Operational Area of Organization	
8	Work Allotment/Experience Certificates (Minimum 3 years)	
9	Registration Certificate of the organization	
10	MoA	
11	AoA	
12	Audited statement of Accounts certified by CA for Annual Turnover for last 3 years	
13	Work Experience related to Innovative rural and tribal business	
14	Work Experience related to International Assignments	
15	CV of Innovation team members	
16	PAN (Attach a copy)	
17	GST No. (Attach a copy)	
18	Qualification as per Eligibility Criteria 1. A.	
	i. Existence for last 3 years	
	ii. Average turnover in past 3 years	
	iii. Certificate of non-blacklisting	
19	Technical Qualification as per Criteria	
20	Filled Application as per Annexure-1	