**Chhattisgarh State Cooperative Marketing Federation Limited**
**Sector -21, C. B. D. Complex, 6th Floor, Nawa Raipur Atal Nagar, Raipur**
**Ph.No. - 0771 - 2425400, 2425426**
**Website- markfed.cg.nic.in, email-id - mf_ctrlroom_raipur.nic.in**

# Request for Proposal (RFP)

## E-TENDER

**For Service of**
**Project Manager and Stenographer**

**Managing Director**
**Chhattisgarh State Co-operative Marketing Federation Ltd.**
**(MARKFED HQ) Raipur (C.G.)**

**Request for Proposal (RFP)**

No./MARKFED HQ /3528/2022 Atal Nagar Nava Raipur Dated. 13.09.2022

Online proposals are invited from eligible firms for providing Project Manager and Stenographer at Chhattisgarh State Co-operative Marketing Federation Limited from 14/09/2022 to 06/10/2022. RFP forms can be downloaded from www.markfed.cg.nic.in. Interested bidders are advised to visit our website regularly for RFP, other terms and conditions, key dates including any changes in the same.

**Managing Director**
**Chhattisgarh State Cooperative**
**Marketing Federation Ltd.**

# CONTENTS


| SI. No | Section | Page No. |
|---|---|---|
| I | Introduction | 05 |
| 2 | Instruction to Agencies | 07 |
| 3 | Criteria for Evaluation | 12 |
| 4 | Award of Consultancy | 12 |
| 5 | Execution of Agreement | 12 |
| 6 | Commencement of Assignment | 13 |
| 7 | Proprietary Data | 13 |
| 8 | Mode of Payment | 13 |
| 9 | Fraud and Corrupt Practices | 13 |
| 10 | About Corrigendum | 15 |
| 11 | Formats: | |
| A | Technical Proposal | |
| | Letter of Proposal (Form A) | 16 |
| | Agency's Profile (Form B) | 19 |
| | Performance Statement for last three years (Form C) | 20 |
| | CV format for proposed Personnel (Form D) | 21 |
| B | Financial Bid Format (Form E) | 22 |

**GLOSSARY:-**

| | |
|---|---|
| MARKFED | Chhattisgarh Cooperative Marketing Federation |
| PMU | Project Monitoring Unit |
| FCI | Food Corporation of India |
| CGSCSC | Chhattisgarh State Civil Supply Corporation |
| CV | Curriculum Vitae |
| FS | Financial Score Government of Chhattisgarh |
| GoCG | Government of Chhattisgarh |
| MIS | Management Information System |
| PPD | Paddy Procurement/Disposal |
| RFP | Request for Proposal |
| TOR | Terms of Reference |
| TS | Technical Score |
| P.C. | Procurement Centre |
| SC | Storage Centre |
| EMD | Earnest Money Deposit |
| TDS | Tax Deducted At Source |
| LOA | Letter of Acceptance |
| LOP | Letter of Proposal |

## 1. Introduction:-

Chhattisgarh MARKFED: The Chhattisgarh State Cooperative Marketing Federation Ltd. (MARKFED) is an apex level federation of Cooperative carketing societies in the state of Chhattisgarh. Chhattisgarh State Cooperative Marketing Federation Limited, Raipur (Registration No. 216 dated 31.10.2000) came into existence simultaneously with the creation of new Chhattisgarh State on 1st November 2000. Marked executes the work of paddy procurement under Price Support Scheme and supply of chemical fertilizers and plant protection material to the farmers of the state as per instructions of Government. Chhattisgarh Marked has its Head Quarter at Raipur and 28 district offices at district headquarters of the State. These offices undertake bulk of business and are well equipped with infrastructure and are manned with experienced staff.

## I.I Main Objectives of MARKFED:-

1. To assist and strengthen its member markets and other marketing societies in the state.
2. To provide agricultural inputs to the farmers through member of societies numbering over one thousand to promote the production of their agricultural produce.
3. To procure the agricultural produce from farmers in regulated Procurement Centers.
4. To carry out welfare activities as per the state government directives.
5. To construct godowns (Open Storage Centers) to increase the storage facilities in the state.
6. Supply of inputs like Fertilizers.
7. Undertaking price support operations.
8. Acting as an agent to the Govt. for procurement, supply and distribution of paddy, commodities and also nodal agency for supply of inputs.
9. Undertaking commercial operations of agricultural produce.

BIDING SCH.EDULE FOR ONLINE E-TENDER:

| | | |
|---|---|---|
| Bid start Date | 14/09/2022 | 11.00AM |
| Bid Due Date | 06/10/2022 | 05.00 PM |
| Bid Open Date from | 07/10/2022 | 11.00AM |

**Detailed Roles and Responsibilities:**

**Project Manager:**

1. Planning and Defining Scope
2. Activity Planning and Sequencing
3. Resource Planning
4. Developing Schedules
5. Time Estimating

6. Cost Estimating
7. Documentation
8. Creating Charts and Schedules
9. Risk Analysis
10. Managing Risks and Issues
11. Monitoring and Reporting Progress
12. Team Leadership
13. Strategic Influencing
14. Controlling Quality
15. Benefits Realization
16. To Carry over the roles & responsibilities as required by management

**Stenographer (English):**

1. English letter dictation as per order of higher official duties and responsibilities of personal secretary to higher officials
2. To keep record of incoming/outgoing dak, files/registers etc. / to keep filing upto date to fix appointments / to arrange meetings and collect information desired by the officer / to deal in a tactful manner with visitors and to attend telephone calls with courtesy;
3. To maintain confidentiality and secrecy;
4. To type and take dictation in shorthand and to transcribe it accurately;
5. To maintain a list of officers (with their official as well as residential telephones and addresses) with whom the officer is likely to have official dealings;
6. To keep an accurate list of engagements, meetings, etc. and remind the officer in time and to make available to him all the necessary papers for such engagements/meetings;
7. To maintain a proper order of the papers required to be dealt with by the officer and to bring to his notice, the papers/cases which requires immediate attention;
8. To destroy by burning the stenographic/notes of the confidential/secret nature after they have been typed;
9. To keep track of the progress of cases/matters till these are finally disposed off.
10. To keep reference books, rules ordinances, statutes, etc. upto date.
11. To perform such other duties as may be assigned to him from time to time in relation to the functions assigned to the Schools/Centers/Departments/ Branches.
12. To extend cooperation to his seniors.

## 2. Instruction to Agencies:-

### Scope of Proposal

(i) Agencies are advised that the selection of the Project Manager and Stenographer shall be on the basis of an evaluation by the MARKFED, through the selection process specified in this RFP. Agencies shall be deemed to have understood and agreed that no explanation or justification for any aspect of the selection process will be given and that the MARKFED's decision is without any right of appeal whatsoever;

(ii) The agency shall submit its proposal online in the form and manner specified in this RFP. The technical proposal shall be submitted online as per Form A to D and the financial proposal shall be submitted online as per Form E. Upon selection, the agency shall be required to enter into a consultancy agreement with the MARKFED in the form provided by MARKFED.

### Contract Period:-

The contract will be initially for a period of one year from the date of agreement of the firm with MARKFED and it shall be extended upto 2 years on the same administrative percentage. Continuation of the agreement will be subjected to approval from State Government. The performance will be evaluated by MARKFED yearly and if any point of time performance not found satisfactory the agreement can be unilaterally terminated by MARKFED after the expiry of one month from the date of serving the notice in this regard.

### Substitution of Key Personnel:-

(i) MARKFED will not normally consider any request of the selected agency for substitution of key personnel as the ranking of the agency is based on the evaluation of key personnel and any change therein may upset the ranking. Substitution will, however, be permitted if the key personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of MARKFED;

(ii) In case of substitution of key personnel, MARKFED reserves the right to examine the new personnel proposed to be provided as replacement.

(iii) In case of gap period for replacement of any specialist no remuneration will be provided for that period concern.

### Agreement:-

The selected firm/agency will have to sign a consultancy agreement in non-judicial stamp paper of adequate denomination with MARKFED.

### Termination of Contract:-

(i) The premature termination or the suspension of the GoCG's Engagement, in respect of the funds with which the Officer has been engaged, or significant change in the requirements of the job, for which the MARKFED cannot be held responsible, will give rise to the right of the MARKFED to terminate this contract.

(ii) Further, MARKFED reserves the right to terminate this contract for any of the following reasons:

- Absence of the team/personnel from duty except as a result of sickness or accident;
- Unsatisfactory performance by the team/personnel;
- Misconduct by the team/personnel or breach of the terms of this contract or any act or omission which in the reasonable opinion of the MARKFED, may bring the MARKFED into disrepute;
- Significant incompatibility of the team/personnel with local personnel/ officials or public/consumers.
- Conversely, the incumbent may terminate the contract with one month Notice to the MARKFED after compensating all the losses to MARKFED due to sudden termination. Abrupt and irresponsible termination of the contract by the agency may also result in black listing of the agency.

**Conditions of Eligibility of Agencies:-**

(i) Agencies must read carefully the minimum conditions of eligibility (the "Conditions of Eligibility') provided herein. Proposals of only those agencies that satisfy the Conditions of Eligibility will be considered for evaluation.

(ii) To be eligible for evaluation of its proposal, the agency shall fulfill the following minimum eligibility criteria:-

a. The agency should be having operational experience of at least 5 years. The agency must have completed at least three similar type of assignment for Central or State Government or any other government organization within last four financial years (i.e. 2018-19, 2019-20, 2020-21, 2021-22)

(iii) Any entity which has been barred by the Central / State Government in India, or any entity controlled by them, from participating in any project, and the bar subsists as on the date of proposal, would not be eligible to submit the proposal.

(iv) An agency should have, during the last three years, neither failed to perform any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Agency, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such agency.

(v) While submitting a proposal, the agency should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the appendices is insufficient.

(vi) No. of posts may increase or decrease depending on requirement of MARKFED. Monthly remuneration also can be revised on the basis of sanction received from State Government, accordingly, agency must pay the revised remuneration.

(vii) All statutory liabilities on account of supplied personnel will be borne by the firm

**Details of post and qualification are as under:-**

| S. No. | Proposed Post | No. of Post | Minimum Educational qualification | Maximum monthly remuneration |
|---|---|---|---|---|
| 1 | Project Manager | 01 | MBA (Finance) with 2 year experience | 40,000/- |
| 2 | Stenographer | 01 | 1. Passed first year of graduation from recognized university/institution or passed 10+2 certificate exam from recognized board.\<br>2. English shorthand 100 wpm with computer typing speed of 35 wpm in English from recognized board/institute or shorthand and typing council.<br>3. Data entry of 1000 key depression per hour and 1 year diploma / certificate in Data entry operator /programming from any recognized institute. | 20,900/- |

**Conflict of Interest:-**

The selected agency shall not receive any remuneration in connection with the assignment except as provided in the agreement. The consultant and its affiliates shall not engage in auditing activities that conflict with the interest of the MARKFED. The agency should provide professional, objective and impartial advice and at all times hold the MARKFED interest paramount.

Note:- 1. Only separate agreement shall be considered as new assignment

2. Minimum Period of assignment shall be minimum period of 12 months.

**Documents to accompany the RFP**:

**a. PART - A (Technical Proposal)**

The agency must submit online the following particulars / documents along with the technical proposal failing which the RFP may be treated as non-responsive.

- Photocopy of the PAN card
- Photocopy of the EPF registration certificate
- Photocopy of the GST registration certificate
- Photocopy of lT return filed for the last three financial years
- Filled in Technical Proposal (Form A)
- Filled in Agency's profile ( Form B)
- Previous experience of the firm in successfully executing similar types of assignments• (Form C)
  (Attach photo copies of work completion/performance certificate)
- Detailed Curriculum Vitae (CV) of proposed Project Manager and Stenographer (Form D) Proof of Educational Qualification, Experience of professional should be required.

**EMD:-**

(i) Agency should deposit EMD for an amount of Rs 20,000/- (twenty thousand) in the bank account of MARKFED (bank account details mentioned in page no. 7) through the mode of NEFT/RTGS and proof of the same must be attached in Form - A. No interest will be given till EMD amount is hold by MARKFED. Agency should necessarily scan and upload the receipt of NEFT/RTGS for the payment made for document cost and EMD, failing to which tender can be cancelled.

(ii) EMD shall be returned to the unsuccessful bidders within a period of 45 days from the date of signing of consultancy agreement between MARKFED and the successful bidder. EMD submitted by the successful bidder shall be released upon completion of the consultancy services.

(iii) EMD shall be forfeited in the following cases:

a) if any information or document furnished 'by the bidder turns out to be misleading or untrue in any material respect; and
b) If the successful bidder fails to execute the consultancy agreement within the stipulated time or any extension thereof provided by MARKFED.

**b. PART- B (Financial Proposal)**

The agency must submit online the financial proposal using Form -E with proper signature and seal of the agency. In case of any discrepancy between figures and words in the financial proposal, the one described in words will be considered.

**Performance Security**:-

An amount of Five percent shall be deducted from each administrative payment made to the agency during the first year of consultancy and retained as performance security which shall be returned after satisfactory completion of the consultancy services.

**Number of Proposals**:-

An agency is eligible to submit only one application for the consultancy. The bid will be rejected if any member/members of team are found in another bid.

**Validity of Proposal**:-

The proposal shall remain valid for 180 days after the date of bid opening. Any proposal which is valid for a shorter period shall be rejected as non-responsive.

**Cost of RFP Document**:-

RFP document can be downloaded from www.markfed.cg,nic.in and hnp://eproc.cgstate.gov.in. While submitting online e-tender document cost of Rs 2000 (two thousand) has to be deposited through RTGS/NEFT in the bank account of MARKFED and Rs. 311 (three hundred eleven) bid submission fees has to be deposited in the account CHIPS through http://eproc.cgstate.gov.in. Proof of same must be attached in Form - A.

**Bank Details of Chhattisgarh State Co-operative Marketing Federation Ltd. for submitting EMD and Document Cost:**

Name of Organization: Chhattisgarh State Co-operative Marketing Federation Ltd.
Bank Name: IDBI Bank, Naya Raipur (C.G.) Ale No.: 2134104000000046
I.F.S.C. Code: IBKL0002134

**Acknowledgement by Agency**:-

(i) It shall be deemed that by submitting the proposal, the agency has:

a. Made a complete and careful examination of the RFP
b. Received all relevant information requested from MARKFED;
c. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of MARKFED or relating to any of the matters stated in the RFP document
d. Satisfied itself about all matters, things and information, including matters referred to in clause herein above, necessary and required for submitting an informed application and performance of all of its obligations there under;
e. Acknowledged that it does not have a conflict of interest; and
f. Agreed to be bound by the undertaking provided by it under and in terms hereof.

(ii) The MARKFED shall not be liable for any omission, mistake or error on the part of the Agency in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the selection process, including any error or mistake therein or in any information or data given by the MARKFED.

**Right to reject any or all proposals:-**

(i) Notwithstanding anything contained in this RFP, the MARKFED reserves the right to accept or reject any proposal and to annual the selection process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

(ii) The MARKFED reserves the right to reject any proposal if:

a. at any time, a material misrepresentation is made or uncovered, or
b. The agency does not provide, within the time specified by MARKFED, the supplemental information sought by the MARKFED for evaluation of the proposal.

Such misrepresentation/ improper response may lead to the disqualification of the agency. If such disqualification /rejection occur after the proposals have been opened and the highest ranking agency gets disqualified / rejected, then the MARKFED reserves the right to consider the next best agency, or any other measure as may be deemed fit in the sole discretion of the MARKFED, including annulment of the selection process.

**Language: -**

The Proposal with all accompanying documents (the "Documents") and all communications in relation to or concerning the selection process shall be in English language and strictly on the forms provided in this RFP. All the supporting document or printed literature shall be submitted with the proposal for proof of all the given information i.e. Educational qualification specifically asked for and in case any of these documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the proposal, the translation in English shall prevail.

3. **CRITERIA FOR EVALUATION:-**

Those firm which qualified in technical criteria, will be eligible for opening of financial bid. The lowest rate quoted by the firm will be selected as L-1. Rates must be quoted by tenderer in both words and in figures. Rate mentioned in words will be taken as final for evaluation purpose. If two tenderer quoted same rate then qualification shall be decided on the basis of number of similar assignment completed as mentioned on conditions of eligibility, if again it was same then decided on firm's average turnover basis of last three financial years.

**4. AWARD OF CONSULTANCY:-**

After selection, a Letter of Acceptance (the " LOA") shall be issued, in duplicate, by MARKFED to the selected agency and the selected agency shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof in the event the duplicate copy of the LOA duly signed by the selected agency is not received by the stipulated date, MARKFED may, unless it consents to extension of time for submission thereof, forfeit the proposal security of such agency, and the next eligible Agency may be considered.

5. **EXECUTION OF AGREEMENT: -**

After acknowledgement of the LOA as aforesaid by the selected agency, it shall execute the agreement within the period of 21(Twenty One) days from the date of issuance of LOA. The selected agency shall not be entitled to seek any deviation in the agreement. If the selected agency fails to submit the performance security and fails to sign the agreement, its bid security shall be forfeited and appropriated by MARKFED. In such an event, the MARKFED may invite the Second Ranked Agency (L2 firm) for negotiations and may issue LOA to him.

6. **COMMENCEMENT OF ASSIGNMENT:-**

The Consultant shall commence the services within thirty (30) days from the date of signing of the Agreement. If the consultant fails to commence the assignment as specified here in, MARKFED may, unless it consents to extension of time thereof may forfeit the performance security and appropriate the same by MARKFED.

7. **PROPRIETARY DATA:** -

All documents and other information provided by MARK.FED or submitted by an Agency to MARKFED shall remain or become the property of MARKFED. Agency and the consultant, as the case may be, are to treat all information as strictly confidential. The MARKFED will not return any proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the consultant to MARKFED in relation to the consultancy shall be the property of MARKFED.

**8. MODE OF PAYMENT:**

On production of actual work done and engaged manpower at respective office, the honorarium of Project Manager and Stenographer will be paid to the agency on monthly basis against submission of monthly invoice.

**9. FRAUD AND CORRUPT PRACTICES**

(i) The agency and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the selection process. Notwithstanding anything to the contrary contained in this RFP, MARKFED HQ shall reject a proposal without being liable in any manner whatsoever to the agency, if it determines that the agency has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the selection process. In such an event, MARKFED HQ shall, without prejudice to its any other rights or remedies, forfeit and appropriate the proposal security or performance security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to MARKPED HQ for, inter alia, time, cost and effort of MARKFED HQ, in regard to the RFP, including consideration and evaluation of such agency's proposal.

(ii) Without prejudice to the rights of MARK FED HQ under clause herein above and the rights and remedies which the MARKFED may have under the LOA or the agreement, if an agency or consultant, as the case may be, is found by the MARKFED to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the selection process, or after the issue of the LOA or the execution of the

agreement, such agency or consultant shall not be eligible to participate in any tender or RFP issued by the MARKFED during a period of 2 (two) years from the date such agency or consultant, as the case may be, is found by MARKFED to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

(iii) For the purposes of this clause, the following terms shall have the meaning herein after respectively assigned to them:

a. "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the MARKFED who is or has been associated in any manner, directly or indirectly with the selection process or the LOA or has dealt with matters conceding the agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the MARKFED, shall be deemed to constitute influencing the actions of a person connected with the selection process; or (ii) engaging in any manner whatsoever, whether during the selection process or after the issue of the LOA or after the execution of the agreement as the case may be, any person in respect of any matter relating to the project or the LOA or the agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the MAKFED in relation to any matter concerning the project;

a. “fraudulent practice‘ means a misrepresentation or omission of facts or disclosure of incomplete face, in order to influence the selection process;

b. “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the selection process;

c. undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the MARKFED with time objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a conflict of interest; and

d. “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among agencies with the objective of restricting; or manipulating a full and fair competition in the selection process,

## 10. ABOUT CORRIGENDUM:

If any amendments are done in the tender document then it will be published in the newspaper or in the website of MARKFED which will be a part of tender. Amendment notice can be released one week before the last date of tender.

**For any queries, contact:-**

1. Mr. Nikhil Soni, Development Officer (Finance), Mo. No. 9340414140
2. Mrs. Nidhi Shashank Dubey, Deputy Manager (Establishment), Mo. No. 9131235321

## FORMATS

### Form-A

**TECHNICAL PROPOSAL**

**Letter of Proposal**

(On Agency's letter head)

Dated:

**To,**

**Managing Director,**
**Chhattisgarh State Cooperative Marketing Federation Limited,**
**CBD, 6th Floor, Sector-21, Nawa Raipur Atal Nagar, Raipur**

**Sub: Request for Proposal (RFP) for procuring the services of Project Manager and Stenographer at MARKFED**

Sir/Madam,

1. With reference to your RFP document dated dd/mm/yy, I/we, having examined the bidding documents and understood their contents, hereby submit my/our Proposal for the aforesaid project. The proposal is unconditional and unqualified.
2. All information provided in the proposal and in the appendices is true and correct.
3. This statement is made for the express purpose of qualifying as an agency for undertaking the
4. I/ We shall make available to MARKFED any additional information it may find necessary or require to supplement or authenticate the bid.
5. I / We acknowledge the right of MARKFED to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
7. I/ We declare that**:**
   a. I / We have examined and have no reservations to the bidding documents, including any addendum issued by MARKFED.
   b. I/ We do not have any conflict of interest in accordance the RFP document;
   c. I/We have not directly or indirectly or through an agent engaged or indulged in and corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with MARKFED or any other public sector enterprise or and government, Central or State; and
   d. I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8. I/ We understand that you may cancel the bidding process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the bidders to bid for the project without incurring any liability to the bidders, in accordance with the RFP document. I/ We declare that we are not a member of any other firm submitting a proposal for the project.
9. I/ We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages the moral sense of the community.
10. I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge -sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
11. I/ We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ managers/ employees.
12. I/ We undertake that in case due to any change in facts or circumstances during the bidding process, we shall intimate MARKFED of the same immediately.
13. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise a rising to challenge or question any decision taken by MARKFED in connection with the selection of the bidder, or in connection with the Bidding Process itself, in respect of the above mentioned project and the terms and implementation thereof.
14. In the event of my/ our being declared as the successful bidder, I/We agree to enter into an agreement provided by MARKFED.
15. I/We have studied all the bidding documents carefully. We understand that except to the extent as expressly set forth in the agreement, we shall have no claim, right or title arising out of any documents or information provided to us by MARKFED or in respect of any matter arising out of or concerning or relating to the bidding process including the award of contract.
16. The consultancy fee has been quoted by me/us after taking into consideration all the terms and conditions stated in the RFP, draft agreement.
17. I/We agree to furnish performance guarantee to MARKFED in accordance with the RFP document.
18. I/We agree to abide performance security clause as mentioned in the RFP document.
19. The EMD should be submitted in the form of RTGS/NEFT and proof of same should be attached in Form- A.
20. I/We agree and understand that the proposal is subject to the provisions of the RFP documents. In no case, I/We shall have any claim or right of whatsoever nature if the Project is not awarded to me/us or our proposal is not opened.
21. I/We agree to keep this offer valid for 180 (one hundred and eighty) days from the proposal due date specified in the RFP.

22. I/We agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, I/we submit this proposal under and in accordance with the terms of the RFP document.

**Yours faithfully,**
**Date: (Signature of the Authorized signatory)**
**Place: (Name and designation of the of the Authorized signatory)**
**Name and seal of Bidder**

**Form-B**

**Particulars of the Agency**

**l. NAME OF THE FIRM: .....**

**2. REGISTERED OFFICE: .....**

**3. DATE OF INCORPORATION: .....**

**4. CONSTITUTION OF CONSULTANT FIRM: .....**

**a. Names of Govt. Dept. I Public Sector undertaking/ Pvt. Sector /International clients to whom the bidder has provided similar services, if any;**

***5.* MAIN BUSINESS ACTIVITIES: .....**

**6. DETAILS OF MAIN BRANCHES: .....**

**a. Annual turnover of the Firm (in INR) from Consulting Assignments in India during last three Financial Years. (Please attach copy of the Audited Financial Statements)**

**2018-2019: .....**
**2019-2020: .....**
**2020-2021: .....**

**7. DETAILS OF CONTACT PERSONS:**

**NAME: .....**
**DESIGNATION: .....**
**CONTACT NO.:.....**
**MOBILE NO.:.....**
**FAX NO.: .....**
**EMAIL ID: .....**
**POSTAL ADDRESS: .....**

**(Signature of Authorized signatory)**

## Form C

**Performance statement for similar nature of work /projects for period of previous years**

| Order placed by (with address) | Order No. and date | Description of the work order | Number of operational and managerial Personnel provided by the Firm | Name of Key Personnel of Firm involved and functions performed therein | Value of Works |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

Signature and seal of the Bidder: _____

- Photocopy of work order and completion certificate are to be attached.

**Form-D**

## CURRICULUM VITAE (CV) OF PROPOSED KEY PERSONNELS

**Name of Firm the personnel employed: .....**

**Name of Staff: .....**

**Designation: .....**

**Date of Birth: .....**

**Years with Firm/Entity: .....**

**Nationality: .....**

**Membership of Professional Societies: .....**

**Detailed Task Assigned: .....**

**Key Qualifications:** [Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.

**Education:** [Summarize college/university and other specialized education of staff member, giving their names, dates attended and degrees obtained. Use about one quarter of a page)

**Note:-**

- Personnel are to affix his recent photograph on first page of CV.
- Complete address and phone number of the personnel is to be provided.
- Document for proof of age is to be enclosed.
- Document for proof of qualification n is to be enclosed.
- Age of the personnel shall not be more than 45 years.

**Employment Record**: (Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, name of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. [Use about three quarters of a page)

**Languages:** [For English language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing)

**Certification**

I, the undersigned, certify to the best of my knowledge and belief that:

(i) This CV correctly describes my qualifications and my experience.

(ii) 1 am committed to undertake the assignment within the validity of Proposal.

**Name & signature of the key personnel**

**Name & signature of the authorized signatory**

**Form E**
**(Financial Proposal for PMU)**

**To,**

**The Managing Director**
**Chhattisgarh State Cooperative Marketing Fed. Ltd.**
**(MARKFED) Nawa Raipur Atal Nagar (C.G.)**

**Sub: Request for Proposal (RFP) for procuring the services of Project Manager and Stenographer.**

1. We, the undersigned, offer to provide the consulting services for the above in accordance with your RFP. Taxes shall be reimburse extra as per actual.
2. Our financial proposal shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the Proposal ,
3. This financial proposal covers remuneration for all the Personnel (Expatriate and Resident, in the field, office etc), This Financial Proposal is without any condition.
4. Our offer is as per terms & condition, scope of work referred in the RFP, we abide with the same.
5. TDS and other taxes, if any, will be deducted as per prevailing rules.
6. Having gone through this RFP document, and guideline of paddy procurement/ disposal and having fully understood the scope of work for the Project as set out in this RFP document; we are pleased to quote the following fees for the Assignment:

**Administrative fees in terms of % - .....**

**Note: (a) Fixed monthly remuneration Project Manager (per person) of Rs. 35,000/- (for 01 no.) and Stenographer Rs 20,900/- (for 1 no.) has to be paid by the bidder excluding administrative charges.**

**(b)Administrative charges should be quoted in terms of percentage (%), exclusive of GST.**

| S.No. | DISCRIPTION | UOM | BIDDERS OFFER In Percentage (%) |
|---|---|---|---|
| 1 | Administrative charges should be quoted in terms of percentage (%), exclusive of GST. | Percentage (%) | |

**Note: Financial Proposal "Administrative charges" should be quoted online only.**

**Signature of Authorized Signatory of the Bidder**
**(Name, Title and Address of the Authorized Signatory)**