

PROFESSOR JAYASHANKAR TELANGANA AGRICULTURAL UNIVERSITY



Tender No. Advt.No.01/PMFME-CIC-M/2024

Date: 10.12.2024

Request for Proposal
for

**Tender for Selection of firms for Operation and Management of
COMMON INCUBATION CENTRE (CIC) FOR MILLETS ESTABLISHED UNDER
PMFME SCHEME**

**At MPIC, PROFESSOR JAYASHANKAR TELANGANA AGRICULTURAL UNIVERSITY,
RAJENDRANAGAR, HYDERABAD-500030, TELANGANA, INDIA.**

**CHIEF EXECUTIVE OFFICER CIC ON MILLETS AND OFFICER INCHARGE MILLET
PROCESSING AND INCUBATION CENTRE, PG&RC, PJTAU, RAJENDRANAGAR,
HYDERABAD-500030, TELANGANA, INDIA.**

¹The Host Institutions shall incorporate necessary changes in the Model RFP document to make it adaptable to Institution's requirement.



PROFESSOR JAYASHANKAR TELANGANA AGRICULTURAL UNIVERSITY
Common Incubation Centre for millets, PG&RC, PJTAU, Rajendranagar, Hyderabad-30

As per Memo. No.8550/CIC millets/Res. IV(A)/2024 dated 25.11.2024 of Director of Research, PJTSAU, Rajendranagar, Hyderabad-30.

Advt.No.01/PMFME-CIC-M/2024

Date: 10-12-2024

TENDER NOTICE

Sealed tenders are invited for selection of firm for Operation and Maintenance (O&M) of Common Incubation Centre (CIC) for millets at PJTAU. The firm may be individual firm/Partnership firm/limited company, SHG, Co-operative, FPC/FPO, private agencies etc. who would be able to run CIC as per the PMFME guidelines. The tender document and other details can be downloaded from the website www.pjtsau.edu.in. Sealed tenders should reach the office of **Chief Executive Officer, CIC for Millets, Millet Processing and Incubation Centre, PG&RC, PJTSAU, Rajendranagar, Hyderabad-030** on or before **4.30 PM on 06.01.2025** which will be opened on **07.01.2025 at 11.00 AM** in presence of the tenderers at Post Graduate & Research Centre, PJTSAU, Rajendranagar, Hyderabad-030.

Sd/-
CEO, CIC for Millets

Tender No. Advt.No.01/PMFME-CIC-M/2024

Dated: 10.12.2024

NOTICE INVITING TENDER (NIT)

Tender for Selection of firms for Operation and Management of Common Incubation Center (CIC) For Millets Established Under PMFME Scheme at MPIC, Professor Jayashankar Telangana Agricultural University, Rajendranagar, Hyderabad-500030, Telangana, India.

ABOUT HOST INSTITUTE and INCUBATION CENTER

The Host Institute Professor Jayashankar Telangana Agricultural University has establishing Common Incubation Centre with common food processing facilities for a) Primary processing of major millets b) Primary processing of minor millets c) Secondary processing of millets d) Bakery line e) Hot and cold extrusion line and f) Snack line along with packaging line and food testing lab. The project is being funded by Ministry of Food Processing Industries under Prime Minister Formalization of Micro Food Processing Enterprises Scheme (PMFME). As per the provision under the scheme guidelines, the Incubation Centre, after its commissioning, would be handed over to third party/ private Operation & Management (O&M) agency for running it on commercial basis.

The processing facilities of the Incubation Center would be made available to existing & aspiring micro entrepreneurs, SHGS, Co-operative and Groups etc. to manufacture food products by the O&M operator. In addition, these Incubation Centers will be utilized for imparting trainings, demonstration and skill upgradation of the beneficiaries like micro entrepreneurs, SHGS, Cooperative, FPO's, Other groups, Food and Nutrition students, Food technology students, Food engineering students, farmers, officers of state or central government etc.

For and on behalf of **Professor Jayashankar Telangana Agricultural University Rajendranagar, Hyderabad-500030, Telangana, India** (Host Institute) Tenders (Two bid systems) are invited for Operation and Management of Incubation Center. The notice and details are available on university website <https://www.pjtsau.edu.in/> and the same is published in newspaper also.

CRITICAL DATE SHEET

S. No.	Particulars	Important Dates	Time	Tender Processing Fee	EMD
1.	Issue of Tender documents	16.12.2024	11.00 AM	1180/- (Rs.1000/-+ 18% GST)	Rs.50,000/- by a crossed Demand Draft on any Scheduled Bank in favor of Comptroller, PJTSAU payable at SBI, Hyderabad.
2.	Pre-bid Meeting and Site visit at the Incubation Center Site	Any working day during 10AM to 4 PM, before last date of submission of tender document			
3.	Start date for submission of bids	16.12.2024	11.00AM	--	--
4.	Last date & time for submission of tender	06.01.2025	4.30 PM	--	--
5.	Date & time of opening of Technical Bids	07.01.2025	11.00AM	--	--
6.	Date & time of presentation	Date & Time will be intimated through Email who qualify in the technical bid.			
7.	Finalizing of technically qualified Bidders	Qualified technical bidders will be intimated through E-mail			
8.	Date & Time of Financial Bid opening	21.01.2025; 11.00AM			

1. Terms of Reference

1.1. Establishment of Incubation Center based on One District One Product (ODOP) is one of the important components of PMFME Scheme. Under the scheme Common Incubation Centers have been set up to facilitate the following class of activities:

- i. Entrepreneur to manufacture and assess commercial viability of new food products by using the processing, packaging and testing facilities
- ii. Hands on Training to entrepreneurs in new technology for processing, packaging, food standards/ safety, hygiene etc.
- iii. Demonstration of machines, process, products and hands on training to workers in food safety and hygiene.
- iv. Usage of processing, packaging and testing facilities by Individual entrepreneurs/FPOs/ SHGs/ Co-operatives etc.

1.2. Earmarking of utilization of the facilities would be done for the following type of usage of processing lines or part of thereof:

- (i) Usage by Incubatees i.e. micro entrepreneurs, SHGS, Cooperative, FPO's, Other groups, Food and Nutrition students, Food technology students, Food engineering students, farmers, officers of state or central government willing to use the facility for product development, brand development, trial of product line for commercial viability.
- (ii) Training to the beneficiaries of capacity building program of PMFME Scheme or any other skill development program of government.
- (iii) At least two consecutive days in a week, viz. Monday and Tuesday², shall be earmarked for usage referred to at (i) & (ii) above. The O&M Operator shall be under obligation to permit use of manufacturing & allied facilities by the Host institute for these purposes.
- (iv) Exposure Visits and Demonstration could be organized by the Host Institute on any of the days of the week.

1.3. The Host Institute would lease out the operation and maintenance of the Incubation Center to an agency on pre-qualification technical bid & competitive financial bid basis. The bidder shall give a presentation before the committee designated by the Host Institute about the experience, financial viability, roadmap, plan and vision about the operation and utilization of the Incubation Center as per the objectives of PMFME Scheme.

1.4. The presentation round will be assessed on following parameters and the bidder obtaining minimum 30 marks would be eligible to participate in financial bidding

S.No.	Criteria	Max. Marks
1.	Experience of the Bidder: 2 marks for each year of experience Enclose registration certificate issued by Govt. of India/Concerned state for having registered of business for processing of food product And/or Performance and satisfactory reports issued by the organization to prove the performance (work order/work done/work completion report etc., shall be enclosed)	10
2.	Financial Strength: Turnover 0 Marks for below Rs 5 Lakh 5 Marks for Rs 5 lakh to less than Rs 6 lakh, 10 marks for Rs 6 lakh to less than Rs 10 lakh, 15 marks for Rs 10 lakh to less than Rs 15 lakh, 20 marks for Rs 15 lakh and above	20
3.	Business Plan and Presentation	20
	Total	50

²Duration (i.e. no of days) or days of the week to be decided by Host Institute

1.5. The Host Institute shall permit site visit of the Incubation Center on the date of pre-bid meeting as indicated in the Critical Date Sheet. The Host Institute shall indicate the timeline for completion of the installation of facilities for which work are in progress or yet to start. Such shall timelines shall be included in the minutes of the pre-bid meeting

1.6. During the presentation before the committee the bidder shall provide the detail of any equipment not in place or other accessories or structural modification required. The same shall be procured and installed by the O&M Operator, unless the same have been specifically indicated by the Host Institution in the minutes of the pre-bid meeting, at their cost and risk. These assets could be taken away by the O&M operator after the termination of the agreement. No structural modification shall be allowed without the pre-approval from the Host Institute.

1.7. Eligibility Criterion for the Bidder:

- i. The Bidder should be an established Partnership Firm/ LLP, Pvt ltd. company, Proprietor, Self Help Group, Co-operative, Farmer Producer Company/ Organization, or any other private agency **dealing similar fields**.
- ii. The bidder should be having experience of working of and/ or running a Food Processing Plant for at **least 2 years**. In case of partnership firms, the lead partner should have the above mentioned experience. The experience of running related activities like processing of agriculture commodities including primary processing would also be considered.
- iii. The bidder should have registration/ incorporation certificate, PAN, GST registration, Udhdyog Aadhar/ Udyam registration, ITR for last three years, as applicable in their case and should submit a copy of each of these documents along with acknowledgement copies of the IT Returns for the last 3 financial years/assessment years.

1.8. Financial Evaluation of Bidders

- i. The financial bids will be evaluated for the bidders quoting highest proportion of revenue sharing with the Host Institute subject to a minimum lease rent³ **Rs. 25,000/-** per month payable to Host Institute. **The lease rent will be increase @ 10% per annum. In addition to this, firm has to pay electricity and other applicable user charges also in actual basis.**

³ The minimum lease rent may be determined by the host institute in a manner that it should be a profitable venture for the selected O&M operator.

- ii. The bidders would be permitted a gestation period of 6 months for reaching full operation during which **Rs.10,000/- per month would be payable and revenue share shall not be charged for gestation period. However the O&M operator must pay other charges incurred actually for electricity, manpower, taxes, water supply, operational and maintenance expenses etc.**

1.9. Revenue Streams for the O&M Operators/ Host Institute:

1.9.1. These Incubation Centers are to run as commercial processing lines. The O&M operator will be allowed to run the facilities on revenue sharing basis. The revenue stream will be from the following sources:

(A) Revenue streams for the O&M operators:

- i. Sales of processed or manufactured food products
- ii. User fee from usage of common facilities-to be fixed by Host Institute. The revenue shall be levied and retained by the O&M Operator.
- iii. User Charges for Common Facilities such as food testing laboratory, sorting grading lines etc./ conversion charges shall be market determined. The revenue shall be levied and retained by the O&M Operator.

(B) Revenue streams for the Host Institute:

- i. Share of A (i), (ii) & (iii) (revenue of O& M operator) to be shared with the Host Institute as per the outcome of the tender (**mentioned in financial bid**).

- ii. Facilities to be used by the Incubatee: to be fixed by Host Institute to maximize utilization of the period earmarked for incubation (**mentioned in financial bid**).
- iii. Facilities to be used for Training / Demonstration: As per the rates fixed for capacity development for training of stake holders under PMFME scheme. The Host Institute shall be free to fix the user fees for other trainees. The revenue for (i) (ii) & (iii) shall be levied and retained by Host Institute.

1.10. Roles & Responsibility of Stake Holders

1.10.1 Host Institute:

- i. Providing complete list of processing lines along with the layout of facility as **Annexure- I**.
- ii. Continuous monitoring of the operation of the Incubation Center by the O&M operator.
- iii. The Host Institute will arrange the supply of electricity and water, for which the O&M operator will bear the actual cost. However, if there is any failure to supply the electricity and water for which is beyond the control of institute, the O&M agency shall not claim any damages from the institute for such failure.
- iv. The Host Institute would bear the actual cost of electricity and water for the days earmarked for use by Incubatees and Training for two consecutive days per week.
- v. Host Institute would provide work station to the Incubatees for managing their operation. The work station would be in well ventilated and adequately lit area with separate work tables for sitting of 2 persons with an electricity point.
- vi. Host Institute shall provide all vendor available manuals, spare part list, project data books and drawings which are provided to Host Institute by the OEM/ equipment supplier or contractor related to construction, installation, repair or maintenance of the Incubation Center or a part thereof.
- vii. Conducting of training of entrepreneurs, workers and FPOs/ SHGs/ Co-operatives and other groups under capacity building program of PMFME scheme and any other scheme during the earmarked days of training.
- viii. The Host Institute to arrange the raw material and consumables to be used while providing hands-on training.
- ix. Ensuring the utilization of facilities of Incubation Center by maximum number of micro enterprises as per the earmarking of the usage mentioned in para. **No. 1.2**
- x. Attracting the incubatees through promotional activities.
- xi. To ensure the making of only good quality products safe for human consumption by incubatees
- xii. Record keeping of utilization and revenue generation from the Incubation Center and submitting the monitoring report to State Nodal Agency time to time.

1.10.2 O&M Operators:

- 1.10.2.1** To operate and maintain the Incubation center on commercially viable basis as per the scope of work detailed in **para no. 1.17**
- 1.10.2.2 Making available CIC to Host Institute for incubation, training and demonstration/exposure visits for the duration indicated.
- 1.10.2.3 Ensuring utilization of facilities to its maximum capacity

- 1.10.2.4 Ensuring compliance with the norms for pollution, food safety and quality, labor law etc.
- 1.10.2.5 Maintaining records of utilization, revenue, inventory of man and material for Incubation as per the earmarked usage mentioned earlier and submitting reports to Host Institutes at periodic interval.
- 1.10.2.6 Maintaining the equipment in best of its condition, ensuring regular repair and maintenance of facility.
- 1.10.2.7 Ensuring availability of consumables required to run the processing lines all the time.
- 1.10.2.8 Timely payment of lease rent to the Host Institute as per the terms and conditions agreed upon.

1.10.2.9 Engagement of Manpower as detailed in para. 1.17 (v).

1.10.2.10 The plant manager appointed by O&M Operator would ensure good maintenance of the processing lines & other infrastructure, smooth handover between different users, timely and efficient cleaning of equipment and premise, timely maintenance of the processing lines, efficient utilization of utilities such as electricity and water etc. in the processing, maintenance of records as per the lease agreement.

1.10.2.11 The O&M operator is responsible for scheduled preventive maintenance of processing lines and other facilities on a periodic basis.

1.10.3 State Nodal Agency:

- 1.10.3.1 Continuous monitoring of the operation of Incubation center
 - 1.10.3.2 Mapping & mobilization of beneficiaries, SHGs, FPOs etc. for training and demonstration at Common Incubation centers through its DRP network, District Nodal Department, SLTI or training agency.
 - 1.10.3.3 Timely disbursement of funds to the O&M agency for providing hands on training and demonstration to the beneficiaries of the Scheme
 - 1.10.3.4 Ensuring the availability of the processing lines, common facilities and incubation services to the micro entrepreneurs and groups such as SHGs, FPO.
- 1.11. The Institute shall issue Letter of award to the successful bidder and the bidder shall take the possession of the Incubation Center within a period as may be specified in Letter of award. No extension shall be allowed to the O&M agency to delay the possession/operation.
 - 1.12. The Host Institute shall enter into an agreement with the selected O&M Agency and incorporate appropriate clause of General Condition of Contract and all other conditions inline with GFR guidelines. In order to bring more clarity, the agreement can be added more clause other than this tender to safeguard the interest of both.
 - 1.13. The successful bidder/ processor shall be designated as "O&M Agency". Host Institute would levy lease in terms of revenue sharing on monthly basis. The monthly revenue share shall be paid by the O&M Agency along with the applicable taxes before 10th of the month. The O&M agency shall be liable to pay penalty @5% of the payable revenue share if paid before 20th of the month and under no circumstances it can be delayed beyond the 20th of the month. It will be treated as violation of the lease agreement and can lead to termination of the same.

- 1.14. The selected O&M agency shall make security deposit of Rs. 1,00,000/- (Rs. One Lakh Only) by a crossed Demand Draft on any Scheduled Bank in favor of **Comptroller, PJTSAU** payable at SBI, Hyderabad, in the form of bank guarantee/DD for the security of equipment. Such amount shall be deposited with the institute before taking the possession for operation. No extension shall be allowed for this purpose. The security deposit will be either adjusted or refunded after expiry of lease agreement but in case of any outstanding at the time of termination of agreement, the same will be adjusted.
- 1.15. The O&M operator will not be allowed to display the name of his/ her organization in the premises on incubation center.
- 1.16. **Leasing Period:** Initially the lease will be given for a period of five years which may be renewed/ terminated as per the terms and conditions of lease agreement between Host Institute and O&M agency.
- 1.17. **Scope of Work:** The Agency would be responsible for Operation and Management of the Common Incubation Center for a period of 5 Years. The detailed scope of work is as following:
- i. Operation & Maintenance of Processing line and auxiliary equipment and food testing laboratory: Ensuring the commercial utilization and timely maintenance of the processing lines as per the seasonal availability of raw material in the region. Complete cost of operation for running the incubation center would be borne by the O&M agency.
 - ii. The Host Institution to ensure that the Incubation Center is utilized by a large number of micro enterprises. The complete processing line or a part of it would be made available to Individual Entrepreneur/ SHGs/ FPO/ FPC etc. on user charge basis.
 - iii. The O&M agency would ensure the availability of the Incubation Center for the purpose of hands on training, demonstration and exposure visit to the beneficiaries of PMFME Scheme and its Capacity Building Activities as well as other State and Central
 - iv. The O&M agency will be responsible for ensuring the supply of requisite essentials such as fuel, refrigerant and other necessary needs for manufacturing the products by incubatees and for Hands on Training conducted by Host Institute on the actual cost. Raw material and ingredients for making the products shall be arranged by the incubatees themselves. In case of hands on training the raw material and ingredients would be arranged by Host Institute

- v. **Engagement of Manpower for Operation and Management of Processing Lines:** Minimum following personnel would be recruited/ appointed by the selected agency O&M Operator at the incubation Center. The requisite qualification for these personnel is also listed under:

S.No	Job Role	Qualification
1.	Plant Manager	Graduate/Post graduate in Food Technology/ Food Engineering from reputed Institution / University with 4 yrs. of experience in food production management, procurement, quality, packaging, documentation etc.
2.	Plant Maintenance Engineer	Diploma/ Under graduate in Mechanical Engineering/ Electrical Engineering with 2 yrs. of experience in handling food plant maintenance.
3.	Food Testing Lab Technician	B. Sc. Food Technology/ B. Tech Food Technology/ Post graduate in Microbiology/ Equi. with 1 yrs. of hands on experience in handling all kinds of food testing analysis such as Nutritional, Microbial hands on experience in handling the microbial testing

The above qualification may be relaxed/ modified as per the requirement of Job Role and by the Host Institute. Additional manpower may be deployed by the selected bidder for smooth running of the center as per their requirement.

- 1.18. The O&M agency shall be responsible to comply with the labor laws. Staffs/ labors appointed by the O&M agency would not be having any right to make any claim from HostInstitute.
- 1.19. There will be no restriction for the official visitors from the State Nodal Agency, State Level Training Institute and Ministry of Food Processing to visit the premise even during the operation.
- 1.20. Maintenance of Incubation Center including the machinery shall be the responsibility of O&M operator. For operation and maintenance, the O & M Agency shall use genuine consumables and spare parts as mentioned in the manuals supplied by the manufacturer. The parts should be changed in the presence of Host Institute's staff.
- 1.21. The O&M agency shall comply with all laws applicable to the operation, maintenance and management of the facility and the performance of the service including GMP and GHP (for cleanliness).
- 1.22. O&M agency shall apply for and obtain, and Host Institute shall assist in applying for and obtaining all necessary permits, licenses and approval required to allow O&M agency and incubates to do business. O&M Agency should also file such reports, notices and other communications as may be required by any government agency regarding the project to Host Institute.
- 1.23. The O&M agency shall be responsible for disposal and management of solid waste & other waste disposal as per the Pollution Control Board's regulation and inform Host Institute about the same. The O&M agency shall be liable for any penalty or fine is levied by any authority for such violation and the institute shall recover the penalty, fine, damages, cost, if any, paid by the institute for waste disposal.

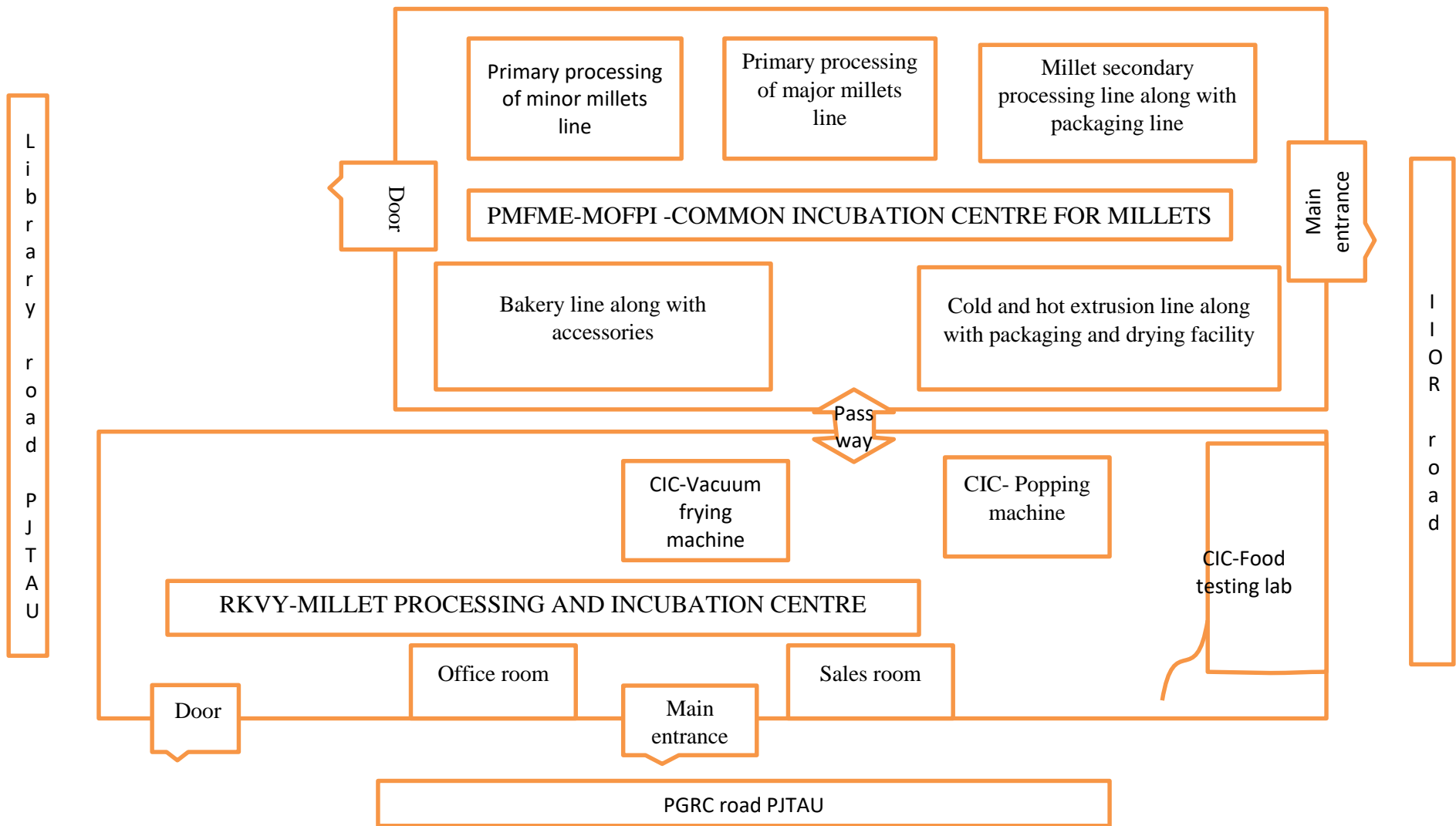
- 1.24. The O&M agency shall maintain at a location acceptable to Host Institute, the Incubation Center operating logs, records, reports, document the operation and maintenance of the facility in all forms and substance sufficient to meet Host Institute's reporting requirement under the lease agreement.
- 1.25. The O&M agency shall be working within the demarcated floor area only. The O&M agency may approach to the host institute for additional floor area which shall be given by O&M agency on payment of the approved charges.
- 1.26. The O&M agency shall give an undertaking of ensuring the making of only good quality products safe for human consumption.
- 1.27. The lease agreement may be terminated by either side after giving due notice in writing of 45 days.
- 1.28. After completion of the tenure, the O&M agency will hand over all the assets and belongings of Host Institute in the good working condition and shall compensate the institute for any damage or loss of the equipment of the Incubation Center or whatsoever.
- 1.29. **The O&M agency and Host Institute may extend the agreement further for 3 years with mutual understanding.**
- 1.30. In the event of any dispute in the interpretation of the terms of the agreement or difference in opinion on any point in the agreement, the parties hereto shall use their best efforts to settle amicably by mutual negotiations.

A. Details and Layout of Processing Lines (to be provided by Host Institute)

S. No	Name of the equipment	Unit	Maker	Capacity (Input material)
1	Primary processing line			
	Vibro Grader cum Cleaner with Aspirator	01	M/s Borne Technologies Private Limited (21-22)	100 kgs/hr
	Vibro-Destoner	01		
	Minor millet Dehuller	01		
Minor millet Gravity Separator	01			
2	Extrusion Line (Hot and Cold)			
	Batch mixer	01	KK Life Sciences	50 kgs/hr
	Screw Conveyor	01		
	Twin screw Hot extruder	01		
	Tray dryer	01		
	Batch Coating drum	01		
	Slurry sprayer	01		
	Air Compressor	01		
	Multi Head Packing Machine	01		
	Cold extruder	01	M/s Thermo Control System	30-50 kgs/Batch
Tray drier	01			
3	Baking Line			
	Rotary rack oven	01	M/s Kar Bakery Equipments (INDIA) Pvt Ltd	180 kgs/hr
	Cookies wire-cut dropping machine	01		
	Planetary mixer	01		
	Cake dropping machine	01		
	Spiral mixer	01	M/s VFour Engineering	30 kg Flour/50 kgs Dough
Bread Slicer	01	100 pieces/hr		
4	Secondary Processing line			
	Pre-cleaner	01	M/s Nabhitha Engineering Private Limited	500 kgs/hr
	Polisher	01	M/s Nabhitha Engineering Private Limited	350 kgs/hr
	Post Rice Separator			500 kgs/hr
	Pulveriser (Grits to flour)	01	M/s Nabhitha Engineering Private Limited	200 kgs/hr
	SS Pulveriser (For fine flour)	01	M/s Sujatha Engineering Works	50 kgs/hr
	Rawa maker	01	M/s Nabhitha Engineering Private Limited	300 kgs/hr
	Grain roaster	02	M/s Nabhitha Engineering Private Limited	25 kgs/hr
	Flour sifter	02	M/s Nabhitha Engineering Private Limited	50 kgs/hr
Flour blender	01	M/s Nabhitha Engineering Private Limited	40 kgs/hr	

5	Snack unit			
	Gun puffing line	01	M/s Sri VD Engineers	2 -5 kgs/hr
	Vacuum frying machine	01	M/s Dyna Vac Systems	2-5 kgs/hr
6	Packing line			
	Grain packing machine	01	M/s Nabhitha Engineering Private Limited	200-300 packets/hr
	Flour packing machine	01	M/s Nabhitha Engineering Private Limited	100-150 packets /hr
	Band sealer (1-3 kgs)	01	M/s The Industrial Aids	75-100 packets /hr
	Band sealer (1-5 kgs)	03		75-100 packets /hr
	Nitrogen Flushing machine			75-100 packets /hr
	Batch printing machine	01		75-100 packets /hr
	Hand sealing machine	01		75-100 packets /hr
	Vaccum sealing machine	01		75-100 packets /hr

B. Layout of the Incubation Center



<https://maps.app.goo.gl/V4gJGnhSe3ssuBXD8>

Tender Form (Technical Bid)

(To be submitted by the bidder on their letter head. All Columns must be filled in. Relevant documents in relation to these must be enclosed with the technical bid. The bid will be examined on the same.)

S. No.	Particulars	Details (to be filled by the tenderer)	Enclosure Page no.
1.	Name of Firm with address, mobile/phone no. & e- mail.		
2.	Tender fee details (Amount DD no., Bank Name, Amount date)		
3.	EMD details (Amount, DD no., Date, Bank's Name a/c no. a/c holder name, Branch IFSC code)- (as per the mode of submission)		
4.	Bid security declaration		
5.	Type of Firm (Proprietor/ Partnership/ Pvt. Ltd./ Public Ltd.		
6.	Registration Number (Copy to be enclosed)		
7.	Year of Incorporation of the agency (copy to be enclosed) along with the latest registered address of corporate office.		
8.	Length of relevant experience in years		
9.	GST Registration(Copy to be enclosed)		
9.	PAN No. (Copy to be enclosed)		
10.	Please enclose details of experience in terms of processing plant run by bidder, capacity and through put. Please also enclose either PO or performance certificate for bidders having experience as O&M agency		
11.	Annual Turnover of the company in Lakhs of Indian Rupees during last three years. (Copy to be enclosed or certificate issued by CA) a) Financial Year 2021-22 b) Financial Year 2022-23 c) Financial Year 2023-24		
12.	A complete list manpower being proposed as per the ToR along with detailed CVs and list of		

	additional manpower proposed by the bidder (If CVS are available may be attached)		
14.	Business Details		
15.	PAN No.		
16.	GST No.		
18.	Copies of Income Tax Return of last 3 Financial Years ending FY 2023-24))		
19.	An authorization letter of the firm in favor of the person signing the tender documents.		
20	Tender document with Annexure –I to Annexure V duly signed and stamped on each page as acceptance of the terms and condition laid down by Host Institute’s authority		

The above documents must be enclosed with proper pagination.

Signature.....

Name

Address

Mobile:

Seal of firm.

Date:-

.....

Evaluation Sheet

**To be filled by the tender, which will be verified by the Bid Evaluation Committee/
Technical Evaluation Committee:**

S.No	Criteria	Max. Marks	Marks claimed by the Tenderer	Marks verified by the Committee	Page No. Proof
1	Experience of the Bidder 2 marks of each year of experience	10			
2	Financial Strength: Net Worth and Turnover (Enclose C.A. Certificate & Balance sheet)				
	i. 0 Marks for below Rs 5Lakh ii. 5 Marks for Rs 5 lakh to less than Rs 6 lakh, iii. 10 marks for Rs 6 lakh to less than Rs 10 lakh, iv. 15 marks for Rs 10 lakh to less than Rs 15 lakh, v. 20 marks for Rs 15 lakh and above	20			
5	Business Plan and Presentation	20			
	Total	50			

TENDER CONDITIONS ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

.....

.....

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work: **Tender for Selection of firms for Operation and Management of Common Incubation Center (CIC) For Millets Established Under PMFME Scheme at MPIC, Professor Jayashankar Telangana Agricultural University, Rajendranagar, Hyderabad-500030, Telangana, India**

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned Tender/Work from the web site(s) namely <https://www.pjtsau.edu.in/> as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents from Page No. 01 to (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, your department/ organization shall be at liberty to reject this tender/bid including the forfeiture of the full said Security Deposit absolutely and we shall not have any claim / right against deptt insatisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

UNDERTAKING

To,
.....(Host Institute)

Sir,

1. I/we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. It is further certified that our firm has not been blacklisted by any agency in India or abroad.
3. We will run the Incubation Center in accordance to the clauses of the Terms of Reference and the Agreement. At any stage, if it is found that the substandard /deviation from the stipulated utilization of the Incubation Center has been done by us, we shall be liable for penalty and legal action.

Dated:

SIGNATURE OF THE TENDERER
WITHSEAL

NAME OF THE TENDERER
WITH ADDRESS

NOTE: Certificate as per above must be submitted only on non-judicial stamp paper of Rs. 100/-(Rs One Hundred Only)

Form: Bid Security

Date:

Bid No.:

To

(Insert complete name and address of the bidder) I/ We. The undersigned, declare that:
I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) Have withdrawn/modified/amended, impairs or derogates from the tender,my/our Bid during the period of bid validity specified in the form of Bid; or

(b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

(c) I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of

(i) The receipt of your notification of the name of the successful Bidder; or

(ii) **Thirty days** after the expiration of the validity of my/our Bid.

Signed: **(Insert signature of person whose name and capacity are shown)** in the capacity of **(insert legal capacity of person signing the Bid Securing Declaration)**.

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: **(insert complete name of Bidder)**

Dated on _____ **day of** _____ **(insert date of signing)**

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

(Specimen/Proforma)
Experience Certificate Format

This is to certify that M/s _____ (Name of firm/company) have experience to run/operating food processing plant or engage/ manage food processing activities or similar activity (mention the details of activity) from _____ to _____ (date). The performance of the firm/ company/FPO etc in the above activity/ work/job was satisfactory.

The various work activity/job/performed by firm/company/FPO etc is given listed below:

1. _____
2. _____
3. _____
4. _____

Seal & Signature
(Competent Authority/Organization)

***If the firm have their own industry/firm/company/factory etc they may provide self-declaration for experience**