

# **Request for Proposal**

(ONLY THROUGH E-TENDERING MODE)

**for**

## **Appointment of Consultant for Monitoring & Concurrent Evaluation of**

### **Sub-Mission on Agricultural Mechanization**

**GOVERNMENT OF INDIA**

**MINISTRY OF AGRICULTURE & FARMERS WELFARE**

**(DEPARTMENT OF AGRICULTURE, COOPERATION & FARMERS WELFARE)**

## **List of Shortlisted Empanelled Agencies**

1. The Professor and Head  
National Institute of Rural Development  
Rajendranagar, Hyderabad - 500030
2. The Director  
National Council of Applied Economic Research,  
Parisila Bhawan,  
11, Indraprastha Estate,  
New Delhi -110002
3. The Administrative Manager,  
Institute for Human Development,  
NIDM Building (3rd Floor)  
I.P.Estate, Mahatma Gandhi Marg,  
New Delhi- 110002.
4. The Director General  
Institute of Applied Manpower & Research (IAMR)  
Sector A-7, Narela Institutional Area, Delhi-110 040
5. Integrated Research and Action for Development,  
B-44, Shivalik, Malviya Nagar,  
New Delhi 110017.
6. The Director,  
Institute of Development Studies,  
8-B, Jhalana Institutional Area,  
Jaipur -302004, Rajasthan
7. The Director (Agribusiness)  
National Productivity Council (NPC)  
Utpadakta Bhavan  
5-6 Institutional Area  
Lodhi Road, New Delhi – 110003
8. The Director  
Indian Institute of Technology Delhi  
Hauz Khas, New Delhi-110 016,
9. The Director  
Indian Institute of Technology  
Kharagpur (West Bengal)-721302
10. The Director  
Federation of Indian Chambers of Commerce and Industry (FICCI)  
Federation House  
Tansen Marg, New Delhi- 110001
11. The Director  
Indian Institute of Management  
Vastrapur, Ahmedabad Gujarat 380 015

12. The Additional Chief Soil Conservation Officer  
WAPCOS Limited  
Ministry of Water Resources, River Development  
and Ganga Rejuvenation  
76-C, Institutional Area  
Sector 18, Gurgaon- 122015 (Haryana)

13. The Dy. General Manager (Project Monitoring)  
The Energy and Resources Institute (TERI)  
Darbari Seth Block, IHC Complex,  
Lodhi Road, New Delhi - 110 003

14. The Manager  
AFC India Limited  
Northern Regional Office  
B-1/9, Community Centre  
Janakpuri, New Delhi- 110058

15. The Vice President  
NABARD Consultancy Services (NABCONS)  
Zonal Office, NABARD Tower,  
24, Rajendra Place,  
New Delhi-110 125

## Key Dates

1	Start date for issue of RFP	25.02.2016
2	Pre-bid consultation	4.00 PM on 07.03.2016
3	Last date of receipt of proposals	3.00 PM on 23.03.2016
4	Date & Time of opening of proposals 1. Technical proposal 2. Financial proposal	3.00 PM on 29.03.2016 3.00 PM on 06.04.2016
5	Presentation by the shortlisted parties at Committee Room No.139, "Krishi Bhawan, New Delhi -110001	11.00 AM on 01.04.2016

Government of India  
Ministry of Agriculture & Farmers Welfare  
(Department of Agriculture, Cooperation & Farmers Welfare)

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Government of India  
Ministry of Agriculture & Farmers Welfare  
(Department of Agriculture, Cooperation & Farmers Welfare)

## **DISCLAIMER**

The information contained in the Request for Proposal (RFP) document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Government of India, Ministry of Agriculture & Farmers Welfare (MoA & FW) (Department of Agriculture, Cooperation & Farmers Welfare) is provided to Applicants on the terms and conditions set out in the RFP and such other terms and conditions subject to which such information is provided.

The RFP is not an agreement and is neither an offer nor invitation by the Ministry of Agriculture & Farmers Welfare (herein after, MoA & FW) to the prospective Applicants or any other person.

The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon the interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion in the law expressed herein.

MoA & FW also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP. MoA & FW may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of the RFP does not imply that MoA & FW is bound to select any Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and MoA & FW reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by MoA & FW or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and MoA & FW shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection Process.

# Section - 1

## Letter of Invitation

No.13-19/2014- M&T (I&P)  
Ministry of Agriculture & Farmers Welfare  
(Department of Agriculture, Cooperation & Farmers Welfare)  
Mechanization & Technology Division

Krishi Bhawan,  
Dr. Rajendra Prasad Road,  
New Delhi -110001

Dated: 23.02.2016

To  
As per List

**Subject: Engagement of Consultant for Monitoring and Concurrent Evaluation of Sub-Mission on Agricultural Mechanization.**

Sir / Madam,

The Ministry of Agriculture & Farmers Welfare (MoA & FW), require services of an agency for Monitoring and Concurrent Evaluation of Sub-Mission on Agricultural Mechanization introduced during the year 2014-15. More details on the services solicited are provided in the Terms of Reference in this Request for Proposal (RFP) document. Your agency/organization has been shortlisted for the issue of RFP for the project and is now invited to submit its Proposal as per the attached RFP document.

The Ministry shall select a consultant as per the procedure described in the RFP. You may submit your proposal online at <http://eprocure.gov.in/> and hard copies of the uploaded proposals may be sent in a sealed cover, addressed to Mr. A.N.Meshram, Deputy Commissioner (M&T), Room No. 573, "F" Wing, Krishi Bhawan, Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & Farmers Welfare, New Delhi- 110 001 on or before 3.00 PM on 23.03.2016 as per the attached RFP document. You may read detailed instructions for bidders at <http://eprocure.gov.in/epublish/app?page=HelpForContractors&service=page> before uploading the proposal online. For further information of the scheme please visit our website <http://farmech.dac.gov.in/> and the proposal (RFP) can also be downloaded from this site. It is mandatory for consultants to submit proposal online within stipulated time failing which the proposal are liable to be rejected. Ministry also reserves the right to accept or reject any or all the offers without assigning any reasons thereof.

Yours faithfully,

(A.N.Meshram)  
Deputy Commissioner (M&T)  
Telefax: 23382922  
Email: [arvind.meshram@gov.in](mailto:arvind.meshram@gov.in)

Encl: RFP

**Note: Those Institutes/Agencies who are empanelled by the PEO, Niti Aayog but not have been shortlisted by the Ministry may also submit the proposal online as per the RFP document.**



# Section - 2

## Instructions to Consultant

# Instructions to Consultant

## Part-1

### 1. Definitions

- (a) Employer or MoA & FW means the Ministry of Agriculture & Farmers Welfare who has invited bids for consultancy services with whom the selected Consultant signs the Contract for the Services and to whom the selected consultant shall provide services as per the terms and conditions and Terms of Reference (TOR) of the contract.
- (b) “Consultant” means any entity or person or associations of person who have been shortlisted to submit their proposals that may provide or provides the Services to the Employer under the Contract.
- (c) “Contract” means the Contract signed by the Parties for this assignment
- (d) “Project specific information” means such part of the Instructions to Consultants used to reflect specific project and assignment conditions.
- (e) “Day” means calendar day.
- (f) “Government” means the Government of India
- (g) “Instructions to Consultants” means the document which provides short-listed Consultants with all information needed to prepare their proposals.
- (h) LOI means the Letter of Invitation being sent by Employer to the short-listed consultants.
- (i) “Personnel” means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof;
- (j) “Proposal” means the Technical Proposal and the Financial Proposal.
- (k) “RFP” means the Request for Proposal prepared by the Employer for the selection of Consultants, based on the SRFP.
- (l) “Assignment / job” means the work to be performed by the Consultant pursuant to the Contract.
- (m) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignment/job.

## **2. Introduction**

2.1 Ministry of Agriculture & Farmers Welfare wishes to engage services of an agency for monitoring and concurrent evaluation of Sub-Mission on Agricultural Mechanization introduced in the year 2014-15.

2.2 The agency is broadly expected to:

1. Monitor & Evaluate the scheme on certain parameters.
2. To suggest a way forward to the Ministry to improve and enhance the reach and performance of the scheme.

2.3 The date, time and address for submission of the proposal have been given in Part II data Sheet.

2.4 The short listed Consultants are invited to submit their Proposal, for consultancy assignment/job named in the Part II Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.

2.5 Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals. If any clarification is required on any clause/condition of the RFP, the same may be forwarded within the prescribed time period to the Employers' representative.

2.6 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Employer is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to award of the Contract without thereby incurring any liability to the Consultants.

## **3. Clarification and Amendment of RFP Document**

3.1 Consultants may request a clarification on any clause of the RFP document within the timeframe indicated in the Part II Data Sheet. Any request for clarification must be sent in writing or e-mail to the Employer's address indicated in the Part II Data Sheet. The Employer will respond in writing or by e-mail and post all such clarifications on the website <http://farmech.dac.gov.in/>.

3.2 At any time before the submission of proposals, the Employer may amend the RFP by issuing an addendum in writing or by announcing it through its website. The addendum shall be binding on all Consultants. Consultants shall acknowledge receipt of all such amendments. To give the Consultant reasonable time in which to take an amendment into account in their proposals, the Employer may, if the amendment is substantial, extend the deadline for the submission of proposal.

3.3 Pre-bid meeting as per the date indicated in the document will be convened to clarify any concerns bidders may have with the solicitation documents, scope of work and other details of the requirement. This meeting will be formal and the results of the pre-bid meeting will be made available in writing to all prospective bidders

## **4. Conflict of Interest**

4.1 The Employer requires that Consultants provide professional, objective and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work.

4.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

**Conflicting Activities:** A consultant or any its affiliates selected to provide consulting assignment/job for this project shall be disqualified from subsequent downstream supply of goods or works or services resulting from or directly related to this project, if the consultancy or any its affiliates is found indulged in any such activities which may be termed as the conflicting activities by the employer.

**Conflicting Assignment/job:** A Consultant (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Consultant to be executed for the same or for another Employer.

4.3 Conflicting Relationships: A Consultant that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.

4.4 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the Consultant fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its contract during execution of the assignment.

## **5. Unfair Advantage**

If a shortlisted Consultant could derive a competitive advantage from having provided consultancy assignment/job related to the assignment /job in question and which is not defined as conflict of interest as per para above, the Employer shall make available to all short-listed Consultants together with the RFP all information that would in the respect give such Consultant any competitive advantage over competing Consultants.

## **6 Proposal**

Short-listed Consultants shall submit only one proposal for this project. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

## **7. Proposal Validity**

Part II Data Sheet indicates how long Consultants' proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of professional staff nominated in the proposal and also the financial proposal unchanged. The Employer will make its best effort to complete negotiations within this period. Should the need arise; however, the Employer may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal; Consultants could submit new staff replacement, which would be considered in the final evaluation for award of the contract. Consultants who do not agree have the right to refuse to extend the validity of their Proposals. Under such circumstance, the Employer shall not consider such Proposal for evaluation.

## **8. Preparation of Proposal**

8.1 The proposal as well as all related correspondence exchanged by the Consultants and the Employer shall be written in English language, unless specified otherwise.

8.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

8.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:

a) The estimated number of Professional staff months for the Assignment/job as shown in the Part II Data Sheet. However, the Proposal shall be based on number of Professional staff months or budget estimated by the Consultants. While making the Proposal, the Consultant must ensure that he proposes the minimum number and type of experts as sought by the Employer, failing which the proposal shall be considered as non-responsive.

b) Alternative professional staff shall not be proposed and only one curriculum vitae (CV) may be submitted for each position mentioned.

8.4 Depending on the nature of the assignment/job, Consultants are required to submit a Technical Proposal (TP) in forms provided in Section -3. Part II Data Sheet in Section – 2 indicates the format of the Technical Proposal to be submitted.

Submission of the wrong type of Technical proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicative in the following para from (a) to (f) using the attached Forms (Section 3). Form TECH-1 in Section – 3 is a sample letter of technical proposal which is to be submitted along with the technical proposal.

a) A brief description of the consultant's organization will be provided in Form TECH-2 (Section-3). In the same form, the Consultant will provide details of experience of assignments which are similar to the proposed assignment/job as per the TOR. For assignment/job, the outline should indicate the names of Professional staff who participated, nature and duration of the assignment/job, contract amount, and consultant's involvement. Information should be provided only for those assignment/jobs for which the Consultant was legally contracted by an Employer as a corporation or as one of the major firm/entity within a joint venture. Assignment/jobs completed by individual professional staff working privately or through other consulting consultancy cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should substantiate the claimed experience along with the proposal and must submit letter of award/ copy of contract for all the assignments mentioned in the proposal.

b) Comments and suggestions on the terms of Reference including workable suggestions that could improve the quality /effectiveness of the assignment/job/ (Form TECH of Section 3)

c) A description of the approach, methodology and work plan for performing the assignment/job covering the following: technical approach and methodology, work plan, project organization and availability of experts, and transfer of knowledge/training. Guidance on the content of this section of the Technical Proposals is provided under Form TECH -4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will be shown in the form of a Gantt chart the timing for each activity.

d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member and their tasks to be provided in Form TECH-5 of Section 3.

e) CVs of the Professional staff as mentioned in para 8.4(d) above signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3).

f) Estimates of work schedule should be given in Form TECH-7 of Section 3. Information relating to “conflict of interest” should be furnished in Form TECH-8 of Section 3.

The **Technical Proposal** shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.

**Financial Proposals:** The Financial Proposal shall be prepared using the prescribed Forms (Section 4). It shall list all costs associated with the assignment/job, including (a) remuneration for staff and (b) reimbursable expenses, indicated in the Part II Data Sheet. If appropriate, these costs should be broken down by activity. The financial proposal shall be rejected summarily, if found not in the prescribed forms.

**9. Taxes** – The Consultant shall fully familiarize themselves about the applicable domestic duties and taxes on amounts payable by the Employer under the Contract. All such duties and taxes must be included by the consultant in the financial proposal.

#### **10. Currency**

Consultant shall express the price of their assignment/job in Indian Rupees (INR) only.

#### **11. Earnest Money Deposit (EMD) and Performance Guarantee**

##### **11.1 Earnest Money Deposit**

a) An earnest money of Rs.1,00,000 (Rupees one lakh only) in the shape of bank draft /demand draft in favour of PAO (Sectt.I), Department of Agriculture, Cooperation & Farmers Welfare payable at New Delhi in the technical bid.

b) Proposals not accompanied by EMD shall be declared as non-responsive.

c) No interest shall be payable by the Employer for the sum deposited as EMD.

d) The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract.

##### **11.2 Forfeiture of EMD**

The EMD shall be forfeited by the Employer in the following events:

a) If the proposal is withdrawn during the validity period or any extension agreed by the Consultant thereof.

b) If the proposal is varied or modified in a manner not applicable to the Employer after opening of Proposal during the validity period or any extension thereof.

c) If the consultant tries to influence the evaluation process.

## **12. Performance Guarantee**

The selected consultant shall be required to furnish a Performance bank Guarantee equivalent to 10% of the contract value rounded off to the nearest thousand Indian Rupees in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favour of PAO (Sectt.I), Department of Agriculture, Cooperation & Farmers Welfare payable at New Delhi for the period of contract with 60 days claim period beyond the completion of all contractual obligations. The bank guarantee must be submitted after award of contract but before signing of the consultancy contract. The successful bidder has to renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any. Performance Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the Consultant on any account under the contract. On submission of performance guarantee and after signing of the contract, EMD would be returned.

## **13. Submission, Receipt and opening of Proposal**

The original proposal, both Technical and Financial shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should be in the format of TECH-1 of Section 3, and FIN-1 of Section 4 respectively.

An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

The original and three copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the project. The envelopes containing the Technical proposals, Financial Proposals and EMD shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, and reference number clearly marked "DO NOT OPEN BEFORE TIME (time and date of the opening indicated in the data sheet)". The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This may lead to rejection of the Proposal. If the Financial Proposal is not submitted in a sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

The proposals must be submitted in person to the addressee indicated in the Data Sheet and received by the Employer not later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with the para 7. Any proposal received by the Employer after the deadline for the submission shall be returned unopened. Technical Proposals will be opened on the date and time indicated in Part II Data Sheet in the presence of the representatives of the Consultants who wish to attend.

## **14. Proposal Evaluation**

From the time the proposals are opened to the time the contract is awarded, the consultants should not contact the Employer on any matter related to its Technical and/ or Financial Proposal. Any effort by Consultants to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of contract may result in the rejection of the consultants' proposal.

The Employer has constituted a Consultancy Evaluation Committee (CEC) for selection of the Consultant which will carry out the evaluation process.

Evaluation of Technical Proposals: The CEC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria and sub- criteria in Clause 13 of part II of Section 2 – Instruction to Consultants. In the first stage of evaluation, a proposal shall be rejected if it is found deficient as per the requirement indicated for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of the technical proposal will start first and at this stage the financial bid (proposal) will, remain unopened. The qualification of the consultant and the evaluation criteria for the technical proposal shall be as defined below.

**14.1. Criteria for Evaluation of Technical Proposal:**

The criteria defined in Clause 13 of part II of Section 2 – Instruction to Consultants would be followed for evaluation of technical proposals. Only applicants obtaining a total score of 70 (on a maximum of 100) or more on the basis of criteria for evaluation given below would be declared technically qualified.

Financial proposals of only those consultants which are declared technically qualified shall be opened publicly, on the date and time specified in the Datasheet, in the presence of the consultants' representatives who choose to attend. The name of the consultants, their technical score (if required), and their Financial Proposal shall be read aloud.

**14.2 Method of Selection:**

In deciding the final selection of the consultant, the technical quality of the proposal will be given a weightage of 70% on the basis of criteria for evaluation. The price bids of only those consultants who qualify technically will be opened. The proposal with the lowest cost will be given a financial score of 100 and the other proposal given financial scores that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 30%. For working out the combined score, the employer will use the following formula:

Total points:  $(0.7 \times T(s)) + (0.3 \times 100 \times LEC/EC)$ , where T(s) stands for technical score, EC stands for Evaluation Cost of the Financial Proposal, LEC stands for Lowest Evaluated Cost of the Financial Proposal.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract and will be called for negotiations, if required.

Example: if in response to this RFP, three proposals, A, B & C were received and the Consultancy Evaluation Committee awarded them 75, 80 and 90 marks respectively, all the three proposals would be technically suitable. Further, if the quoted price of proposals A, B & C were Rs.120, 100 & 110 respectively, then the following points for financial proposals may be given:

A:  $100/120 = 83$  points

B:  $100/100 = 100$  points

A:  $100/110 = 91$  points

In the combined evaluation, the process would be as follows:

Proposal A:  $75 \times 0.7 + 83 \times 0.3 = 77.4$

Proposal B:  $80 \times 0.7 + 100 \times 0.3 = 86$

Proposal C:  $90 \times 0.7 + 91 \times 0.3 = 90.3$



Proposal C would be considered the H1 and would be recommended for negotiations, if considered necessary for approval.

The short-listed Consultants will be invited to present their proposals before the CEC.

The CEC will correct any computation errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition to the above corrections the items described in the technical Proposals but not priced, shall be assumed to be included in the prices of other activities of items. In case an activity of line items is quantified in the Financial Proposal differently from technical proposal, no corrections will be allowed to the Financial Proposal.

After opening of financial proposals the consultant will be declared eligible for award of the contract. This selected consultant will then be invited for negotiations, if considered necessary.

### **15 Negotiations**

Financial Negotiations: Negotiations, if considered necessary, shall be held only with the consultant who shall be placed as H- 1 bidder after combined evaluation of the Technical and Financial Proposal. Under no circumstance, the financial negotiation shall result into an increase in the price originally quoted by the consultant. Date and Time for negotiation shall be communicated to the H-1 consultant. Representatives conducting negotiations on behalf of the consultant must have the written authority to negotiate and conclude the contract.

### **16. Award of Contract**

After completing negotiations the Employer shall issue a Letter of Intent to the selected Consultant and promptly notify all other consultants who have submitted proposals about the decision taken.

The consultant will sign the contract after fulfilling all the formalities/pre-conditions (contract to be signed after the selection of consultant), within 15 days of issuance of the letter of intent.

The Consultant is expected to commence the assignment/ job on the date specified in the Part II Data Sheet.

### **17. Confidentiality**

Information relating to evaluation of proposals and recommendation concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of any information related to the process may result in the rejection of its proposal and may be subject to the provisions of the Employer's antifraud and corruption policy.

### **18. Payment Terms**

The terms of payment would be linked to the deliverables of the project, and are specified in the other terms and conditions (Section 6)

**INSTRUCTIONS TO CONSULTANTS  
PART – II**

**DATA SHEET (PROJECT SPECIFIC INFORMATION)**

Clause No.	Ref. para of Section 2 of part.1	Particulars of data sheet
1	1 (a) & 2.1	Name of the Employer: Ministry of Agriculture & Farmers Welfare, Government of India
2	2.1	Name of the Assignment/job: Monitoring and Concurrent Evaluation of Sub-Mission on Agricultural Mechanization
3	3 (3.3)	Date of Pre-bid Meeting 4.00 PM on 07.03.2016
4	13	Last date & time and address for submission of proposal:
		Date
		23.03.2016
		Time
		3.00 pm
		Address
		Room No. 573, "F" Wing, Krishi Bhawan, New Delhi – 110 001
5	14	Opening of Technical Proposal
		Date
		29.03.2016
		Time
		3.00 pm
		Venue
		Committee Room No. 138, Krishi Bhawan, New Delhi – 110 001
6	14.1	Opening of Financial proposal
		Date
		06.04.2016
		Time
		3.00 pm
		Venue
		Committee Room No. 138, Krishi Bhawan, New Delhi – 110 001
7	14.2	Presentation by Short-listed parties-
		Date
		01.04.2016
		Time
		11.00 am
		Venue
		Committee Room No. 138, Krishi Bhawan, New Delhi – 110 001
8	7	Proposals must remain valid for 90 days after the last date of submission i.e. 23.03.2016
9	8.4	The formats of the Technical & Financial Proposals to be submitted are
		Form Tech 1: Letter of Proposal submission
		Form Tech 2: Consultants organization and experience
		Form Tech 3: Comments & suggestions on TOR
		Form Tech 4: Approach, methodology and Work Plan
		Form Tech 5: Team Composition
		Form Tech 6: Curriculum Vitae
		Form Tech 7: Work Schedule
		Form Tech 8: Information regarding any conflicting activities and declaration thereof

		Form Fin 1: Financial Proposal Submission Form
		Form Fin 2: Summary of Costs
10	10	Consultant should state the cost in Indian Rupees
11	13	Consultant must submit the original, 3(Three) hard copies and one soft copy (in a non-writable CD) of the Technical Proposal, and the original of the Financial Proposal
12	8.3	The estimated number of professional staff-months required for the Assignment/job is: staff months to be estimated by the Bidder. The Consultant should also indicate the number and details of the Support Staff members associated with the Key Team members in their work plan
		The Employer would provide consultants the necessary support in terms of information/documents/co-ordination with other division/office/state etc. whenever and wherever considered necessary for the progress of the study. The Employer will interact with the Consultant for exchange of Documents/information and discussion.
13	14	Evaluation Criteria
		Criteria, sub criteria and point system for evaluation to be followed under this procedure is as under:
		Criteria & Sub Criteria
		Points
		<b>Previous Experience (Projects Handled)</b>
		<b>50</b>
		Specific experience of Programme Evaluation with Central Government/ State Government/ International organizations
		15
		Experience of working with Central Government and State Government on farm mechanization projects.
		35
		<b>Methodology</b>
		<b>30</b>
		Understanding of the TOR, Adequacy of the proposed methodology and work plan in responding to the Terms of Reference
		10
		Technical approach and methodology
		10
		Work Plan
		10
		Organization and Staffing
		10
		<b>Resourcing</b>
		<b>20</b>
		Principal Researcher/ Team leader
		5
		Activity Based

		Agricultural Mechanization Expert	10
		Training /Capacity Building Expert	5
14	14	<p>Method of selection: In deciding the selection of the Consultant, the technical quality of the proposal will be given a weightage of 70%. The method of evaluation of technical qualification will follow the procedure given in para 14 of Part 1. The Consultants may be asked to give a presentation before the Evaluation Committee on the parameters given in para 14 of Part 1 above, along with clarifications, if any, considered necessary by the committee.</p> <p>The price bids of only those consultants who qualified technically will be opened. The proposal with the lowest cost will be given a financial score of 100 and the other proposal given financial score that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 30%.</p>	
15	16	Expected date of commencement of consulting assignment/job: May 2016	
16	Location for performance assignment/job: New Delhi and as decided by the Employer later		

## **Section 3**

# **Technical Proposal Forms**

**LETTER OF PROPOSAL SUBMISSION**

(Location, Date)

To,  
The Deputy Commissioner (M&T)  
Ministry of Agriculture & Farmers Welfare,  
Room No. 573, F Wing, Krishi Bhawan,  
Dr. Rajendra Prasad Marg,  
New Delhi -110001.

Dear.....,

We the undersigned, offer to provide the Consultancy assignment/job for Monitoring and Concurrent Evaluation of Sub-Mission on Agricultural Mechanization in accordance with your Request for Proposal dated (Insert Date). We have uploaded our proposal online and are hereby submitting hard copies of the same, which includes this technical Proposal, and a Financial Proposal sealed under a separate envelope and requisite EMD. We 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 our disqualification.

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

Yours sincerely,

Authorized signature (in full and details):  
Name and Title of Signatory:  
Name of Firm/entity:  
Address:

**CONSULTANT’S ORGANISATION AND EXPERINCE**

**A- Consultant’s Organization**

(Provide here a brief description of the background and organization of your firm/institution/entity and each associate for this assignment/job. The brief description should include ownership details, date and place of incorporation of the consultancy (attach certificate), objectives of the consultancy etc. Also is the consultant has formed an Association, details of each member of the Association, name of lead members etc. shall be provided).

**1. General Information**

**1.1 Information about the Consultancy (s)**

- ❖ Name
- ❖ Address
- ❖ Telephone Number
- ❖ Fax Number
- ❖ Email Address

**1.2 Size of the Consultancy(s)**

Provide turn-over figures and employee strength for the last three financial years (If applicable).

**1.3 Geographic Presence**

Provide geographical spread of your firm/entity, especially presence in different regions in India

**B- Consultant’s Experience**

**2.1 Specific experience of Programme Evaluation with Central Government, State Government and International organizations**

(Using the format below provide information on each assignment for which your consultancy have provided support to program evaluation as required under this assignment. In case, the information required by MoA & FW is not provided by the consultant, MoA & FW shall proceed with evaluation based on information provided and shall not request the consultant for further information. Hence, the responsibility for providing information as required in this form lies solely with the consultant.)

**Please cite only maximum 3 relevant projects. If more than 3 projects citations are provided, only the first three will be considered for the purpose of evaluation.**

Assignment Name:	Approx. value of the contract (In Indian Rupees) : (Mention contract value in INR or provide range values: Upto Rs. 10 to 25 lakh, Rs 25 -50 lakh, Rs 50 lakh -2 Cr, Rs 2 Cr. To 5 Cr. > 5 Cr.
Country Location within the country	Duration of assignment (months):
Name of the Employer:	Total no. of staff-months of the assignment:
Address:	Approx. value of the services provided by your consultancy under the contract: (In INR):
Start Date (month/year) Completion date (month/year):	No. of professional staff-months provided by associates Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your consultancy involved and functions performed
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

## **2.2 Experience of working with Central Government and State Government on agricultural mechanization related projects.**

(Using the format below provide information on each assignment for which your consultancy have provided consultancy support to agricultural mechanization projects as required under this assignment. In case, the information required by MoA & FW is not provided by the consultant, MoA & FW shall proceed with evaluation based on information provided and shall not request the consultant for further information. Hence, the responsibility for providing information as required in this form lies solely with the consultant.)

**Please cite only maximum 3 relevant projects. If more than 3 projects citations are provided, only the first three will be considered for the purpose of evaluation.**

Assignment Name:	Approx. value of the contract (In Indian Rupees) : (Mention contract value in INR or provide range values: Upto Rs. 10 to 25 lakh, Rs 25 -50 lakh, Rs 50 lakh -2 Cr, Rs 2 Cr. To 5 Cr. > 5 Cr.
Country Location within the country	Duration of assignment (months):
Name of the Employer:	Total no. of staff-months of the assignment:
Address:	Approx. value of the services provided by your consultancy under the contract: (In INR):
Start Date(month/year) Completion date (month/year):	No. of professional staff-months provided by associates Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your consultancy involved and functions performed
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	



**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE**

**A - On the Terms of Reference**

(Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point}

**B- On Inputs and Facilities to be provided by the Employer**

The Employer would render necessary support in terms of information/discussions/documents/ field visits/ coordination with other agencies and logistics, wherever considered necessary in completion of the Project. The employer will interact with the Consultant for exchange of documents/ information and discussion

**DESCRIPTION OF APPROACH, METHODOLOGY, WORK PLAN, PROJECT ORGANIZATION FOR PERFORMING THE ASSIGNMENT/JOB**

Technical approach, methodology, work plan, project organization are key components of the Technical Proposal. The Consultant must present his/her Technical Proposal divided into the following four components:

- a) Technical Approach and Methodology
- b) Work Plan, and
- c) Project organization and availability of experts

a) Technical Approach and Methodology: In this section, the consultants should explain their understanding of the objectives of the assignment/ job, approach to the assignment/job, methodology for carrying out the activities (including proposed research design) and obtaining the expected output, and the degree of detail of such output. The consultants should highlight the problems being addressed and their importance, and explain the technical approach they would adopt to address them. The consultants should also provide an overview of tools and methodologies that they propose to adopt for evaluation.

b) Work Plan: The consultant should propose and justify the main activities of the assignment/ job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and key performance indicators. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the deliverable outcomes should be included here. More specifically,

- ❖ Highlight how you would proceed to meet the project requirements,
- ❖ Highlight numbers of hours you estimate are required to complete the work,
- ❖ Propose number of resources for providing these services,
- ❖ Highlight tools and methodologies to be used for this effort, and
- ❖ How would you manage the complexity of the project

c) Project organization and availability of experts: The consultant should propose and justify the structure and composition of his/ her team. He/ she should list out the main disciplines of the assignment/ job, the key expert responsible, and proposed technical and support staff. More specifically, please provide an overview on senior leadership coverage and commitment, highlight expertise in agricultural mechanization related works

**TEAM COMPOSITION AND TASK ASSIGNMENT/ JOBS**

**Professional Staff**

S. No.	Name of Staff	Area of Expertise	Post/Task Assigned for this job

**CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

1. Proposed Position:

[For each position of key professional, separate form Tech-6 will be prepared]

2. Name of Firm/entity:

(Insert name of consultancy proposing the staff):

3. Name of Staff:

(Insert full name):

4. Date of Birth:

5. Nationality:

6. Education:

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

10. Languages Known:

11. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since first employment, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]

From [Year]:

To [Year]:

Employer:

Positions held:

12. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

13. Work Undertaken that best illustrates capability to handle the Tasks assigned:

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/ jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/ job or project:

Year:

Location:

Main project features:

Positions held:

Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]:

**WORK SCHEDULE**

S. No.	Activity Months Total Months											
	1	2	3	4	5	6	7	8	9	10	11	12
1												
2												
3												
4												
5												
6												
7												
<b>8</b>												

**Note:**

1. Indicate all main activities of the Assignment/job including delivery of reports (e.g., inception, interim, draft and final reports), and other benchmarks such as Employer approvals. For phased assignment / jobs indicate activities, delivery of reports, and benchmarks separately for each phase.

2. Duration of activities should be indicated in the form of a Bar chart.

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND  
DECLARATION THEREOF**

Are there any activities carried out by your consultancy which are of conflicting nature as mentioned in para 4 of Section 2. If yes, please furnish details of any such activities. If no, please certify as follows:

We hereby declare that our consultancy is not indulged in any such activities which can be termed as the conflicting activities under para 4 of the Section 2. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Employer which shall be binding on us.

Authorized Signature [in full and initials]:  
Name of Title of Signatory:  
Name of Consultancy agency:  
Address:

## **Section-4**

# **Financial Proposal Forms**



**Financial Proposal Submission Form**

**FORM FIN – 1**

[Location, Date]

To,  
The Deputy Commissioner (M&T)  
Ministry of Agriculture & Farmers Welfare,  
Room No. 573, F Wing, Krishi Bhawan,  
Dr. Rajendra Prasad Marg,  
New Delhi -110001.

Dear .....,

We, the undersigned, offer to provide the consultancy assignment/ job for Monitoring and Concurrent Evaluation of Sub-Mission on Agricultural Mechanization for MoA & FW in accordance with your Request for Proposal dated [Insert Date]. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of all taxes and duties. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., before the date indicated in Part II Data Sheet.

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

Yours sincerely,

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

**Summary of Costs**

S. No.	Particulars	Amount in Indian Rupees(In words)	Amount in Indian Rupees(In figures)
1	Remuneration		
2	Reimbursable		
3	Miscellaneous expenses		
4	Taxes and Duties		
5	Total		

Authorized Signature:

Name:

Designation:

Name of firm/entity:

Address:

## **Section -5**

### **Terms of Reference**

## **TERMS OF REFERENCE FOR MONITORING AND CONCURRENT EVALUATION OF SUB-MISSION ON AGRICULTURAL MECHANIZATION.**

### **Background**

In India, degree of farm mechanization is expressed as a ratio of mechanical power to cultivable unit area which stands at about 1.73 kW/ha. It is substantially lower compared to developed countries. Among the states, farm power availability in Punjab, Haryana, Western U.P. and western part of Rajasthan is higher than the national average, for rest of the country especially in Eastern and North-East Regions, it is significantly lower.

Thus, the necessity for promoting farm mechanization as a special Mission was felt and accordingly the Sub-Mission on Agricultural Mechanization (SMAM) has been conceived for implementation during XII plan with the following objectives.

- (i) Increasing the reach of farm mechanization to small and marginal farmers and to the regions where availability of farm power is low;
- (ii) Promoting 'Custom Hiring Centres' to offset the adverse economies of scale arising due to small landholding and high cost of individual ownership;
- (iii) Creating hubs for hi-tech & high value farm equipments;
- (iv) Creating awareness among stakeholders through demonstration and capacity building activities;
- (v) Ensuring performance testing and certification at designated testing centers located all over the country.

### **Programme Implementation Plan (PIP) of Sub-Mission:**

The Sub-Mission on Agricultural Mechanization is being implemented through the State Department of Agriculture of all States, Farm Machinery Training & Testing Institutes and the ICAR.

The 'Sub-Mission on Agricultural Mechanization' have a National Steering Committee (NSC) under Chairmanship of Secretary (A&C) at the National level which is policy formulating body giving overall direction and guidance to the Mission, and also monitor and review its progress and performance. The Executive Committee (EC) at the level of Department under the chairmanship of Additional Secretary oversees activities of the Mission and approves Action Plans of various states in accordance with the prescribed norms.

In the States, the State Level Executive Committee (SLEC) under the chairmanship of Agriculture Production Commissioner/Principal Secretary (Agriculture) vet the Annual Action Plan prepared by the State nodal department for implementation of the Sub-Mission. The SLEC oversee the implementation of mission components of the respective States through regular meetings with the nodal and other line department. In the District, the District Level Executive Committee (DLEC) under the chairmanship

of Collector is responsible for carrying forward the objectives of the Mission for project formulation, implementation and monitoring.

For Mission Strategy, Mission Components and for further details, Guidelines of 'Sub-Mission on Agricultural Mechanization' available at <http://farmech.dac.gov.in/SMAM/Guidelines%20of%20SMAM1.pdf> may be referred.

### **Objective and Scope of Consultancy**

The Department aims to expand and strengthen the agricultural mechanization sector in the country by way of putting in place the support infrastructure for implementing the SMAM with greater knowledge, better access and expanded opportunities for small and marginal farmers.

MoA & FW proposes to monitor and evaluate the progress and achievement of the SMAM being implemented during the XII Plan period w.e.f. 2014-15. The overall objective of the monitoring & evaluation exercise is to assess the implementation & performance of the scheme in relation to its objectives and assess the outputs and development outcomes of different components of SMAM.

The scope of the evaluation covers the implementation of scheme from April 2014. The monitoring & evaluation is to be comprehensive exercise covering all facets of the Sub-Mission – design, relevance, implementation, and overall development results achieved. However, since it is relative new scheme, the evaluation will be designed to be a forward looking exercise as it will contribute to the strategy for the next years of implementation of SMAM.

The broad objective of the consultancy is to provide service support for monitoring and concurrent evaluation of the activities of SMAM and carry out additional activities required for completion of overall intent of the SMAM for a period of 1 (one) year in all the States/UTs.

- With support from Mechanization & Technology Division, design and develop a project management manual for monitoring and concurrent evaluation of SMAM and operationalize a consistent project evaluation process and methodology for all components of this Sub-Mission.
- Create and support Management Information System (MIS) and a monitoring database for implementation, monitoring and preparation of all reports (including progress reports and impact assessments) as required by the Government
- Assist in regular monitoring and project coordination for all projects implemented under the SMAM. The Agricultural mechanization expert and MIS developers will be full time available with the DAC&FW.
- Carry out quality audit for all projects implemented under SMAM, including providing feedback and suggestions on the implementation of different components of Mission. Support in carrying out site visits for evaluating project deliverables in accordance with the Annual Action Plans of implementing agencies.

- Ensure that regular progress reports on projects are prepared in a timely manner as per the requirements of the M&T Division in DAC.
- Contribute to documenting success / best practice case studies based upon lessons learnt from projects implemented under SMAM
- Develop and operationalize a strong communication plan to disseminate results, achievements, progress of projects implemented under SMAM to the implementing agencies, development partners, media including social media platforms and the public at large, on a regular basis.
- Provide necessary inputs to EC and NSC meetings.

### **Key Deliverables of Consultancy**

- (1) Management Information System (MIS) and a monitoring database for implementation & monitoring of SMAM
- (2) The degree of achievement of the objectives of the scheme State-wise in the context of the external environment.
- (3) The effectiveness of the scheme and outputs achieved State-wise through implementation of the scheme in terms of the following:
  - (a) Achievement of projected performance and targets
  - (b) Quality and delivery of services
  - (c) Impact on agricultural production, productivity and cropping intensity.
- (4) The appropriateness and adequacy of the scheme design for improving the level of mechanization in the country
- (5) The variances between the actual and intended outputs State-wise. Analysis and explanation on the balance between the results obtained and those expected, State-wise.
- (6) Recommendations to improve effectiveness and impact of the scheme State-wise for future.
- (7) Asses the State-wise present status and future needs of farm mechanization for different farm operations and crops.
- (8) Asses State-wise farm power availability status and existing gap and to identify the future requirements.

### **Proposed Monitoring & Evaluation Framework**

<b>Interventions of SMAM</b>	<b>Evaluation Question Addressed</b>
Training	<ul style="list-style-type: none"> <li>• How relevant were the training programmes?</li> <li>• How satisfied were participants with the quality and content?</li> <li>• What did they like and dislike about them?</li> <li>• To what extent and how did the participants/organisations apply the training insights in their work?</li> <li>• What is the contribution of training in the development and modernization of agriculture?</li> <li>• What is the contribution of training</li> </ul>

	programmes in employment/self-employment and income enhancement?
Testing	<ul style="list-style-type: none"> <li>• How adequate is the testing infrastructure with the testing institutions?</li> <li>• What is the quality of output by the testing institutions?</li> <li>• What is the role of testing in quality maintenance and design improvement?</li> <li>• How effective was the reach of the programme across various sectors?</li> </ul>
Demonstration	<ul style="list-style-type: none"> <li>• What is the impact of demonstrations towards the adoption of new technology/ equipments by the farmers?</li> <li>• How effective was the reach of the programme across various sectors?</li> <li>• What is the contribution of new equipments in enhancing the agriculture production and productivity and reduction in drudgery associated with farm operations?</li> <li>• What is the opinion of the farmers about their area/ crop specific requirement of the mechanization?</li> </ul>
Financial assistance for procurement of agricultural machinery, & Financial assistance for mechanized operations	<ul style="list-style-type: none"> <li>• How transparent is the methodology of selection of beneficiary?</li> <li>• Are the benefits reaching to the targeted groups as per guidelines?</li> <li>• What is the opinion of beneficiaries on quantum of subsidy provided on various machines?</li> <li>• How is the role of subsidy in improving availability of machines and equipments for various farm operations?</li> </ul>
Custom Hiring Centres and Hi-Tech Hubs (Also funded from the RKVY Scheme)	<ul style="list-style-type: none"> <li>• How transparent is the methodology of selection of beneficiary for establishing Custom Hiring Centres?</li> <li>• Are the benefits reaching to the targeted groups as per guidelines?</li> <li>• How satisfied were farmers with the quality of services being provided by the Custom Hiring Centres?</li> <li>• How is the role of custom hiring centres in improving availability of machines and equipments for various farm operations?</li> </ul>

### Methodology and Time Frame

The methodology and work activities of the evaluation consisted of three principal activities:

1. Initial consultation and document review
2. Information gathering and field investigation
3. Analysis and reporting

The proposed time frame for Monitoring & Concurrent Evaluation is one year (12 months). The work schedule will be as in table below:

Month/Activity	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Initial Consultation												
Finalization of Methodology and Survey Instruments												
Review of Project Documents												
Development of MIS and monitoring database												
Field Investigation												
Analysis												
First Report												
Comments from MoA & FW												
Final Report												

### Expected Deliverable and Timelines

Sl.No.	Work	Deliverable Timelines
1.	Award of Contract to the Consultancy	May 2016
2.	Submission of draft report	March 2017
3.	Submission of final report within ten days of receiving comments from the Ministry in respect of draft report	April 2017

### Responsibilities of the Employer:

1. The Mechanization & Technology Division, Department of Agriculture, Cooperation & Farmers Welfare responsible for awarding the consultancy contract will form a Consultancy Monitoring Committee (CMC) and will remain involved throughout in monitoring the progress of the assignment.
2. It will provide all necessary inputs with regard to physical and financial targets and the expected deliverable to the consultancy.
3. It will be responsible to terminate / penalize the contractor or to suspend payments till satisfactory progress has not been achieved.



## **Section 6**

### **Other Terms and Conditions**

## Other Terms and Conditions

The MoA & FW reserves the right not to accept bid(s) from agency(ies) resorting to unethical practices or on whom investigation / enquiry proceedings have been initiated by Government investigating Agencies / Vigilance Cell.

2. The MoA & FW is not bound to accept the lowest bidder or to assign any reason for non-acceptance. The MoA & FW reserves its right to accept the bid in part or in full. Conditional bids will be rejected outright

3. The MoA & FW reserves the right to summarily reject an offer received from any agency (ies), without any intimation to the bidder(s).

4. The MoA & FW reserves the right to withdraw / cancel the bid document at any stage.

5. **Termination by default:** MoA & FW reserves the right to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for MoA & FW's action.

6. **Arbitration:** In case of any dispute, MoA & FW may appoint an arbitrator, which would be accepted by the agency / firm/entity. The decision of the arbitrator would be final and binding on both the parties. The jurisdiction of the court would be New Delhi.

7. **Indemnification Clause:** That the selected agency shall keep MoA & FW indemnified and harmless against all claims, damages, dues, payments, fines, penalties, compensations, liabilities other losses etc. which may incur on account of non-compliance or violation by the selected agency or otherwise.

8. **Jurisdiction:** The contract shall be governed by laws of India and all Government rules on purchase matter issued from time to time and applicable for the time being for this contract. Case will be settled in Delhi Court, if required.

9. **Validity of the contract:** The contract shall remain valid with effect from date of award of the contract till the acceptance of final report of the study.

10. **Force majeure:** For the purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder,

earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action(except where such strikes, lockouts or other industrial action are within the power of the party invoking Force majeure to prevent), confiscation or any other action by Government agencies.

ii. Force Majeure shall not include (a) any event which is caused by the negligence or intentional action of a Party or by or of such Party's sub-consultants or agents or employees, nor (b) any event which is a diligent party could reasonably have been expected both to take into account at the time of the conclusion of this contract, an avoid or overcome in the carrying out of its obligations hereunder.

iii. Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

iv. A party affected by an event of force majeure shall continue to perform its obligations under the contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of force majeure.

v. A party affected by an event of force majeure shall notify the other party of such event as soon as possible, and in any case not later than 14 days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of restoration of normal conditions as soon as possible.

**11. Penalty:** Consultant is to abide by the timelines given for the completion of the activities, failing which penalty @ Rs. 1,000/- per day (Rs. one thousand per day) will be levied by the Employer as per the timelines given in the TOR.

## **12. Terms of Payment**

The terms of payment will be as follows:

- i. 20% on award of the contract.
- ii. 40% on submission of draft report.
- iii. 40% on acceptance of the final report.