

RFP NO. 2
APFPS/PMFME/2021/2
DATE: 24-12-2021

REQUEST FOR PROPOSAL (RFP)
FOR
SELECTION OF AGENCY FOR PREPARING A COMPREHENSIVE 10
YEAR VISION FOR THE FOOD PROCESSING SECTOR IN
ANDHRA PRADESH



Andhra Pradesh Food Processing Society (APFPS)
2nd floor, D.No.48-11/1-5/8,
Gadde Sambasiva Rao Street,
Sri Ramachandra Nagar, Vijayawada
Andhra Pradesh - 520008

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Key dates and events

S. No	Information	Details
1.	RFP No. and Date	RFP NO.APFPS/PMFME/2021/02 Dated: 24-12-2021
2.	Bid validity period	60 Days
3.	Pre-bid meeting date and venue	Date: 30th December 2021; Venue: APFPS Office at 10:00 AM
4.	Last date (deadline) for submission of bids	Date: 09th of January 2022.
5.	Opening of Qualification Bids	To be communicated
6.	Technical Presentation by the Shortlisted Bidders	To be communicated
7.	Place, Time and Date of opening of Financial Bids	To be communicated
8.	Contact person for queries and email for sending pre-bid queries	Subhash Kiran K Lead - PMFME subhash.lead@pmfmeap.org Mobile: 9154852013
9.	Addressee at which proposal in response to RFP notice is to be submitted:	The Chief Executive Officer AP Food processing Society, Ramachandra Nagar, Currency Nagar Vijayawada. Web:- www.apfps.org

SECTION I

1. INTRODUCTION

Andhra Pradesh is committed to industrialisation and to create jobs for the youth. Despite being predominantly agrarian, the government in the recent past has undertaken structural reforms in the state to accelerate industrialisation by creating a good ecosystem for investments. The state has put in place various initiatives for developing the following trust areas.

Food Processing, Pharmaceuticals and Biotechnology, Textiles, Electronics, Footwear and Leather, Toys and Furniture, Petrochemicals, Aerospace and Defence, Automobiles and Components, Machinery, Precision Equipment and Mineral-based Industries.

Among these, Food processing Industry has gained prominence due to consistent increase in demand for processed food items globally over the years. With higher income, urbanisation, demographic shifts, improved transportation and changed consumer perceptions regarding quality and safety, food consumption patterns have changed over the years creating better business opportunities for the Food Processing industry.

Further, the Food Processing Industry accounts for a prominent place among sectors in terms of share in employment in the manufacturing sector and because of its labour intensive nature it has higher multiplier effect on the overall economy. In Andhra Pradesh major thrust has been provided for its growth with establishment of Andhra Pradesh Food processing Society (APFPS) in 2012 to act as the Nodal Agency for development of Food Processing Sector in the State.

The main objectives of the Society are:

- Enhancing and stabilizing the income level of the farmers.
- Achieving integration of the food processing infrastructure from farm to market.
- Making the food processing sector attractive for both domestic and foreign investors.
- Making food processing is all season activity.
- Undertaking Capacity building & Promotional activities.
- Providing Quality check facility.
- Providing Marketing assistance to producers.
- Reduction of Agricultural waste.
- Enhancing the competitiveness of food processing industry in both domestic as well as international markets.

APFPS has been striving to achieve the objectives by effectively implementing the Food processing Policy 2020-25. As part of the policy APFPS is implementing several projects and schemes like PM Formalisation of Micro Food Processing enterprises scheme (PMFME), Establishment of Secondary Food Processing units, Operation Greens, promotion of food processing clusters under SFURTI, establishing Mega food parks etc.

2. RATIONALE FOR STUDY

As per Annual Survey of Industries 2017-18, Andhra Pradesh, with 5700+ industries, has the largest number of registered food processing industries in the country. It has 8% of India's Dairy units, 21% of meat & marine processing units and 7% of F&V processing units. Despite having 14.4% Food processing industries in the country Andhra Pradesh's contribution to Gross Value Added is nearly 7.5%, which means the industries are involved in production of low value added products. Hence, there is lot of scope for improvement and need for transformation of the industries in the sector.

Further, as per 73rd Round Survey of NSSO, there are about 1,54,330 unincorporated enterprises manufacturing food and beverages in Andhra Pradesh. Though it is understood that these are mostly household managed nano enterprises with 2 to 3 employees, no data w.r.t. to their activity, scale of operations, products produced, market, turnover, skill levels etc is available.

With out any detailed baseline data and current status of the existing enterprises, both registered and unincorporated, it is difficult for the Government to have a focused approach for the overall upliftment and to envision future for the sector.

So there is an immediate need to have a comprehensive picture of all sizes of food processing enterprises in the State for synergetic growth of the Food Processing sector.

Therefore, it has been decided to engage a professional agency for conducting comprehensive ten-year vision study related to Food Processing Industry the state of Andhra Pradesh as per the philosophy of the food Processing Policy 2020-25.

3. REQUEST FOR PROPOSAL

In view of the above APFPS is inviting detailed proposals from eligible entities to undertake a detailed study of the food processing sector in Andhra Pradesh and “PREPARE A COMPREHENSIVE TEN-YEAR VISION FOR THE FOOD PROCESSING SECTOR IN ANDHRA PRADESH” which shall be inline with the existing Food processing Policy of AP. The study would also come out with recommendations which have to be specific and actionable.

1. Districts to be included: Srikakulam, Vizianagaram, Visakhapatnam, East Godavari and West Godavari, Krishna, Guntur, Nellore, Chittoor, Prakasam, Kadapa, Kurnool and Ananthapuram.
2. Segments to be covered include: Meat Industry, Fish and Sea food Processing, cereals, Grains & oil Seeds, Dairy, Bakery and Milling, Beverages, Spices and Plantation crops, Fruits and vegetables Industry and Traditional Indian sweets & Savouries.
3. Bidders who are interested in undertaking the assignment have to submit their proposals for all districts and segments as a single bid.

4. GENERAL ELIGIBILITY OF BIDDERS

The Bidder/ consulting firm/expert institution must satisfy each of the criteria of the Pre-Qualification Bid, as specified in the RFP with supporting documents, in order to qualify for consideration and evaluation of its Technical and Financial Bid:

- a. The Bidder must be a Company/ Firm/ Limited Liability Partnership (LLP) and must be in consultancy business and operational for at least 3 years, as on the date of submission of the bid. (Proof of registration documents)
- b. Should have at least five years’ experience in conducting surveys/ studies in the field of agro-products, food processing, agriculture, industrial surveys, rural development or allied fields (*henceforth mentioned as relevant fields*)
- c. Minimum Average Annual Turnover from professional fee from Consulting assignments in the last three financial years ending 2020-21 not less than INR 4 crore and minimum Average Annual Turnover from professional fee from studies in the Relevant fields, in the last three financial years ending 2020-21 should not be less than INR 1 crore.
- d. There should be atleast 3 persons in the team, with experience in conducting studies, from Institutions of National Repute in the field of Agri-

culture, Rural Development, Management, Industrial Production, Economics, Statistics

- e. The Bidder must have a registered/ corporate or local office in the state.
- f. The Bidder should not be debarred/blacklisted/banned/not being under declaration of ineligibility for corrupt or fraudulent practices by any Government/ PSU in India as on date of submission. Bidder can submit Self-certification.
- g. Hand delivered application forms will not be accepted in any case. Last date for submission of proposal -: 09/01/2022 till 17:00 Hrs.
- h. Proposals received after the due date and time will not be accepted.
- i. The proposals found suitable technically and shortlisted based on the conditions will be considered for opening of Financial Bid and same shall be intimated to them in writing/ telephonically. The decision of short listing of Technical Bid by APFPS, Vijayawada will be final and binding on all.

5. COMMERCIAL CONDITIONS

Apart from the above, each bidder is required to fulfill the following terms and conditions:

5.1. Earnest Money Deposit and Processing Fee (Registered MSMEs Exempted):

- a. The agency / bidder may apply for carrying out the assignment by submitting an EMD amount of Rs. 20,000/- in the form of a Crossed Bank Draft in favor of 'CEO, APFPS, Vijayawada (payable at Vijayawada). EMD will be refunded if the agency is not selected and if selected, it will be considered as performance guarantee. Whereas Govt agencies will be exempted from EMD.
- b. EMD should be submitted along with Technical Bid at the following address

ANDHRA PRADESH FOOD PROCESSING SOCIETY

D. No. 48 - 11/1-5/8
GaddeSambasiva Rao Street
Sri Rama Chandra Nagar
Vijayawada - 520008

- c. Technical Bid not accompanied with EMD shall be summarily rejected.
- d. No interest shall be payable by the ANDHRA PRADESH FOOD PROCESSING SOCIETY for the sum deposited as Earnest Money Deposit.
- e. The EMD of the unsuccessful bidders would be returned after finalization of the proposal received against this RFP. However, the EMD of the successful bidder shall be adjusted against performance security.

5.2. Performance Security

- i. Selected bidder will have to submit a Performance Security equivalent to 5% of the total contract value in the form of the bank draft/demand draft or Bank Guarantee(BG) from a scheduled commercial bank in favor of "ANDHRA PRADESH FOOD PROCESSING SOCIETY", within 10 days of issue of letter of acceptance of proposal. In case performance security is submitted through BG, the same shall remain valid for 60 days beyond the final date of the original contract.
- ii. In case the contract is extended, the successful bidder will have to get the BG extended on same terms and conditions for the period of 60 days beyond the final date of the extended contract period, if any.
- iii. Performance Security would be returned only after successful completion of work assigned and after adjusting/recovering any dues recoverable/payable from/by the Agency on any account under the contract.
- iv. The ANDHRA PRADESH FOOD PROCESSING SOCIETY shall have the right to appropriate the Performance Security, in whole or in part, without notice to the firm in the event of breach of Agreement or for recovery of liquidated damages.

5.3. Prices

- i. The bidder is required to quote the total price for services as detailed in the scope of work/ deliverables under section II of the RFP document. The total price quoted shall be inclusive of all applicable charges.
- ii. The agency has to ensure that the total price quoted are all inclusive including the manpower support required for the project execution and continuous support during the entire contract period.
- iii. No increase in the prices would be allowed during the contract period.

6. AMENDMENT OF TENDER DOCUMENT

At any time before the submission of bids, ANDHRA PRADESH FOOD PROCESSING SOCIETY 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 the Agency.

To give the Agency reasonable time in which to take an amendment into account in their bids, the ANDHRA PRADESH FOOD PROCESSING SOCIETY may, if the amendment is substantial, extend the deadline for the submission of bid.

7. CONFLICT OF INTEREST

- i. The Agency is required to provide professional, objective and impartial advice and at all times hold the ANDHRA PRADESH FOOD PROCESSING SOCIETY's interest paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work.
- ii. Without limitation on the generality of the foregoing, Agency and any of their affiliates, shall be considered to have a conflict of interest under any of the circumstances set forth below:
 - a. **Conflicting Activities:** An Agency 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.
 - b. **Conflicting Assignment/job:** An Agency (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Agency to be executed for the same or for another Employer.
 - c. **Conflicting Relationships:** An Agency that has a business or family relationship with a member of the ANDHRA PRADESH FOOD PROCESSING SOCIETY 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 ANDHRA PRADESH FOOD PROCESSING SOCIETY throughout

8. PENALTY CLAUSE

1. The detailed Service Level Agreement (SLA) will be signed with successful bidder. Any breach in SLA will lead to penalty and later termination of the contract. All the documents/ code / application etc. prepared and developed by the bidder both digital and hard copies will be the property of the ANDHRA PRADESH FOOD PROCESSING SOCIETY. All designs, reports, other documents and software submitted by the bidder pursuant to this work order shall become and remain the property of the ANDHRA PRADESH FOOD PROCESSING SOCIETY, and the bidder shall, not later than upon termination or expiration of this work order, deliver all such documents and software to the ANDHRA PRADESH FOOD PROCESSING SOCIETY, together with a detailed inventory thereof.
2. If at any given point of time it is found that the bidder has made a statement which is factually incorrect or if the bidder doesn't fulfill any of the contractual obligations, the ANDHRA PRADESH FOOD PROCESSING SOCIETY may take a decision to cancel the contract with immediate effect. Further, performance security of the agency may also be forfeited if the performance of the agency is not satisfactory.
3. Liquidated Damages for error/variation

In case any error or variation is detected in the reports submitted by the firm and such error or variation is the result of negligence or lack of due diligence on the part of the firm, the consequential damages thereof shall be quantified by the ANDHRA PRADESH FOOD PROCESSING SOCIETY in a reasonable manner and recovered from the Consultant by way of liquidated damages, subject to a maximum of 10 % (ten percent) of the Contract Value.

4. Liquidated Damages for delay

In case of delay in completion of Services, liquidated damages not exceeding an amount equal to 0.2 % (zero point two percent) of the Contract Value per day, subject to a maximum of 10 % (ten percent) of the Contract Value will be imposed and shall be recovered by appropriation from the Performance Security or otherwise. However, in case of delay due to reasons beyond the control of the Agency, suitable extension of time shall be granted.

The ANDHRA PRADESH FOOD PROCESSING SOCIETY will have the right to cancel the contract at any time without assigning any reason thereof.

9. PREPARATION AND SUBMISSION OF BID

All the bidders are requested to follow the instructions given below while submitting the bids.

Interested agencies fulfilling eligibility conditions as mentioned above can submit their detailed proposal to the Chief Executive Officer, AP Food processing Society (APFPS) on or before 09th of January 2022. Bid shall be prepared strictly in the format and in the manner prescribed .

Bids should be submitted up to the date and time as indicated in the Bid Notice. The bid will be in two parts i.e. Technical Bid (Part `A') and Financial Bid (Part `B'). The bidder submitting Technical bid should submit all the documents specified in the "Technical Bid" section of the RFP and documents required for general eligibility in one envelope super scribed as "TECHNICAL BID FOR CONDUCTING Comprehensive study of Food processing industries in AP". Page wise Index must be included for technical bid.

A separate envelope for FINANCIAL BID

Financial bid prepared as per Annexure-8 should be submitted in separate envelope super scribed as FINANCIAL BID FOR CONDUCTING COMPREHENSIVE STUDY OF FOOD PROCESSING INDUSTRIES IN ANDHRA PRADESH".

Both these envelopes Technical Bid (Part `A') and Financial Bid (Part `B'), shall be included in one envelope super scribed as PROPOSAL FOR FOR CONDUCTING COMPREHENSIVE STUDY OF FOOD PROCESSING INDUSTRIES IN ANDHRA PRADESH from_____ (Name and Address of the agency) by _____(Name of the bidder) and the contact details (Mobile Number) of the key persons. Non-submission of such details in time may render such bids for disqualification.

9.1 Technical Bid: The technical bid should have the following: -

- a. Name, address, e-mail, telephone along with a note on the ownership, organizational structure and core business area of the consulting firm.
- b. Document [s] to demonstrate that the firm is in the business for the last 3 years.
- c. Document [s] relating to details of similar assignments executed during the last 3 years.
- d. Certificate from the statutory auditors/Chartered Accountant stating the year wise annual turnover during each of the last 3 financial years [i.e., 2020-21, 2019-20, 2018-19].

- e. A short write-up on technical and managerial capability of the firm for undertaking assignment
- f. Forwarding letter as per Format-1 on the bidding organization's printed letter head.
- g. Compliance and documentary proof of eligibility condition spelt out in clause 3 of Section I. Documentary proof sought in other clauses of this Tender Document should also be enclosed.
- h. The Technical Proposal with a brief write up on Approach, Methodology, Work Plan, Activity Plan and Timeline as per the format given in Format-7
- i. CVs of the experts, team leader and team members duly signed as per the Format-3
- j. Scan Copy of GST Registration Number
- k. Figures and tables must be numbered in Annexure and referenced in the text by that number. They should be placed as close as possible to the referencing text. Pages must be numbered consecutively within each section. The document which is not numbered and is not found in serial will be considered as "not found".
- l. Undertaking (self-declaration on letter head) that the information submitted by them is correct and they will abide by the decision of ANDHRA PRADESH FOOD PROCESSING SOCIETY. In case the information submitted by the firm is found to be false and / or incorrect in any manner, the firm can be suspended and / or debarred as per the Format - 4 of RFP
- m. All pages of the document submitted should be signed. While submitting the Technical Proposal, the applicant/bidder firm shall, in particular, ensure that:
 - a. The CVs have been recently signed by the individuals and the Team Leader. Unsigned/ countersigned CVs shall be rejected;
 - b. The CV shall contain an undertaking from the Team Leader members and experts about his /her availability for the entire period of study and report preparation.

9.2. Financial Bid: The Financial bid must contain the following:

- i. Applicant shall submit the financial proposal clearly indicating the total cost of the Consultancy in both figures and words, in Indian Rupees, and signed by the authorized signatory of the firm. In the event of any differ-

ence between figures and words, the amount indicated in word shall be taken into account. In the event of a difference between the arithmetic total and the total shown in the financial Proposal, the lower of the two shall be taken into account.

- ii. While submitting the Financial Proposal, the firm shall ensure the following:
 - a. All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel, accommodation, travelling, printing of documents, taxes etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
 - b. The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the price shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per applicable laws.
 - c. Costs (including break-up of costs) shall be indicated in INR.
- iii. It is further clarified that in no case the agency so appointed, will be entitled for payment beyond the fee quoted in the financial bid.

10.SIGNING OF BID

The original and all documents of the bid shall be typed and shall be signed by the Bidder or a person duly authorized to sign the Contract. The person or persons signing the bid shall sign initial all pages of the bid.

11.METHOD OF BID EVALUATION AND AWARD OF CONTRACT

- I. The evaluation of the submitted proposals will be carried out in two Stages, i.e Technical Evaluation and Financial Evaluation.
- II. Technical and Financial bid will get weight ages as under:

SN	Proposal	Technical bid score weightage	Financial bid score weightage
I.	Selection of Agency for Conducting a Comprehensive study of FPI and Prepare a comprehensive 10 year vision and strategy for transformation of Food processing Sector while creating an ecosystem in Andhra Pradesh	50%	50%

11.1. Evaluation Process:

The evaluation process shall comprise of the following stages:

Stage 1: Technical Evaluation comprising of Paper Based Evaluation and Presentation Evaluation

Bidders who meet the minimum qualification criteria laid down in the General Eligibility Section of this document will be qualified and eligible for further bid evaluation.

APFPS will evaluate qualified bidders on the basis of the Technical Bid submitted by them. A Committee from APFPS shall evaluate the technical proposals submitted by the bidders. The Bidders who qualify under the minimum eligibility criteria will be asked to make a detailed presentation at APFPS Office or any other venue and be scored on the parameters as outlined separately in this document.

Format for Technical Evaluation:

SN	Evaluation Criteria	Maximum Score	Required Forms
Desk- Verification			
A	<i>Business practice and past experience of the agency</i>	25	
1.	<p>Past experience in the areas of socio economic studies/ surveys during last 3 Financial Years</p> <ul style="list-style-type: none"> I. More than 3 relevant studies- (25 marks) II. 2-3 relevant studies (15 marks) III. 1 relevant study (5 marks) <p><i>APFPS may contact the previous client of the agency/ies to ascertain the quality of work done under the previous assignment. Agency will also showcase the previous work in their presentation part.</i></p>	25	Work Order from the Clients/ Hard copy of the Submitted Report.
B	<i>Resource Assessment</i>	55	
1	Quality of Key Personnel proposed to conduct the Study. Attach 3 CV's of dedicated staff to be deployed in the study	25	Prescribed format- (Format-3)
2	Proposed Methodology, survey Performa, Indicative Timelines for conducting the study	30	Prescribed format (Format-7)
c	<i>Presentation</i>	20	<i>PPT</i>
1	Presentation of the methodology and proposed outcomes of the study by taking one Segment of food processing industry as a case.	20	PPT

Note: Agencies shortlisted for presentation will have to make a presentation of 10-12 minutes before the Committee.

Stage 2: Financial Evaluation

The Interested Bidders will have to submit their financial Bids as per the format provided in (Format-8). The financial Bids of only those bidders will be opened who have scored more than 70% marks in the Technical Evaluation.

Final Selection : Quality cum Cost Based System (QCBS) Evaluation

QCBS Evaluation

- (i) The Evaluation Methodology proposed to be adopted by APFPS will be Quality cum Cost Based System (QCBS) method of evaluation where Technical Bid Score will get a weightage of 50% and Financial Bid Score a weightage of 50%
- (ii) The Marks scored in the Technical Evaluation will be added to the marks obtained in the financial evaluation and a district wise list of preferred bidders will be obtained.

The Total Scores will be calculated as follows:

TS (Total Score)= Score obtained in the Technical evaluation(TES)+ Score obtained in the Financial Evaluation (FES)

The FES will be calculated as follows:

The Bidder which has quoted the lowest will be given maximum marks of 50 in the Financial Score and the other Bidders will be scored proportionately in order of amount they have quoted.

Illustration

Three agencies A1, A2,A3, have quoted Rs.100000, Rs.200000, Rs.300000 respectively. In the abovementioned case the bidder A1 which have quoted the lowest will be allotted 50 marks.

Score of A1=50

*Score of A2 who have quoted Rs.200000=100000/200000*50=25.00 marks*

*Score of A3 who have quoted Rs.300000=100000/300000*50=16.66 marks*

The Bid, that obtains the highest Total Score (H-1), will be rated as the Preferred Bidder.

11.2. Negotiations:

Normally there will be no post tender opening negotiations and it would be only on exceptional circumstances, if considered necessary. This shall be held only with the Agency which is evaluated as H-1 bidder after combined evaluation of the Technical and Financial bids, as indicated above. Under no circumstance, the financial negotiation shall result into an increase in the price originally quoted by the Agency.

12. COMPETENT AUTHORITY'S RIGHT TO VARY ITEMS/ACTIVITIES AT THE TIME OF AWARD

The APFPS shall have the right to make any alterations, omissions, additions or subtractions in items/services at the time of award of contract. The Competent Authority will give such intimation to the successful Bidder, and additional cost/ deduction in the Bid prices, based on the price schedule submitted by him, will be worked out with the Bidder. In case, the Bidder does not agree for such alterations, the Competent Authority will be free to award the contract to the next eligible Bidder.

13. APPLICABLE LAW AND JURISDICTION

This contract, including all matters connected with this contract, shall be governed by the India and State laws, both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Andhra Pradesh Court, if required.

14. INSURANCE AND MEDICAL

- i. It shall be the responsibility of the agency to insure their staff and equipment against any exigency that may occur at site. Agency will also take insurance cover for third party liability, which might occur due to damages caused to their manpower, equipment etc. ANDHRA PRADESH FOOD PROCESSING SOCIETY shall not be responsible for any such damages.
- ii. Medical facilities (as per law) for professional including insurance of the professional on site will be provided by the Agency.

15. INDEMNIFICATION

- i. Agency shall at times indemnify and keep ANDHRA PRADESH FOOD PROCESSING SOCIETY indemnified against all claims/ damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services under this contract.
- ii. Agency shall at all times indemnify and keep ANDHRA PRADESH FOOD PROCESSING SOCIETY indemnified against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (Agency) employees or caused by any action, omission or operation conducted by or on behalf of Agencies.
- iii. Agency shall at all times indemnify and keep ANDHRA PRADESH FOOD PROCESSING SOCIETY indemnified against any and all claims by employees, workman, suppliers, agent(s) employed engaged or otherwise working for Agency, in respect of their wages, salaries, remuneration, compensation or the hike.

iv. All claims regarding indemnity shall survive till the termination or expiry of the contract.

16.FORCE MAJEURE

- i. For the Purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of the party.
- ii. The terms "Force Majeure" as implied here in shall mean an act of God, War, Civil riots, fire directly affecting the performance of the contract, floods and Acts and Regulations of respective Government of the two parties, namely the Organization and the contractor. Both upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, shall within seventy-two hours of the alleged beginning and ending thereof intimate the other party giving full particulars and satisfactory evidence in support of its claim.
- iii. If deliveries are suspended by force majeure conditions lasting for more than 2 (two) months, the Organization shall have the option of cancelling this contract in whole or part at its discretion without any liability on its part. Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

17.FAILURE & TERMINATION CLAUSE

Time and date of delivery and period of execution shall be essence of the contract. If the Agency fails to deliver the services thereof within the period fixed for such delivery in the schedule or at any time repudiates the contract before the expiry of such periods, the ANDHRA PRADESH FOOD PROCESSING SOCIETY may without prejudice to any other right or remedy available to the agency recover damages for breach of the contract as under: -

- i. Recover from the Agency as liquidated damages which will be charged by way of penalty, as specified in the Clause 7.
- ii. Cancel the contract or a portion thereof by serving prior notice of one month to the Agency.
- iii. The ANDHRA PRADESH FOOD PROCESSING SOCIETY may take a decision to cancel the contract with immediate effect and / or debar / blacklist the bidder from bidding prospectively for a period of 3 years or as decided by the ANDHRA PRADESH FOOD PROCESSING SOCIETY or take any other action as deemed necessary.

18. AGENCY CODE OF CONDUCT AND BUSINESS ETHICS

a. Bribery and corruption:

Agency are strictly prohibited from directly or indirectly (through intermediates or subcontractors) offering any bribe or undue gratification in any form to any person or entity and / or indulging in any corrupt practice in order to obtain or retain a business or contract.

b. Integrity, indemnity & limitation:

Agency shall maintain high degree of integrity during the course of its dealings with business/contractual relationship with the ANDHRA PRADESH FOOD PROCESSING SOCIETY. If it is discovered at any stage that any business/ contract was secured by playing fraud or misrepresentation or suppression of material facts, such contract shall be voidable at the sole option of the competent authority of the ANDHRA PRADESH FOOD PROCESSING SOCIETY. For avoidance of doubts, no rights shall accrue to the Agency in relation to such business/ contract and the ANDHRA PRADESH FOOD PROCESSING SOCIETY or any entity thereof shall not have or incur any obligation in respect thereof. The Agency shall indemnify in respect of any loss or damage suffered by the ANDHRA PRADESH FOOD PROCESSING SOCIETY on account of such fraud, misrepresentation or suspension of material facts. The agency will be solely responsible for the omission and commission of the employees deployed by them.

19. CONFIDENTIALITY:

The agency shall maintain utmost confidentiality of information supplied, method of operation, procedures etc. and will treat such information with the same degree of care as the agency treats its own most confidential information.

20. DISCLAIMER:

- ANDHRA PRADESH FOOD PROCESSING SOCIETY shall not be responsible for any late receipt for any reasons whatsoever.
- ANDHRA PRADESH FOOD PROCESSING SOCIETY reserves the Right:
 - To accept the whole, or part of or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the ANDHRA PRADESH FOOD PROCESSING SOCIETY;
 - To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of ANDHRA PRADESH FOOD PROCESSING SOCIETY without assigning any reasons thereof;

- To include any other item in the Scope of work at any time after consultation in the pre-bid meeting or otherwise.

21. GENERAL INSTRUCTIONS:

- i. Bids once submitted cannot be amended.
- ii. Any Bid which does not quote for all items will be considered to be non-responsive and shall be rejected.
- iii. The Agency shall not assign or sublet the contract or any substantial part thereof to any other agency, without written consent of the ANDHRA PRADESH FOOD PROCESSING SOCIETY.
- iv. Technical bids and financial bids will be opened, in the presence of Bidders' representatives (One for each bidder), who wish to be present. The authority letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening.

Section II

22.SCOPE OF WORK

As detailed in the rationale for preparation of a Vision for food processing Sector in Andhra Pradesh, APFPS is need of developing a comprehensive strategy for overall development for an enabling food processing ecosystem in the State. The vision and strategy shall provide a roadmap for the different segments of food processing industries to become competitive in the global processed food industry.

The baseline of existing food processing enterprises (registered and unincorporated) shall be taken into account for preparing of the proposed Vision and Strategy.

The vision and Strategy document would encompass:

- Sectoral analysis - status, challenges and opportunities
- Sub-sector specific vision & action plan
- Value chain analysis of 10 major products
- Framework to create synergy between different segments
- Sub-sector wise segment specific development approaches
- Sub-sector wise demand projections
- Innovation promotion
- Skill development strategy - Establishing extension centres etc.
- Suggestive crop production plan to related line departments
- Investment planning - infrastructure creation etc

The component wise details are elaborated in the Terms of Reference (ToR) section in Annexure-I.

The following are the deliverables of the assignment:

- Review of Literature, study methodology, data sources and baseline questionnaires.
- An Inception report on preliminary findings .
- Baseline data of all existing enterprises
- The final report enumerating the employed methodology, data sets and results
- Complete data set used for analysis, both primary and secondary
- Draft Evaluation study report (2 copies) with a soft copy covering all aspects, including one power point presentation;

- Final Evaluation study report (5 Copies), with a soft copy covering all aspects including one power point presentation
- Assessment tools to gauge the progress of individual enterprises and segment at large.
- A monitoring and evaluation framework to assess the segment wise growth of the industry

23.Implementation Schedule:

The proposed Scope of Work is expected to be completed within 6 months period, adhering to below mentioned implementation schedule which is also not necessarily limited to the following and further detailing may be done at the time of signing of contract

S No	Activity	Time line	Deliverable
1	Signing of Agreement	T1- Date of signing of the Agreement	
2	Submission of Inception Report- (Detailing out the methodology, formats of the survey questionnaire for the industries and other relevant research tools)	T1+15 Days	Inception Report
3.	Submission of Preliminary Report-(including analysis of secondary and primary data in line with the scope of work as defined above)	T1+ 135 Days	Preliminary Report
4.	Submission of Final report incorporating all the feedback and suggestions given by APF-PS	T1+180 Days	Final Report

24.Schedule Of Payment

The Payment Milestones for conducting the “Comprehensive study of Food processing industries in AP and Prepare a comprehensive 10 year vision and strategy for transforming food processing sector while creating an enabling ecosystem in Andhra Pradesh” are as indicated below:

Serial No	Project Activity	Payment
1.	On Issuance of Work Order	20%
2.	On submission of Inception Report	20%
3.	On Submission of Preliminary Report	40%
4.	On submission and acceptance of Final Report	20%

1. A payment of 10% of the total contract value will be released upfront to the selected agency upon issuance of the work order/signing of the agreement following which the agency will submit an inception report detailing out the work plan for an additional release of 10% of the Total Contract value.
2. The agency will be raising an invoice after the submission of step wise deliverables namely Inception Report, Preliminary Report and Final Report.
3. Payment shall be released within 10 days of invoice raised by the agency.

TERMS OF REFERENCE

25. Terms of Reference (TOR)

1. Baseline of incorporated food processing enterprises:

The status of all food processing industries registered in Andhra Pradesh is updated through physical verification of every unit. A baseline data to be captured, though not exhaustive, include:

1. Name of the unit
2. Year and Type of incorporation
3. Segment
4. Activity
5. Current status of the Unit
6. Products produced
7. Product wise production capacity
8. Turnover for the last 2 years
9. Employee details
10. Details of machinery
11. Current market
12. Credit status
13. Challenges faced
14. Support required from Govt
15. Plans of future expansion
16. Reasons for inactivity, if applicable.
17. Photograph of the unit
18. Geolocation

2. Census and baseline of unincorporated food processing units

Census of all unincorporated food processing units including the ones operating at the cottage industry level will be conducted. Base line data of these enterprises will have to be captured along with the photograph and geolocation of the unit.

As per NSSO 73rd round survey there are about 1,54,330 unincorporated units in Andhra Pradesh. The universal size of this category of enterprise will be a much bigger number.

3.Reasons for inactivity or underperformance of existing enterprises

Based on the baseline details, a detailed report on of the reasons for inactivity and under performance of the enterprises shall be prepared. The report should detail the reasons specific to segment and size of food processing units.

4.Segment Analysis – Status, Challenges & Opportunities

A detailed study of the food processing segments viz., Meat, Fish and Sea food Processing, Dairy, Bakery and Milling, Beverages (non-alcoholic), Spices and Plantation crops, Fruits and vegetables and Traditional sweets and Savouries to be covered briefly on its current status, value chain analysis and the real challenges which are experiencing.

Detailed interaction should be conducted with the industry promoters, Industry associations, relevant Govt departments, Industry/ segment experts to understand the practical challenges, the existing scenario and future scope. While doing so, the agency may also enlist the efforts being made for the improvement of the segment by the respective stakeholders.

The key challenges faced are to be discussed in detail and appropriate recommendations to address those has to be made.

5.Value chain analysis of 10 major products

The 10 major products produced in the State would be identified by the agency through a secondary research. A detailed value chain analysis of those products covering the current challenges w.r.t. production, processing, logistics and marketing would be conducted. The Agency would also suggest the corrective measures for the betterment of existing value chains of the products.

6.Segment Specific Vision and Action Plan

Based on the segment specific studies and global industry trends, a Segment specific vision for 10 years with realistic targets has to be prepared. A detailed action plan to achieve the targets may also be outlined.

7.Framework to Create Synergy between Different Size of industries:

A framework to enable interlinkages between different sizes of industries of same segment may be suggested. With this the micro and small units may become feeder units to the medium and large enterprises. This would ensure assured market to the smaller units while reducing the initial processing costs and wastage to the large units.

8.Segment wise industry size specific development approaches:

Improving the Gross Value Addition at every size of food processing industry is the key for overall success of the sector. Hence, segment wise development approaches for micro, small, medium and large size industries have to be suggested.

9.Innovation Promotions:

The Agency has to analyse the challenges faced by the industry for adopting newer processing practices and technologies.

With the changing consumer food habits, increasing purchasing power, the demand for convenience based foods is increasing steadily. For meeting the demand there is a need to switch over to the novel products and innovation at the enterprise level has to be a continuous process.

The study should suggest a systemic approach to encourage innovation by providing the required technical guidance and financial support.

10.Skill development Strategy – Establishing extension centres etc

The current skill levels of the entrepreneurs, workers and Labour should be analysed. In view of the segment specific vision, suitable capacity building/ skill training programmes have to be recommended by the Agency.

Further, as capacity building is a continuous process a system at the state/ district/Mandal level to assess the skill levels of members at periodic intervals may be explored.

Even viability of establishing extension centres in the line of Agri & Horti centres may be assessed.

11.Suggestive crop Production Plan to related Line departments

The agency is expected to study the current cropping patterns of both agri and horticulture crops and suggest an appropriate cropping calendar in view of the proposed food processing plan.

12.Investment Planning:

With the burgeoning urban and young population, demand for processed food items is set to increase in the coming years. The food processing industry needs to gear up to meet the demand by investing in necessary infrastructure. The industry requires a steady flow of raw materials from the producers/farmers meeting specific quality standards and at stable prices.

Farmer producer organisations, by bringing together small farmers and agricultural entrepreneurs, can enhance the opportunity to build more stable supply chain. Besides ensuring steady flow of income to the farmers, greater linkages with industry could also reduce wastages, particularly in perishables.

Hence, to ensure all around development of the sector appropriate investments have to be made for strengthening the backward linkages and developing futuristic technologies. These would include creating systems for nurturing of FPOs, creating required infrastructure at the farm gate, R&D facilities for new product development, technology development etc. Some of these investments can be managed from relevant departments like Agri and Horticulture.

The document should detail the investments required in the above aspects along with the numbers and tentative budget. It should also provide references of various funding sources.

13. MOFPI Schemes Convergence:

It is essential to understand various types and sources of support available for overall development of food processing ecosystem in the State. Ministry of Food Processing industries is implementing various schemes for micro, small, medium and large food processing industries besides supporting development of food processing clusters.

It is expected to study the schemes and projects of MOFPI and present in detail the convergence possibilities for all sizes of food processing enterprises.

Analysis & Recommendations:

The analysis & recommendations should include, but not necessarily limited to following areas:

- 1) Approaches to revitalise the inactive food processing units
- 2) Suggest suitable interventions / recommendations to address the Segment specific challenges
- 3) Recommendations have to be specific and actionable
- 4) Policy level convergence opportunities
- 5) Segment-wise growth projections for the next 10 years and action plan
- 6) Need for developing or upgrading available infrastructure keeping in mind the futuristic requirements.
- 7) Suitable skill development programmes for all levels of members (Promoters/ workers/ wage labour) involved in food processing industry.

- 8) Suggest suitable and necessary institutional collaborations.
- 9) Tools for assessing competitiveness of individual enterprises and industry segment
- 10) Monitoring and evaluation framework

FORMATS

1. FORMAT 1-Covering Letter

To

The Chief Executive Officer
Andhra Pradesh Food Processing Society in AP (APFPS)
Vijayawada, Andhra Pradesh

Sir,

Please find enclosed Copy of our Proposal submitted in response to the Request For Proposal (RFP) issued by the Andhra Pradesh Food Processing Society in Andhra Pradesh (APFPS), date_____for conducting the Comprehensive 10 year vision study for Transforming Food Processing Sector in all industrial establishments in Andhra Pradesh.

Having examined the RFP document, we, the undersigned, offer to provide the services as required and outlined in the RFP for "Conducting Comprehensive 10 years vision study for Transforming Food Processing Sector in state of Andhra Pradesh" for APFPS. We hereby confirm that:

1. Each page of the Technical and Financial Bid has been signed by the Authorized Signatory.
2. We agree to abide by our offer for a period of 90 days from the date fixed for opening of the Qualification Bid.
3. We have carefully read and understood the terms and conditions of the RFP and the conditions of the contract applicable to the bid and we do hereby undertake to provide services as per terms and conditions mentioned in the RFP.
4. EMD for an amount equal to Rs 20,000 (Rupees Twenty Thousand only) in the form of a Demand Draft No....., dated Is enclosed.
5. The information contained in this Bid or any part thereof, including its exhibits, schedules, and other document(s) delivered or to be delivered to APFPS, is true, accurate, and complete.

6. We acknowledge the right of APFPS to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
7. We fulfill all the legal requirements and meet all the eligibility criteria laid down in the RFP.
8. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
9. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
10. It is hereby confirmed that I/We are entitled to act on behalf of our corporation/ company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,

For and on behalf of:

Signature:

Seal/Stamp of bidder

Name:

Designation:

Date:

Place:

2. FORMAT- 2

(Self Declaration for not being blacklisted by any State/ Central Govt Dept/ PSU)
(On Rs. 100 Non-Judicial Stamp Paper – Submit separate declaration

[Date]

To

The Chief Executive Officer
Andhra Pradesh Food Processing Society in AP (APFPS)
Vijayawada, Andhra Pradesh

In response to the RFP No. _____ dated _____ for quoting
against the RFP as an representative(s) of M/s _____ I/ We hereby
declare that our Company / Firm _____ is having unblemished past
record and was not declared blacklisted or ineligible to participate for bidding due to
breach of general or specific instructions, corrupt / fraudulent or any other unethical
business practices.

Yours faithfully,

Authorized Signatory

3. FORMAT- 3

Self-Certificate for number and details of qualified Manpower/Employees
[On the letterhead of the organization]

To
The Chief Executive Officer
Andhra Pradesh Food Processing Society in AP (APFPS)
Vijayawada, Andhra Pradesh

In response to the RFP No. _____ dated _____ for quoting against the RFP as an Authorized Representative(s) of M/s., I / We hereby declare, as on date of submission of the proposal, have following number of qualified personnel/ consultants (for conducting the survey, preparing a comprehensive 10 year plan etc.).

A. Details of Staff engaged for the proposed survey and study

S No	Name of Staff	Designation	Years of Experience	Years of Relevant Experience	Area of expertise
1					
2					
3.					

Signature:
Name of the Authorized Signatory: Designation:
(CV of three Resource Person to be provided)

4. FORMAT- 4

AFFIDAVIT-CUM-DECLARATION (On a Stamp paper of value Rs. 100/-)

I, ----- son/Daughter of Shri -----aged about years, resident of ----
-----, do hereby solemnly declare and affirm as under:

11. That I am the Director/ proprietor of M/s. -----
12. That I have read and understood the Request for Proposal (RFP) Document in respect of the Project provided to us by AP Food processing Society.
13. And I hereby submit the proposal for_____
14. I am not a defaulter/ we are not a defaulter of any govt. agency at the time of the submission of the proposal.
15. No order of blacklisting passed by the Central Government/ any State Government/ any PSU is in operation against me/ us as on date.
16. I/We accept all the terms and conditions set out in the RFP datedissued by Andhra Pradesh Food Processing Society. I further state that if any information furnished by me in this affidavit or otherwise is found to be incorrect, APFPS shall have the right to forthwith terminate its agreement with us.

(DEPONENT)

Verified at on this ----- day of ---that the contents given above in the affidavit are true and correct to the best of my knowledge.

(DEPONENT)

5. **FORMAT-5**

ORGANIZATION PROFILE

1	Name of Agency& Address	
2	Type of Agency-Individual, Proprietorship, Partnership, Company, Society, and Trust	
3	Name of Contact Person Mobile Tel. No. Email PAN No.	
4	Average turnover for the last 3 years (2018-21)	
5	GST No.	
6	Date	
7	Signature and Seal Signature _____ Name of Authorized signatory	Seal of the agency_____

6. FORMAT-6

DETAILS OF THE RELEVANT / SIMILAR ASSIGNMENTS UNDERTAKEN BY THE BIDDER

Assignment Name:	
Name of the Client:	
Approx. Value of the Contract:	
Total number of staff-months of the Assignment:	Location & Address:
Start Date (Month/Year): Completion Date (Month/Year):	Duration of Assignment (months):
Narrative description of Project:	
<ol style="list-style-type: none">1. Description of actual services provided by your staff within the assignment2. Details about the primary research methods used:<ol style="list-style-type: none">i. Approach & Methodology including primary and secondary research methodsii. No. of people and institutions surveyed through following primary research methods	

Signature:

Name of the Authorized

Signatory: Designation:

7. FORMAT-7

FORMAT FOR PROPOSAL

Rationale for conducting Comprehensive 10-year vision study for Transforming Food Processing sector:

Description of the approach and methodology for the project

Bidder to provide the detailed approach and methodology for extending services as per the Scope of Work mentioned under the RFP.

Detailed Work plan for performing the assignment

Bidder to provide detailed activity and resource schedule for the entire work plan for the project

**** Use Extra sheets if required

(The document will be assessed as a part of the Technical Evaluation Exercise)

8. FORMAT NO - 8

FORMAT FOR FINANCIAL BID

S. No	Title of the Project	Quoted Price in Rs.(Exclusive of Taxes)
1.		

Signature:

Name of the Authorized Signatory:

Designation:

*****THE END*****