

REQUEST FOR PROPOSAL

For

**Selection of Consultant for Preparation of Detailed Project Report
(DPR) for setting up Herbal Extraction Unit in Chhattisgarh**



RFP No. Fed/Herbal/2022/1, Dated 25-04-2022

**CHHATTISGARH STATE MINOR FOREST PRODUCE
(TRADING & DEVELOPMENT) CO-OP. FEDERATION LIMITED**

" Van Dhan Bhawan " Sector -24, Nava Raipur Atal Nagar (Chhattisgarh)

**CHHATTISGARH STATE MINOR FOREST PRODUCE (TRADING &
DEVELOPMENT) CO-OPERATIVE FEDERATION LIMITED**

"Van Dhan Bhawan", Sector-24, Nava Raipur Atal Nagar (Chhattisgarh)
Phone :0771-2513100 to 2513110 | E-mail :mfpfed.cg@nic.in | Website : http://www.cgmfpfed.org

	<p>Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Limited "Van Dhan Bhawan", Sector - 24, Nava Raipur Atal Nagar Tel. : 0771-2513100 - 110 E-mail : mfpfed.cg@nic.in Website : www.cgmfpfed.org</p>								
<p>Notification No. Fed/Herbal/2022/I</p>	<p>Dated 25/04/2022</p>								
<p>Request for Proposal (RFP) for preparation of Detailed Project Report (DPR) for setting up Herbal Extraction Unit in Chhattisgarh. (CONSULTANT)</p>									
<p>C.G. MFP Fed. invites proposal in prescribed format from qualified and experienced firms for the captioned services. The selected firm shall provide the Detailed Project Report (DPR) for Herbal Extraction Unit in Chhattisgarh.</p> <p>The eligibility criteria, terms and conditions, tender forms, etc. are set out in the RFP document which can be downloaded from the website www.cgmfpfed.org. The tender should be submitted at the office address mentioned above on 18-05-2022 up to 3:00 PM</p>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Round</th> <th style="width: 35%;">RFP downloading start date</th> <th style="width: 20%;">Proposal submission last date</th> <th style="width: 30%;">Date of opening of Technical Proposals</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">First</td> <td style="text-align: center;">27.04.2022</td> <td style="text-align: center;">18.05.2022</td> <td style="text-align: center;">18.05.2022</td> </tr> </tbody> </table>	Round	RFP downloading start date	Proposal submission last date	Date of opening of Technical Proposals	First	27.04.2022	18.05.2022	18.05.2022	
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First	27.04.2022	18.05.2022	18.05.2022						
<p>Amendment/modification to the Tender document, if any, shall be uploaded on the website only.</p> <p align="right">Managing Director</p>									

Important Dates

Sr. No	Parameters	Date & Time
1	Issue of tender document	25-04-2022
2	Submission of Tender document	18-05-2022 at 15:00 Hrs
3	Opening of Tender document	18-05-2022 at 15:30 Hrs
4	Technical Presentation (Approach & Methodology)	20-05-2022
5	Financial Proposal Opening	23-05-2022

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Section 1

Disclaimer

The information contained in this Request for Proposal ("RFP") document provided to the Applicant(s), by or on behalf of Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Ltd (CGMFPFED) or any of its employees or advisors, is provided to the Applicant(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Applicant(s) with information to assist the formulation of their Proposals. This RFP document does not purport to contain all the information each Applicant may require. This RFP document may not be appropriate for all persons, and it is not possible for CGMFPFED, its employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Applicant who reads or uses this RFP document. Each Applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. CGMFPFED, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

CGMFPFED may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document or modify it by uploading the same in the website <https://www.cgmpfed.org/>

Section 2

INVITATION TO SUBMIT PROPOSALS AND INSTRUCTION TO APPLICANTS

2.1 Introduction

Whereas the Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Limited, Raipur herein after called the FEDERATION has been appointed as Agent for the collection, purchase and trade of Herbal Products in whole of the state as per orders of the State Government here in after called Government.

Non-Specified Minor Forest Produces are those Minor Forest Produces on which the state does not have any monopolistic control. Nevertheless, the state develops these resources through enabling policy. M.F.P. Federation promotes their in-situ conservation, value addition, processing and marketing of minor forest produce to provide maximum benefits to the local communities and the MFP collectors.

The state has realized the importance of the fast-growing medicinal plant sector and the global preference towards the Indian System of Medicine. Realizing the potential of medicinal plants and other non-specified MFP, their availability and economic utility in the state, the Federation is promoting for conservation and non-destructive harvesting of MFP on sustainable basis.

The C.G.M.F.P. Federation is responsible for timely and effective management of non-specified minor forest produce including medicinal, aromatic and dye plants through implementation of various projects that are being undertaken from time to time. At the field level, the Managing Director of the District Union executes the various projects.

Issuer:

Managing Director,

CHHATTISGARH STATE MINOR FOREST PRODUCE CO-OP.FEDERATION LIMITED

"Van Dhan Bhavan" Sector 24, Nava Raipur, Atal Nagar, Dist-Raipur,

Phone-0771-2513100 to 2513110

E-mail: mfpfed.cg@nic.in; Website: www.cgmfpfed.org

2.2 Brief about Chhattisgarh State Minor Forest Produce (Trading & Development)

Chhattisgarh having about 44 percent geographical area under forest cover, which is very rich in biodiversity because of favorable agro-climatic conditions like good rainfall and comparatively less biotic interference.

Forest products are used by rural communities as medicine, food supplements and moreover, the rural communities earn substantial income especially during non-agriculture season through the collection and sale of these produce. Currently, trade in specified MFP is organized and controlled by the Chhattisgarh State Minor Forest Produce (T&D) Co-operative Federation through three tier Co-operative bodies of Tendu leaves pluckers. The unorganized trade of non- specified MFP/Medicinal plants has led to low collection prices to the gatherers and unsustainable harvesting of MFP from forest areas.

Chhattisgarh Government has declared the state as "Herbal State" with an objective to conserve plant Resource in natural form. Cultivation of medicinal plants in and outside the forest, non- destructive harvesting, promotion of organized trade and promotion of MFP based industries for processing of MFP so as to generate the additional employment opportunities in the state, improve socio-economic status of rural communities and provide health cover are the main activities taken up by the MFP Federation to achieve the objectives of herbal state.

2.3 Project Background

Chhattisgarh State is one of the major Herbs producing State in India. Looking at the ample availability of Herbs and Medicinal Plants CGMFPFED has envisaged to set up Herbal Extraction Plant at Jamgaon (Village), Patan (Development Block) in Durg District, under Public private partnership mode. For the stated task detailed project report will play a pivotal role and hence this Request for Proposal is being issued. Since the above- mentioned feasible model under PPP mode will be for Herbal Extraction Unit, proposals are being invited from the eligible applicant/s for preparing Detailed Project Report for setting up Herbal Extraction Unit in Chhattisgarh. List of estimated annual availability of MFP/Medicinal plant in Chhattisgarh is annexed in Appendix H (A).

2.4 The Federation would endeavor to adhere to the following schedule:

S.no	Event Description	Scheduled Date
1	Proposal Due Date (PDD) and time (i.e. Last date and time for receiving proposals)	18-05-2022 at 15:00 Hrs.

Request for Proposal for Selection of Consultant for Preparation of Detailed Project Report (DPR) for setting up Herbal Extraction Unit in Chhattisgarh

2	Opening of Technical Proposals	18-05-2022 at 15:30 Hrs or thereafter
3	Technical Presentation (Approach & Methodology)	20-05-2022
4	Opening of Financial Proposals	23-05-2022
5	Validity of Proposals	120 Days of Proposal due date

2.5 Communications

All communications including the submission of Proposal should be addressed to :

ATTN.OF:

Managing Director,

CHHATTISGARH STATE MINOR FOREST PRODUCE CO-OP.FEDERATION LIMITED

"Van Dhan Bhavan" Sector 24, Nava Raipur, Atal Nagar, Dist-Raipur.

Phone-0771-2513100to 2513110

E-mail: mfpfed.cg@nic.in

Website : www.cgmfpfed.org

All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters:

"Selection of Consultant for Preparation of Detailed Project Report (DPR) for setting up Herbal Extraction Unit in Chhattisgarh"

Section 3

Instructions to Applicants

3 Bid process

- i. C.G MFP Fed. intends to adopt a least cost single stage bidding process for selection of the CONSULTANT for this Assignment. The Proposal would be evaluated on the basis of the evaluation criteria set out in this RFP document. The Successful Applicant will be issued work order for preparing DPR for the Herbal Extraction Unit. The fees shall be paid to the CONSULTANT by C.G. MFP Fed. In the manner as set out in the "Mode of Payment" Clause.
- ii. At any time prior to the Proposal Due Date, C.G. MFP Fed. may, for any reason, whether at its own initiative or in response to clarifications requested by any Applicant, modify the RFP document by the issuance of Addenda/ amendment/ corrigendum by uploading the same in its website.
- iii. The Proposal shall remain valid for a period not less than 120 days from the Proposal Due Date (Proposal Validity Period).C.G. MFP Fed. Reserves the right to reject any Proposal, which does not meet this requirement.
- iv. The Federation will evaluate the financial bids on the basis of cost of DPR for Herbal Extraction Unit.
- v. The lowest bid for preparation of DPR on Herbal Extraction Unit shall be declared successful.

3.1 Minimum Eligibility Criteria

The applicant should be an entity registered under appropriate law in India. Bidding in consortium shall not be permitted.

A) Technical Qualification Criteria

- a) The Applicant should have executed at least two consulting engagements for preparation of Detailed project reports/ Pre-feasibility reports/ Feasibility reports for any product that can be processed from Minor Forest produce or Agricultural produce or Food/Edible Oil Extraction Produce

OR
- b) The applicant should have experience of running and operating any Herbal/MFP/Food/Edible Oil processing industry wherein Herbal/MFP/Food/Agriculture Produce is one of the raw materials used for processing

B) Financial Qualification Criteria

The average annual Turnover of an Applicant should be minimum Rs 20 Lakh as per the financial statement at the end of last three financial years ending in March 2021 (a certificate from Chartered Accountant in support of this should be furnished)

3.2 The roles, responsibilities and broad scope of work of CONSULTANT are set out in the Appendix H. The scope of services may be expanded or curtailed on mutually agreed fees, terms and conditions.

3.3 Earnest Money Deposit

- a. The Proposal shall necessarily be accompanied by the Earnest Money Deposit of an amount of Rs 10,000/ (Ten Thousand) in the form of a Demand Draft in Favour of "The Managing Director, C.G. State Minor Forest Produce Federation", of any scheduled bank, payable at Naya Raipur /Raipur.
- b. The EMD shall be returned to unsuccessful applicants within a period of Two weeks from the date of finalization of the successful applicants.
- c. The EMD shall be forfeited in following cases:
 - i. If any information or document furnished by the applicant is found to be misleading or untrue in any material respect

3.4 Performance Security

The successful applicant shall deposit 5% of the bid fee in the form of DD. The EMD of the successful applicant/s shall be adjusted against Performance Security Deposit.

3.3 Clarifications

A prospective Applicant requiring any clarification on the RFP document may notify C.G.MFP Fed. in writing to the address as specified in the RFP. The Applicants should send in their queries latest by the Last Date for Receiving Queries mentioned in the Schedule of Bidding Process. C.G. MFP Fed. may, on its own discretion, may forward its responses to all the Applicants. Responses would include a description of the enquiry without identifying its source at its sole discretion.

3.4 Format and Signing of Proposal

The Applicant is required to provide all the information as per this RFP document. C.G. MFP Fed. shall evaluate only those Proposals that are received within the time and in the required format and are complete in all respects. Each Proposal shall comprise the following:

3.5 Details of submissions:

I. Technical Proposal

- a. Covering letter in the format set out in **Appendix A**
- b. Details of the Applicant in the format set out in **Appendix B**
- c. Power of Attorney as per **Appendix C**, authorizing the signatory of the proposal to submit the proposal.
- d. Technical Proposal comprising
 - i. Experience Data Sheets in the format set out in **Appendix D**, with supporting documents
 - ii. Financial capability of the applicant in **Appendix E**
 - iii. Qualifications and competence of the Technical expert in processing to be assigned to the activity defined in the Scope of work and terms of reference. Resumes of Technical expert should be submitted in support of the submission in **Appendix F**.

II. Financial Proposal

- a. Financial proposal in the format as set out in **Appendix G1 and Appendix G2**
 - b. The Financial Proposal shall be quoted as an amount which shall be payable to the CONSULTANT as per the Work Order. It shall be inclusive of the All Overheads and miscellaneous expenditures. Out of pocket expenses, travelling expenses for members of the CONSULTANT, All other expenses and profit of the organization, etc.
 - c. The Financial Proposal shall be inclusive of all taxes, surcharges out pocket expenses which may be incurred by the CONSULTANT towards travel, documentation and communication except those agreed in the RFP.
 - d. However, the Financial Proposal shall not include GST, levied on such services which shall be reimbursed by C.G MFP Fed. at the prevailing rate. Income tax as applicable shall be deducted at source from every payment towards fees.
- III. The Applicant shall seal the Technical Proposal and the Financial Proposal separately in two envelopes, duly marking the envelopes as "Technical Proposal" and "Financial Proposal". These envelopes shall then be sealed in a single outer envelope.
- IV. The Applicant shall prepare Technical Proposal in (1) one original in hard copy and (1) duplicate of the Proposal in soft version in PDF format clearly marked "ORIGINAL" (Hard Copy) and "Soft Copy" on a pen drive respectively. In the event of any discrepancy between the original and the soft copy, the original shall prevail.

- V. The original Proposal shall be typed or written in indelible ink and each page shall be initialed by the authorized signatory of the Applicant. All the alterations, omissions, additions, or any other amendments made to the Proposal shall also be initialed by the person(s) signing the Proposal.

3.6 Sealing and Marking of Proposal

- i. The Applicant shall seal the original and soft copy of the Proposal in separate envelopes, duly marking the envelopes as "ORIGINAL" and "SOFT COPY". The envelopes shall then be sealed in a single outer envelope.
- ii. Each of the envelopes, both outer and inner, must be super scribed with the following information:
 - a. Name and Address of Applicant
 - b. Contact person and phone numbers
 - c. Name of Project: "**Selection of Consultant for Preparation of Detailed Project Report for setting up Herbal Extraction Unit**"
- iii. All envelopes shall be addressed to:

The Managing Director (MD) C.G State Minor Forest Produce Fed. Van Dhan Bhawan, Sector-24, Atal Nagar Nava Raipur, Chhattisgarh

Phone +91 - 91 771 2513100
Fax No.: +91 771 2513111
E-mail :mfpfed.cg@nic.in
- iv. If any envelope is not sealed and marked as instructed above, C.G.MFP Fed. Assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and such Proposal, may, at the sole discretion of C.G.MFP Fed., be rejected.
- v. The Applicant is expected to examine carefully the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Applicant's own risk.
- vi. It shall be deemed that prior to the submission of the Proposal, the Applicant has:
 1. made a complete and careful examination of terms and conditions / requirements, and other information as set forth in this RFP document;
 2. received all such relevant information as it has requested from C.G.MFP Fed.; and
 3. made a complete and careful examination of the various aspects of the Projects for which the consultancy services are to be provided.
 4. C.G MFP Fed. shall not be liable for any mistake or error or neglect by the Applicant in respect of the above.

3.7 Proposal Due Date

- i. Proposals should be submitted before 1500 hours IST on Proposal Due Date as indicated in the Schedule of Bidding Process, at the address and in the manner and form as detailed in this RFP document. Proposal submitted by either facsimile transmission or telex will not be accepted.
- ii. C.G.MFP Fed. May at its sole discretion, extend Proposal Due Date by issuing a corrigendum.

3.8 Opening of Proposals and Clarifications

- i. The M.D, C.G. MFP Fed. or any officer authorized by him shall open the Technical Proposal submitted by the applicants on the Proposal Due Date for the purpose of evaluation.
- ii. C.G. MFP Fed. reserves the right to reject any Proposal not submitted on time and/or which does not contain the information/ documents as set out in this RFP document.
- iii. To facilitate evaluation of Proposals, C.G. MFP Fed. may, at its sole discretion, seek clarifications in writing from any Applicant regarding its Proposal.

Section 4

Evaluation

4.1 Least Cost Based Selection method shall be adopted for selection of CONSULTANT. As part of the evaluation, the Technical Proposal shall be checked for responsiveness with the requirements of the RFP and only those Proposals which are found to be responsive would be further evaluated in accordance with the criteria set out in this RFP document. The Technical Proposal would be considered to be responsive if it meets the following conditions:

- a. It is received by the Proposal Due Date including any extension thereof.
- b. It is signed, sealed and marked as stipulated in the RFP document.
- c. it contains all the information and documents including EMD and processing fee as requested in the RFP.
- d. it contains information in formats specified in this RFP.
- e. it provides information in reasonable detail. ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by C.G.MFP Fed. without communication with the Applicant). C.G.MFP Fed. reserves the right to determine whether the information has been provided in reasonable detail.
- f. There are no inconsistencies between the Proposal and the supporting documents.

4.2 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:

- i. which affects in any substantial way, the scope, quality, or performance of the Assignment, or
- ii. which limits in any substantial way, the proposal C.G.MFP Fed.'s rights or the Applicant's obligations under the Agreement, or
- iii. which would affect unfairly the competitive position of other Applicants presenting substantially responsive Proposals.

4.3 The responsive Proposals shall be evaluated as per the criteria set out in the RFP. C.G. MFP Fed.

reserves the right to reject any Proposal, if

- i. At any time, a material misrepresentation is made or discovered; or
- ii. the Applicant does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Proposal

4.4 Proposal Evaluation: Preparation of shortlist

- i. The Technical Proposal would be evaluated on the parameters set out in the RFP. As part of the evaluation of the Technical Proposal, C.G.MFP Fed. may also request the Applicant to submit clarifications. Based on the submission, scores shall be assigned.

4.5 Scoring Methodology: Technical Proposal

The total maximum point for evaluation of Technical Proposal is 100 marks. The parameters and the points are detailed below–

S. No.	Parameter	Points
1 A	Experience of preparing Detailed project reports /Pre-feasibility Reports /Feasibility reports for any product that can be processed from Minor Forest produce or Agricultural produce or Food Processing	(Max 50)
	a. Experience of providing up to 2 similar services	30
	b. Experience of providing more than 3 similar services	40
	c. Experience of providing more than 4 similar services	50
Or		
1 B	The applicant should have experience of running and operating any Herbal/MFP/Agriculture/Food/Edible Oil Processing Industry Wherein Herbal/MFP/Agriculture/Food Produce is one of the raw materials used for processing	(Max 50)
	a. Experience of running and operating Herbal/MFP/Agriculture/Food/Edible Oil based processing industry for last 3 years	30
	b. Experience of running and operating Herbal/MFP/Agriculture/Food/Edible Oil based processing industry for last 5 years	40
	c. Experience of running and operating Herbal/MFP/Agriculture/Food/Edible Oil based processing industry for last 7years	50
2	Presentation on Approach and Methodology for preparing Detailed Project Report for Herbal Extraction Unit in Chhattisgarh	30
3	Qualifications and competence of the key personnel in the team (5 Marks per similar service assignment delivered by the key personnel)	20
	Grand Total	100

4.6 Supporting documents to be submitted by the Applicant

i. Point 1 -

- a. The Applicant firm shall submit DPR Report acceptance/ approval certificate from the client. or
- b. GST registration certificate of the unit
- c. CA certificate (on the letterhead of CA) certifying nature of business (Herbal/ MFP/ Agriculture/ Food/ Edible oil-based Industry) of the applicant is required or Copy of work order may be provided if the applicant is operating/ managing Herbal/MFP/Agriculture/Food/Edible oil-based Industry

ii Point 2 - Presentation on Approach & Methodology for preparing Detailed Project Report

iii Point 3 - The applicant shall submit self-attested resume of the Key Person / Technical Expert assigned to this activity

4.7 Opening of Financial Proposal

The score for Technical Proposal would be the arithmetic sum of the marks assigned to the Applicants under each of the parameters listed above. The Financial Proposals of only those Proposals that have achieved 70 marks or more out of total 100 marks will be opened after due intimation for evaluation. The applicant tendering least cost shall be considered and declared as the Preferred Applicant.

4.8 Award of Consultancy

- i. In the event of acceptance of the Proposal of the Preferred Applicant with or without negotiations, C.G.MFP Fed. Shall declare the Preferred Applicant as the successful Applicant. CGMFP Fed Will notify the Successful Applicant through a Work Order, that its Proposal has been accepted.
- ii. The Successful Applicant shall execute the Work Order within stipulated time as provided in work Order or within such further time as C.G MFP Fed. may agree to in its sole discretion. Failure of the Successful Applicant to comply with the requirement shall constitute sufficient grounds for the annulment of the work order and forfeiture of the EMD. In such an event, C.G. MFP Fed. reserves the right to
 - a. either invite the next best Applicant for negotiations; or
 - b. take any such measures as may be deemed it in the sole discretion of C.G. MFP Fed., including annulment of the bidding process.
- iii. The successful applicant, if required, may sublet the component of civil infrastructure designing and planning after obtaining prior approval in writing from CG MFP Fed.

Technical Proposal

Covering Letter
(On the Letterhead of the Applicant)

To Date:

The Managing Director (M.D.)
C.G State Minor Forest Produce Fed.
Van Dhan Bhawan Sec-24,
Nava Raipur Atal Nagar, Chhattisgarh

Subject: Proposal for the Selection of Consultant for Preparation of Detailed Project Report and Mapping of Herbal Extraction Unit in Chhattisgarh

Dear Sir,

1. Being duly authorized to represent and act on behalf of (here in after referred to as "the Applicant "), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of.....(Name of Applicant) for the captioned Project with the details as per the requirements of the RFP, for your evaluation. We confirm that our Proposal is valid for a period of 120 days from the Proposal Due Date.
2. It is hereby agreed confirmed-
 - a. that our firm and the parent companies will not accept the assignment of advising to and will not involve in debt or equity with or in the rating of; the potential Applicants for implementation of any project whatsoever for which the consultancy is/being provided under this assignment.
 - b. that notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal, we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed work order.
 - c. that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other Applicant or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully,

For and on behalf of (Name of Applicant)
Duly signed by the Authorised Signatory of the Applicant
(Name, Title and Address of the Authorised Signatory)
Seal of the Applicant

Details of Applicant
(On the Letter Head of the Applicant)

1.
 - (a) Name of Applicant
 - (b) Address of the registered and corporate office(s)
 - (c) Date of incorporation and/or commencement of business
 - (d) Company Firms Registration no.
 - (e) Location of Branches
2. Details of individual(s) who will serve as the point of contact 1 communication for C.G MFP Fed. with the Applicant:
 - i. Name :
 - ii. Designation :
 - iii. Company/Firm :
 - iv. Address :
 - v. Telephone number :
 - vi. E-mail address :
 - vii. Fax number :
 - viii. Mobile number :

Note:

Notarized copies of following documents shall be enclosed:

- i. PANCARD
- ii. Certificate of incorporation and commencement of business OR certificate of registration

Appendix C

POWER OF ATTORNEY

(On Stamp paper of relevant value)

Know all men by those present, We(name and address of the Registered office) do hereby constitute, appoint and authorize Mr / Ms (name and residential address) who is presently employed with us and holding the position of..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for selection of Consultant for Preparation of **“Detailed Project Report for setting up of Herbal Extraction Unit in Chhattisgarh”** in Nava Raipur. including signing and submission of all documents and providing information/ responses to C.G. MFP Fed.in all matters in connection with our Proposal for the said Assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Accepted

_____(Signature) (Name, Title
and Address of the Attorney)
Date:.....

Dated this the ____ Day of ____ 2022
For _____

(Name and designation of the person(s)
signing on behalf of the Applicant)

Note:

1. To executed only if the Applicant is a Company or Partnership firm
2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of Attorney.
3. Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

Appendix D

Format for Experience in preparing Detailed project reports/Pre-feasibility reports/Feasibility reports for any product that can be processed from Minor Forest produce or Agricultural produce or Food Processing
 (To be filled for each service provided, along with copy of the work-order/ agreement/ other relevant supporting documents);

Clause reference 3.1 -Technical Qualification Criteria A & B (As applicable)

1A	Name of the Client for which DPR was Prepared	
	Or	
1 B	Name of Processing unit being run and operated by the Applicant	
2	Address phone, email of Client	
3 A	MFP / Agri product/ Food Processing proposed to be processed or being processed	
3B	List of products being made after processing of Herbal/MFP at the unit operated by the Applicant	
4A	Plant Capacity Proposed	
4B	Plant Capacity Proposed or Plant capacity which is being run and operated by the applicant	
5	Location of Plant	
6	Year of Plant Commissioning	
7	Current Status of the plant (Operational —Y/N)	

Signature of the Authorized Signatory

Seal of the firm/company

This is to certify that the above information has been examined by us on the basis of relevant documents & other relevant information and the information submitted above is as per record and as per details of documents annexed herewith.

Signature, Address, Seal & Membership No. of Independent Auditor

Appendix E

Financial Capacity

Name of Applicant Firm

The information regarding the Annual average turnover should be provided in the format below:

Particulars	2018-19 (Rs. In lakh.)	2019-20 (Rs. In lakh.)	2020-21 (Rs. In lakh.)
Annual Average Turnover (the "Financial Capacity") in the last 3 financial years of the Applicant firm as per certificate of CA / Statutory Auditor			

Signature of the Authorized Signatory

Certificate of the Chartered Accountants/ Statutory Auditors

Based on Audited Accounts and other relevant documents of _____ (name of bidder), we M/s _____, Chartered Accountants/ Statutory Auditors, certify that the above information is correct.

Signature and Seal of
Chartered Accountants/ Statutory Auditors

Note: Average Annual Turnover amount shall not be considered for evaluation if this certificate is not signed and stamped by the auditor/ CA certifying Average Annual Turnover.

Appendix F

Self Attested Resume of the Key Person in the Team of Applicant.

Financial Proposal

Format for Financial Proposal

(On the letterhead of the Applicant)

[Date]

To

The Managing Director (M.D.)

C.G State Minor Forest Produce Federation,
Van Dhan Bhawan , Sector-24,
Nava Raipur Atal Nagar, Chhattisgarh

Dear Sir,

Sub: Selection of Consultant for Preparation of Detailed Project Report (DPR) for Setting up Herbal Extraction Unit in Chhattisgarh

1. We, the undersigned, having gone through this RFP document and having fully understood the scope of services, as set out in this RFP document, offer to provide the consulting services for the above. Our Financial Proposal for Project is for the sum of Indian Rupees_____(Amount in words and figure). This amount is inclusive of all taxes including service tax.
2. Our Financial Proposal shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the Proposal.....i.e.(Date).
3. This financial proposal covers remuneration for all the Personnel, accommodation, air fare, equipment, all over heads, out of pocket expenditures, profits, mentioned in the breakup of financial proposals. This Financial Proposal is without any condition.
4. We understand that Income Tax shall be deducted at source by C.G. MFP Fed., as per applicable laws.
5. We understand that in case of difference in amount quoted in figures and words, the lower value would be considered for evaluation.
6. We undertake that in competing for and, if the award is made to us, in executing the above consultancy services, we will strongly observe the laws against fraud and corruption to force in India namely "Prevention of Corruption Act 1988" We understand that you are not bound to accept any Proposal you receive.

Yours sincerely, Authorized

Signature:

Name and Title of Signatory: Name of

Firm:

Seal of Firm:

Address:

BREAKUP OF FINANCIAL PROPOSAL

(On Applicant's letter head)

[Location, Date]

To

The Managing Director (M.D.)

C.G State Minor Forest Produce Federation, Van
Dhan Bhawan , Sector-24,
Nava Raipur Atal Nagar, Chhattisgarh

Sub: Selection of Consultant for Preparation of Detailed Project Report (DPR) for Setting up Herbal Extraction Unit in Chhattisgarh

We attach the breakup of the Financial Proposal as follows:

S.No.	Project Detail for which DPR is to be prepared	Estimated Total Project Cost (INR Lakhs)	Cost of Preparing DPR (INR Lakhs)
1.	Herbal Extraction Unit		

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Seal of Firm:

Address

Appendix H

Scope of Work and Terms of Reference

The preferred applicant should design a comprehensive Detailed Project Report (DPR) mapping of Herbal Extraction Unit, after undertaking study on the following parameters:

1. Introduction of Herbal Extract Project
2. Herbal Extract Properties
3. Standard and Specifications Requirement
4. Locations in Chhattisgarh where Herbal/MFP produced in large quantities
5. Potential MFPs from which Herbal concentrates can be Extracted
6. Herbal Extract Uses and Applications
7. List of Licenses and Statutory Clearances Required.
8. Quality parameters to determine the benchmarks of the produce (Herbal Extract)
9. Supply & Demand Analysis
10. Market Survey & Trend
11. Growth of Herbal Industry in last 5 Years
12. Environmental & Sustainability Aspects
13. Herbal Extraction Process and Technology
14. Herbal Extraction Process Flow Sheet Diagram
15. Factors Affecting the spectrum of components extracted from herbs
16. Names and Addresses of Herbal Extraction units in India
17. Pollution Control and Energy Conservation
18. Herbal Extraction Unit Capacity Utilization
19. Herbal Extraction Unit Implementation Schedule
20. List of Machinery for Herbal Extraction Unit.
21. Herbal Extraction Unit Laboratory Equipment and Accessories
22. Herbal Extraction Unit Electrification
23. Electric Load and Water Requirements for the Unit
24. Maintenance Plan for Plant & Machinery
25. Raw Material Requirement

26. Availability, Cost and Rates of Raw Materials
27. Requirement of Staff & Manpower
28. Land Requirement and Land Cost
29. Preparation of Layout plan and detailed building plan, detailed Architectural /Engineering drawings and Service drawings required for execution of the Project
30. Preparation of detailed estimates – as per the Schedule of Rate (SOR) of Public Works Department (PWD), Govt of Chhattisgarh.
31. Evaluation of Minimum Viable Capacity of the Plant
32. Estimated cost of Machineries with capacity and specification
33. Fixed Capital Investment for Herbal Extraction Unit
34. Working Capital Requirement
35. Total Project Cost of Herbal Extraction Unit
36. Term Loan Requirements for Herbal Extraction
37. Herbal Extraction Unit Repayment Schedule
38. Herbal Extraction Unit Depreciation Chart
39. Herbal Extract Cost and Selling price
40. Herbal Extraction Unit Break Even Analysis and IRR
41. Herbal Extraction Unit Profitability Analysis
42. Herbal Extraction Unit Cash Flow Statement
43. Herbal Extraction Unit Debt Service Coverage Ratio
44. Projected Balance Sheet for Herbal Extraction Business
45. Herbal Extraction Units and Machinery Manufacturers in India
46. Herbal Extraction Raw Material Suppliers.

APPENDIX H (A)

Estimated Annual Availability of MFP/Medicinal Plant in Chhattisgarh					
S.N.	Name of MFP	Botanical Name	Useful Part	Season of Availability	Quantity(in Qt.)
1	2	3		4	5
1	Harra	<i>Terminalia chebula</i>	Fruit Pericarp	December-January	110000
2	Charota	<i>Cassia tora</i>	Seed	November- January	80000
3	Dhawai flower	<i>Woodfordia fruticosa</i>	Flower	March- May	30000
4	Vaayvidang	<i>Embelia tsjerium-cottam</i>	Seed	October- December	10000
5	Honey	<i>Honey</i>		May- June &November-December	4000
6	Nagarmotha	<i>Cyperus rotundus</i>	Root	November- January	20000
7	Kalmegh	<i>Andrographis paniculata</i>	Whole plant	October - December	15000
8	Amla	<i>Phyllanthus emblica</i>	Fruit	November - January	10000
9	Baheda Kachriya	<i>Terminalia bellirica</i>	Fruit Pericarp	December	30000
10	Karanj seed	<i>Pongamia pinnata</i>	Seed	April-May	20000
11	Bael	<i>Aegle marmelos</i>	Pulp	April - May	10000
12	Jamun seed	<i>Syzygium cumini</i>	Fruit and Seed	June-July	5635
13	Kullu gum	<i>Sterculia urens</i>		April-May	550
14	Giloe	<i>Tinospora cordifolia</i>	Stem	January- March	1500
15	Kewach	<i>Mucuna pruriens</i>	Seed	March- April	1000
16	Bhelwa	<i>Semicarpus anacardium</i>	Fruit	February- April	2233
17	Neem	<i>Azadirachta Indica</i>	Leaves and Seed	June-July	1000
18	Van jeera	<i>Vernonia anthelmintica</i>	Seed	November- December	5000
19	Van tulsi	<i>Ocimum gratissimum</i>	Seed	February-April	30000
20	Safed Musli	<i>Chlorophytum</i>	Rhizome	November- January	1000
21	Kali Musli	<i>Curculigo orchoides</i>	Rhizome	November- January	1000
22	Indrajau	<i>Holarrhena Pubescens</i>	Seed	February- April	3000
23	Maalkangni	<i>Celastrus paniculatus</i>	Seed	October-December	5000
24	Ghataphal	<i>Annona squamosa</i>	Fruit	October-December	1000
25	Satawar	<i>Asparagus racemosus</i>	Rhizome	November- December	2000
26	Bach	<i>Acorus calamus</i>	Rhizome	May-July	1500
27	Bal Harra	<i>Terminalia chebula</i>	Fruit	November- December	1000
28	Babool seed	<i>Acacia arabica</i>	Seed	December-January	2000
29	Nishodh	<i>Operculina turpethum</i>	Seed	March-April	1000

Request for Proposal for Selection of Consultant for Preparation of Detailed Project Report (DPR) for setting up Herbal Extraction Unit in Chhattisgarh

30	Kata Jhadu	<i>Thysanolaena</i>		November-January	3000
31	Arjun Chhal	<i>Terminalia arjuna</i>	Bark	April	2500
32	Sarpgandha	<i>Rauvolfia serpentina</i>	Root	December-January	200
33	Jhigan	<i>Lannea coromandelica</i>	Gum	April-May	1000
34	Amaltash	<i>Cassia fistula</i>	Fruit	May June	500
35	Kaladana	<i>Ipomoea hederacea</i>	Seed	September -October	2000
36	Lal gunja	<i>Abrus precatorius</i>	Seed	February- April	200
37	Gataran	<i>Caesalpinia Crista</i>	Seed	May- April	500
38	Anantmul	<i>Hemidesmus indicus</i>	Root	December-January	500
39	Ashwagandha	<i>Withania somnifera</i>	Root	December-March	100
40	Gudmar	<i>Gymnema sylvestre</i>	Leaves	November- December	500
41	Kurru	<i>cleistanthus collinus</i>	Fruit	November- December	1000
42	Bidari kand	<i>Pueraria tuberosa</i>	Rhizome	November-January	300
43	Kachnar	<i>Bauhinia purpurea</i>	Gum	April-May	100
44	Baykumhi	<i>Pterospermum acerifolium</i>	Flower	February- March	1000
45	Shikakai	<i>Acacia sinuata</i>	Pod	March-April	200
46	Koriya Chhal	<i>Holarrhena Pubescens</i>	Bark	February- April	500
47	Saja	<i>Terminalia elliptica</i>	Fruit	January- February	300
48	Palash	<i>Butea monosperma</i>	Seed	May -June	80
49	Bhui Amla	<i>Phyllanthus amarus</i>	Whole Plant	October	50
50	Reetha	<i>Sapindus emarginatus</i>	Fruit	October-January	100
51	Khamhar	<i>Gmelina arborea</i>	Bark	December -January	100
52	Bhringraj	<i>Eclipta alba</i>	Whole plant	July-September	10
53	Nirmali	<i>Stryconus potatorum</i>	Seed		1000
54	Dikamali	<i>Gardenia gummifera</i>	Gum		700
55	Muskdana	<i>Abelmoschus</i>	Seed		200
56	Rasna	<i>Pluchea lanceolata</i>	Root		1000
57	Ajmoda	<i>Apium graveoleus</i>	Seed		300
58	Jamal ghota	<i>Croton tiglium</i>	Fruit		100
59	Ghont	<i>Zizyphus xylopyrm</i>	Fruit		1000
60	Mainfal	<i>Randia dumetorum</i>	Fruit		500
61	Semal	<i>Bombax ceiba</i>	Flower		200

GENERAL CONDITIONS OF CONTRACT

1. RELATIONSHIP BETWEEN THEPARTIES

Nothing contained here in shall be construed as establishing a relation of employer and employee or agent as between C.G. MFP Fed. and the Consultant (CONSULTANT). The CONSULTANT shall have complete charge of personnel performing the Services. The Consultant shall be fully responsible for the Services performed by it or on its behalf here under.

2. DURATION OF AGREEMENT: 3 MONTHS

3. MODE OF PAYMENT

3.1 The Applicant shall submit its report in three stages:

- 1) Inception Report/ Concept Note within 15 days of receiving the work order.
- 2) Draft Report, within 15 days of submission of Inception report.
- 3) Final DPR, within 15 days from the date of approval of Draft report given by the Federation Management.

3.2 The Applicant shall ensure that the DPR for setting Herbal Extraction Unit to be submitted has been approved by the federation. DPR approved by the Federation shall be eligible for payment.

3.3 The Applicant shall be paid for each DPR in two phases:

1. Upon submission of Inception Report 25% Payment
2. Upon Federation approval of Draft Report 50% payment
3. Upon Federation approval of Final Report: Balance 25% Payment

3.4 C.G. MFP Fed. may request visit of any other official of the organization of the CONSULTANT for any expert advice and discussion. For such instances, cost of travel from the location of such official in India to Raipur, cost of local conveyance in Raipur and Nava Raipur, cost of food, accommodation and out of pocket expenses shall be paid by C.G. MFP Fed. , along with cost of man-days for the visiting personnel for the days spend for such discussions. Based on the cost per man-day for such personnel, which will be stated by the CONSULTANT in its communication, while confirming the dates and name of visiting personnel(s). The payment shall be made on submission of invoice along with original bills, tickets, boarding passes.

3.5 The Service Tax, Cess, Surcharge levied on such services shall be paid by the consultant. at the then prevailing rate on every payment made to the CONSULTANT against invoice, including those for paying the travel cost of any personnel of the Consultant's organization.

4. C.G. MFP Fed. Shall finalize all reports/ documents to be submitted by the Consultant by itself or through an external agency appointed by C.G MFP Fed.

5. DEDUCTIONS

5.1 The remuneration aforesaid is for the complete assignment which includes Federation approve Inception report, Draft Report, Final DPR within the timeframe mentioned in the document, failing which the C.G MFP Fed shall levy and recover from the pending bills of the agency as liquidated damages at 0.5% per week or part thereof subject to a maximum of 5% of award value.

5.2 In the event the Key Person / Technical Expert, proposed in the technical proposal, is changed, one time penalty, equivalent to 5% fee shall be imposed , unless there as on of change is not due to reason of leaving the Consultant's organization by the Technical Expert. In the event of the change in the Technical Expert, the Consultant shall substitute the personnel with equal or higher qualification with prior approval of C.G. MFP Fed.

5.3 In the event of total default / failure by the Consultant in providing the Services, C.G MFP Fed. reserves the right to get the Services executed by any other Consultant at the cost and risk of the Consultant.

6. TERMINATION CLAUSE

6.1 The work order shall be effective on the date hereof and shall continue in full force until completion of the Services or terminated earlier as per the Clause (i) ,(ii) & (iii)below:

- i. C.G MFP Fed. shall have right to review the performance of the CONSULTANT and if C.G. MFP Fed. Is not desirous of continuation of the services of the CONSULTANT on ground of unsatisfactory performance or breach of any term or condition of the contract it may terminate the work order by giving notice of 30 days and by providing reasonable opportunity to be heard. If C.G. MFP Fed. terminates the work order as a result of a default of the Consultant, the Consultant shall be liable for the extra costs reasonably incurred by C.G. MFP Fed. in obtaining completion of that part of the Services which remained incomplete, as on the date of termination.
- ii. C.G. MFP Fed. or the CONSULTANT may terminate the work order by giving the termination notice of three months in advance.
- iii. If C.G MFP Fed. terminates the work order, not as a result of any default by the Consultant, then C.G. MFP Fed. Shall compensate the Consultant for the Services performed till the date of termination but no other claim on any ground shall be allowed.

- iv. The communication of termination of the work order shall be by means of written notice ("Termination Notice")

7. RESPONSIBILITIES AND OBLIGATIONS OF THE CONSULTANT

The Consultant shall:

- a. Provide the Services as set out in Scope of work and Terms of Reference
- b. exercise the degree of skill, care and diligence normally exercised by members of the profession performing services of a similar nature;
- c. be bound to comply with any written direction of C.G. MFP Fed. to vary the scope sequence or timing of the Services; and
- d. use all reasonable efforts to inform itself of C.G. MFP Fed.'s requirements for the deliverables for which purpose the Consultant shall consult C.G. MFP Fed. throughout the performance of the Services.

8. CONFIDENTIALITY AND PUBLICITY

The Consultant shall treat the details of the output of the assignment and the Services as confidential and for the Consultants own information only and shall not publish or disclose the details of the output, deliverables/ milestones submitted to C.G. MFP Fed. or the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous consent in writing of C.G. MFP Fed.

9. OTHER CONDITIONS

- (a) In the event, any service required by any of the experts of the Consultant's organization, Consultant shall provide such services on mutually agreed terms and conditions.
- (b) In the event C.G MFP Fed. desires the Consultant to perform additional services which are not within the Terms of Reference, the Consultant shall agree to perform such additional services on such renegotiated, modified and new terms and conditions as may be mutually agreed by the Parties.
- (c) C.G MFP Fed. shall provide to the Consultant documents/ information/ reports as maybe required by the Consultant to enable it to provide the Services. C.G.MFP Fed. Undertakes and agrees to furnish to the Consultant from time to time such other documents /report/ information in its possession and/or knowledge as it may consider relevant to perform the Services, as and when such information is received by/ available with the C.G MFP Fed.
- (d) C.G MFP Fed. shall have the right to instruct the Consultant to deploy additional experts as part of

the assignment. The Consultant shall deploy such experts, acceptable to C.G. MFP Fed., within 90 days of receipt of such instruction of C.G MFP Fed., at mutually agreed terms & conditions

(e) All intellectual property conceived, originated, devised, developed or created by the Consultant, its agents, specifically for the purpose of rendering the Services, shall vest with C.G MFP Fed. unless otherwise agreed, between C.G MFP Fed. And the Consultant.

(f) C.G MFP Fed as sole beneficial owner shall be entitled to use such intellectual property for the purpose of the Project

10. COMPLIANCE WITH LAWS

The Consultant shall take due care that all its documents comply with all relevant laws and statutory regulations and ordinances, guidelines in force which includes all laws in force and effect as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India including judgments, decrees, injunctions, writs of or orders of any court of record, as may be in force and effect during the subsistence of this Agreement applicable to the Consultant.

11. GOVERNING LAW AND JURISDICTION

This Agreement shall be governed by the laws of India. The Courts at Raipur shall have jurisdiction over all matters arising out of or relation to the work-order.

12. DISPUTE RESOLUTION

12.1 Amicable Resolution

Any dispute, difference or controversy of whatever nature between the Parties, howsoever arising under, out of or in relation to this Agreement (the "Dispute") shall in the first instance be attempted to be resolved amicably through discussions between the Parties.

13. MODIFICATION

Modification of the terms and conditions of the Agreement, including any modification of the scope of the Services, may only be made by written agreement between the Parties.

14. VARIATIONS

C.G MFP Fed. may, by written notice to the Consultant, direct the Consultant to vary the scope, sequence or timing of the Services with suitable compensation for such variation to be agreed mutually and the Consultant shall be bound to comply with that direction.