



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)



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No. MBDA – I20/2012/613(C)

Dated Shillong, the 27th February, 2017

EXPRESSION OF INTEREST (EoI)
FOR
EMPANELMENT OF CONSULTANT/ ENTITY
FOR
CONDUCTING STUDY ON FOREST/ WILD HONEY PRODUCTION IN MEGHALAYA
&
PREPARATION OF A COMPREHENSIVE ROAD MAP THEREUNDER
UNDER
FORESTRY MISSION
OF
INTEGRATED BASIN DEVELOPMENT AND LIVELIHOOD PROMOTION PROGRAMME

I. Background

The Integrated Basin Development and Livelihood Promotion Programme (IBDLP) was launched by the Government of Meghalaya during April, 2012. Its aim is to facilitate building of livelihoods in an enterprise mode for ecologically sustainable and economically inclusive development of the State. It seeks to leverage the natural resources of the State for building enterprises, engage with citizens in a partnership mode thus bringing about a paradigm in the relationship between the citizens and the State, utilizing traditional and modern scientific knowledge for natural resources management and enterprise building while providing whole chain intervention to make forest/ wild honey products of Meghalaya competitive in a market place.

2. Objective

- i) Mounting a study for forest/ wild honey production in Meghalaya
- ii) Preparing a comprehensive road map for forest/ wild honey production in Meghalaya

3. Scope of Work

The Scope of Work shall include the following: -

- i) Identifying sites with coordinates suitable for taking up forest/ wild honey production across the State of Meghalaya
- ii) Carrying out value chain analysis involving the following
 - a) Identification of markets
 - b) Identification of products and value addition of waste management products
 - c) Understanding the quality, standard and their implication
 - d) Identifying the Stakeholders and intermediary
- iii) Undertaking bio principle and eco-agronomic profile of forest/ wild honey production
- iv) Carrying out a SWOC analysis of the entire value chain
- v) Mapping pricing of forest/ wild honey production
- vi) Assessing margins at each State of the chain
- vii) Studying the market trends and demand of forest/ wild honey products including waste products
- viii) Assessing the production of forest/ wild honey products viz-a-viz market requirement
- ix) Studying growth opportunities for the forest/ wild honey products
- x) Examining the potential of forest/ wild honey products for creating competitive advantage
- xi) Designing strategy for increased productivity, cost reduction, improved quality and improved packaging
- xii) Building capacity through inhouse, field training and exposure visits of forest/ wild honey producers and other Stakeholders
- xiii) Developing framework for promotion, conservation of habitat, processing, packaging and branding of forest/ wild honey products along the value chain
- xiv) Promoting processing value addition and effective marketing to realize better remunerative prices products
- xv) Assessing requirements for infrastructure support to promote forest/ wild honey production

- xvi) Recommending Govt. support necessary for holistic development for production of forest/ wild honey in Meghalaya
- xvii) Nurturing extension services like handholding and mentoring for sustainable production of forest/ wild honey
- xviii) Recommending Clusters as a platform for integrated production, marketing and services providing
- xix) Suggesting Convergence with other programmes including Govt. of India Schemes and linkages concerning development of forest/ wild honey production in Meghalaya
- xx) Preparation of detail for promotion of forest/ wild honey production in Meghalaya

4. Support from MBDA

- a) Activities relating to production of forest/ wild honey in the State are led by the MBDA through the Forestry Mission of Integrated Basin Development and Livelihood Promotion Programme. Within the Govt. of Meghalaya, all related activities concerning with holistic and sustainable production of forest/ wild honey will involve coordination with the Planning, Commerce & Industries, C & RD Departments, MBDA etc
- b) MBDA will coordinate for arranging field visits as per the need of the assignment

5. Deliverables

- a) Assessment of sites with coordinates potential in taking up forest/ wild honey production across the State
- b) Preparation of value chain and market analysis report, bio-physical and eco-aromatic profile
- c) Awareness campaign, baseline survey of potential areas in project villages where forest/ wild honey activities are to be undertaken in coordination with the concerned stakeholders
- d) Creation of potential wild honey production cluster, project formulation and implementation, follow up action, namely, nurturing, mentoring, handholding and periodical reporting etc
- e) To incubate formation of producer groups and activities required for sustainable production of forest/ wild honey
- f) To develop modules for capacity building programmes in connection with promotion, conservation of habitat and production of forest/ wild honey along the value chain
- g) To organize training and exposure visits for better technology and marketing
- h) Forest/ wild honey producers and processors should be assisted in obtaining necessary certification for the products
- i) To develop framework/ methodology of support services so as to supplement efforts of the concerned departments

6. Documents to be submitted

- a) Submission of an Action Plan with timeline including scheduled for completion of tasks shall be submitted together with the EoI
- b) Financial proposal as per the format given in Form - I
- c) Methodology approach to the proposed assignment

7. Disclaimer

- a) Proposal received late will not be considered and will be return unopened to the applicant
- b) MBDA deserves the right to:

- i. Reject the financial proposal without assigning any reasons
- ii. Relax or waive any of the conditions/ objectives stipulated in the EoI as deemed necessary in the best interest of the Government of Meghalaya

8. Disqualification

MBDA may at its sole discretion and at any time during the evaluation of the proposal disqualify if the proposal:

- i. is submitted after the deadline for the response
- ii. made misleading false presentation
- iii. fails to provide clarification related thereto when sought
- iv. is submitted by Institutions/ Consultants blacklisted by the Government of India/ State/ UP Government on any ground

9. Dispute, if any

In case of any dispute or any difference, the decisions of the Chairman, MBDA shall be final and binding on both the parties

10. Payment Schedule

The payment shall be a combination of professional fee, applicable taxes and out of pocket expenses. Out of Pocket Expenses include cost of travel expenses, accommodation, food expenses. Payment schedule will be as given below: -

Professional Fee

- a) 10 % of Professional Fee on signing of Contract
- b) 25 % of Professional Fee shall be paid on submission of a draft study report
- c) 25 % of Professional Fee shall be paid on submission of a draft report on comprehensive road map listed in the Scope of Work
- d) 40 % of Professional Fee on Completion and Acceptance of the assignment in complete

Out of Pocket Expenses

- a) Out of Pocket Expenses on quarterly basis against actuals subject to the overall cap as may be usually agreed upon
- b) Out of Pocket Expenses shall be settled on a quarterly basis

II. Terms and Conditions

- a) The entities may be engaged as per the requirement through a selection process based on norms and regulations of the Meghalaya Basin Development Authority, Shillong
- b) The Applicant(s) shall bear all costs associated with the preparation and submission of this Expression of Interest and subsequent proposals and contract negotiations.
- c) All documents submitted by the Applicant(s) will be treated as confidential, and will not be returned to Applicant(s).
- d) The Client reserves the right to accept or reject any or all applications for empanelment of selection and award of contract, without incurring any liability to the affected Applicant(s) or any obligation to inform the Applicant(s).

- e) The Client also reserves the right not to award or enter into any contract or agreement with any Applicant(s), and may terminate the procurement process at any time without thereby incurring any liability to any Applicant.
- f) Consultants have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Consultant or termination of its Contract at any stage.
- g) The empanelment of the Consultant will be rejected if it is determined that the Consultant has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases the Client will declare the Consultant and/or members of the consortium ineligible, either indefinitely or for a stated period of time and Consultant(s) will be blacklisted.

12. Submission of Expression of Interest

Interested and eligible Consultant/ Entity may submit their Expression of Interest for Empanelment of Consultant for in a sealed envelope caption "Empanelment of a Consultant/ Entity for Conducting a Study on Forest/ Wild Honey Production in Meghalaya and Preparation of a Comprehensive Road Map in the State of Meghalaya under IBDLP" on or before 22ND March, 2017 with the following information: -

- (i)
 - a) Name of the entity and contact details
 - b) Ownership structure, size of the balance sheet for last three years and gross value of relevant consultancy in last three years.
 - c) Areas of competence (as per the identified sectors) listed in Para 5
 - d) Member of the consortium if they would like to participate with other entities (public /private) to strengthen their capability to provide services for one or more of the categories
 - e) Statement of level of competence and suitability of the entity in identified areas.
 - i) Relevant educational qualification of the individual(s)/ lead consultant
 - ii) Experience of entity of working on the similar assignments.
 - f) Brief (one page) CVs of one or more individuals/ lead consultants who would undertake the assignments
 - g) Statement of expectations from the Meghalaya Basin Development Authority, Shillong
 - h) Declaration of "No-conflict of Interest" in undertaking the assignment for the Meghalaya Basin Development Authority, Shillong
 - i) Declaration of "No-conviction" under any legal authority of any of the State or Central Government
- (ii) Study conducted on forest/ wild honey production Sector
 - a) Assignments/ job name
 - b) Name of consortium partners and name of lead consultant entity
 - c) Description of Project
 - d) Name and address of the employer
 - e) Value of the contract (in Rupees)
 - f) Total staff days/ month of the assignment
 - g) Responsibility of each consortium partner and associate value
 - h) State
 - i) Name of the team leader and other members of the team (Are they permanent employees or contracted individuals)
- (iii) Forest/ wild Honey Production Project conducted in North Eastern Region

13. Evaluation of Technical Bid

Evaluation of the Technical Bids will be done using the criteria mentioned at 'I2' above. With a total Score of 100

. Evaluation of Financial Bid

- 1) After evaluation of the Technical Bid as mentioned above, Financial Bid of only those Consultants/ Entities would be considered which have obtained cut off scores of 80 Points for the technical bid. After opening of the Financial Bid, the same would be reviewed for error, if any. In case of a discrepancy in quoted amount in figures and words, lower of the two amounts will be taken.
- 2) The total point score is 100 out of which 80 points are kept for Technical Bid and the total points for Financial Bid are 20. In evaluation of Financial Bid, maximum number of points i.e., 20 will be allocated to the Lowest Financial Bid i.e. opened and compared among Consultants/ Entities which obtained cut – off points of 80 and more in the evaluation of the Technical Bid. All other Financial Bids will receive point in inverse proportion to the taken.
- 3) The total score will be obtained by considering the Technical and Financial Bids score. The Consultants/ Entities obtaining the highest score will be invited for negotiation and award of contract. In case the negotiations failed, the next higher Consultants/ Entities will be invited for the purpose.

15. The Proposal shall be evaluated by the Evaluation Committee constituted for the purpose.

16. The Proposal may be submitted to Dr. S. Ashutosh, IFS, Additional PCCF, Meghalaya & Deputy Chief Executive Officer, Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing Cooperative Society Ltd., Upper Nongrim Hills, Shillong – 793003 on or before 22nd March, 2017 at 2:00 PM

FORM - I

FORMAT FOR SUBMISSION OF FINANCIAL PROPOSAL

(To be submitted on the Letter head of the applicant firm)

(Place)

(Date)

To,

Dr. S. Ashutosh, IFS
Additional PCCF
Meghalaya
& Deputy Chief Executive Officer
Meghalaya Basin Development Authority
Upper Nongrim Hill
Shillong - 793003

Subject: Financial Proposal for Providing Consultancy Services for Management and Production of Forest/ Wild Honey in Meghalaya to Meghalaya Basin Development Authority under the Forestry Mission

Sir,

The undersigned having read and examined all the terms and conditions of EoI pertaining to the proposal for Providing Consultancy Services for Management and Production of Forest/ Wild Honey in Meghalaya to Meghalaya Basin Development Authority under the Forestry Mission, hereby submit the Financial Proposal as under: -

- A. Total Professional Fee inclusive of service tax and other statutory levies as applicable
- B. Total out of pocket expenses
- C. Total cost of Financial Proposal (A + B)

2.0 Our Financial Proposal shall be binding upon us subject to modifications resulting from contract negotiations. The financial proposal is to be read in conjunction with our detailed technical proposal enunciation of our understanding of the assignment, our approach, work plan, etc. We understand that you are not bound to accept any proposal you receive

Yours sincerely

Authorized Signatory

Name

Title of Signatory