

**RFP NOTICE FOR
Establishing a Business Management Unit at MPMFP Federation Bhopal (Re-Tender)**

(i)	Pre-bid Conference	:	06-05-2022, 15.30 Hrs
(ii)	Last date of submission of proposals	:	12-05-2022, 15.30 Hrs
(iii)	Opening of Technical Bids	:	13-05-2022, 15.30 Hrs
(iv)	Date of Presentation by eligible bidder	:	18-05-2022, 15.30 Hrs
(v)	Intimation of results of Technical Bid	:	20-05-2022, 15.30 Hrs
(vi)	Opening of Financial Bid	:	23-05-2022, 15.30 Hrs

List of Annexure

Annexure - I	:	Scope of Work
Annexure - II	:	Technical Bid
Annexure- III	:	Financial Bid
Annexure- IV	:	Details of Team
Annexure- V	:	Agreement
Annexure- VI	:	Declaration as to Capacity and Representation
Annexure- VII	:	Declaration for Eligibility

Disclaimer

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidder, whether verbally or in documentary or any other form by or on behalf of the MPMFP Federation or any of its employees or advisers, is provided to Bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the MPMFP Federation to the prospective Bidder or any other person. The purpose of this RFP is to provide interested parties with information that may be useful for formulation of their Bids pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the MPMFP Federation in relation to establish a "Business Management Unit " at MP MFP Federation, Bhopal. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the MPMFP Federation or its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

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

The MPMFP Federation and its employees make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account to anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in anyway in this Selection Process.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the MPMFP Federation, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the MPMFP Federation shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Selection Process.

(Managing Director)
MPMFP Federation

**MADHYA PRADESH STATE MINOR FOREST PRODUCE (TRADE & DEVELOPMENT) CO-OP. FEDERATION LTD.,
SPORTS COMPLEX, INDIRA NIKUNJ, 74 BUNGALOWS,
BHOPAL - 462003**

REQUEST FOR PROPOSAL Notice No/ 6364

Date- 27-04-2022

Establishing a Business Management Unit at MPMFP Federation Bhopal (Re-Tender)

Organization Introduction:

Madhya Pradesh is endowed with rich forest wealth. Out of a total geographical area of 3,08,252 Sq. Kms. of the State, 94689 Sq. Kms. i.e 30.72% of the area is classified as forest area. There are many important Minor Forest Produce (MFP) found in the forests. Except for Tendu Leaves all other Minor Forest Produce (MFP) can be collected and traded freely.

In order to give benefits to forest dwellers in collection and trade of minor forest produce, the Madhya Pradesh State Minor Forest Produce (Trading & Development) Co-operative Federation (MPMFP Federation) was established in 1984. This Federation facilitates, collection trade and processing of various MFP through Primary Forest Produce Co-operative Societies in the districts of the State. The Federation is a three tier structure in which there are 1071 Primary Forest Produce Cooperative Societies, 60 District Union and MPMFP Federation at state level. More than 40 lac villagers are connected to these societies.

M.P. State Minor Forest Produce Trading & Development Co-operative Federation (MPMFP Federation) is also processing & marketing herbal products under the brand name "Vindhya Herbals". A processing & research facility "Minor Forest Produce Processing & Research Centre" (MFP-PARC) has been established at Van Parisar, BarkhedaPathani, Near BHEL, Bhopal. In addition to MFP-PARC, several processing units are also established in various districts and some of which have been outsourced also.

MPMFP Federation is also State Nodal Agency for execution of Pradhan Mantri Van Dhan Vikas Kendra Yojna in MP.

General Terms and Conditions and Instruction for Submission of Proposal:

- (a) Request for proposal is invited from reputed Consultancy firms/Organisation in the field of Business Management to establish **Business Management Unit (BMU)** at MP MFP Federation, Bhopal. The objective of establishing BMU is to provide Business management resource and technical inputs to the MPMFP Management to support its efforts in implementing the various activities and initiatives.
- (b) Scope of Work: The detailed Scope of work for the consultancy firms/Organisation for establishing Business Management Unit is given in Annexure - I
- (c) **Key dates for this proposal are as follows:**

Pre-bid Conference	:	06-05-2022, 15.30 Hrs
Last date of submission of proposals	:	12-05-2022, 15.30 Hrs
Opening of Technical Bids	:	13-05-2022, 15.30 Hrs
Date of Presentation by eligible bidder	:	18-05-2022, 15.30 Hrs
Intimation of results of Technical Bid	:	20-05-2022, 15.30 Hrs
Opening of Financial Bid	:	23-05-2022, 15.30 Hrs

- 1- In case a Holiday is declared on any day, the event will be held on the next working day at same time and same venue.
- 2- Bidder are encouraged to inform themselves fully about the assignment before submitting the Bid.
- 3- Modifications/Amendments/Corrigendum, if any shall not be advertised in the newspaper but shall be published in the website only. The undersigned reserves the right to change the terms and conditions, select/reject any application without assigning any reason thereof.

d. Eligibility

- (i) The bidder must have experience of working in atleast three consultancy assignments each of contract value more than 30 Lac during the last five years.
- (ii) The annual turnover during 2016-17 to 2020-21 of the bidder in the consultancy assignment field should not be less than Rs.50 crore each year.
- (iii) Person or persons signing/uploading the proposal shall state in what capacity he or she or they are signing/uploading the proposal e.g. as the sole proprietor of the firm concerned or as Managing Director or Director or Secretary of limited company or the duly constituted attorney of the partnership firm to act on behalf of all the partners in all matters pertaining to the contract as recorded in the power of attorney or in the partnership deed. True copy of the power of attorney shall be furnished along with the proposal failing which the proposal shall be liable to be rejected. It shall be obligatory on the part of every partner of the firm, which enters into agreement to fulfill the terms and conditions of the agreement during the currency of the contract thereof, notwithstanding the dissolution of the partnership in the meantime. In the case of a limited company, the proposal shall be signed by a person empowered to do so by the company. Copy of Memorandum and Articles of Association of the company and the letter authorizing the person signing/uploading the proposal documents shall be uploaded with the proposal failing which the proposal shall be liable to be rejected. In the case of hindu undivided family, the name of the family members should be recorded in the proposal and 'Karta', who can bind the family, should sign/upload the proposal and indicate his status below his signature. A declaration has to be submitted in Annexure VI.
- (iv) The person signing/uploading the proposal form on behalf of another or on behalf of a firm shall enclose with the proposal form power of attorney or deed duly executed in his favour or the partnership deed giving him such power showing that he has the authority to bind such other person or the firm, as the case may be, in all matters pertaining to the contract. If the person so signing/uploading the proposal form fails to upload the said power of attorney or partnership deed, his proposal shall be liable for summary rejection. The power of attorney should be signed by all the partners in the case of a partnership concern, by the proprietor in case of a proprietary concern and by the person who by his signature can bind company in the case of limited company. In the case of Hindu undivided Family, the power of attorney should be signed by the 'Karta' who, by his signature, can bind the family.
- (v) Proposal submitted by such persons who are minors, or insolvent or who have been blacklisted or debarred by any Government, Department, Organisation or Corporation shall be treated as invalid. A declaration has to be submitted in Annexure VII.
- (vi) Bidder must upload the proof of GST Registration.
- (vii) Bidder must upload the receipt of EMD and RFP Fee.
- (viii) No bidder shall submit more than one application.

e. **Pre-bid Conference**

There will be a pre-bid conference **on 06-05-2022 from 15.30 Hrs.** in the office of the MPMFP Federation in which the intending bidders or their representative may participate to clarify their doubts, if any, regarding submission of proposals.

f. **Downloading of RFP Documents**

RFP documents can be downloaded from <https://mptenders.gov.in> or website www.mfpfederation.org.

The RFP document Fee is Rs. 2,500/- (Rupees Two Thousand Five Hundred only)

g. **Submission of RFP**

The proposal shall be uploaded on line on the website <https://mptenders.gov.in> in two parts Part-I Technical Bid and Part II- Financial Bid.

Part-I shall cover technical aspects and 'Technical Bid' shall be submitted in the format annexed as **Annexure II**

Part-II 'Financial Bid' shall contain the rate offered and shall be uploaded in the format annexed as **Annexure III**. The rate quoted should be inclusive of all taxes and surcharges etc.,

The rates quoted by the selected bidder shall remain firm and valid till the completion of contract period. No increase for any reason whatsoever shall be entertained under any circumstances.

h. **Earnest Money Deposit (EMD)**

The amount of Earnest Money Deposit (EMD) shall be Rs. 5,00,000/- (Rupees Five Lakh only) to be paid online through e-payment mode via NEFT /RTGS/Net Banking.

i. **RFP Evaluation Committee and Opening of Proposals**

The Managing Director of the MPMFP Federation will constitute a 'RFP Evaluation Committee' to open Technical and Financial bids. The same committee shall evaluate the technical and financial bids.

Bidder who qualify the eligibility criteria as mentioned in above points d. (i) to d. (viii) only, will be evaluated in accordance with the procedure laid down in point 'j' mentioned below. The Financial Bid will be opened after the evaluation of the technical bid.

j. **Technical Proposal**

The evaluation committee appointed by the Managing Director, M.P. MFP Federation will carry out its evaluation applying the evaluation criteria and point system. Proposal received will be evaluated and awarded marks based on the Quality and Cost Based System (QCBS)

The technical bid will be evaluated on a scale of 100 marks, and the breakup for each criterion (Submit documentary evidence) would be as follows:-

S.No.	Evaluation Criteria	Marking Criteria	Maximum Marks
1	2	3	4
1	Consultancy Assignment of contract value Rs. 30 Lakh and above executed within India during the last five years ending 31.03.2021. (billed amount excluding taxes, levies etc.)	2 marks for every additional assignment above Rs. 30 lakhs {other than basic requirement as per eligibility criteria d (i) } (subject to maximum 10 marks)	10 Marks
2	Total turnover in the Consultancy Assignment field during last five financial years: 2016-17 Rs..... 2017-18 Rs..... 2018-19 Rs..... 2019-20 Rs..... 2020-21 Rs..... Total Turnover	2 Mark for every additional turnover of Rs. 20 crore above Rs. 50 crores (subject to maximum of 20 marks).	20 Marks
3	No. of Consultancy Assignment of Rs. 10 Lakh and above in the field of Minor Forest Produce Management, Marketing, Trading, Processing..	Three and above no. of assignments, 2 Marks for each assignment (subject to maximum of 20 marks)	20 Marks
4	No. of Consultancy Assignment Rs. 10 Lakh and above in the field of social sectors and livelihood.	Three and above no. of assignments, 2 Marks for each assignment (subject to maximum of 10 marks)	10 Marks
5	Presentation		
	The Eligible bidder has to make Power Point Presentation in front of evaluation committee of MFP Federation on the points mentioned in column 3.	i. Resources (Human Resource+Infrastructure) available with the agency in terms of activities mentioned in scope of work. (The details regarding registered offices of the firm in the country and human resources available with the firm have to be provided)	10 Marks
		ii. Understanding of MPMFP Federation, its profile , requirements etc.	10 Marks
		iii. Execution. plan & strategy etc for the activities as mentioned in scope of work.	20 Marks
	Total Marks		100 Marks

- i) Technical proposals scoring more than 70 marks will only be considered for financial evaluation. The marks obtained by each proposal will be attributed as technical score (St.)
- ii) Bidder are required to upload the documents in accordance with the serial number on the document.

k. **Opening of Financial Proposal**

- i) The Bidders scoring more than of 70 marks in the Technical bid and above will be notified as the “Technically Qualified”.
- ii) The Financial Bids of the “Technically Qualified” Bidders only will be opened.
- iii) The decision of the Managing Director in respect of eligibility of technical and financial bids shall be final and binding on Bidders.
- iv) The financial proposal shall be opened in the presence of the Bidder /Bidder’s representatives who choose to attend.

l. **Evaluation of Financial Proposal**

The evaluation committee will determine if the financial proposals are complete in all respect and without any computational errors. Each financial proposals will be assignment financial score (Sf). The lowest financial proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores of all the proposals will be computed as follows:

$$Sf=100 \times Fm/F$$

(F= amount of financial proposal).

m. **Final Score**

Proposals will finally be ranked according to their combined technical (St) and financial (Sf) scores using a weight of 70% for technical proposal and 30% for financial proposal.

$$S=St \times 0.70+Sf \times 0.30$$

n. **The Successful Bidder**

Proposal of the bidder securing the highest score will be the successful bidder who shall be invited for executing the agreement.

o. **Bidders Agreement**

The successful bidder shall submit duly filled in agreement in the format annexed as Annexure-V after award of proposal.

p. **Performance Guarantee**

The Selected bidder party shall have to deposit 5% of the contract value as Performance Guarantee to MPMFP Federation by way of Bank Guarantee within 10 days of issue of letter of acceptance. The Bank Guarantee should be valid upto the end date of contract period. The EMD of Rs. 5,00,000/- deposited by the successful bidder shall be retained by MPMFP Federation and converted into Performance Guarantee on acceptance of this offer. The selected Agency shall deposit the Bank Guarantee of additional amount (if any) to make it to 5% of the total value of contract.

Forfeiture of Performance Guarantee - The Performance Guarantee shall be retained by MPMFP Federation till all obligation under this contract are fulfilled by the Agency & the same shall be returned within 30 days of full & final payment by MPMFP Federation. However, the Performance Guarantee shall be forfeited or adjusted fully or partly against the amount due on agency in case of non- performance or non- completion of work as per the terms and condition.

q. **Validity of the Bid**

The Bid shall be valid for a period of not less than 120 days from the Bid Due Date (the “BDD”).

r. **Duration of the Contract**

The contract period shall be 24 months from date of signing the agreement extendable by another two years upon completion of the term, subject to the review of the team performance by the MPMFP. The extension of the period shall be at an amount 10% above contract value as per the mutual agreement between MPMFP Federation and the agency.

s. **Payment Schedule**

a) Applicant is required to undertake activities as mentioned in scope of work. Applicant is also required to submit a quarterly progress report on activities undertaken at the end of each quarter.

The total payment will be as per the amount quoted in financial bid and shall be disbursed as per the following schedule :

S.No.	Payment Schedule	% of Contract Value
1.	At the end of Quater 1	12.5%
2.	At the end of Quater 2	12.5%
3.	At the end of Quater 3	12.5%
4.	At the end of Quater 4	12.5%
5.	At the end of Quater 5	12.5%
6.	At the end of Quater 6	12.5%
7.	At the end of Quater 7	12.5%
8.	At the end of Quater 8	12.5%

[Payment of 12.5% linked to Quarterly Progress report is to be released upon submission of Quarterly Progress report.]

b) In the scenario of bidder failing to deploy full team within sixty days of signing the agreement, a penalty of 2.5% of the dues payable shall be levied.

c) In the scenario of Reduction in team members deployed for any reasons whatsoever the bidder shall deploy a replacement within 30 days of the last working day of the respective team member, failing which the penalty of 2.5% of dues payable for such team member shall be charged on dues payable on pro rata basis.

t. **Deployment of Team and Staff Substitution**

The Agency shall deploy the team in Business Management Unit as per Annexure IV. The team member of Business Management Unit should be deployed for full time. They should not be engaged in any other work.

Office space and minimum furniture required for Business Management Unit shall be provided by MPMFP Federation. Other logistics like Computer, Peripherals and Manpower etc shall be arranged by the Agency.

In case of replacement of team member, if necessary, during the course of the project , the Agency needs to obtain prior written approval from MPMFP Federation Bhopal and the substituted person should have an equivalent or higher qualifications & experiences of handling similar assignments. Approval for such substitution shall be the sole discretion of MPMFP Federation. No escalation in cost will be considered which may arise due to such substitution of staff.

No team member would be allowed to be replaced before one year, unless the person has resigned from the Agency or met with circumstances outside the reasonable control of the Agency including but not

limited to death or medical incapacity. In such case, suitable replacement has to be provided within 15 days of his/her resignation or any other reason. Resignation from the deployed team member should be immediately reported to MPMFP Federation.

MPMFP Federation may seek for change in the deployment of any team member provided due to performance related or any other issue, without assigning any reasons. The above penalty clauses will not be applicable for such change in team members.

u. Subletting or Transfer of Contract

Agency shall not sublet, assign or otherwise transfer its rights or obligations under this agreement or any part of the same to any party without the previous written consent of MPMFP Federation.

v. Fair Conduct

The proposal of any person/registered firm/legal company, who indulges in misconduct or disturbs peace during the opening of the proposal at the venue fixed for the purpose, shall be declared as invalid and the Earnest Money Deposited by him shall be forfeited and any loss suffered by the Federation on account of declaration of such proposal as invalid shall be recoverable from him.

w. Conflict of Interest

The Applicant shall not have a conflict of interest that may affect the Selection Process or the Assignment. The MPMFP Federation requires that the selected bidder provides professional, objective, and impartial services and at all times hold The MPMFP Federation's interests paramount, avoid conflicts with other assignments or its own corporate interests, and act without any consideration for future work.

x. Fraud and Corrupt Practices

The Applicants and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this Invitation of RFP document, The MPMFP Federation shall reject a Bid without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Selection Process.

Without prejudice to the rights of The MPMFP Federation here in above and the rights and remedies which The MPMFP Federation may have under the short-listing process, if an Applicant is found to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the selection process, or after the short-listing process, such Applicant shall not be eligible to participate in any tender issued by The MPMFP Federation during a period of 3 (Three) years from such date

y. Miscellaneous

The MPMFP Federation, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

- a) Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto.
- b) Consult with any Applicant in order to receive clarification or further information.

- c) Retain any information and/or evidence submitted to The MPMFP Federation by, on behalf of and/or in relation to any Applicant; and/or
- d) Independently verify, disqualify, reject, and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.
- e) It shall be deemed that by submitting the RFP, the Applicant agrees and releases The MPMFP Federation , and its employees, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

z. Communications

All communications with regard to this RFP should be addressed to Managing Director MPMFP Federation at following address :

Managing Director

M.P. State Minor Forest Produce (T&D) Cooperative Federation Limited
Sports Complex, Indira Nikunj,
74 Bungalows,
Bhopal
Pin: 462003
Phone no.91-755-2674349
Email: mdmfped@mp.gov.in, mpmfpit@gmail.com

**Managing Director
MPMFP Federation**

Scope of Work

A. Support to Primary Forest Produce Cooperative Societies

1. Assessment of business ecosystem and potential opportunities pertaining to MFPs in the state
2. Analysis of roles, functions, and responsibilities at various levels in federation and primary societies at district level
3. Preparing action plan for activation of Primary Forest Produce Cooperative Societies to efficiently pursue available business opportunities related to MFPs
4. Designing framework for workshops/trainings etc to realize better financial outcomes from the existing activities and to expand beyond their existing area of activities
5. Designing a detailed business strategy for the federation for next two years focusing on additional value creation for the primary societies
6. Market linkages, Tie ups, Collaborations, and related support, Feedbacks, Knowledge sharing
7. Support in price discovery of various MFPs supported by federation and proposing procurement strategies, and assistance in procurement on MSP .
8. Concise framework for improving functioning of primary forest Produce cooperative societies at ground level for optimised revenues
9. Utilization plan for available infrastructure for storage, processing, grading, logistics, and assessment of additional requirements to optimise operational efficiency, quality assurance and ensure long term availability of MFPs
10. Support in Establishment of common facility centre Implementing hub and spoke model for processing and production
11. Enabling Primary societies with infrastructure and skills pertaining to primary and secondary processing at common facility centres
12. Detailed Value Chain Analysis of existing products, Existing local supply chains along with Prevailing govt schemes and other ongoing initiatives
13. Analysis of existing markets, leading private players, products- sales patterns and market size
14. Conducting Market research for potentially feasible products and target segment
15. Identification and proposal of new prospective products that may be processed at societies based on available resources to tap into new business avenues (food items, herbal medicines, supplements etc)
16. Fresh Innovations and ideas for rural businesses and ecosystem, Product innovations, quality inputs, research and suggestions based on target market requirements
17. Marketing and Branding Support for MFPs and derived products
18. Assessment of Infrastructural and training requirements w.r.t. identified products and related processing & business needs
19. Knowledge sharing mechanism, best practices reporting, Recording latest R&D insights and achievements
20. Integrated database of beneficiaries and products being supported district wise
21. Coordination and Scheduling of Trainings & Skill development Programs/ sessions and contact programs
22. Plugging the gaps- leveraging through private collaborations, CSR, and other govt schemes.
23. Study of best practices adopted by other states and departments for effective adoption and best benefit of Primary Forest Produce Cooperative Societies in MP.

B. Strategic Support to MPMFP PARC

1. Designing a comprehensive business strategy for MFP PARC and a robust action plan for next two years.
2. Analysis of existing markets, leading private players, products- sales patterns and market size
3. Conducting Market research to identify focus flagship products for each category and target market segment
4. Operations analysis pertaining to various lines of activities at PARC- identifying the bottlenecks and proposing the solutions for better efficiency
5. Articulating annual marketing and branding plan for identified product categories as per target market segments.
6. Assessment of staffing and training requirements, and proposing resource rationalization plan.
7. Preparing a Performance Improvement plan for the company.
8. Support in Marketing and Branding activities by PARC.
9. Collaboration of Primary Forest Produce Cooperative Societies and Van Dhan Kendra with MFP PARC.

C. Marketing and Branding for rural enterprises established under Pradhan Mantri Van Dhan Vikas Yojana

1. Formulation of an overall marketing strategy for VDVK products- A Common Integrated marketing plan to ensure a mechanism for sustained parallel growth for all VDVKs in state
2. Market research for potentially feasible products, focus segments and markets
3. Identification of target markets; Analysis of existing markets & market size, leading private players, products & sales patterns
4. Handholding of VDVKs for better Market linkages, in establishing Tie ups & Collaborations, and providing the VDVKs with relevant Business-related knowledge and insights, Knowledge partnering
5. Creating suitable public communications plans, Assistance in designing of campaigns and related content development
6. Creating awareness about products through tie up with relevant agencies/ associations/ SHGs, Managing social media handles
7. Strategic support in demand generation – support in Identifying marketing agencies, Oversee and ensure an effective implementation of Marketing and Branding plans
8. Support in exploring Corporate tie ups and marketing collaborations, tie ups with relevant retailers, retail chains and e-commerce portals
9. Planning and Organising of events, conclaves, workshops etc for wider adoption of products and to explore strategic collaborations, Support in organising trade fairs
10. Identifying possible synergies and arrangements with other stakeholders, SHGs, Village organisations, cooperatives, KVIB, District Industries Centres, AYUSH, TRIFED, Laghu Udyog Nigam, Tourism, and other related entities
11. Monitoring and Reporting; Identifying Key performance indicators (KPIs) for VDVKs, Developing and Publishing Trackers & Dashboard
12. Study of best practices adopted by other states and departments for effective adoption and best benefit of VDVKs in MP.

D. IT Support to Federation Headquarter

1. Integrating Monitoring and evaluation frame work and processes with the IT Tools for effective monitoring and tracking of the activities of MPMFP Federation under various schemes .
2. Developing and implementing innovative IT strategy for further integration of processes and activities under various schemes of MPMFP Federation with new IT Tools and supporting MPMFP in the integration/transformation along with the implementing partners.
3. Management of Retail Marketing Activities of MPMFP Federation through MIS dashboards, Web application and mobile app.
4. Managing various websites and Buyer-Seller Portal of Federation.
5. Social Media Support Management.

E. Evaluation & Monitoring

1. Devising mechanism for monitoring and evaluation of various schemes of Federation .
2. Setting up of Key Performance Indicators for the scheme implementations and regular monitoring and evaluation of this indicators.
3. Providing project monitoring and evaluation support in the implementation of the flagship schemes of MPMFP Federation.
4. Benchmarking of VDVK performances and developing scientific tools for identification of VDVVs for next level of funding under the program.

F. More items may be added to scope of work with mutual agreement.

Technical Bid (Upload documents on Online Portal)

S.No	Qualification Documents	Documentary Evidence
	Name of the Bidder	
1	RFP Documents signed & Stamped	RFP document digitally signed and stamped to be uploaded
2	Status of the Bidder	<ul style="list-style-type: none"> Individual/HUF/Partnership Firm/Proprietary Firm/Limited Company. In case of Firm/Company upload copy of partnership deed/power of attorney/Memorandum and Articles of Association. In case of individual upload the PAN card / Aadhar card. In case of Hindu undivided family upload the PAN card and registered copy of deed. Upload the Status as per annexure-VI.
3	RFP Fee (Non-refundable) Rs. 2,500/- deposit details	Upload Copy of Transaction Details
4	Earnest Money Deposit Rs. 5,00,000/- (Rupees Five Lakh Only)	Upload Copy of Transaction Details
5	The bidder has to submit self-certified letter indicating that they have not been blacklisted, declared insolvent, unsound mind, unsound body by any Government Department, Organization, Corporation and they are not minor.	Upload self-certified letter as per annexure-VII .
6	Copy of PAN No	Upload copy of PAN Card
7	Proof of Registration with GST	Upload copy of GST Registration.
8	Proof of Registration with Employees Provident Fund	Upload copy of Provident Fund Registration
9	Organizational Structure of Firm, List of sister concerns, branch office details including office details. Name of Directors/Proprietor/Partners with technical staff & others related details needs to be provided	Upload information
10	Audited Balance Sheet from a firm of Chartered Accountants for the last 5 financial years:- For the Year 2016-17 For the Year 2017-18 For the Year 2018-19 For the Year 2019-20 For the Year 2020-21	Upload copies of Audited Balance Sheets for last five financial years as indicated. For year 2020-21, if Audited Balance Sheet is not available then a copy of self certified provisional balance sheet may be uploaded.
11	Proof of minimum average annual financial turnover in the consultancy assignment field amounting to Rs. 50 crore by the Chartered Accountant during 5 financial year- 2016-17, 2017-18, 2018-19, 2019-20 & 2020-21.	Copy of certificate from a firm of Chartered Accountant to be uploaded for the last five years as indicated. For year 2020-21, if this certificate is not available then a copy of self attested certificate may be uploaded.
12	Copy of the ITR for the assessment year – 2018-19, 2019-20 & 2020-21.	The copy of ITR for 2018-19, 2019-20 & 2020-21 to be uploaded. If ITR is not available for 2020-21, then upload ITR of 2017-18 along with 2018-19 and 2019-20.
13	The bidder shall submit power of attorney authorizing the Signatory of the bid to sign and execute the contract in case the bid is signed by a person other than proprietor/partner/director.	Upload the document of Power of Attorney.
14	Experience of working in atleast 3 assignment as per eligibility criteria d (i).	Upload the supporting documents for the details given in Table 1.

Table – 1

S. No.	Description of Consultancy Work	Name, Address & Phone No. of the Organization/Department etc for whom consultancy was done.	Period of the Consultancy	Amount of Contract (billed amount excluding taxes, levies etc.,)

15	Annual business turn over during last five years	Provide information and Upload supporting documents as per Table -2
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Table – 2

S. No.	Year	Total Turnover (in Rs.)
1	2016-17	
2	2017-18	
3	2018-19	
4	2019-20	
5	2020-21	

16	Consultancy assignment in the field of Minor Forest Produce Marketing, Trading, Processing.	Provide information and Upload supporting documents as per Table -3
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Table – 3

S.No.	Description of consultancy Work	Duration	Name, Address & Phone No. of the Organization/Department for which consultancy was done	Year	Amount (in Rs.)
1					
2					
3					
4					
5					
6					
7					

17	Consultancy assignment in the field of Social Sector and Livelihood.	Provide information and Upload supporting documents as per Table -4
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Table- 4

S.No.	Description of consultancy Work	Duration	Name, Address & Phone No. of the Organization/Department for which consultancy was done	Year	Amount (in Rs.)
1					
2					
3					
4					
5					
6					
7					

Financial bid
REQUEST FOR PROPOSAL

INVITING AUTHORITY: Managing Director Madhya Pradesh State Minor Forest Produce (T & D), Cooperative Federation Limited, Bhopal

NAME OF WORK: Establishing a Business Management Unit at MPMFP Federation Bhopal

Proposal Notice No.6364

, Dated: 27-04-2022

Name of the Bidder/ Bidding Firm / Company :			
<u>PRICE SCHEDULE</u>			
(This format must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this Proposal. Bidders are allowed to enter the Bidder Name and Values only)			
Sl. No.	Description	AMOUNT (Rs.)	
		In Figure	In Words
1	Amount payable to the bidder by MPMFP Federation for establishing a Business Management Unit for two years contract period. (Financial bid to be quoted should be inclusive of all types of taxes)		

Seal and Signature of Bidder

Details of Team

Team to be deployed for Business Management Unit

Job Descriptions for recommended BMU Roles

No	Designations	Minimum Professional Qualification & Desired Experience	Roles and Responsibilities
1.	Team Leader	<p>Minimum Qualification MBA / Master's in Rural Development or Economics / PGDM with specialization in Agriculture / Food Business / Rural Management from National / International reputed University.</p> <p>Minimum Experience Minimum 10 years of experience in managing development projects preferably in Food Processing or Agriculture Businesses/ MSME/ Forest-based industries.</p>	<ul style="list-style-type: none"> • Overall management and establishing full functionality of BMU as planned and ensuring project target are met. • Ensuring setting up of State BMU and demonstrating sufficient technical and managerial support to efficiently manage project implementation. Facilitation in preparation and implementation of Van Dhan Yojna, the Minimum support price scheme for MFP, Management of Marts, MFP PARC and Sanjeevani Stores. • Periodic reporting of the overall performance of the project to MPMFP Fed. Establishing a clear working relationship with Zila Unions, Primary Cooperative Societies VDVks and key stakeholders and ensuring the flow of information, discussions, and feedbacks among the various stakeholders of the project. • Preparing Procurement Plan, Processing Unit Project formulation, policy-related issues for MFP procurement, processing & Marketing. • Any other work assigned by the competent authority.
2.	Manager-Marketing	<p>Minimum Qualification MBA / PGDM (Marketing/sales) from reputed National / International University.</p> <p>Minimum Experience Minimum 5 years of experience in Sales of Food products or agriculture-based products or similar products.</p>	<ul style="list-style-type: none"> • Identifying and contacting potential business partners, vendors, and suppliers, Seeking, and managing bulk orders and purchases. • Establishing new and existing long-term business relationships. • Negotiating contract terms and conditions with business partners and vendors. • Developing and achieving sales objectives, Reviewing sales figures and performances. • Analysing and developing strategies to maximize sales, Organizing, and maintaining inventory.

			<ul style="list-style-type: none"> • Ensuring all shipments are received and dispatched on time, maintaining a record of all accounts payable and receivable, anticipating demand and acquiring new materials. • Any other work assigned by the competent authority
3.	Manager - Enterprise Development	<p>Minimum Qualification MBA/PGDM, from reputed National/ International University, with focus on Entrepreneurship.</p> <p>Minimum Experience Minimum 5 years of experience in development of Microenterprises, branding & marketing of produce of MSME especially Food Processing industries or Agriculture based industries.</p>	<ul style="list-style-type: none"> • Facilitating for agglomerations of unorganized Processing enterprises through strengthening of Primary Society, Van Dhan Kendra, and Self-Help Groups etc. • Entrepreneurship Development Framing of organizational set-up, capacity building for MFP procurement, processing and marketing. Identifying branding and marketing channel at the national / state level for the micro-enterprises. • Facilitating in identifying National & State Institutes focusing on enterprise development. • Transfer and development of technology for processing & new product development with help of the National & R&D institution. • Activation of exsisting Processing Center. • Facilitation in getting the enterprise to avail training, credit & become upgraded. • Any other work assigned by the competent authority.
4.	Manager - Supply Chain	<p>Minimum Qualification Graduate Degree in Agriculture/ forestry / Management disciplines from reputed National / International University. MBA / PGDM from reputed National / International University with a focus in Procurement / Supply Chain Management desired.</p> <p>Minimum Experience Minimum 3 years of experience in public procurement with State or Central Government or with State / Central Public Sector Undertaking.</p>	<ul style="list-style-type: none"> • Facilitating and assisting MPMFP Fed and Zila Unions/ Primary Societies in the procurement of goods, works and services under approved procurement plan. • Assisting MPMFP Fed in preparing. updating and monitoring procurements under the approved procurement plan. • Assist MPMFP Fed in systematic maintenance of procurement-related records and documentation for audit / review. • Procurement of MFP through primary cooperative societies / SHG's logistics for transportation primary processing & storage. • Procurement plan preparation and implementation. Assessment of profit / loss and benefit-sharing. • Any other work assigned by the competent authority.

5.	Manager IT and M & E	<ul style="list-style-type: none"> • Graduation/ Post Graduation in Engineering/ Information Technology/ Computer Science. • Should have more than 5 years experience of working in IT applications 	<ul style="list-style-type: none"> • Managing various websites of Federation. • Social Media support. • Managing Buyer-Seller portal of Federation. • Integrating Monitoring and evaluation frame work and processes with the IT Tools. • Management of Retail Marketing Activities of MPMFP Federation through MIS dashboards, Web application and mobile app. • Devising mechanism for monitoring and evaluation of various schemes of Federation. • Setting up of Key Performance Indicators for the scheme implementations and regular monitoring and evaluation of this indicators. • Any other work assigned by the competent authority.
6.	Field Manager – 3 in Number (Full Time)	<ul style="list-style-type: none"> • Graduate in MBA/ Rural Management. • Minimum 2 Years of experience in Rural Development Programs/SHGs/MFP Based Enterprises/ Cooperatives • Proficiency in Hindi and English. 	<ul style="list-style-type: none"> • Work under the guidance of team leader. • Any other work assigned by the competent authority.

AGREEMENT**On Rs. 500/- Stamp Paper****(Condition 'o' of General terms and conditions and instruction for submission of proposal of RFP Notice)**

This agreement made thisday of.....(month)(year) between the M.P. State Minor Forest Produce (T&D) Co-operative Federation Ltd, Sports Complex, 74 Bungalow, Indira Nikunj Nursery, Bhopal acting through the Managing Director of M.P. State Minor Forest Produce (Trade & Development) Co-operative Federation Ltdhereinafter called Managing Director (which expression shall, where the context so admits, includes his successor in office) of the one part and Shri/M/s Son ofresident of.....Villageand carrying on business in partnership with (i) Shri.....(ii)Shri.....(iii) Shri..... in the name and style of.....a company registered under the Indian companies Act, 1913 (Act VII of 1913), the companies Act, 1956 (Act 1 of the 1956) and having its registered office at..... hereinafter referred to as the “**Agency**” (which expression shall, unless the context does not so admit, include his heirs, executors, and administrators, their survivors or survivors of them, the heirs, executors and administrators of the last survivor, the partners for the time being of the said firm, its successors) of the other part (strike out portions not applicable).

Whereas, the Federation has invited proposal for Establishing a Business Management Unit at MPMFP Federation Bhopal and the Managing Director has decided to appoint him as Agency to Establish Business Management Unit fully described in the **Annexure I and IV** of the said RFP Notice No. Dated in which the detailed terms and conditions are mentioned.

Now it is hereby mutually agreed between the parties hereto as follows:-

1. PERIOD OF AGREEMENT

This agreement will commence from (date) and shall remain in force till unless terminated earlier or extended further, under the terms and conditions of this agreement.

2. PARTS OF AGREEMENT

This agreement shall always be deemed to be subject to the terms and conditions of RFP Notice No. dated including the General/other terms and conditions along with all annexure of the proposal all of which shall form part of and shall be deemed to have become part of this agreement.

3. RATES

For the contract period of 2 years the Agency shall be paid a total sum of Rs..... (Rupeesonly) inclusive of all taxes and surcharges for executing all the works as mentioned in the Scope of Works detailed in Annexure-I. The payment shall be done as per the payment schedule mentioned in General Terms & Conditions and Instructions for submission of the proposal.

4. WORKS TO BE EXECUTED

The various works to be executed are as detailed in Annexure – I and IV.

5. PAYMENT OF TAXES

- (i) Under this agreement the rates are inclusive of all taxes and surcharges.
- (ii) The Agency shall pay all taxes as imposed from time to time and other taxes/cess to the respective departments of the Government.
- (iii) The Income Tax and GST with surcharges shall be deducted as per the relevant Act and Rules.

6. COMPLIANCE OF AGREEMENT

If the terms and conditions of RFP notice and of this agreement are not fully complied with, it shall be considered as a breach of agreement.

7. PERFORMANCE GUARANTEE

- (i) The Agency binds himself to perform all the Acts and duties as are required to be carried out and to restrain himself and his employees and agents from doing all those acts as prohibited by or under the provisions of any relevant Act and rules made there under, to the extent these are applicable to this agreement and for timely observance and compliance of the terms and conditions of this agreement and he has deposited with the Managing Director (5% of the Proposal value) a sum of Rs..... (Rupeesonly) by way of performance security in accordance with the provisions of RFP Notice in form of EMD and Bank Guarantee No.....and date.....issued by..... (Bank Name).
- (ii) This Performance guarantee deposit can be adjusted either wholly or in part as the case may be, by the Managing Director MPMFP Federation towards any amount recoverable from the Agency.

8. EXECUTION OF WORKS

- (i) The Agency shall submit the plan and schedule of execution of works to the Managing Director within 30 days from the date of Agreement.
- (ii) The Agency shall have to discuss and get approved the theme, plan and the tasks to be executed. The Agency shall execute the work as per the direction of committee of officers appointed by the Managing Director for this purpose.
- (iii) The Agency shall maintain the quality of performance of each task assigned to him to the satisfaction of the Managing Director, or the committee appointed by him under provisions of condition mentioned and shall take necessary corrective measures if and when asked to do so by the Managing Director.
- (iv) The Agency will plan and execute all the assigned tasks in such a manner that all the works are completed as per schedule.

9. INSURANCE

The Agency shall ensure that the employees engaged are covered under Insurance scheme.

10. VIOLATION OF ACTs

The Agency shall ensure that he himself as well as his authorized/nominated person(s) shall abide by the provisions of various relevant Acts and Rules prevalent in the State of MP from time to time. In the event of violation of these Acts/Rules by the Agency and/or his authorized/nominated person(s), the Managing Director MPMFP Federation may terminate the agreement in addition to any other punitive action taken under the provisions of the relevant Acts/Rules.

11. TERMINATION OF AGREEMENT

If the Agency fails to execute the assigned tasks within the prescribed time limit, the Managing Director MPMFP Federation, may cancel the work order after giving him an opportunity of hearing. In such an eventuality, the agreement will stand terminated and the Performance guarantee Deposit will be forfeited.

12. PENALTIES

Under such circumstances wherein it is not proposed to terminate the agreement, the Managing Director, MPMFP Federation shall have the liberty to impose penalty up to Rs. 5,000/- for every lapse in execution after giving due notice to the Agency after duly considering his reply if received within the prescribed time limit.

If the Agency fails to execute any of the works to the satisfaction of the Managing Director, MPMFP Federation, the same work/works shall be executed by any other person and the amount incurred in such execution of works shall be deducted from the payments to be made to the Agency or from the Performance Guarantee , as the case may be.

The amount of penalties due under the terms and conditions of the RFP Notice and the terms and conditions of this agreement and the relevant Act and the rules, shall form first charge on the Agency.

13. PERFORMANCE OF DUTIES BY THE AGENCY

The Agency shall perform all acts and duties with quality expected of him for successfully running the Business Management Unit and shall abstain from doing by himself or by his employees and agents any act prohibited by/or under the provisions of the relevant Acts and the Rules in so far as they are not inconsistent in the context of this agreement.

14. PAYMENT OF STAMP DUTY

The Agency shall at all times comply with the provisions of the Indian Stamp Act 1899 and Court Fee Act of 1870 and rules and regulations made there under, as applicable to Madhya Pradesh.

15. LEGAL JURISDICTION

Any dispute arising out of this agreement, shall be subjected to the jurisdiction of courts in Madhya Pradesh only.

16. FORCE MAJEURE

Upon the occurrence of any Force Majeure Event the period set forth for the Project Completion Date shall be extended by a period equal in length to the duration of the Force Majeure Event. A Force Majeure Event shall mean one or more of the following acts or events:

Act of God, epidemic, lightning, earthquake, landslide, cyclone, flood, volcanic eruption, and radioactive contamination.

An act of war (whether declared or undeclared), invasion, armed conflict, or act of foreign Enemy.

Any failure of another service provider to the extent caused by any of the Force Majeure event mentioned above affecting the performance of the Agreement.

Any event or circumstances of a nature analogous to any of the foregoing.

Upon occurrence of any Force Majeure Event, the Parties shall bear their respective costs and no Party shall be required to pay to the other Party any costs thereof. Neither Party shall be liable in any manner whatsoever to the other Party in respect of any loss, damage, cost, expense, claims, demands and proceedings relating to or arising out of occurrence or existence of any Force Majeure Event or exercise of any right pursuant hereto.

17. DISPUTE RESOLUTION

In the event of any dispute, such matter or matters giving rise to dispute shall be resolved as outlined in par as below:

- (a) In the event of any dispute, controversy of claim between the parties arising out of the breach, termination or invalidity thereof, the parties shall use their best endeavours to resolve the matter amicably. If the parties are unable to resolved the dispute amicably within Thirty (30) days of one party notifying in writing of the existence of the dispute, controversy or claim, either party may serve formal written notice on the other that a material dispute has arisen. If the parties are unable to resolve the dispute within seven (7) days of receipt of such notice, the dispute shall be referred to the Chairman/Administrator of MPMFP Federation.
- (b) If the aforesaid official fail to produce a solution, within thirty (30) days of reference to them, matter shall be referred to the arbitrator for settlement under Arbitration and Conciliation Act 1996. Arbitrator shall be nominated by the Addl. Chief Secretary / Principal Secretary (Madhya Pradesh Forest Department) whose decision shall be final and binding on both the parties. Venue of Arbitrator will be at Bhopal or as agreed mutually. The cost of Arbitration shall be shared by both the parties equally.

Signed, sealed and delivered by Managing Director in the presence of following witnesses:-

WITNESSES:

For and on behalf of

1. Signature ()
- Name..... Managing Director
M.P. State Minor Forest Produce
(T&D) Co-op. Fed. Ltd, Bhopal
- Full Postal Address.....
.....
2. Signature
- Name
- Full Postal Address

WITNESSES:

1. Signature..... ()
Representative of the Agency
Name Name of Agency

Full Postal Address
2. Signature

Name

Full Postal Address

DECLARATION AS TO CAPACITY AND REPRESENTATION

The Bidder, hereby, firmly declares that the boxes indicated below are marked and ticked appropriately in order to prove the status of Bidder as per eligibility criteria d (iii), d (iv) stating their official capacity and declaring who they are representing.

Person	<input type="checkbox"/>
Persons	<input type="checkbox"/>
Sole proprietor	<input type="checkbox"/>
Managing Director of firm	<input type="checkbox"/>
Director or Secretary of limited company	<input type="checkbox"/>
Attorney of partnerships deed	<input type="checkbox"/>
Hindu Undivided Family (Karta)	<input type="checkbox"/>
Attorney of partnerships firm	<input type="checkbox"/>
Other (Specify if any)	

To Prove the above status the relevant documents have been uploaded.

Note- Tick the blocks only applicable to bidder and upload relevant documents.

Seal and Signature of Bidder

DECLARATION FOR ELIGIBILITY

This is Certified that the Bidder company/ firm /person has not been blacklisted or debarred by any government, department, organization or corporation and declared insolvent/ of unsound mind and unsound body. If anything found contrary to my above statement, at any stage, my Proposal is liable to be summarily rejected with penalty as deemed fit.

This is further certified that the Bidder is not a minor.

Seal and Signature of Bidder



**M.P. State Minor Forest Produce (T&D) Cooperative Federation
Sport Complex, 74 Bungalows, Indira Nikunj Nursery,
Bhopal – 462 003**

Phone No.: (0755) 2674349, 2674202

E-mail: md.mfpfed@mp.gov.in, mpmfpt@gmail.com Website : www.mfpfederation.org

RFP NOTICE FOR Establishing a Business Management Unit (Re-Tender)

RPF Notice No. (MSP)-6364

Date : 27-04-2022

e-Tenders are invited for : Establishing a Business Management Unit at MPMFP Federation Bhopal. Detailed instructions can be seen on www.mptenders.gov.in, www.mfpfederation.org as well as Forms will be available online from 01.05.2022 at 11.00 Hrs.

IMPORTANT SCHEDULE

- | | | | |
|-------|---|---|-----------------------|
| (i) | Pre-bid Conference | : | 06-05-2022, 15.30 Hrs |
| (ii) | Last date of submission of proposals | : | 12-05-2022, 15.30 Hrs |
| (iii) | Opening of Technical Bids | : | 13-05-2022, 15.30 Hrs |
| (iv) | Date of Presentation by eligible bidder | : | 18-05-2022, 15.30 Hrs |
| (v) | Intimation of results of Technical Bid | : | 20-05-2022, 15.30 Hrs |
| (vi) | Opening of Financial Bid | : | 23-05-2022, 15.30 Hrs |

**Tenders are to be submitted online on www.mptenders.gov.in
Amendments if any would be published on website only, and not in newspaper.**

**MANAGING DIRECTOR
M.P. State Minor Forest Produce (T& D) Coop. Fed.**

**For any assistance :
Contact: Mobile 0755-2674349 And 0755-2674202**

