

**REQUEST FOR QUALIFICATION (RFQ)**  
**FOR**  
**EMPANELMENT OF**  
**FIRMS/AGENCIES/CONSULTANTS/NGOs**  
**PROGRAMME DIRECTORATE**  
**UTTARAKHND CO-OPERATIVE DEVELOPMENT PROJECT (UKCDP)**



**UTTARAKHND CO-OPERATIVE DEVELOPMENT PROJECT**  
**(UKCDP)**

**Rajya Samekit Sahkari Vikas Pariyojna**  
**Kapoor Tower Forth Floor Rajpur Road, Dehradun**

**Website: [www.ukcooperative.in](http://www.ukcooperative.in)**

## Instructions to the Bidder:

Sr. No.	Information	Details
1	Last date and time for submission of RFQ	<b>Date: 30<sup>th</sup> September, 2022</b>
2	RFQ Opening	<b>Place: Conference Hall, UKCDP</b> <b>Date:</b>
Contact	Office of Chief Programme Director Programme Directorate, Uttarakhand Cooperative Development Project (UKCDP)	
Address for communication	Office of Chief Programme Director Uttarakhand Cooperative Development Project (UKCDP) Rajya Samekit Sahkari Vikas Pariyojna Kapoor Tower Forth Floor Rajpur Road, Dehradun Website: <a href="http://www.ukcooperative.in">www.ukcooperative.in</a>	

Firms may contact: Mr. Anand A.D. Shukla, Project Director, Cooperative Sector, & Nodal officer, UKCDP on 9411162228 for any clarifications,

**1. About UKCDP Project:** Uttarakhand Cooperative Development Project (UKCDP) is India's first integrated cooperative development project which is aimed to improve rural economy by giving a boost to the cooperative, agriculture and allied sectors through Multi-Purpose Primary Agriculture Cooperative Societies (MPACS). About 8-10 lakhs small and marginal farmers of the state would be directly benefited from UKCDP. This project is a catalyst towards the vision of **"Atmanirbhar Bharat"** by creating additional income & employment generation through commercial activities by MPACS and making it a profitable business unit. The project is financial assisted (loan) by National Cooperative Development Corporation (NCDC) and grant part (which is 20% of the particular project cost) provided by Ministry of Agriculture and Farmers Welfare under CSISAC (Component-1). The Project assistance provided to MPACS under the scheme is such that it supports establishment & strengthening of end-to end value chain of the commodities or services carried out by MPACs with the technical handholding support of the selected subject matter empaneled agencies.

## **2. Objective:**

Uttarakhand Cooperative Development Project (UKCDP) intends to empanel a Consultant/NGO to assist and strengthen the Co-operative Sector Projects of the UKCDP for developing/ implementing project in consultation with stake holders and for the hand holding support at the Multipurpose Primary Agriculture Cooperative Societies (MPACS) level.

**The empanelment shall be for a duration is 36 moths to be reviewed every Year for satisfactory performance.** The contract may be extended by one year based on mutual consent.

1. UKCDP intends to empanel firms/agencies/NGOs/Consultants across separate categories. The individual category and the broad scope of work are outlined below, Single firm can participate in more than one category.

## **2. Categories and broad scope of work**

The empanelled agencies will support the UKCDP on the following areas during the period of engagement:

### **Category – I: NGOs/ Consultants**

#### **Scope of work: Conducting participatory rural appraisal (PRA)**

##### **2.1 MPACS assessment (on template forms)**

1. Basic information
2. Membership & coverage information
3. Assets ownership
4. Staffing pattern
5. Current businesses
6. Current business challenges
7. Specific business opportunities
8. Suggestive business activities

##### **2.2 MPACS level immersion for conducting PRA**

1. Pre- mobilisation activities
2. Transect walk

3. Group formation for conducting the PRA
4. Resource mapping
5. Seasonal/crop calendar
6. Problem priority ranking
7. Demand mapping
8. Identification of project/crop/bundle of projects & interventions.

**3. Activities to be carried out by the consultant/NGO during the PRA:**

<b>Activities</b>	<b>Approach</b>
Assessment of key schemes & existing status of co-op led schemes in the identified sectors.	For assessment of key schemes and existing status of cooperative led schemes in identifies sectors, required secondary information shall be collected from all the concerned stakeholders.
The current as-in infrastructure and need assessment of identified sectors and identify the critical requirements of identified sectors.	<p>Current as-in infrastructure will be assessed with the help of information compiled from concerned stakeholders. The team members will make primary level assessment of the infrastructure facilities for purpose of assessing the infrastructure from qualitative &amp; capacity utilisation purpose.</p> <p>For the purpose of need assessment of identifies sector &amp; critical requirements of identified sector, value chain analysis will be taken-up, wherein various stakeholders in the sector specific value chain will be contacted to understand the gaps. Technical members in the team thereafter will identify the critical requirement &amp; interventions for the identified sector.</p>
Assessment of backward linkage with production belts/procurement belts and forward linkages with terminal markets/ distribution centres.	Once the gap with critical requirement is identified, the sizing of the interventions will be done. The sizing of the interventions may include geographical spread, targeted number of beneficiaries (for service or infrastructure intervention), size of infrastructure etc.

	<p>This analysis will also include availability of raw material and market demand from different market segments.</p> <p>Based on sizing of project, backward and forward linkages will be recommended, which may have different models of engagements at the both ends.</p>
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## **Implementation support**

### **4. Pre farming phase**

1. Community mobilization/ group formation
2. Co-ordination with and assistance to MPACS for input supply (Technical & Farming)
3. Capacity building & training to the farmers
4. Community participation initiatives.

#### **• Farming phase**

1. Co-ordination with and assistance to MPACS for input supply (Technical & Farming)
2. Hand holding support to the farmers
3. Awareness programs and knowledge sharing among the farmers.
4. Community participation initiatives.

#### **• Harvest phase**

1. Co-ordination with & assistance to MPACS for input supply (Technical & Farming)
2. Hand holding support to the farmers
3. Awareness programs and knowledge sharing among the farmers.

#### **• Post harvest phase**

1. Co-ordination with & assistance to MPACS for strengthening supply chain development & management (Technical & Farming).
2. Awareness programs on storage, aggregation, sorting, grading & any such post-harvest activities.
3. Coordination with MPACS for Development of Market linkages.

## **Category-II: Firm / Agencies for marketing/Sales Promotion assistance**

### **Scope of work:**

1. Proposal development of suitable “go to market strategy” for the products as outlined by UKCDP
2. Identification of the suitable channel partner for the proposed products as outlined by the UKCDP from time to time.
3. Co-ordination with the suitable channel partner/organized buyers of the products outlined by UKCDP
4. Assistance to UKCDP in signing of the buyer seller agreement with the identified bulk purchasers/Channel partner
  - I. The firms/agencies shall be entitled to a fixed sales commission of execution of the buyer seller agreement between UKCDP or the concerned federations/societies as appointed by the UKCDP as its representative for the purpose of the buyer seller agreement.
  - II. The UKCDP shall inform the reserve price of the product for which the empanelled agencies shall be entrusted with the responsibilities of finding the suitable channel partner/bulk buyer.
  - III. The selection of the agencies from the empanelled list of the agencies shall be done by UKCDP through the process of seeking financial proposal by UKCDP, as and when the UKCDP desires to do so for providing assistance in marketing and sale promotion to the product as outlined by the UKCDP.
  - IV. The UKCDP reserves the rights to select the suitable agencies.

### **5. Empanelment procedure**

The Consultant/NGO will be empanelled for “project implementation assistance to UKCDP”. The broad procedure for empanelment of consultants/NGOs constitutes as under.

- a) **Invitation of RFQ:** UKCDP invites the application from eligible consultants to submit their request for proposal to participate in the empanelment procedure.
- b) **Submission of RFQ:** The participants will submit the RFQ to the UKCDP along with the details as required in the prescribed manner.
- c) **Scrutiny-** UKCDP will scrutinize all the submissions received based on eligibility criteria.
- d) **Empanelment:** The eligible participants would be selected for the Empanelment based on their credentials, competence, eligibility criteria and previous work experience.

## **6. Eligibility criteria:**

### **6.1 An eligible Firm/entity is one which satisfies at least one of the following:**

The entity is a Company under the Indian Companies Act 1956/2013 or the entity is a partnership Firm/Proprietorship firm/Trust/Society/NGO registered under the relevant act of government.

### **6.2 Project Experience:**

1. The Firm must have been existence for not less than last three years.
2. The Firm must have been engaged as consultant/advisor/NGO for least one similar types of assignments in India.

## **7. Financial Qualification criteria:**

7.1 The firm must have positive net worth over the last three financial years preceding the PDD.

7.2 The firm must submit the declaration of the letter head of qualified statutory chartered accountant.

7.3 The consultant Firm should have PAN of income tax department (Attach ITR & all statutory documents of last three years).

7.4 The consultant Firm can submit their proposal in JV/consortium. Only lead members credentials shall be assessed.

7.5 The Consultant Firm/NGO must not have been black listed or debarred or penalized in any Central/State Govt./PSU/Autonomous bodies and the like. A self-attested declaration this regard shall be made by the Consultant Firm/NGO along with other documents.

## **8. Period of Empanelment**

The empanelment shall be for a period of 3 years and can be extended by UKCDP based on the requirement, notwithstanding anything contained in this RFQ document, UKCDP would have sole irrevocable right to terminate the empanelment and/or increase the number of members of such empanelment and/or issue fresh notice of invitation for similar empanelment without assigning any reason what similar empanelment without assigning any reason what soever.

## **9. Termination of Empanelment**

If in the view of UKCDP, the performance of an Empanelled Consultant/NGO is not satisfactory, or the consultant has failed to safeguard the interest of UKCDP, the UKCDP may at its sole discretion, terminate the engagement of the consultant, for project as well as terminate the Firm's empanelment with the UKCDP. In doing so, the UKCDP shall intimate the consultant in writing. The decision of UKCDP in this matter shall be final and binding.

## **10. Award of Work**

Procedure for the award of work shall be as follows: -

- Award of work will be done for project specific areas and period;
- The UKCDP shall identify different priority areas/clusters from time to time within its jurisdiction and at its discretion;
- Upon identification, the UKCDP will communicate through a written intimation to the empanelled consultants along with the RFP containing project specific information such as detailed Terms of Reference (ToR) project details, cluster location, project objective and ask for the Team for the project and seek financial offers.
- The consultant who offers minimum financial quote will be selected for the work.

## **11. Final Decision-making Authority**

The UKCDP reserves the right to accept or reject any application and to annul the process and reject all applications at any time without assigning any reason thereof and without thereby incurring any liability to the affected applicant or without informing the applicants of the grounds for such action. The UKCDP reserves the right NOT to award work to any or some or all the empaneled consultants.

## **12. Submission Requirement**

To be eligible for Empanelment, the applicants shall provide evidence satisfactory to UKCDP regarding their eligibility and of their capability to carry out the required services. In addition, all applications submitted shall include the following information:

- a) RFQ purchase fee Rs. 1000/- in the form of demand draft payable in favor of **Chief Programme Director, UKCDP** payable at Dehradun. Any RFQ without the requisite fee shall not be accepted and shall be rejected.

- b) Registration fee amount Rs 25,000/- in the form of demand draft payable in favor of **Chief Programme Director, UKCDP** payable at Dehradun. Any RFQ without the requisite registration fee shall not be accepted and shall be rejected.
- c) The RFQ purchase fee and the registration fee shall be submitted by the bidder in separate envelopes clearly marked and sealed.
- d) Covering Letter;
- e) Copies of original documents duly certified by the competent authority with seal and stamped on each page defining the legal status, structure of organization, place of business of the Firm/entity (Schedule A);
- f) Details of the experience and past performance of the applicant duly certified by the competent authority with seal and stamped on each page on works of a similar nature along with supporting documents (Schedule B);
- g) Details of Key Personnel of the agency (Schedule C);
- h) Copy of ITR and PAN card, Audited Annual Accounts for last three Financial Years;
- i) A self-declaration that the Consultant Firm/NGO has not been black-listed or debarred or penalized in any central/ state govt. / PSU/ Autonomous bodies in this regard shall be made by the consultant firm along with other documents.

The RFQ must be inserted in sealed envelopes, along with applicant's name and address in the left-hand corner of the envelope and superscripted: -

**“Request for Qualification for empanelment of consultants/NGOs for UTTARAKHAND CO-OPERATIVE DEVELOPMENT PROJECT (UKCDP)**

The application along with all forms in appropriate formats and documentary proofs must be in spiral bounded form.

The RFQ shall be addressed to the UKCDP, at the following address:

UTTARAKHAND CO-OPERATIVE DEVELOPMENT PROJECT (UKCDP)  
4<sup>th</sup> Floor, Kapoor Tower  
Rajpur Road, Dehradun, Uttarakhand

*If the envelope is not sealed and marked as mentioned above, UKCDP will not be responsible for any misplacement or premature opening. (RFQ received vide Telefax, mail, cable or facsimile will be rejected)*

### **13. Language of Application**

The language of the application as well as the supporting documents shall be in English.

### **14. RFQ Submission Date**

The RFQ must reach to UKCDP at specified address on or before the stipulated date and time by hand or through speed/Regd. Post or Courier.

### **15. Due date of RFQ submission**

RFQ must reach the office of the CPD, UKCPD by of before **4 PM, 30-09-2022** RFQ received after the deadline for submission prescribed by UKCDP will be rejected.

### **16. Modification and withdrawal of proposal**

No modifications to the RFQ shall be allowed once it is received by UKCDP.

### **17. Jurisdiction**

All disputes whatsoever shall be the jurisdiction of the appropriate court at Dehradun.

**Covering Letter**

**To,**  
Chief Programme Director  
Programme Directorate  
Uttarakhand Cooperative Development Project (UKCDP)  
4<sup>th</sup> Floor, Kapoor Tower, Rajpur Road  
Dehradun

**SUBJECT: “Request for Proposal for EMPANELMENT OF FIRMS/ AGENCIES/CONSULTANTS/NGOs by UTTARAKHAND CO-OPERATIVE DEVELOPMENT PROJECT (UKCDP)”**

Dear Sir,

Having examined the advertisement and application form including guidelines for submission, scope of work etc., we hereby submit all the necessary information and relevant documents for: **“Request for Proposal for EMPANELMENT OF FIRMS/ AGENCIES/CONSULTANTS/NGOs by UTTARAKHAND CO-OPERATIVE DEVELOPMENT PROJECT (UKCDP)”**. We also acknowledge to abide by all the terms and conditions as stipulated in the document.

The application is made by us, on behalf of ..... in the individual capacity duly authorized to submit the offer.

We are enclosing Document Purchase Fee of Rs. 1000/\_ and Registration Fee of Rs. 25,000 in the form of Demand Draft (DD No..... dated.....drawn on .....)  
payable to the Chief programme Director, **UTTARAKHAND CO-OPERATIVE DEVELOPMENT PROJECT (UKCDP) payable at Dehradun.**

We understand that UKCDP reserves the right to reject any application without assigning any reason thereof.

**(Signature of Authorized Person)**

**Date:**

**Enclosures:**

- 1.
- 2.
- 3.
- 4.

**Schedule A**

**Information of Applications**

Name of the Application (in full).....

Name of the Contact Person.....

Address.....

Telephones  
no/s.....

E-mail address:  
.....

Year of incorporation: .....  
(Certificate of Registration to be furnished)

Details of  
PAN.....

(Copy of ITR to be furnished)

Annual Turnover of last three years:  
(Copy of Audited Annual Accounts to be furnished)

**(Signature of Authorized Person)**

**Date:**

## **Schedule B**

Format for Applicant's Experience of Relevant Project (to be filled separately for each project)

17.1.1.1 Project Title/Name of Scheme

17.1.1.2 Project Description

17.1.1.3 Location of Project (State/Region) (Plain/Hill)

17.1.1.4 Name of Client

17.1.1.5 Nature of Service rendered the Applicant

17.1.1.6 Period of Services rendered by the Applicant (Start date and End date)

17.1.1.7 Other Information relating of Project

**\*Note:** Copy of Letter of Award/Completion Certificates Letters should be furnished for each of the above projects:

**(Signature of Authorized Person)**

Date:

**Schedule C**

Format of curriculum vitae (CV)

**Name of Firm:**

**Name of Staff:**

**Date of Birth:**

**Year Work Experience with Firm:**

**Nationality:**

**Membership of Professional Bodies:**

**Education:**

(Summarize College/University and other specialized of staff member)

**Employment Record:**

(Starting with present position, list in reverse order every employment held)

**List of projects on which the personnel has worked and in what capacity**

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Languages:

(Indicate proficiency in speaking, reading and writing of each language by “excellent”, “good”, “fair”, “poor”)

**(Signature of Authorized Person)**

Date:

**Schedule D**

Undertaking for JV/Consortium on Rs 100 Stamp Paper