Annexure – IV

PROCEDURE FOR SELECTION OF AGENCIES FOR CONDUCTING IMPACT EVALUATION STUDY (IES) OF NATIONAL HORTICULTURE MISSION DURING THE ELEVENTH FIVE YEAR PLAN

The proposals for Impact Evaluation (IES) study will be considered from the identified Institute/Agencies in the country subject to the fulfillment of the following requirements:

1. **Procedure for Selection of Evaluation Agency**

For inviting proposals for conducting the Impact Evaluation study of NHM from the interested Institute/Agencies/Consultants, the following procedure will be followed:-

A two-stage procedure viz. Quality and Cost Based System (QCBS) would be adopted with the technical and financial proposals submitted separately in sealed envelopes. The technical evaluation will be completed before the financial proposals are assessed. For this purpose, application seeking offers will be invited from the short-listed Agencies. Seeking technical and financial bids in separate envelopes.

Evaluators of technical proposals will not have access to the financial proposals until the technical evaluation is concluded. The envelope containing the financial proposal will not be opened till the technical evaluation is complete. The financial proposal of only such bidders will be opened which have obtained minimum qualifying weightage/standards prescribed for the technical proposal.

2. **Selection of the Agency**

The process of final selection of consultants will start by adopting following steps.

(a) Preparation of Terms of Reference (ToR);
(b) Preparation of cost estimate and the budget;
(c) Preparation and issuance of the Request for Proposals (RFP);
(d) Receipt of proposals;
(e) Evaluation of technical proposals: consideration of quality;
(f) Public opening of financial proposals;
(g) Evaluation of financial proposal;
(h) Selection of the winning proposal;
(i) Negotiations with the selected Consultant, if required;
(j) Award of the contract to the selected firm.

3. **Cost Estimate (Budget)**

The cost estimate shall be based on the assessment of the resources needed to carry out the assignment; staff time, logistical support and physical inputs (for example, vehicles, laboratory equipment, etc.). The cost of study should be indicated in absolute monitory terms on turnkey basis.

4. Standard formats for Technical proposal

The standard formats for Technical proposals include:

(i) Format for Letter of Proposal submission (Form-I).
(ii) Format for Consultant's organization and experience (Form-II).
(iii) Format for Approach and Methodology (Form-III).
(iv) Format for Team Composition (Form-IV).
(v) Format for Curriculum Vitae of key professionals (Form-V).
(vi) Format for Work Schedule (Form-VI).

The standard format for financial proposal includes:

(i) A summary sheet of the cost estimate to be quoted by the Consultant (Form-VII).

5. Late Bids: A late bid, that is received after the specified date and time of receipt. Late bid shall not be considered in the selection process.

6. Evaluation of Proposals: Consideration of responsiveness

The evaluation of the proposals shall be carried out in two stages: At the first stage, evaluation of technical proposals would be taken up. The unsigned and incomplete proposal (not responding to the ToR fully and properly) will be summarily rejected as being non-responsive, before taking up the appraisal of the technical proposal for evaluation of quality. Evaluators of technical proposals shall not have access to the financial proposals until the technical evaluation is concluded. The envelope containing the financial proposal is not opened till the technical evaluation is complete. The financial proposal of only such bidders will be opened which obtain minimum qualifying marks/standards prescribed for the technical proposal. The evaluation shall be carried out in full conformity with the provisions of the ToR.

7. Evaluation of the quality

The Department of Agriculture & Cooperation (DAC) shall evaluate each technical proposal (using the Evaluation Committee, taking into account criteria as prescribed in the RFP; (a) the Agency's relevant experience for the assignment, (b) the quality of the methodology proposed, (c) the qualifications of the key staff proposed and (d) capability for transfer of knowledge. The list of key positions (CVs) is given in Appendix-I. Each of the Responsive technical proposal will be evaluated for the criteria prescribed in the RFP by awarding marks so as to make total maximum technical score as 100. The criteria and Weightage to each criteria or sub-criteria would depend on the requirements of each case and may be fixed objectively.

List of key position (CVs) are given in **Appendix-I**. The criteria for assigning Weightage to key personnel are given in **Appendix-II**.

A minimum of 60 marks is essential to qualify for participation in the bid.

8. Evaluation of cost

After completion of evaluation of quality, those agencies will be notified whose proposal did not meet the minimum qualifying standard, indicating that their financial proposal will be returned unopened after completing the selection process. In case of Quality and Cost Based System (QCBS), Consultants who have successfully satisfied the qualifying standard and obtained the minimum qualifying marks, the date and time set for opening the financial proposals shall be notified. In such a case, the opening date shall not be later than three weeks after the notification date. The financial proposals shall be opened publicly in presence of the representatives of the technically qualified consultants who choose to attend. The name of the Consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the financial proposals are opened. The CEC shall prepare the minutes of the public opening.

For the purpose of evaluation, the total cost shall include all taxes and duties for which the employer makes payments to the Consultant and other reimbursable expenses included in the total cost, such as travel, translation, report printing or secretarial expenses.

If conditions attached to any financial proposal, which shall have bearing on the total costs as indicated in the proposal, the CEC shall reject any such proposal as non-responsive financial proposal. However, if the CEC feels it necessary to seek clarification on any financial proposals regarding taxes, duties or any such matter, the CEC may do so by inviting responses in writing.

9. Selection of the Winning Agency

Under the QCBS procedure, the financial proposals will be ranked in terms of their total evaluated cost. The least cost proposal will be ranked as L-1 and the next higher and so on will be ranked as L-2, L-3 etc. The least cost proposal (L-1) will be considered for award of contract. The CEC will put up a report on financial evaluation of the technically qualified consultants to the competent finance authority along with the recommendation that the least cost proposal (L-1) can be approved / invited for negotiation and for and awarding of final contract.

10. Negotiations and Award of Contract

Negotiations are not an essential part of the selection process. In many cases, however, it is felt necessary to conduct negotiations with the selected agency. Negotiations shall include discussions of the TOR, the methodology, staffing, Providing Government Ministry / Department's inputs, and special conditions of the contract. These discussions shall not substantially alter the original TOR or the terms of the contract, lest the quality of the final product, its cost and the relevance of the initial evaluation be affected. The final TOR and the agreed methodology shall be incorporated in "Description of Services," which shall form part of the contract.

Financial negotiations shall only be carried out if negotiations as mentioned above, seeks any change in scope of work having financial bearing on the final prices or of the costs/ cost elements quoted are found not reasonable. In such negotiations, the selected firm may also be asked to justify and demonstrate that the prices proposed in the contract are not out of line with the rates being charged by the Consultant for other

similar assignments. However, in no case such financial negotiation should result into increase in the financial cost as originally quoted by the Consultant.

11. Rejection of all proposals and re-invitation

The Union Ministry/ Department will have the right to reject any all proposals important agency any reason.