

Bihar State Vegetable Processing and Marketing Cooperative Federation Limited - VEGFED Bihar

Cooperative Department, Government of Bihar

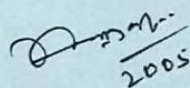
2nd Floor, Vikas Bhawan, New Secretariat, Patna – 800015

Selection of an Agency for Conducting a Baseline Survey for the project under the Bihar State Vegetable Processing and Marketing Scheme (BSVPMS)

Bihar State Vegetable Processing and Marketing Scheme (BSVP&MS) has been launched by the Cooperative Department, Government of Bihar for creating a virtuous cycle for vegetable producers and consumers through a three-tier cooperative structure, i.e. primary vegetable cooperative societies (PVCS) at the grassroots level to Federation at state level. The federation, namely VEGFED Bihar, invites proposals from suitable bidders for Conducting a Baseline Survey for the project under the scheme.

The detailed Notice Inviting Tender (NIT) can be downloaded from <http://cooperative.bih.nic.in/>. Interested bidders are required to submit the tender fee of INR 1000/- and an Earnest Money Deposit (EMD) of INR 50000/- with the Technical Proposal, in the form of Demand Draft payable at Patna.

Tender availability date on website	21.05.2020
Date and time of tender submission (2bid system)	15.06.2020 by 4PM
Date and time of technical tender opening	15.06.2020 at 5PM
Date & time of financial tender opening	23.06.2020 at 5PM


200520

Regards,

State Manager (HR&ADM)-

VEGFED Bihar

**Notice Inviting Tender (NIT) for Baseline Survey under
Bihar State Vegetable Processing and Marketing Scheme
(BSVPMS)**

Released by
Managing Director
Bihar State Vegetable Processing and Marketing Cooperative Federation
(Confederation) Limited, Patna
Cooperative Department, Government of Bihar
II Floor, Vikas Bhawan, New Secretariat, Patna – 800015

The Bihar State Vegetable Processing and Marketing Cooperative Federation (Confederation) Limited, Patna, invites proposals from reliable, experienced and resourceful bidders for “**Conducting a Baseline Survey for the project under the Bihar State Vegetable Processing and Marketing Scheme (BSVPMS)**”.

Objective:

The overall objective of this activity is to create a project baseline data for monitoring the progress of project implementation and the gathered, collated data sets will enable and strengthen decision making process.

Key data/ information to be captured are vegetable production – land size and quantity, productivity, types and seasons of vegetables grown, income from vegetable production, mandi arrivals and prices, etc.

The **specific objectives** of the study include:

1. Gather and analyse **farmers’ data**/ information on the different types of vegetables grown, the area under vegetables’ cultivation, seasonal variations in production and productivity. Identify issues/ problems of farmers faced during cultivation/ production of vegetables.
2. Gather and analyse data on the mandi/ market prices, **price trend** in respective markets in the target districts (10 districts as mentioned in the scope), information on existing **marketing infrastructures**, sources of agri-inputs, credit sources/ lenders – formal/ informal, etc. Identify market/ marketing inefficiencies district-wise, if any.
3. Analyse current **supply and demand system** of the respective vegetable value chains, including production and sales volumes, markets and seasonality trends.
4. Analyse the various existing vegetable value chains by growers and geographical regions. Calculate cost of production, associated costs and value additions across the entire value chain tiers from production functions to end market dynamics.
5. Examine the **strengths, weaknesses, opportunities and threats** of the current marketing systems. Suggest efficient options considering the associated costs and value additions, including the need for cash flow in key parts of the value chain.
6. Compare prices and margins with different stakeholders in the value chain focussing on **competitiveness** in the said areas considering both production quantity and quality.
7. Assess the concerns and quality of relationships among actors along the **vertical and horizontal linkages** of the value chains including dynamics among the various interest groups (e.g., Panchayat, block and district, market operators, traders, importers, entrepreneurs, processors, etc.).

Scope:

The selected agency shall be responsible for the baseline study design, finalization of methodology, sampling and analysis plan, and conducting the quantitative and qualitative baseline survey in consultation with the Federation. The agency shall cover pre-agreed number of vegetable farmers (including project and control area) for quantitative and qualitative baseline survey and shall conduct in-depth interviews, group discussions with society members, Unions, Federation, District officials, vegetable markets, wholesalers and retailers etc. as suited to evaluate correlations between the quantitative and qualitative survey findings.

The selected agency shall be responsible for organizing and managing the logistics of conducting the field work, including providing a team of interviewers/ surveyors capable of administering the questionnaires in the local languages (mostly Hindi); providing transportation and lodging for the teams of interviewers and surveyors during the field work; processing and analyzing data; presenting key findings; district and overall project fact sheets of baseline indicators and preparing a comprehensive baseline report.

Tender No:	-----
Short Description of Service	<p>This document intends to hire a suitable agency for Baseline Survey of the project under BSVPMs. The scheme envisages achieving higher incomes for the vegetable growers and achieving maximum share of producers in the consumers' rupee.</p> <p>The surveying agency is required to record the vegetable growing farmers' data having/ leasing/ renting land to grow vegetable crops, what type of vegetables they are growing in their own respective regions in how many acres, the selling mechanism or marketplace to sell these vegetables, etc. Based on the data submitted to the federation, the project team can suitably plan the demand led supply chain so the wastage of vegetables can be minimized and profit from marketing of vegetables can be maximized.</p>
Tentative no. of primary vegetable cooperative societies (PVCS)/ blocks	180
Cost of Tender document	Rs. 1000/- (Rupees One Thousand Only), Non-Refundable

NIT document available at website to download	Website address:
Performance Guarantee	5% of the value of the work order in the form of Bank Guarantee
Please send your pre-bid queries on vegfedbihar@gmail.com by 02.06.2020 end of day. While sending the queries, please mention “ Selection of an Agency for Conducting a Baseline Survey for the project under the Bihar State Vegetable Processing and Marketing Scheme (BSVPMS) ”.	

Tender Fee:

Tender fee/ submission of the cost of tender should be in the form of Demand Draft from any Nationalized/ Scheduled Bank in favor of the Bihar State Vegetable Processing and Marketing Cooperative Federation (Confederation) Limited, payable at Patna. No other mode of tender fee shall be accepted.

Also, bidder(s) are to note that the date of issue of tender fee must not be prior to Bid Selling Period at the office and the offer(s) with tender fee issued prior to Bid Selling Period at the office shall be rejected outright without any correspondence with such bidder(s).

Eligibility Criteria for this Bid

The agencies intending to apply for this work should meet the following conditions:

- a. Should be an Institution/ Company/ Firm/ Organization with at least 5 years of experience in conducting large scale surveys or conducting similar kind of surveys in the field of agriculture/ social or rural development.
- b. Should have a minimum annual average turnover of INR 10 Lakhs.
- c. Should submit CA certified Balance Sheets of past three years – 2018-19, 2017-18 and 2016-17.
- d. Should submit a fee of INR 1000/- as tender document fee in the form of a Demand Draft, payable at Patna, in favour of Bihar State Vegetable Processing and Marketing Cooperative Federation (Confederation) Limited.
- e. Should submit an Earnest Money Deposit EMD of INR 50,000/- (Fifty Thousand Rupees), in the form of Demand Draft, payable at Patna, in favour of Bihar State Vegetable Processing and Marketing Cooperative Federation (Confederation) Limited.
- f. IT Returns / Tax Clearance certificates for past three financial years – 2018-19, 2017-18 and 2016-17.
- g. Copies of PAN, TAN/ GST
- h. Copy of Incorporation/ Registration Certificate
- i. A declaration that the applying agency has not been blacklisted by any Government organization in the past three years.

Terms of Reference

Introduction:

The Government of Bihar has initiated a scheme for marketing and processing of vegetables in the state. The scheme has been named as Bihar State Vegetable Processing and Marketing Scheme. Its main objective is to establish a virtuous cycle for vegetable producers and consumers through a medium of cooperative societies. In order to effectively implement this scheme, a federation, two unions and primary societies in 10 districts have been formed. Since the project has recently been started, the Federation intends to gather the primary information of Member Farmers of Primary Vegetable Cooperative Societies (PVCS) in the project districts of Bihar. Federation seeks information regarding the Vegetable Cropping area, production, productivity, vegetable market and all details of members and their annual income from vegetable production.

The objective of this activity is to create a project baseline for monitoring the project development and the data sets will enable and strengthen decision making process. Based on the Data submitted to the Federation.

Scope of Work:

The tentative locations where survey is needed are Patna, Vaishali, Nalanda, Samastipur, Begusarai, Muzaffarpur, East, Champaran, West Champaran, Sitamarhi and Sheohar, and the no. of primary societies is tentatively 180 with atleast 25 member farmers each. The actual purpose of this survey is to get all the information related all the primary vegetable cooperative societies. All the details with volume gathered from Primary Vegetable Cooperative Societies spread across the above-mentioned Districts.

Key Deliverables for the Selected Survey Agency

1. Inception Report with detailed methodology, sites to be visited, sampling methodology, time-schedule, research tools, and contact details of key investigators in the field, survey framework, sampling design, including specifics on the design, methodology, sample selection and benchmark indicators matrix highlighting the output, outcome and impact indicator as agreed with the Federation.
2. Mid-term progress sharing of field and desktop studies – and presentation (this would provide an opportunity for discussion on how/where the study is progressing, and finetune the direction).
3. Electronic data files (complete set and tabulated data set used in the analysis) with all clean raw data in hard drive(s) along with data entry package. Raw data and interview transcripts, along with audiovisual attachments and/or photographs as necessary.

4. A draft final report.
5. Presentation on the draft report for feedback.
6. Final report.

The detailed scope of work includes the following:

1. Develop a Survey Inception report which will include the detailing of survey design, methodology, sampling, indicators, tools, work plan and a schedule to carry out the assignment. This will be developed and finalized in consultation with Federation.
2. Develop a baseline and result framework and a benchmark indicator matrix highlighting the output, outcome and impact indicator as per the Log frame in consultation with Federation.
3. Develop a detailed sampling plan, data collection and management protocol and quality assurance plan to be applied for baseline survey at various levels- (district, block, panchayat and village level).
4. Preparation of draft instrument in consultation with Federation and Project Management Unit (PMU) and finalization of survey tools after pilot/ field testing.
5. Printing of approved questionnaires in Hindi and English.
6. Conduct training of surveyors and supervisors deputed to collect field data to ensure high quality and accurate data collection.
7. Carry out the primary and secondary research/ survey for the vegetable production and catchment area by surveying PVCS for the 10 districts of Bihar - Patna, Vaishali, Nalanda, Samastipur, Begusarai, East Champaran, West Champaran, Muzaffarpur, Sitamarhi and Sheohar.
8. Preparation and submission of district-wise fact sheets of baseline indicators and district-wise reports.
9. The agency to update the survey progress on weekly basis to the Federation and PMU.
10. Data analysis and interpretation of the findings and suggestion for corrective measures and guidelines for improvising the vegetable production and marketing scenario, etc.
11. Preliminary report on data quality assurance and district-wise report based on analytical and logical framework.
12. Finalization of district wise and overall baseline survey report and factsheets.
13. Presentation of findings at Federation office.

14. Deliver final reports, documents, files, data files (raw and cleaned versions of both qualitative and quantitative data) and other materials generated through the assignment. The final ownership shall be of the federation.

Note: The scope of work may increase or decrease at the time when actual work needs to be done, which shall be finalized during discussions with the Federation, at the time of contract signing/ agreement.

Budget/ Payment Schedule:

1. 20% at the time of submission of Inception Report
2. 80% after submission of final survey reports

Period of Engagement:

The agency will require to complete the baseline survey work **within three months** from the date of contracting.

Submission of Bids:

Technical Bids should contain –

1. A detailed methodology on how the assignment will be conducted, including qualitative and quantitative data collection approaches, sampling strategy, data collection methods and systems/technology to use, field procedures, quality control practices and data analysis.
2. List and briefly describe the team and its proposed personnel, indicating what role each proposed individual will have; CVs of team members to be provided in an attachment.
3. A clear and comprehensive work plan (draft), outlining the major activities, people responsible and time schedule.
4. Organizational capacity statement, including past experiences and activities related to the theme of the study. Reference information must include the location, award numbers, and brief description of work performed.
5. At least three references of other clients for which similar evaluation assignments were undertaken with contact information for each.
6. Audited Financial Statements
7. List of Previous Assignments in past five years

Financial bid –

1. Detailed break up of cost of survey on per farmer basis
2. All costs should include GST

Financial bids shall be opened only for the qualified technical bidders. The bid will be evaluated in QCBS Method. Weightage is in the form 70:30 (Technical: Financial).

Federation is seeking proposals from interested organizations. The Technical proposal may include the following:

- a) **Profile of the organization** - (Brief overview of the organization including year of establishment, main areas of expertise (thematic and sector), past client organizations (credentials), financial (revenue size etc.), geographic scope of work and contact information of key focal point). – **10 marks**
 - b) **Relevant Experience** - Summary of relevant experience. This should include a list of the name of funding agency, nature of technical inputs provided by the Agency, resource allocation, location and duration. – **20 marks**
 - c) **CVs of Team Members** – (Curriculum Vitae of team members from the Agency’s own organization or external experts who will be a part of the team. (Note: These members should be available for the assignment.) The CVs shall contain an undertaking from the respective Key Personnel about his/her availability for the entire training duration. – **30 marks**
 - d) **Detailed methodology**, quality assurance plan and conceptual framework with expected deliverables along with timeline. – **20 marks**
 - e) Compliance of the points of the section named “**Eligibility Criteria for this Bid**”. – **20 marks**
- Maximum score: 100 | Minimum qualification marks: 70**
- f) A **Financial Proposal/ Detailed Budget** detailing the survey cost, professional fee etc.(submitted in a separate envelope clearly marked ‘budget’)

Miscellaneous

Penalty Clause

After being selected, for non-performance in relation to scope of work related to Second Party, following penalty would be imposed on the Second Party by First Party, until and unless such delay is condoned by FEDERATION, for valid and acceptable reasons, after due consideration:

- I. Holding up at 1% (one percent) of fee for each week of delay or part thereof, wherever any deadline is fixed.
- II. Forfeiture of performance guarantee/ security deposit/ EMD.

Provided however, that no penalty shall be payable by Selected Agency for delays attributable to FEDERATION and/or project implementing agency and /or occurrence of a Force Majeure event.

The maximum penalty in any such case/s would be limited to 5% of the total contract value or fee paid till the time, whichever is lower.

Performance Security Deposit

After selection of suitable applicant as per the NIT, the amount of EMD shall be refunded to the unsuccessful bidders. The EMD of the successful Bidder shall be retained by FEDERATION till the completion of the assignment. In addition, performance security shall be obtained from the selected agency in the form of bank guarantee to the tune of 5% of the contract value. Performance security in the form of bank guarantee shall initially be valid till the end of this agreement and in case the assignment extends beyond the period, the validity of the bank guarantee shall be suitably extended.

Validity of Bid

The Bid shall be valid for a period of 180 days from the last date of submission.

Withdrawal/ Amendment to Bid

At any time prior to the last date of receipt of Bids, FEDERATION, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the NIT document by an amendment. In order to provide prospective Bidder reasonable time in which to take the amendment into account in preparing their Bids, FEDERATION may at its discretion, extend the last date for receipt of Bids and/or make other changes in the requirements set out in the NIT. FEDERATION reserves the right to withdraw the NIT at any stage without any liability or any obligation for such withdrawal, without assigning any reasons.

Rejection of Application/Bid

The application / Bid for selection of Agency is liable to be rejected, if:

- a) It is not in prescribed form and not containing all required details/ information/ documents.
- b) It is not properly signed.
- c) It is received after the due date and time.
- d) Bid received without cost of Bid document and EMD.

FEDERATION reserves the right to:

- 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 FEDERATION and the objective of the scheme without assigning any reasons thereof.
- c) To include any other items in the Scope of Work at any time after consultation in the pre-Bid meeting or otherwise during the course of implementation of the scheme.

Conflict of Interest

The Agency is required to provide professional, objective, and impartial advice, at all times holding the Client's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work. The Agency has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract.

Unfair Advantage, Corrupt and Fraudulent Practices

Selection of the Agency would be strictly in accordance to the Terms of Reference. FEDERATION requires compliance with its policy in regard to corrupt and fraudulent practices as set forth by the Government of Bihar. In further pursuance of this policy, Agency shall permit the FEDERATION to inspect all accounts, records, and other documents relating to the submission of the Bid and contract performance (in case of an award), and to have them audited by auditors appointed by the Client.

Confidentiality

From the time Bids are opened to the time the Contract is awarded, the Agency should not contact the FEDERATION on any matter related to its Technical and/or Financial Bid. Information relating to the evaluation of Bids and award recommendations shall not be disclosed to the Agencies who submit the Bids or to any other party not officially concerned with the process, until the publication of the Contract award information.

Any attempt by shortlisted Agencies or anyone on behalf of the Agency to influence improperly the FEDERATION in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.

Notwithstanding the above provisions, from the time of the Bids' opening to the time of Contract award publication, if the Agency wishes to contact the FEDERATION on any matter related to the selection process, it should do so only in writing.

Arbitration

In the event of any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred (as per the Arbitration and Conciliation Act, 1996 of Government of India or any statutory modifications or re-enactment thereof) to the sole arbitrator who in this case will be the Managing Director of the Federation. The decision of the Managing Director shall be final and binding on both the parties, in case of any dispute, arising out of or relating to the contract, including the interpretation of a part or full of this document.

Applicable Law

- a. The contract shall be interpreted in accordance with the laws under the Patna High Court, Bihar. Any suit, action or proceeding shall be confined to the exclusive jurisdiction of Patna High Court.

- b. Any suit/ legal action filed by any third party on account of the services provided by the contractor against any individual(s) related/ pertaining to this assignment shall be settled by the contractor at its own cost. The Cooperative Department will NOT be a party to the same.

Disclaimer

1. Though adequate care has been taken while issuing this NIT document, the applicant firm/ organization should satisfy itself that the document submitted is complete in all respects. Intimation of any discrepancy (if any) shall be given to this office (as mentioned below) immediately.
2. Bihar State Vegetable Processing and Marketing Cooperative Federation (Confederation) Limited reserves the right to change any or all of the provisions of this document before date of submission.
3. Bihar State Vegetable Processing and Marketing Cooperative Federation (Confederation) Limited reserves the right to reject any or the entire offer without assigning any reasons whatsoever. No correspondence will be entertained on this account.
4. **The bidding agency should provide documentary proof in support of all the conditions laid out in the NIT, failing which may lead to the disqualification and the bidder may not be allowed to participate in the bid process.**
5. **Address of Communication:**

Managing Director
Bihar State Vegetable Processing and Marketing Cooperative Federation
(Confederation) Limited, Patna
Cooperative Department, Government of Bihar
II Floor, Vikas Bhawan, New Secretariat, Patna – 800015
Landline: (0612) 2215313

Note: The Federation reserves the right to call for physical or virtual mode of Bid execution as per its convenience and hence the bidders are suggested for its readiness in bid participation via any mode as per the situation.

Declaration to be submitted with Technical Proposal

Dear Sir / Madam,

Having examined the Solicited Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as may be ascertained in accordance with the Price Schedule attached in the Financial Bid and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 180 days from the date of submission of proposals in the NIT, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Dated day and month of year 2020

Signature

(In the capacity of)

Duly authorized to sign Proposal for and on behalf of

Annexure II

(To be filled in a separate sealed envelope and marked as Financial Bid- for selection of agency for conducting baseline survey)

Financial Format (To be filled by the bidding Agency) – mention GST separately

Amount in Figures:

Amount in Words:

Seal & Signature of the Firm

Name:

Address:

AUTHORIZATION LETTER FOR PARTICIPATION IN THE BIDDING PROCESS
(On Company Letter Head)

Mr (Designation), Employee
ID..... is authorized to attend the bidding process either physical
or through digital/ virtual platform as per the discretion of the Federation.

Date:
Sign:
Stamp:

TO WHOM SO EVER IT MAY BE CONCERN

I am authorized signatory in and hereby declare that to the best of my knowledge and facts as on date do not face any sanction or any pending disciplinary action from any authority against our company. Further, it is also certified that our firm has not been blacklisted by any government or any other donor/ partner organization in past.

In case of any further changes which affects this declaration at a later date; I would inform the Department/ Federation accordingly.

Signature

Name, Designation

[Company Seal]

Address

Telephone

Mobile:

Email: