

Request for Proposal (RFP)

for

Empanelment of Organizations/Resource Institutions (RI)

for

Training on Hi-Tech Horticulture



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Department of Agriculture & Cooperation

(Horticulture Division)

Ministry of Agriculture, Government of India

New Delhi -110001

MARCH 2015

Section 1: Invitation of Proposal

Department of Agriculture & Cooperation, Ministry of Agriculture, Government of India seeks to empanel qualified organizations/resource institutions to provide training to farmers, field functionaries and entrepreneurs on various aspects of "Hi-tech horticulture" covering protected cultivation, micro irrigation, precision farming etc. The training programmes will range from one to seven days.

The broad responsibilities of the Organization/Resource Institution will be:

- (a) Design of Course Curriculum for each module to be verified by DAC
- (b) Coordinate with State Horticulture Missions (SHMs) & implementing agencies / dept. for beneficiary identification.
- (c) Conduct training program

The developed curriculum by the organization/institution will be got vetted by the Department of Agriculture & Cooperation, Ministry of Agriculture, New Delhi

Criteria for Empanelment of Training Providers

Any activity that enables participants to acquire skills which enable him/ her for engaging the agri/ horti sector to increase earnings by adopting good agri practices, technologies, value chains etc or improved working conditions, such as moving from informal to formal sector.

Scope of Accreditation

- a. Sectors – Protected Cultivation, Micro Irrigation, Precision Farming – Hi-tech Horticulture

Training in all sectors would result Hi-tech Horticulture through Micro Irrigation and Protected Cultivation by adopting precision farming & good agricultural practices.

Categorization of Training Institution

All training Institutes / Organization whether operating on a profit / non-profit basis would be eligible for accreditation

- i. Existing Training Provides for more than 5 years of operations in developing training activities.

b. Eligibility Criteria

Following are mandatory requirements for empanelment.

- i. Legal Status – The institution must be a legal entity registered in India with the primary objective of providing skill, technical training, vocational training etc, particularly in hi-tech horticulture
- ii. Financial Status of the Organizations / Institutes – The Organizations/Institutes would need to have an annual turnover (averaged over the previous three years or the no. of completed years, whichever is less) of at least **1.00 Crore** INR (Rupees One Crores only).
- iii. Infrastructure & Faculty – The Institution should have necessary training infrastructure and faculty including hostel. Details of centres, locations at which infrastructure have been created, the courses that can be run shall be provided as part of the accreditation and the accreditation shall specify approved centre and courses.
- iv. The Organization/Institution must have training expertise of at least five years.
- v. The institution can be registered either as a centre of excellence, national research centers (NRCs), ICAR institutes or affiliated or any other such organization.

c. Validity of Empanelment

Empanelment will be for a period of 3 years and the Institution would be required to apply for renewal after every three years. The training programme will have to be conducted at State/ District / Block level of the state/s where schemes of OFWM-NMSA, MIDH, and RKVY etc. are being implemented.

Section 2: Submission of Proposal

Sealed Technical Proposal for the above mentioned assignment may be forwarded to Under Secretary (Hor.), Horticulture Division, Department of Agriculture & Cooperation, Ministry of Agriculture, Government of India, Krishi Bhawan-110001.

A. Technical proposal:

The technical bid shall consist of the following documents:

- Organization/Institution capacity (As per Section-1 above)
- A brief approach note to the proposed project/assignment covering technical approach and methodology, work plan, organization and staffing
- Supporting documents/enclosures
 - Registration Certificate – issued by competent authority/department
 - Last Audited Balance Sheet for 3 years
 - CVs of the core team engaged during the training program
 - Documents demonstrating experience & expertise available for conducting such trainings
 - Testimonials & evidences of work done in past in the related field.

B. The training of farmers, field level workers & entrepreneurs etc. would be as per the costs norms mentioned in the operational guidelines - Mission for Integrated Development of Horticulture (MIDH) / NMSA- OFWM.

Last date of submission of proposal **is 15 days** from the date of release of advertisement.

The Interested organization/institution must submit 'One Original and One Duplicate' of the Technical proposal in one envelope, which must be sealed and clearly marked "**Technical Proposal**" must be placed in a single outer envelope, which must be sealed and addressed to the following;

**The Under Secretary (Horticulture),
Horticulture Division, Department of Agriculture & Cooperation,
Ministry of Agriculture, Govt. of India
Krishi Bhawan, New Delhi-110001**

Section 3: Evaluation Procedure for Selection

An evaluation committee will be constituted by Deptt. of Agriculture & Cooperation, Ministry of Agriculture, GoI to evaluate the technical proposal having Joint Secretary (MIDH) & Mission Director (OFWM) as the chairman of evaluation committee.

For identification, shortlisting and selection of proposal selection committee will be responsible

Joint Secretary (MIDH) & Mission Director (NMSA-OFWM), DAC, GoI	Chairman
Director (Hort.), DAC, GoI	Member
Addl. Commissioner (MIDH), DAC, GoI	Member
Addl. Commissioner (TECH), DAC, GoI	Member
Deputy Secretary (Finance), DAC, GoI	Member
Executive Director (NCPAH), DAC, GoI	Member
Under Secretary (Hort.), DAC, GoI	Member Secretary

Criteria for Evaluation of the Technical Proposal

Preliminary scrutiny of the proposals for eligibility will be done to determine whether the training partners are qualifying the criteria specified in the document.

The eligible institutes / organisation, would be required to give a detailed presentation about their Proposal which should focus on past relevant experience, type of training programme, training course & methodology, faculty resource, infrastructure etc. The onus of demonstrating institutions / organizations competence, capability and promise rests with the respective agencies.

The eligible organizations/institutions will be given an opportunity for making a final presentation before the evaluation committee for which a suitable communication will be made to eligible organizations /institutions preferably with a notice period of 7 days. After the presentation, the committee will shortlist on the basis of demonstrated capability, competence & promise. Further, if required a visit may be made to ascertain field level details of eligible institutions / organizations as deemed fit by the committee.

The decision of Chairman of evaluation committee for acceptance or rejection shall be final and reserves the right to accept or reject any or all application without assigning any reason thereof.

Section 4: General Instructions

- Proposals that are incomplete in any respect or those that are not consistent with the requirements as specified in Request for Proposal (RFP) or those that do not adhere to the formats wherever specified, may be considered non-responsive and may be liable for rejection;
- All communication and information should be provided in writing;
- Horticulture Division, Deptt. of A&C, MoA, Gol reserves the right to reject any or all proposals in response to this Request for Proposal at any stage without assigning any reason thereof;
- Horticulture Division, Deptt. of A&C, MoA, Gol reserves the right to change any or all the provisions of the RFP document and such changes will be intimated to all the participated organizations/institutions.

Criteria for Short Listing Training Institutions

Annex –I

SI No	Criteria	Particulars	Maximum Marks
1.	Location of the Institute / Branch offices	Date of establishment (should have registered on or before 2010) Branch offices with address including contact and email ID	5
	Mandate / Objective of the Institute / Organization	Copy of Memorandum of Association / Bylaws / Article of Association etc.	
2.	Experience in the area of training on Hi-tech Horticulture – farmers, field functionaries, entrepreneurs etc.	Details of Training Activities conducted in last 5 years with presentation of training module/s.	15
3.	Human Resources and Professional Expertise / Training Faculty of the Institution / Hired Faculty & their related experiences	Details of permanent Training Faculty / Hired faculty , discipline wise no. of persons, qualification, years of experience etc. special training & exposure etc, if any	20
4.	Relevant Experience of Institute in taking initiatives for innovation of training related to Hi-tech Horticulture	Type of training modules, activities in support of such innovations	15
5.	Facilities / Campus Infrastructure available with Institute	Building, Residential Facility, training hall, hostel facilities, details of training equipment's, demonstration units, workshops, medical aids, internet / communications facilities etc.	15
6.	Institute – facilities like class rooms, library, transportation, seminar / conference hall etc.	Details of training / study materials, space, publications related to subjects, owned vehicles etc.	5
7.	Quality Performance	Publications, Documents etc.	5
8.	Financial Performance	Audited statement of Accounts for last three years	5
9.	Accreditation of Training Institute / Courses	Provide list of accreditation certificates ,in last 5 years, if any	10
10.	Networking under Govt. bodies / other agencies in the related areas of training	Name of Institutions, Govt. Dept., Other bodies etc.	5
Total			100

Note: The Institute / Agency obtaining marks less than 65 out of 100 may not be considered.

ILLUSTRATION LIST OF TRAINING MODULES, TOPICS, METHODOLOGY, TARGET, DURATON ETC

Sl No	Target Group	Training Modules	Training Topics	Training methodology	Duration (Days)

Date:

To

Under Secretary (Horticulture)

Horticulture Division

Department of Agriculture & Cooperation

Ministry of Agriculture, Govt. of India

Ref: **Request for Empanelment of Institutes for training on Hi-tech Horticulture**

Dear Sir,

We, the undersigned are hereby submitting our Request for Proposal (RFP) which includes Technical Information.

We hereby declare that all the information and statements made in the Terms of Reference of Express of Interest are true and accept that any misinterpretation contained in it may lead to our disqualification.

I hereby declare that our institute / organization has not been debarred / black listed by any Government / Other form of bodies / organization. I further certify that I am the competent authority in my institute / organization to make this declaration.

Yours Sincerely,

Authorized Signatory [In Full and Initials]: Name and Designation of Signatory

Name of Institute / Organization

Address

Seal Institute / Organization

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