



Kudumbashree
State Poverty Eradication Mission
Local Self Govt. Department, Govt. of Kerala

5436/H/18/KSHO

21/08/18

RETENDER NOTICE

Kudumbashree State Mission decided to promote organic farming and production of agricultural commodities with organic certification. As a part of this 10,000 Ha will be put under organic farming in 201 clusters in all districts by around one lakh Kudumbashree Joint Liability Group members (2000 JLGs). Two Cluster Level Coordinators (CLC) will monitor the activities of a cluster consisting of 100 JLGs. Such 402 CLCs will be engaged for 20,000 JLGs across Kerala. These CLCs will provide necessary training, monitor activities and documentation of JLG members. For the smooth conduct of this program as well as to facilitate the certification process under National Centre of Organic Farming (NCOF) support, guidance and training from a recognized and **NCOF approved Regional Council (RC)** is essential. The selected RC have to provide necessary support to the Kudumbashree State Mission in all activities related to organic certification for the first three years after signing contract.

Tenders are invited from the regional councils to submit the quotes regarding the training and documentation assistance to the CLCs, training and field assistance to the JLG members, conduct of field inspections, training material costs and other expenses. Interested parties may submit their all-inclusive tender with details of honorarium for providing training, technical support, training materials, travel and lodging expenses etc.

Scaled tenders are invited for "**engagement of regional council for providing services in obtaining PGS certification for organic farming**" with the following specifications mentioned below.

Eligibility Criteria

The regional council who will be engaged should have extensive and proven mix of skill and expertise in the field of organic farming **Participatory Guarantee System (PGS)**

certification. Previous experience of similar work is essential. The consultant must meet the following minimum criteria:

- a) Organization should have a minimum of 5 years of professional experience in organic farming and PGS certification procedure.
- b) Regional council should be NCOF approved organic certification council.
- c) Organization must be established in Kerala or it should have minimum of 5 years working experience in Kerala.

Documentary Evidence to be submitted to support eligibility

- a) Name, address and phone number of Regional council with details of professional experience in organic farming and PGS certification.
- b) Documents listed in the eligibility criteria.

Proposal Submission

Interested regional council should submit both technical and financial proposals in two parts, namely:-

- a) Technical and.
- b) Financial

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as "Technical Proposal" and "Financial Proposal". Financial proposal to indicate a warning "Do not open with the Technical Proposal". The envelopes containing the Technical and Financial proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment "Engagement of regional council for providing services for obtaining PGS certification for organic farming".

I. TECHNICAL PROPOSAL CONTENT

Technical proposal should be prepared considering the Terms of Reference, Detailed Approach & Methodology, Activity Schedule & Deliverables, Time Period and any other information to highlight the capability of the Regional council. Technical Proposal must include:

- a) Brief description about the Regional council
- b) Regional council's Experience in organic farming and PGS certification
- c) Documents in proof of eligibility criteria cited.
- d) Approach.

- e) Methodology.
- f) Work plan and schedule.
- g) Team size (With copies of certificates to support their qualifications).

II. FINANCIAL PROPOSAL CONTENT

- a) Financial Proposal (in Indian Rupees) should be in the form of a lump sum amount inclusive of all taxes for the entire scope of services.
- b) The lump sum quote should be inclusive of all expenses which the regional council may incur while executing the assignment including Travel, Boarding & Lodging if required by them.

The Evaluation of Proposal

1. Format for evaluation of technical proposal: -

Sl. No	Description	Breakup of Marks
1	<u>Past experience in work of similar nature</u> (Facilitation in organic certification) No. of local groups: 20 & less than 20 (20 Marks) No. of local groups: Between 20 and 50 (30 Marks) No. of local groups: Between 50 and 100 (40 Marks) No. of local groups: 100 & above (50 Marks)	Maximum 50 Marks
2	<u>Skills & Competencies</u> Professional Experience: Between 5 and 10 Years (20 Marks) Between 10 and 15 Years (30 Marks) Above 15 Years (50 Marks)	Maximum 50 Marks
Total marks		100 Marks

2. Format for evaluation of financial proposal: -

Sl. No	Description	Module	Proposed total cost for three years including honorarium, travel and lodging expenses, training material costs
1	Training and document assistance to the CLCs	Quarterly training to 402 CLCs in 7 batches for three years	
2	Training and field assistance to the local group members	Quarterly training to the local group members in 14 batches for the first three years.	
3	Training materials for organic farming.	Supply of training materials (as and when required.) Training materials regarding organic farming, formation of local groups, role of RCs, role of cluster level coordinators, bio-products for organic farming, grading, labelling and marketing of produce.	
Total amount in rupees excluding all taxes			

- Evaluation will be based on documentary evidence submitted by the applicant with respect to evaluation / selection criteria of organic certification and the support provided by them.
- Regional council (RC) who have scored minimum 50 marks is considered as technically qualified.
- From the technically qualified list of regional councils, subject to the approval of the concerned committee, the RC which quotes the lowest financial bid as per the financial proposal will be considered for contract. The rank list will be in the ascending order of financial bids in which the highest bidder will be in the bottom of the list.

- In case if contract with the first bidder is agreed upon and awarded but terminated on a later stage the RC who have quoted the next higher bid/ second position in the rank list will be considered for contract as per existing terms stipulated in this tender.

The envelopes containing the tender should bear the superscription “**Sealed tender for the engagement of regional council for providing services in obtaining PGS certification for organic farming**” and should be addressed to the Executive Director, Kudumbashree State Mission, TRIDA Building, Medical College P.O, Thiruvananthapuram – 695011.

Tenders should be submitted in the prescribed form. The forms are available at Kudumbashree State Mission office at Thiruvananthapuram or can be downloaded from the website <http://kudumbashree.org/tenders>. One form costs Rs. 2800/- (0.25 % of the estimated cost + GST) and the parties interested can buy the form by paying cash or D.D.

Last date of receipt of tenders will be 15/09/2018 at 3.00 PM. Tenders after the prescribed time will not be accepted. Tenders will be opened at Kudumbashree State Mission Office at 4.00 PM on 15/09/2018 in the presence of such tenderer or their authorized representatives who may be present at that time.

Tender should be accompanied by crossed DD of Rs. 10000/- being the EMD (1% of the estimated cost). Crossed DD may be taken in favor of Executive Director, State Poverty Eradication Mission, Trivandrum; Tenders without EMD will not be accepted.

- The tenders submitted without proper supporting documents or EMD will be rejected at once.
- Executive Director of Kudumbashree will have the authority to abolish the tendering process at any stage without prior intimation or showing any reason.



**Executive Director
Kudumbashree**

Copy to,

1. Notice Board
2. Stock / Spare
3. Website
4. Newspaper