

TENDER FORM

***TENDER FOR ENGAGEMENT OF
AGENCY FOR UNIT/ACTIVITY
(AC&ABC VENTURE)
VERIFICATION***



**NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION
MANAGEMENT (M A N A G E)**

*An Organization of Ministry of Agriculture, and Farmers Welfare
Government of India
Rajendranagar, Hyderabad – 500 030.
TELEPHONE NO. 24016702 TO 24016706, FAX NO.24015388*



NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT
(M A N A G E)

(An Organisation of Ministry of Agriculture and Farmers Welfare, Government of India)
Rajendranagar, Hyderabad - 500 030.

File No. MNG-20/CAD/GEN-117/2016.

TENDER FOR ENGAGEMENT OF AGENCY FOR UNIT/ACTIVITY (AC&ABC VENTURE) VERIFICATION

BID REFERENCE

- Last date and Time for receipt of bids : 23/01/2017 -- 5:30 P.M.
- Opening of Tech. bids : 25/01/2017 -- 3:30 P.M.
- Opening of Financial bids : 26/01/2017 -- 3:30 P.M.
- Place of Opening of Bids : Deputy Director (Admn.)
National Institute of Agricultural
Extension Management (MANAGE)
Rajendranagar, Hyderabad – 30
- Address for Communication : Deputy Director (Admn.)
National Institute of Agricultural
Extension Management (MANAGE)
Rajendranagar, Hyderabad – 30

PART – A

**PROFORMA FOR
TECHNICAL BID
(COVER “A”)**

*NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT
(M A N A G E)*

*(An Organisation of Ministry of Agriculture and Farmers Welfare, Government of India)
Rajendranagar, Hyderabad - 500 030.*



National Institute of Agricultural Extension Management (MANAGE)

An Organization of Ministry of Agriculture & Farmers Welfare, Government of India
Rajendranagar, Hyderabad - 500 030, Telangana



NOTICE INVITING TENDER FOR ENGAGEMENT OF AGENCY FOR UNIT / ACTIVITY (AC&ABC VENTURE) VERIFICATION

SI No.	Description	Details
1.	Name of Tender	Tender for engagement of agency for unit/activity (AC&ABC Venture) verification
2.	Tender No.	MNG-20/CAD/Gen-117/2016
3.	Validity of offer	21 days
4.	Contract Period	2 Years (Two cycles)
5.	EMD	Rs. 27,000/-
6.	Downloading / Submission of Tender	
	a. Start on	03/01/2017
	b. Closes on	23/01/2017
7.	Opening of Tenders	25/01/2017
8.	Opening of Financial Bid	26/01/2017

National Institute of Agricultural Extension Management (MANAGE), Autonomous institute under Ministry of Agriculture & Farmers Welfare, Government of India, Located at Rajendranagar Hyderabad-500030, Telangana, India engaged in Professional Management of Agricultural Extension in India. For details of the organization and its activity, please visit <http://www.manage.gov.in/>

The Institute provides Training to Agricultural Graduates through Public /Private NGOs/ notified agencies under Agriclincs and Agri-Business Centres Scheme (AC&ABC) for performing extension. The trained candidates would establish business units under agricultural allied activities. Yearly the institute trains around 5000 Candidates and approximately 2500 would become entrepreneurs by establishing agri-business units. The verification involves around 250-300 enterprises. The institute wishes to engage professionally managed agency/ Company for verification of established Entrepreneurs. Accordingly, established agency/ company with prior experience and capability of handling unit verification process and those willing to partner with MANAGE are invited to submit bids.

Interested agencies / companies are requested to submit the applications to: Deputy Director (Admn),* MANAGE, Rajendranagar, Hyderabad-500030, Telangana so as to reach us by 17:30hrs on or before: 23/01/2017

Queries without the appropriately prescribed subject: **“Engagement of Agency for Unit/Activity (AC&ABC Venture) Verification”** or Sent after 17:30hrs on 23/01/2017 may not be not considered.

1. **Objective:**

Engagement of agency/ Company for a period of 2 years to undertake for verification of established/ successful unit reported by The Nodal Training Institutes (NTIs) / implementing agencies.

2. **Procedure for Operation :**

1. The MANAGE would supply the list of unites/activity to be verified with address and telephone number. The agency/ company shall be required to carry out verification of the subject and submit dossier in original and mail one set of soft copy of the file in PDF format.
2. The file should include three photographs of the activity in which the Entrepreneur would be present clearly and should also collect supporting documents (list as per **Annexure I**).
3. Along with file the company/ agency is required to specify date and time of unit verification. Time to be indicated in 24hrs format and date should be dd/mm/yy.

Sl. No.	Document Title	Remarks
1.	Physical Verification of established/successful unit reported by NTIs/ implementing agencies	Obtaining of minimum 3 Colour photograph of post card size 4X6 focusing on Entrepreneur and activity
2.	Obtaining of at least one conspicuous Documentary evidence about existence of unit (list as per Annexure I).	Registration/ License/ Bank Loan sanction letter/ Trade license/Applicable permission or any other convincing evidence (list as per Annexure I)
3.	Declaration from the Entrepreneur about the Business/ activity in the format	This contains basic information about the entrepreneur and business.

3. **Payment Terms:**

The payment particulars are detailed as under:-

- a. Payment shall only be made subject to receipt of Dossier and invoice in original.
- b. The Agency/Company shall have the liability to raise the invoice. Payment shall be made within 30 days from the receipt of the correct invoice. Invoices with errors will be returned forthwith within 15 days of receipt.
- c. Payment shall be made as per service charge agreed upon in the contract and taxes as may be applicable from time to time.
- d. Payment shall be made for the units which have been duly verified to be existing.

4. Submission of the Offer:

- a) The offer must be submitted in two part comprising of Part A which would be the “Technical Bid” and Part B which would be the “Financial Bid.” Each Part shall be sealed in separate envelopes and subscribed as “Technical Bid” and “Financial Bid” as applicable, accompanied by an Earnest Money Deposit of Rs.27,000/- (Rupees twenty seven thousand Only)(refundable without interest) payable by way of Demand Draft drawn in favour of MANAGE, Payable at Hyderabad which shall be submitted along with the Technical Bid. Non-submission of the Earnest Money will make the bidder ineligible for consideration.
- b) Both the envelopes shall however, be sent to MANAGE, Hyderabad in a common single envelope sealed and superscribed as **“Tender Enquire No:MNG-20/CAD/Gen-117/2016 due on 23/01/2017. For Tender for Engagement of Agency for Unit/Activity (AC&ABC Venture) Verification.**
- c) Applications submitted after the due date and time i.e., **17:30hrs on 23/01/2017** will not be accepted.
- d) Applications not submitted in the prescribed format (PART-A) may be rejected summarily.
- e) **All pages of the Tender Document are to be signed by the bidder with appropriate stamp.**

5. ELIGIBILITY CRITERIA FOR ENGAGEMENT OF AGENCY FOR UNIT DOCUMENT VERIFICATION:

The eligibility criteria for engagement of the agency and the documents required for the same are as follows:

1. The Agency/Company must have at least 2 year of experience in handling activities related to document Verification.
 - **Document required to be submitted:-** Audited Balance Sheet & Profit & Loss Statements for previous 2 financial years i.e., 2014-15 and 2015-16.
2. The Agency must have Trade License (any other license to Operate certificate as may be applicable) and service Tax Registration.
 - **Document required to be submitted:-** Self-attested copy of Trade License/ or other certificate as may apply, Service Tax Registration Certificate and PAN Card.
3. The Agency/ Company must have ongoing or previous engagement within the last 5 years by at least 1(one) Government Bodies/PSUs.
 - **Document required to be submitted:-** Self-attested copy of list of Clients in Govt., Public & Private sector where the Agency/Company may have a valid contract during the last 2 years
4. The Agency/ Company should be able to undertake the operations across country
 - **Document Required:** Self-attested copy of list of offices and contact persons along with addresses to be submitted along with the proposal.
5. Note on Eligibility:
 - Here fulfillment of eligibility criteria does not guarantee engagement.
 - The company may be asked to submit any other document in future, if required.

6. **Empanelment Procedure:**

The process to be followed for empanelment is as under:

- Based on the criteria specified in Eligibility Criteria in SI No. 5 above and data / information submitted in "Technical Bid", a shortlist of eligible Agencies/Companies will be prepared.
- The shortlisted Agencies/companies qualifying the technical bid might be called to make a presentation at MANAGE, Rajendranagar, Hyderabad-500030, Telangana.
- Invitation of parties for presentation is at the sole discretion of MANAGE.
- MANAGE will not bear any costs towards travel and presentations & or any other cost that the consultant may incur during the process of empanelment.
- Agencies meeting the required criteria as stated in SI. No.5 above shall only be considered for Price Bid. Further, Agencies not furnishing the documentary evidence as required will not be considered.
- The Agency may be rejected at any point during Technical Evaluation or during Financial Bid evaluation. The decision in regard to acceptance and / or rejection of any or all offers in part or full shall be the sole discretion of MANAGE and decision in this regard shall be binding on the Agencies.
- The entire process can be stopped/postponed without assigning any reason at the discretion of competent authority.

7. **The last date of submission of offer is 17:30hrs of 23/01/2017**



NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT

(An Organization of Ministry of Agriculture and Farmers Welfare, Government of India)

Rajendranagar, Hyderabad-30

TENDER FOR ENGAGEMENT OF AGENCY FOR UNIT/ACTIVITY (AC&ABC VENTURE) **VERIFICATION**

TERMS AND CONDITIONS

Terms and Conditions of the tender are as under :-

1. The tender document forms may be downloaded from the MANAGE website www.manage.gov.in
2. The sealed tenders are to be dropped in the TENDER BOX kept at Deputy Director Admin Section of the Institute for this purpose so as to reach positively on or before 17:30hrs. (IST) on 23/01/2017.
3. Open bids and those without seal/signature will not be considered. Closing the envelope by merely pasting it or stapling it is not sufficient. It should be sealed properly.
4. The Tenderer should enclose a Demand Draft for **Rs. 27,000/-** (Rupees twenty seven thousand only) in favour of “ **MANAGE** ” payable at Hyderabad, towards EMD drawn on any Nationalized Bank to the bid document towards EMD. The EMD amount will not carry any interest whatsoever. The Bid offer will not be accepted without valid EMD and will be summarily rejected and will not be considered for further evaluation. The EMD of successful bidder/s will be converted into Security deposit while entering into the agreement for this purpose. The EMD of unsuccessful bidders will be returned back within a period of **40 days** from the date of issue of order for empanelment.
5. Successful tenderers who are found fit for empanelment will have to enter into an agreement with the Institute on non-judicial stamp paper worth Rs. 100/- immediately from the date of award of the contract in the format to be approved/provided by Institute.
6. The bidders will not be allowed to withdraw their bids, failing which their Earnest Money will be forfeited.
7. EMD deposited by the bidders whose quotations are not accepted shall be returned after completion of bid process.
8. Tenders should be valid for a minimum period of one year from the date of acceptance of the tender and may be renewed for one more year on mutual agreement. No revision of rates will be entertained during the currency of contract including renewal period.
9. Those who conform to the terms and conditions should only participate in the “Tender Process”
10. ***The Director General, MANAGE reserves the right to reject any or entertain one or all the tenders without assigning any reasons. The decision of the Director General, MANAGE will be final in the matter.***
11. The average distance required to be covered will be around 250 to 300 KMs from the location of district headquarters. This distance can be covered by own/ hiring four wheeler.
12. Bids containing deviations from bidding document terms and other requirements may be rejected.
13. An EMD of Rs.27,000/- (Rupees twenty seven thousand only) by way of demand draft drawn on nationalized banks in favour of MANAGE payable at Hyderabad should also accompany the technical bid. Bids not accompanied by the EMD demand draft will be

summarily rejected.

14. The EMD of the successful bidding entity will be refunded after successful completion of the job.
15. TDS norms will be followed as per Income Tax Act rules.
16. The bidders should submit both technical and financial bids together latest by 23/01/2017 by 17:30hrs. The technical bids will be opened on 25/01/2017 at 15:30hrs
17. The financial bids of only technically qualified bidders will be opened.
18. The payment shall be made after successful completion of the work on submission of the bills. No advance payments will be made.
19. The proof of service center customer base and experience should be enclosed, failing which the bids will be summarily rejected.
20. Bidders should furnish their complete address for the purpose of further correspondence pertaining to bidding document. The bid, along with enclosures and technical literature, should be in English & Hindi Only.
21. For any further clarification, please contact Deputy Director (Admin), MANAGE, Rajendranagar, Hyderabad-500030, Telangana. Telephone No: 18004251556.
22. Jurisdiction of dispute is Hyderabad
23. Contract period is for 2 years. (two cycles)
24. Nature of work as described in procedure for operation.

DIRECTOR (Admn.)
For & on behalf of Director General
MANAGE, Rajendranagar, Hyderabad, TS

Date : _____.

***SIGNATURE OF THE TENDERER
& STAMP***

Place : _____

PART A

DETAILS TO BE SUBMITTED ALONG WITH TECHNICAL BID

1. General Particulars of the Agency

a. Name of the Agency/Company:

b. Full Address:

c. Phone/Fax:

d. Email:

e. Contact Details:

i. Name:

ii. Designation:

iii. Telephone No:

iv. Fax

v. Mobile No.:

vi. Email Id:

f. Registered Office (Address):

g. Website:

h. Financial Standings:

Audited Financial details □ □	Audited Turnover	Audited Profit/Loss
2014-15		
2015-16		

i. Details of the following items:

Sl. No.	Particulars	Document Title	Attach a copy of Certificate (strike off which is not applicable)
I.	Trade License / Other License to Operate		Yes/No
II.	Income Tax (give PAN No.)		Yes/No
III.	Service Tax No. (give 15 digit service tax code no.)		Yes/No

- j. List of Major Companies/Government(s)/Government Bodies/PSUs where Agency/Company may have provided Document Verification services during last five (05) years:

Sl. No	Govt./Public/Private Sector (Client Type)	Name of Client	Period for which Service was provide	Indicative List of Document verified	Purpose of Engagement

- k. List of major cities where Agency/Company has offices in India:

Sl. No.	Zone (East/West/North/South)	Name of the City	Agency/company Team Strength in numbers

- l. List of Key Personnel and their details.

Sl. No.	Name	Designation	Qualification	Telephone/Mobile No./Email IDs	Location

- m. Proposed Scope of Work and Methodology adopted by Agency/Company (additional document may be attached for detailing):

- n. Proposed Delivery Commitment:

Sl. No.	Document Title	Turn Around Time	Mode (Written/ E-mail)	Remarks
1.	Colour Photographs along with the beneficiary in action 3 (three) in No Card Size 4X6	In 7 working days form the day of visit (Excluding the day of visit)	Soft copy followed by Hard copy	
2.	Concluding evidence about the existing of the unit.(list as per Annexure I)	In 7 working days form the day of visit (Excluding the day of visit)	Soft copy followed by Hard copy	
3.	Declaration from the Entrepreneur about the Business/ activity	In 7 working days from the day of visit (Excluding the day of visit)	Soft copy followed by Hard copy	

o. Other information:

- a. Whether the Agency/Company is ISO certified
- b. Has the Agency/Company been cleared by income Tax for the last two years
- c. Has the organization been black listed by any organization
- d. Does the organization have business with MANAGE Or Ministry of Agriculture & Farmers Welfare, Government of India.
- e. Does any of the key personnel or their family members have any business/working relation with MANAGE

DECLARATION

1. I, _____ Son/Daughter/Wife of Shri. _____ Proprietor/Authorized Signatory of the Agency mentioned above, is competent to Sign this declaration and execute this tender document ;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I hereby under take to work at L1 rate as per the terms and conditions given in the tender documents.

Date : _____.

Signature of the authorized person

Place : _____

Full Name

Seal of the Firm/Agency _____

List of Documents

Any local /Statutory/Mandatory document (ANY ONE)

1. Panchayat / Municipal permission
2. Copy of license / Permission / No objection letter
3. Membership of Co-operative / Production Organization/Agreement in case of Contract Farming
4. Import/Export License copy
5. Dealership certificate
6. Bank Loan sanction copy Or Bank Loan pass Sheet
7. Lease document in the name of firm
8. Copy of insurance-Current
9. Dealer Accounts Statement –Current
10. Income tax/Sales tax/VAT Registration Copy
11. Audited balance Sheet –last two years
12. Milk society receivable / Paid book entry copy-current
13. Copy of TIN/CIN
14. Participation certificate in national /state fairs
15. Any award/Reward/Recognition from Govt./Club /Societies that can authenticate the activity.
16. Confirmation from the Village SARPANCH /Contractor /Panchayat Member
17. Any letter of contract issued by Govt./Quasi Govt. Organization.
18. Invoice / Bills in the name of firm /entrepreneurs

(On letterhead of Firm)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s. (name & address of firm) is neither blacklisted by any Government Department nor any criminal case is registered against the firm

Name and Signature of Proprietor/authorized signatory

Date: _____

(On letterhead of Firm)

This is to certify that I/we have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Place : Signature of the Tenderer _____

Date: Name of the Signatory _____

Name of the Firm/Agency_____

Seal of the Firm/Agency_____

Note:-

- (i) Place all the relevant documents etc. with this bid.
- (ii) EMD should be attached with Original Technical Bid.

PART - B

PROFORMA FOR FINANCIAL BID (COVER – “B”

NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT

(M A N A G E)

*(An Organisation of Ministry of Agriculture and Farmers Welfare,
Government of India)*

Rajendranagar, Hyderabad - 500 030 – T. S.

PART B
FINANCIAL BID

To,

Deputy Director (Admin)
MANAGE
Rajendranagar
Hyderabad -500030

**FINANCIAL BID TENDER FOR ENGAGEMENT OF AGENCY FOR
UNIT/ACTIVITY VERIFICATION**

In response to your Tender Enquiry No:MNG-20/CAD/Gen-117/2016 due on 23/01/2017, we are glad to offer our best possible rate as under:

Sl. No.	Document Title	Cost/Document (in INR)	Taxes (in %)	Total Amount in Rs.
1.	Colour Photographs along with the beneficiary in action 3 (three) in No Card Size 4X6			
2.	Concluding evidence about the existing of the unit. (list as per Annexure I)			
3.	Declaration form the Entrepreneur about the Business/ activity			
	Total Rs.			

We agree to keep the above price valid for acceptance for a period of 21 days from the date of submission of our offer.

Note:

1. Rates shall have to be indicated against all the items numbers 1 to 3 separately above with total cost the rates as above shall be firm during the pendency of the contract.
2. For the purpose of tender evaluation, the total amount indicated by the bidder (i.e., 1+2+3) of the table above) will be considered.

(Authorized Signatory with Stamp)

Name:

Designation:

Date

Place: