



**Request for Proposal (RFP)**  
**for**  
**Setting up Three Micro Project Agencies in PVTG's**  
**Dominated Area in State of Maharashtra**

Tender Notification No.: TRTI/2022/PVTG/DESK-01/782

Dated 01/03/2022

Issued By

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The Commissioner  
Tribal Research and Training Institute,  
28, Queen's Garden,  
Pune- 411001



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E-TENDER. No. TRTI/2022/FRA/DESK-04/ 782

Date: 1/03/2022

Invitation of "Request for Proposal (RFP) for Setting up Three Micro Project Agencies in PVTG's Dominated Area in State of Maharashtra". TRTI is Inviting Request for Proposal (RFP) for Setting up Three Micro Project Agencies in PVTG's Dominated Area in State of Maharashtra. Interested bidder can submit their Technical Bid & Commercial Bid Offline on website <https://mahatenders.gov.in>

Name of the Service	Estimated cost ( Rs.)	Tender Fee ( Rs.)	Earnest Money Deposit (EMD) ( Rs.)
Request for Proposal (RFP) for Setting up Three Micro Project Agencies in PVTG's Dominated Area in State of Maharashtra	Rs. 3,00,00,000/-	Rs. 20,000/-	Rs. 3,00,000/-

1. The Institute shall be selected based on the selection criteria decided by TRTI as mentioned in the Bid Document.
2. Joint Venture Consortium is not permitted.
3. The Bid Documents are available on website <https://mahatenders.gov.in>
4. The interested Bidders will have to register and enroll on website <https://mahatenders.gov.in>.
5. The interested Bidders will have to submit all the required documents through online.
6. **The Tender Fee of Rs. 20,000/-** is required to be deposited online through Net Banking.
7. **The EMD of Rs. 3,00,000/-** is required to be deposited Online through Net Banking .
8. The detailed Bid Document can be download from the website <https://mahatenders.gov.in>
9. Interested Institutes / Bidders shall submit their Bid on or before **15/03/2022, 17:00 hrs.**
10. The advertisement is also available on office website <https://trti.maharashtra.gov.in> for information only.
11. Right to reject any or all the Bids is reserved by the Commissioner, TRTI, Pune

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(Dr. Rajendra Bharud I.A.S.)  
Commissioner  
TRTI Pune

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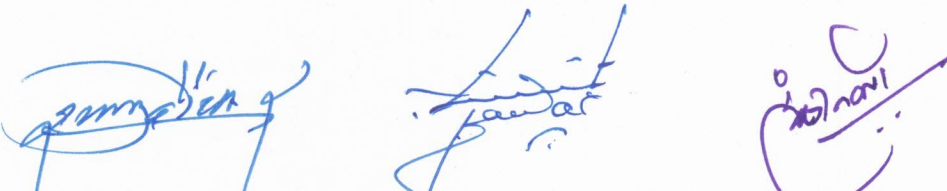
This RFP is not an agreement and is neither an offer nor invitation by Tribal Research and Training Institute, Pune, (TRTI) to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their application for qualification and thus selection pursuant to this RFP (the "Application"). This RFP includes statements, which reflect various assumptions and assessments arrived at by TRTI in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for TRTI, its employees or advisors to consider the objectives, financial situation 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 Applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicant(s) is 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. TRTI accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

TRTI, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or 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 of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way with selection of Applicants for participation in the Bidding Process.

TRTI also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this RFP. TRTI may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that TRTI is bound to select and shortlist Applications and reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by TRTI or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and TRTI shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Application, regardless of the conduct or outcome of the Bidding Process.



## IMPORTANT DATES & INFORMATION FOR TENDER

### 1. Key Events and Dates

Sr. No.	Stage	Start Date & Time	End Date & Time	Envelopes
1.	Release Tender	01/03/2022 11:00 Hrs	15/03/2022 17:00 Hrs	-
2.	Pre- Bid Meeting	09/03/2022 14:00 Hrs	-	-
3.	Technical Bid Opening	16/03/2022 14:00 Hrs	-	Technical Envelop T1
4.	Commercial Bid Opening	To be intimated later		Commercial Envelop C1

### 2. Other Important Information Related to Bid

Sr. No.	Item	Description
1.	Earnest Money Deposit (EMD) (To be paid Online)	Rs. 3,00,000/- (Rs. Three Lakh Only)
2.	Tender Fee (To be paid Online)	Rs. 20,000/- (Rs. Twenty Thousand Only)
3.	Bid Validity Period	One-hundred-and-twenty (120) days from the Date of submission of Bid.
4.	Last date of signing contract	As intimated in work order of TRTI



# **Setting up Three Micro Project Agencies in PVTG's Dominated Area in Maharashtra.**

## **Project Details**

### **1. Introduction**

Maharashtra is the 3<sup>rd</sup> largest state in the country having 43,665 villages out of which 8,428 are tribal villages. According to the 2011 census, the tribal population in Maharashtra is 10.5 million that is 9.4% of the total population of the state. This makes Maharashtra the 2<sup>nd</sup> largest state in terms of tribal population. This data indicates that a significant proportion of the population is tribal and their development is pivotal for overall development of the state. Almost 45 to 50 % of the Scheduled Tribe (ST) population lives in Scheduled Areas. These areas are inaccessible and face lots of challenges in terms of availability of basic amenities which acts as an impediment in the growth and development of the tribal community.

Katkari, Kolam and Madia are the three PVTG (Particularly Vulnerable Tribal Groups) concentrated in Maharashtra. These three PVTG concentrated among following districts of Maharashtra.

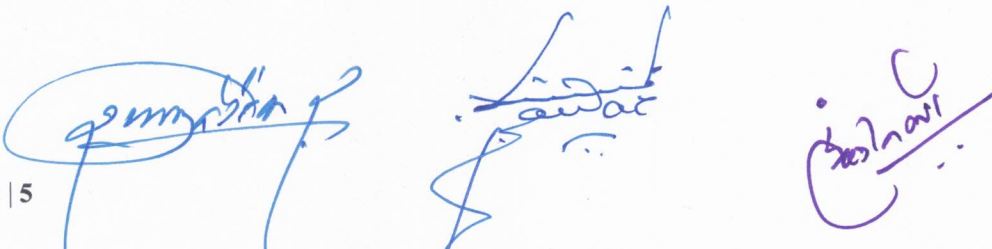
- a) Katkari : Raigad, Ratnagiri, Thane, Palghar, Nashik, Satara, Pune
- b) Kolam : Nanded, Yavatmal, Chandrapur, Wardha, Bhandara, Gondia, Amravati
- c) Madia : Gadchiroli

It is proposed to set one centre for each PVTG, total 03 centres for Maharashtra.

The challenges faced in the Scheduled Areas are mainly in the form of poor physical and network connectivity, electricity shortage, intermittent water supply, absence of transportation services, scarce infrastructure, lack of trained staff to carry out essential services, scarce livelihood opportunities are responsible for socio economic backwardness of the tribal communities.

These three PVTG depends on Agriculture, MFP, and wage labourer for livelihood. If they do not get any livelihood source in village, they migrate to nearby city, tehsil, district or state in search of work. During this period their children also migrate with them. Hence, children are deprived from education, and eligible beneficiary or who needs the benefit of government services not get it, so it effects on their health.

Because of migration they are disconnected from the villages and are deprived from Government Schemes as well as they are not involve in Gram Sabha and other decision making meetings. They are mostly found in the hilly area and are far from the main stream society. Because of they are not attending the Gram Sabha meetings held in the village. Sometimes, they try to attend the Gram Sabha, but the villagers are not ready to accept them at the moment. . To get benefit of various government schemes they don't have required documents. So we will facilitate them in getting those documents PVTG's have various other problems and needs to be looked into.



## 2.Scope of Bid

### 2.1.Setting up Three Micro Project Agencies in PVTG's Dominated Area in the State of Maharashtra.

Resource will act as custodian of the information and dissemination of it. Centre will assess the need of the PVTG's, and accordingly make necessary micro planning for PVTG's which will suffice the need of the information seeker.

### 3.Objectives of the Schemes

- To make micro planning for conservation and development of Katkari, Kolam, and Madia tribal.
- To Improve livelihood resources to reduce migration of PVTG's, to avail opportunities for employment, self-employment at local level, and involve them in already existed employment and self-employment programme.
- To formulate measures for solving various problems of PVTG
- To make speedup PVTG's development.
- Prepare and Implement different program to increase annual income of PVTG's
- To enhance development perspective in PVTG's.
- To conduct guidance meeting/camp for health, education, income generation employment, self-employment, agriculture etc. by subject expertise.
- Promotion of leadership and second line leadership development programme.

### 3.1 Following are the tentative activities that must take place in established Resource centers.

#### Expected Activities

1. Preparation and implementation of Integrated Tribal Development Projects (ITDP) and selected cluster and ITDP Employment and self-employment plan.
2. To provide training for employment and self-employment.
3. To generate and register Individual and Group Self Employment units.
4. Study of livelihood resources and report preparation.
5. Conducting camps for FRA awareness, training for FRA employees and their committee members.
6. Impact assessment report preparation of FRA beneficiary.
7. Conducting camps for PESA awareness, training for PESA Panchayats (Extension to Scheduled Areas) Act, Extension PESA coordinators Impact assessment report preparation and overall implementation of PESA.
8. To provide training for Gram Saathi and field co-ordinator according to PVTG's cell and Gram Saathi GR (Government Resolution).
9. To work on Research Project of PVTG

It is necessary to conduct research on development parameters of PVTG. These are as follows-

- i. Health
- ii. Education
- iii. Nutrition, Malnutrition
- iv. Employment, self-employment, livelihood resources, income management
- v. Food, Clothes, Shelter
- vi. Migration
- vii. Traditional rituals
- viii. Self-ideas of Development
- ix. Social principles of PVTG and other social issues.
- x. PVTG Development policy according to in-depth research done

- 10 PVTG development policy draft will be done according to above research findings, recommendations, experience, impediments, beneficiary mindset, limits of implementing agency, and deliverables of implemented schemes, positive and negative points of schemes etc. Before preparing the draft it will be discussed with TDD scheme implementing officer.
- 11 Preparation of culture and conservation booklet  
Implementing agency will done the in depth study of cultural characteristics of PVTG, for this purpose they will visit elder people of village/pada and discuss with them. Also they will observe current scenario of culture and if negative scenario found, discuss on it. They will prepare measures to conserve the culture. On the basis of it will prepare a booklet for current scenario, facts, findings, recommendations for PVTG.
- 12 To prepare report on current situation and expected change for education  
Information regarding PVTG students of ZP school, Govt. Ashram school, Grant-In-Aid Ashram school, EMRS, private school, colleges, will be collected. Also information regarding total eligible students for education, and children who are taking education or not taking education etc. information will be collected. Also they will check literacy rate of PVTG. A report on current education situation, obstacles, reasons, and expected changes and improvements will be done by implementing agency.
- 13 Traditional knowledge of PVTG's
  - To identify and prepare a list of traditional knowledge of PVTG's
  - To prepare program/Scheme on the basis of traditional knowledge.
  - To train future generation for traditional knowledge.
  - To construct medicinal plant nursery and parks. To motivate PVTG community for it.
  - Requesting to concerned department for medicinal plant forestation in forest area.
  - To prepare booklet of indicating the all above information.
14. To create group for PVTG's Students. Also proposal preparation for Caste certificate and validity of PVTG's students from Govt, Ashram school, granted Ashram School, EMRS (Eklavya Model Residential School). To present proposal before CVC. All this work will be done by retired employee group.
15. To identify need and problems and remedial, preventive and curative measures.
16. Impact assessment of implemented schemes for PVTG's.

### 3.2 Broad Sections of the Center

The center must consist of the following 4 broad section/units

- I. Research and Development Unit
- II. Training and capacity building unit.
- III. Business Support Unit (BSU)
- IV. Incubation and technology Demonstration unit

### 3.3 Brief activities in each section explained below.

#### A. Research and Development Unit

Centre must have information collection and documentation wing, assessment of the current information needs must be done through the market research, focused group interactions with individuals, study of the patterns in after establishment of Resource centre, after every quarter the centre must update their information kiosk present at the centre.

## B. Training and capacity building unit.

“Capacity building is the process through which individuals, groups, organizations and societies deploy, adapt, strengthen and maintain the capabilities to define, plan and achieve their own development objectives on an inclusive, participatory and sustainable basis.”

Capacity building is a set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. Capacity building activities expand services, enhance skills and generate additional resources for programs and/or organizations. It is a planned and systematic sequence of instruction under supervision, designed to impart skills, knowledge, information and attitudes of the trainees. Globalization and increased competition have intensified the need for highly skilled workforce in the economy to meet global standards of quality. A combination of demographic, economic and social factors makes skill development a major priority.

There is a need for capacity building of field coordinator, Gram Sathi, community and various stakeholders who are essentially geared towards strengthening entrepreneurial capability of existing micro food processors dependent on or whose livelihood is dependent on MFPs, fisheries and concern sectors. These stakeholders may include farmers, women, their SHGs, FPOs, consortiums etc. Capacity building sessions must be based on the needs of the stakeholders.

### Domain Skills & Platform Skills

Domain Skills refers to the sector-specific skills, technical knowledge, and know-how to perform a specific job accurately. Platform Skills refers to presentation behaviours that a trainer uses to transmit content effectively. Trainers must demonstrate excellent platform skills to get their messages across.

Modes of Delivery The training would be delivered by following modes

- a. Classroom Lecture & Demonstration
- b. Live Classes (online)
- c. Self-Paced Online Learning Material
- d. Training on Machines

## C. Business Support Unit (BSU)

Most of the time, tribal communities do not have the knowledge of technicalities to run the business and them struggles to sustain in the market for a longer period. Due to insufficient knowledge of the processes, they often find it difficult to prepare business proposals. To overcome this problem, the centre must have a Business support unit, which will guide individuals, SHGs and upcoming FPOs, Cooperative structures in business proposal preparation, legal formalities around it etc.

- a. To support individuals, SHGs, for preparing business proposals.
- b. To link up with the financial institutions as a part of financial inclusion.
- c. Support for transition of existing enterprises into formal framework for registration under regulatory framework along with compliance.
- d. Looks forward to Increase access to credit to new micro food processing and entrepreneurs for starting up new ventures.

## D. Incubation and Technology Demonstration unit

There is a need for NTFP incubation to tap innovations and technologies for venture creation. As agribusiness incubation is in its early stages in the Indian agriculture landscape, NTFP base incubation will encourage the gatherers to start ventures on their own or with the help of a support unit. This will give live view demonstrations of the value adding process, prototypes of machines used in value addition along with their costing in the market etc.





This unit must be equipped with big machine prototypes and their functions. E.g. Hirda decortication process, Mahua Solar dry machines, Mahua laddoo making process, etc. Which will encourage the innovations.

As most of the tribal communities are dependent directly or indirectly on the forest produces for their livelihoods in the form of getting NTFPs, MFPs and other related things. Sometimes, over-exploitation of forests happens for getting more benefits and income point of view. Faulty methods of unplucking the products from the trees damages the ecology of the forests and ultimately may be that particular species of the trees. So to avoiding the extinction of plants species, conservation of the species must happen. So in the conservation of plant species point of view, there will be created a seed banks at every resource centre with the participation of the community.

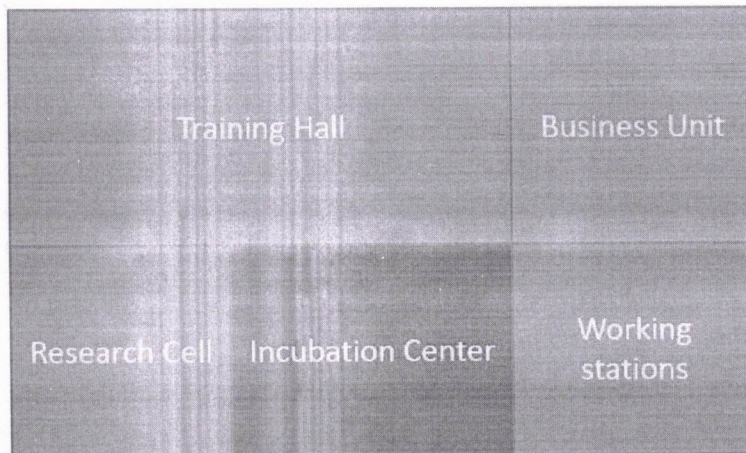
The centre will collaborate with different types of resource centres and knowledge partners for knowledge sharing & upgradation. The resource centre will collaborate with the different types of partners and organisations and may run the short-term research projects and programs for improvement of future community practices regarding income earnings. The possible resource centres/knowledge partners would be SAUs (State Agriculture Universities), research centres, KVKs (Krishi Vidhyan Kendra), Animal Husbandry, Dairy & Fisheries universities, TISS, organisations like BAIF, Pradhan etc.

#### 4. Infrastructure plan of Micro Project Agency.

The selected bidder will provide An agency for three Micro project centre on rental turnkey basis the details of which are attached as annexure (10.2)

- 1) The service provider must provide a resource centre on turnkey basis, which must be equipped with the human resource mention in point 5 of the document and basic plan as mentioned in annexure 10.2. and indicative as per figure 4.1
- 2) The centre must have a minimum 3000sq ft. area which will suffice all mentioned activities.
- 3) The service provider will solely manage, operate and maintain the centre under the guidance of the monitoring and evaluation committee (point 6) and TRTI. Figure: 4.1

Regional Resource Center, Tentative Plan



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## 5. HUMAN RESOURCE (Educational qualification and Roles )

5.1 State Resource centres director -( MSW, MBA or equivalent degree with minimum 5 years of experience)

- State director will be working from the TRTI Pune.
- He will coordinate all 4 centres in the state and report to TRTI, Pune about the progress and activities happening at all the 4 resource centres in the state of this project.
- He will lead for Planning, organizing, and directing all activities for Resource Centres

5.2 Resource centre coordinator- (MBA, MSW or equivalent degree with minimum 3 years' experience)

- Resource centre coordinator will be responsible for all the activities and transactions which will happen at the centre
- he / she have to manage all day to day activities at the centre
- Monthly progress report of the centre must be prepare and submit to the State Resource centre director as well as to TRTI.
- Master trainer (MSW or equivalent master's degree)
- Master trainer will be responsible for organising the training schedules at micro project centres.
- To prepare the training modules on various topics (FRA, PESA, Agri, NTFP, Marketing etc.)
- To prepare the training materials
- To provide trainings whenever necessary
- To conduct post training evaluation.

5.3 IT Technician- (BSc IT/BCA/BCS)

- He/She will be responsible for maintaining & updating the computer systems at the center.

5.4 Consultant -Agri & Marketing (MBA in Agri/Agri marketing with minimum 2 years of experience in relative sector)

- Will be responsible for the identification of agricultural products and their value chains.
- Will deliver the training to the trainees during the training as per the training module.
- Will support the community/community groups for developing the business model

5.5 Consultant -strategy and operation-(MBA in Operation)

- Will provide general ideas about workable business strategies to the community.
- Deliver the lectures during the trainings

5.6 Consultant -Legal (LLB/ LLM with experience in business laws)

- Will consult the individual, SHG, mahila samitis regarding legal aspects while starting any type of business.
- Will help support them in completion of the legal process/aspects required.

**\* Note- The human resource appointed under the centre will be sole responsibility of the service provider, govt. Will not be liable for any payments, or other issues.**

#### 5.7 Community mobilisers (MSW/BSW)

- To mobilise the community and create awareness among them about the resource centre and their activities
- To bring about awareness amongst the villages about the importance of CFR Rights, its post recognition duties, PESA and rights given under PESA act.

### 6. MONITORING AND EVALUATION

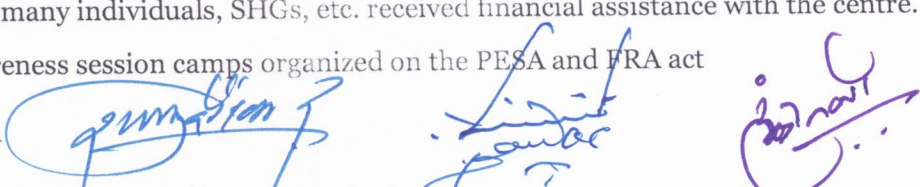
Following committee will be formed to ensure the proper formation of the resource centres and to take reviews from time to time and evaluate schemes as per requirement.

Sr. no.	Members	Designation
1	Commissioner TRTI, Pune	Chairman
2	Representatives of ATC (All 4)	Member
3	Representatives Concern POs	Member
4	Micro Project Agency Co-coordinators (all 3)	Member
5	Representative of service provider	Member
6	Industry leader (C Suite)	Member
7	State project director (Micro Project Agency)	Member
8	Project Director, PVTG Cell TRTI	Member Secretary

- 1) Committee meetings will happen at least once in a quarter and take the review.
- 2) This committee will be responsible to take the decisions regarding any types of changes as per requirements during the implementation of the projects.
- 3) State project Director must convey and arrange the meeting in time.
- 4) Committee will oversee each centres performance in each aspect.

### 7. Key performance indicators

1. No. of trainings conducted
2. No. of pass trainings
3. No. of publications in indexed journals
4. Creation of Repositories- sources,
5. Counselling to the Individuals, Gram Sabha, FPOs etc.
6. No. trainees have benefited from training and turned themselves into entrepreneurs or got the job or converted skill into income earning.
7. Link up with a microfinance institution.
8. How many individuals, SHGs, etc. received financial assistance with the centre.
9. Awareness session camps organized on the PESA and FRA act



## 8. Deliverables

- 1) Quarterly Submission of report (10 copies each) that includes
  1. Nos of training sessions conducted.
  2. Nos of beneficiaries participated.
  3. SWOT studies/ Reports submitted
  4. Counselling to the Individuals, Gram Sabha, FPOs etc
  5. Awareness session camps organised on the PESA and FRA act
- 2) Impact study of implemented schemes, FRA, PESA and others. (10 copies )
  - The service provider must submit all the reports prepared at every center to TRTI on a quarterly basis.
  - The progress of the resource centres will be evaluated on quarterly submission of reports based on that payment tranches will be issued to the service provider.
  - The timeline of the project will be of two years, based on performance and decision of the Monitoring and evaluation committee further extension will be given.
  - At the end of the project all the documents created during the period will be handed over to TRTI.
  - confidentiality of critical reports must be maintained at every resource center without govt. approval no reports/documents/training materials etc. will be made available to public

## 9. PRE QUALIFICATION CRITERIA

The bidders shall fulfil all of the following pre-qualification criteria independently, as on the date of submission of bid.

S. N.	PRE QUALIFICATION CRITERIA
1.	The bidder must be a company or partnership firm or public trust or society registered under Companies Act, 2013 or Partnership Act, 1932 or Societies registration Act 1960 or Bombay Public Trust Act, 1950 respectively.
2.	The bidder should have the financial capacity to carry out the work and therefore to bid, the bidder should have achieved <b>Annual Turnover of equal to or more than Rs. 3 crore</b> during the last 3 financial years i.e. FY 2017 – 18, FY 2018 – 19 and FY 2019 – 20.
3.	The bidder must submit an audited <b>balance sheet and audited financial statement</b> of FY 2017 – 18, FY 2018 – 19 and FY 2019 – 20. The Income Tax Returns with the balance sheet submitted to the Income Tax Department.
4.	The bidder must submit the <b>Income Tax Return (ITR) acknowledgment certificate</b> of the Income Tax Department of FY 2017 – 18, FY 2018 – 19 and FY 2019 – 20.

5.	The bidder must have in its name, a valid <b>GST Registration certificate, GST Clearance Certificate</b> up to 31st March 2021 or the latest copy of the <b>GST return certificate</b> .
6.	The bidder must have at least 3 years of experience of setting up of <b>Resource center or something on similar line</b> with any Government / Semi Government agencies / Public Sector Enterprises or Undertakings / Urban Local Bodies/ Private Sector Enterprises
7.	It is Desirable that bidders shall provide at least <b>Three (3) years' experience certificate</b> (2017-2018, 2018-2019 and 2019-2020) of successful work completion in similar works & services from Government / Semi Government agencies / Public Sector Enterprises or Undertakings / Private Sector Enterprises. The details of which are attached as under: <ul style="list-style-type: none"> <li>a. <b>One project</b> of similar nature costing not less than the amount equal to 80 – 100% of the estimated contract value.</li> <li>b. <b>Two projects</b> of similar nature costing not less than the amount equal to 50 – 60% of the estimated contract value.</li> <li>c. <b>Three projects</b> of similar nature costing not less than the amount equal to 40-50% of the estimated contract value.</li> </ul>
8.	The bidder <b>must not have been blacklisted</b> due to malpractice, misconduct, or debarred either by any Government or Central Government Department / Union Territory / Local Authority / Central and Government Undertaking / Government Organizations, for establishment & operational management of the catering / mechanized / centralized / semi centralized kitchen services, as on the date of submission of bid.
9.	The <b>positive net worth certificate</b> by the Chartered Accountant / Registered / Registered Auditor in the last 3 years i.e. FY 2017 – 18, FY 2018 – 19 and FY 2019 – 20.
10.	The bidder should have its headquarter or a regional office located in the state of Maharashtra and it should submit documentary evidence for the same.

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**10. THE SERVICE PROVIDER MUST PROVIDE CENTER WITH FOLLOWING SETUP (MINIMUM)**

<b>Total Area</b>	<b>3000 sq feet</b>
<b>Well furnished Training hall</b>	40 Person seating capacity with proper ventilation along with Sound System and mic
	White Board
	Green Board
	Projector
	conference table
	Podiam
	Internet, WiFi
<b>Work station for HR at center</b>	4 working station with 4 Computer 1 printer 1 xerox seating capacity of 15 people
<b>Business Unit Room</b>	Working station with desk, computer,
<b>Incubation center</b>	Demonstration of business model
	2 TVs 32 inch
	Adequate Fans, Tubes, water filter

## 11. REQUEST FOR PROPOSAL

- 1.1.1.1.** Tribal Research and Training Institute, Maharashtra State, Pune wishes select **“Request for Proposal (RFP) for Setting up Three Micro Project Agencies in PVTG’s Dominated Area in State of Maharashtra”**
- 1.1.1.2.** TRTI invites detailed proposals (Qualification, Technical and Financial Proposals together referred to as “RFP”) from capable agencies.

## 12. BRIEF DESCRIPTION OF THE BIDDING PROCESS

- 12.1 TRTI intends to follow a ‘two stage’ bid process for selection of the successful agency, as outlined in this RFP.
- 12.1.1.1 The Bidders would need to submit the Proposal, within Due Date as prescribed under the “Important dates & information for Tender” of this RFP; Qualification, Technical and Financial Proposal in the prescribed formats.
- 12.1.1.2 TRTI would evaluate all the Submissions in accordance with the evaluation criteria set out in the RFP to select a qualified bidder.

### 12.2 OBTAINABILITY OF RFP DOCUMENT

The RFP would be available at <https://mahatenders.gov.in/>. It may be noted that all subsequent notifications, changes and amendments in the assignment/ documents would be posted on the website <https://mahatenders.gov.in/> & <https://trti.maharashtra.gov.in>.

### 12.3 GENERAL INSTRUCTIONS

- 12.3.1.1 The language of the Bid and related documents and correspondences shall be in English language.
- 12.3.1.2 The Bidder shall provide all the information sought under this RFP. TRTI will evaluate only those Bids that are received in the required formats and complete in all respects.
- 12.3.1.3 The Bid shall be typed or written in indelible ink and signed each page by the Authorized signatory of the Bidder. The person signing the Bid shall initial all the alterations, omissions, additions or any other amendments made to the Bid.
- 12.3.1.4 Bidders are encouraged to submit their respective Bids after exercising due diligence of factors influencing the implementation of the Project applicable laws and regulations, and any other matter considered relevant by them.
- 12.3.1.5 The Proposals would be evaluated on the basis of the evaluation criteria set out in this RFP (“Evaluation Criteria”) to identify the successful Bidder for the Assignment (“Successful Bidder”).
- 12.3.1.6 The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process, including but not limited to field investigations, data gathering, analysis, design etc. as also any discussions/negotiations. TRTI will not be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the bidding process.
- 12.3.1.7 TRTI may modify the RFP by issuing an Addendum before Due Date. Any Addendum thus issued shall be part of the RFP and shall be hosted on the website (<https://mahatenders.gov.in> & <https://trti.maharashtra.gov.in>). TRTI will assume no responsibility for non-receipt of the Addendum.
- 12.3.1.8 Bidders will not be permitted to alter or modify their bids once submitted.

- 12.3.1.9 TRTI shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFP, the bidding documents or the bidding process, including any error or mistake therein or in any information or data given by TRTI.
- 12.3.1.10 Any Bid not accompanied by the EMD shall be rejected by TRTI, as non-responsive.
- 12.3.1.11 The bidders may address their queries, if any to the following Email id: [trti.mah@nic.in](mailto:trti.mah@nic.in) on or before 16/01/2022 14:00 Hrs.

### 13 TERMS OF REFERENCE

#### **Request for Proposal (RFP) for Setting up Three Micro Project Agencies in PVTG's Dominated Area in State of Maharashtra**

Micro Project Units will act as custodian of the information and dissemination of it. Center will assess the need of the PVTG and accordingly make necessary micro planning which will suffice the need of the information seeker. 1) **Katkari** : Raigad, Ratnagiri, Thane, Palghar, Nashik, Satara, Pune

2) **Kolam** : Nanded, Chandrapur, Wardha, Bhandara, Gondia, Amravati

3) **Madia** : Gadchiroli

#### 13.1 **Location of Three Micro Project Agencies in PVTG's Dominated Area in State of Maharashtra;-**

**1) Shahapur(Thane) (Katkari) : Raigad, Ratnagiri, Thane, Palghar, Nashik, Satara, Pune**

**2) Yavatmal (Kolam) : Nanded, Chandrapur, Wardha, Bhandara, Gondia, Amravati**

**3) Gadchiroli (Madia) : Gadchiroli**

The selected bidder will provide resource center at above location on rental turnkey basis the details of which are attached as annexure (5) The center must be at the district location for easy of access to the end user.

#### 13.2 **Following are the tentative activities that must take place in established Resource centers.**

- Carrying out SWOT studies of various MFPs
- Training, capacity building / counseling of stakeholders
- Providing policy input to the Government
- Developing Promotional Materials
- Acting as helping agent to the stakeholders e.g. SHGs, FPOs, etc.
- Increase access to credit to new micro food processing entrepreneur for starting up venture.
- Linkages with other Resource center like ICARs, KVKs, etc.
- Demonstration of value adding techniques.
- It will have Domain Experts of various disciplines who will advise on various matters related to marketing, branding, supply chain, value addition, legal as well as financial and technical matters.



### 13.3 Broad Sections of the Center

The center must consist of the following 4 broad section/units

- V. NTFP Research and Development Unit
- VI. Training and capacity building unit.
- VII. Business Support Unit (BSU)
- VIII. Incubation and technology Demonstration unit

### 13.4 Brief activities in each section explained below.

#### E. Research and Development Unit

Centre must have information collection and documentation wing, assessment of the current information needs must be done through the market research, focused group interactions with individuals, study of the patterns in which MFP are available, articles, books, other documents, what are existing market structure present in and around that particular MFP.

After establishment of Resource center, after every quarter the center must update their information kiosk present at the center.

- ii. List of minor forest produce and fish species available by area.
- iii. The time and estimated quantity of different fish species/MFPs available
- iv. Mapping of existing value chain of Minor produce and fisheries business.
- v. Record of current methods and other traditional methods of exploitation of Minor forest produce and fisheries resources, and study of their sustainability and durability.
- vi. Alternative value addition options available at regional level and estimates of employment potential.
- vii. To organize various workshops for capacity building of various stakeholders at taluka level, village, group level.
- viii. To prepare and compile all relevant documents and resource materials regarding FRA and PESA
- ix. To bring about awareness amongst the villages about the importance of CFR Rights, its post recognition duties, PESA and rights given under PESA act.
- x. Resource creation and Publication. The documents, reports, publications must be shared with TRTI Before publishing in the public domain.

***\* TRTI will have sole right over the information, surveys, studies done in the center and must be shared with TRTI only.***

#### F. Training and capacity building unit.

“Capacity building is the process through which individuals, groups, organizations and societies deploy, adapt, strengthen and maintain the capabilities to define, plan and achieve their own development objectives on an inclusive, participatory and sustainable basis.”

Capacity building is a set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. Capacity building activities expand services, enhance skills and generate additional resources for programs and/or organizations. It is a planned and systematic sequence of instruction under supervision, designed to impart skills, knowledge, information and attitudes of the trainees. Globalization and increased competition have intensified the need for highly skilled workforce in the economy to meet global standards of quality. A combination of demographic, economic and social factors makes skill development a major priority.

There is a need for capacity building of community and various stakeholders who are essentially geared towards strengthening entrepreneurial capability of existing micro food processors dependent on or whose livelihood is dependent on MFPs, fisheries and concern sectors. These stakeholders may include farmers, women, their SHGs, FPOs, consortiums etc.

Capacity building sessions must be based on the needs of the stakeholders. Training unit must always promote the relation between ecological balance and commercial harvesting of NTFP.

### **Product Specific Skilling**

- I. Profile of products under the group, procurement and quality standards complementary products, byproducts and their use
- II. Profile of processing technology, overview of machinery, their costing and sourcing
- III. Different types of packaging, scientific storage, shelf life and food handling
- IV. Product quality & safety requirements as per the national & international standards
- V. Appreciation of the importance of quality of products in value addition, branding and marketing.

### **Domain Skills & Platform Skills**

Domain Skills refers to the sector-specific skills, technical knowledge, and know-how to perform a specific job accurately. Platform Skills refers to presentation behaviors that a trainer uses to transmit content effectively. Trainers must demonstrate excellent platform skills to get their messages across.

Modes of Delivery The training would be delivered by following modes

- a. Classroom Lecture & Demonstration
- b. Live Classes (online)
- c. Self-Paced Online Learning Material
- d. Training on Machines

### **G. Business Support Unit (BSU)**

Most of the time, tribal communities do not have the knowledge of technicalities to run the business and then struggles to sustain in the market for a longer period. Due to insufficient knowledge of the processes, they often find it difficult to prepare business proposals. To overcome this problem, the center must have a Business support unit, which will guide individuals, SHGs and upcoming FPOs, Cooperative structures in business proposal preparation, legal formalities around it etc.

- i. To support individuals, SHGs, for preparing business proposals.
- ii. To link up with the financial institutions as a part of financial inclusion.
- iii. Support for transition of existing enterprises into formal framework for registration under regulatory framework along with compliance.
- iv. Looks forward to Increase access to credit to new micro food processing (NTFP) entrepreneurs for starting up ventures.

### **H. Incubation and Technology Demonstration unit**

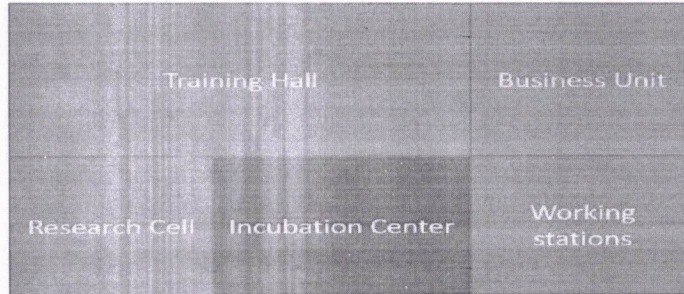
There is a need for NTFP incubation to tap innovations and technologies for venture creation. As agribusiness incubation is in its early stages in the Indian agriculture landscape, NTFP base incubation will encourage the gatherers to start ventures on their own or with the help of a support unit. This will give live view demonstrations of the value adding process, prototypes of machines used in value addition along with their costing in the market etc.

This unit must be equipped with big machine prototypes and their functions. E.g. Hirda decortication process, Mahua Solar dry machines, Mahua Laddoo making process, etc. which will encourage the innovations.

As most of the tribal communities are dependent directly or indirectly on the forest produces for their livelihoods in the form of getting NTFPs, MFPs and other related things. Sometimes, over-exploitation of forests happens for getting more benefits and income point of view. Faulty methods of unplucking the products from the trees damages the ecology of the forests and ultimately may be that particular species of the trees. So to avoiding the extinction of plants species, conservation of the species must happen. So in the conservation of plant species point of view, there will be created a seed banks at every resource center with the participation of the community.

The center will collaborate with different types of resource centers and knowledge partners for knowledge sharing & upgradation. The resource centre will collaborate with the different types of partners and organizations and may run the short-term research projects and programs for improvement of future community practices regarding income earnings. The possible resource centres/knowledge partners would be SAUs (State Agriculture Universities), research centres, KVKs (Krishi Vidhyan Kendra), Animal Husbandry, Dairy & Fisheries universities, TISS, organisations like BAIF, Pradhan etc.

Regional Resource Center, Tentative Plan



**13.5 Infrastructure plan of Resource Center**

The selected bidder will provide resource center on rental turnkey basis the details of which are attached as annexure (5)

- 13.5.1 The service provider must provide a resource center on turnkey basis, which must be equipped with the human resource mention in point 5 of the document and basic plan as mentioned in annexure (5). and indicative as per figure 4.1
- 13.5.2 The center must have a minimum 3000sq ft. area which will suffice all mentioned activities.
- 13.5.3 The service provider will solely manage, operate and maintain the center under the guidance of the monitoring and evaluation committee (point 6) and TRTI.

**13.6 HUMAN RESOURCE (Educational qualification and Roles ) at each center**

(except state resource center director )

**1.1 State Resource centers Director –**

(MBA or equivalent degree with minimum 5 years of experience)

- State director will be working from the TRTI Pune.
- He will coordinate all 4 centers in the state and report to TRTI, Pune about the progress and activities happening at all the 4 resource centres in the state of this project.
- He will lead for Planning, organizing, and directing all activities for Resource Centers

**1.2 Resource center coordinator-**

(MBA or equivalent degree with minimum 3 years experience)

- Resource center coordinator will be responsible for all the activities and transactions which will happen at the center
- he / she have to manage all day to day activities at the center
- Monthly progress report of the center must be prepare and submit to the State Resource center director as well as to TRTI.

**1.3 Master trainer –**

(MSW or equivalent masters degree with master trainer certification)

- Master will be responsible for organizing the training schedules at resource centres.
- To prepare the training modules on various topics (FRA,PESA, Agri, NTFP, Marketing etc.)
- To prepare the training materials
- To provide trainings whenever necessary
- To conduct post training evaluation.

**1.4 Consultant –(Agri & Marketing (MBA in Agri/Agri marketing with minimum 2 years of experience in relative sector)**

- Will be responsible for the identification of agricultural products and their value chains.
- Will deliver the training to the trainees during the training as per the training module.
- Will support the community/community groups for developing the business model

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**1.5 Consultant** -strategy and operation-(MBA in Operation)

- Will provide general ideas about workable business strategies to the community.
- Deliver the lectures during the trainings

**1.6 Consultant** –

Legal (LLB/ LLM) OR technology with experience in business laws/Technology)

- Will consult the individual, SHG, mahila samitis regarding legal aspects while starting any type of business.
- Will help support them in completion of the legal process/aspects required.

**1.7 IT Technician-** (BSc IT/BCA/BCS)

- He/She will be responsible for maintaining & updating the computer systems at the center.

**1.8 Community mobilisers** (MSW/BSW)

- To mobilise the community and create awareness among them about the resource centre and their activities
- To bring about awareness amongst the villages about the importance of CFR Rights, its post recognition duties, PESA and rights given under PESA act.

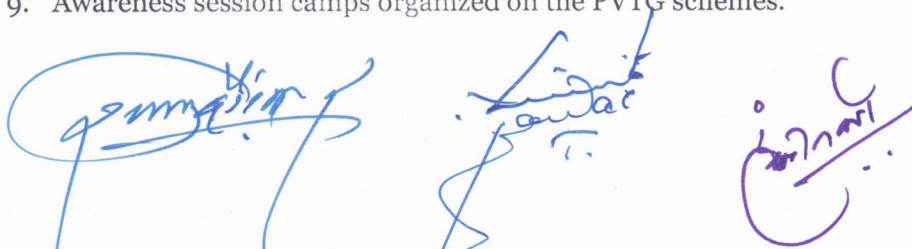
**\* Note- The human resource appointed under the center will be sole responsibility of the service provider, govt. Will not be liable for any payments, or other issues.**

**13.7 MONITORING & EVALUATION**

- For monitoring and evaluation of the projects, the committee will be formed under the chairmanship of the Commissioner, TRTI.
- Committee will be formed to ensure the proper formation of the resource centres and to take reviews time to time and evaluate scheme as per requirement.
- Committee meetings will happen at least once in a quarter and take the review.
- This committee will be responsible to take the decisions regarding any types of changes as per requirements during the implementation of the projects.
- Director, Centre for Sustainable Technology must convey and arrange the meeting in time.
- Committee will oversee each centres performance in each aspect.
- Duration of this project is one year, Based on satisfactory performance of the centre, it will be extended for another year.

**13.8 Key performance indicators**

1. No. of trainings conducted
2. No. of pass trainings
3. No. of publications in indexed journals
4. Creation of Repositories- sources,
5. Counseling to the Individuals, gram sabhas, FPOs etc
6. No. trainees have benefited from training and turned themselves into entrepreneurs or got the job or converted skill into income earning.
7. Link up with a microfinance institution.
8. How many individuals, SHGs, etc. received financial assistance with the centre.
9. Awareness session camps organized on the PVTG schemes.


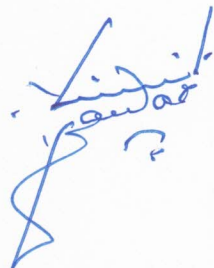
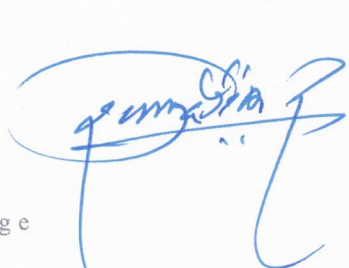


### 13.9 Deliverables

1) Quarterly Submission of report (10 copies each) that includes:

1. No.s of training sessions conducted.
2. No.s of beneficiaries participated.
3. SWOT studies/ Reports submitted
4. Counselling to the Individuals, gram sabhas, FPOs etc
5. Awareness session camps organized on PVTG
- 2) Success stories regarding people's participation in sustainable forest conservation.
- 3) Impact study of natural regeneration.
- 4) Documentation of best practices – PVTG village
- 5) awareness ICT material for PVTG
- 6) Process mapping of MFPs its digitisation and geographical representation
- 7) Handbooks / Guidance booklet to individual, self-help groups and cooperative societies.

- The service provider must submit all the reports prepared at every center to TRTI on a quarterly basis in 10 copies.
- The progress of the resource centers will be evaluated on quarterly submission of reports based on that payment tranches will be issued to the service provider.
- The timeline of the project will be of two years, based on performance and decision of the Monitoring and evaluation committee further extension will be given.
- At the end of the project all the documents created during the period will be handed over to TRTI.
- Confidentiality of critical reports must be maintained at every resource center, without govt. approval . NO reports/documents/training materials etc. will be made available to public.



## 14 GENERAL TERMS AND CONDITIONS.

- a) TRTI reserves the right not to accept bid(s) from agencies resorting to Unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies & Vigilance Cell.
- b) TRTI is not bound to accept any bid under this process or to assign any reason for non-acceptance. TRTI reserves its right to accept the bid in part or in full.
- c) TRTI reserves the right to summarily reject an offer received from any agency (ies), without any intimation to the bidder(s).
- d) TRTI reserves the right to withdraw/cancel the bid document partially or completely at any stage.
- e) TRTI reserves the right to seek any clarification or waive any infirmity that it deems fit from a bidder.

### 14.1 Termination of the Bid Process

TRTI reserves the right to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for its action.

### 14.2 Arbitration

In case of any dispute TRTI may appoint an arbitrator, which will be accepted by the agency. The decision of the arbitrator will be final and binding on both the parties. The jurisdiction of the court will be Pune (Maharashtra).

### 14.3 Indemnification Clause

“That the selected agency shall keep TRTI indemnified and harmless against all claims, damages, dues, payments, fines, penalties, compensations, liabilities other losses etc. which may incur on account of non-compliance or violation by the selected agency or otherwise.

### 14.4 Validity of the Contract

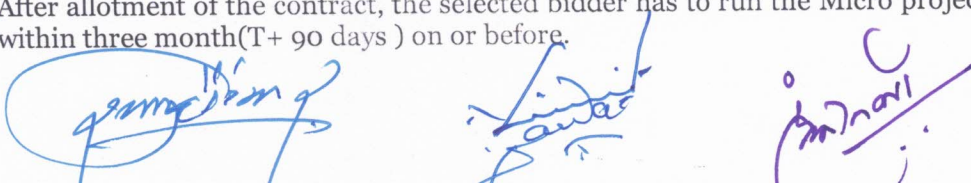
The subsequently issued Contract shall have a term effective from the date of award of the contract/ tender till the completion of one year AMC from the Go Live. Thereafter the contract which may be negotiated and renewed periodically for next three years contract period for Maintenance & Support. Renewal and negotiation of the contract with the Service Provider will be based on performance

### 14.5 Payment Schedule

Payment shall be made against Invoices duly certified by TRTI. All taxes deductible at source, if any, at the time of release of payments, shall be deducted at source as per current rate while making any payment.

### 14.6 Time period for Go-Live

After allotment of the contract, the selected bidder has to run the Micro project Units full-fledged within three month(T+ 90 days ) on or before.



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## 15 BIDDING PROCEDURE

### 15.1 Submission procedure

**Technical Bid:** Bidders shall submit their bid online at <https://mahatenders.gov.in>

### 15.2 Number of proposals

Each Bidder shall submit only one (1) Proposal, in response to this RFP. Any Bidder who submits or participates in more than one Proposal shall be disqualified.

### 15.3 Proposal preparation cost

The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the bidding process. TRTI will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the bidding process.

### 15.4 RIGHT TO ACCEPT OR REJECT

- TRTI may reject a proposal at any stage if it is found that the Company recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question, and may also declare a Agency ineligible or blacklist the Agency, either indefinitely or for a stated period of time, if at any time it is found that the Company has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.
- Notwithstanding anything contained in this RFP, TRTI reserves the right to accept or reject any Proposal and to annul the bidding process and reject all Proposals at any time, without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.
- TRTI, Pune reserves the right to reject any Proposal if at any time if a material misrepresentation made by a Bidder at any stage of the bidding process is discovered.

### 15.5 CLARIFICATIONS

A prospective Bidder requiring any clarification on the RFP may notify TRTI, Pune in writing or by email to TRTI within such date as specified in RFP Time Schedule. At its sole discretion, TRTI may upload its response to such queries through e-mail or letter or on website.

### 15.6 AMENDMENTS TO RFP

At any time prior to the Proposal Due Date, as indicated in the RFP Time Schedule, TRTI may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, amend the RFP by the issuance of Addendum / Corrigendum. Such Addendum / Corrigendum would be posted only on <https://mahatenders.gov.in/> or <https://trti.maharashtra.gov.in/>. In order to afford Bidders reasonable time to take the Addendum/ Corrigendum into account, or for any other reason, TRTI may, at its discretion, extend the Proposal Due Date.

## 15.7 LANGUAGE AND CURRENCY

The Proposal and all related correspondence and documents shall be written in English language. Supporting documents and printed literature furnished by the Bidder with the Proposal may be in any other language provided that they are accompanied by an appropriate translation in English language. Supporting materials that are not translated into English may not be considered. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail. The currency for this bid is Indian Rupee. All the quotes should be in Indian Rupees.

## 15.8 BID SECURITY

- a) Proposals would need to be accompanied by a 'Bid Security'
- b) (EMD) for an amount of Rs. **3,00,000/- (Rupees Three Lakh only)**. The Bid Security shall be kept valid throughout the Proposal Validity Period and would be required to be extended if so required by TRTI.
- c) The Bid Security shall be in the form of a demand draft/Online in favor of the Tribal Research and Training Institute, Pune.
- d) The Bid Security shall be returned to the unsuccessful Bidders within a period of two (2) weeks from the date of signing of Agreement between TRTI, Pune and the Successful Bidder.
- e) The bid security of the successful bidder will be automatically turned in to security deposit at the time of allotment of tender will be refunded along with the final payment.
- f) The Bid Security shall be forfeited in the following cases:
- g) If the Bidder withdraws its Proposal;
- h) If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.

## 15.9 BIDDER'S RESPONSIBILITY

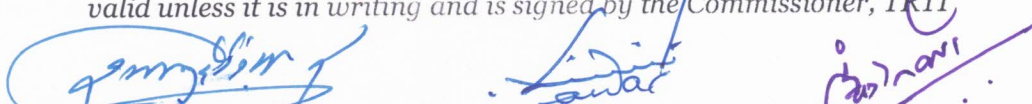
- a) The Bidder is expected to examine carefully the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Bidder's own risk.
- b) It shall be deemed that prior to the submission of Proposal, the Bidder has:
- c) Made a complete and careful examination of terms & conditions/ requirements, and other information set forth in this RFP document.
- d) Received all such relevant information as it has requested from TRTI, Pune; and
- e) Made a complete and careful examination of the various aspects of the Assignment.
- f) TRTI shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

## 15.10 CORRESPONDENCE/ENQUIRY

All correspondence/enquiries should be submitted to the following in writing by registered post / courier:

**Tribal Research & Training Institute, Pune 28, Queen's Garden,  
Pune - 411001, Email: trti.mah@nic.in**

*Note :- No interpretation, revision, or other communication from TRTI regarding this RFP is valid unless it is in writing and is signed by the Commissioner, TRTI*





#### 15.11 **FORMAT AND SIGNING OF PROPOSAL**

- Bidders would provide all the information as per this RFP and in the specified format. TRTI reserves the right to reject any Proposal that is not in the specified format.
- The Proposal and its copy shall be typed or printed and the Bidder shall initial each page. The person(s) signing the Proposal shall initial all the alterations, omissions, additions, or any other amendments made to the Proposal.

#### 15.12 **PROPOSAL DUE DATE**

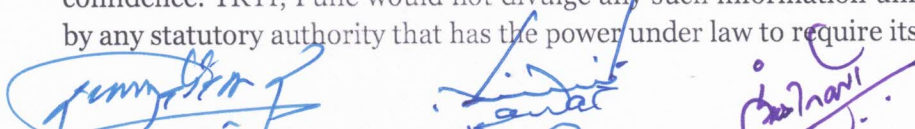
- Proposals should be submitted as per information provided in this RFP.
- TRTI, Pune at its sole discretion; accept any Proposal(s) after Proposal Due Date. Any such Proposal/s accepted shall be deemed to have been received by the Proposal Due Date.

#### 15.13 **TEST OF RESPONSIVENESS**

- Prior to evaluation of Proposals, TRTI will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive if;
  - a) it is received on the respective Proposal Due Date;
  - b) It is accompanied with the 'Bid Security' amount as set out in RFP Document.
  - c) It is signed, sealed, and marked as stipulated in RFP Document.
  - d) It contains the information and documents as requested in the RFP;
  - e) It contains information in the form and format specified in the RFP;
  - f) It mentions the validity period as set out in this document;
  - g) It provides the information in reasonable detail. ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by TRTI. TRTI reserves the right to determine whether the information has been provided in reasonable detail or not)
  - h) There are no inconsistencies between the Proposal and the supporting documents.
- A Proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one which,
  - a) affects in any substantial way, the scope, quality, or performance of the Assignment, or
  - b) limits in any substantial way, inconsistent with the RFP document, TRTI's rights or the Bidder's obligations under the Agreement, or
  - c) Unfairly affects the competitive position of other Bidders presenting substantially responsive Proposals.
- TRTI reserves the right to seek clarification or reject any Proposal which in its opinion is nonresponsive and no request for modification or withdrawal shall be entertained by TRTI in respect of such proposal.

#### 15.14 **CONFIDENTIALITY**

Information relating to the examination, clarification, evaluation and recommendation for the Qualified Bidders would not be disclosed to any person not officially concerned with the process. TRTI, will treat all information submitted as part of the Proposal in confidence and will ensure that all those who have access to such material to treat it in confidence. TRTI, Pune would not divulge any such information unless ordered to do so by any statutory authority that has the power under law to require its disclosure.



#### 15.15 CLARIFICATIONS

To assist in the process of evaluation of Proposals, TRTI may, at its sole discretion, ask any Bidder for clarification on its Proposal or substantiation of any of the submission made by the Bidder.

#### 15.16 CONSULTANT(S) AND ADVISOR(S)

To undertake 'Bid Process Management' and to assist in the preparation of bid notifications, documents, examination, evaluation, and comparison of proposals, TRTI shall utilize the services of consultant(s) or advisor(s).

#### 15.17 MODIFICATION/SUBSTITUTION/WITHDRAWAL OF PROPOSAL

The Bidder may modify, substitute or withdraw its Proposal after submission, provided that a written notice of the modification, substitution or withdrawal is received by TRTI before the Proposal Due Date. No Proposal shall be modified, substituted or withdrawn by the Bidder after the Proposal Due Date.

#### 15.18 PROPOSAL EVALUATION

The Qualification Submissions of the Bidders would be checked for responsiveness with the requirements of the RFP and shall be evaluated as per the Criteria set out in RFP.

#### 15.19 DELCARATION OF SUCCESSFUL BIDDER

- TRTI may either choose to accept the Proposal of the successful tenderer or invite him for negotiations.
- Upon acceptance of the Proposal of the tenderer technically qualified ***with QCBS Criteria***, with or without negotiations, TRTI shall declare the tenderer as the Successful Bidder.
- In case two or more bidders quote equal in financial bid, then the bidder scoring higher in the technical bid evaluation shall be declared successful.

#### 15.20 NOTIFICATIONS

TRTI will notify the Successful Bidder by a Letter of Award (LoA) that its Proposal has been accepted and that the bidder is selected for the tasks mentioned in this RFP and any subsequent notices, corrigendum etc.

#### 15.21 TRTI's RIGHT TO ACCEPT OR REJECT PROPOSAL

TRTI reserves the right to accept or reject any or all of the Proposals without assigning any reason and to take any measure as it may deem fit, including annulment of the bidding process, at any time prior to award of the Assignment, without liability or any obligation for such acceptance, rejection or annulment.

- TRTI reserves the right to invite revised Proposals from Bidders with or without amendment of the RFP at any stage, without liability or any obligation for such invitation and without assigning any reason.
- TRTI, Pune reserves the right to reject any Proposal if at any time:  
A material misrepresentation made at any stage in the bidding process is uncovered; or  
The Bidder does not respond promptly and thoroughly to requests for

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supplemental information required for the evaluation of the Proposal.

This would lead to the disqualification of the Bidder. If such disqualification / rejection occur after the Proposals have been opened and the Successful Bidder gets disqualified/ rejected, then TRTI, Pune reserves the right to:

declare the Bidder receiving the next highest score as the successful renderer and where warranted, invite such Bidder to equal or better the score secured by such disqualified Successful Bidder; or

Take any such measure as may be deemed fit in the sole discretion of TRTI, including annulment of the bidding process.

#### 15.22 NOTIFICATION OF AWARD

Post a successful evaluation of the proposals received under this bid process, TRTI, Pune shall intimate the successful bidder, by way of a Letter of Intent inviting him to furnish the requisite performance bank guarantee and execute the resultant Contract.

#### 15.23 PERFORMANCE BANK GUARANTEE

The successful bidder shall furnish an unconditional and irrevocable bank guarantee / demand draft, in a format acceptable to TRTI, Pune valid for the contract term, of a value equivalent to 3% of the contract value.

*gaurishankar*

*Sanjay*  
*Kawale*

*Sanjay*

16 EVALUATION OF BIDS

SR. NO.	PRE-QUALIFICATION CRITERIA
1.	The bidder must be a Registered under Companies Act, 1956/2013 or Societies registration Act 1960 or Bombay Public Trust Act, 1950 respectively.
2.	The bidder should have the financial capacity to carry out the work and therefore to bid, the bidder should have achieved Annual Turnover of equal to or more than Rs. 3 Cr (Three Crores only) during the last 3 financial years i.e. FY 2017 – 18, FY 2018 – 19 and FY 2019 – 20.
3.	The bidder must submit audited balance sheet and audited financial statement of FY 2017 – 18, FY 2018 – 19 and FY 2019 – 20. The Income Tax Returns with balance sheet submitted to Income Tax Department.
4.	The bidder must submit Income Tax Return (ITR) acknowledgment certificate of the Income Tax Department of FY 2017 – 18, FY 2018 – 19 and FY 2019 – 20.
5.	The bidder must have in its name, a valid GST Registration certificate, GST Clearance Certificate up to 31st March 2021 or the latest copy of the GST return certificate.
6.	The bidder must have at least 3 years of experience of setting up Micro Project Agencies in PVTG's Dominated Area in State of Maharashtra or something on similar line and deployed resource persons with any Government/Semi Government agencies/Public Sector Enterprises or Undertakings / Urban Local Bodies/ Private Sector Enterprises.
7.	<p>It is desirable that the bidder must provide at least Three (3) years' experience certificate (2017–2018, 2018-2019 and 2019-2020) of successful work completion in similar works &amp; services from Government/Semi Government agencies/Public Sector Enterprises or Undertakings/Private Sector Enterprises. The details of which are attached as under:</p> <ul style="list-style-type: none"> <li>a. One project of similar/relevant nature costing not less than the amount equal to 80 – 100% of the estimated contract value.</li> <li>b. Two projects of similar/relevant nature costing not less than the amount equal to 50 – 60% of the estimated contract value.</li> <li>c. Three projects of similar/relevant nature costing not less than the amount equal to 40-50% of the estimated contract value.</li> </ul>
8.	The bidder must not have been blacklisted due to malpractice, misconduct, or debarred either by any Government or Central Government Department / Union Territory / Local Authority / Central and Government Undertaking / Government Organizations,
9.	The positive net worth certificates by the Chartered Accountant / Registered / Registered Auditor in the last 3 years i.e. FY 2017 – 18, FY 2018 – 19 and FY 2019 – 20.
10.	The bidder must be Maharashtra based only: should have its Headquarter or a Regional office located in the state of Maharashtra from last Three (03) Years and it should submit documentary evidence for the same.

16.1 Evaluation parameters

1 TRTI will evaluate the bids determined to be substantially responsive i.e., which

- a. Are properly signed;
- b. Conform to the terms and conditions & technical specifications.

- 2 Thereafter, the substantially responsive bidders shall be evaluated for qualifying the minimum eligibility criterion.
- 3 The Bidder with the highest combined technical cum financial score in the ratio of 80:20 shall be selected.
- 4 The Bid Security shall be released to the Agency after completion of the contract

## 16.2 PRE QUALIFICATION

For a bid to be considered as responsive under this bid process, a bidder must meet the following criteria:

## 16.3 Technical Bid evaluation

The Service provider will be evaluated on following parameters.

Sr. No.	Criteria	Supporting Documents	Description	Maximum Marks
1	Previous experience of Bidder of having provided similar/ Relevant projects with any Government organization/ Department/ Autonomous organization of the government/Private organization ,etc	a) Copies of Award of Contract / Work order/ Purchase order/Work Completion certificate. b) Any confirmatory document (experience certificate)/testimonials.	Total number of similar projects successfully completed, and number of instances of the project that are active as on the date of Bidding.  <b>1 Project: 5 marks</b> <b>2 Projects: 15 marks</b> <b>3 more Projects: 20 marks</b>  <b>Projects in PVTG dominated areas of Maharashtra:10 marks</b>	30
2	Financial Turnover of the Service Provider/Company	a) Audited financial statements b) Income Tax Returns(ITRS)	a. Average Annual Financial Turnover of the provider/ company is above Rs. 3 Cr in last 3 FY – <b>10 marks</b> b. Average Annual Financial Turnover of the Provider/ Company is Rs. 3 Crore in last 3 FY. – <b>5 marks</b>	10
3	Engaged by any state in India, any Govt. organization/ Department/ /Autonomous organization for providing similar such solution (s) / service (s) as	Supporting document (work order, Empanelment letter, MOU, Agreement ) for having engaged by any government organization / Department/ Autonomous	a) Engaged by at least three states/ Govt. Organization/Department/ Autonomous organization for providing similar such solutions/ services – <b>10 marks.</b> b) Engaged by at least 1 Govt. Organization/Department/ Autonomous organization for providing similar such solutions/ services – <b>5 Marks</b>	10

	add on to any existing projects of other providers	organization of the government for providing similar such add-on services.		
<b>4</b>	<b>Proposed Team</b>	<b>10 Marks</b>		<b>10</b>
	1	State Resource centers Director - (Phd/ MBA/ Masters with any relevant degree with minimum 5 years of experience)	2	Provide CV
	2	Resource center coordinator- (MBA or equivalent degree with minimum 3 years experience) (4)	2	Provide CV
	3	Master trainer (MSW or equivalent masters degree with master trainer certification) (4)	1	Provide CV
	5	Consultant -Agri & Marketing (Degree/ diploma in Agri/Agri marketing/ extension/ agro-forestry/Botany, agro-forestry / with minimum 2 years of experience in relative sector)(4)	2	Provide CV
	6	Consultant -strategy and operation-(MBA in Operation) (4)	2	Provide CV
	7	Consultant -Legal (LLB/ LLM with experience in business laws) (4)	1	Provide CV
<b>5</b>	<b>Creativity and Presentation</b>	Presentation must cover all aspect on concept understanding and how are you going to implement the project along with timelines	a) Concept and overall approach of the service/ solution. b) Existing capacity available for successfully implementing the project. The presentation must be presented in front of TRTI evaluation committee.	<b>40</b>
<b>Total</b>				<b>100</b>

**The minimum qualifying marks required in technical criteria is 70 marks (70%). The bidder who score minimum 70 marks shall be considered for Commercial bid evaluation. The bidder who do not score minimum qualifying marks of 70%, their Bids shall be rejected and will not be considered for Commercial Bid evaluation. Total number of score should be equivalent to 100 %.**

**16.4 Financial BID**

A break-up amount to be quoted by the application service provider as per the Performa in Annexure 4 of RFP Document.

**17 Selection Method: Quality Cost Based System (QCBS)**

The Bidder criteria for awarding the contract will be calculated based on the QCBS methodology. The weightage of Technical Score to Financial Score would be in the ration of 80: 20. Kindly refer the illustration below for understanding of the evaluation process.

**17.1 ILLUSTRATION**

The following is the procedure for evaluation for the award of tender:  
 The technical and financial scores secured by each bidder will be added with weight of **80:20** respectively and a Cumulative Bid Score arrived at, using the formula:

$$CS = TS * 0.8 + FS * 0.2$$

Where;

CTFS is Combined Technical and Financial Score;

TS = Technical bid Score;

FS = Financial bid Score

The bidder with highest Combined Technical and Financial Score (CTFS) will be the successful bidder and be eligible to become the service provider.

**Stage 1: Technical Bid Evaluation (TS)**

Bidder Details	Technical Marks obtained	Applying weightage of 80% to the TS
Bidder 1	95	95 * 0.8 = 76
Bidder 2	87	87 * 0.8 = 69.6
Bidder 3	68	Will not be assessed
Bidder 4	79	79 * 0.8 = 63.2

\* Since the eligible Technical Score should be 70 and above Bidder 3 is rejected.

**Stage 2: Conversion of Financial Bid Amount to Score (FS)**

Bidder Details	Financial Bid Amount	Financial Score (LFB/F*100)	Financial Score after applying 20% weightage (FS * 0.2)
Bidder 1	150000	110000/150000 * 100 = 73.33	73.33 * 0.2 = <b>14.66</b>
Bidder 2	130000	110000/130000 * 100 = 84.61	84.61 * 0.2 = <b>16.92</b>
Bidder 4	110000	110000/110000 * 100 = 100	100 * 0.2 = <b>20</b>

LFB – Lowest Financial Bid

F – Quoted Amount

**Stage 3: Combined Technical and Financial Score (CTFS) with weightage of TS:FS as 80:20**

Bidder Details	Technical Score- TS (after applying 80% weightage)	Financial Score- FS (after applying 20% weightage)	CTFS = TS+FS
Bidder 1	76	14.66	87.99
Bidder 2	69.6	16.92	86.52
Bidder 4	63.2	20	83.2

**\*Contract would be awarded to Bidder 1**

**C. Composite Score of the Bidders**

Composite score of the Bidders for the Bid shall be worked out as under:

Bidder	Technical Score (X)	Financial Score (Y)	Weighted Technical Score (80% of X)	Weighted Financial Score (20% of Y)	Composite Score (F=D+E)
A	B	C	D	E	F
1					
2					
3					
4					

**17.2 Award of contract**


Bid Evaluation Committee formed by Commissioner, TRTI will evaluate the Commercial Bid and Technical Bid as stated above, and submit its recommendation to Commissioner, TRTI. TRTI may empanel one or more eligible Bidder or cancel the Bid on the basis of their composite score and recommendation of the Bid Evaluation Committee. Decision of the Commissioner, TRTI would be final and binding upon all the Bidders. TRTI will notify the acceptance of Bid to the successful Bidder.

- a. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- b. The bid price will exclude all taxes and levies and shall be in Indian Rupees and mentioned separately.
- c. Any conditional bid would be rejected.
- d. Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".



17.3 **Signing of Contract**

Once TRTI notifies the successful Bidder that its Bid / proposal has been accepted, TRTI shall enter into a separate Agreement, incorporating the conditions of the Bid / RFP and its amendments and any special conditions during negotiations between the TRTI and the successful Bidder. In case the successful Bidder is unable to execute contract within 10 days, TRTI shall forfeit the Earnest Money Deposit (EMD) and cancel its Bid.



ANNEXURE – 1

**FORMAT FOR COVERING LETTER-CUM-ASSIGNMENT UNDERTAKING  
(On the Letterhead of the Bidder)**

To,  
Hon'ble Commissioner,  
Tribal Research & Training Institute,  
28, Queen's Garden,  
Pune, 411001

Date:

**Sub:** - Request for Proposal (RFP) for Setting up Three Micro Project Agencies in  
PVTG's Dominated Area in State of Maharashtra

Reference: Tender No. .... Dated

Respected Sir,

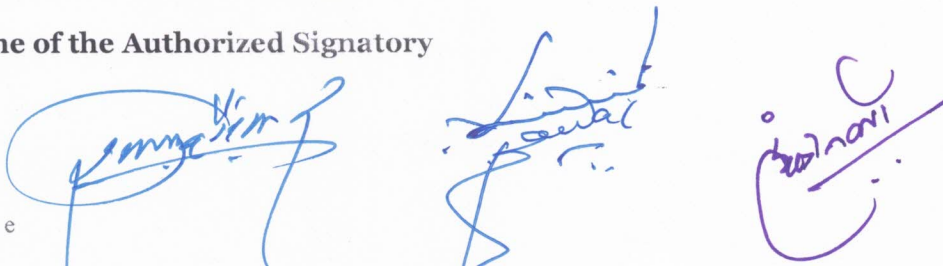
We have read and understood the Request for Proposal (RFP) & we hereby agree and undertake as under:

- a. Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unconditional in all respects.
- b. I/We have paid an amount of Rs 3,00,000 (Rupees Three Lakh only) towards EMD and I/We are aware that the EMD will not bear any interest.
- c. That as on the date of submission of this tender, there is no blacklisting orders that bars us from working with any Government Agency / Department on account of deficiency in service.
- d. If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions of the contract.
- e. I/We hereby distinctly and expressly declare and acknowledge that before submission of this tender; I/We have carefully followed the instructions.
- f. I/We distinctly agree that I/We would hereafter make no claim or demand upon the Commissioner, TRTI based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my / our part of the said contract, agreements, stipulations, restrictions and conditions.
- g. Any notice required to be served on me / us shall be sufficiently served on me / us by post (registered or ordinary) or courier or left at my / our address given herein.
- h. I / We fully understand the terms and conditions of the contract to be entered into between me/us and the TRTI, Pune and the written agreement shall be the foundation of the rights of both the parties and the contract shall not be deemed to be complete until an agreement has been signed by me/us and the TRTI, Pune.

**Name of the Bidder:**

**Signature of Authorized Signatory:**

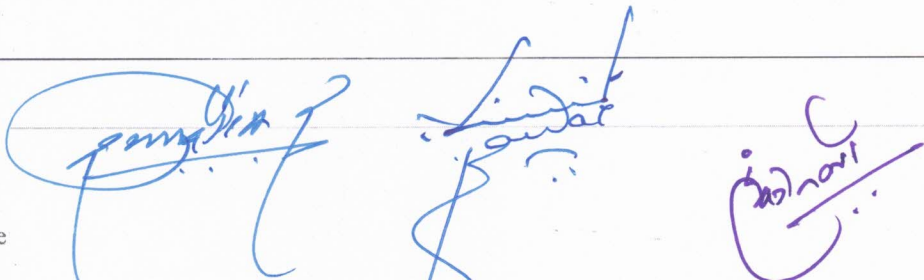
**Name of the Authorized Signatory**



**ANNEXURE – 2**  
**FORMAT FOR CVs**

**Name | Current Designation:**

(Photograph)	Name of Expert			
	Designation			
	Date of Birth		Years with the Company	
	Nationality			
	Memberships		NA	
<b>Adequacy for the Assignment</b>				
Tasks Assigned on the project				
<b>Education</b>		-		
<b>Degree</b>		<b>Year of Passing</b>		
<b>Employment Record</b>				
From	To	Company Name	Country	Roles & Responsibilities
(Add rows as reqd.)				
<b>Language Skills</b>				
<b>Certification</b>				
<p>I, the undersigned, certify to the best of my knowledge and belief that:</p> <ul style="list-style-type: none"> <li>i. This CV correctly describes my qualifications and my experience. I am in</li> <li>ii. regular full-time employment with the Company.</li> <li>iii. I am committed to undertake the assignment within the validity of Contract.</li> </ul>				
<b>Signature</b>				<b>Date</b>



**ANNEXURE – 3**

(On the Letterhead of the Bidder)

**LIST OF SIMILAR WORK EXECUTED PERTAINING TO RESOURCE CENTRES ON TECHNOLOGICAL SUSTAINABILITY OR SOMETHING ON SIMILAR LINE AND DEPLOYED RESOURCE PERSONS IN LAST THREE YEARS**

Sr.	Name of Client	Location	Description of Work	Duration (Start date-Completion date)

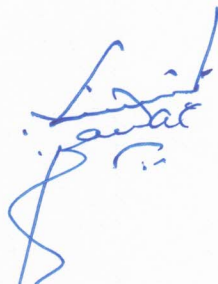
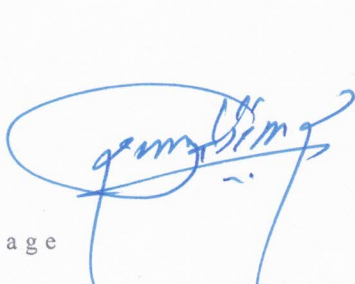
**NOTES:**

- Each of the listed works shall be supported with the copy of work completion certificate.
- At least 5 Photographs / relevant documents of the work executed shall be attached.

**Signature:**

**Name: Designation: Complete address**

**Name of the Agency:**



**ANNEXURE - 4**  
**FORMAT FOR FINANCIAL PROPOSAL**

(On the letter head of the bidder)

**To,**  
Hon'ble Commissioner,  
Tribal Research & Training Institute,  
28, Queen's Garden,  
Pune, 411001

Date:

**Sub:** - Commercial Bid for Establishment and Management of "Request for Proposal (RFP) for Setting up Three Micro Project Agencies in PVTG's Dominated Area in State of Maharashtra

**Reference:** Tender No. .... Dated ...

**Respected Sir,**

We have reviewed all the terms and conditions of the 'Request for Proposal' and confirm that, we would abide by all the terms and conditions. We hereby declare that there shall be no deviations from the stated terms in the RFP. We further declare that, any State Government, Central Government or any other Government or Quasi Government Agency has not barred us from participating in any Bid.

PRESCRIBED PERFORMA FOR FINANCIAL BID

Sr. No.	Description of Work	Amount in Figures (INR)	Amount in Words (INR)
1	Our Financial Quote - Request for Proposal (RFP) for Setting up Three Micro Project Agencies in PVTG's Dominated Area in State of Maharashtra" are under the following heads: a) Establishment cost b) Human resource cost. c) Analysis. Consultancy & Documentation charges d) Capacity building and Training e) Incubation center equipment's (Note - Detailed Scope of work mentioned in RFP)		

\*The amount quoted is exclusive of all applicable taxes

In Words:

We abide by our offer / quote of Total Rupees (INR) \_\_\_\_\_ (In words Rupees) and terms condition of the RFP, if TRTI selects us as the Selected Bidder/Agency.

If our offer is accepted and if we fail to perform in the manner as specified in the RFP Document, the amount of Bid Security, as aforesaid, shall stand absolutely forfeited to TRTI without prejudicing the rights of TRTI to proceed further in any manner it deems fit.

Until a formal Agreement is prepared and executed between us, this bid, together with your LOI, shall constitute a binding contract between us. We understand that TRTI is not bound to accept the lowest or any bid it may receive.

We declare that the information stated above and enclosed is complete and absolutely correct and any error or omission therein, accidental or otherwise, as a result of which our bid is found to be non-responsive, will be sufficient for TRTI to reject our bid and forfeit our bid security in full.

Sincerely,

Signature:

Name:

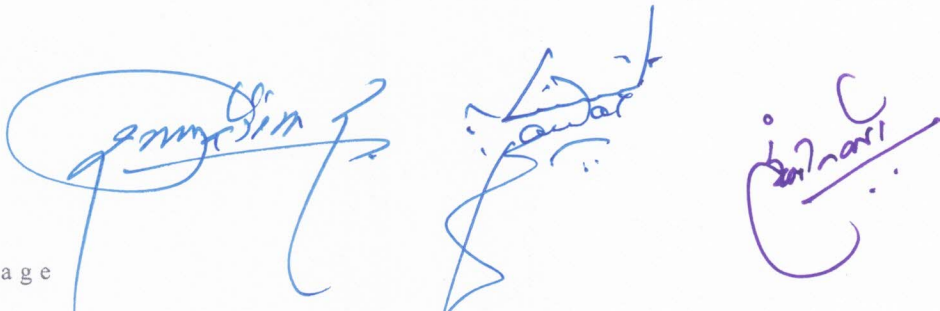
Designation:

Complete address

Name of the Agency:

Phone no. \_\_\_\_\_ Mobile \_\_\_\_\_

E-Mail ID \_\_\_\_\_



**ANNEXURE- 5**

**(To be given by the Bidder on its letter head at the time of uploading the completed tender)**

**Date:**

To,

The Commissioner,  
Tribal Research & Training Institute,  
28 Queen's Garden,  
Pune, - 411001

**DECLARARTION**

**NATURE OF SERVICE:** Establishment and Management of "Request for Proposal (RFP) for Setting up Three Micro Project Agencies in PVTG's Dominated Area in State of Maharashtra I/We have read the Tender documents and related matters carefully and diligently and that I / We haveuploaded the tender having studied, understood and accepted the full implications of the agreement.

The requirements of the tender agreement stated herein will be fulfilled by me/us to the satisfaction of theCommissioner, TRTI, Pune.

**Place :**

**Name, Designation and  
Signature of authorized  
representative**

Three handwritten signatures in blue ink are present at the bottom of the page. The first signature on the left is a large, stylized cursive signature. The middle signature is a smaller, more compact cursive signature. The signature on the right is a cursive signature with a large 'C' above it.

**ANNEXURE- 5**

**THE SERVICE PROVIDER MUST PROVIDE CENTER WITH FOLLOWING SETUP (MINIMUM)**

<b>Total Area</b>	<b>3000 sq feet</b>
<b>Well furnished Training hall</b>	40 Person seating capacity with proper ventilation along with Sound System and mic
	White Board
	Green Board
	Projector
	conference table
	Podiam
	Internet, WiFi
<b>Work station for HR at center</b>	4 working station with 4 Computer 1 printer 1 xerox seating capacity of 15 people
<b>Business Unit Room</b>	Working station with desk, computer,
<b>Incubation center</b>	Demonstration of business model
	2 TVs 32 inch Adequate Fans, Tubes, water filter

