

REQUEST FOR PROPOSAL (RFP)

For empanelment of eligible food processing industries, firms, organisations and educational institutions as **Training Providers (TPs)** to conduct EDP and Food processing related skill trainings to the beneficiaries of PM Formalization of Micro Food Processing Enterprises (PM FME) Scheme in Andhra Pradesh

Date : 08-10-2021



Andhra Pradesh Food Processing Society (APFPS)
Dept. of Industries and Commerce (FP)
Government of Andhra Pradesh

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Andhra Pradesh Food Processing Society
Department of Industries and Commerce
State Nodal Agency for Implementation of PMFME Scheme

No.: RFP/01/APFPS-PMFME/2021-22

Date: 08.10.2021

Request for Proposal (RFP) for empanelment of suitable Training Providers (TPs) to conduct Capacity Building trainings to the micro food processing entrepreneurs and their workers in Entrepreneurship Development Programme (EDP) and various Food Processing domains under Prime Minister Formalization of Micro Food Processing Enterprises (PMFME) Scheme **in Andhra Pradesh.**

Andhra Pradesh Food Processing Society (APFPS) is inviting proposals from reputed Food processing industries, firms, organizations and Educational Institutions for empanelment as Training Partners (TPs) conduct Capacity Building activities under the PMFME Scheme. The agencies have to fulfill the eligibility criteria as given in Annexure-I for submitting the proposal.

Interested Food processing industries, firms, organizations and Educational Institutions may submit their RFP to the undersigned on or before 25-10-2021 by 13:00 Hrs through email to pmfmeap@gmail.com. The hard copy of the same has to be submitted at the following address on or before 27-10-2021 by 05:00 PM to the below given address

Andhra Pradesh Food Processing Society
PMFME – SPMU Wing
D.No. 48-11/1-5/8,
Gadde Sambasiva Rao Street,
Sri Ramachandra Nagar, Vijayawada – 520 008

The proposals will be evaluated on the basis of documents submitted as per the qualification criteria and the qualified agencies will be invited for a presentation of the proposal before the empanelment committee.

APFPS reserves the right to postpone or cancel the process or modify the criteria or any guidelines mentioned in the RFP at its sole discretion and without assigning any reason if APFPS determines that such action is in the best interest of the Scheme.

(Shri. L. Sridhar Reddy)
Chief Executive Officer, APFPS,
Vijayawada, Andhra Pradesh
E-mail: pmfmeap@gmail.com
Website: www.pmfmeap.org

Background

PMFME scheme is a centrally sponsored scheme that is designed to address the challenges faced by the micro food processing enterprises and to tap the potential of groups and cooperatives in supporting the upgradation and formalization of these enterprises.

The objectives of scheme are to build capability of microenterprises to enable:

- i) Increased access to credit by existing micro food processing entrepreneurs, FPOs, Self Help Groups and Co-operatives;
- ii) Integration with organized supply chain by strengthening branding & marketing;
- iii) Support for transition of existing food processing micro enterprises into formal framework;
- iv) Increased access to common services like common processing facility, laboratories, storage, packaging, marketing and incubation services;
- v) Strengthening of institutions, research and training in the food processing sector; and
- vi) Increased access for the enterprises, to professional and technical support.

Andhra Pradesh Food Processing Society (APFPS) is the State Nodal Agency to implement the PMFME Scheme in Andhra Pradesh. The Scheme will be implemented for 5 years i.e. from 2020-21 to 2024-25 during which about 10035 micro food processing enterprises would be supported in their formalization.

Capacity Building (CB) is an important component of PMFME Scheme, under CB component it is envisaged to provide training to food processing entrepreneurs, various groups, such as, SHGs/ FPOs/ Cooperatives, workers and other stake holders connected with the implementation of the scheme such as government officials, project officials etc.

The training for the following categories of persons would be provided under capacity building component of the scheme: -

- a) Individual micro-food processing entrepreneurs availing credit linked grant under the Scheme
- b) Individual existing micro-food processing enterprises those are not taking grant under the Scheme
- c) Workers of micro-food processing enterprises
- d) Members of SHGs/ FPOs/ Cooperatives engaged in food processing activities
- e) Government officials and other resource persons engaged in implementation of PMFME
- f) Resource persons and officials of other Departments collaborating with the implementation of the Scheme, such as, Tribal Development Department, Scheduled Caste Development Department, SRLM, Cooperative Development, etc. at the State level.

Capacity Building Component of PMFME scheme is essentially geared towards strengthening entrepreneurial capability of existing micro food processors and upgradation of the skill of the workers working in those units in critical areas like food handling, safety, hygiene and their own safety at plant level.

Major component of capacity building relevant to the target beneficiaries are EDP training and Product training in the following domains:

- a. Fruits and vegetables Processing
- b. Dairy Processing
- c. Bakery and Confectionary
- d. Grain processing
- e. Spices and Plantation Processing
- f. Fish and Marine Processing
- g. Fat and Oil Seeds Processing
- h. Meat and Poultry Processing
- i. Minor forest products Processing

As domain skills can be imparted only by means of providing hands-on training on the relevant food processing equipment, it is envisaged to engage organizations with required training and lab facilities as Training Partners by means of empanelment. In this regard, RFP is invited from eligible organizations to provide their services as training partners for conducting skill trainings to the beneficiaries from across the State.

Scope of Capacity Building

During the scheme implementation for 5 years from 2020 to 2025, a total of 10035 entrepreneurs and about 30000 workers involved in food processing activities in the state will have to be trained and upskilled. Besides these, a large number of SHG groups, Farmers Producer Organizations (FPO) and Cooperatives that are involved in food processing will also be trained in EDP and Other relevant food domains.

Training Curriculum:

The curriculum for both EDP and Domain trainings are specified by Ministry of Food Processing Industries (MOFPI), GOI. All trainings under the proposed Capacity Building component should be conducted as per the defined curriculum. For effective conduct of the trainings the agencies will have to arrange for the required lab and equipment.

The training curriculum can be accessed at <https://pmfmeap.org/trainingcurriculum>.

Training Fee Particulars:

The training fee per candidate for conducting 50hrs of training covering EDP and Domain is as below.

Beneficiary Class Room Training		
Sub Category	No. of Training Hours	Amount Payable for Training of Beneficiary (In Rs)
Existing Entrepreneurs	50 hrs.	Rs 3974.60*/ Trainee
New Entrepreneurs	60 Hrs (50 hrs of Classroom Training + 10 hrs of online training)	Rs 3974.60*/ Trainee for Classroom Training
Group beneficiaries (SHG/ FPO/ Co-operatives)- Existing	50 hrs.	Rs 3974.60* Trainee
*The cost of training includes orientation and mobilization expenses, cost of promotional items, training material, stationary, beneficiary payout, subscription to online learning material, food and refreshment provided to trainees excluding cost of assessment. Excludes Assessment cost of Rs 900 per trainees.		

Selection Process:

The selection is a two staged process. The eligible proposals are evaluated on the basis of their technical and financial credentials and awarded score as per the criteria mentioned in Annexure -II.

Proposals that score at least 50 out of 70 marks will be referred to as "Shortlisted Proposals" and will be invited for making a Technical Presentation before the Evaluation Committee. The Technical Presentation will be for 30 marks. The cumulative score for 100 marks will be considered for final selection for empanelment.

Annexure 1:

A. Eligibility criteria

1. The food processing industries that are interested to become Training Partners should compulsorily be an independent registered legal entity and any form of consortiums are not allowed. They should have been involved in food processing for at least 3 years.
2. The Private Firms, organizations should compulsorily be an independent registered legal entity. They should have been in existence for at least 3 years and have been involved in Skill Training for 3 years. Agencies that are Food Industry Capacity and Skill Initiative (FICSI) accredited /affiliated Training Providers will be given preference. Government promoted corporations and societies involved in Skill Training are encouraged to apply.
3. Krishi Vigyana Kendras (KVKs) and Educational Institutions recognized under ICAR, University Grants Commission (UGC), National Council for Vocational Training (NCVT), All India Council of Technical Education (AICTE), Ministry of Human Resource Development (MHRD), Medical Council of India (MCI) and any other similar statutory organizations are eligible.
4. All eligible organizations should fulfill the following criteria.
 - a. At least three years of experience in providing skill development trainings/ Capacity building programs.
 - b. Should have a minimum average turnover of Rs.40 lakhs in the last 3 years.
 - c. Should have at least trained 200 candidates in last three years i.e. 2018-19, 2019-20, 2020-21.
 - d. Preference would be given to organizations who conducted training under any skill development related schemes funded by Government of India or Government of Andhra Pradesh.
 - e. Should have permanent Infrastructure (or rent/lease for three years) in Andhra Pradesh.

B. Scope of work and requirements of Training Providers:

1. Training Centre should preferably have the required infrastructure (Class room, power, drinking water etc.) and equipment so as to ensure skilling as per the standards prescribed in the course curriculum. The curriculum for EDP and Domain can be accessed at <https://pmfmeap.org/trainingcurriculum>.
2. Identify trainers as per the eligibility criteria specified by Ministry of Food processing Industries (MoFPI), GoI for District Level Trainers (DLT) under PMFME scheme and get them certified as DLTs by FICSI. The training should be conducted only by the certified District Level Trainers.
3. The TPs shall schedule, organize and conduct Trainings by arranging the required equipment to provide hands on experience to the trainees.
4. TPs shall facilitate the assessment of trainees by FICSI by coordinating with APFPS.

C. Instructions to the agencies for proposal submission.

1. This RFP does not commit APFPS to award a contract or to engage in negotiation. This is for empanelment of eligible Training Providers at the State level under the qualified food domain.
2. Interested applicant may furnish their RFP through email by giving all the necessary documents in English as specified in formats provided in the RFP.
3. APFPS reserves the right to withdraw or amend this RFP, without assigning any reasons for the same
4. The response submitted to this RFP and all correspondence shall be in English and shall conform to the forms attached. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorised person signing the RFP.
5. The RFP submitted should be concise and contain only relevant information as required under this document. The applicant submitting the RFP would be responsible for all its expenses, costs and risks incurred towards preparation and submission of the RFP. APFPS shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.
6. The RFP submitted by the applicant shall remain valid for a period of 45 days after the closing date for submission of RFP prescribed in this document. APFPS may solicit the applicants consent for the extension of RFP validity (but without modification in their RFP response).
7. At any time prior to deadline for submission of RFP, APFPS may modify the RFP document. The amended document shall be notified through print & electronic media and such amendments shall be binding on the interested TPs.

8. Applicants are advised to study all instructions, forms, requirements and other information in the RFP documents carefully. Submission of proposal shall be deemed to have been done after careful study and examination of the RFP Document with full understanding of its implications.
9. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by RFP documents or submission of RFP not substantially responsive to this document will be at applicant's risk and may result in rejection of its submission.
10. RFP documents submitted by applicants will be reviewed by an expert panel constituted for technical purpose by APFPS and marks will be given based on the parameters mentioned in evaluation criteria.
11. All material submitted by applicants will become the property of APFPS.
12. APFPS may at its sole discretion and at any time during the evaluation of RFP or post empanelment, disqualify any applicant, if the applicant has
 - a. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
 - b. A record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinate delaying in completion of assigned works, financial failures etc. in any of the projects in the preceding three years.
 - c. Submitted an RFP that is not accompanied by required documentation.
 - d. Use of modified formats for submission.
 - e. Failed to provide timely clarification related thereto, when sought.
 - f. Been declared ineligible/blacklisted by State/UT/Central Government or any Public Sector Undertaking under them.
 - g. Made an attempt to influence the evaluation.

Annexure II :

Eol Shortlisting criteria

- I. Experience in skill training
- II. Spread of existing training centres
- III. Track record in Skill training and capacity building
- IV. Work experience with Government agencies
- V. Faculty, Equipment and Infrastructure
- VI. Arrangement for assessment & certification
- VII. Annual financial turnover.

A. The scoring sheet will be as follows as per documents submitted: Total 70

S.no	Parameter	Scoring	Max. Score	Documents Required
1	No. of years in existence	3-5 years = 3; 5 years and above =5	5	Certificate of incorporation
2	No. of training centres	1 centre in AP =1; 2 centres in AP = 3; More than 2 centres in AP= 5	5	Copy of rent agreement/hiring agreement/ Electricity bill/ Trade License/ Telephone Bill etc.
3	Average annual turnover during 2017-18, 2018-19, 2019-20	40Lakhs to 50 Lakhs=1 50Lakhs to 1 crore =3 >1 crore =5	5	P&L Statements and Balance Sheet
4	No. of persons/ youth trained in the last 3 years	200-299 trainees = 2; 300-499 trainees=5; 500-999 trainees=7; More than 1000 =10 (OR) Trained >100 in Food Processing=5 Trained>200 in Food Processing=7 Trained>500 in Food Processing = 10	10	In case of Govt. related schemes, Copy of relevant work order and work completion certificate should be furnished. If it is self-financed, the proof of documents for training with self- attestation should be submitted.
5	Experience in implementation of Skill Development programmes funded by Government/ CSR	1-2 years in AP = 5; More than 2 years in AP=10;	10	Copy of relevant agreement/work order

6	Equipment as per Domain and trade	None=0; Less than 50% of required equipment is available = 5; all available = 10	10	Statement list of available equipment
7	Trainer/ faculty as per MoFPI Guidelines to conduct EDP and Domain trainings	One mark per trainer with a max of 10 marks.	10	Trainers' profiles certified by the TP
8	Affiliation with FICSI	No=0; Yes=5	5	Copy of certificate
9	Industry tie-ups for practical training of trainees	If yes =10, No =0. In case of Food processing industry is the TP, full marks will be awarded	10	Copy of MoU or agreement with the industry partner.

B. Technical Committee assessment based on technical presentation by the Agency:

The technical presentation should cover the training action plan proposed along with other details including Infrastructure, profile of management team, Experience in skill training of the Agency. The presentation will be evaluated for a total of 30 (maximum) marks.

For the above purpose an evaluation committee shall be notified by APFPS.

N.B: The decision taken by APFPS will be final and no further queries would be entertained.

Note: All the pages of the EoI proposal and supported documents should be duly attested by the competent authority. All the pages should be numbered and properly indexed. If any of the EoI proposals is found to be without proper signature, page numbers and index, it will be liable for rejection.

Annexure III: Covering letter

To
The Chief Executive Officer APFPS
Dept. of Industries and Commerce
Andhra Pradesh Vijayawada
520008

Dear Sir,

Subject: Request for Proposal (RFP) for empanelment of Training Partner (TP) for conducting Capacity Building trainings to the Beneficiaries under Prime Minister Formalization of Micro Food Processing Enterprises (PMFME) Scheme in Andhra Pradesh.

With reference to your advertisement inviting RFP for Empanelment of Training Partner (TPs) for, conducting Capacity Building trainings to the Beneficiaries under Prime Minister Formalization of Micro Food Processing Enterprises (PMFME) Scheme in Andhra Pradesh. We, the undersigned, offer to provide the services for the above. Please find the details of our agency for your consideration in Annexure IV & V.

We are hereby submitting our proposal. We understand that you are not bound to accept any proposal you receive. We fully understand and agree to comply that on verification, if any of the information provided by us is found to be misleading the short listing process, we are liable to be rejected from the RFP selection process or even termination of the contract during the project period.

We agree to abide by the conditions set forth in this RFP. We hereby declare that our proposal submitted in the response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely
Applicant's name with
Seal Designation
Signature

Annexure IV: Application Proforma

A	Organization Profile			
1	Name of the organization, complete postal address with PIN, Mobile/telephone no., e-mail I.D. Fax No. Website			
2	Registration number, date of registration, validity of registration., Act under which registered			
3	Status of the organization (i.e. company/ Partnership firm/society etc.			
4	Name & designation of Chief functionary with Tel No./ Mobile No.			
5	Name & designation of Contact person for this RFP with Tel No. / Mobile No.			
6	Whether the organization has any past experience in conducting skill development training programme, if yes then the details thereof. Attach the work order/ sanction letter	Scheme	Ministry/ Department	Date of commencement of the project
				Project Completion date
7	Whether the institution/organization is having sufficient managerial and technical capacity for conducting the training programmes, if yes, the details thereof			
8	Brief details of Activities undertaken by the organization in the field of skill development/ Capacity building			
8.B	Project Profile			
9	Details of Training Centre (s) where training is proposed to be undertaken	Location of the centre with postal address		Contact person Name & Telephone No., Mobile No. Email ID
		1.		

		2.		
10	<p>Domains proposed for conducting trainings along with EDP</p> <p>a. Fruits and vegetables Processing</p> <p>b. Dairy Processing</p> <p>c. Bakery and Confectionary</p> <p>d. Grain processing</p> <p>e. Spices and Plantation Processing</p> <p>f. Fish and Marine Processing</p> <p>g. Fat and Oil Seeds Processing</p> <p>h. Meat and Poultry Processing</p> <p>i. Minor forest products Processing</p>	Domain	Trade (equivalent QP from FICSI)	Lab facility available (Y/N)
11	Location wise details of availability of space indicating area in sq. feet per class room/workshop/ Lab (as per Annexure— VIII)			
12	Status of procurement of land and premises (own/lease basis/rent basis) if, rented/leased attach the Lease agreement/ownership document			
13	Documents to be attached			
13. A	Copy of valid registration certificate under proper statute. (Self-Attested)			
13.B	Copy of audited balance sheet (by Chartered Accountant) for the last 3 years (Self-Attested)			
13.C	Copy of Annual Report of last three years (Self Attested)			
13.D	List of current office bearers of the organization with their full name, complete postal address with PIN, Phone/Mobile No. and Email-Id.			

14	Domain wise list of qualified Faculty	(Annexure —VI)
15	List of Equipment available for conducting training (domain/ Trade	(As per Annexure — VII)
16	Name of the Assessing Body and copy of certificate	(Attach the Agreement copy)
17	Affidavit regarding: That organization/institution is not involved in any corrupt practices and has not been black- listed by any central/state agencies	(As per Annexure IX)
18	Any other supporting documents	Copy of any other documents can be given as attachments in the email.

Certificates:

Certified that provisions of the RFP have been fully understood and we will take the responsibility for successful completion of the project in a time bound manner, if empanelled by APFPS.

Certified that there is no duplication of efforts with existing schemes of other Ministries/ Departments, if any project is sanctioned under APFPS

Authorized signatory of the
Organization With seal
Name/Designation/ Address

Date:

Place:

Annexure V: Infrastructure details — Centre wise

Training Centre Details		
Name of the premise:		
Address of the premise:		
District:	Mandal:	Area:
Pin Code:	Landline No.:	
Distance from District HQ (in KM):		
Contact Person Name:		
Department:	Designation:	
Mobile Number:	Email:	
Ownership status of the premise:		
GPS coordinates	Latitude:	Longitude:
Availability of Power Connection (Y/N):		Power Backup (Y/N):
Provision of Toilets (1 for 10 trainees) (Y/N):		Internet Connectivity (Y/N):
Residential Facility (Y/N):		

Details of the building/rooms			
	Length(ft)	Breadth (ft)	Plinth area (Sq. ft):
Office Room Class			
Room 1: Class			
Room 2: Class			
Room 3: Class			
Room 4:			
Counselling room:			
Workshop 1:			
Workshop 2:			
Workshop 3:			
Total Plinth Area			

Seating Capacity:			
Equipment & Furniture			
Remarks:			

Note: Submit Photographs as suitable

Annexure VII: Domain and trade wise faculty list

S. no	Sector	Faculty Name	Designation	Highest Qualification	Total Experience	Working Tenure in organization	Status of Engagement (Part Time/ Full Time)
1							
2							
3							
4							
5							

Annexure VIII: Trade Wise Equipment list

Equipment as per the National Occupational Standards (NOS) — NSDC Model Curriculum/ Modular Employable Skill (MES) course curriculum of the trade/sector. Refer to FICSI portal at www.ficsi.in for trade wise equipment list.

Domain	
Trade	
Trade Code	
Batch Size	

List of Available Equipment		
Name of the Equipment	Specification	Unit (in Number)

Annexure — IX: Self Declaration on organisation s letter head-that organisation/institute is not involved in any corrupt practices and has not been blacklisted by Central/ State Agencies.

(On non-judicial stamp paper of Rs. 10 and duly attested by the notary Public)

To
The Chief Executive Officer,
Andhra Pradesh Food Processing Society
Department of Industries and Commerce
Vijayawada, AP

Sir,

In response to the Request for Proposal (RFP) reference no.
Dated Empanelment of Training Partners (TPs) for conducting skill training
under PMFME Scheme in Andhra Pradesh.

I, hereby declare that presently our company/ organization
..... has unblemished record and is not declared ineligible for corrupt
and fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the
date of submission of RFP.

If this declaration is found to be incorrect then without prejudice to any other
action that may be taken, my security may be forfeited in full and the tender if any to the extent
accepted may be cancelled.

Place:

Date:

Signature of the Authorized person

Designation:

Seal of the Organization

