



NAGALAND UNIVERSITY

(A Central University Established by an Act No. 35 of Parliament 1989)

School of Agricultural Sciences

Medziphema Campus – 797 106 (Nagaland)

Format¹

Tender No: SAMN/ADMN/PRJ/E-186/2023(-1)-2396

Date:30-10-2023

Request for Proposal
for

Tender for Selection of Operation and Management of Incubation Center being established under PMFME Scheme at Nagaland University , School of Agricultural Sciences, Medziphema, Nagaland

Name of the Host Institution : **Nagaland University, School Agricultural Sciences.**

Place : **Medziphema, Nagaland**

Tender No. SAMN/ADMN/PRJ/E-186/2023(p-1)-2396

Dated: 30.10.2023

RE-ADVERTISEMENT OF NOTICE INVITING TENDER (NIT)

Re-advertisement of Tender for Selection of Operation and Management of Incubation Center being established under PMFME Scheme at Nagaland University , School of Agricultural Sciences, Medziphema, Nagaland

ABOUT HOST INSTITUTE and INCUBATION CENTER: (BRIEF BY THE HOST INSTITUTE)

(Kindly ensure mention of exact location with google co-ordinate of the Incubation Center site)

The Host Institute School of Agricultural Sciences, Nagaland University is establishing Common Incubation Centre (CIC) with (1) Common food processing facilities for Primary Processing of Fruits & Vegetable Line, (2) Pineapple Juice and Beverage Processing Line, (3) Pineapple Canning Line, (4) Dehydration line for agriculture produces and (5) Pickle Processing Line. The project is being funded by Ministry of Food Processing Industries under Prime Minister Formalization of Micro Food Processing Enterprises Scheme (PMFME). As per the provision under the scheme Guidelines, the Incubation Centre, after its commissioning, would be handed over to third party/private Operation & Management (O&M) agency for running it on commercial basis.

The processing facilities of the Incubation Center would be made available to existing and aspiring micro entrepreneurs, SHGs, Co-operative and Groups etc. to manufacture food products by the O&M operator. In addition, these Incubation Centers will be utilized for imparting trainings, demonstration and skill upgradation of the beneficiaries under the scheme.

For and on behalf of School of Agricultural Sciences, Nagaland University Tenders (Two bid systems) are invited for Operation and management of Incubation Center at [www.http//Nagaland university.sc.in](http://Nagaland university.sc.in)

1. CRITICAL DATE SHEET

Sl. No.	Particulars	Important Dates	Time	Tender Processing Fee	EMD
1.	Date of reissue of Tender documents	31.10.23		1000/-	Rs.10,000/- (per processing line)

2.	Start date for submission of bids	31.10.2023			
3.	Last date & time for submission of tender	08.11.2023 Time 3:00 pm			
4.	Date & time of opening of Technical Bids	9.11.2023			
5.	Date & time of presentation	11.11.2023	Date & Time will be intimated THROUGH Email who qualify in the technical bid. The same will also be displayed in the website of the (Host Institute)		
6.	Publishing of technically qualified Bidders	13.11.2023			
7.	Date & Time of Financial Bid opening	15.11.2023			
8.	Date of Declaration of Result	16.11.2023			

1. Terms of Reference

- 1.1 Establishment of Incubation Center based on One District One Product (ODOP) is one of the important components of PMFME Scheme. Under the scheme Common Incubation Centers have been set up to facilitate the following class of activities:
- i. Entrepreneur to manufacture and assess commercial viability of new food products by using the processing, packaging, testing facilities.
 - ii. Hands on Training to entrepreneurs in new technology for processing, packaging, food standards/ safety, hygiene etc.
 - iii. Demonstration of machines, process, products and hands on training to workers in food safety, hygiene.
 - iv. Usage of processing, packaging and testing facilities by Individual entrepreneurs/ FPOs/ SHGs/ Co-operatives
- 1.2. Earmarking of utilization of the facilities would be done for the following type of usage of processing lines or part of thereof:
- (i) Usage by Incubates i.e. micro entrepreneurs willing to use the facility for product development, brand development, trial of product line for commercial viability.
 - (ii) Training to the beneficiaries of capacity building program of PMFME Scheme or any other skill development program of government.
 - (iii) Atleast two consecutive days in a week, viz. Monday and Tuesday², shall be earmarked for usage referred to at (i)&(ii) above. The O&M Operator shall be under obligation to permit use of manufacturing & allied facilities by the Host institute for these purposes.
 - (iv) Exposure Visits and Demonstration could be organized by the Host Institute on any of the days of the week.
- 1.3. The Host Institute would lease out the operation and maintenance of the Incubation Center to an agency on pre-qualification technical bid & competitive financial bid basis. The bidder shall give a presentation before the committee designated by the Host Institute about the experience, financial viability, roadmap, plan and vision about the operation and utilization of the Incubation Center as per the objectives of PMFME Scheme.
- 1.4. The presentation round will be assessed on following parameters and the bidder obtaining minimum 20 marks would be eligible to participate in financial bidding.

Sl.No.	Criteria	Max. Marks
1	Experience of the Bidder: 2 marks for each year of experience	10
2	Financial Strength: Turnover	
	0 Marks for below Rs 1 Lakh	15

	6 Marks for Rs 1 lakh to less than Rs 3 lakh, 9 marks for Rs 3 lakh to less than Rs 6 lakh, 12 marks for Rs 6 lakh to less than Rs 10 lakh, 15 marks for Rs 10 lakh and above	
5	Business Plan and Presentation	25
	Total	50

1.5. The Host Institute shall permit site visit of the Incubation Center on the date of pre-bid meeting as indicated in the Critical Date Sheet. The Host Institute shall indicate the timeline for completion of the installation of facilities for which work are in progress or yet to start. Such timelines shall be included in the minutes of the pre-bid meeting.

1.6. During the presentation before the committee the bidder shall provide the detail of any equipment not in place or movable accessories or structural modification required. The same shall be procured and installed by the O&M Operator, unless the same have been specifically indicated by the Host Institution in the minutes of the pre-bid meeting, at their cost and risk. These assets could be taken away by the O&M operator after the termination of the agreement. No structural modification shall be allowed without the pre-approval from the Host Institute.

1.7. Eligibility Criterion for the Bidder:

- i. The Bidder should be an established Partnership Firm/ LLP, Pvt Ltd. company, Proprietor, Self Help Group, Co-operative, Farmer Producer Company/ Organization, Self Help Group or any other private agency.
- ii. The bidder should be having experience of working of and/ or running a Food Processing Plant for at least 1 year. In case of partnership firms, the lead partner should have the above mentioned experience. The experience of running related activities like processing of agriculture commodities including primary processing would also be considered.
- iii. The bidder may submit the following documents such as registration/incorporation certificate, PAN, GST Registration, Udhog Aadhar/ Udyam registration, ITR for previous year, as applicable in their case and submit a copy of each of these documents along with acknowledgement copies of the IT Returns for the previous financial years (if applicable).

1.8. Financial Evaluation of Bidders:

- i. The financial bids will be evaluated for the bidders quoting highest proportion of revenue sharing with the Host Institute subject to a minimum lease rent Rs.5,000/- (per unit) per month payable to Host Institute and applicable only after completion of gestation period of 6 months.

1.9. Revenue Streams for the O&M Operators/ Host Institute:

- 1.9.1. These Incubation Centers are to run as commercial processing lines. The revenue stream will be from the following sources:
- i. Sales proceed of manufactured food products.
 - ii. User fee from usage of common facilities. The revenue shall be levied and retained by the O&M Operator.
 - iii. Facilities to be used by the Incubate: to be reviewed after every two years.
 - iv. Facilities to be used for Training / Demonstration: As per the rates fixed for capacity development for training of stakeholders under PMFME scheme. The Host Institute in consultation with the O&M shall be free to fix the user fees for other trainees.

1.10. Roles & Responsibility of Stakeholders:

1.8.1. Host Institute:

- i. Providing complete list of processing lines along with the layout of facility as Annexure-I.
- ii. Continuous monitoring of the operation of the Incubation Center by the O&M operator.
- iii. The Host Institute will arrange the supply of electricity and water, for which the O&M operator will bear the actual cost. However, if there is any failure to supply the electricity and water for which is beyond the control of institute, the O&M agency shall not claim any damages from the institute for such failure.
- iv. The Host Institute would bear the actual cost of electricity and water for the days earmarked for use by Incubates and Training for two consecutive days per week.
- v. Host Institute would provide work station to the incubates for managing their operation. The work station would be in well ventilated and adequately lit area with separate work tables for sitting of 2 persons with an electricity point.
- vi. Host Institute shall provide all vendor available manuals, spare part list, project data books and drawings which are provided to Host Institute by the OEM/ equipment supplier or contractor related to construction, installation, repair or maintenance of the Incubation Center or a part thereof.
- vii. Conducting of training of entrepreneurs, workers and FPOs/SHGs/ Co-operative under capacity building program of PMFME scheme and any other scheme during the earmarked days of training.
- viii. The Host Institute to arrange the raw material and consumables to be used while providing hands-on training conducted by the host institute.
- ix. Ensuring the utilization of facilities of Incubation Center by maximum number of micro enterprises as per the earmarking of the usage mentioned in para. No.1.2
- x. Attracting the incubates through promotional activities.
- xi. To ensure the making of only good quality products safe for human consumption by Incubates.
- xii. Record keeping of utilization and revenue generation from the Incubation Center and submitting the monitoring report to State Nodal Agency Time to time.

1.8.2 O&M Operators:

- i. To operate and maintain the Incubation center on commercially viable basis as per the scope of work detailed in para no.1.15.
- ii. Making available IC to Host Institute for incubation, training and demonstration/ exposure visits for the duration indicated in the RFP.
- iii. Ensuring utilization of facilities to its maximum capacity.
- iv. Ensuring compliance with the norms for pollution, food safety and quality, labor laws etc.
- v. Maintaining records of utilization, revenue, inventory of man and material for Incubation as per the earmarked usage mentioned earlier and submitting reports to Host Institutes at periodic interval.
- vi. Maintaining the equipment in bests of its condition, ensuring regular repair and maintenance of facility.
- vii. Ensuring availability of consumables required to run the processing lines all the time.
- viii. Timely payment of lease rent to the Host Institute as per the terms and conditions agreed upon.
- ix. Engagement of Manpower as detailed in para. 1.15(vii).
- x. The plant manager appointed by O&M Operator would ensure good maintenance of the processing lines & other infrastructure, smooth handover between different users, timely and efficient cleaning of equipment and premise, timely maintenance of the processing lines, efficient utilization of utilities such as electricity and water etc. in the processing, maintenance of records as per the lease agreement.

1.8.3. State Nodal Agency:

- i. Continuous monitoring of the operation of Incubation center
- ii. Mapping & mobilization of beneficiaries, SHGs, FPOs etc. for training and demonstration at Common Incubation centers through its DRP network, District Nodal Department, SLTI or training agency.
- iii. Timely disbursement of funds to the O&M agency for providing hands on training and demonstration to the beneficiaries of the Scheme.
- iv. Ensuring the availability of the processing lines, common facilities and incubation services to the micro entrepreneurs and groups such as SHGs, FPO.
- v. Handholding support to the host institute.

1.9. The Institute shall issue Letter of award to the successful bidder and the bidder shall take the possession of the Incubation Center within a period as may be specified in Letter of award. No extension shall be allowed to the O&M agency to delay the possession/ operation.

1.10 The Host Institute shall enter into an agreement with the selected O&M Agency and incorporate appropriate clause of General Condition of Contract and all other conditions in line with GFR guidelines. In order to bring more clarity, the agreement can be added more clause other than this tender to safeguard the interest of both.

1.11. The successful bidder/ processor shall be designated as "O&M Agency". Host Institute would levy lease on monthly basis. The monthly rent shall be paid by the O&M Agency to the host institute before 10th of every month. The O&M agency shall be liable to pay penalty @5% of the payable amount if paid after the due date and under no circumstances it can be delayed beyond the 20th of the month. It will be treated as violation of the lease agreement and can lead to termination of the same.

1.12. The selected O&M agency shall make security deposit of Rs.20,000/-(rupees twenty thousand only) per unit in the form of bank guarantee/DD for the security of equipment. Such amount shall be deposited with the institute before taking the possession for operation. No extension shall be allowed for this purpose. The security deposit will be either adjusted or refunded after expiry of lease agreement but in case of any outstanding at the time of termination of agreement, the same will be adjusted.

- 1.13. The O&M operator will not be allowed to display the name of his/ her organization in the premises on incubation center. However, the O&M may furnish their own name in the finished product with the mention of manufactured at incubation centre, School of agricultural Sciences.
- 1.14. **Leasing Period:** Initially the lease will be given for a period of 2 (two) years which may be renewed/ terminated as per the terms and conditions of lease agreement b/w Host Institute and O&M agency upon review by the host institute and State Nodal agency.
- 1.15. **Scope of Work:** The Agency would be responsible for Operation and Management of the Common Incubation Center for a period of 2 Years. The detailed scope of work is as following:
- i. Operation & Maintenance of Processing line and auxiliary equipment: Ensuring the commercial utilization and timely maintenance of the processing lines as per the seasonal availability of raw material in the region. Complete cost of operation for running the incubation center would be borne by the O&M agency.
 - ii. The Host Institution to ensure that the Incubation Center is utilized by a large number of micro enterprises. The complete processing line or a part of it would be made available to Individual Entrepreneur/ SHGs/ FPO/ FPC etc. on user charge basis.
 - iii. The O&M agency would ensure the availability of the Incubation Center for the purpose of hands on training, demonstration and exposure visit to the beneficiaries of PMFME Scheme and its Capacity Building Activities as well as other State and Central.
 - iv. The O&M agency will be responsible for ensuring the supply of requisite essentials such as fuel, refrigerant and other necessary needs for manufacturing the products by incubates and for Hands on Training conducted by Host Institute on the actual cost. Raw material and ingredients for making the products shall be arranged by the incubate themselves.
 - v. Trainees of the host institute may participate during the processing of products carried out by the O&M, during such the cost of the raw materials to be borne by O&M.
 - vi. For Operation and Management of Processing Lines: Plant Manager (1 nos) and Training Personals shall be recruited/ appointed by the selected agency O&M Operator at the incubation Center. The engaged personals should be trained and qualified for operating and maintaining the machineries. The above qualification may be relaxed/ modified as per the requirement of Job Role and by the Host Institute. Additional manpower may be deployed by the selected bidder for smooth running of the center as per their requirement.
- 1.16. The O&M agency shall be responsible to comply with the labor laws. Staffs/ labors appointed by the O&M agency would not be having any right to make any claim from Host Institute.
- 1.17. There will be no restriction for the official visitors from the State Nodal Agency, State Level Training Institute and Ministry of Food Processing to visit the premise even during the operation.
- 1.18. Maintenance of Incubation Center including the machinery shall be the responsibility of O&M operator. For operation and maintenance, the O & M Agency shall use genuine consumables and spare parts as mentioned in the manuals supplied by the manufacturer. The parts should be changed with the consent and in the presence of Host Institute's staff. The expenditure incurred during such will be solely borne by the O&M.
- 1.19. The O&M agency shall comply with all laws applicable to the operation, maintenance and management of the facility and the performance of the service including GMP and GHP (for cleanliness).
- 1.20. O&M agency shall apply for and obtain, and Host Institute and SNA shall assist in applying for and obtaining all necessary permits, licenses and approval required to allow O&M agency and incubates to

do business. O&M Agency should also file such reports, notices and other communications as may be required by any government agency regarding the project to Host Institute.

- 1.21. The O&M agency shall be responsible for disposal and management of solid waste & other waste disposal as per the Pollution Control Board's regulation and inform Host Institute about the same. The O&M agency shall be liable for any penalty or fine if levied by any authority for such violation and the institute shall recover the penalty, fine, damages, cost, if any, paid by the institute for waste disposal.
- 1.22. The O&M agency shall maintain at a location acceptable to Host Institute, the Incubation Center operating logs, records, reports, document the operation and maintenance of the facility in all forms and substance sufficient to meet Host Institute's reporting requirement under the lease agreement.
- 1.23. The O&M agency shall be working within the demarcated floor area only. The O&M agency may approach to the host institute for additional floor area which shall be given by O&M agency on payment of the approved charges.
- 1.24. The O&M agency shall give an undertaking of ensuring the making of only good quality products safe for human consumption.
- 1.25. The lease agreement may be terminated by either side after giving due notice in writing of 45 days.
- 1.26. After completion of the tenure, the O&M agency will hand over all the assets and belongings of Host Institute in the good working condition and shall compensate the institute for any damage or loss of the equipment of the Incubation Center.
- 1.27. In the event of any dispute in the interpretation of the terms of the agreement or difference in opinion on any point in the agreement, the parties here to shall use their best efforts to settle amicably by mutual negotiations.

**Details and Layout of Processing Lines (to be collected from the Institute ,School of Agricultural Sciences,
Nagaland University, Medziphema Campus)**

S. No.	Description of Item	Qty	Unit	Make	Capacity
	Name of the processing line- 1 (.....)				
1.	Description of equipment equipment/ machineries no. 1,2,3....	01	Nos.		
..	Accessories 1, 2,3...n				
...	Others- 1, 2,n				
	Name of the processing line- 2,3,...n (.....)				
1.	Description of equipment no. 1,2,3....n	01	Nos.		
..	Description of equipment no. 1,2,3....n				
..	Accessories 1, 2,3...n				
	Sub Total				
	Total (I+II+III+.....n)				

Layout of the Incubation Center

Tender Form (Technical Bid)

(To be submitted by the bidder on their letter head. All Columns must be filled in. Relevant documents in relation to these must be enclosed with the technical bid. The bid will be examined on the same.)

S. No.	Particulars	Details (to be filled by the renderer)	Enclosure Page no.
1.	Name of Firm with address, mobile/phone no. & e- mail.		
2.	Tender fee details (Amount DD no., Bank Name, Amount date)		
3.	EMD details(Amount, DD no., Date, Bank's Name a/c no. a /c holder name, Branch IFSC code)-(as per the mode of submission)		
4.	Bid security declaration		
5.	Type of Firm (Proprietor/ Partnership/ Pvt. Ltd./ Public Ltd.		
6.	Registration Number (Copy to be enclosed)		
7.	Year of Incorporation of the agency (copy to be enclosed) along with the latest registered address of corporate office.		
8.	Length of relevant experience in years		
9.	GST Registration(Copy to be enclosed)		
10.	PAN No. (Copy to be enclosed)		
11.	Please enclose details of experience in terms of processing plant run by bidder and capacity. Please also enclose either PO or performance certificate for bidders having experience as O&M agency		
12.	Annual Turnover of the company in Lakhs of Indian Rupees during last three years. (Copy to be enclosed or certificate issued by CA) Financial Year 2017-18 Financial Year 2018- 19 Financial Year 2019 -20		
13.	A complete list manpower being proposed as per the ToR along with detailed CVs and list of		

	additional manpower proposed by the bidder		
14.	Business Details		
15.	PAN No.		
16.	GST No.		
17.	Copies of Income Tax Return of last 3 Financial Years ending FY (2022-23)		
18.	An authorization letter of the firm in favor of the person signing the tender documents.		
19.	Tender document with Annexure–I to Annexure V duly signed and stamped on each page as acceptance of the terms and condition laid down by Host Institute’s authority.		

The above documents must be enclosed with proper pagination.

Signature.....

Name

Address

Mobile:

Seal of firm.....

Date:-

Evaluation Sheet

To be filled by the tender, which will be verified by the Bid Evaluation Committee/ Technical Evaluation Committee:

S.No	Criteria	Max. Marks	Marks claimed by the Tenderer	Marks verified by the Committee	Page No. Proof
1	Experience of the Bidder: 2 marks of each year of experience	10			
2	Financial Strength: Net Worth and Turnover (Enclose C.A. Certificate & Balance sheet)				
	0 Marks for below Rs 1 Lakh 6 Marks for Rs1 lakh to less than Rs 3 lakh, 9 marks for Rs 3 lakh to less than Rs 6 lakh, 12 marks for Rs 6 lakh to less than Rs 10 lakh, 15 marks for Rs 10 lakh and above	15			
5	Business Plan and Presentation	25			
	Total	50			

**TENDER CONDITIONS ACCEPTANCE LETTER
(To be given on Company Letter Head)**

Date:

To,

.....

Sub: Acceptance of Terms & Conditions of Tender. Tender Reference No:

Name of Tender / Work: **TENDER selection of Operation and Management Company Common Incubation Centre at.....**

Dear Sir,

I/We have downloaded/obtained the tender document(s) for the above mentioned Tender/Work from the web site(s) namely:.....as per your advertisement, given in the above mentioned website(s).

I / We hereby certify that I / we have read entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality/entirety.

In case any provisions of this tender are found violated, your department/organization shall be at liberty to reject this tender/bid including the forfeiture of the full said Security Deposit absolutely and we shall not have any claim/right against department in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

UNDERTAKING

To,
.....(Host Institute)

Sir,

I/we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them. It is further certified that our firm has not been blacklisted by any agency in India or abroad. We will run the Incubation Center in accordance to the clauses of the Terms of Reference and the Agreement. At any stage, if it is found that the sub standard/deviation from the stipulated utilization of the Incubation Center has been done by us, we shall be liable for penalty and legal action.

Dated:

SIGNATURE OF THE TENDERER
WITHSEAL

NAME OF THE TENDERER
WITH ADDRESS

NOTE: Certificate as per above must be submitted only on non-judicial stamp paper of Rs. 100/- (Rs One Hundred Only).

Form: Bid Security

Date:

Bid No.:

To

(Insert complete name and address of the bidder) I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid or having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of the receipt of your notification of the name of the successful Bidder or thirty days after the expiration of the validity of my/our Bid.

Signed: **(insert signature of person whose name and capacity are shown)** in the capacity of **(insert legal capacity of person signing the Bid Securing Declaration)**. Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: **(insert complete name of Bidder) Dated on day of (insert date of signing) Corporate Seal (where appropriate)**

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)