

NATIONAL COUNCIL FOR COOPERATIVE TRAINING
3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110 016
(A Grantee organization of Ministry of Agriculture & Farmers' Welfare,
Department of Agriculture, Cooperation & Farmers' Welfare
Govt. of India, New Delhi)

Expression of Interest

National Council for Cooperative Training invites Expression of Interest to conduct an Evaluation study of its training activities during the 12th Five Year Plan. The reputed agencies from Government/Semi Government/ Autonomous Bodies/Corporation/Cooperative Organizations/Management/Research Institutes having adequate experience are invited to submit their bid. The eligibility criteria, terms of reference, scope of study and other details are available on our website www.ncct.ac.in. Offers should reach Director (Programme), NCCT at the above address within 15 days of publication of this advertisement.

I Eligibility Criteria:

- (a) Government/Semi Government/ Autonomous Bodies/Corporation/Cooperative Organizations/Management/Research Institutes having minimum of five years of experience in cooperative/Agriculture/Rural development area in conducting study of Monitoring and Evaluation Studies of various Government Schemes.
- (b) Average annual turnover of Indian Rupees 1,00,00,000.00 and above (Rupees one crore only) during last three years.
- (c) Should have conducted at least 3 Government sponsored studies in last 3 years.

II. Submission of Evaluation Report:

- i) The draft report would need to be submitted by the selected firm within 45 days from the award of study.
- ii) Based on the discussions on the presentation of draft report by the selected firm, after incorporating changes the final report to be submitted within 15 days of the presentation of the draft report.

III. Terms of payments:

The payment for the study would be released by NCCT as under:-

- i) 25% advance along with award of study.
- ii) 50% payment on submission of draft report and presentation of the same.
- iii) 25% payment on acceptance of the final report.

IV. Earnest Money Deposit (EMD):

EMD of INR 2,00,000 /- (Rupees two lakhs only) in the form of Demand Draft/Bank Guarantee prepared in favour of National Council for Cooperative Training, New Delhi, valid for 2 months commencing from the last day of submission of offers to be submitted along with the application. EMD will be refunded after the selection process is over but the same will be converted into performance guarantee to be refunded after completion of study in case of the Organisation finalized to take up the evaluation study. Government organizations are exempted from depositing EMD.

Evaluation study awarded to the organisation should not be further awarded to any other third party. An undertaking in this regard may be submitted duly signed by the Head of the Organisation as Annexure-A.

V. Submission of Bid:

The Expression of Interest complete in all respects along with the Technical Bid and Financial Bid is to be submitted within 15 days of publication of this advertisement at below mentioned address:

The Director (Programme)
National Council for Cooperative Training
3 Siri Institutional Area,
August Kranti Marg,
Hauz Khas, New Delhi 110 016.

The organisation qualifying the above criteria shall submit the offer in two separate envelopes as follows:

Envelope A-Technical Bid should contain all documents supporting the eligibility criteria along with

- a) Elaboration of the approach on how to undertake the evaluation study of the activities of NCCT units viz, VAMNICOM, RICMs/ICMs.
- b) Proposed detailed methodology with time line to undertake the evaluation study of the activities of NCCT units viz, VAMNICOM, RICMs/ICMs.
- c) Proposed team structure along with the detailed CVs of team members.
- d) A broad template and indicative chapter scheme of the proposed study.
- e) Clear indication of the necessary consultative process to be followed to invite opinions, take feedback and suggestions from the stakeholders.

The other documents to be submitted are (a) Last 3 years balance sheet / audited statement of accounts, (b) Authenticated copy of certificates of incorporation / registration of the organization, (c) List of studies conducted during last three years with copies of study orders (d) Authenticated copy of service tax registration certificate, (e) PAN Card (f) CA Certificate certifying the turn over. The documents should be listed sequentially. The envelope should be superscribed as **“Technical Bid for evaluation study of NCCT”**.

Envelope B – Financial Bid. The sealed financial offer should contain the total cost of evaluation study to be paid by NCCT in the prescribed format (Part-C). Total applicable amount (including applicable taxes) must be shown in the financial bid. No out of pocket expenses would be paid separately by NCCT. Payment for the study would be released by NCCT as per the terms & Conditions

The envelope should be superscribed as **“Financial Bid for evaluation study of NCCT**.

- The two sealed envelopes (A&B) should be placed in an outer envelope (cover) for sending to NCCT office which will be superscribed as **“Bid for Evaluation Study of NCCT”**.
- The offers received will be evaluated on the credential and experience of individual organisation, suitability of approach & methodology. The Financial Bid of only those organizations will be opened which meet the eligibility criteria and received minimum 60 marks out of 80 marks in Technical Evaluation.

Applications from interested organisation/ agencies must provide evidence of the technical capacity and expertise to undertake this exercise. This includes capacity to deliver the results in the timeframe manner provided and there is prior experience in coordinating similar projects.

Tenders for this contract will be assessed in accordance with Quality and Cost- based selection (QCBS) method and will involve both Technical and Financial evaluation with the following weightage:

Technical Evaluation	80%
Financial Evaluation	20%

Evaluation Criteria for Technical Evaluation

1.	Technical skills and track record: approach, methodology, structure & deliverables in time frame
2.	No of assignments carried out of similar nature
3.	No. of years in carrying out Research/studies of similar nature
4.	Composition of Team Structure/Educational Qualifications etc.

Shortlisted organization, if needed, may be invited for a technical presentation on a date to be announced. Organizations will have to bear the travel and other associated costs of attending this meeting.

This Expression of Interest consists of the following documents.

- **Invitation to Tender (ITT) Instructions**
- **Form of Proposal**
- **Terms of Reference**

VI Clarification if any:

For clarification (s) if any, regarding the study willing organisations may contact Dr. Kishore Kumar, Director (Programme), NCCT (Phone : 011-26531083) or E-mail ncctpic@gmail.com.

**Invitation to
Tender (ITT)
Instructions**

INTRODUCTION

1. General

- 1.1 This Invitation to Tender (ITT) and in particular the *Instructions for Compiling and Submitting Your Tender* are designed to help you produce a tender that is acceptable to NCCT and to ensure that tenders are given equal consideration. It is essential, therefore, that you provide the information requested in the specific format.
- 1.2 The instructions should be read in conjunction with information specific to the Project contained in the covering letter and in the accompanying documents.
- 1.3 NCCT is not bound to accept the lowest, or any, tender. We also reserve the right to request any, or all, of the Tenderers to meet with us to clarify their tender.

INSTRUCTIONS FOR SUBMITTING THE PROPOSAL

2. A. Format of the Proposal

- 2.1. The proposal should be submitted in English and be set out in three main parts

Part A - Executive Summary
Part B - General and Technical
Part C – Financial

- 2.2. Parts A & B may be clubbed together while sending the proposal but part C must be sent separately to enable Technical and Financial proposal to be evaluated independently. Please do not include any price information in Part A or B. No publicity material is required.

3. Part A – Executive Summary

- 3.1. This should be a brief overview of your tender covering how you intend to achieve the outputs and your assessment of the resources required.

4. Part B – General and Technical Proposal

- 4.1. Your General and Technical Proposal should be structured in 4 sections:

- i. Section 1 Any Qualification to Terms of Reference (TTP-1)
- ii. Section 2 Technical Response (including method of implementation) (TTP-2)
- iii. Section 3 Names & CVs of personnel to work on this (TTP-3)
- vi. Section 4 Previous experience (TTP-4)

5. Part C – Financial Bid

- 5.1. All prices should be for the duration of the contract.

Form of Proposal

Form of Proposal

PART-A (Executive Summary)

I. This should be a brief overview of your tender covering how you intend to achieve the outputs and your assessment of the resources required.

II. Organizational details and area of work/operation

Name of the organization	
Act under which the Firm/Resource Organization is registered, if any: (NGO/Company/PSU/Society, etc.)	
Registration Number & Date of Registration, if any (please attached copy of incorporation and Memorandum of Association & Article of Association):	
Information Required for Statistical Purposes Only Country of Registration (Companies) Nationality (Application from Individuals) Number of Employees (as appropriate)	
Date of commencement of work	
Major area of work/operation.	
Core business of the firm including the business model (Commercial, Not-for-Profit, NGO, etc.)	
Technical and Managerial organization of the firm (including the locations and size of establishments in India)	
Communication Address with email and phone/fax numbers	
Contact Person	
Turnover of the firm for the last three years (in Rs.)	
2013-14	
2014-15	
2015-16	

PART-B (General and Technical)

Technical Proposal – Proforma 1 (TTP-1)

i. Section 1 Any Qualification to Terms of Reference. (TTP1)

Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.

Provide a brief description about of your Organization as relevant to this assignment. Further, a self-assessment note with justification how the agency is capable for this assignment

Technical Proposal – Proforma 2 (TTP-2)

ii. Section 2 Technical Response (including method of implementation and work plan in the form of a Gantt chart showing activities, milestones, deliverables etc. against time) (TTP-2)
a) Technical Approach and Methodology.

{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (ToRs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}

b) Work Plan. {Please outline the plan for the implementation of the main activities/tasks of the assignment, milestones (including interim approvals by NCCT), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the ToR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

Task	Deliverables (task)			
		15 days	30 days	45 days
Task-1	(e.g., Deliverable #1: Report A			
	Initial Discussion			
	Data Collection			
	Drafting			
	Inception Reports			
	Incorporating Comments			
			
Task-2	Deliverable #2			
	Delivery of Final Report to NCCT			

Technical Proposal – Proforma 3 (TTP-3)

iii. Section 3 Names & CVs of personnel to work on this project and also provide information as per below mentioned table (in the CV please cover name of staff, nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm, number of years with the firm, key qualifications, education, experience and languages known)

TTP-3

Name	Educational qualification	Experience	Employment Status *	Description/Position	Remarks

*Full Time/Part time

Technical Proposal – Proforma 4 (TTP-4)

ivSection 4 Previous experience (please indicate name of assignment, name/address of employer, date of award of assignment, date of completion of assignment, value of the assignment and role of your firm viz. prime consultant, sub-consultant, consortium member etc.)

TTP-4

Title of assignment	Duration (From - To)	Country, State	Value (In Rupees)	Details of Client	Lead Firm/Organization	Short Description about assignment

UNDERTAKING

I/We (Name/Designation)_____ of
(organisation) _____ undertake and
agree to abide that if Evaluation Study of National Council for Cooperative Training will be
awarded to our organization, the evaluation study neither be further awarded to any other
third party by us, nor the contents, documents, information pertaining to evaluation study will
be disclosed to any other person/organization except NCCT.

Signature with seal

Name:

Designation

Address:

Date:

Witnesses:

1. Signature

Name:

Address:

Date:

2. Signature

Name:

Address:

Date:

Part C – Financial Bid

Proforma for giving Financial Bid

Details	Amount in (Rs.)
Total fee/Charges for the assignment as per the ToR.	
Taxes (if any)	
Grand Total	

Total Amount in words (Rupees)

Name and signature (s) with seal

Terms of Reference

Terms of Reference

National Council for Cooperative Training is a Grantee organization of Ministry of Agriculture & Farmers Welfare, Department of Agriculture & Cooperation Govt. of India, New Delhi has a network of training units comprising one National Institute (VAMNICOM), at Pune, 5 Regional Institutes of Cooperative Management and 14 Institute of Cooperative Management located across the country viz.

VAMNICOM, Pune, RICM, Bangalore, Chandigarh, Gandhinagar, Kalyani & Patna ICMs Bhopal, Bhubaneswar, Chennai, Dehradun, Guwahati, Hyderabad, Imphal, Jaipur, Kannur, Lucknow, Madurai, Nagpur, Pune and Thiruvananthapuram.

The terms of reference of the proposed Impact Study is as under:-

1. To assess the impact of training programme and the other research & consultancy activities of the VAMNICOM, RICMs/ICMs during the 11th Five Year Plan and 2012-13, 2013-14, 2014-15 and 2015-16 of the 12th Five Year Plan.
2. To assess the success attributed to the scheme of training of the Ministry during the 11th Five Year Plan and 2012-13, 2013-14, 2014-15 and 2015-16 of the 12th Five Year Plan in terms of clear monitor able direct outcomes showing qualitative & the quantitative impact assessment.
3. To identify the gaps in cooperative training schemes & to suggest the strategy to ensure better performance by training units of the NCCT.
4. To find out whether the total staff complement, particularly at the support level is kept at a minimum, whether the enormous strides in information technology and communication facilities as also facilities for outsourcing of work on a contract basis, have been taken into account in determining staff strength.
5. Whether user charges, wherever the output or services are utilized by others, are levied at appropriate rates.
6. To strengthen 5 Regional Institute of Cooperative Management and 14 Institute of Cooperative Management for Research, Training & Education in their respective areas of jurisdiction.
7. To examine the present status of NCCT expenditure on four major heads of the expenditure like Establishment Expenses, Training Expenses, Administrative Expenses, Pension Expenses.
8. To assess the financial gap in the interest income on investment of Corpus Fund for Cooperative Training and Financing of NCCT expenditure on (i) Establishment Expenses (ii) Administrative Expenses.
9. To review the resource generation of NCCT Training units as Paid Programme, Professional Course, Research & Consultancy Activities, Any other activity.

To recommend strategy to strengthen the training institutes in the following areas:

- a) To suggest for development of training infrastructure facility, strengthening training programme, research & consultancy services to make these more effective in raising the competitive strength of cooperative.
- b) To assess the manpower requirements in terms of job description, job specification, appropriate remuneration of the faculty and the other supporting staff in line of other alike training institutions/management institutions for providing better services to the users.
- c) To suggest the scope for maximizing internal resource generation so that dependence upon government, budgetary support is minimized.
- d) To suggest the activity work loads of the institute such as the optimum number to training programmes to be conducted by each unit, faculty work loads such as classroom sessions, other activities etc.

- e) To suggest best practices/model to run the training units in a professional manner in line of other alike organization.
- f) To assess the financial gap in the corpus fund the Cooperative Training in common and NCCT expenditure to be finalized by Govt. of India under deficit financing.
- g) To assess the financial requirement of NCCT Training Units relating to their training infrastructure needs and suggest source of financing NCCT training infrastructure needs.
- h) To suggest strategy for enhancing NCCT resource generation on Paid Programme, Professional Course, Research and Consultancy Activities, Any other activity.

Objectives of the Study

Based on the scope and terms of reference the Tenderer has to formulate specific objectives of the study.

Sampling

It is proposed to use the stratified random sampling method based on the Five regions (North, North East, East, West and South) of the country. Based on the performance of RICMs/ICMs the sample shall be selected within the Region. With regard to knowing the outcome of the training, the individual or organization will get automatically selected.

Overall Sampling Framework

Training Units	NCCT, VAMNICOM/RICMs/ICMs
Sample Units	NCCT, VAMNICOM, 5 RICMs, 5 ICMs (overall 12 institutes)
Institutions/Individuals i.e. user organisation	10 from each of the sample including VAMNICOM (overall 110 Sample Respondents)

Coordination and feedback

The study design and process including methodology, sampling, development of study tools, feedback on draft report etc. will be done in coordination with NCCT. Cooperation and support from VAMNICOM, RICMs/ICMs for the study will be sought by NCCT

Suggested Format of Final report

- Executive Summary
- Introduction
- Methodology
- Findings of the study analyzed as per size, location including case studies
- Challenges & opportunities
- Conclusions and recommendations

Intellectual Property Rights

All documentation related to the assignment shall remain the sole and exclusive property of NCCT.