



Notice Inviting Tender
Directorate of Agriculture Development and Farmers' Welfare Department
Vikas Bhavan, Thiruvananthapuram- 695033

Tender/EOI Call Notice No – TP-3/01/2019-20
TENDER FOR EXPRESSION OF INTEREST FOR ENGAGEMENT OF AGENCY FOR 3RD PARTY
EVALUATION OF RKVY PROJECTS OF 2015-16, 2016-17 & 2017-18

Directorate of Agriculture Development and Farmers' Welfare Department, Government of Kerala invites Expression of Interest from credible organizations with experience and expertise in evaluation of Agriculture and Allied Projects. Prospective Bidders who fulfill the basic requirements as per the tender document may go through the tender document published online in the portal www.etenders.kerala.gov.in and submit bids online along with payment of tender fee and EMD as required.

Tender fact Sheet

SI No	Particulars	Details
1	Name of Authority	Director of Agriculture Development and Farmers Welfare, Vikas Bhavan Thiruvananthapuram, Kerala
2	Tender/EOI Call Notice No	TP-3/01/2019-20
3	Tender date	20/01/2020
	Type of tender	Open tender
	Tender category	EOI for 3 rd party evaluation
4	Name of Engagement	ENGAGEMENT OF AGENCY FOR 3 RD PARTY EVALUATION OF RKVY PROJECTS FOR THE YEAR 2015-16, 2016-17 & 2017-18
5	Availability of the document	www.etenders.kerala.gov.in
6	Cost of tender/EOI paper	Rs 1000/- + 18% GST to be paid online
7	EMD	Rs 10000/- to be paid online (fixed)
8	Date of publishing of tender	21/01/2020 11 AM
9	Document sale start date	21/01/2020 11 AM
10	Document sale end date	17/02/2020 1 pm
11	Seek clarification start date	21/01/2020 11 AM
12	Seek clarification end date	15/02/2020 11AM
13	Prebid meeting date	30/01/2020 2 pm
14	Bid submission start date	21/01/2020 11 AM
15	Bid submission end date	17/02/2020 3 pm
16	Technical Bid opening date	19/02/2020 3 pm
17	Bid Opening place	Directorate of Agriculture Development and Farmers Welfare, Vikas Bhavan, Thiruvananthapuram. Vikas Bhavan Thiruvananthapuram
18	Date of opening of financial bid	The date and time will be communicated to the technically qualified bidders.
19	Performance security on award of contract	5 % of the work order value in the form of Bank guarantee in favour of Director of Agriculture Development and Farmers Welfare, Vikas Bhavan, Thiruvananthapuram. This is inclusive of EMD already paid.
20	Contact person details	Sri V Sivaramakrishnan Deputy Director of Agriculture (Planning) Director of Agriculture Development and Farmers Welfare, Vikas Bhavan, Thiruvananthapuram. Mob: 9383470018

Terms of Reference (ToR) for 3rd party evaluation of RKVY projects for the year 2015-16, 2016-17 & 2017-18

- Engagement of an organization as independent 3rd party to take up evaluation of projects under RKVY for the year 2015-16, 2016-17 & 2017-18 to ensure that the interventions proposed are being implemented in the field properly.
- Studying the service delivery mechanisms, actual maintenance of assets, extent of adoption by farmers, constraints & issues, remedial measures etc so that the intended objective under RKVY could be met effectively for the agricultural growth in the state.
- To evaluate on a concurrent basis the implementation of the schemes in terms of planning process, identification of beneficiaries, achievement of targets, efficiency and timeliness in implementation, field level success rates etc.
- To assess the extent of ground level adoption of the interventions proposed under identified RKVY projects.
- To study the usefulness of schemes at grass root level.
- To identify difficulties faced by beneficiaries dealing with various stakeholders, if any.
- To suggest corrective measures for missing links in the schemes or in its implementation.

SCOPE OF WORK

Twenty-five percent (25%) of the projects sanctioned by the state in each year under three streams e.g. RKVY (Production Growth), RKVY (Infrastructure & Assets) & RKVY (Sub-Schemes) shall have to be compulsorily taken up for the third party monitoring and evaluation by the implementing states. The State Government is at liberty to choose any reputed organization for conducting the evaluation and the costs will be met by the State Government from the 2% allocation retained by them for administrative expenses under RKVY.

The Department of Agriculture Development and Farmers' Welfare, Government of Kerala intends to engage an organization as independent 3rd party to take up evaluation of projects under RKVY projects of 2015-16, 2016-17 and 2017-18 as described in the Schedule-I at various districts of the State to ensure that the interventions as proposed are being implemented in the field properly. The and evaluation exercise is aimed at studying the service delivery mechanisms, actual maintenance of assets, extent of adoption by farmers, constraints & issues, remedial measures etc so that the intended objective under RKVY could be met effectively for the agricultural growth in the state.

The Department of Agriculture Development and Farmers' Welfare, Government of Kerala requires the services of reputed, well established and financially sound organizations to conduct evaluation of RKVY projects of 2015-16, 2016-17 and 2017-18 as described in the Schedule-I at various districts of the State.

The contract for conducting evaluation of the projects as described in Schedule-I is likely to commence from a date to be specified and would continue up to **31st May 2020**. The period of the contract may be further extended beyond the specified date in case of contingencies which may arise. The Department of Agriculture Development and Farmers' Welfare, Government of Kerala, however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected organizations without assigning any reason.

The interested organizations may submit the tender document complete in all respects online along with the tender fee and Earnest Money Deposit (EMD) as specified paid online on or before **17/02/2020 up to 3 PM** and the hard copy of the entire bid document submitted at the Directorate of Agriculture Development and Farmers' Welfare Department, Vikas Bhavan, Thiruvananthapuram- 695033.

Objective of the Work:

8.1 The Director of Agriculture Development and Farmers Welfare, Vikas Bhavan, Thiruvananthapuram. intends to engage an Agency for conducting Evaluation of Projects implemented under RKVY during the financial years 2015-16, 2016-17 and 2017-18.

8.2 To know whether

- (1) The designed output of each project identified in for all three years has been achieved.
- (2) The Expected outcome of each project identified in all three years has achieved.
- (3) The timelines are followed and targets achieved effectively
- (4) Analysis of direct and indirect impact on project beneficiaries and on increasing Production and Productivity.
- (5) Analytical comments on the process involved and other features of the projects like, record keeping, selection of beneficiaries, verification of beneficiaries, mode of payment / subsidy to farmers, implementation schedule etc.
- (6) To enlist difficulties faced by the farmers and implementing agencies and to suggest corrective measures that would improve effective project planning in future.

Deliverables with Time Line

1. Survey, Interviews, Data collection, fund flow statements, DPR review to be completed by 10/4/2020
2. First Draft report 16/4/2020
3. District level meetings, discussions etc to be completed by 3/5/2020
4. Second draft report by 10/5/2020
5. State level seminar and consolidation by 18/5/2020
6. Final report presentation before the Director of Agriculture Development and Farmers Welfare by 23/5/2020
7. Final Report incorporating suggestions and modifications (30 copies printed) submission to the Authority on 31/5/2020

Tentative structure of the final report of the study

- a) Introduction and Background
- b) List of projects sanctioned under RKVY, detailed physical and financial target Panchayat wise/District wise/Agency wise/Year wise with details of fund flow.
- c) Designed Output and Expected Outcome.
- d) Sampling procedure adopted
- e) Methodology of the study, formats of surveys, data collection, schedule of meetings, discussions, interviews etc
- f) Studies conducted , Structured Data Collected and consolidated
- g) Observations, Analysis and Findings in the study of each project.
- h) Comments on the implementation process, mode of distributing subsidy, record keeping, etc.
- i) Shortfalls, Lacunas and Suggestions for improvement
- j) Inference and Conclusion.
- k) Annexures, Photographs

GENERAL INSTRUCTION FOR BIDDERS

Organizations are required to submit the proposal as per the guidelines and formats detailed below.

1. The interested organizations are advised to submit the tender online in two cover system
2. The tender has been invited under **two bid system i.e. Technical Bid and Financial Bid (BOQ)** to be submitted online in the portal www.etenders.kerala.gov.in. Prices should not be indicated in the technical bid.
3. The bidders may seek any clarification from the RKVY section, Department of Agriculture Development and Farmers' Welfare, Vikas Bhavan, Thiruvananthapuram- 695033, Government of Kerala during working hours in office days before submission of the proposals.
4. The technical bid will be the qualifying bid. Financial bid will be opened only in case of technically qualified bidders. The bid should be valid upto 31/12/2020.

5. The Earnest Money Deposit (EMD) refundable without interest should be remitted online at the time of bid submission. EMD exemption if any eligible by the agency, should be justified with the support of original documents, the scanned copies of which has to be submitted in Cover 1, failing which the bid will be rejected without assigning any reasons.
6. The tendering agencies are required to submit online scanned copies in PDF format of the following documents along with the Technical Bid, **failing which their bids shall be summarily rejected and will not be considered any further:**
 - Registration certificate of the organization;
 - Copy of PAN/GSTIN Card;
 - Copy of the IT return filed for the last three consecutive financial years;
 - Copy of the Service Tax registration certificate;
 - Certified extracts of the Bank Account containing transactions during the last three consecutive years.
 - Audit Report of the agency for the last three consecutive years from a Chartered Accountant.
 - A statement showing the major assignments awarded and executed by the organization in the last three consecutive years with documentary proof thereof.
 - Details of qualification as per Annexure 6,7 and 8
7. **Any conditional bids shall not be considered and will be summarily rejected.**
8. All entries in the tender form should be eligible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids. The financial bid should be submitted in the MS Excel file titled BOQ wherein all costs excluding taxes and the costs including taxes are to be given in the respective cells.
9. Every document in pdf/MS Excel version must be digitally signed by the authorized signatory of the agency.
10. All blank spaces in the forms submitted must be filled in completely either typed or written in ink.
11. The technical bids shall be opened on the Scheduled date and time at **3.00 PM on 19/2/2020**, in the office of Director, Agriculture Development and Farmers' Welfare Department, Vikas Bhavan, Thiruvananthapuram- 695033, in the presence of representatives of the organizations, if any, who wish to be present on the spot at that time.
12. The financial bid of those tenderers whose Technical bids are found in order will be opened on a later date and time to be decided in the office of Director, Department of Agriculture Development and Farmers' Welfare, Vikas Bhavan, Thiruvananthapuram- 695033, in the presence of one of the representatives of the Agency, if any, who wish to be present on the spot at that time. The date of opening of financial bids will be communicated to the concerned tenderers in writing and over phone .
13. The financial bids with no service charge or abnormally low service charge will be liable to be rejected after considering various aspects of the bid. Similarly, if bids are received with high service charges, which in the opinion of the Authority is unreasonably high such bids shall also be rejected summarily, without assigning any reasons whatsoever. However, the Authority reserves the right to negotiate with such bidders, subject to reasonable rates of service charges being offered by the bidder.
14. After opening of the Financial Bids submitted by the bidders, if there is a tie the decision of the Authority in awarding the contract to any of the organization whose rates are comparable shall be final and binding on all. On the other hand the Authority reserves the right to award the work to any of the bidders whose offer is comparable, after due negotiation of rates, but after considering the Organizational capabilities of the bidder(s) with reference to the Technical and Financial Bid.
15. The State Nodal Department of RKVY i.e Department of Agriculture Development and Farmers' Welfare, Vikas Bhavan, Thiruvananthapuram- 695033, Government of Kerala reserve the right to reject any proposal without assigning any reason whatsoever & their decision in this matter shall be final and binding on all concerned.

16. The agency has to enter into an agreement with the Authority i.e. Director, Department of Agriculture Development and Farmers' Welfare, Vikas Bhavan, Thiruvananthapuram- 695033, Government of Kerala in accordance with the ToR to complete the work within the stipulated date
17. The evaluation of RKVY projects of 2015-16,2016-17 & 2017-18 will be carried out which includes sample collection, survey, data collection, data entry & analysis, evaluation, documentation & final report writing.
18. The agency shall adhere to the objectives, scope, tasks, output, methodology, completion schedule, deliverables & various other terms and conditions laid out in the agreement & ToR for rendering the services.
19. The agency shall render the services to the total satisfaction of the Department of Agriculture Development and Farmers' Welfare, Vikas Bhavan, Thiruvananthapuram- 695033, Government of Kerala within the frame work.
20. The list of beneficiaries/farmers and all project details will be collected by the agency from the concerned offices of the department / implementing agency at various levels.
21. The evaluation study should be complete in all aspects and report submitted by **31st May 2020**
22. The payment to the agency will be made by the Director, Department of Agriculture Development and Farmers' Welfare, Vikas Bhavan, Thiruvananthapuram- 695033, Government of Kerala through RTGS for the deliverables submitted by the agency in accordance with the tender conditions. Claims complete in all respects will normally be settled without delay subject to orders from the Finance Department of the Government of Kerala.
23. The Director, Department of Agriculture Development and Farmers' Welfare, Vikas Bhavan, Thiruvananthapuram- 695033, Government of Kerala or his representative and also Government of Kerala shall have full rights to monitor the progress of evaluation being rendered by the agency at all stages and to give suitable instructions and directions as deemed fit.
24. The Director, Department of Agriculture Development and Farmers' Welfare, Vikas Bhavan, Thiruvananthapuram- 695033, Government of Kerala will conduct periodical assessment of the work done by the agency, if required. Assessment will be carried out based on tasks and deliverables and its completion in stipulated period.
25. If at any point of time, amendment is required in any of the provisions or part thereof in ToR, and if such amendment agreed upon by and between the parties herein, on the approval of Department of Agriculture Development and Farmers' Welfare, Vikas Bhavan, Thiruvananthapuram- 695033, Government of Kerala the said amendment shall be part and parcel of this agreement.
26. In case of any dispute arising out of interpretation of any clause of this agreement, it will be discussed between both the parties & an attempt will be made to settle the same amicably.
27. In case the decision could not reach at finality, in that event Agricultural Production Commissioner, Government of Kerala or any person nominated by him will be sole arbitrator & his decision will be final & bound to both the parties.
28. The agency shall execute the assignment in accordance with the highest standards of professional and ethical competence and integrity, having due regards to the nature and purpose of the assignment, and to ensure that the staff assigned to perform the services under this agreement, will conduct themselves in a manner consistent herewith.
29. The final reports and other documents or software submitted by the agency in the performance of the services shall be the property of the Department of Agriculture Development and Farmers' Welfare, Vikas Bhavan, Thiruvananthapuram- 695033, Government of Kerala. On termination or expiry of this contract, the agency shall return said property to the Department of Agriculture Development and Farmers' Welfare, Vikas Bhavan, Thiruvananthapuram- 695033, Government of Kerala. The agency may retain a copy of such documents, but shall not use them for purpose unrelated to this contract without prior written permission of the Department of Agriculture Development and Farmers' Welfare, Vikas Bhavan, Thiruvananthapuram- 695033, Government of Kerala. Furthermore, the agency may use title of the project and it is hereby prevented to circulate any document, information relating to this project, by any means and manner, to a third party without prior written permission of

the Department of Agriculture Development and Farmers' Welfare, Vikas Bhavan, Thiruvananthapuram- 695033, Government of Kerala.

30. The agency also agrees that all knowledge and information relating to this project shall not be within the public domain, which may be acquired out of this agreement. It shall be, for all time and for all purposes, regarded as strictly confidential and to be held in confidence, and shall not be directly or indirectly disclosed to any person or body or corporation, whatsoever, except with the written permission of Department of Agriculture Development and Farmers' Welfare, Vikas Bhavan, Thiruvananthapuram- 695033, Government of Kerala.

Sd/-
Director
Agriculture Development and
Farmers' Welfare Department