



Directorate of Economics and Statistics
Planning Department, Government of Maharashtra

**Limited tender for conducting survey for
Collection of Farm Activities Data and other related
studies in Maharashtra**

Tender Notification No. DES/NI/2017/TFC-FA/239, dated 03rd November, 2017

Refer to RFP No. OAP/1116/EVL/277

dated 09th May, 2016

Issued By

The Director

Directorate of Economics & Statistics

Administrative Bldg., 8th floor, Govt. Colony,

Bandra (E), Mumbai 400 051

Ph. No. 022-26383000 / 26383033

Fax No. 022-26559492

E-Mail: dir.des@maharashtra.gov.in

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Part I

Glossary

<i>Term</i>	<i>Meaning</i>
BG	Bank Guarantee
CCS	Cost of Cultivation Studies
MoSPI	Ministry of Statistics and Programme Implementation
GoI	Government of India
GoM	Government of Maharashtra
DD	Demand Draft
DES	Directorate of Economics and Statistics
EDP	Electronic Data Processing
EMD	Earnest Money Deposit
LoI	Letter of Intent
NDA	Non-Disclosure Agreement
PBG	Performance Bank Guarantee
RFP	Request for Proposal
ISO	International Organization for Standardization
PQ	Pre-Qualification
Government	Government of India- GoI or GoM
Bidder	Entity which will respond to this limited bid
Government Agencies	Government entities which will assign actual work to empanelled vendors
Empanelled Vendors	Agency/organisation which has been empanelled in the respective categories mentioned in the Government resolution of Planning Dept., GoM, dated 22/07/2016
Raw data	Raw data is a primary data collected from survey and data entered in electronic format for all field
Final data	Final data (in electronic format) is a primary data collected from survey, which is scrutinised, validated and cleaned by removing outliers, data entry errors, etc. and ready to use for further data processing & tabulation.
Contract Value	Price payable to the successful bidder under the contract for the full and satisfactory performance of the contractual obligation
Committee	Tender Evaluation Committee

Invitation for Proposal

Limited Tender Notice

TENDER NOTICE

Directorate of Economics & Statistics

Planning Department

Government of Maharashtra, Mumbai

The Directorate of Economics & Statistics, Planning Department, GoM invites limited tender for conducting survey for Collection of Farm Activities Data and other related studies through e-tender from Category A1 of Group I organisations/institutions empanelled vide Planning Department's Government Resolution, dated 22/07/2016. (All bidders in Group 1 category A1 except those who have not complied all terms and conditions of RFP Ref.No.OAP/1116/EVL/277, dated 09 May, 2016 of empanelment before closing date of this RFP and forthcoming amendments to this GR). The e-tender document is available from 03rd November, 2017 on website <https://mahatenders.gov.in>. (Tender reference DES/NI/2017/TFC-FA/239). Last date of online submission of this tender is 24th November, 2017 upto 17.30 Hrs

Dated: 03rd November, 2017

-Sd-

Director

Directorate of Economics & Statistics

Govt. of Maharashtra, Mumbai

Bidders are advised to study this limited tender document carefully before submitting their proposals in response to the Limited Tender Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document (and clarification / corrigendum issued subsequently, if any) with full understanding of its terms, conditions and implications.

This Tender document is not transferable.

RFP reference No. OAP/1116/EVL/277 dated 09th May, 2016 is the base document for this tender process including all terms, conditions and guidelines set forth.

Important Information

#	Information	Details
1.	Project Name	Conducting survey for Compilation of Farm Activities Data and other related studies
2.	Limited Tender document reference No	DES/NI/2017/TFC-FA/239 Date: 03 rd November, 2017
3.	Limited Tender Fee (Non-refundable)	INR 1,000/- (Rupees One Thousand only) To be submitted online at https://mahatenders.gov.in
4.	Earnest Money Deposit (Refundable)	INR 10,000/- (Rupees Ten Thousand only) To be submitted online at https://mahatenders.gov.in
5.	Bid Validity Period	180 Days
6.	Performance Bank Guarantee	10 % of the Contract Value
7.	Performance Security Validity Period	6 months after expiration of all the Contractual Obligations
8.	Availability of Tender Document	03 rd November, 2017 from 13.00 Hrs
9.	Last date for submission of queries for clarifications via email	Up to 09 th November, 2017 till 17.00 Hrs
10.	Date, Time & Place of pre-bid meeting	Date- 13 th November, 2017 Time - 15.00 Hrs. Place - Directorate of Economics and Statistics, 8th floor, Administrative Bldg., Mumbai Suburban district, Bandra East, Mumbai- 400051, Maharashtra
11.	Last date (deadline) for uploading the bid on e-Tendering website	Up to 24 th November, 2017 till 17.30 Hrs at https://mahatenders.gov.in
12.	Date of online opening of Technical Proposals received in response to the Limited Tender Notice	On 27 th November, 2017
13.	Place, Time and Date of opening of Commercial proposals received in response to the Limited Tender Notice	To be informed later to the shortlisted bidders
14.	Contact person for queries	Dr. J. V. Chaudhari, Joint Director (National Income) Ph.: 022 26383005/55/07
15.	Email ID, Phone No:	Email Id: jtdirni.des@maharashtra.gov.in Ph.: 022 26383005/55/07
16.	Submission Type	e-tendering system

Scope of work

1.0 The Directorate of Economics and Statistics (DES) desires to conduct survey for collection of Farm Activities Data and other related studies through outsourcing. The limited tenders are called from Group I-category A1 as specified in the Government Resolution No. मुमाअ१०१६/प्र.क्र.७८/का-१४१७, dated 22nd July, 2016 of Planning Department, GoM (All bidders in Group 1 category A1 except those who have not complied all terms and conditions of RFP Ref.No.OAP/1116/EVL/277, dated 09 May, 2016 of empanelment before closing date of this RFP and forthcoming amendments to this GR).

1.1 Directorate of Economics and Statistics compiles Gross State Domestic Product (GSDP), Gross District Domestic Product (GDDP) and Per Capita Income as per the guidelines given by Central Statistics Office (CSO), MoSPI, GoI. For this compilation, the data available from the administrative records of various sectors is used. In case of unavailability of data, results of survey are being used. Results of survey are available at State level whereas, similar data at District level is not available. The GDDP, thus compiled, provides only a broad judgment of income at district level. Therefore, with the objective of enhancing the quality of data, the Thirteenth Finance Commission (FC-XII) provided grants to strengthen State & District Statistical System in the State wherein 'Improvement of data in respect of farm activities' is one of the milestones. The activities conceived under this milestone are given below and the successful bidder appointed through this tender process will have to comply these activities.

- a) Identification of major crops, fruits & vegetables in each district and for each such identified crops, estimates of
 - cultivated area,
 - production
 - peak period arrival prices at primary market
- b) Conducting cost of cultivation studies for the use of estimating district level Gross Value Added (GVA) of each identified crop
- c) Collection of data on production and prices for Horticulture and other crops, either from the existing administrative records and by conducting special studies

1.2 In order to achieve the above milestones, the successful bidder will have to undertake following survey/studies:

(A) To conduct survey for estimates of cultivated area, production, peak period arrival prices at primary market/farm harvest prices, inputs, market charges, transportation charges etc. for on an average 10 major crops and 10 major fruits/vegetables (including condiment & spices, medicinal plants/herbs, plantation crops, etc.) (the no. of major crops/fruits/vegetables may differ from district to district i.e. less or more than 20. In all, on an average 20 major crops/fruits/vegetables per district are to be surveyed). Directorate desires to have per crop input cost for all the three seasons (Summer, Kharif, Rabi) separately as well as average annual input cost for each identified crop for each district.

(B) To conduct studies on following subjects in context with their contribution to income of Agriculture Sector.

- (i) Organic Farming,
- (ii) Contractual Farming,

- (iii) Backyard Farming,
- (iv) Yield Rate of Grass for irrigated and un-irrigated land,
- (v) Yield rates for Fodder,
- (vi) Number of Diesel engines used for agriculture and diesel consumption,
- (vii) The ratios of production of
 - a) Coriander leaf and seeds, Fenugreek (Methi) and seeds
 - b) Cashew fruit and Cashewnut
 - c) Ginger & Dry Ginger
 - d) Green Chilies and dry chilies
 - e) Kokum, etc.
- (viii) Production and value of Gur, Khandsari and their ratio with the total sugarcane production & value.
- (ix) Production & peak period arrival prices at primary market/farm harvest price of Palmyra sugar and Gur
- (x) Others, if any. (in context of contribution to the State/District income; the bidders are free to suggest such studies, after judging the relevance, approval will be given by DES)

1.3 The important deliverables from the survey and studies are as follows:

- a) The survey mentioned in Part (A) should give the districtwise cropwise statistically reliable results of the major crops and fruits & vegetables (as proposed by the bidder and agreed upon by tenderer on an average 20 crops per district for all 3 seasons) in that particular district for all districts in the State.
- b) For the studies mentioned in Part (B), the bidder should give clear methodology & strategy about the data to be used for these studies, timelines and for getting statistically reliable results at Agro-climatic Zone level.

2.0 Expected broad procedure to be followed by successful bidder

The successful bidder would be required to conduct the sample survey for Collection of Farm Activities Data and other related studies in the State, separately/collectively as above (A) and (B), covering following components: -

- (i) To formulate sample survey and studies implementation procedure covering
 - Methodology
 - Stratification based on Agro-climatic zone, Cropping pattern, Rainfall, Irrigation potential etc.
- (ii) To design schedules for conducting survey
- (iii) To determine coverage in terms of geography, population frame, etc. for canvassing schedules and sampling procedure stating confidence levels, sample size.
- (iv) Identification & revalidation of identified major crops
- (v) To conduct pilot study for schedule testing
- (vi) Rectification of schedules on the basis of pilot survey
- (vii) To prepare Instruction Manual for conducting field work
- (viii) To impart training for conducting survey or carrying out field work
- (ix) To carry out field work

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- (x) To supervise field work & take corrective measures (in addition to supervision by Directorate personnel)
- (xi) To capture data (collection, validation, data entry & compilation in electronic format)
- (xii) To validate captured data
- (xiii) To tabulate validated data
- (xiv) To analyse tabulated data (tabulation plan to be mutually decided by DES with successful bidder)
- (xv) To submit report covering results & recommendations in English language for A and B separately. However, summary & recommendations will have to be submitted in both Marathi and English language.
- (xvi) To submit raw and final data in electronic format and schedules to DES.

3.0 Other expected important activities

The successful bidder will have to ensure that all data is collected, validated and tabulated as per the specified time schedule. Following are the important activities

- a. Mid project progress report to be submitted.
- b. Reports on documentation of experiences at the end of the study.
- c. Presentations and participations in the discussions and meetings.
- d. Analysis of secondary data available for each season.
- e. A summary of interaction with Office of Commissioner of Agriculture, Directorate of Horticulture, Office of Sugar Commissioner, GoM; Agricultural Universities on survey to be conducted on Farm Activities data and other related studies
- f. Similarly, summary of interaction with Central Statistics Office, MoSPI; DES, Ministry of Agriculture and Farmers Welfare, GoI and other related agencies and stake holders

The bidders are advised that Cost of Cultivation studies (CCS) has to be conducted as per guidelines of Ministry of Agriculture, Govt. of India and should be in line with the existing CCS. Schedules and methodology should be on similar lines as that of CCS implemented by Ministry of Agriculture. Manual on the conduct of CCS may be referred from website of Ministry of Agriculture, Govt. of India - http://eands.dacnet.nic.in/Cost_of_Cultivation.htm and take in to account the findings of this survey in order to have adequate coverage of compilation of Farm Activities data for which this bid is floated. Bidders also advised to go through similar studies conducted by other states.

Instructions to Bidder

1.0 Purpose of Bid Document

This document provides information to enable the bidders to understand the broad requirements to submit their "Bids".

1.1 Cost of Bid Document

The Cost of tender document is **INR 1,000/- (₹ One Thousand only) inclusive of VAT** which shall be paid online.

1.2 Completeness of Bid Document

Bidders are advised to study all instructions, forms, terms, requirements and other information in the Bid Documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the Bid Document with full understanding of its implications. The response to this Bid Document should be full and complete in all respects. Failure to furnish all information required, submission of a proposal not substantially responsive in every respect will be at the bidder's risk and may result in rejection of the bid.

1.3 Proposal Preparation Cost

The bidder shall be responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by DES to facilitate the survey process, and in negotiating a definitive Contract or all such activities related to the bid process. The DES will in no case be responsible or liable for such costs, regardless of the conduct or outcome of the bidding process.

This Bid Document does not commit DES to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award. All materials submitted by the Bidder shall become the property of the DES and may be returned at the sole discretion of DES.

1.4 Period of Validity of Bids

Bids shall remain valid for the period of 180 days after the bid submission deadline date prescribed by DES. A bid valid for a shorter period shall be rejected by DES as non-responsive.

In exceptional circumstances, prior to the expiration of the bid validity period, the DES may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. In this case, the EMD shall also be extended for Thirty days (30) beyond the deadline of the extended validity period. No interest will be paid by DES on amount of EMD.

1.5 Pre-Bid Meeting

DES will host a Pre-Bid Meeting for queries (if any) raised by the prospective bidders. The date, time and place of the meeting are given in this document. The representatives of the bidders may attend the pre-bid meeting at their own cost. The purpose of the pre-bid meeting is to provide a forum to the bidders to clarify their doubts / seek clarification or additional information, necessary for them to submit their bid.

All enquiries from the bidders relating to this Bid Document must be submitted to Joint Director (National Income) by 09th November, 2017, 17:00 hours. These queries should also be emailed to jtdirni.des@maharashtra.gov.in. The queries should necessarily be submitted in the following format as a Word Document:

Format for raising queries in the bidding:

#	Bid Document reference (Section No., Page No.)	Content of the Bid Document requiring clarification	Clarification sought / query
1			
2			
3			
4			

Authorisation letter in the name of the person attending pre-bid meeting needs to be submitted on the letterhead of the Bidder during the pre-bid meeting in the format specified in Annexure C.

Queries submitted post the deadline mentioned or which do not adhere to the above mentioned format may not be responded to. All the responses to the queries (clarifications/corrigendum) shall be made available at DES Head office & will be informed to respective vendor accordingly.

1.6 Amendments to Bid Document

At any time till 05 (five) days before the deadline for submission of bids, the Directorate, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by an amendment. All the amendments made in the document would be issued as a corrigendum to the Tender Document and shall be made available at <http://mahatenders.gov.in>.

The bidders are advised to visit the website <http://mahatenders.gov.in> on regular basis for checking necessary updates. DES also reserves the rights to amend the dates mentioned in this Tender Document for bid process.

In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, DES may, at its discretion, extend the last date for the receipt of Bids.

1.7 Rights to Terminate the Process

DES may terminate the Bid Document process at any time and without assigning any reason. DES makes no commitments, express or implied, that this process will result in a business transaction with anyone. This Bid Document does not constitute an offer by DES. The bidder's participation in this process may result in DES selecting the bidder to engage in further discussions and negotiations toward selection. The commencement of such negotiations does not, however, signify a commitment by DES to execute a contract or to continue negotiations. DES may terminate negotiations at any time without assigning any reason.

1.8 Site Visit/Field visit

Cost of Cultivation Studies are being conducted in the State by all Agricultural Universities and Mahatma Phule Krishi Vidyapeeth, Rahuri is the Nodal agency for the same. If intending, bidder desires to visit these Agricultural Universities or the concerned departments, it is requested that prior appointments of concerned officers be taken. Government mechanism for Agriculture related activities in Maharashtra are given at Annexure L.

The letter for extending co-operation to the intending bidder shall be issued by DES to the offices of Agriculture Department, GoM, if demanded.

1.9 Language of Bid

The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and DES, shall be written in English language, provided that any printed literature

furnished by the Bidder in another language shall be accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the bidder.

2.0 Bid Submission Format

The entire proposal shall be strictly as per the format specified in this Bid document. Details of the format are given in Part-II- Annexures of this tender document. Bidder shall ensure that the bid documents are submitted in the respective folder online.

2.1 Documents Comprising of Bid

The following table is provided as a guideline for submitting various important documents along with the bid.

#	Type of Envelope	Documents to be submitted
01	Technical Proposal Folder (Envelope A)	<ul style="list-style-type: none"> ✓ Annexure A: Bid Cover Letter ✓ Online payment receipt of EMD of Rs. 10,000/- & Online payment receipt of Limited Tender Fee of Rs. 1,000/- ✓ Annexure B: Format to share Bidder's Particulars and contact person's details ✓ Annexure C: Authorisation letter for attending pre-bid meeting (To be provided on the letter head of Bidder) ✓ Annexure D: Format for CV of 5 key staff members proposed for this study ✓ Annexure E: Format for activity wise work plan ✓ Annexure F: Brief understanding of Conducting survey on Collection of Farm Activities Data and other related studies ✓ Annexure G: Proposed methodology for conducting survey on Collection of Farm Activities Data & other related studies <p>(Complete tender documents with signature & stamp of authorized signatory on each page)</p>
02	Commercial Proposal Folder (Envelope B)	<ul style="list-style-type: none"> ✓ Commercial Bid (in the BoQ format) Annexure H: Format for Price schedule <p>(Complete tender documents with signature & stamp of authorized signatory on each page)</p>

Condition: It may be noted that, the activities which can be sub-contracted should be strictly as per the RFP document OAP/1116/EVL/277 for empanelment dated 9th May, 2016.

Tender to be submitted in two separate parts containing Technical and Commercial proposals (online). Commercial offer must be given in separate envelope. Price Bid should not contradict in Technical proposal in any manner. Bidder should submit their prices only in price schedule (Annexure H) given in the tender, prices quoted other than in the bid form shall be liable to be rejected. The bid form must be filled completely, without any errors, erasures or alterations.

The bidder offer shall contain no interlineations, erasures or overwriting excepts as necessary to correct errors made by the bidder, in which case such corrections shall be initiated by the person or persons signing offer. Offers containing erasures or alterations will not be considered. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled up. Filling up of the technical details Form using terms such as "OK", "accepted", "noted", "as given in the brochure/manual" is not acceptable. The DES may treat offers not adhering to these guidelines as unacceptable.

2.2 Earnest Money Deposit (EMD) and refund

Bidders are required to submit EMD of Rs.10,000/- (Rupees Ten Thousand only) online on the <https://mahatenders.gov.in> portal.

Unsuccessful Bidder's bid security (EMD) will be discharged/returned after the expiration of the period of tender offer validity prescribed by the DES.

The successful Bidder's bid security (EMD) will be discharged upon the bidder executing the Contract and furnishing the Security deposit/performance security in the form of performance bank guarantee. The bid security may be forfeited if a Bidder withdraws its bid during the period of bid validity or in case of a successful Bidder, if the Bidder fails:

- i) To sign the contract in accordance with the terms and conditions
- ii) To furnish performance bank guarantee as specified in the terms and conditions

2.3 Submissions of Bid

- Complete bidding process will be online (e-tendering) in two envelope system. All the notifications & detailed terms and conditions regarding this tender notice hereafter will be published online on web site <https://mahatenders.gov.in>.
- Bidding documents can be seen, downloaded and submitted in electronic format on the website. The deadline for submission of bid is specified in this document.
- The bidders are required to submit EMD online on web site <https://mahatenders.gov.in>
- Technical Proposal bids will be opened online on website <https://mahatenders.gov.in> on 27th November, 2017.
- Bidder should submit information & scanned copies in only PDF format in Technical Proposal Envelope as mentioned in the Bid Document.
- Uploaded documents of successful bidder may be verified with the original before signing the agreement. The successful bidder has to provide the originals to the concerned authority.
- No physical documents of Technical Proposal and Commercial Bid envelopes shall be accepted. Only the soft copies need to be uploaded on e-tendering website.
- Time and date of opening of Commercial bids will be informed by email to technically qualified bidder.
- The guidelines to download the tender documents and online submission of bids and procedure of tender opening can be downloaded from website <http://mahatenders.gov.in>.
- All documents are mandatory, however, DES reserves right to waive minor infirmity / non-conformity or call for clarifications / additional documents. The bidder will have to submit additional document / clarification within 3 working dates from the date of issue of the letter / mail seeking clarification / additional document.

- The Director, Directorate of Economics & Statistics, reserves the right to accept or reject any or all the tenders without assigning any reason.

2.4 Opening of Bid

Bids shall be opened through e-tender process (online). All the Bids received within the deadline shall be opened at the date, place and time mentioned in "Important Information" of this tender document.

The technical bids of all bidders will be opened.

The Bidders' representatives who are present shall be requested to sign the attendance sheet. Authorisation letter in the name of the person attending bid opening meeting needs to be submitted on the letterhead of the Bidder during bid opening in the format specified in Annexure C.

Once the bids are opened, each bid will be checked for technical criteria.

2.5 Opening of Commercial Bid

Bids shall be opened through e-tender process (online). The commercial bids of only technically successful bidders will be opened. DES shall notify the technically qualified bidders about the date of opening the Commercial Bids.

The commercial bids will be opened and assessed by DES for completeness and accuracy. Arithmetical errors will be rectified on the following basis -

- If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
- If there is a discrepancy between words and figures, the amount in words will prevail unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the points above.
- The amount stated in the proposal form, adjusted in accordance with the above mentioned procedure, shall be considered as binding, unless it causes the overall proposal price to rise, in which case the proposal price shall govern.

If the bidder does not accept the correction of errors, its bid will be rejected and the bid security may be forfeited.

2.6 Evaluation Process

DES shall appoint an Evaluation Committee (EC) to scrutinize and evaluate the technical and commercial bids received. The EC will examine the Bids to determine whether they are complete, responsive and whether the Bid format conforms to the Bid Document requirements. DES may waive any informality or non-conformity in a Bid which does not constitute a material deviation according to DES.

The evaluation process of the Bid Document proposed to be adopted by DES is indicated under this clause. The purpose of this clause is only to provide the Bidder an idea of the evaluation process that DES may adopt. However, The Director, DES reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder of any such change.

The committee constituted by DES shall evaluate the response to the tender process and all supporting documents. Criteria for Technical Evaluation of the bids which shall be followed under this procedure are as follows:

#	Criteria	Points
1	Understanding of Conducting survey on Farm Activities Data and other related studies (5 points for Part A and 1 points each for studies in Part B mentioned in scope of work)	15
2	Proposed methodology for conducting survey for Collection of Farm Activities Data & other related studies in Maharashtra i. Coverage in terms of stratification, cropping pattern, rainfall, irrigation; (4 points) ii. Sampling procedure with confidence levels, (4 points) iii. Adequate sample size, proposed schedule/ questionnaire (4 points) iv. Conducting actual field work & mechanism (4 points) v. Proposed methodology for conducting 10 studies in Part B (2 points each)	36
3	(A) Proposed minimum team composition (3 key members) a. Criteria for assigning marks i. Total experience of all <u>3 key members</u> in conduct of sample survey of Agriculture or related case studies ii. Experience in conducting sample survey in Agriculture field. The experience of each team member shall be considered. (for each sample survey 5 marks, Maximum 25 marks) iii. Higher qualification: -Doctorate in Agriculture-economics/Statistics or M. Sc. (Agriculture) of <u>3 key members</u> (2 marks each) iv. Team should be retained throughout the project. If member changes, it should be done with prior notice. In case of substitute, one-month prior intimation & replaced candidate should have similar qualification as mentioned in the bid. b. Conditions and methodology of assigning marks: i. None of the key member should be greater than 65 years of age ii. <u>The 2 key members</u> should be post graduate/graduate/diploma in Agriculture/ Agriculture-Economics and <u>1 key member</u> should be post-graduate in Statistics iii. Mandatory Condition: 1. At least one member should be Post Graduate in Agriculture-Economics 2. One member should be Post Graduate in Statistics. Note: If the mandatory condition is not satisfied, the bid will be disqualified. iv. Total experience of all 3 key members in the field of evaluation studies /sample surveys& research shall be calculated. The bidder with highest experience will get the highest marks (Maximum 25 marks). For non-compliance of b.(i) & (ii) conditions, 5 marks each shall be deducted.	31
	(B) Additional qualified team members proposed by the bidder (max.4 persons)	8
4	Work plan: i. Work plan should be feasible and aggressive (maximum 15 months). The feasibility of the work plan shall be accessed activity wise by Evaluation Committee. The most aggressive and feasible work plan (in the view of Evaluation Committee) shall be given highest marks (maximum 10 marks). ii. The bidders proposing work plan for more than 15 months, the deduction of marks would be done in the proportion of 2 marks for each additional 10 days or part thereof.	10
	Total	100

The Evaluation Committee shall invite each bidder to make a power point presentation as part of the technical evaluation. Bidder must submit soft copy of power point presentation. Presentation marks will be awarded on the basis of quality of content and the bidder who is found to show case the best quality in particular criteria defined above shall be awarded maximum marks, other bidders awarded marks on relative basis. In order to qualify technically, **Bidder must secure a minimum of 70% of total marks in technical evaluation after summing up. Only those Bidders who have a minimum score of 70% of total marks in technical evaluation will be considered for opening of their Commercial Bid. Only the Bids qualifying the technical evaluation will be considered for commercial evaluation.**

The Bidder must possess the technical know-how and the financial ability that would be required to successfully provide the services sought by DES, for the entire period of the contract. The Bidder's Bid must be complete in all respects, conform to all the requirements, terms and conditions and specifications as stipulated in the Bid Document. DES reserves rights to negotiate with successful bidders.

There should be no mention of bid prices in any part of the Bid other than the Commercial Bids.

2.7 Award Criteria

The technically qualified bidders will further be selected on the basis of QCBS (Quality and Cost Based Selection) method. Technical score would be assigned as per technical evaluation and Commercial Score would be calculated as ((Minimum commercial value of all the bidders/Commercial Value of the concerned bidder) * 100) and Final Score would be calculated as ((0.3 * Technical Score) + (0.7 * Commercial Score))

The bidder with highest final score would be considered for award of contract. DES shall award the Contract to the selected bidder by issue of Letter of Award. Prior to the expiration of the period of proposal validity, the bidders will be notified in writing or by fax or email that their proposal has been accepted.

If the selected bidder does not sign the Contract and does not submit Performance Bank Guarantee within 15 days, the Letter of Award may be cancelled. The deadline may be extended only once on request by successful bidder.

2.8 Clarification of Bid

To assist in the examination, evaluation, and comparison of the Bids and qualification of the Bidders, DES may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a Bidder that is not in response to a request by DES shall not be considered, and DES's request for clarification and the response shall be in writing. If the Bid includes a financial proposal, no change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by DES in the evaluation of the Bids.

If a Bidder does not provide clarifications of its bid by the date and time set in DES's request for clarification, its bid shall be rejected.

2.9 Non-Material Non-Conformities

Provided that a bid is substantially responsive, DES may waive any non-conformity in the bid that does not constitute a material deviation, reservation or omission.

DES may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify non-material non-conformities in the bid related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related

to any aspect of the price of the bid. Failure of the Bidder to comply with the request may result in the rejection of its bid.

DES may rectify non-material non-conformities related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component.

3.0 Stamp Duty

The stamp duty payable for the contract shall be borne by the successful bidder.

3.1 Signing of Contract

The successful bidder is required to refer to the draft Contract Form (CF), attached as Annexure J in this Bid Document, which will be considered as base document before signing the agreement between DES & Successful Bidder. Within 15 days of receipt of the letter of intent, the successful Bidders shall sign and date the Contract and return it to DES. One extension on bidder's request may be given by DES at its sole discretion.

Terms and Conditions of contract

1.0 Terms and Conditions

All terms & conditions mentioned in the DES empanelment tender document No. OAP/1116/EVL/277 dated 09th May, 2016 as well as in this contract agreement shall be valid throughout the term of this contract agreement. In case of any friction between the terms & conditions mentioned in the tender document and contract agreement, the terms and conditions mentioned in the tender document shall prevail. All the commitments made by the bidder through correspondences for the completion of the tender process as well as during the presentation shall be applicable as part of this contract.

1.1 Performance Bank Guarantee

The successful bidder shall at his own expense, deposit with DES, within 15 days from the date of issuance of LoI the notification of award of the contract or prior to signing of the contract, whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from any Scheduled or Nationalised bank as per the format given in this Bid Document, payable on demand, for the due performance and fulfilment of the contract by the bidder.

This Performance Bank Guarantee will be for an amount equivalent to 10% of contract value and shall be valid for 15 months. All charges whatsoever such as premium, commission, etc. with respect to the Performance Bank Guarantee shall be borne by the bidder.

The Performance Bank Guarantee format can be found in the Annexure I section of this document.

The Performance Bank Guarantee may be discharged/ returned by DES upon being satisfied that there has been due performance of the obligations of the Bidder under the contract. However, no interest shall be payable on the Performance Bank Guarantee.

1.2 Payment Terms

No advance payment will be made at any stage. TDS will be deducted as applicable at source. The payment shall be made as follows: Seasonwise/special studies amount as quoted by successful bidder and finalised as contract value for the particular season/special studies will be treated as payable amount of the particular season/special study. The last instalment of 10 per cent of each season/special studies will be released only after submission of (1) final Total Report (combined for all seasons) (2) Total Report for the special studies and its acceptance by DES. The payment would be done within 45 days from the date of submission of invoices.

#	Stages of Payment	Delivery wise payments percentage(including taxes)
1	On submission of raw data in electronic format along with canvassed filled in interviewed schedules- 1 st instalment	20 per cent of payable amount of the particular season/special study
2	On submission of final data, tables and acceptance of the same by DES ó 2 nd instalment	25 per cent of payable amount of the particular season/special study
3	On submission of Interim report covering detailed analysis, findings and recommendations - 3 rd instalment	25 per cent of payable amount of the particular season/special study
4	On Acceptance of Interim Report ó 4 th instalment	20 per cent of payable amount of the particular season/special study
5	On acceptance of final report combined for all Seasons by DES ó Last instalment	10 per cent of payable amount of particular season/special study

1.3 Penalty

The successful bidder should adhere to the work plan strictly. After completion of the season, delay beyond 90 days shall attract penalty of Rs.2000/- per week or part thereof. DES reserves the right to waive off penalty considering prevailing circumstances and the reasons for delay. If the final report of the study is not submitted as per the agreed condition and within the stipulated timelines, where the delay is on account of the successful bidder then the DES will withhold the last instalment. All penalties shall be deducted subject to a cap of 25 per cent of contract value.

1.4 Indemnity

The successful bidder agrees to indemnify and hold harmless DES, its officers, employees and agents (each a "Indemnified Party") promptly upon demand at any time and from time to time, from and against any and all losses, claims, damages, liabilities, costs (including reasonable attorney's fees and disbursements) and expenses (collectively, "Losses") to which the Indemnified Party may become subject, in so far as such losses directly arise out of, in any way relate to, or result from any misstatement or any breach of any representation or warranty made by the successful bidder.

1.5 Force Majeure

The successful bidder shall not be liable for forfeiture of its Performance Guarantee, imposition of liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the "reasonable" control of the successful bidder, not involving the successful bidder's fault or negligence and not foreseeable. Such events may include Acts of God & acts of Government of India in their sovereign capacity.

For the successful bidder to take benefit of this clause it is a condition precedent that the successful Bidder must promptly notify DES, in writing of such conditions and the cause thereof within 5 calendar days of the Force Majeure event arising. DES or the evaluation committee appointed by DES shall study the submission of the successful bidder and inform whether the situation can be qualified one of Force Majeure. Unless otherwise directed by DES in writing, the successful bidder shall continue to perform its obligations as far as it is reasonably practical, and shall seek all reasonable alternative means for performance of services not prevented by the existence of a Force Majeure event.

In the event of delay in performance attributable to the presence of a force majeure event, the time for performance shall be extended by a period(s) equivalent to the duration of such delay. If the duration of delay continues beyond a period of 15 days, DES and the successful bidder shall hold consultations with each other in an endeavor to find a solution to the problem.

Notwithstanding anything to the contrary mentioned above, the decision of DES shall be final and binding on the successful bidder.

1.6 Termination of contract

DES may, without prejudice to any other remedy under this Contract and applicable law, reserves the right to terminate for breach of contract by providing a written notice of 15 days stating the reason for default to the successful bidder and as it deems fit, terminate the contract either in whole or in part:

- If the successful bidder fails to deliver any or all of the requirements of this evaluation study (more particularly described elsewhere in this tender document); or
- If there is more than 25 per cent delay in the time frame as per activity chart proposed by bidder and accepted by DES; or

- If the successful bidder fails to perform any other obligation(s) under the contract.

Prior to providing a notice of termination to the successful bidder, DES shall provide the successful bidder with a written notice of 15 days instructing the successful bidder to cure any breach/ default of the Contract, if DES is of the view that the breach may be rectified.

On failure of the successful bidder to rectify such breach within 15 days, DES may terminate the contract by providing a written notice of 30 days to the successful bidder, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to DES. In such an event the successful bidder shall be liable for penalty/liquidated damages imposed by DES.

In the event of termination of this contract for any reason whatsoever, DES is entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective continuity of the services which the successful bidder shall be obliged to comply with and take all available steps to minimize the loss resulting from that termination/ breach, and further allow and provide all such assistance to DES and/ or succeeding bidder, as may be required, to take over the obligations of the successful bidder in relation to the execution/continued execution of the requirements of this contract.

1.7 Rights to Accept/Reject any or all Proposals

Director, DES reserves the right to accept or reject any proposal and to annul the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected bidder or bidders of the grounds for DES's action.

1.8 Fraud and Corruption

DES requires that Bidder must observe the highest standards of ethics during the execution of the contract. In pursuance of this policy, DES defines, for the purpose of this provision, the terms set forth as follows:

“**corrupt practice**” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

“**fraudulent practice**” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

“**collusive practice**” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

“**coercive practice**” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

“**obstructive practice**” is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a DES investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or Acts intended to materially impede the exercise of DES's inspection and audit rights.

If it is noticed that the Bidder has indulged into the Corrupt / Fraudulent / Unfair / Coercive practices,

- a) It will be a sufficient ground for DES to terminate the contract and initiate black-listing of the vendor.

- b) It will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract;
- c) It will sanction a firm or individual, including declaring ineligible, either indefinitely or for a stated period of time, to be awarded a DES-financed contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, a DES-financed contract; and
- d) It will have the right to require that a provision be included in bidding documents and in contracts financed by DES, a provision be included requiring bidders, suppliers and contractors to permit DES to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by DES.

In the event of the successful bidder being unable to service the contract for whatever reason, DES would evoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of DES under the Contract in the matter, the proceeds of the PBG shall be payable to DES as compensation for any loss resulting from the Bidder's failure to complete its obligations under the Contract. DES shall notify the successful bidder in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the Bidder is in default.

DES shall also be entitled to make recoveries from the successful bidder's bills, performance bank guarantee, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

Part II –Annexures

Annexure A: Bid Cover Letter

Date: dd/mm/yyyy

To,
The Director,
Directorate of Economics & Statistics, Government of Maharashtra,
8th floor, Administrative Bldg., Mumbai Suburban District, Mumbai 400 051

Sub : Selection of bidder to conduct survey for **Collection of Farm Activities Data and other related studies in Maharashtra**

Ref : Tender No: No. DES/NI/2017/TFC-FA/239, dated 03rd November, 2017

Dear Sir,

Having examined the Bid Document (and the clarification / corrigendum issued thereafter, if any), the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *conduct survey for "Collection of Farm Activities Data and other related studies in Maharashtra"*.

We attach hereto our responses to Technical requirements & commercial proposals as required by the Bid Document. We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to Directorate of Economics and Statistics, is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the DES in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the Bid Document (& subsequent clarification / corrigendum, if any) document and also agree to abide by this tender response for a period of 180 days from the date fixed for bid opening. We hereby declare that in case the contract is awarded to us, we shall submit the Performance Bank Guarantee and sign the contract in the form prescribed in the Bid Document.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organisation and empowered to sign this document as well as such other documents, which may be required in this connection.

Signature of Authorized Signatory (with official seal)

Name :

Designation :

Address :

Telephone & Fax :

E-mail address :

Annexure B: Format to share Bidder's particulars and contact person's details

#	Description	Details (to be filled by the responder to the Bid Document)
Organisation/Institution Details:		
1.	Name of the Organisation/Institution	
2.	Official address& contact details	
3.	Phone No. and Fax No.	
4.	Service Tax Registration No.	
5.	Permanent Account Number (PAN) of the agency	
Authorized signatory:		
1.	Name	
2.	Title	
3.	Organisation/Institution address	
4.	Phone No.	
5.	Mobile No.	
6.	Fax	
7.	E-mail	
Secondary contact:		
1.	Name	
2.	Title	
3.	Phone No.	
4.	Mobile No.	
5.	Fax	
6.	E-mail	

Annexure C: Authorization letter for attending pre-bid meeting

(To be provided on the letter head of Bidder)

Noí í í í í í í í í í í í í .í

Dateí í í í í í í .

To,
The Director,
Directorate of Economics & Statistics,
Mumbai

Sub: Bid Noí í í í .í í í í í í í í í í í í í í í í í í due dateí í í í í í ..

Sir,

We hereby authorize Dr./Mr./Ms. í í í í í í í í í í í í í í .as our authorized representative, to represent us on the following occasion:

- i. Pre-bid Meeting to be held oní í í í í ..atí í í í í a.m./p.m.

Kindly permit him/her to attend the same.

Yours faithfully,

Signature:
Name of signatory:
Designation:
Rubber Stamp

Annexure D: Format for CV of 3key staff members proposed

Please submit CV of 3 key staff members with supportive documents for all the details mentioned.

1	Name of the Staff				
2	Current designation in the organisation				
3	Age as on 03 rd November, 2017				
4	Proposed role in the survey				
5	Educational Qualification (Graduation onwards)				
6	Language proficiency	Language	Reading	Writing	Speaking
		English			
		Marathi			
		Hindi			
7	Total no. of years of work experience				
8	Total no. of years of relevant experience in sample surveys/ studies				
9	Other relevant details which member wants to specify (if any)				

Note : Supportive documents must be attached for the details mentioned in the CV.

Annexure E: Format for activity wise work plan

#	Activity	Timelines							Total No. of weeks
		<Month_1>				<Month_...>			
		<week_1>	<week_2>	<week_3>	<week_4>	<week_..>	<week_..>	<week_..>	
1	Schedule Designing & Pilot survey								
2	Schedule finalization								
3	Instruction set design and training to the field staff								
4	Actual field work (man days)								
5	Inspection								
6	Schedules Scrutiny								
7	Data entry in electronic form and Validations								
8	Tabulation and data analysis								
9	Draft report								
10	Final report								

Note:

- For an activity, please mention name of month and put tick in concern week.
- Work plan (maximum upto to 15 months) with timelines covering season-wise/study-wise field work, data compilation, analysis and report writing.
- Details of activities which shall be subcontracted (if any) and the names & address of sub contracted parties.

Annexure H: Format for Price Schedule

The Bidders have to fill the details for price schedule for conducting survey for Collection of Farm Activities Data and other related studies survey in below format. This annexure should be submitted strictly on the letter head duly filled in, signed and stamped in a separate sealed envelope. (Signature & stamp of authorized signatory on each page is mandatory).

For conducting survey for Collection of Farm Activities Data- **Season: Summer**

Item	Description	Total Cost in ₹
1	Submission of raw data (in electronic form) along with canvassed filled in interviewed schedules	
2	Submission of final data and all final tables as per tabulations plan	
3	Submission of interim study report	
4	Final report and recommendations	
5	Total Costs (Item 1 to 4)	
6	Local taxes (such as GST etc. as applicable)	
7	Total Cost including all taxes & duties (T1) (5+6)	

For conducting survey for Collection of Farm Activities Data- **Season: Kharif**

Item	Description	Total Cost in ₹
1	Submission of raw data (in electronic form) along with canvassed filled in interviewed schedules	
2	Submission of final data and all final tables as per tabulations plan	
3	Submission of interim study report	
4	Final report and recommendations	
5	Total Costs (Item 1 to 4)	
6	Local taxes (such as GST etc. as applicable)	
7	Total Cost including all taxes & duties (T2) (5+6)	

For conducting survey for Collection of Farm Activities Data- **Season: Rabi**

Item	Description	Total Cost in ₹
1	Submission of raw data (in electronic form) along with canvassed filled in interviewed schedules	
2	Submission of final data and all final tables as per tabulations plan	
3	Submission of interim study report	
4	Final report and recommendations	
5	Total Costs (Item 1 to 4)	
6	Local taxes (such as GST etc. as applicable)	
7	Total Cost including all taxes & duties (T3) (5+6)	

For other related studies (combined)

Item	Description	Total Cost in ₹
1	Submission of raw data (in electronic form) along with canvassed filled in interviewed schedules	
2	Submission of final data and all final tables as per tabulations plan	
3	Submission of interim study report	
4	Final report and recommendations	
5	Total Costs (Item 1 to 4)	
6	Local taxes (such as GST etc. as applicable)	
7	Total Cost including all taxes & duties (T4) (5+6)	

Grand Total ₹ (T1+T2+T3+T4) =

For calculation of Commercial score mentioned in the award criteria, the above grand total would be taken into consideration as the commercial value of the bidder.

Commercial proposal instructions:

The Bidder has to fill the details for price bid only in the **BoQ** format provided in the <https://mahatender.gov.in> portal.

Note:

- i. All the prices are to be entered in Indian Rupees (INR) ONLY.
- ii. The Bidder needs to account for all Out of Pocket expenses due to Boarding, Lodging and other related items.
- iii. Prices indicated in the schedules shall be including of all taxes, Levies, duties etc. It is mandatory to provide breakup of all type of applicable Taxes, Duties & Levies wherever asked for at the time of raising invoice. During the payment stage, DES reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies etc.
- iv. For the purpose of evaluation of Commercial Bids, DES shall make appropriate assumptions to arrive at a common bid price for all the Bidders. This however shall have no co-relation with the Contract value or actual payment to be made to the Bidder.
 - v. DES reserves rights to negotiate with successful bidder.
 - vi. The Contract Price shall be a firm lump sum not subject to any alteration.
- vii. The successful bidder shall be deemed to have satisfied itself as to the correctness and sufficiency of the contract price, which shall, except as otherwise provided for in the contract, cover all its obligations under the contract.
 - viii. DES would make payments to the successful bidder as specified in RFP after deducting penalty, if any. The payment would be done within 45 days from the date of submission of invoices.
 - ix. Director, DES reserves the rights to waive aforementioned penalty considering prevailing circumstances.
 - x. In case there is a discrepancy between the amount specified in figures and words, the amount specified in words would prevail.
 - xi. No advance payment will be made at any stage.
 - xii. TDS will be deducted as applicable at source.
- xiii. No price variation during the contract period shall be granted

Signature of Authorized Signatory (with official seal)

Name :
Designation :
Address :
Telephone & Fax :
E-mail address :

Annexure I: Performance Bank Guarantee

(For a sum of 10% of the value of the contract value)

Ref. No. :

Date :

Bank Guarantee No. :

To,

The Accounts Officer,
Directorate of Economics & Statistics,
8th Floor, Administrative Building,
Mumbai Suburban District, Bandra (East),
Mumbai-400 051

Against Letter of Intent number _____ dated _____ relating to Tender No. DES/NI/2017/TFC-FA/239 conducting survey for "Collection of Farm Activities Data and other related studies in Maharashtra" (hereinafter called the 'LoI') and the contract to be entered into between the Directorate of Economics & Statistics, Govt. of Maharashtra, (hereinafter called "DES") and _____ (hereinafter called the Bidder), this is to certify that at the request of the Bidder we _____ Bank, are holding in trust in favour of -----, the amount of Rs. _____ (write the sum here in words) to indemnify and keep indemnified the DES against any loss or damage that may be caused to or suffered by the ----- by reason of any breach by the Bidder of any of the terms and conditions of the contract that will be entered subsequently (within 15 days) and/or in the performance thereof. We agree that the decision of -----, whether any breach of any of the terms and conditions of the contract and/or in the performance thereof has been committed by the Bidder and the amount of loss or damage that has been caused or suffered by ----- shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to -----.

We _____ Bank, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfilment in all respects of the contract by the Bidder i.e. till _____ (hereinafter called the said date) and that if any claim accrues or arises against us _____ Bank, by virtue of this guarantee before the said date, the same shall be enforceable against us _____ Bank, notwithstanding the fact that the notice of any such claim is given to us _____ Bank, by ----- either before the said date or within the enforcement period of six months thereafter. Payment under this letter of guarantee shall be made promptly, within one month of our receipt of notice to that effect from -----.

It is fully understood that this guarantee is effective from the date of the said LoI and that we _____ Bank, undertake not to revoke this guarantee during its currency without the consent in writing of -----.

We undertake to pay to ----- any money so demanded notwithstanding any dispute or disputes raised by the Bidder in any suit or proceeding pending before any court or Tribunal relating

thereto our liability under this present guarantee being absolute and unequivocal. The payment so made by us under this guarantee shall be a valid discharge of our liability for payment there under.

We _____ Bank, further agree that ----- shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by ----- against the said Bidder and to forebear or enforce any of the terms and conditions relating to the said contract and we, _____ Bank, shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Bidder or for any forbearance by ----- to the said Bidder or for any forbearance and or omission on the part of ----- or any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision have the effect of so releasing us from our liability under this guarantee.

This guarantee will not be discharged due to the change in the constitution of the Bank or the Bidder.

Our liability under this Bank Guarantee shall not exceed and is restricted to ₹ _____ (Rupees _____ only).

Signature of Authorized Signatory (with official seal)

Date :
Place :
Name :
Designation :
Address :
Telephone & Fax :
E-mail address :

Signature of Witness 1

Signature of Witness 2

Name : _____

Name : _____

(Bank's common seal)

Annexure J: Draft Contract Form (CF)

AGREEMENT MADE this _____ day _____ of 2017 at Directorate of Economics & Statistics, Government of Maharashtra, 8th Floor, Administrative Building, Mumbai Suburban District, Bandra (E), Mumbai- 400051

Between

The Director, Directorate of Economics & Statistics (DES), Planning Department, Government of Maharashtra, hereinafter referred to as FIRST PARTY (which term or expression, unless excluded by or repugnant to the subject or context, shall mean and include its successors-in office and assigns) of the First Part

AND

M/s _____, an organization registered under _____ act in India and having its registered office at _____ hereinafter referred to as SECOND PARTY (which term or expression, unless excluded by or repugnant to the subject or context, shall mean and include its successors and permitted assigns) of the Second Part

NOW IT IS HEREBY AGREED between the parties hereto as follows:

And Whereas FIRST PARTY intends to conduct survey for "Collection of Farm Activities Data and other related studies in Maharashtra"

The SECOND PARTY has accepted the contract on the terms and conditions set out in the tender document _____ dated _____ as well in the acceptance of tender no. _____ dated _____, which will hold good during period of this agreement.

Upon breach by the SECOND PARTY of any of the conditions of the agreement, the DES may issue a notice in writing, determine and put an end to this agreement without prejudice to the right of the Government to claim damages for antecedent breaches thereof on the part of the SECOND PARTY and also to reasonable compensation for the loss occasioned by the failure of the SECOND PARTY to fulfil the agreement as certified in writing by the DES which certificate shall be conclusive evidence of the amount of such compensation payable by the SECOND PARTY to the Government.

This agreement shall remain in force until the expiry of 6 months from the date of entering into the contract unless and until the party decides to cancel the contract at any time upon giving 15 days notice in writing to the other party.

In witness whereof the said _____ hath set his hand hereto and the DES has on behalf of the Government of Maharashtra affixed his hand and seal thereto the day and year first above written.

Notice in connection with the contract may be given by DES, or any gazetted officer authorised by the DES.

In consideration of the payments to be made by the DES to the SECOND PARTY as hereinafter mentioned the SECOND PARTY hereby covenants with the DES to provide the Services and to remedy defects therein conformity in all respects with the provisions of the Contract.

Limited tender for conducting survey for Collection of Farm Activities Data and other related studies

The Contract value will become payable by DES to the SECOND PARTY under the provisions of the contract at the times and in the manner prescribed by the contract.

If subject to circumstances beyond control (Force Majeure) the contract fails to deliver the services in accordance with the conditions mentioned in the contract, the First Party shall at his option be entitled either.

SECOND PARTY should adhere to the work plan strictly. Delay beyond 15 months shall attract penalty of Rs. 2000/- per week. DES reserves the right to waive off penalty considering prevailing circumstances and the reasons for delay for which SECOND PARTY is not responsible. If the final report of the study is not submitted as per the agreed condition and within the stipulated timelines, where the delay is on account of the SECOND PARTY then the DES will withhold the last instalment. All penalties shall be deducted subject to a cap of 25% of contract value.

If the DES has not received requisite evaluation report because of the delay caused by the Second Party, the performance Bank Guarantee shall be forfeited and no payments shall be effected full or part thereof to the Second Party.

Signed, sealed and delivered

By-----

For and on behalf of Directorate of Economics & Statistics, Planning Department, Government of Maharashtra

Signed, sealed and delivered

By-----

For and on behalf of the <SECOND PARTY>

Witnesses:

(1)

(2)

Annexure K: Check-list for the documents to be included

#	Documents to be submitted	Submitted (Y/N)
Technical Proposal - Envelope A		
1.	Annexure A: Bid Cover Letter	
2.	Online payment receipt of E.M.D. of Rs. 10,000/- & Online payment receipt of Tender Fee of Rs. 1,000/-	
3.	Annexure B: Format to share Bidder's Particulars and contact person's details	
4.	Annexure C: Authorization letter for attending pre-bid meeting (To be provided on the letter head of Bidder)	
5.	Annexure D: Format for CV of 5 key staff members proposed	
6.	Annexure E: Format for activity wise work plan	
7.	Annexure F: Brief understanding of Conducting survey for Collection of Farm Activities Data and other related studies	
8.	Annexure G: Proposed methodology: Conducting survey for Collection of Farm Activities Data & other related studies in Maharashtra	
Commercial Proposal- Envelope B		
9.	Annexure H: Format for Price schedule	
10.	Complete tender document with signature on each page	

Annexure L: Government Mechanism for Agriculture related activities in Maharashtra

Departments related with this survey are as follows:

1. Agriculture Department, GoM, Mantralay, Mumbai
2. Office of Commissioner of Agriculture, GoM, Pune - <http://www.mahaagri.gov.in/>
3. Office of Sugar Commissioner, GoM, Pune
4. Directorate of Horticulture, GoM, Pune
5. Maharashtra State Agriculture Marketing Board, Pune ó www.msamb.com
6. Agriculture Price Committee, GoM, Mumbai
7. Agricultural Universities
 - [Dr. Balasaheb Sawant Konkan Krishi Vidyapeeth, Dapoli, Dist. Ratnagiri](#)
 - [Mahatma Phule Krishi Vidyapeeth, Rahuri](#)
 - [Vasantnao Naik Marathwada Krishi Vidyapeeth, Parbhani](#)
 - [Dr. Punjabrao Deshmukh Krishi Vidyapeeth, Akola](#)