

**INVITATION FOR EXPRESSION OF INTEREST (EOI)**

**By**

**ICAR-MAHATMA GANDHI INTEGRATED FARMING RESEARCH INSTITUTE,  
PIPRAKOTHI, MOTIHARI- 845429.**

**FROM**

**INTERESTED PUBLIC WORKS ORGANIZATIONS (PWOs), OTHER WELL-REPUTED  
INSTITUTIONS, FIRMS AND INDIVIDUALS FOR PROVIDING CIVIL WORKS-RELATED  
CONSULTANCY SERVICES**

***For :***

**PREPARATION OF ESTIMATES AND DESIGN FOR DIFFERENT ORIGINAL/MINOR  
CIVIL WORKS AND VARIOUS REPAIRS & MAINTENANCE WORKS  
SUPERVISION AND VERIFICATION OF COMPLETED CIVIL WORKS TO BE EXECUTED  
DEPARTMENTALLY BY ICAR-MGIFRI, MOTIHARI  
AS PER MEMORANDUM OF UNDERSTANDING (MOU) TO BE SIGNED BETWEEN MGIFRI  
AND PROSPECTIVE CONSULTANT(S)**

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## SECTION-I



**महात्मा गाँधी समेकित कृषि अनुसंधान संस्थान, मोतिहारी (बिहार)**  
**MAHATMA GANDHI INTEGRATED FARMING RESEARCH INSTITUTE, MOTIHARI (BIHAR)**  
**(भारतीय कृषि अनुसंधान परिषद् INDIAN COUNCIL OF AGRICULTURAL RESEARCH)**  
**कैम्प ऑफिस: भारतीय कृषि अनुसंधान परिषद् का पूर्वी अनुसंधान परिसर, पटना**  
**CAMP OFFICE: ICAR RESEARCH COMPLEX FOR EASTERN REGION, PATNA**

ICAR Parisar, P.O. - Bihar Veterinary College, Patna – 800 014 (Bihar), INDIA  
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**F.No.MGIFRI/P&S-18/22-23/Hiring of Consultants/**

**Date: 20.10.2022**

### **INVITATION FOR EXPRESSION OF INTEREST (Eol)**

Under Rule 130, 131(I), 132 and Rule 183 (ii) & 184 of new GFR, 2017, the ICAR- Mahatma Gandhi Integrated Farming Research Institute (Indian Council of Agricultural Research), Ministry of Agriculture, Government of India invites online Expressions of Interests (Eols), from eligible and qualified Public Works Organizations (PWOs), and, also from the well-reputed & technically competent Institutions (other than PWOs), firms and individuals in India, for the following Consultancy proposals:-

<b>Eol No.</b>	<b>Details of Consultancy Proposals</b>	<b>EMD (Rs.)</b>
<b>I.</b>	<b>Preparation of Estimates and Design for Different Original/Minor Civil Works And various Repairs &amp; Maintenance Works, Supervision and Verification of completed Civil Works To Be Executed Departmentally</b>	<b>10000/-</b>

1. A complete set of Eol documents in English may be downloaded from CPP Portal Website: <https://eprocure.gov.in/eprocure/app> and our website: [www.mgifri.icar.gvo.in](http://www.mgifri.icar.gvo.in). DD may be drawn on a scheduled commercial Bank in India, in favour of “ICAR UNIT: NRC-IF, Motihari” payable at Patna. The Bidder must submit cost of Eol document i.e. Rs.1,000/- and EMD of Rs. 10,000/-, with its Eol offer, otherwise Eol offer will be rejected straightway.

2. Prospective Bidders shall ensure that their Eol offers complete in all respects, are submitted on CPP Portal through online mode only, on or before the closing date and time (i.e. 14<sup>th</sup> November 2022), Submission of Eol in hard copy or offline mode shall be summarily rejected. In the event of any of the below-mentioned dates being declared as a holiday, the Eol offers will be opened on the next working day at the scheduled time. The Eol documents are not transferable.

LIST OF IMPORTANT DATES		
<b>Date of Start of downloading of EOI Documents and submission on CPP Portal</b>	<b>:</b>	<b>20<sup>th</sup> October 2022</b>
<b>Online (Virtual) Pre-Eoi Meeting *</b>	<b>:</b>	<b>25<sup>th</sup> October 2022 (4.00 PM)</b>
<b>Last Date for Submission of Eols</b>	<b>:</b>	<b>14<sup>th</sup> November 2022</b>
<b>Date of Opening of Eols on CPP Portal</b>	<b>:</b>	<b>15<sup>th</sup> November 2022</b>
<b>Short-listing of Bidders (Tentative)</b>	<b>:</b>	<b>4<sup>th</sup> Week of November 2022</b>
<b>Award of Contract (Tentative)</b>	<b>:</b>	<b>2<sup>nd</sup> Week of December 2022</b>

\* Note: The prospective PWO(s), Institution(s), Firm(s) and Individual(s) who want(s) to participate in Online (virtual) pre Eoi meeting, will have to send a request to mail id [vipulraj@icar.gov.in](mailto:vipulraj@icar.gov.in) till 25<sup>th</sup> October 2022 (12.00 Noon) after which no request will be entertained and no other participants(s) will be eligible to participate in the pre Eoi meeting.

**Brief about objectives and Scope of the Work**

The Institute is located between latitudes of 26.65<sup>0</sup>N and longitudes of 84.92<sup>0</sup>E with height from mean sea level of 65 meters.

The ICAR Mahatma Gandhi Integrated Farming Research Institute (MGIFRI), was sanctioned in August 2015 having following details.

**MANDATE**

- Adaptive research for location-specific integrated farming system models (fish-based) for flooded, flood-prone and wetland ecology.
- Centre for vocational and advanced training to promote fish-based integrated farming systems.

**OBJECTIVE**

- To develop and demonstrate location-specific and farmer-centric integrated farming in waterlogged ecosystem wherein fishery will be given due importance.
- To act as repository of information and its dissemination on all aspects of integrated farming.
- To facilitate and promote coordination and dissemination of the technology for integrated farming through network/consortia approach involving ICAR institutes, state agricultural universities, and other agencies.
- Promote network and consortia research in the field of integrated farming.
- To provide scientific leadership and act as a centre for vocational as well as advanced training to promote the technologies related to integrated farming.
- To collaborate with relevant national and international agencies in liaison with state and central government departments for technology dissemination.
- To provide need-based consultancy and advisory support in promoting integrated farming.

**MISSION**

Productive use of unutilized/underutilized wetlands through integrated farming so as to achieve food, nutritional and livelihood security.

In so far as the **physical infrastructural development** of this Institute is concerned, the Complex has following **existing major Buildings**:-

- (i) An **Administrative-cum-Research Building**;
- (ii) A **Farmers' Hostel**;
- (iii) An **Auditorium**

Apart from the above-listed major office Buildings, there are also a number of other smaller Research-related Laboratories/Structures like Veterinary Clinic, Animal Sheds, Goat Shed, Poultry Sheds, Threshing Floors, Security Cabins, etc., *all of which would consistently require repairs and maintenance.*

The **original construction** of the office Buildings has been accomplished by the CPWD whereas Auditorium and Farmer's Hostel has been completed by the NPCCL.

However, in the interest of fairness and transparency, it is envisaged that the process of inviting **Expression of Interest (EoI)** from all the eligible and qualified **Public Works Organizations (PWOs)**, and, also from the **well-reputed and technically competent Institutions (other than PWOs)**, Firms and Individuals in India, would enable this **MGIFRI** to enter into a **Memorandum of Understanding (MoU)** with one of the ablest Institutions/PWOs/Firms/Individuals, for the purpose of ensuring **futuristic physical Infrastructural development** of this Institute.

#### **TERMS OF REFERENCE (ToR) FOR CONSULTANCY**

##### **Scope of Consultancy:-**

To provide project design, monitoring and certification services with respect to different works (Original/Minor/Repair & Maintenance).

For the **execution** of each and every **aforelisted individual item/activity**, the **selected PWO/Institution/Firm/Individual** shall constitute the **Second Party**, while the **ICAR-MGIFRI, Motihari** shall *constitute the First Party*. The **selected PWO/Institution/Firm/Individual** shall have to abide by the provisions of the CPWD Manual, CPWD's Delhi-Schedule of Rates (i.e. DSR), the General Financial Rules (GFR), 2017, the relevant Labour laws and other applicable Rules and Regulations in vogue.

**Objectives:-**

1. Preparation of Design of Different Original (Minor) Civil Works.
2. Preparation of Technical specification details along with BOQ for Original (Minor) Civil Works.
3. Preparation of Estimates as per CPWD DSR.
4. Preparation of Technical specification details along with BOQ for Repairs & Maintenance Works as per CPWD DSR.
5. Supervision and Verification of completed Original (Minor) Civil Works or Repairs & Maintenance Works during its execution.
6. Certification of the Original (Minor) Civil Works/ Repairs & Maintenance Works for quantity and quality.

**Outline and schedule for completion of the task:**

1. The Institute will intimate in writing about nodal person with whom the consultant will interact for the purpose of the assignment.
2. On getting the intimation for taking up a task as defined in the objectives above, the consultant will require to travel to the institute within 7 days to get an idea of the site, to take measurement for estimation and to understand the scope of the work. For such visit he will intimate the date of travel to the nodal person.
3. Within 7 days of his visit, the firm will submit design if required along with technical details and specification and estimate for the works to the institute.
4. The institute will suggest modification within next 7 days which will be incorporated by the consultant within subsequent 3 days.
5. The consultant will, on intimation from the nodal person of the Institute visit the work site at least two times excluding the First and the last visit. The consultant may at his convenience can club supervision of two works in a single visit provided the supervision of or progress of work does not suffer due to any delay.
6. Once the work will be over, the consultant will take final measurement for payment and will certify the quality and quantity of the works.

**Support to be provided by the Institute:**

The Institute through nodal person will only facilitate the visit of the site. No Transport Allowance, Dearness Allowance, etc., shall be provided by the Employer. The Consultant shall borne all costs of travelling, boarding and lodging. No payment shall be entertained by the Employer on these counts.

**Final output (In Breif):**

1. Brief Feasibility report for the works.
2. Drawing, Technical details and specification, Bill of Quantity for the works.
3. Estimate for the works.
4. Quality certification on completion of the works.
5. Quantity and payment amount certification for the works.

**TYPE OF CONTRACT**

The type of contract will be **Percentage (Success/contingency Fee) Contract**. The details are as follows :-

Percentage (Success/Contingency Fee) contracts directly relate the fees paid to the consultant/service provider as a percentage to the estimated or actual project cost. Since the payment is made after the successful realization of objectives, it is also called success (or contingency) fee contract. The final selection is made among the technically qualified consultants/service providers who have quoted the lowest percentage while the notional value of assets is fixed. The payment of consultancy fee shall be paid for the Job, which has been completed successfully in terms of objective of the Eol.



**INSTRUCTIONS TO CONSULTANTS**

**Part - I**

**1. Definitions:**

- (a) “Employer” means the Ministry / department who have invited the Expression of Interests (Eols) for consultancy services.
- (b) “Consultant” means any entity or person or associations of persons, who have been **eligible** and **willing** to **submit** their **Expression of Interests (Eols)** *that may enable the Employer for conducting the Bidding process.*
- (c) “Day” means calendar day.
- (d) “Government” means the **Government of India**.
- (e) “Instructions to Consultants” (Section-III of this Eol document) means the document which provides the prospective Consultants with information needed to submit their Expression of Interest (Eol).
- (f) “Invitation for Expression of Interest (Eol) means the Advertisement Notice being published by the Employer in the Central Public Procurement Portal (CPPP) and Employer’s own Website.
- (g) “Personnel” means **professionals** and **support staff** provided by the **Consultant** assigned to perform the Services or any part thereof; “Foreign Personnel” means **such professionals** and support staff, who, at the time of being so provided, had their **domicile outside the Government’s country**; “Domestic Personnel” means such professionals and support staff who at the time of being so provided had their **domicile in India**.
- (h) “Expression of Interest” means the **Expression of Interest (Eol) Forms** duly filled in by the prospective Consultant.

- (i) **“Assignment / job” means the work to be performed by the Consultant in pursuant to the Contract.**

**2. Introduction:**

- 2.1** The name of the assignment/Job has been mentioned in Part-II, Data-Sheet. **Brief about Objectives and Scope of the assignment/ job** has been outlined in the **Section-II**.
- 2.2** The **date and time for submission of the Expression of Interest (Eol)** has been given in **Part-II, Data-Sheet**.
- 2.3** The prospective Consultants are invited to submit their **Expression of Interest (Eol)**, for consulting Assignment/job named in the Part-II, Data-Sheet. The **Expressions of Interest (Eols)** will be the *basis for submitting the Technical and Financial Bids for the Consultancy Contract*.
- 2.4** Consultants should familiarize themselves with Local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment/job and Local conditions, Consultants are encouraged to meet the Employer’s representative named in Part-II, Data-Sheet before submitting an **Expression of Interest (Eol)** and to attend a **pre-Eol meeting**, if one is specified in the **Part-II, Data-Sheet**. Attending the **pre-Eol meeting** is **optional**. Consultants should contact the Employer’s representative for their visit or to obtain additional information on the **pre-Eol meeting**.
- 2.5** Consultants shall bear all costs associated with the preparation and submission of their **Expression of Interest (Eol)**. The Employer is not bound to accept any **Expression of Interest (Eol)**, and **reserves the right to annul** at any time RFPs (Requests for Proposals), without thereby incurring any liability to the Consultants.

### 3. Clarification and Amendment of Eol Documents:

3.1 Consultants may request a clarification on any clause of this Eol document, up to the number of days indicated in the Part-II, Data-Sheet before the Eol-submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Employer's address / Representative Email indicated in the Part-II, Data-Sheet. The Employer will respond in writing, or by standard electronic means. Should the Employer deem it necessary to amend the Eol document as a result of a clarification, it shall do so following the extant procedure.

3.2 At any time before the submission of **Expression of Interest (Eol)**, the Employer may amend this Eol Document by issuing an addendum/corrigendum by standard electronic means. The addendum/corrigendum shall be published on Institute Website. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their **Expression of Interest (Eol)**, the Employer may, *if the amendment is substantial*, extend the deadline for the submission of **Expression of Interest (Eol)**.

### 4. Conflict of Interest:

4.1 Employer requires that Consultants provide professional, objective, and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other Assignment /jobs or their own interests and act without any consideration for future work.

4.2 Without limitation on the generality of the foregoing, Consultants, shall be considered to have a **conflict of interest** and shall **not be recruited**, under any of the circumstances set forth below:

#### Conflicting activities:

- (i) A firm that has been **engaged** by the **Employer** to **provide goods, works or Assignment/job** other than consulting Assignment/job for a project, and any of its affiliates, shall be **disqualified** from **providing consulting Assignment/job related to those goods, works or Assignment/job**. *Conversely*, a firm hired to provide consulting Assignment/job for the preparation or implementation of a project, and any of its affiliates, shall be **disqualified** from **subsequently providing goods or works or**

Assignment/job other than consulting Assignment/job resulting from or **directly related** to the **firm's consulting Assignment/job** for such **preparation or implementation**. For the purpose of this paragraph, Assignment/job other than consulting Assignment/job are defined as those leading to a **measurable physical output**, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

**Conflicting Assignment/job:**

- (ii) A Consultant (including its Personnel) or any of its affiliates shall **not** be hired for any Assignment/job that, by its nature, may be in **conflict** with another Assignment/job of the Consultant to be **executed** for the same or for another Employer. For example, a Consultant hired to **prepare engineering design** for an **infrastructure project** shall **not** be engaged to prepare an **independent environmental assessment** for the **same project**, and a Consultant assisting a Employer in the privatization of public assets shall **not** purchase, **nor** advise the purchasers of, such assets.

**Conflicting relationships:**

- (iii) A Consultant (including its Personnel and Sub-Consultants) that has a **business or family relationship** with a member of the **Employer's staff** who is **directly or indirectly involved** in any part of (i) the preparation of the **Expression of Interest (Eol) Document**, (ii) the pre-qualification/short-listing process for such **Expression of Interest (Eol)**, or (iii) any other aspect of the Contract, may **not** be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the pre-qualification/short-listing/selection process and the execution of the Contract.
- 4.3 Consultants have an **obligation to disclose** any **situation of actual or potential conflict** that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the **Standard forms of Expression of Interest (Eol)** provided herewith. If the consultant fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the **disqualification** of the Consultant during bidding process or the termination of its Contract during execution of assignment.
- 4.4 **No agency** / person or current employees of the **Employer** shall work as Consultants under their **own ministries, departments or agencies**.

5. **Unfair Advantage:**

- 5.1 If a prospective Consultant could derive a **competitive advantage** from having provided consulting Assignment/job related to the Assignment/job in question and which is not defined as conflict of interest as per para 4 above, the Employer shall make available to all prospective Consultants together with this **Expression of Interest (Eol)** Document, all information that would in that respect give such Consultant any competitive advantage over competing Consultants.
- 5.2 Information relating to **evaluation of Expression of Interest (Eol)** and recommendations concerning pre-qualifications shall not be disclosed to the Consultants who submitted the **Expression of Interest (Eol)** or to other persons not officially concerned with the process, until the shortlisting of the Consultants. The undue use by any Consultant of confidential information related to the process may result in the rejection of its **Expression of Interest (Eol)** and may be subject to the provisions of the Employer's antifraud and corruption policy.

6. **Proposal:**

- 6.1 Prospective Consultants may only submit one **Expression of Interest (Eol)**. If a Consultant submits or participates in more than one **Expression of Interest (Eol)**, such **Expression of Interest (Eol)** shall be disqualified.

7. **Expression of Interest (Eol) Validity:**

- 7.1 The Part-II, Data-Sheet to consultant indicates how long Consultants' **Expression of Interest (Eol)** must remain **valid** after the Eol-submission-date. During this period, Consultants shall **maintain the availability of Professional staff** nominated in the **Expression of Interest (Eol)**. The Employer will make its best effort to complete selection within this period. Should the need arise, however, the Employer may request Consultants to extend the validity period of their **Expression of Interest (Eol)**. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the **Expression of Interest (Eol)**, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their **Expression of Interest (Eol)**; under such circumstance the Employer shall not consider such **Expression of Interest (Eol)** for further evaluation.

**8. Preparation of Expression of Interest (Eol) :**

- 8.1 The **Expression of Interest (Eol)** as well as all related correspondence exchanged by the Consultants and the Employer, shall be written in English language, unless specified otherwise.
- 8.2 In preparing their **Expression of Interest (Eol)**, Consultants are expected to examine in detail the documents comprising the **Expression of Interest (Eol)** Document. Material deficiencies in providing the information requested may result in rejection of an **Expression of Interest (Eol)**.
- 8.3 While preparing the **Expression of Interest (Eol)**, Consultants must give particular attention to the following:
- (a) If a prospective Consultant considers that it may enhance its expertise for the Assignment /job by associating with other Consultants in sub-consultancy, it may associate with a non-Eol-applying Consultant. However no separate fees will be payable to the sub-consultant by the employer.
  - (b) While making the **Expression of Interest (Eol)**, the Consultant must ensure that he submits the required manpower-related details in Eol Form-2, failing which the **Expression of Interest (Eol)** shall be considered as non-responsive.
- 8.4 Depending on the nature of the Assignment/job, Consultants are required to submit an **Expression of Interest (Eol)** in forms provided in Section-IV. The Part-II, Data-sheet in Section-III indicates the formats of the **Expression of Interest (Eol)** to be submitted. **Submission of the wrong type of Expression of Interest (Eol) will result in the Expression of Interest (Eol) being deemed non-responsive.** The **Expression of Interest (Eol)** shall provide the information indicated in the paras using the attached Standard Forms (Section-IV).

A brief description of the Consultant's organization and in the case of a consortium/ joint venture, of each partner, will be provided in Form of Eol-

In the same Form, the consultant and in the case of a consortium/ joint venture, each partner will provide details of experience of assignments which are similar to the proposed assignment/ job. For each Assignment/job, the outline should indicate the names of **Sub-Consultants/Professional staff** who participated, duration of the Assignment/job, contract amount, and Consultant's involvement. Information should be provided only for those Assignment/jobs for which the Consultant was legally contracted by the Employer as a corporation or as one of the major firms within a **joint venture**. **Assignment/jobs** completed by **individual Professional staff** working **privately** or through other consulting firms **cannot be claimed** as the **experience of the Consultant**, or that of the Consultant's associates, but can be claimed by the **Professional staff themselves** in their CVs. Consultants should be prepared to substantiate the claimed experience alongwith the **Expression of Interest (Eol)** and must submit letter of award / copy of contract for all the assignments mentioned in the **Expression of Interest (Eol)**, whenever asked for by the Employer.

9. **Earnest Money Deposit (EMD):**

The **Earnest Money Deposit (EMD)**, is **required** to be submitted at the **Eol-stage** by the **Consultants**.

10. **Eol Processing Fees:**

All consultants are required to pay **Rs.1,000/- [Rupees one thousand only]** towards Bid Processing Fees in the form of Demand Draft/ online transfer drawn in favor of **"ICAR Unit: NRC-IF, Motihari"** payable at Patna. The Bid Processing Fee is Non-Refundable.

**Please note that any Expression of Interest (Eol), which does not include the bid processing fees, would be rejected as non-responsive.**

11. **Submission, Receipt, and Opening of Expression of Interest (Eol):**

- 11.1 The original **Expression of Interest (Eol)** shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the **Expression of Interest (Eol)** must initial such corrections.

- 11.2 An authorized representative of the Consultants shall initial all pages of the original **Expression of Interest (Eoi)**. The authorization shall be in the form of a written power of attorney accompanying the **Expression of Interest (Eoi)** or in any other form demonstrating that the representative has been duly authorized to sign. The signed **Expression of Interest (Eoi)** shall be marked “ORIGINAL”.
- 11.3 The original and all copies of the **Expression of Interest (Eoi)** shall be placed in respective column of CPP Portal.
- 11.4 The **Expression of Interest (Eoi)** must be submitted on CPP Portal not later than the time and the date indicated in the Data sheet, or any extension to this date in accordance with addendum/corrigendum to be issued by the Employer.
12. **EXPRESSION OF INTEREST EVALUATION / SYSTEM OF SELECTION :-**

The system of selection will be **Price based System - Least Cost Selection (LCS)**. The details are as follows :-

In this method of selection, consultants/service providers submit both a technical proposal and a financial proposal at the same time. Minimum qualifying marks for quality of the technical proposal are prescribed as benchmark (normally 75 (seventy five) out of maximum 100 (hundred)) and indicated in the RFP along with a scheme for allotting marks for various technical criteria/attributes. Alternatively, since in LCS selection, technical offers do not require be ranked (or adding of weighted technical score to financial score - as in QCBS selection), it would suffice in appropriately simple cases if the evaluation criteria is only a fail/ pass criteria prescribing only the minimum qualifying benchmark. Thus, in LCS, a simplified evaluation criteria may also be used where instead of a marking scheme a minimum fail/pass benchmark of technical evaluation may be prescribed . Any bidder that passes these benchmarks is declared as technically qualified for opening of their financial bids. The technical proposals are opened first and evaluated and the offers who are qualifying as per these technical



evaluation criteria will only be considered as technically responsive, and the rest would be considered technically nonresponsive and would be dropped from the list. Financial proposals are then opened for only eligible and responsive offers (Financial bids of other unresponsive bidders remain unopened) and ranked. L-1 offer out of the responsive offers is selected on price criteria alone without giving any additional weightage to marks/ranking of Technical proposal. This system of selection is roughly the same as the price based selection of L-1 offer (among the technically responsive offers) in procurement of Goods/Works.

LCS is considered suitable for recruiting consultants/service providers from firms in most assignments that are of a standard or routine nature (such as engineering design of noncomplex works) where well established practices and standards exist. It is the simplest and the quickest system of selection and under normal circumstances, this method of evaluation shall be used as default since it allows for minimum satisfactory technical efficiency with economy.

## INSTRUCTIONS TO CONSULTANT

### Part-II: DATA SHEET

<u>Clause No. of Data Sheet</u>	<u>Particulars</u>
1.	Name of the Employer: ICAR- Mahatma Gandhi Integrated Farming Research Institute, Piprakothi, Motihari- 845429
2.	Name of the Assignment/job is: Preparation of estimates and design for different original/minor civil works and various repairs & maintenance works, supervision and verification of completed civil works to be executed departmentally by ICAR-MGIFRI, Motihari as per memorandum of understanding (MoU) to be signed between MGIFRI and prospective consultant(s)
3.	A pre-EoI meeting will be held: Online Pre EoI will be held on 25.10.2022.
4.	Start Date & time for submission of Expression of Interest (EoI) on CPP Portal: Date 20.10.2022 Time 4.00 PM
5.	End date & time for submission of Expression of Interest (EoI) on CPP Portal: Date 14.11.2022 Time 4.00 PM
5.	The Employer's representative is: Sh. Vipul Raj, Administrative Officer Address Room No. 106, ICAR-RCER, ICAR Parisar, P.O. Bihar Veterinary College, Patna, Bihar- 800014 Telephone: 0612-2228805 Facsimile: 0612-2228805 E-mail: vipulraj@icar.gov.in

6. Validity-period of the Expression of Interest (Eol) to be submitted by the prospective Consultant :  
The **Expression of Interest (Eol)** to be submitted by the prospective Consultant must remain **valid** for **minimum 180 days** after the submission date.
7. Clarifications may be requested not later than start of Pre Eol Meeting.  
The address for requesting clarifications is:  
Sh. Vipul Raj, Administrative Officer  
Room No. 106, ICAR-RCER, ICAR  
Parisar, P.O. Bihar Veterinary College,  
Patna, Bihar- 800014  
Facsimile: 0612-2228805  
E-mail: vipulraj@icar.gov.in
8. The formats of the Expression of Interest (Eol) to be submitted are:  
Form Eol - 1: Letter of submission of Expression of Interest (Eol).  
Form Eol - 2 : Consultant's organization & experience.  
Eol Acceptance Letter.  
Checklist.  
All details alongwith supporting document as mentioned in Section IV.

## **Section-IV**

### **Eligibility criteria for positions of consultants and experience :**

S. No.	Criteria	Minimum requirement
1.	Minimum number of experience in years in design, Estimation and certification of civil works in Govt.	Five
2.	Minimum number of personnel having B. Tech. (Civil Engineering) / B. Arc.	One
3.	Minimum number of personnel associated having Diploma in Civil Engineering	Two
4.	Organization Registration number (If applicable)	
5.	Copy of Pan card (If applicable)	
6.	Copy of Adhaar (If applicable)	
7.	Copy of GST (Compulsory)	
8.	Five years of experience in last Ten Years. (Compulsory)	
9.	ITR for last three financial years (If applicable)	

**Standard form for technical bid;**

Name:

Address:

Mobile Number:

Email:

S. No.	Criteria	In possession of the consultant
1.	Number of experience in years in design, Estimation and certification of civil works	
2.	Number of such experience in Govt.	
3.	Number of personnel having B. Tech. (Civil Engineering) / B. Arc.	
4.	Number of personnel associated having Diploma in Civil Engineering	

Self-certified documents enclosed as proof of above.

S. No.	Criteria	Documents enclosed ad page number
1.	Number of experience in years in design, Estimation and certification of civil works	
2.	Number of such experience in Govt.	
3.	Number of personnel having B. Tech. (Civil Engineering) / B. Arc.	
4.	Number of personnel associated having Diploma in Civil Engineering	
5.	Organization Registration number (If applicable)	
6.	Copy of Pan card (If applicable)	
7.	Copy of Adhaar (If applicable)	
8.	Copy of GST (Compulsory)	
9.	Five years of experience in last Ten Years. (Compulsory)	
10	ITR for last three financial years (If applicable)	

Signature with date

**Standard form for Financial bid;**

Name:

Address:

Mobile Number:

Email:

1.	Percentage of works estimate charges as fee by the consultant - Inclusive of all taxes	
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Signature with date

Mobile Number -

Email Address -

**LETTER OF PROPOSAL SUBMISSION**

[Location, Date]

To,

Director,

ICAR-MGIFRI,

Motihari – 845429.

Dear Sirs,

I/We, the undersigned, offer to express the necessary interest for providing **desired preparation of estimates and design for different original/minor civil works and various repair and maintenance works supervision and verification of completed civil works to be executed departmentally by ICAR-MGIFRI, Motihari as per Memorandum of Understanding (MoU) to be signed between MGIFRI and me, under ICAR-MGIFRI**, in accordance with your “**Invitation for Expression of Interest**” dated 20<sup>th</sup> October 2022. We are hereby submitting our **Expression of Interest (EoI)**, and **requisite EMD and EoI Document fees**.

I/We are submitting our Expression of Interest (EoI) in association with: **[Insert a list with full name and address of each associated Consultant]**

I/We hereby declare that all the information and statements made in this Expression of Interest (EoI) are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Expression of Interest (EoI) is binding upon us.

I/We understand you are not bound to accept any Expression of Interest (EoI) you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address



## CONSULTANT'S ORGANIZATION AND EXPERIENCE

### A - Consultant's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the consultant has formed a consortium, details of each of the member of the consortium, name of lead members etc shall be provided]

### B - Consultant's Experience

[Using the format below, provide information on each Assignment/job for which your firm, and each partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job. In case of consortium, association of consultant, the consultant must furnish the following information for each of the consortium member separately]

1. Firm's name:

1	Assignment/job name:	Development & Maintenance of Infrastructure for higher production of horticultural crops	Supply of critical inputs
1.1	Description of Project		
1.2	Country:		
1.3	Location within country:		
1.4	Duration of Assignment/job (months) :		
1.5	Name of Employer:		
1.6	Address:		
1.7	Total No of staff-months of the Assignment/job:		
1.8	Approx. value of the Assignment/job provided by your firm under the contract (In Rupees):		
1.9	Start date (month/year):		
1.10	Completion date (month/year):		
1.11	Name of associated Consultants, if any:		
1.12	No of professional staff-months provided by associated Consultants:		
1.13	Description of actual Assignment/job provided by your firm within the Assignment/job:		

**Note:** Please provide documentary evidence from the client i.e. copy of work order, contract for each of above mentioned assignment. The experience may not be considered for evaluation, if such requisite support documents are not provided with the Expression of Interest (EoI).

**FORM EoI-2 (Contd.)**

**TEAM COMPOSITION AND TASK  
ASSIGNMENT/JOBS**

Professional Staff

Sr. No.	Name of Staff	Qualification of Staff	Position / Task Expertise	Experience in areas relevant to this EoI

C. List of all documents as requested in Section IV of this EoI.

## CHECK-LIST

**Please note:** To help you prepare the best application possible, all items below need to be considered and ticked off. This will also assist us with assessment of your application.

### **Have you:**

- Read the EOI Guidelines? ☐
- Contacted the relevant Officer(s) to discuss your project proposal? ☐
- Read and addressed the ICAR-MGIFRI Eol document? ☐
- Checked that your group executive is aware and agrees to the final EOI submitted? ☐
- Signed the EOI (or typewritten if emailed) and checked that you are authorised to sign/submit the form? ☐
- Checked that your group is **prepared** to have adequate **public liability insurance to cover the project activities** you are proposing? ☐

If you are proposing to employ staff, are you aware of your obligations as an employer to provide adequate insurance, Service facilities, ESI, EPF, etc., for each of those staff, plus employment conditions as recommended in principle under the guidelines of **Government of India, Ministry of Labour, etc.**, where appropriate?

Yes: ____
No: ____
N/A: ____

**13. PROPOSED FACTORS TO BE CONSIDERED FOR TECHNICAL BIDS.**

Individual bid will be awarded score on the basis of the following table

S. No.	Criteria	Quantity	score
1.	Number of experience in years in design, Estimation and certification of civil works	5 years	15
		5 to 7 years	18
		7 to 10 years	21
		More than 10 years	25
2.	Number of such experience in Govt.	3 years	15
		3 to 7 years	18
		7 to 10 years	21
		More than 10 years	25
3.	Number of personnel having B. Tech. (Civil Engineering) / B. Arc.	01	15
		02	18
		03	21
		More than 03	25
4.	Number of personnel associated having Diploma in Civil Engineering	02	15
		03	18
		04	21
		More than 04	25

**Proof of Engagement and all documents to be attached.**

14. After evaluation of technical bid and presentation, the agencies scoring 75 marks or more than 75 marks will be qualified for opening of the financial bid.

**15. Opening of the financial bid**

The financial bid of qualified bidders as indicated in Para 14 will be opened by a committee on CPP Portal. The agency quoting the lowest Lumpsum fee (in percentage) will be recommended for award of the work. The decision of the Committee shall be final and binding.

**16. Agreement:**

The selected PMC has to execute an agreement for the execution of the work on a non-judicial stamp paper of the prescribed value.

**17. Tender Validity:**

The tender shall be valid for a period of 180 days from the due date for submission of Tender.

**18. Completion of project:** The project will be treated as completed only after the verification of the executed work in terms of quality and quantity, which has been duly certified by the PMC and the Employer.

**19. Period of Engagement:** Initially, the terms of the engagement will be for two years. On the expiry or on its termination, the Institute reserves the right to renew the engagement further on the terms and conditions that may then be mutually agreed upon between the parties.

**20** The Director, ICAR-MGIFRI, Motihari reserves the right to terminate the present engagement mid-way/at any point of time during the period of Engagement, with one month notice.

**EoI ACCEPTANCE LETTER  
(To be given on Letter Head)**

Date:

To,  
The Director  
Mahatma Gandhi Integrated Farming Research Institute  
Piprakothi, Motihari

**Sub: Acceptance of Terms & Conditions of the Expression of Interest for Preparation of Estimates and Design for different Original/Minor Civil Works and various Repairs & Maintenance Works, Supervision and Verification of completed Civil Works to be executed departmentally by ICAR-MGIFRI, Motihari**

EoI Reference No: \_\_\_\_\_

EoI Id: - \_\_\_\_\_

Dear Sir,

I/ We have downloaded / obtained the EoI document(s) for the above mentioned 'Consultancy Services' 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 the entire terms and conditions of the EoI documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organization too has 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.

I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Autonomous Body/Organization/Public sector undertaking.

I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

## **Section – V**

### **MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD**

Whereas M/s ..... (hereinafter called the “consultant”) has submitted their Expression of Interest (EoI) dated ..... for being short listed as consultancy bidder for providing the requisite consultancy services (hereinafter called the “consultancy”) against the employer’s Invitation for EoI No.MGIFRI/P&S-18/22-23/Hiring of Consultants dated: 20.10.2022.

KNOW ALL MEN by these presents that WE ..... of ..... having our registered office at ..... are bound unto ..... (hereinafter called the “Employer”) in the sum of .....for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this ..... day of ..... 2022.

#### **THE CONDITIONS OF THIS OBLIGATION ARE:**

- (1) If the Consultant withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the Consultant having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
  - a) If the Consultant fails to furnish the Performance Security for the due performance of the contract.
  - b) Fails or refuses to accept/execute the contract.

**WE undertake to pay the Employer up to the above amount upon receipt of its first written demand**, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including **90 days** after the period of **Expression of Interest (EoI)** validity; i.e. at least upto **14.02.2023** and any demand in respect thereof should reach the Bank not later than the above date.

.....  
(Signature of the authorized officer of the Bank)

.....  
.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

## **Section – VI**

### **MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY**

To,

The Director,  
ICAR-MGIFRI, Piprakothi,  
Motihari – 845429 (BIHAR).

WHEREAS ..... (name and address of the consultant) (hereinafter called “the consultant”) has undertaken, in pursuance of contract no..... dated ..... to supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs.... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20.....

.....  
(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch