



Small Farmers' Agribusiness Consortium

NCUI Auditorium, 5th Floor, August Kranti Marg, Hauz Khas,
New Delhi – 110 016

Detailed guidelines for bids to conduct an Evaluation Study of the Central Sector Scheme for Venture Capital Assistance – Performance during the XI Plan

A detailed evaluation study of above Scheme being implemented by SFAC is to be conducted by an independent agency, covering the period of the XI Plan, with a view to assessing its impact, evaluating operational roles of various stakeholders, identifying constraints and bottlenecks and suggesting areas for improvement.

2. Scope

- (i) Pre-study: The selected agency will be expected to spend 7 days with SFAC HO staff developing a detailed TOR, guidelines, outputs and timelines for the Study.
- (ii) Investigation phase: 7 days of desk review of VCA cases; correspondence; interviews with key personnel at SFAC HO level; collection of relevant documents, statistics and material.
- (iii) 21 days: Field work in selected locations by study teams, covering all relevant stakeholders.
- (iv) 30 days: Report writing for producing 1st draft of report; discussion with SFAC, incorporation of suggestions.
- (v) Final submission of report before end of 90 days from date of issue of work order.
- (vi) The report shall be submitted in 10 hard copies and backed up with 2 CDs containing latest Word version of the report.

3. Eligibility

- a. Can be credit appraising institutions, companies, NGOs, Consultancy Firms, any other formally registered body or individual with at least 5 years' experience in carrying out such studies and proven track record of evaluation of financial schemes and projects.
- b. Should possess a deep understanding of the financial and agriculture/agribusiness sector with required skill sets in project development, supply chain management, finance, execution, capacity building etc.
- c. Should have an average annual turnover of at least Rs.2.00 Crore during the last 3 years.

- d. Should have executed at least 5 major evaluation studies in the financial/ agriculture/agribusiness sectors during the last 3 years.

4. **Technical Bid, Parameters and Evaluation:**

The agency shall be required to provide technical details as below:

- a. The background of the organization with details of studies carried out, projects designed & executed in last 3 years. List of similar projects undertaken for any Ministries / Organizations of GOI may also be furnished.
- b. Details of Technical / Managerial capability covering the areas of policy, project development, project finance, capacity building, infrastructure and agriculture / horticulture be provided
- c. Methodology of work proposed, time line and work plan.

5. **Bidding Procedure**

Agencies shall submit their technical and financial bids in 2 separate sealed covers which are correctly labeled and place the same in one large envelope, superscribed in bold capital letters:

“BIDS FOR EVALUATION OF SFAC VCA”

Envelope I – Technical Bid

- a) All relevant details / documents in support of the eligibility condition as indicated above.

Envelope II – Financial Bid

- a) Fee to be quoted should be inclusive of all expenditure i.e. man-power cost, travel, out of pocket expense etc. Only service tax as may be applicable shall be charged extra.

Please note SFAC will provide a 20% mobilizing advance to the successful bidder at the time of issuing a work order, and pay another 50% of the total amount on submission of a draft report. The remaining 30% amount will be paid on final submission of the report, incorporating SFAC comments. No other pattern of payment will be considered, hence bidders may kindly not suggest their preferred schedule.

Successful bidder will have to provide a bank guarantee equal to the approved fee amount for the period of the study.

Evaluation of Bids :

The bids will be evaluated on a composite scoring index, combining technical and financial parameters.

7. **Clarifications**

Clarifications, if any, can be sought from Shri Ashok Pillai, Director (PDF), Small Farmers' Agribusiness Consortium, NCUI Auditorium Building, 5th Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi – 110 016 (Phone No. 011-26569316, 26966017 & FAX No.26862367) on any working day during working hours upto the final day of bidding.

8. The bids (Technical and Financial) must be submitted in hard copy only latest by 5 p.m. on 23rd August, 2011 at Small Farmers' Agribusiness Consortium, NCUI Auditorium, 5th Floor, August Kranti Marg, Hauz Khas, New Delhi – 110 016. Electronic bids will not be accepted.

9. Managing Director, Small Farmers' Agribusiness Consortium reserves the right to reject any / all the bids in part or in full without assigning any reason.