

NOTICE INVITING EXPRESSION OF INTEREST TO AWARD THE STUDY ON 'EVALUATION OF PERFORMANCE OF SUGAR DEVELOPMENT FUND ACT & RULES AND LOAN DISBURSEMENTS UNDER SDF'

1. Background

1.1 The Department of Food and Public Distribution intends to award a study on 'EVALUATION OF PERFORMANCE OF SUGAR DEVELOPMENT FUND ACT & RULES AND LOAN DISBURSEMENTS UNDER SDF' 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,
- 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.

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%	4 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 fulfill the following eligibility criteria:

- a) Should be an institution/ professional consultancy organization/ Government organization/ NGOs, which have the minimum five years experience in the field of research relating to economic issues.
- b) Should have the requisite manpower for the study.
- c) Should have carried out at least one study in the field of sugarcane / sugar in the last five years.
- d) Should have an average annual turnover of at least Rs.1.00 crore (Rupees One crore) during the last five years.

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. Both these covers would be put into a big envelope and shall be submitted with a forwarding letter to the Department.

5.1 Purchase of Bid documents

A **non-refundable** fee of Rs. one hundred (Rs.100) 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.

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. Evaluation of bids

Out of total, 70% weightage would be given to the technical compliance and 30% weightage would be given to the financial quote. The technical bids would first be opened and evaluated. The short listed bidders may be required to make presentation on the technical bids at a short notice. Based on presentations, technical and financial bid evaluation, final selection would be done.

8. Purchase of Bid documents

The bid documents could be obtained from Shri B.K.Agarwal, Section Officer, 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 Shri B.K.Agarwal, Section Officer, Department of Food and PD (Room No. 475-B, Krishi Bhavan)	19.01.2011
Availability of EOI documents on website www.fcamin.nic.in	19.01.2011
Last date of receipt of queries on EOI	27.01.2011
Last date/ time for submission of EOI bids	14.02.2011 by 3 p.m
Opening of the bids	14.02.2011 by 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 for any reasons whatsoever. The applications received late will not be considered 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 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.
- (d) Received after the expiry of due date and time.
- (e) Offer is received by fax, telegram or e-mail.
- (f) Bid received without cost of EOI document if downloaded from Department's website.

13. Clarifications

Clarification if any may be sought from Shri S.S.Gupta, Under Secretary(Sugar Development Fund), Department of Food and Public Distribution, Room No. 394, Krishi Bhavan, New Delhi. (Tel. 011-23097050).

14. Final date for submission of bids

The final date for submission of technical and financial bids is 14.02.2011 by 3 p.m. The bids will have to be submitted to :

Shri S.S.Gupta, Under Secretary(Sugar Policy-I),
Department of Food and Public Distribution,
Room No. 394, Krishi Bhavan,
New Delhi-110001.

PRE-QUALIFICATION CRITERIA

1. Preliminary examination for 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 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 :-

- The consulting agency should have adequate experience in the field of sugarcane / sugar and have experts with qualification in sugar technology.
- The consultant shall submit a draft of Rs.1000/- (Rupees one thousand only) in favour of DDO, Department of Food and Public Distribution at the time of submission of their bids.

3. EVALUATION OF BIDS

The technical bid will carry maximum marks of 100. The maximum marks for each activity of technical bid is as under :

Maximum marks

- | | | |
|----|--|----|
| a) | Past experience in both planning & execution of similar projects | 25 |
| b) | Educations qualification and domain technical knowledge in the field of sugarcane and sugar | 25 |
| c) | Strength in human resource for conducting the study, providing expert comments, preparing blue print of the proposed project and step-wise implementation of the project | 50 |

FORM-I

To

Shri S.S.Gupta,
Under Secretary(Sugar Policy),
Department of Food and Public Distribution,
Room NO. 394, Krishi Bhavan,
New Delhi-110001.

Subject: **Hiring of a Consultant for the study on 'EVALUATION OF PERFORMANCE OF SUGAR DEVELOPMENT FUND ACT & RULES AND LOAN DISBURSEMENTS UNDER SDF'**

Sir,

The undersigned Consultant, have read and examined in detail all the EOI documents for Hiring of a Consultant for the study on 'Technical efficiency of Indian sugar industry.

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	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