

REQUEST FOR PROPOSAL (RFP)

FOR

Engagement of an Agency /
Organization for Impact Evaluation
of Centrally Sponsored Scheme
(CSS), National Food Security
Mission (NFSM)

Period: 2017-18 to 2019-20

GOVERNMENT OF INDIA

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

MINISTRY OF AGRICULTURE & FARMERS WELFARE

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1 Notice for Inviting Tender

For Selection of Impact Evaluation Agency for National Food Security Mission

Krishi Bhawan, New Delhi

Dated:11.09.2019

To,

All interested and eligible vendors

Subject: Engagement of an Agency / Organization for Impact Evaluation of Centrally Sponsored Scheme (CSS) - National Food Security Mission (NFSM).

Dear Sir/Madam,

For and on behalf of the President of India, sealed bids are invited in two (Prequalification/Technical & Financial) bids system for the subject mentioned job of the Department of Agriculture, Cooperation and Farmers Welfare, Ministry of Agriculture and Farmers Welfare, Krishi Bhawan, New Delhi for undertaking Impact Evaluation of Centrally Sponsored Scheme (CSS) – National Food Security Mission (NFSM) implemented during the year **2017-18 to 2019-20**. In case your firm/agency is interested in undertaking the above said studies and fulfill the eligibility criteria (refer Section 3 and 4 of the RFP), you are requested to quote your competitive prices in the prescribed Proforma contained in RFP document in a sealed cover (Technical bid and Financial bid separately and put together both in one bigger cover and sealed) along with the documents duly signed on all pages as mentioned in the RFP document in the prescribed form. The sealed cover containing the quoted tender shall be super scribed “Expression of Interest for Impact Evaluation of the Centrally Sponsored Scheme-National Food Security Mission (NFSM) be submitted by 27.09.2019 upto 04:00 p.m. and shall be submitted to **Smt. Pushpa Kain**, Under Secretary (CA-V), Department of Agriculture, Cooperation and Farmers Welfare, Room No. 585, Krishi Bhawan, New Delhi-110001.

The Ministry shall select an Agency 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 **Smt. Pushpa Kain**, Under Secretary (CA-V), R.No. 585, Krishi Bhawan, Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & Farmers Welfare, New Delhi-110001 on or before 27.09.2019 upto 04:00 p.m. as per the attached RFP document. You may read detailed instructions for bidders before uploading the proposal online. For further information of the scheme please visit our website <https://www.nfsm.gov.in> and the proposal (RFP) can also be downloaded from this site. It is mandatory for the Agency 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,

(Smt. Pushpa Kain)
Under Secretary (CA-V),
Crops Division, DAC & FW

2. Definitions

1. **Employer or MoA&FW or Department:** The Ministry of Agriculture & Farmers Welfare who has invited bids for consultancy services with whom the selected Bidder signs the Contract for the Services and to whom the selected bidder shall provide services as per the terms and conditions and Terms of Reference (TOR) of the contract.
2. **Bidder:** 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
3. **Contract:** The Contract signed by the Parties for this assignment
4. **Project specific information:** Such part of the Instructions to Bidders used to reflect specific project and assignment conditions.
5. **Day:** Calendar day
6. **Government:** Government of India
7. **Instructions to Bidders:** The document which provides short-listed Bidders with all information needed to prepare their proposals.
8. **Personnel:** Professionals and support staff provided by the Bidder or by any Sub-Bidder and assigned to perform the Services or any part thereof.
9. **Proposal:** The Technical Proposal and the Financial Proposal.
10. **RFP:** The Request for Proposal prepared by the Employer for the selection of Bidders, based on the SRFP.
11. **Assignment/job/services:** The work to be performed by the Bidder pursuant to the Contract.
12. **Scope of Work (SOW):** The document included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Bidder, and expected results and deliverables of the Assignment/job.

3. Data Sheet

Table 1

1	Tender Number	
2	Name of the work	Name of the Assignment/job: Impact Evaluation of Centrally Sponsored Scheme (CSS) of National Food Security Mission implementation during the year 2017-18 to 2019-20.
3	Name of the issuer of this tender	Ministry of Agriculture & Farmers Welfare, Government of India
4	Date of issue of the tender document	12.09.2019
5	Date of sending Pre-Bid queries	15.09.2019
6	Pre-Bid Meeting	
7	Publishing of Pre-Bid Query Response	
8	Last Date of Submission of Bid	27.09.2019
9	Date for Physical Submission of EMD (in form of DD/BG)	27.09.2019
10	Date of Pre-Qualification Documents submission	27.09.2019
11	Date of Technical Bid Opening	30.09.2019
12	Date of Technical Presentations and interviews	30.09.2019
13	Date of Commercial Bid Opening	30.09.2019
14	Place of Bid Opening	Room Number 585, Krishi Bhawan, Ministry of Agriculture & Farmers Welfare, Government of India.
15	Address of Communication	Room Number 585, Krishi Bhawan, Ministry of Agriculture & Farmers Welfare, Government of India. E-Mail-kain.pushpa@nic.in
16	Earnest Money Deposit	<p>Rs. 5, 00,000/- (Rupees Five lakhs only). EMD may be submitted in Demand Draft in the name of PAO(Sectt.I), Department of Agriculture, Cooperation & Farmers' Welfare) Scan copy of DD should be uploaded e-Procurement portal along with actual online PQ bid submission. 2) Original copy of the DD should be submitted to Krishi Bhawan office between 10:00 Am to 04:00 PM on the last date of bid submission.</p> <p>OR</p> <p>EMD may be submitted in the form of Bank Guarantee (BG) as per format mentioned in the RFP on stamp paper of value required under law duly signed by authorized representative of Bank:</p> <p>1) Scan copy of BG should be uploaded in e-Procurement portal along with actual online bid submission.</p> <p>Original copy of BG should be submitted to Krishi Bhawan office between 10:00 AM to 04:00 PM on the last date of bid submission</p>
17	Availability of Tender Document	
18	Validity of Proposal	Proposals must remain valid 90 days after the submission date.
19	Method of Selection	Quality cum Cost Based Selection(QCBS)
20	Work Commencement	

4 Introduction

A Centrally Sponsored Scheme, 'National Food Security Mission' (NFSM), was launched in October 2007. The Mission met with an overwhelming success and achieved the targeted additional production of rice, wheat and pulses. The Mission continued during 12th Five Year Plan with new targets of additional production of food grains of 25 million tons of food grains comprising of 10 million tons rice, 8 million tons of wheat, 4 million tons of pulses and 3 million tons of coarse cereals by the end of 12th Five Year Plan. Considering the experience and feedback received from the states, major changes were made in approach, norms of financial assistance and program implementation strategy which are reflected in the revised operational guidelines. Based on past experience and performance of 12th Plan, it has been decided to continue the program beyond 12th plan i.e. 2017-18 to 2019-20, which is co-terminus with Fourteenth Finance Commission (FFC) period with new targets to achieve 13 million tons of additional food grains production comprising of Rice-5 million tons, Wheat- 3 million tons, Pulses- 3 million tons and Coarse Cereals-2 million tons by 2019-20.

At present, NFSM-Rice is being implemented in 194 districts of 25 states. NFSM-Wheat is being implemented in 126 districts of 11 states. NFSM-Pulses is being implemented in 638 districts of 29 states. The NFSM-Commercial Crops (Cotton, Jute and Sugarcane) was implemented from 2014-15 in identified states of the country.

From the years 2018-19, NFSM-Nutri-Cereals is being implemented in 202 districts of 14 states (Jowar in 88 districts of 10 states, Bajra in 88 districts of 9 states, Ragi in 44 districts of 8 states and other millets in 43 districts of 7 states). Maize is being implemented in 237 districts of 27 states and Barley in 39 districts of 4 states of the country. The north-eastern states, Jammu & Kashmir and Himachal Pradesh have been given flexibility to implement NFSM-Nutri-Cereals program in their states.

5 Instructions to Bidders

5.1 Selection of an agency in order to conduct Impact Evaluation Study for the scheme

Ministry of Agriculture & Farmers Welfare wishes to engage services of an agency for Impact Evaluation of Centrally Sponsored Scheme (CSS) of National Food Security Mission (NFSM) implemented during the year 2017-18 to 2019-20.

The agency is expected to

1. Evaluation of the scheme based on the parameters stated in this RFP
2. Provision of suggestions on the way forward to the Ministry to improve and enhance the reach and performance of the scheme

The short listed Bidders are invited to submit a comprehensive proposal as per the requirements stated in this document. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Bidder. Bidders 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. Bidders 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 Bidders.

5.2 Clarifications and Amendments to the RFP

Bidders may request a clarification on any clause of the RFP document within the timeframe indicated in this RFP. Any request for clarification must be sent in writing or e-mail to the Employer's address indicated in the Data Sheet. The Employer will respond in writing or by e-mail and post all such clarifications on the website <https://www.nfsm.gov.in>. At any time before the submission of proposals, the Employer may amend the RFP by issuing an addendum/corrigendum in writing or by announcing it through its website. The addendum/corrigendum shall be binding on all Bidders. Bidders shall

acknowledge receipt of all such amendments/corrigenda. To give the Bidder reasonable time in which to take an amendment/corrigendum into account in their proposals, the Employer may, if the amendment/corrigendum is substantial, extend the deadline for the submission of proposal. Pre-bid meeting may be convened, if required, 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.

5.3 Conflict of Interest

The Employer requires that Bidders 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. Without limitation on the generality of the foregoing, Bidders, 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.

- 1. Conflicting Activities:** A bidder or any of 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 of its affiliates is found indulged in any such activities which may be termed as the conflicting activities by the employer.
- 2. Conflicting Assignment/job:** A Bidder (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Bidder to be executed for the same or for another Employer.
- 3. Conflicting Relationships:** A Bidder 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. Non-conformance with Service Level Agreements:** The proposal shall be deemed unresponsive for the bidders that do not confirm unconditional acceptance of full responsibility of providing services in accordance with the Scope of work and Service Level Agreements of this tender.

Bidders 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 Bidder 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 Bidder during bidding process or the termination of its contract during execution of the assignment.

If a shortlisted Bidder 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 Bidders together with the RFP all information that would in the respect give such Bidder any competitive advantage over competing Bidders.

Short-listed Bidders shall submit one proposal for each of the projects of NFSM. If a Bidder submits or participates in more than one proposal, such proposals shall be disqualified.

5.4 Proposal Validity

The table in the section 3, indicates how long Bidders' proposals must remain valid after the submission date. During this period, Bidders 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 Bidders to extend the validity period of their proposals. Bidders who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal; Bidders could submit new staff replacement, which would be considered in the final evaluation for award of the contract. Bidders, 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.

5.5 Preparation of Proposal

The proposal as well as all related correspondence exchanged by the Bidders and the Employer shall be written in English language, unless specified otherwise. In preparing their Proposal, Bidders 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.

5.5.1 Eligibility Criteria/Pre-Qualification

The bidder will be required to submit compliance to the eligibility criteria with required proofs and forms as stated in the Section 10 Annexure 1.

5.5.2 Technical Proposal

The bidder should pay particular attention to the TQ Evaluation Matrix as stated later in the RFP while preparing the proposal (Section 10.4.2.3 in Annexure 4). Depending on the nature of the assignment/job, Bidders are required to submit a Technical Proposal (TP) as per the formats stated in this RFP in Annexure 4. Submission of a Technical proposal not in concordance with the TQ matrix will result in the Proposal being deemed non-responsive.

5.5.3 Commercial Proposal

The Financial Proposal shall be prepared using the prescribed Forms in Annexure 4 Section 10.4.3. It shall list all costs associated with the assignment/job indicated in the RFP. These costs should be broken down by activity. The financial proposal shall be rejected summarily, if found not in the prescribed format.

5.5.4 Earnest Money Deposit

An earnest money of Rs. 5,00,000 (Rupees Five Lakhs only) in the shape of bank draft /demand draft in favor of PAO (Sectt.I), Department of Agriculture, Cooperation & Farmers Welfare payable at New Delhi at the time of PQ bid submission for each of the proposals for NFSM.. If the bidder doesn't submit the EMD within the stipulated time, the proposal shall be deemed unresponsive. No interest shall be payable by the Employer for the sum deposited as EMD. The EMD of the unsuccessful bidders would be returned within one month of signing of the contract.

Forfeiture of EMD

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

1. If the proposal is withdrawn during the validity period or any extension agreed by the bidder thereof;
2. 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; and
3. If the bidder tries to influence the evaluation process.

5.5.5 Performance Bank Guarantee

The selected bidder 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 favor 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 bidder on any account under the contract. On submission of performance guarantee and after signing of the contract, EMD would be returned.

5.5.6 Submission, Receipt and Opening of the 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 prescribed in Annexure 4. 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_<Name of the bidder>". Similarly the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL_<Name of the bidder>" 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. If there is any extension to the proposal submission data or any other date as per the data sheet, the department will issue an official communication for the same. 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 as indicated in the RFP in the presence of resources that wish to attend.

6 Proposal Evaluation

From the time the proposals are opened and by the time the contract is awarded, the bidders should not contact the Employer on any matter related to its Technical and/ or Financial Proposal. Any effort by bidders to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of contract may result in the rejection of the bidders' proposal. The Employer has constituted a Consulting Evaluation Committee (CEC) for selection of the bidder which will carry out the evaluation process. The CEC will examine the eligibility criteria response, technical proposal and commercial proposal and thereafter judge the qualifying bidder based on a transparent evaluation.

6.1 Technical Proposal Evaluation

The CEC shall evaluate the Technical Proposals on the basis of their responsiveness to the requirements stated in the Scope of Work and by adhering the formats as proposed the in the RFP. 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.

6.2 Commercial Proposal Evaluation

Since the RFP is of the QCBS type, the cost will be evaluated post the evaluation of the quality of the proposal. Commercial details have to be filled as per the formats given in the RFP. 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 bidders, their technical score (if required), and their Financial Proposal shall be published accordingly.

6.3 Method of Selection

In deciding the final selection of the bidder, 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 bidders 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.

$$\text{Total Score} = (0.7 \times \text{Technical Score}) + \frac{(0.3 \times 100 \times \text{Lowest Evaluation Cost})}{\text{Evaluation Cost of the commercial proposal}}$$

The proposals will be ranked in terms of total points scored. The proposal with the highest total points 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 bidders and the CEC 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

C: $100/110 = 91$ 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: $90 \times 0.7 + 91 \times 0.3 = 90.3$

In this case, Proposal C would be considered for further negotiations. The short-listed/qualifying bidders will be invited to present their proposals before the Consultancy Selection Committee (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.

Negotiations, if considered necessary, shall be held only with the bidders who shall be placed as qualifying 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 qualifying bidder. Representatives conducting negotiations on behalf of the bidder must have the written authority to negotiate and conclude the contract.

6.4 Award of Contract

After completing negotiations the Employer shall issue a Letter of Intent to the selected bidder and promptly notify all other bidders who have submitted proposals about the decision taken. The bidder 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 bidder is then expected to commence the assignment/ job on the date specified in the RFP in the Data Sheet Table. The proposals will be ranked in terms of the Overall Scores obtained from Highest to Lowest. The bidder with the highest overall score will be considered for award of contract. In case of a tie, the bid that scored a higher Technical score among the bids in a tie will be considered the best value bid.

6.5 Confidentiality

Information relating to evaluation of proposals and recommendation concerning awards shall not be disclosed to the bidders 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 bidder 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 anti-fraud and anti-corruption policy.

6.6 Relaxation and Overriding of any clause

The Joint Secretary of DAC FW shall have the power to override anything written or quoted in this RFP. He also houses the power to relax any criteria at any stage or terminate any contract as signed if the bidder is not found to be performing to the expected level.

7 Scope of Work

National Food Security Mission (NFSM) envisages increase in production of food-grains with an additional target of 13 million tons. The Mission is proposed to be implemented through four crop components with specific target as detailed below

Table 2

NFSM	Target for 2017-18 to 2019-20
Rice	To achieve additional production of 5 million tons by the end of 2019-20.
Wheat	To achieve additional production of 3 million tons by the end of 2019-20.
Pulses	To achieve additional production of 3 million tons by the end of 2019-20.
Coarse Cereals	To achieve additional production of 2 million tons by the end of 2019-20.

7.1 Objective of the Evaluation

In pursuance of the existing operational Guidelines of NFSM, the program should be evaluated through an independent agency/organization at national level in terms of objectives. The services of a suitable "Bidder" (Agencies Organization) is required to be outsourced as per the provisions contained in "Manual of Policies and Procedure of Employment of Consultant" (GFR Rules) issued by Department of Expenditure, Ministry of Finance, Government of India read with relevant instructions issued from time to time by inviting Expression of Interest (EOI) from reputed & qualified "Bidders" for carrying out Impact Evaluation Study. To determine the relevance and fulfillment of aims, as well as efficacy and effectiveness of implementing the scheme in each State by

1. Evaluating the process of planning implementation and monitoring of interventions of NFSM by the Implementing States/ Agencies;
2. Examine the involvement Panchayati Raj institution particularly in identification of beneficiaries;
3. Examine the utilization of earmarked funds for SC/ST farmers in proportionate to their population in the State;
4. Collection of States/District wise area, production and productivity of food-grain crops and analysis of data with respect to overall impact of program implemented from 2017-18 to 2019-20.
5. Collection of States/District wise total area coverage under rice, wheat, pulses and coarse cereals and nutri-cereals for the period 2017-18 to 2019-20 under (NFSM) and analysis of data with respect to impact of program in terms of area expansion and productivity improvement of food grain crops.

6. Collection of data pertaining to supply of key inputs under each crop component of NFSM during last 03 years and impact of these interventions in area expansion and productivity improvement of each individual food grain crop.
7. Evaluation of Farmers Producer Organization (FPOs) formed by SFAC in 11 states may be taken into consideration and impact shall be comprehensively analyzed.
8. Evaluation of Seed Hub Centers developed by the ICAR, SAUs, KVKs in different states of the country shall also be performed.

7.2 Impact Evaluation Study

An Impact Evaluation Study measures and goes beyond measuring impacts that have occurred to understand the role of the intervention. It can encompass a broad range of methods for attribution. The bidder will be required to document the approach to achieving an effective Impact Evaluation. The bidder should also provision to examine unintended impacts. The Department of Agriculture Cooperation and Farmers Welfare has an aim to evaluate the Impact caused by the NFSM Scheme through an evaluation agency for which this RFP invites the eligible bidders to bid. The impact thus assessed shall be to improve and reorient various interventions in NFSM Scheme. The study conducted should be used for summative purposes i.e. it should not only help the department understand what causes the most differential impact, but also assist the department in the improvement process by producing relevant findings and information about the implementation of the changes to be made.

The evaluation carried out by the bidder

1. Should serve as an accountability purpose to determine if and how well NFSM and undertaken interventions have performed.
2. Should answer the question around program design and how to improve it
3. Should evaluate which of the components of the scheme have been able to generate the maximum outputs and which ones were completely ineffective
4. Should account for the counter-factual situations mapping a cause and effect model
5. Should state the outcomes and the way forward for corrective measures to be undertaken
6. Should take into account the “versus without” factor and “before versus after”
7. Should create a strong evidence base for neighboring sectors in a variety of contexts to provide guidance for policy makers

7.3 Evaluation Design

The bidder should be able to

1. Identify key evaluation questions
2. Triangulate the findings through the evaluation
3. Contextualize the evaluation process
4. Document the program theory and the chain from inputs to outputs

A program theory is an expression of the log frame but with a more explicit analysis of the assumptions shaping the theory. Alternative causal paths should also be identified. The theory must also allow for the major external factors influencing outcomes. The theory created should be able to test the validity of the assumptions. The various links in the chain should also be analyzed using a variety of methods, building up an argument as to whether the theory has been realized in practice.

The bidder shall completely understand and document the as-is processes (or other tangible resources used, e.g. farm machinery, etc.) deployed under the NFSM Scheme. The bidder should also depict, in the technical proposal, a decision tree based set of steps showing the best evaluation approach for the scheme.

7.3.1 Baseline Survey Design

A baseline survey should be conducted as early as possible. The survey design must be in concordance with the design of the valuation strategy.

1. Data must be collected across the results chain, not just on outcomes
2. The sample must be of adequate size and generic/specific in nature depending upon the nature of the audience.

3. Multiple instruments and targets should be catered to
4. Testing of the instruments and the findings will have to be done
5. The bidder will be required to run planned tabulations and analyses with dummy data or the data from the pilot.
6. Tracing of the respondents for later rounds of the survey should be done, and linkage with the data should follow.

Along with baseline study, the study should also be carried out through secondary research.

7.3.2 Nature of Evaluation

Below is an indicative list of evaluations to be carried out.

1. **NFSM Crops:** The bidder will need to carry out an in-depth impact analysis of NFSM program for the period 2017-18 to 2019-20 including the extent of enhancement in area, production and yield of each of the NFSM crops at National, State and selected Districts and analyze pre & post status.
2. **Supply of certified seeds:** The bidder shall analyze the impact of seed replacement & varietal replacement on productivity and production of the certified seeds by Central/State Seed Agencies including. The bidder should carry out a data collection exercise for this and perform appropriate statistical analysis around the same.
3. **Distribution of seed mini-kits:** The bidder should analyze the status of distribution of seed mini-kits including the impact on varietal replacement and productivity improvement.
4. **Distribution of Micro-Nutrients and PP Chemicals:** Analysis of distribution of micro-nutrients (zinc, boron), soil ameliorant (gypsum/pyrite / lime), plant protection chemicals (mechanical device, bio-pesticides, chemicals) and Supply of bio-fertilizers (Rhizobium/PSB/ZSB/Azotobactor) and their quantitative impact on production and productivity of NFSM crops.
5. **Farm Machinery:** State-wise status of supply of improved farm machinery implements compared to approvals and the impact of farming operations. The bidder is required to perform comparison analysis and produce insights.
6. **Irrigation Devices:** State-wise status of supply of irrigation devices (sprinkler sets / rain gun / water carrying pipes) as against their approval and impact on water use efficiencies.
7. **Demonstrations:** Analysis of Block demonstrations organized by State Department of Agriculture for each state and the analysis of Cluster/ Front Line demonstration organized by the ICAR institutions, KVKs and State governments including differential impact between block demonstration and FLDs.
8. **Capacity Building:** Analysis of the program of capacity building of extension workers/ farmers and its impact on adaptability.
9. **Local Initiatives:** Impact analysis of the programs taken under Local Initiatives for the each State.
10. **Direct Benefits Transfer:** State-wise status of implementation of Direct Benefit Transfer (DBT) under NFSM Program and some case studies of selected farmers.
11. **Category-wise Impact:** Year-wise and Category wise utilization of Special component Plan (SCP) for Scheduled Castes and Tribal Sub-Plan (TSP) for Scheduled Tribes and analysis of utilization of funds allocated to small and marginal farmers, women farmers and left wing extremists affected (LWE) districts.
12. **Meetings for the scheme:** The number of meetings of Executive Committee held at State and district levels by each NFSM state including the number of progressive farmers nominated.
13. **Varieties of seeds:** State-wise, year-wise list of climate resilient varieties/stress tolerant/bio-fortified varieties promoted under NFSM Program.
14. **Project Management Impact:** State-wise, district-wise, year-wise number of Project Management Teams (PMTs) deployed against the approvals under NFSM Program and their usefulness in the program.
15. **Cash flow Analysis:** To analyze adequacy and timeliness of funds flow and delivery mechanism of all inputs to the farmers and difficulties in fund flow system.

16. Evaluation of **Farmers Producer Organization (FPOs)** formed by SFAC in 11 states may be taken into consideration and impact shall be comprehensively analyzed.
17. Evaluation of **Seed Hub Centers** developed by the ICAR, SAUs, KVKs in different states of the country shall also be performed.

The bidder will be required to carry out fidelity measurement of implementation. When working out the plan of an impact evaluation, the implementation of the intervention must be well documented. It should be documented whether the instructions were clearly followed, if anything was changed. The job will be to assess the effectiveness of the intervention but also map a strategy should the intervention be used again or brought to scale. This includes highlighting the conditions under which the intervention was implemented as well as explaining any modifications

Based on the study, the bidder should furnish the main recommendations.

The impact evaluation should come up with suggestions, corrective and remedial measures for better implementation of the program during subsequent years. The selected bidder should also identify other fields to carry out evaluation tasks.

7.3.3 Impact Evaluation for NFSM - Commercial Crops

Cotton

States: Andhra Pradesh, Telangana, Haryana, Maharashtra & Rajasthan.

1. The bidder shall study impact of Front Line Demonstrations (FLD) on Integrated Crop
2. The bidder shall study impact of trials on High Density Planting System (HDPS).
3. The bidder shall suggest/recommend remedial measures

Jute

States: West Bengal, Bihar, Odisha, Nagaland & Tripura

1. The bidder shall study impact of Front Line Demonstrations on alternate retting technology
2. The bidder shall study impact of Front Line Demonstrations on Production Technologies /Intercropping
3. The bidder shall suggest/recommend remedial measures

Sugarcane

States: Karnataka, Maharashtra, Tamil Nadu, Uttarakhand & Uttar Pradesh

1. The bidder shall study impact of Demonstrations on intercropping of pulses, oilseeds and cereals with sugarcane
2. The bidder shall study impact of Demonstrations on Single Bud Technology with sugarcane
3. The bidder shall suggest/recommend remedial measures

7.3.4 Statistical Analysis and Reporting

The bidder will be required to carry out comprehensive statistical analysis on the data thus collected in order to augment the findings and aid decision making for the department. The bidder will also be required to create reports from the analysis done and create dashboards for publishing on NFSM website with user access control. An indicative list of analyses are as follows

1. **Research Questionnaire:** Research questionnaire shall be drafted by the bidder with utmost clarity. The questions should be mutually exclusive and collectively exhaustive. The questionnaire should contain counterfactual conditions explicitly
2. **Fidelity Measurement:** The bidder will be required to carry out fidelity measurement of implementation. When working out the plan of an impact evaluation, the implementation of the intervention must be well documented. It should be documented whether the instructions were clearly followed, if anything was changed. The bidder should assess the effectiveness of the intervention but also map a strategy should the intervention be used again or brought to scale. This includes highlighting the conditions under which the intervention was implemented as well as explaining any modifications.
3. **Data Collection and Analysis:** The data collection plan should describe the measures (outcome and baseline) and a detailed analysis plan. The following should indicatively be described for each measure: Name of the measure including subtest; Measure citation, Validity and reliability information, Information regarding the measures alignment with intervention, information on how the outcomes are collected for treatment and control groups and whether collectors are aware

of group membership, Scale and score type, information on other independent variables. With any impact evaluation the bidder should be searching for evidence to support claims of what would have occurred (or not occurred) had the intervention not been available so a clear plan for that process as well as triangulation is important.

4. **Blinding:** The bidder should carry out single blinding and double blinding analysis. Single Blinding is the process of concealing which subjects are in the treatment group and which are in the comparison group. In Double Blinding, neither the subjects nor those conducting the trial know who is in which group, and in a triple blinded trial, those analyzing the data do not know which group is which. Blinding is generally not practical for socio-economic development interventions, thus introducing possible bias.
5. **Cluster Sample:** A multi-stage sample design should be created, wherein a sample is first drawn of a larger domain and then a subset sample is drawn from that relating to a sub-domain. The bidder is required to form these clusters and use for classification techniques.
6. **Hypothesis Analysis:** Hypothesis testing should be done based on a confidence level should be conducted and reviewed with the department
7. **Cost – Benefit Analysis:** An analysis of cost and benefit reached should be comprehensively conducted by the bidder.
8. **Predictive Statistics:** The bidder must identify the dependent variables with respect to the domains being analyzed and should map independent variables corresponding to them. The bidder should then check the impact caused by the independent variables over the dependent one. The bidder should present the department with findings and predictions with respect to the domains identified. Classification and Regression techniques must be employed for this.

Note: The tools required to perform these and other analyses shall be open source and the bidder shall not include the cost of these tools in the commercial bid.

7.3.5 Coverage and Sample Size

The study should be conducted for all 29 states and at least 25% districts of each state but not less than 5 districts. In case any state has less than or equal to 5 districts, all the districts shall be taken into account. The selection of the districts should be preferably be covering all crop components of NFSM. Minimum 50 beneficiary-farmers and 10 non-beneficiary farmers for each key intervention of individual crop component of NFSM should be covered in each district. Growth in production data for rice, wheat, pulses, coarse cereals and Nutri-Cereals should be collected separately for Rabi, Kharif and summer season crops. Value addition activities mini-dal mills; farmer-producer organizations (FPOs), Seed Hub Centers, etc. must be analyzed separately across states.

The bidder will be required to demonstrate the approach to arriving at selected districts and farmer geographies. There should be a clear reason and rationale behind the data points considered to finalize the sample. This shall be discussed in the presentation of the technical proposal in front of the CEC.

7.3.6 Manpower Requirements

A core team comprising of experts shall be constituted for undertaking the evaluation. The states shall be grouped into six regions, i.e., North, West, South, East, North Eastern region and Hill region, each region headed by a Chief Evaluator/Program Manager. The core team should be supported by senior and associate researchers for collection of primary and secondary data from every state after completion of Kharif, Rabi and summer seasons. The selected agency is free to select state wise agencies for collection and analysis of data, but all the responsibility for undertaking evaluation as per these terms and conditions will be vested with the selected agency. All the administration support will be extended to have access to data reporting with Govt. Institutions /Universities/Departments/KVKs. The details for Manpower requirements and qualifications are listed below. The bidder will be required to state the commercial implications as per the Annexure 4, Section 10.4.3. The following resources would be needed by the department to commence implementation of the project

Table 3

S. No.	Role	Qualification	Experience Quality
1.	Program Manager/Chief Evaluator	Master's degree in agronomy/plant breeding, development economics, econometrics, applied sociology, statistics, agricultural extension or similar field.	<ul style="list-style-type: none"> • Minimum 10 Years' experience in monitoring, evaluation and impact assessment and in project management and partnership roles. • Experience in at least 6 projects relating to the field of Agriculture and crop production. • Experience in handling a large team of researchers. • Superior knowledge of best practices and current trends in large project portfolio management, monitoring and evaluation in the fields of agriculture and crop production.
2.	Senior Researcher	Master's degree in agronomy/plant breeding, development economics, econometrics, applied sociology, statistics, agricultural extension or similar field.	<ul style="list-style-type: none"> • Minimum 7 years' experience in monitoring, evaluation and impact assessment, statistical analysis to judge impact. • Experience in the use of Statistical methods to aid impact evaluation. • Experience in at least 4 projects of such nature (in the fields relating to agriculture and crop production). • Experience in conducting econometric and statistical analysis with a focus on experimental or quasi-experimental approaches. • Superior knowledge of best practices and current trends in large project portfolio management, monitoring and evaluation.
3.	Associate Researcher	Bachelor's degree in plant protection, development economics, econometric applied sociology, statistics or similar field	<ul style="list-style-type: none"> • Minimum 4 years' experience in monitoring, evaluation and impact assessment, statistical analysis to judge impact. • Experience in the use of statistical methods to aid impact evaluation. • Experience in at least 2 projects of such nature (in the fields relating to agriculture and crop production) • Experience in conducting econometric and statistical analysis with a focus on experimental or quasi – experimental approaches.
4.	BI/MIS Analyst	Bachelor's degree in Technology, statistics or similar field.	<ul style="list-style-type: none"> • Minimum 4 years' experience in creating visualizations on leading BI Tools and carrying out statistical and predictive analytics. • Experience in the use of statistical methods to aid impact evaluation. • Experience in at least 2 projects of such nature.

Note :- The manpower / professionals would be increase/decrease as per the compilation of the work in targeted period

The bidder will be required to suggest the number of resources for the successful implementation of the program as part of the commercial proposal in Annexure 4, Section 10.4.3. The department has stated the requirement in the annexure, but the bidder is given the relaxation to suggest otherwise if deemed fit. The bidder should also provision for **data entry operators/surveyors** and shall submit their resumes too as per the format prescribed in this RFP.

7.3.7 Deliverables

Following deliverables shall be submitted by the bidder during the course of the project

Table 4

S.No.	Name of the Deliverable	Description	Frequency
1	Project Plan	The bidder shall convey the roadmap for the whole project with timelines in concordance with timelines in this document. The timelines should be broken up to the most granular level of detail	Start of the project
2	Evaluability Assessment	The bidder shall carry out a complete As-Is and To-Be Study of the scheme and identify the parameters against each area to be evaluated	Start of the project
3	Evaluation Strategy Document	The bidder should, after understanding the scope and current ecosystem of the scheme, come up with a comprehensive roadmap for the approach to be followed to implement and conduct the evaluation study. This should state the strategy to target each crop and intervention defined in the scope of this document	Updated monthly
4	Ad-hoc Reports	The department may ask for any report to be generated relating to the impact analysis study being conducted at any point in time. The bidder should be able to generate the necessary data and provide to the department	As and when required
5	Periodic Reports	There might be some reports that the department would seek on a periodic basis. The bidder will be required to identify such areas and provide these reports based on the frequency decided by the department	Daily, weekly, monthly
6	Trend Analysis Report	The bidder shall be able to make use of the past data and the current data to stitch a story for the department with respect to trends. The bidder shall also conduct a time series analysis of crop lifecycle and productivity indices	At the start and the end of the project
7	Final Impact Analysis Report	The bidder will have to submit an Impact Analysis report explaining the mapping between target and achievement and various statistical methods undertaken to arrive at the results. The bidder shall carry out predictive analysis and document findings for the next six months from project closure. The bidder shall be required to submit a summary report too.	At the end of the project

		The cost shall be included in a separate section as specified in Section 10.4.3.2	
8	Analytical Dashboard	The bidder should gather the necessary data points and create a robust and all-encompassing dashboard to depict the whole picture to the department with respect to crop productivity and other measures after defining seasonal and spatial filters	At the start of the project. Updating as needed

8 Payment Terms

The project should go on for a tenure of 3 months and should follow the following payment timelines. ‘T’ is defined as the date on which the contract is signed between the successful bidder and the department. Increments in T have been made in weeks. E.g. T+1 should be read as 1 week post the signing of contract.

Table 5

S.No.	Description of task	Timeline	Percentage of Payment to be released
1	Mobilization/Deployment of the team at client location	T+1	30%
2	As-Is Study and To-Be Scenarios. Project Plan to be submitted with signoff from the client	T+2	
3	Data Collection and quality maintenance. Identification of variables and parameters for impact assessment of interventions and crop productivity enhancement	T+4	
4	Formative Assessment and Process Evaluation. a) Reporting on well performing crops and poor performing crops followed by statistical analyses b) Suggestion of changes to be inculcated in the processes to ensure enhanced productivity c) Ad-hoc and periodic reporting d) Timely signoffs	T+8	40%
5	Summative, outcome and impact evaluation. Final Impact Evaluation report to be submitted and presentation to be prepared and delivered.	T+10	
6	Dissemination of outputs and freezing of dashboards & reports with department signoff	T+ 12	30%

Note: The comments cited by the department officials after the submission of each deliverable shall necessarily be incorporated in version maintained incremental fashion.

9 Service Level Agreements

The severity levels of SLAs and the associated financial Liquidated Damages are defined as per the following table

Table 6

Severity Level	Liquidated Damages as a percentage of Monthly Notional payment applicable for respective track
6	2.0 %
5	1.0 %
4	0.5 %
3	0.4 %
2	0.2%
1	0.1%

Performance Levels and Liquidated Damages

A ‘day’ can be defined as 1 calendar day. Although, if the need arises the bidder shall be able to make the resources available on Weekends too.

Table 7

S.No	SLA Parameter	Definition & Target	Service Level	Severity Level
Team Mobilization				
1	Team mobilization (Key Personnel) and commencement of work	The selected bidder is expected to mobilize the team for commencement of work for this project. Key Personnel to be deployed within 5 calendar days from the date of award of contract. For Impact Evaluation Services, commencement of work would mean reporting of selected bidder's resources at the designated location for project & implementation planning, analysis and design.	<=5 days	Nil
			>5 days and <=8 days	2
			>8 days and <=10 days	3
			> 10 days	4
2	Detailed Project Plan (Including Master Project Plan, Track-wise Project Plan and Inception report)	A detailed project plan with clear milestones will be drafted by the selected bidder within 10 working days of award of contract. The plan will be submitted to the department for approval. Inputs, if any, shall be incorporated within 2 working days of receipt of inputs. The selected bidder would be required to seek signoff from the client for the plan	<=10 days	Nil
			>10 days and <=13 days	2
			>13 days and <=15 days	3
			> 15 days	4
3	Delay in any of the project milestones as agreed in the Project Plan	Measured as the difference between the planned date for the milestone and the actual date of its completion.	<=7 days	Nil

		Target: ≤ 7 Days Note: The selected bidder shall prepare a detailed project plan and submit to the department for approval. The timelines shall be measured against the approved project plan. Any deviation in the project plan shall be mutually discussed and agreed. The project plan shall be created as per the timelines specified in the RFP in Payment Terms Section	> 7 days and ≤ 10 days	1
			> 10 days and ≤ 15 days	2
			> 15 days	4
Project Personnel SLAs				
4	Availability of all Resources	No. of shift hours for which resources present at all designated locations / Total no. of shift hours	$\geq 95\%$ averaged over all resources designated for selected bidder services and calculated on Monthly basis	Nil
			$\geq 92\%$ & $< 95\%$ averaged over all resources designated for selected bidder services and calculated on Monthly basis	4
			$\geq 85\%$ & $< 92\%$ averaged over all resources designated for selected bidder services and calculated on Monthly basis	5
			$< 85\%$ averaged over all resources designated for selected bidder services and calculated on Monthly basis	6
5	Changes in Named Key Personnel necessary to fulfill the scope of work	Resources can only be changed once in a quarter with prior approval from the Department. Replacement of one resource will be considered as one change	One resource change	Nil
			> 1 & ≤ 3 changes	5
			> 3 & ≤ 5 changes	6
6	Time Taken for Resource Replacement Replacement of existing resource owing to non-performance up to	Time taken in replacing existing resources owing to non-performance up to satisfactory level at the request of the Department	Within 1 week of request	Nil
			> 1 weeks to ≤ 2 weeks	5

	satisfactory level at the request of the Department		>2 weeks	6
Reports and Deliverables				
7	Average response time for ad hoc reports	Average Response time shall be recorded by the department at each step	<=5 days	Nil
			>5 day &<10 days	3
			>= 10 days	4
8	All Periodic reports (Daily, Monthly, Quarterly and yearly)	% of reports received periodically (adhering to timelines)	>98%	Nil
			>94% to <=98%	2
			>90% to <=94%	3
			>80% to <=90%	4
9	Delay in submission of summary, final Impact Evaluation Reports and published analytical dashboards	The delay shall be recorded by the department at each step	<=5 days	Nil
			>5 day &<10 days	5
			>= 10 days	6

10 Annexures

10.1 Annexure 1: Eligibility Criteria/Pre-Qualification

The bidder must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in the tender documents. The bidder must also possess the technical know-how and the financial wherewithal that would be required for successfully providing services sought by the Department of Agriculture and Farmers' Welfare for the entire period of the contract. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the Tender document. The invitation to proposal is open to all bidders who qualify the eligibility criteria as given below:

Table 8

S.No.	Basic Requirement	Specific Requirements	Documents Required
1	Bidder Company	The bidder must be incorporated & registered in India, under any Act and should be in operations for minimum of 5 years	Certificate of incorporation and Service Tax Registration Certificate
2	Bidder Turnover	The bidder should have a minimum average Annual turnover of Rs.10 Crore from Indian operations from Impact Evaluation projects over the last three Financial years (FY 16-17, FY 17-18 and FY 18-19)	Extracts from the audited Balance sheet and Profit & Loss Account; OR Certificate from the statutory auditor
3	Bidder Positive Net Worth	The bidder should have positive Net Worth in each of the last three Financial Years (as on year ending on 31st March 2017, 2018 & 2019)	Extracts from the audited Balance sheet and Profit & Loss Account; OR Certificate from the statutory auditor
4	Bidder Experience and Technical capability	Bidder should have undertaken Impact Evaluation in at least 3 large scale projects of similar nature of minimum INR 1 crore of Contract Value in the past three years for International/National/State level in Govt./Corporate Sector programs	Bidder should submit one of the following: 1. Copy of contract/client letter 2. PO / Work Order issued by client 3. Pre-qualification bid citations format to be filled as per Section 10.4.1.3
5	Bidder Consulting Capacity	The bidder company, as on 31st March 2017, should have on its rolls consulting staff of at least 40 technically qualified personnel in the area of consulting services for Program / Project Management, Impact Assessment and Evaluation, Research Study, Capacity Building, Impact Evaluation Reporting in Agriculture and Crop Production and who possess relevant degrees/credentials in agronomy, public health, economics, political science, psychology, statistics, public policy, or another relevant	Summary Sheet including Name, Qualification, Experience and Certification in management and assessment of impact and should attested by appropriate authority.

		social science degrees with prior experience in providing the above consultancy services. The resources shall also be conversant with statistical tools like R/Python/SAS, etc. and visualization tools like Qlik Sense, Tableau, Power BI, etc.	
6	Blacklisting	The bidder should not have been black listed or conflict of activities by any State Government, Central Government or any other Public Sector undertaking or a Corporation or any other Autonomous Organization of Central or State Government for breach of Contractual Conditions as on bid calling date. Self-Certificate declaring that the bidder is not black listed to be enclosed.	Self-Declaration Certificate that the Bidder is not black listed. (Certificate to be enclosed in the bid duly signed by the authorized signatory on its letter head).
7	Authorized Representative from Bidder	A power of attorney / Board resolution in the name of the person signing the bid.	Original Power of attorney/ Board resolution copy
8	EMD	The bidder should furnish, as part of its proposal, an Earnest Money Deposit (EMD) of Rs. Five Lakhs only (Rs. 5, 00,000/-).	Bank draft OR demand draft in favor of PAO (Sectt.I), Department of Agriculture, Cooperation & Farmers Welfare to be submitted payable at New Delhi in the technical bid for the proposals for NFSM

Note: - Only those bidders who meet the pre-qualification criteria specified above will be eligible to respond to this TENDER. The bidder's pre-qualification proposal shall contain the relevant information & supporting documents to substantiate the eligibility of the bidder vis-à-vis the pre-qualification criteria.

10.2 Annexure 2: Summary of Technical Evaluation

1. The Department will review the technical bids of the short-listed bidders to determine whether the technical bids are substantially responsive. Bids that are not substantially responsive are liable to be disqualified at Department's discretion.
2. The bidders' solutions proposed in the bid document will be evaluated as per the requirements specified in the RFP Scope of Work.
3. Bidders shall present the proposal to Department.
4. Each Bid will be assigned a Normalized technical score out of a maximum of 100 marks. Only the bidders who get an aggregate Technical score of 70% or more in TQ will qualify for commercial evaluation stage. Failing to secure minimum marks shall lead to technical rejection of the Bid and Bidder

Bidder should also score at least 65% in individual sections of Technical Evaluation as mentioned in Technical Evaluation Framework. Failure to score more than 65% in even one section will lead to Technical Disqualification of the bid

Table 9

S. No.	Evaluation Criteria	Score
1	Bidders' Experience	20
2	Quality of the proposed resources	50
3	Approach & Methodology & Understanding of the Scope	10
4	Presentation and Demonstration	10
5	Innovation and Best Practices proposed	10
	Grand Total	100

10.3 Annexure 3: Format for Pre-Bid Queries

Table 10

S.No.	Tender Document Reference (Section & Page Number)	Content Requiring clarification	Points to Clarification/Query
1			
2			
	<Add rows as relevant>		

10.4 Annexure 4: Evaluation Process

10.4.1 Pre-Qualification Evaluation

10.4.1.1 Pre-Qualification Bid Covering Letter

<Location, Date>

To,

The Under Secretary (CA-V), Crops Division,
The Department of Agriculture, Cooperation & Farmers Welfare,
Ministry of Agriculture & Farmers Welfare,
Government of India,
Krishi Bhawan,
New Delhi

Subject: Submission of the Pre-Qualification Bid for <Name of the bid>

Dear Sir/Madam,

We, the undersigned, offer to provide Impact Evaluation Consulting services to DAC & FW with reference to your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Pre-qualification bid.

We hereby declare that all the information and statements made in this Pre-qualification bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of all the volumes of this RFP document. We would hold the terms of our proposal valid for the number of days as stipulated in the RFP document.

Yours sincerely,

(Authorised Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

10.4.1.2 Profile of the bidding firm

Table 11

A. Background Information			
Name of the firm:			
Role:			
Registered Office Address:			
Name of the contact person and contact details (Note: For bidder, the contact person should be the Authorized Signatory):			
Name and details of the CEO:			
B. Financial Information (last three years)			
Financial Year	Audited Annual Turnover (INR Crores)	Audited Annual Profit (INR Crores)	Audited Annual turnover from Impact Evaluation Projects (INR Crores)
C. Other Information			
No of years of Operation			
Total number of Employees			
Total number of Employees in India			
List of Quality Certifications			
List of Customers to whom the Firm has provided similar services in India in last 3 years. (Note: Similar Services will mean the type of services which the Firm will provide as part of this RFP)			

10.4.1.3 Pre-Qualification Citations

Table 12

S. No.	Item	Bidder's Response
1.	Name of Bidder entity	
2.	Assignment Name	
3.	Name of Client	
4.	Name of the entity engaged in the Assignment	
5.	Country	
6.	Contact Details <i>(Contact Name, Address, Telephone Number)</i>	
7.	Approximate Value of the Contract	
8.	Duration of Assignment (months)	
9.	Award Date (month/year)	
10.	Completion Date (month/year)	
11.	Narrative description of the project	
12.	Details of Work that defines the scope relevant to the requirement	
13.	Documentary Evidence attached	

10.4.1.4 Summary Sheet for Bidders' Resource Capability

Table 13

S.No.	Name of the Resource	Years of Experience / Relevant Experience	Experience and Certification Details
1	Resource 1		
2	Resource 2		
	<Add rows as relevant>		

10.4.1.5 Self-Declaration for Non-Blacklisting Clause

We confirm that our Company <company name>as on date of submission of the proposal is not been blacklisted by any Central /State Government/PSU entity in India for corrupt, fraudulent or any other unethical business practices.

Sincerely,

Name & Designation of the Authorized Signatory

10.4.1.6 No Deviation Certificate

This is to certify that our offer is exactly in line with your tender enquiry/RFP (including amendments) no. _____ dated _____. This is to expressly certify that our offer contains no deviation on Technical (including but not limited to Scope of Work), legal or Commercial aspects in either direct or indirect form.

(Authorised Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

10.4.1.7 Performance Bank Guarantee

PERFORMANCE SECURITY:

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<email id>

Whereas, <<name of the supplier and address>> (hereinafter called “the bidder”) has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date> to provide services for <<name of the assignment>> to DAC & FW (hereinafter called “the beneficiary”)

And whereas it has been stipulated by in the said contract that the bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <Name of Bank>a banking company incorporated and having its head /registered office at <Address of Registered Office> and having one of its office at <Address of Local Office> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of **Rs.<Insert Value> (Rupees <Insert Value in Words> only)** and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs. **<Insert Value> (Rupees <Insert Value in Words> only)** as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<*Insert Date*>>)

Notwithstanding anything contained herein:

I. Our liability under this bank guarantee shall not exceed Rs. <Insert Value> (Rupees <Insert Value in Words> only).

II. This bank guarantee shall be valid up to <Insert Expiry Date>)

III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <Insert Expiry Date>) failing which our liability under the guarantee will automatically cease.

10.4.1.8 Bank Guarantee for EMD

To,

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<email id>

Whereas <<Name of the bidder>> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP # <<RFP Number>> dated <<Date>> for <<Name of the assignment>> (hereinafter called "the Bid") to <<Nodal Agency>>

Know all Men by these presents that we <<>> having our office at <<Address>> (hereinafter called "the Bank") are bound unto the <<Nodal Agency>> (hereinafter called "the Purchaser") in the sum of Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <<Date>>

The conditions of this obligation are:

- If a Bidder withdraws the proposal or increases the quoted prices after opening of the Proposal and during the Bid validity period or its extended period, if any.
- In case of a successful Bidder, if the Bidder fails to sign the Agreement in accordance with the terms and conditions (including timelines for execution of the Agreement) of this RFP or fails to furnish the Performance Bank Guarantee in accordance with the terms and conditions (including timelines for furnishing PBG) of this RFP.
- If the bidder is found indulging in any corrupt, fraudulent or other malpractice in respect of the bid; or

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of the conditions mentioned above and specifying the occurred condition or conditions.

This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

I. Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>> (Rupees <<Amount in words>> only)

II. This Bank Guarantee shall be valid up to <<*insert date*>>)

III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<*insert date*>>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date:

10.4.2 Technical Evaluation

10.4.2.1 Technical Bid Covering Letter

To,

The Under Secretary (CA-V), Crops Division,
The Department of Agriculture, Cooperation & Farmers Welfare,
Ministry of Agriculture & Farmers Welfare,
Government of India,
Krishi Bhawan,
New Delhi

Subject: Submission of the Technical bid for “<Name of the RFP>”

Dear Sir/Madam,

We, the undersigned, offer to provide Impact Evaluation services to DAC & FW with reference to your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes Pre-qualification proposal, Technical proposal and the Commercial Proposal sealed in a separate envelope.

We hereby declare that all the information and statements made in this Technical proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of all the volumes of this RFP document. We would hold the terms of our proposal valid for the number of days as stipulated in the RFP document.

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

Yours sincerely,

(Authorised Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

10.4.2.2 Bidders' General Information

Table 14

S. No.	Item	Bidder's Response
1.	Company Name	
2.	Year Established	
3.	Incorporated in India (Yes or No)	
4.	Contact Name	
5.	Address	
6.	Mobile	
7.	Telephone	
8.	Fax Number	
9.	Email Address	
10.	Brief Description of the Organization	

10.4.2.3 Details of Technical Evaluation

Table 15

S. No.	Evaluation Criteria	Criteria	Documental Evidence to be submitted	Max. Marks
Bidders Experience				20
1	Experience in projects for Impact Assessment and reporting through Statistical and Predictive Analysis (Regression, Classification) and cluster approach for any government, corporate or social sector agency in India or globally. The projects shall be relating to programs in Agriculture and Crop Production	<p>5 quality citations = 10 marks 4 quality citations = 8 marks 3 quality citations = 6 marks 2 quality citations = 4 marks 1 quality citation = 2 mark</p> <p>(2 marks per citation)</p> <p>The bidder has to submit a maximum of 5 citations in this section. If there are more than 5 citations then the first 5 in order will be evaluated. Marks will be awarded as per subjective evaluation by the CEC.</p>	<p>Copy of Work Order and Completion Certificates from the client OR Work Order and Self Certificate of Completion certified by the Statutory Auditor or the Company Secretary OR Work Order and Phase Completion Certificate from the client OR Copy of client certificate as documentary proof for the stated criteria and implementation status OR Certificate by the Company Secretary of the bidder for the stated criteria and implementation status.</p>	10
2	Experience in impact analysis using Propensity Score Matching and other quasi-experimental techniques	<p>3 quality citations = 6 marks 2 quality citations = 4 marks 1 quality citation = 2 mark</p> <p>(2 marks per citation)</p> <p>The bidder has to submit a maximum of 3 citations in this section. If there are more than 3 citations then the first 3 in order will be evaluated. Marks will be awarded as per subjective evaluation by the CEC.</p>	<p>Copy of Work Order and Completion Certificates from the client OR Work Order and Self Certificate of Completion certified by the Statutory Auditor or the Company Secretary OR Work Order and Phase Completion Certificate from the client OR Copy of client certificate as documentary proof for the stated criteria and implementation status OR Certificate by the Company Secretary of the bidder for the stated criteria and implementation status.</p>	6

S. No.	Evaluation Criteria	Criteria	Documental Evidence to be submitted	Max. Marks
3	Experience in delivering projects in the field of Business Intelligence and MIS Reporting. The project should have shown dash boarding capabilities (including publishing) using various BI Tools	<p>2 quality citations = 4 marks 1 quality citation = 2 mark (2 marks per citation)</p> <p>The bidder has to submit a maximum of 2 citations in this section. If there are more than 2 citations then the first 2 in order will be evaluated. Marks will be awarded as per subjective evaluation by the CEC</p>	<p>Copy of Work Order and Completion Certificates from the client OR Work Order and Self Certificate of Completion certified by the Statutory Auditor or the Company Secretary OR Work Order and Phase Completion Certificate from the client OR Copy of client certificate as documentary proof for the stated criteria and implementation status OR Certificate by the Company Secretary of the bidder for the stated criteria and implementation status.</p>	4
Quality of the proposed resources				50
1	Resource Deployment Plan		Plan to be submitted	20
2	Experience of the Resources - 1. Program Manager 2. Senior Researcher 3. Associate Researcher 4. BI/MIS Analyst as per the resources and qualifications mentioned in the RFP	<p>Marking would be as follows</p> <p>For profiles 1 and 2 = 10 marks each for all specification of named resources with qualification and experience in agricultural sciences for each category.</p> <p>For profiles 3 to 4 = 5 marks each for all specification of named resources with qualification and experience in agricultural sciences (in case of profile number 3) for each category.</p>	<p>1. Experience of the resources in the summary sheet in Annexure 4, Section 10.4.1.4 2. Individual CVs as per the format in the RFP 3. Copy of Certificates of resources wherever mentioned</p>	30
Approach & Methodology and Understanding of Scope				10
1	Approach for dealing with the domain along with addressing the methods to be adopted to increase productivity of the crops as mentioned in the scope		Technical Proposal documentation and Presentation Slides	4
2	Approach for carrying out impact assessment and the roadmap to conduct necessary analysis for		Technical Proposal documentation and Presentation Slides	4

S. No.	Evaluation Criteria	Criteria	Documental Evidence to be submitted	Max. Marks
	implementation.			
3	Discussion of the way ahead for the department for the implementation of changes and innovations suggested		Technical Proposal documentation and Presentation Slides	2
Presentation and Demonstration				10
1	Presentation and Demonstration along with rationale behind the selection of assumptions and samples		Technical Proposal documentation and Presentation Slides	10
Innovations and best practices proposed				10
1	Implementable Use Cases Presented and Documented - Suggestions as part of the proposal on innovative use cases that can be applied as part of the impact assessment exercise. 1. POC to be conducted by the bidder with some logical dummy data 2. Outputs and results along with dashboards of the POC		Technical Proposal documentation and Presentation Slides	10
Grand Total				100

10.4.2.4 Citations for Bidders' Experience

Table 16

S. No.	Item	Bidder's Response
1.	Name of Bidder entity	
2.	Assignment Name	
3.	Name of Client	
4.	Country	
5.	Contact Details of the client <i>(Contact Name, Address, Telephone Number)</i>	
6.	Approximate Value of the Contract	
7.	Duration of Assignment (months)	
8.	Award Date (month/year)	
9.	Completion Date (month/year)	
10.	Narrative description of the project	
11.	Details of Work that defines the scope relevant to the requirement	
12.	Documentary Evidence attached	
13.	Details of the proposed resources who were part of the project (if any) along with their roles. If none, mention N/A	

10.4.2.5 Curriculum Vitae for Proposed Resources

Table 17

S. No.	Item			Bidder's Response
1.	Name			
2.	Specify role to be played in the project			
3.	Name of Organization			
4.	Number of years with the Current Organization			
5.	Total Experience (in Years)			
6.	Experience in yrs. (Provide details regarding name of organizations worked for, Designation, responsibilities, tenure etc.)			
	Name of Organization	From	To	Designation/ Responsibilities
6.1.				
6.2.				
7.	Summarized professional experience (Relevant to the Current Project) in reverse chronological order			
	From	To	Company / Project / Position / Relevant Functional, Technical and Managerial experience	
7.1.				
7.2.				
8.	Educational Background, Training / Certification including institutions, % of marks, specialization areas etc.			
	Degree	Year of Award of Degree	University	% of marks
8.1.				
8.2.				

10.4.3 Commercial Evaluation

10.4.3.1 Financial Bid Covering Letter

Dear Sir/Madam,

We, the undersigned, offer to provide the services for the assignment/job for Impact Evaluation of Centrally Sponsored Scheme (CSS) – National Food Security Mission (NFSM) implemented during the year **2017-18 to 2019-20** in accordance with your Request for Proposal dated <dated>. 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 the Data Sheet in Section 3.

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

Yours sincerely,

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

Name of bidder:

Address:

10.4.3.2 Financial Bid Submission Format

Project Personnel

Table 18

S.No.	Resource Category	Indicative Quantity of personnel (1)	Man-Month Rate (2)	Total Amount (A = 1 x 2)	Taxes and Duties (B = 18% of A)	Total Cost (C=A+B)
1	Program Manager	1				
2	Senior Researcher	8				
3	Associate Researcher	14				
4	BI/MIS Analyst	14				
5	Data Entry Operators/Surveyors	20				
	<Add more as per requirement>					

Cost for printing the final report

Table 19

S.No.	Activity	Quantity (1)	Amount Quoted (2)	Total Amount (A=1X2)	Taxes and Duties (C)	Total Cost (C=A+B)
1	Printing of the Summary Report	100				
2	Printing of the Final Report	100				
3	Binding of Summary Report	100				
4	Binding of Final Report	100				
	<Add more as per requirement>					

The bidder will be required to submit the cost of printing of final and summary reports. Specifications to the printing are as follows

1. The printing shall be done in high quality and no pixilation should be present in the final copies.
2. The bidder shall, close to the submission date, show a dummy printed and bound copy and attain client signoff on the quality and quantity of the reports
3. The final report should necessarily be one of the following binding types
 - a. Sewn bound
 - b. Perfect Bound
 - c. Screw Bound
 - d. Hardcover of case bound
4. The summary report should be saddle stitched, loop-stitched or stab-stitched.
5. The bidder shall include the suggestions to these aspects of printing and binding in the proposal.

