



Jammu & Kashmir State
Industrial Development Corporation Limited
(J&K SIDCO)

Registered Office, Drabu House, Rambagh, Srinagar

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**Invitation of "Expression of Interest" for Serving as Programme Management Agency
for National Mission on Food Processing**

TERMS OF REFERENCE (TOR)

Food Processing Sector plays a key role in promoting sustainable development and growth of India's rural economy. This is due to the sector's propensity to add value to farm produce that translates into better price realization to the farmer, reduce post - harvest wastage and generate greater non-farm income and rural employment.

Minister of Food Processing Industries, Govt. of India has launched "National Mission on Food Processing" (NMFP) in the Twelfth Plan w.e.f 01.04.2012. SIDCO is the Mission Directorate in the State of Jammu & Kashmir for administering the Schemes under NMFP.

The Schemes to be covered under NMFP are:

1. Scheme for Technology Upgradation /Setting up/Modernization / Expansion of Food Processing Industries.
2. Scheme for Supporting Cold Chain Facilities for Non-Horticultural Products and Refer Vehicles.
3. Scheme for Human Resource Development (HRD).
 - a. Creation of Infrastructure Facilities for Running Degree/Diploma / Certificate Courses.
 - b. Entrepreneurship Development Program (EDP).
 - c. Food Processing Training Centre (FPTC).
4. Scheme for Promotional Activities
 - a. Organizing Seminar / Workshops
 - b. Conducting Studies / Surveys
 - c. Support to Exhibitions /Fairs
 - d. Advertisement & Publicity

5. Any other Schemes of MFPI announced from time to time.

J&K SIDCO is looking for Reputed & Technically Competent Consultancy Organization / Firm to engage as Programme Management Agency and support in managing the activities of the National Mission on Food Processing.

Scope of work

The scope of work for the PMA for managing the National Mission on Food Processing is as following:

1. Promotional activities under the Mission which would include - organizing Seminars or Workshops, Conducting Studies or Survey, Supporting in the execution of Fairs and Advertisement & Publicity.
2. Preparing the vision document for the State:
 - a. To do a diagnostic study for the Food Processing Sector in the State to ascertain present status and resource mapping.
 - b. To identify the potential of Food Processing Sector in the State.
 - c. To find out the constraints / barriers in the development of the Sector.
 - d. To identify potential value chains/clusters that shows the maximum potential for intervention.
 - e. To assess the infrastructure and capacity building (skill development etc) needs of the Food Processing Sector.
 - f. To prepare a strategy for holistic development of the Sector with a cluster approach and focus on increasing the income level of farmers.
 - g. To identify roles and responsibility of the State and other stakeholders.
 - h. To reflect over the existing policy and suggest necessary policy change (aligned to National Food Processing Mission).
 - i. To identify possible interventions and support programmes required for development of Food Processing Industry in the State.
 - j. To prepare an action plan in the line with the articulated vision for development of the Food Processing Industry in the State.
3. Managing the application process, evaluation of application and selection of beneficiaries for all schemes under NMFP.
4. Assist J&K SIDCO in developing relevant documents, course material, training material and organizing trainings for the HRD component of the Scheme.

Duration of Assignment

The assignment would be for a time period of **Two Years** from the date of signing of contract by both parties. On completion of **One Year**, J&K SIDCO would review the performance of the service provider and may extend services for another two years.

Staffing of PMA

The selected Consultant would provide a Core Team of Experts to carryout the services. The Core Team would also help identify other resources as per the need from time to time.

The desirable qualification of these team members is elucidated in the evaluation criteria under the Sub-head - "Qualification & Experience of Team Proposed for the Assignment".

Deliverable and Timelines

The selected firm is expected to perform the activities of NMFP and fulfill the targets and submit the following reports:

- a. Submission of inception report alongwith Work Plan.
- b. Preparation and submission of a Vision Document for Development of Food Processing in the State.
- c. Monthly Review meetings.
- d. Quarterly Progress Report.
- e. Annual Progress Report.

Terms of Payment

The agency should quote a lump sum fee including Tax and any other Statutory levies for the Staffing of PMA and Profession Services provided to facilitate the functioning of the PMA. Out of pocket expenses with regards to lodging, boarding and travel expenses etc. of the team members for their stay in Jammu & Kashmir and at any other location for the purposes of the said assignment shall be reimbursed at actual on submission of relevant documents.

The fee needs to be quoted for provision of Profession Services for a period of two Years.

The payment schedule would be as follows:

S.No.	Milestone	Payment
1.	Mobilization advance - on signing of engagement	10% against Bank Guarantee
2.	Submission of Vision Document	40%
3.	Quarterly Retention Fee on submission of Quarterly Progress Report	40% (5% per quarter for 8 Quarters)
4.	Final Report at the end of 2 years	10%

Eligibility Criteria

1. Shall be an Institution, Corporate House, NGO, Consulting Firm, which has minimum Three Years experience in assisting Government (Central/State) in the

development, appraisal and execution of large Agro/Industry Infrastructure Projects).

2. Should have at least Rs. Fifty (50) Crores of Turnover from Consulting / Professional Services in each of the preceding three years.
3. Should have provided Programme Management Agency Services to the Government of India or State Government in similar capacity.
4. Should have experience of working in Agro/Food Processing Cluster based Infrastructure Development Projects of cumulative value of at least INR 100 Crores in the last five years.
5. Consortium shall be allowed, if formed before submission of the bid. However J&K SIDCO shall recognize only lead Organization for the assignment.

Evaluation of only those proposals which are found eligible on the above parameters will be carried out as per parameters illustrated in Evaluation Criteria.

EMD & Submission of Bids

1. The application shall submit a demand draft or bank guarantee of Rs. 50,000/- (Rupees Fifty Thousand) in favour of "General Manager, Finance, J&K SIDCO" refundable Earnest Money Deposit (EMD). The EMD of un-successful bidder would be returned to the applicants within 30 days of opening of financial bids. The EMD of successful bidder will be converted into Security Deposit which will be returned only after completion of the assignment.
2. The envelopes shall be super scribed as "**Proposal for Providing Consultancy Services to undertake the work of Programme Management Agency for Facilitating all Activities under National Mission on Food Processing (NMFP) for J&K SIDCO**" both in technical bid and financial bid respectively.
3. **Cover A- Technical Bid:** containing all documents supporting the eligibility criteria, evaluation criteria alongwith the approach, methodology, work plan and sheet / audited statement of accounts, (b) Authenticated copy of service tax, registration certificates, (c) Authenticated copy of Income Tax Registration.
4. **Cover B-Financial Bid:** would include the financial bid (format for financial bid is enclosed in Annexure - I).
5. The two envelope shall be enclosed in a large cover super scribed as "**Proposal for Providing Consultancy Services to for Serving as Programme Management Agency for National Mission on Food Processing (NMFP) for J&K SIDCO**".

6. The EMD should be enclosed in a separate cover alongwith the covering letter and should not be enclosed within the technical / financial bid covers. The same will be checked at the time of submission.
7. All pages of the technical and financial bid shall be signed by the authorized representative / authorized signatory of the applicant.

The proposal may be addressed to:

**The Managing Director
J&K State Industrial Dev. Corporation,
Dabroo House, Rambagh, Srinagar.**

The last date of receipt of proposals is by or before 1st. Oct. 2012 upto 4:30 PM.

The Technical proposals will be opened on 3rd Oct 2012 at 2 PM.

Evaluation Criteria

1. The evaluation of the agency will be done on combined Quality cum Cost based Selection (QCBS). The QCBS system analysis the Technical eligibility and Financial quote in the ration of 50:50 %.
2. Agencies that have scored less than 60% in the technical evaluation will not be considered eligible for opening their financial bids. The technical bid will be evaluated on a scale of 100 and the weightage for each criterion would be as follows:

S.No.	Criteria	Marks
1.	Past Experience of the Firm	50
a.	Past experience in assisting Government (Central State) in development / appraisal and implementation support for cluster based Agro/Food Processing Infrastructure Development related projects	15
b.	Studies carried / projects implemented in J&K in Agro Industry Infrastructure Development and related Sector	15
c.	Experience in providing Programme Management Agency to the Government of India or State Govt.	20
2.	Qualification and Experience of Team proposed for the Assignment	30
a	Team leader with minimum 10 years of experience in Agri-business / Food Processing	15
b.	Core Team Members- Multi-disciplinary team with experience in the field of Agro / Food Processing -	15

	based Cluster Development / Infrastructure Development, Cold Chain and Backward & Forward linkage	
3.	Methodology & Work Plan	20

Evaluation of Bids

On completion of the technical evaluation, the agencies who have obtained minimum 60% marks will be intimated and called for opening of financial bid.

Disclaimer

The Government of J&K and J&K SIDCO shall not be responsible for late receipt of the applications for any reasons whatsoever. The applications received late will not be considered and will be returned un-opened to the applicant. The State Government reserves the following rights.

1. Reject any / all applications without assigning any reasons thereof.
2. To relax, alter or waiver any of the conditions stipulated in this document as deemed necessary in the best interest of the State Government and the objective of the assignment without assigning any reasons thereof.
3. To include any other item in the scope of work at any time before the submission date of EOI.