

National Horticulture Board
Ministry of Agriculture & Farmers Welfare,
Government of India,
Plot No.85, Sector 18, Institutional Area,,
Gurugram - 122 015 (Haryana)
Ph. 0124-2342992, Fax: 2342991, 2341225
Website: www.nhb.gov.in

Letter of invitation to Request for proposal (REF) for engagement of Agency / Organization / institution to carry out for third party impact evaluation of all schemes of NHB.

National Horticulture Board (NHB) was set up by the Government of India in 1984 as an Autonomous Societies under the Society Registration Act 1860 to promote Integrated Development of Horticulture Industry and to help in coordinating, stimulating and sustaining the production, post harvest management, marketing and primary processing of horticulture produce. The Board has its Headquarters at Gurugram (Haryana).

NHB hereby invites interested agencies/organizations to carryout Impact Evaluation Study of all schemes of NHB.

Detailed Terms of Reference (ToR), Eligibility Criteria and EoI document may be downloaded from the website of NHB (www.nhb.gov.in).

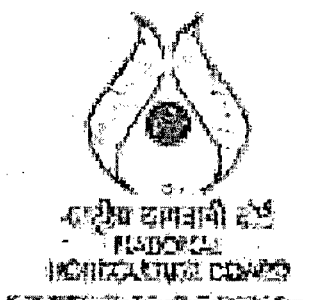
**Managing Director
National Horticulture Board
Gurugram-122015**

Request for Proposal

For

**Engagement of an Agency / Organization for Impact
Evaluation of Schemes of National Horticulture Board
(NHB)**

For years 2014-15 to 2018-19



National Horticulture Board

No. NHB/CC/M&E /2019-20

**GOVERNMENT OF INDIA, MINISTRY OF AGRICULTURE AND FARMERS
WELFARE**

**DEPARTMENT OF AGRICULTURE, COOPERATION AND FARMERS
WELFARE**

**PLOT NO. 85, SECTOR-18, INSTITUTIONAL AREA
GURUGRAM-122015 (HARYANA)**

Bid Document for Impact Evaluation of Schemes of NHB

National Horticulture Board
Government of India
Ministry of Agriculture & Farmers Welfare
(Department of Agriculture, Cooperation & Farmers Welfare)

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KEY DATES

S. No.	Information	Details
1	Issue of Letter of Invitation/RFP	5 th December 2019
2	Last date for submission of written queries for clarification.	9 th December 2019
3	Date of pre-bid meeting	12 th December 2019 (Time: 3.00 p.m.)
4	Last date (deadline) for submission of bids.	19 th December 2019 Time: 4:00 PM
5	Opening of technical bids and finalization of responsive bidders from Technical bids points of view	23 rd December 2019 Time: 11 AM
6	Evaluation of Technical Proposals	24 th December 2019 Time: 11 AM
7	Time and date of opening of Financial proposals	26 th December 2019 Time: 11 AM
8	Final selection of agency/organization	27 th December 2019
9	Tentative date of award of contract	30 th December 2019
10	Completion of study/Date of submission of final report	75 Days from date of award
11	Draft report	60 days
	Final report	15 days after submission of draft report
12	Contact person for queries	Shri D.K. Pal Deputy Director NHB Email: coordiantion@nhb.gov.in
13	Addressee and address at which proposal in response to RFP notice is to be submitted:	Shri D.K. Pal (Coordination) Deputy Director NHB National Horticulture Board, Ministry of Agriculture & Farmers Welfare, Plot no. 85, Sector- 18, Institutional Area, Gurugram -122015, (Haryana).

National Horticulture Board
Government of India
Ministry of Agriculture & Farmers Welfare
(Department of Agriculture, Cooperation & Farmers Welfare)
Plot No. 85, Sector 18, Institutional Area, Gurugram – 122015 (Haryana)

DISCLAIMER

The information contained in the Request for Proposal (RFP) document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the National Horticulture Board, Government of India, Ministry of Agriculture & Farmers Welfare (MoA & FW) (Department of Agriculture, Cooperation & Farmers Welfare) is provided to Applicants on the terms and conditions set out in the RFP and such other terms and conditions subject to which such information is provided.

The RFP is not an agreement and is neither an offer nor invitation by the National Horticulture Board, Ministry of Agriculture & Farmers Welfare (herein after, NHB, MoA & FW) to the prospective Applicants or any other person.

The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon the interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion in the law expressed herein.

National Horticulture Board, MoA & FW also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP. National Horticulture Board, MoA & FW may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of the RFP does not imply that National Horticulture Board, MoA & FW is bound to select any Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy. The National Horticulture Board, MoA & FW reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by National Horticulture Board, MoA & FW or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and National Horticulture Board, MoA & FW shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection Process.

Bid Document for Impact Evaluation of Schemes of NHB

Section - 1

Letter of Invitation

Bid Document for Impact Evaluation of Schemes of NHB

NHB/CC-M&E/2019-20
National Horticulture Board
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation & Farmers Welfare)
Plot No. 85, Sector 18, Institutional Area, Gurugram – 122015 (Haryana)

Dated:

To,

The Interested Agencies

Subject: Engagement of an Agency / Organization for Impact Evaluation of Central Sector Scheme (CSS) - National Horticulture Board -reg

Sir / Madam,

The National Horticulture Board, Ministry of Agriculture & Farmers Welfare (MoA & FW), require services of an agency for undertaking impact evaluation of Schemes of National Horticulture Board implemented from the year 2014-15 to 2018-19. More details on the services solicited are provided in the terms of reference in this Request for Proposal (RFP) document.

The National Horticulture Board shall select an agency as per the procedure described in the RFP. You may submit your proposal in a sealed cover, addressed to Sh. Dinesh Kumar Pal Deputy Director (DD), National Horticulture Board, Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & Farmers Welfare, Plot No 85, Institutional Area Sector-18, Gurugram, Haryana- 122015 on or before **19.12.2019** as per the attached RFP document. For further information of the scheme please visit our website [http:// www.nhb.gov.in](http://www.nhb.gov.in) and Request for proposal (RFP) can also be downloaded from this site. It is mandatory for the agency to submit proposal within stipulated time failing which the proposal are liable to be rejected. National Horticulture Board also reserves the right to accept or reject any or all the offers without assigning any reasons thereof.

Yours faithfully,

(D.K.Pal)
Deputy Director
Tele no. 0124-2342992
Email: coordination@nhb.gov.in

Bid Document for Impact Evaluation of Schemes of NHB

Section - 2

Instructions to Agencies

INSTRUCTIONS TO AGENCIES

PART-1

1. DEFINITIONS

- a) Employer means NHB MoA & FW means the National Horticulture Board, Ministry of Agriculture & Farmers Welfare who has invited bids for consultancy services with whom the selected Agencies signs the Contract for the Services and to whom the selected Agencies shall provide services as per the terms and conditions and Terms of Reference (TOR) of the contract.
- b) "Agencies" means any entity or person or associations of person who have been shortlisted/selected to submit their proposals that may provide or provides the Services to the Employer under the Contract.
- c) "Contract" means the Contract signed by the Parties for this assignment
- d) "Project specific information" means such part of the Instructions to Agencies used to reflect specific project and assignment conditions.
- e) "Day" means calendar day.
- f) "Government" means the Government of India
- g) "Instructions to Agencies" means the document which provides short-listed Agencies all information needed to prepare their proposals.
- h) LOI means the Letter of Invitation being sent by Employer to the short-listed Agencies.
- i) "Personnel" means professionals and support staff provided by the Agencies or by any Sub-Agencies and assigned to perform the Services or any part thereof;
- j) "Proposal" means the Technical Proposal and the Financial Proposal.
- k) "RFP" means the Request for Proposal prepared by the Employer for the selection of Agencies, based on the SRFP.
- l) "Assignment / job" means the work to be performed by the Agencies pursuant to the Contract.
- m) "Terms of Reference" (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Agencies, and expected results and deliverables of the Assignment/job.

2. INTRODUCTION

- 2.1. National Horticulture Board (NHB) was set up by the Government of India in 1984 as an Autonomous Society under Registration Act 1860, thereafter THE HARYANA REGISTRATION AND REGULATION OF SOCIETIES ACT, 2012. Board has its Head Quarter in Institutional Area, Plot-85, Sector- 18, Gurugram (Haryana)-122015.
- 2.2 National Horticulture Board, Ministry of Agriculture & Farmers Welfare wishes to engage services of an agency/organization for Impact Evaluation of Schemes of National Horticulture Board (NHB) Central Sector Scheme (CSS) being implemented during the last four years 2014-15 to 2018-19.
- 2.3 The agency is broadly expected to:
- 2.3.1 Impact Evaluation of the NHB schemes on the parameters to verify whether the objectives of the scheme are achieved and to analyze the shortcomings, strengths and weaknesses.
- 2.3.2 To suggest a way forward to improve and enhance the implementation mechanism of the scheme.
- 2.4 The date, time and address for submission of the proposal have been given in Part II Data Sheet.
- 2.5 The Agencies are invited to submit their Proposal, for consultancy assignment/job named in the Part II Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Agencies.
- 2.6 Agencies should familiarize themselves with local conditions and take them into account in preparing their Proposals. If any clarification is required on any clause/condition of the RFP, the same may be forwarded within the prescribed time period to the Employers' representative.
- 2.7 Agencies shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Employer is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to award of the Contract without thereby incurring any liability to the Agencies.

3. CLARIFICATION AND AMENDMENT OF RFP DOCUMENT

- 3.1 Agencies may request a clarification on any clause of the RFP document within the timeframe indicated in the Part II Data Sheet. Any request for clarification must be sent in writing or e-mail to the Employer's address indicated in the Part II Data Sheet. The Employer will respond in writing or by e-mail and post all such clarifications on the website <http://www.nhb.gov.in>

3.2 At any time before the submission of proposals, the Employer may amend the RFP by issuing an addendum in writing or by announcing it through its website. The addendum shall be binding on all Agencies. Agencies shall acknowledge receipt of all such amendments. To give the Agencies reasonable time in which to take an amendment into account in their proposals, the Employer may, if the amendment is substantial, extend the deadline for the submission of proposal.

3.3 Pre-bid may be convene, if required, to clarify any concerns agencies/bidders may have with the solicitation documents, scope of work and other details of the requirement. This meeting will be formal and the points raised and decision taken on them in the pre-bid meeting will be made available in writing to all perspective agencies/bidders.

4. CONFLICT OF INTEREST

4.1 The Employer requires that Agencies provide professional, objective and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work.

4.2 Without limitation on the generality of the foregoing, Agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

Conflicting Activities: Agencies or any it's affiliates selected to provide consulting assignment/job for this project shall be disqualified from subsequent downstream supply of goods or works or services resulting from or directly related to this project, if the consultancy or any it's affiliates is found indulged in any such activities which may be termed as the conflicting activities by the employer.

Conflicting Assignment/job: Agencies (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Agencies to be executed for the same or for another Employer.

4.3 **Conflicting Relationships:** Agencies that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.

4.4 Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the Agencies fails to disclose said situations and if the Employer comes to know about any such

situation at any time, it may lead to the disqualification of the Agencies during bidding process or the termination of its contract during execution of the assignment.

5. UNFAIR ADVANTAGE

If a shortlisted Agencies could derive a competitive advantage from having provided consultancy assignment/job related to the assignment /job in question and which is not defined as conflict of interest as per para above, the Employer shall make available to all short-listed Agencies together with the RFP all information that would in the respect give such Agencies any competitive advantage over competing Agencies.

6 PROPOSAL

Agencies shall submit only one proposal for this project. If an Agency submits or participates in more than one proposal, such proposals shall be disqualified.

7. PROPOSAL VALIDITY

Part II Data Sheet indicates how long Agencies' proposals must remain valid after the submission date. During this period, Agencies shall maintain the availability of professional staff nominated in the proposal and also the financial proposal unchanged. The Employer will make its best effort to complete negotiations within this period. Should the need arise; however, the Employer may request Agencies to extend the validity period of their proposals. Agencies who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal; Agencies could submit new staff replacement, which would be considered in the final evaluation for award of the contract. Agencies who do not agree have the right to refuse to extend the validity of their Proposals and under such circumstance; the Employer shall not consider such Proposal for evaluation.

8. PREPARATION OF PROPOSAL

- 8.1 The proposal as well as all related correspondence exchanged by the Agencies and the Employer shall be written in English language, unless specified otherwise.
- 8.2 In preparing their Proposal, Agencies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 8.3 While preparing the Technical Proposal, Agencies must give particular attention to the following:
 - a) The estimated number of Professional staff months for the Assignment/Job as shown in the Part II Data Sheet. However, the Proposal shall be based on number of Professional staff months or budget estimated by the Agencies. While making the Proposal, the

Agencies must ensure that he proposes the minimum number and type of experts as sought by the Employer, failing which the proposal shall be considered as non-responsive.

- b) Alternative professional staff shall not be proposed and only one curriculum vitae (CV) may be submitted for each position mentioned.

8.4 Depending on the nature of the assignment/job, Agencies are required to submit a Technical Proposal (TP) in forms provided in Section -3. Part II Data Sheet in Section – 2 indicates the format of the Technical Proposal to be submitted.

Submission of the wrong type of Technical proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicative in the following para from (a) to (g) using the attached Forms (Section 3). Form TECH-1 in Section-3 is a sample letter of technical proposal which is to be submitted along with the technical proposal.

- a) A brief description of the Agencies organization will be provided in Form TECH-2 (Section-3). In the same form, the Agencies will provide details of experience of assignments which are similar to the proposed assignment/job as per the TOR. For assignment/job, the outline should indicate the names of Professional staff who participated, nature and duration of the assignment/job, contract amount, and Agencies involvement. Information should be provided only for those assignments/jobs for which the Agencies were legally contracted by an Employer as a corporation or as one of the major firm/entity within a joint venture. Assignment/jobs completed by individual professional staff working privately or through other consulting consultancy cannot be claimed as the experience of the Agencies, or that if the Agencies associates, but can be claimed by the Professional staff themselves in their CVs. Agencies should substantiate the claimed experience along with the proposal and must submit letter of award/ copy of contract for all the assignments mentioned in the proposal.
- b) Comments and suggestions on the terms of Reference including workable suggestions that could improve the quality /effectiveness of the assignment/job/ (Form TECH-3 of Section 3)
- c) A description of the approach, methodology and work plan for performing the assignment/job covering the following: technical approach and methodology, work plan, project organization and availability of experts, and transfer of knowledge/training. Guidance on the content of this section of the Technical Proposals is provided under Form TECH -4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will be shown in the form of a Gantt chart the timing for each activity.

- d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member and their tasks to be provided in Form TECH-5 of Section 3.
- e) CVs of the Professional staff as mentioned in para 8.4(d) above signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3).
- f) Estimates of work schedule should be given in Form TECH-7 of Section 3. Information relating to "conflict of interest" should be furnished in Form TECH-8 of Section 3.
- g) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.

8.5. Financial Proposals: The Financial Proposal shall be prepared using the prescribed Forms (Section 4). It shall list all costs associated with the assignment/job, including (a) remuneration for staff and (b) reimbursable expenses, indicated in the Part II Data Sheet. If appropriate, these costs should be broken down by activity. The financial proposal shall be rejected summarily, if found not in the prescribed forms.

9. TAXES

The Agencies shall fully familiarize themselves about the applicable domestic duties and taxes on amounts payable by the Employer under the Contract. All such duties and taxes must be included by the Agencies in the financial proposal.

10. CURRENCY

Agencies shall express the price of their assignment/job in Indian Rupees (INR) only.

11. EARNEST MONEY DEPOSIT (EMD) (To be submitted in Physical form and copy to be uploaded in the portal)

11.1 Earnest Money Deposit

- a) An earnest money of Rs 2,00,000/- (Rupees two lakh only) in the shape of Banker Cheque /demand draft in favour of National Horticulture Board payable at Gurugram in the technical bid.
- b) Proposals not accompanied by EMD shall be declared as non-responsive.
- c) No interest shall be payable by the Employer for the sum deposited as EMD.
- d) The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract.

- e) **Exemption from EMD:** According to Rule 170 of GFR 2017 Bid Security is to be obtained from Bidders EXCEPT Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) OR are registered with the Central Purchase Organization OR the concerned Ministry/Department.

11.2 Forfeiture of EMD

The EMD shall be forfeited by the Employer in the following events:

- a) If the proposal is withdrawn during the validity period or any extension agreed by the Agency thereof.
- b) If the proposal is varied or modified in a manner not applicable to the Employer after opening of Proposal during the validity period or any extension thereof.
- c) If the Agencies tries to influence the evaluation process.

12. PERFORMANCE GUARANTEE

The selected Agencies shall be required to furnish a Performance bank Guarantee equivalent to 10% of the contract value rounded off to the nearest thousand Indian Rupees in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favour of National Horticulture Board payable at Gurugram for the period of contract with 60 days claim period beyond the completion of all contractual obligations. The bank guarantee must be submitted after award of contract but before signing of the consultancy contract. The successful bidder has to renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any. Performance Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the Agencies on any account under the contract. On submission of performance guarantee and after signing of the contract, EMD would be returned.

13. SUBMISSION, RECEIPT AND OPENING OF PROPOSAL

The original proposal, both Technical and Financial shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should be in the format of TECH-1 of Section 3, and FIN-1 of Section 4 respectively.

An authorized representative of the Agencies shall initial all pages of the original Technical and Financial Proposals. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

The original and three copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the project. The envelopes containing the Technical proposals, Financial Proposals and EMD shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, and reference number clearly marked "DO NOT OPEN BEFORE TIME (time and date of the opening indicated in the data sheet)". The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This may lead to rejection of the Proposal. If the Financial Proposal is not submitted in a sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

The proposals must be submitted in person to the addressee indicated in the Data Sheet and shall be received by the Employer not later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with the para 7. Any proposal received by the Employer after the deadline for the submission shall be returned unopened. Technical Proposals will be opened on the date and time indicated in Part II Data Sheet in the presence of the representatives of the Agencies who wish to attend.

14. **COMMITTEE FOR PROPOSAL EVALUATION**

From the time the proposals are opened to the time the contract is awarded, the Agencies should not contact the Employer on any matter related to its Technical and/ or Financial Proposal. Any effort by Agencies to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of contract may result in the rejection of the Agencies proposal.

The Employer has constituted a Technical Evaluation Committee (TEC) for selection of the Agencies which will carry out the evaluation process with the following composition:

Deputy Managing Director	Chairman
Divisional Head (Fruits)	Member
Divisional Head (Flowers)	Member
Divisional Head (Vegetables)	Member
Divisional Head (Cold Chain)	Member
Divisional Head (Mushroom & Nursery)	Member
Divisional Head (EDP)	Member
Divisional Head (F&A)	Member
Divisional Head (Coordination)	Member-Secretary

14.1. **Eligibility Criterion:**

The agencies intending to bid for Impact Evaluation shall fulfil the minimum following qualification criteria.

- a) The applicant should be a Company / Firm / LLP/NGO/FPO registered in India. Consortium is not allowed

- b) The bidder should have a Minimum Annual Turnover of INR 10 Crores during each of the last three preceding financial years (Supported by duly audited balance sheet).
- c) The applicant should not be barred by any Central Government Department/Agency, State Government Department/Agency at the time of submission of application. Applicant shall provide proof of the same.

14.2. Criteria for Evaluation of Technical Proposal:

The criteria defined in part II of Section 2 – Instruction to Agencies would be followed for evaluation of technical proposals. Only applicants obtaining a total score of 70 (on a maximum of 100) or more on the basis of criteria for evaluation given below would be declared technically qualified. The short-listed Agencies will be invited to present their proposals before the TEC.

Financial proposals of only those Agencies which are declared technically qualified shall be opened publicly on the dates & time specified in the document, in the presence of the Agencies representatives who choose to attend. The name of the Agencies, their technical score, and their Financial Proposal shall be read aloud.

The Agency/Institute selected by the Committee and with lowest financial offer will be awarded the work.

14.3 Method of Selection:

In deciding the final selection of the Agencies, the technical quality of the proposal will be given weightage of 80% on the basis of criteria for evaluation. The employer shall short list those agencies/bidders who secure a minimum of 70% marks based on Technical Evaluation. The financial proposals/bids of only those Agencies who are declared technically qualified will be opened. The proposal with the lowest cost will be given a financial score of 100 and the other proposal given financial scores that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 20%. For working out the combined score, the employer will use the following formula:

Total points: $(0.8 \times T(s)) + (0.2 \times 100 \times \text{LEC/EC})$, where T(s) stands for technical score, EC stands for Evaluation Cost of the Financial Proposal, LEC stands for Lowest Evaluated Cost of the Financial Proposal.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract and will be called for negotiations, if required.

Example: if in response to this RFP, three proposals, A, B & C were received and the Consultancy Evaluation Committee awarded them 75, 80 and 90 marks respectively, all the three proposals would be technically suitable. Further, if the quoted price of

proposals A, B & C were Rs.120, 100 & 110 respectively, then the following points for financial proposals may be given:

A: $100/120 = 83$ points
B: $100/100 = 100$ points
C: $100/110 = 91$ points

In the combined evaluation, the process would be as follows:

Proposal A: $(75 \times 0.8) + (83 \times 0.2) = 76.6$
Proposal B: $(80 \times 0.8) + (100 \times 0.2) = 84$
Proposal C: $(90 \times 0.8) + (91 \times 0.2) = 90.2$

Proposal C would be considered the H1 and would be recommended for negotiations, if considered necessary for approval.

The TEC will correct any computation errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition to the above corrections the items described in the technical Proposals but not priced, shall be assumed to be included in the prices of other activities of items. In case an activity of line items is quantified in the Financial Proposal differently from technical proposal, no corrections will be allowed to the Financial Proposal.

After opening of financial proposals the Agencies will be declared eligible for award of the contract. These selected Agencies will then be invited for negotiations, if considered necessary.

15 NEGOTIATIONS

Financial Negotiations: Negotiations, if considered necessary, shall be held only with the Agencies who shall be placed as H- 1 bidder after combined evaluation of the Technical and Financial Proposal. Under no circumstance, the financial negotiation shall result into an increase in the price originally quoted by the Agencies. Date and Time for negotiation shall be communicated to the H-1 Agencies. Representatives conducting negotiations on behalf of the Agencies must have the written authority to negotiate and conclude the contract.

16. AWARD OF CONTRACT

After completing negotiations the Employer shall issue a Letter of Intent to the selected Agencies and promptly notify all other Agencies who have submitted proposals about the decision taken.

The Agencies will sign the contract after fulfilling all the formalities/pre-conditions (contract to be signed after the selection of Agencies), within 7 days of issuance of the letter of intent.

The Agencies is expected to commence the assignment/ job on the date specified in the Part II Data Sheet.

17. CONFIDENTIALITY

Information relating to evaluation of proposals and recommendation concerning awards shall not be disclosed to the Agencies who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Agencies of any information related to the process may result in the rejection of its proposal and may be subject to the provisions of the Employer's antifraud and corruption policy.

18. PAYMENT TERMS

The terms of payment would be linked to the deliverables of the project, and are specified in the other terms and conditions (Section 5 & 6).

PART – II

**INSTRUCTIONS TO AGENCIES
DATA SHEET (PROJECT SPECIFIC INFORMATION)**

Sr.No.	Ref. para of Section 2 of part.1	Particulars of data sheet
1	1(a) & 2.1 & 2.2	Name of the Employer: National Horticulture Board, Ministry of Agriculture & Farmers Welfare, Government of India
2	2.2	Name of the Assignment/job: Impact Evaluation of Central Sector Scheme (CSS) - National Horticulture Board, MOA & FW, Government of India
Key Dates		
	Issue of Letter of Invitation/RFP	5 th December 2019
	Last date for submission of written queries for clarification.	9 th December 2019
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	Opening of technical bids and finalization of responsive bidders from Technical bids points of view	23 rd December 2019 Time: 11 AM
	Evaluation of Technical Proposals	24 th December 2019 Time: 11 AM
7	7	Proposals must remain valid for 60 days after the last date of submission
8	Para 8	The formats of the Technical & Financial Proposals to be submitted are
		Form Tech 1: Letter of Proposal submission
		Form Tech 2: Agencies organization and experience
		Form Tech 3: Comments & Suggestions on TOR
		Form Tech 4: Approach, Methodology and Work Plan
		Form Tech 5: Team Composition
		Form Tech 6: Curriculum Vitae
		Form Tech 7: Work Schedule
		Form Tech 8: Information regarding any conflicting activities and declaration thereof
		Form Fin 1: Financial Proposal Submission Form
Form Fin 2: Summary of Costs		
9	Para 10	Agencies should state the cost in Indian Rupees

Bid Document for Impact Evaluation of Schemes of NHB

10	Para 8	Agencies must submit the original, 3(Three) hard copies and one soft copy (in a non-writable CD) of the Technical Proposal, and the original of the Financial Proposal	
		<p>The estimated number of professional staff-months required for the Assignment/job is: staff months to be estimated by the Bidder.</p> <p>The Agencies should also indicate the number and details of the Support Staff members associated with the Key Team members in their work plan.</p> <p>The Employer would provide Agencies the necessary support in terms of information/documents/co-ordination with other division/office/state etc. whenever and wherever considered necessary for the progress of the study. The Employer will interact with the Agencies for exchange of Documents/information and discussion.</p>	
11	Para 14	Evaluation Criteria	
		Criteria, sub criteria and point system for evaluation to be followed under this procedure is as under:	
		Criteria & Sub Criteria	Points
		Previous Experience (Projects Handled)	50
		Experience of Programme Evaluation with Central Government/ State Government during last 10 years (Only 1 st three assignments submitted by the consultant shall be considered) – 5 marks per assignment	15
		Experience of assisting Central / State Governments in their programs for Agriculture and Horticulture. Only assignment with minimum duration of 1 year and professional fees of Rs. 1.00 crore will be considered. (max 30 marks; 5 marks per eligible assignment) Additional 05 marks shall be awarded if minimum 3 out of 6 eligible assignments as per above qualifications are in the horticulture sector.	35

		Size of Consultancy	15
		Average revenue from advisory services under state/ central government initiatives in Agri & Allied Sector in last three financial years (2016-17, 2017-18, 2018-19). <ul style="list-style-type: none"> • From Rs 1-5 Crores – 5 Marks • Rs 5.1-10 Crores – 10 Marks • More than Rs 10 Crores - 15 Marks 	15
		Methodology	15
		Understanding of the TOR, Adequacy of the proposed methodology and work plan in responding to the Terms of Reference	
		Approach and methodology	5
		Work Plan	5
		Organization & Staffing	5
		Resourcing	20
		Team leader, Agribusiness Expert	10
		Horticulture Expert	5
		Economist Expert	5
		<u>Evaluation Criteria – Resourcing – 20 marks</u>	
		The core team should be on the payroll of the bidding firm for the period of at least three years (HR Certificate needs to be produced in this regard). Horticulture expert may not necessarily on the payroll.	
		<u>Core Team</u>	
		1. Team Leader - Agribusiness Expert – Education Qualification: MBA (Agribusiness) + Graduation in Agriculture/ Horticulture/ Food technology/ allied field with 10 years of relevant experience in agribusiness/ cold chain and post-harvest management. Training Certificate course in cold chain infrastructure shall be desired. (Maximum 10 marks)	
		2. Horticulture Expert – Ph.D. in Horticulture + Relevant Experience of minimum 20 years, should include global experience in horticulture, related production technologies (Maximum marks – 05 marks)	

		<p>3. Economic Expert - Education Qualification: Masters in Economics with relevant experience of 10 years. (Maximum – 05 marks)</p> <p><u>Support Team</u></p> <p>The team involved in Impact study should comprise of team members in addition to above team having a minimum of Post graduate qualification in Agriculture/Horticulture/ Agribusiness or related field with 2 years' experience/specification in relevant field. The proposed CVs would not be evaluated for technical scoring.</p>
12	Para 14.2	<p>Method of selection:</p> <p>In deciding the selection of the Agencies, the technical quality of the proposal will be given a weightage of 80%. The method of evaluation of technical qualification will follow the procedure given in Para 14 of Part 1. If considered necessary, the Agencies may be asked to give a presentation before the TEC on the parameters given in Para 14 of Part 1 above, along with clarifications, if any, considered necessary by the Committee.</p> <p>The price bids of only those Agencies who qualified technically will be opened. The proposal with the lowest cost will be given a financial score of 100 and the other proposal given financial score that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 20%.</p>
13	Para 16	Expected date of Commencement of Consulting Assignment/Job - December 2019
14	Location for performance assignment/job:	Gurugram or as decided by the Employer later

Section 3

Technical Proposal Forms

LETTER OF PROPOSAL SUBMISSION

Location:

Date:

To,

The Deputy Director (Coordination)
National Horticulture Board
Ministry of Agriculture & Farmers Welfare,
Plot No. 85, Sector- 18, Institutional Area, Gurugram -122015, (Haryana).

Dear.....,

We the undersigned, offer to provide the Consultancy assignment/job for impact Evaluation of schemes of National Horticulture Board in accordance with your Request for Proposal dated **(INSERT DATE)**. We are hereby submitting the proposal, which includes this technical Proposal, and a Financial Proposal sealed under a separate envelope and requisite EMD. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Demand Draft of EMD is enclosed.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized signature (in full and details):

Name and Title of Signatory:

Name of Firm/entity:

Address:

Encl: as above

AGENCIES 'S ORGANISATION AND EXPERIENCE**A- AGENCIES ORGANIZATION**

(Provide here a brief description of the background and organization of your firm/institution/entity. The brief description should include ownership details, date and place of incorporation of the consultancy (attach certificate), objectives of the consultancy etc. Also is the Agencies has formed an Association, details of each member of the Association, name of lead members etc. shall be provided).

1. GENERAL INFORMATION**1.1 Information about the Consultancy Firm (s)**

- i. Name
- ii. Head Quarter
- iii. Address for Correspondence
- iv. Telephone Number
- v. Fax Number
- vi. Email Address
- vii. Website
- viii. Date & country of incorporation (enclose the copy of relevant document)

1.2 Size of the Consultancy(s)

Provide annual turn-over figures and employee strength for the last three financial years. Project work orders during last 10 years to be attached in support of experience. Relevant projects undertaken with value of more than Rs. 1.00 Crore, during last 10 years should only be provided.

1.3 Geographic Presence

Provide geographical spread of your firm/entity, especially presence in different regions in India

B- AGENCIES 'S EXPERIENCE**2.1 Experience of Programme Evaluation with Central Government/ State Government**

(Using the format below provide information on 3 key assignments for which your consultancy have provided support to program evaluation as required under this assignment. In case, the information required is not provided by the Agencies, National Horticulture Board shall proceed with evaluation based on information provided and shall not request the Agencies for further information. Hence, the responsibility for providing information as required in this form lies solely with the Agencies.)

Bid Document for Impact Evaluation of Schemes of NHB

Please cite only maximum 3 relevant projects. If more than 3 projects citations are provided, only the first three will be considered for the purpose of evaluation.

Assignment Name:	
Approx. value of the contract (In Indian Rupees) : (Mention contract value in INR or provide range values: Upto Rs. lakh, Rs lakh, Rs Cr, Rs > Cr.	
Country Location within the country	
Duration of assignment (months):	
Name of the Employer:	
Total no. of staff-months of the assignment:	
Address:	
Approx. value of the services provided by your consultancy under the contract: (In INR):	
Start Date (month/year) Completion date (month/year):	
No. of professional staff-months provided by associates Agencies:	
Name of associated Agencies, if any:	
Name of senior professional staff of your consultancy involved and functions performed	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

2.2 Experience of assisting Central / State Governments in their programs for agriculture and horticulture. Only assignment with minimum duration of 1 year and professional fees of Rs. 1.00 crore will be considered.

(Using the format below provide information on each assignment for which your consultancy have provided consultancy support as required under this assignment. In case, the information required by National Horticulture Board is not provided by the Agencies, National Horticulture Board shall proceed with evaluation based on information provided and shall not request the Agencies for further information. Hence, the responsibility for providing information as required in this form lies solely with the Agencies.)

Please cite only maximum 6 relevant projects. If more than 6 projects citations are provided, only the first six will be considered for the purpose of evaluation.

Assignment Name:	
Approx. value of the contract (In Indian Rupees) : (Mention contract value in INR or provide range values: Upto Rs. lakh, Rs lakh, Rs Cr, Rs > Cr.	
Country Location within the country	
Duration of assignment (months):	
Name of the Employer:	
Total no. of staff-months of the assignment:	
Address:	
Approx. value of the services provided by your consultancy under the contract: (In INR):	
Start Date (month/year) Completion date (month/year):	
No. of professional staff-months provided by associates Agencies s:	
Name of associated Agencies, if any:	
Name of senior professional staff of your consultancy involved and functions performed	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE

A – ON THE TERMS OF REFERENCE

(Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point.

B- ON INPUTS AND FACILITIES TO BE PROVIDED BY THE EMPLOYER

The Employer would render necessary support in terms of information/ discussions/documents/ field visits/coordination with other agencies and logistics, wherever considered necessary in completion of the Project. The employer will interact with the Agencies for exchange of documents/ information and discussion.

DESCRIPTION OF APPROACH, METHODOLOGY, WORK PLAN, PROJECT ORGANIZATION FOR PERFORMING THE ASSIGNMENT/JOB

Technical approach, methodology, work plan, project organization are key components of the Technical Proposal. The Agencies must present his/her Technical Proposal divided into the following three components:

- a) Technical Approach and Methodology
- b) Work Plan, and
- c) Project organization and availability of experts

a) Technical Approach and Methodology: In this section, the Agencies should explain their understanding of the objectives of the assignment/ job, approach to the assignment/job, methodology for carrying out the activities (including proposed research design) and obtaining the expected output, and the degree of detail of such output. The Agencies should highlight the problems being addressed and their importance, and explain the technical approach they would adopt to address them. The Agencies should also provide an overview of tools and methodologies that they propose to adopt for evaluation. The Approach and Methodology should specify the sample size, selection process, tools used, questionnaire, primary and secondary data used etc.

b) Work Plan: The Agencies should propose and justify the main activities of the assignment/ job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and key performance indicators. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the deliverable outcomes should be included here. More specifically,

- Highlight how you would proceed to meet the project requirements,
- Highlight numbers of hours you estimate are required to complete the work,
- Propose number of resources for providing these services,
- Highlight tools and methodologies to be used for this effort, and
- How would you manage the complexity of the project

c) Project organization and availability of experts: The Agencies should propose and justify the structure and composition of its/his/ her team of technical experts. He/ she should list out the main disciplines of the assignment/ job, the key expert responsible for National Horticulture Board and proposed technical and support staff. More specifically, please provide an overview on senior leadership coverage and commitment, highlight expertise in Horticulture Crops and related works.

TEAM COMPOSITION AND TASK ASSIGNMENT/ JOBS

PROFESSIONAL STAFF

S. No	Designation in the Team	Name of manpower	Education	Experience	Area of Expertise	Post/Task Assigned for this job

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:

[For each position of key professional, separate form Tech-6 will be prepared]

2. Name of Firm/entity:

(Insert name of consultancy proposing the staff):

3. Name of Staff:

(Insert full name):

4. Date of Birth:

5. Nationality:

6. Education:

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

10. Languages Known:

11. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since first employment, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

S.No	Period (Month & Year to Month & Year)	Employer	Position held

12. Detailed Tasks Assigned

S.No.	Detailed Tasks Assigned [List all tasks to be performed under this Assignment/job]

13. Work Undertaken that best illustrates capability to handle the Tasks assigned:

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/ jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/ job or project:

Year:

Location:

Main project features:

Positions held:

Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]:

WORK SCHEDULE

S. No.	Activity Months			Total Months
	1	2	3	
1				
2				
3				
4				
5				
6				
7				
8				

Note:

1. Indicate all main activities of the Assignment/job including delivery of reports (e.g., inception, interim, draft and final reports), and other benchmarks such as Employer approvals. For phased assignment / jobs indicate activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities should be indicated in the form of a Bar chart.

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND
DECLARATION THEREOF**

(Are there any activities carried out by your consultancy which are of conflicting nature as mentioned in para 4 of Section 2. If yes, please furnish details of any such activities. If no, please certify as follows)

We hereby declare that our consultancy is not involved/ indulged in any such activities which can be termed as the conflicting activities under para 4 of the Section 2. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Employer which shall be binding on us.

Authorized Signature [in full and initials]:

Name of Title of Signatory:

Name of Consultancy agency:

Address:

Section-4

Financial Proposal Forms

Bid Document for Impact Evaluation of Schemes of NHB

FINANCIAL PROPOSAL SUBMISSION FORM

Location
Date

To,

The Deputy Director (Coordination)
National Horticulture Board
Ministry of Agriculture & Farmers Welfare,
Plot No. 85, Sector-18, Institutional Area,
Gurugram-122015 (Haryana)

Dear,

We, the undersigned, offer to provide the consultancy assignment/ job for Impact Evaluation of all the Schemes of National Horticulture Board in accordance with your Request for Proposal dated [INSERT DATE]. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of all taxes and duties. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., before the date indicated in Part II Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Consultancy:
Address:

Bid Document for Impact Evaluation of Schemes of NHB

SUMMARY OF COSTS

S. No.	Particulars	Amount in Indian Rupees(In words)	Amount in Indian Rupees (In figures)
1	Remuneration		
2	Reimbursable		
3	Miscellaneous expenses		
4	Taxes and Duties		
	with break up		
5	Total		

Authorized Signature:
Name:
Designation:
Name of firm/entity:
Address:

Section -5

Terms of Reference

Brief features and Terms of Reference (ToR) for undertaking Impact Evaluation of Central Sector Scheme (CSS) - National Horticulture Board being implemented from the year 2014-15 to 2018-19

1. INTRODUCTION

National Horticulture Board (NHB) was set up by the Government of India in 1984 as an Autonomous Society under Registration Act 1860, thereafter THE HARYANA REGISTRATION AND REGULATION OF SOCIETIES ACT, 2012. Board has its Head Quarter in Institutional Area, Plot-85, Sector- 18, Gurugram (Haryana)-122015.

2. LIST OF SCHEMES ADMINISTERED BY NHB

National Horticulture Board is implementing programmes as sub-scheme of Mission for Integrated Development of Horticulture (MIDH). List of set of schemes being implemented by NHB are given as under:-

- a) Development of Commercial Horticulture through Production and Post-Harvest Management of Horticulture Crops.
- b) Capital Investment Subsidy Scheme for construction/expansion/modernization of Cold Storages/Storages of Horticulture Products
- c) Technology Development and Transfer for Promotion of Horticulture
- d) Market Information Scheme for Horticulture Crops
- e) Horticulture Promotion Services / Expert Services and Strengthening Capability of NHB

3. AIMS AND OBJECTIVES OF THE NHB:

The broad aims & objectives of all the above mentioned schemes are as under:-

- a) Development of hi-tech commercial horticulture in identified belts and make such areas vibrant with horticultural activity, which in turn will act as hubs for development of horticulture
- b) Development of modern post-harvest management infrastructure as an integral part of area expansion projects or as common facility for cluster of projects
- c) Development of integrated, energy efficient cold chain infrastructure for fresh horticulture produce,
- d) Popularization of identified new technologies/tools/techniques for commercialization/adoption, after carrying out technology need assessment
- e) Assistance in securing availability of quality planting material by promoting setting up of scion and root stock banks / mother plant nurseries and carrying out accreditation / rating of horticulture nurseries and need based imports of planting material.

- f) Promotion and market development of fresh horticulture produce.
- g) Promotion of field trials of newly developed/imported planting materials and other farm inputs; production technology; PHM protocols, INM and IPM protocols and promotion of applied R&D programmes for commercialization of proven technology.
- h) Promotion of Farm Mechanization in Horticulture through demonstration and its uses at farmers field level to reduce labour cost and increase the productivity of Horticulture crops.
- i) Promotion of applied R & D for standardizing PHM protocols, prescribing critical storage conditions for fresh horticulture produce, bench marking of technical standards for cold chain infrastructure etc.,
- j) Transfer of technology to producers/farmers and service providers such as gardeners, nurserymen, farm level skilled workers, operators in cold storages, work force carrying out post-harvest management including processing of fresh horticulture produce and to the master trainers.
- k) Promotion of consumption of horticulture produce and products.
- l) Promoting long distance transport solution for bulk movement of horticulture produce through rail etc.,
- m) Carrying out studies and surveys to identify constraints and develop short and long term strategies for systematic development of horticulture and providing technical services including advisory and consultancy services.

4. MAJOR COMPONENTS TO BE COVERED UNDER NHB SCHEMES

- i) Area expansion
- ii) Protected cultivation
- iii) Post Harvest Management Components and Primary Processing
- iv) Mushroom production
- v) Cold Storage & Refer Vans
- vi) Technology Development and Transfer for Promotion of Horticulture
- vii) Market information scheme for Horticulture Crops

5. OUTLAY FOR THE LAST 5 YEARS FOR NHB SCHEMES

S.No.	Year	Allocation (RE) (Rs. in crores)
1	2014-15	206.44
2	2015-16	286.60
3	2016-17	277.25
4	2017-18	539.66
5	2018-19	250.00

6. OBJECTIVES OF THE STUDY

NHB intends to have this Impact Evaluation Study for the purpose of assessing its effectiveness in meeting the objectives for which the schemes were conceptualized. The result of the evaluation would be used as inputs for further modifications/improvement in the ongoing schemes of NHB. The services of a suitable “Bidder” (Agency Organization) is required to be outsourced as per the provisions contained in “Manual of Policies and Procedure of Employment of Consultant” (GFR Rules) issued by Department of Expenditure, Ministry of Finance, Government of India read with relevant instructions issued from time to time by inviting Request for Proposal (RFP) from reputed & qualified “Bidders” for carrying out Impact Evaluation Study. To determine the relevance and fulfillment of aims, as well as efficacy and effectiveness of implementing the scheme. The objectives of the scheme:-

- i. Evaluate the impact of the scheme in terms of increase in area, production and productivity of various horticulture crops covered under NHB.
- ii. Evaluate the infrastructure created for INM/IPM, post harvest management and marketing.
- iii. Find out whether the states are adopting cluster approach.
- iv. The extent of farmer’s satisfaction.
- v. Analyze of the effectiveness of publicity, mass media and information technology awareness of NHB.
- vi. Find out the actual deliverables – support services, record keeping, institutional capacity building, reporting and monitoring of the schemes.
- vii. Study the convergence and synergy with ongoing programmes like NREGS, Micro Irrigation, APEDA, MoFPI, NCDC, DMI and SFAC etc.
- viii. Analyze of the effectiveness of publicity, mass media and information technology awareness of NHB.
- ix. Initiate necessary action for variations and deviations in the field.
- x. Bench mark the best practices for reference and adoption.
- xi. Assess the overall impact of the programmes implemented under NHB with state participation.

The impact evaluation must come out with outcomes & shortcomings with suggestions to facilitate corrective and remedial measures for better implementation of the programme/ Schemes beyond March 2020.

6.1 Scheme Performance Analysis:

To understand the status of the scheme performance in the country or key intended output and outcomes.

To qualitatively and quantitatively (based on met-analysis, if possible) map the actual contribution against the intended contribution of scheme to National Development Priorities.

6.2. Assess Relevance, Efficiency, Effectiveness, Equity and Sustainability of the schemes

- Good practice standards for evaluation of public sector corporations, the assessment of the Central Sector Sponsored Scheme should be conducted on the principles of Relevance, Efficiency, Effectiveness and Sustainability.
- Relevance would assess the extent to which intended outcomes of the schemes were strategically aligned with the country's development priorities and if the design was appropriate for achieving the intended outcomes.
- The Effectiveness assessment looks at whether the schemes' intended outcomes were achieved and whether any unintended outcomes had inadvertently reduced impact of the programme.
- Sustainability assessment focuses on the likelihood that scheme outcomes and outputs will be maintained over a meaningful time frame demonstrating the persistence of results from the programme implementation. This should cover all the three dimensions of sustainability i.e. economic, environmental and social .
- The schematic evaluation need to analyze the achievements against the targets for major components as mentioned above.
- Assessment of performance for the projects supported to R&D institutions.
- To explore the possibilities for appropriate alignment with the horticultural production and newly announced "Agri-export Policy".
- To suggest continuation, discontinuation, merger, modification & convergence of schemes during 15th Finance Commission period.
- To assess the efficiency of existing institutional and mechanisms and other capacity building initiatives.
- To understand the impact of horticulture on farm income enhancement and improve nutritional security.
- To assess the scope of improvements in input use efficiency in NHB holistically.
- To assess the performance of NHB considering the whole ambit of operations/implementation in the line of output/outcome monitoring framework finalizing with the Ministry.

Equity to assess if inclusion across dimensions is being ensured as a part of scheme coverage. In line with this understanding the following aspects will have to be assessed:

- i. Use the input use efficiency of the scheme i.e. planned activities for stakeholders and to beneficiaries, institutional mechanism, fund flow (adequacy & timeline) & utilization through public expenditure tracking, policy guidelines and human resources allocated for the implementation of the schemes at central, state, district, block and village, mechanism to identify and reward best practices within the scheme design as well as M&E systems.
- ii. To assess the coverage of the scheme in term of eligible beneficiaries, geographies etc.
- iii. To identify the key bottlenecks/issue & challenges in the implementation mechanism (governance mechanism, awareness generation, stakeholder engagement & their roles & responsibilities process& resource flow, capacities) of various development schemes.
- iv. To assess the quality of assets created/services provided under the scheme and to see how far these assets/services benefitted the end beneficiaries.
- v. To assess the intended and actual convergence of the scheme to other development programmes of the central and state Government as well as with private sector, CSR efforts, international multilateral and bilateral aid etc.
- vi. Also indentify the gaps in the schemes outcome in the light of national priorities/SDGs not being addressed due to (a) absence of interventions or (b) non-performance of existing schemes/interventions.

6.3 BEST PRACTICES AND EXTERNALITIES

- i. To identify and highlight any scalable best practices and homegrown innovations, if any, used and case studies out of them to disseminate it for replication in other schemes/ programmes.
- ii. Also capture the unintended consequences/negatives externalities of scheme implementation and how these were triggered. Also map them against the environmental and social safeguards in the scheme design.

6.4 PROGRAMME HARMONIZATION

Based on the above analyze the need to continue the schemes in their form, modify scale-down or close down the scheme. In case if they need to be modified, suggest revisions in the schemes design for the effective implementation in the future.

7. DATA COLLECTION METHODOLOGY:

A qualitative study backed with extensive meta-analysis will be conducted to provide the scheme assessment. The qualitative will consist of two main components:-

- (a) Key informant interviews & discussion: Key informant interviews with Ministry/department personnel at National level implementing bodies, state, district and block level officials. Other stakeholders supporting implementation or indirectly in enabling scheme's success and opinion makers at village are contacted.
- (b) Household survey: Selected sample of household surveys shall be conducted to assess the beneficiary level impact of scheme. However this household survey design may be quasi-quantitative in nature.

8. TERMS OF REFERENCE

The terms of reference of the Impact Evaluation Study of NHB Schemes implemented during 2014-15 to 2018-19 are as follows:

- i. To examine the structure of various NHB schemes, cost norms, pattern & quantum of financial assistance and comprehensiveness of the guidelines of these schemes and suggest improvements.
- ii. To study impact of NHB schemes on attracting private and institutional investments, employment generation, enhancing living standards of work force and on exports, and suggest improvements.
- iii. Evaluation of the performance of NHB schemes based on Output / Outcome Indicators.
- iv. Evaluation of each of NHB schemes based on 5 parameters of relevance, effectiveness, efficiency, equity, impact and sustainability
- v. Access, Availability, Utilisation and adequacy problems of long term credit to commercial horticulture projects and roadmap for improvement.
- vi. Expectations of various stake holders from NHB and how far they have been met.
- vii. Convergence and Synergy with other schemes of Centre / State Governments.
- viii. Extent of awareness of NHB schemes and suggests measures for improvement.
- ix. To make suggestions on
 - a. Areas of improvement in scheme design, cost norms & pattern of assistance, process, implementation and post implementation, monitoring and evaluation.
 - b. Deepening technology penetration
 - c. Improved capacity utilization
 - d. Market driven production and Exports
 - e. Monitoring and Evaluation Framework for NHB Schemes.
- x. To assess the overall impact of the NHB schemes.

- xi. To suggest continuation, discontinuation, merger, modification & convergence of NHB Schemes during 15th Finance Commission period.
- xii. To explore the possibilities for appropriate alignment with the horticultural production and newly announced “Agri-export Policy”.
- xiii. To assess the quality of assets created/services provided under the scheme and to see how far these assets/services benefitted the end beneficiaries.
- xiv. To assess the efficiency of existing institutional mechanisms and other capacity building initiatives.
- xv. To assess the scope of improvements in input use efficiency in NHB holistically.
- xvi. To assess the coverage of the scheme in term of eligible beneficiaries, geographies etc.
- xvii. Also indentify the gaps in the schemes outcome in the light of national priorities/SDGs not being addressed due to (a) absence of interventions or (b) non-performance of existing schemes/interventions.

9. METHODOLOGY AND SCOPE OF THE STUDY

The Impact Evaluation Study of NHB shall be undertaken for the period between the years 2014-15 to 2018-19. The methodology and coverage of components will be as follows:

- The Impact Evaluation Study shall be undertaken since launch of NHB schemes under MIDH in 2014-15 till 2018-19
- All States and Union Territories will be covered under the Study following a standard statistical sampling technique.
- At least 10-12% of the Districts in each of the States to be covered under the Study.
- Study would also suggest the components which should be given more focus/attention to ensure that more benefits accrual to farmers in the next phase of implementation of the scheme, as the initial objective of increase in production of horticulture items has been substantially met. The report should also focus on suggested modifications in the Scheme Components for continuation during the 15th Finance Commission period.
- Though the cumulative expenditure would be the basis of study area, the beneficiaries may be identified irrespective of the year they are benefitted in 2014-15 to 2018-19.
- The Impact Assessment Study shall be completed within 75 days from the date of award of study.
- Agency selected shall lead the Study but may have associate partner institution as per its requirement and planning under intimation to NHB. However, selected agency shall be solely responsible for the study.

- Agency selected shall prepare the template and guidelines for the Study. Thereafter, it will also prepare the Questionnaires and the templates that will be used by the partner-institutions.
- Agency selected will analyze the data integrate them and prepare a consolidated all India Report for NHB.

10. DATA COLLECTION METHODOLOGY

A quantitative study backed with extensive meta-analysis will be conducted to provide the scheme assessment. The qualitative study will consist of two main components:-

- Key informant interviews & discussion: Key informant interviews with Ministry/Department personnel at National level implementing bodies. State District and block level officials, other stakeholders supporting implementation or indirectly involved in enabling scheme's success and opinion makers at village level are contacted.
- Household surveys: Selected sample of household surveys shall be conducted to assess the beneficiary level impact of the scheme. However, this household survey design may be quasi-quantitative in nature.

11. SAMPLING METHOD FOR FIELD SURVEY

The total sample size should be minimum 1000 Beneficiaries as per ANNEXURE-I.

The sample design for a household survey must be stratified in such a way that the sample actually selected is spread over geographic sub-areas and population sub-groups representatively. The size of the sample must take account of competing needs so that costs and precision are optimally balanced. Given all India nature of the Centrally Sponsored Scheme implementation the sampling methodology will involve multi-stage, stratified and clustered features.

The sampling shall include both the predominantly rural area in districts/villages as well as urban areas. The aspect of beneficiaries benefited and non-benefited from the scheme shall be taken in the survey for study.

THE DATA PERTAINING TO NUMBER OF BENEFICIARIES WILL BE MADE AVAILABLE BY THE NHB.

The sample may compensate with another component if the sample is not available for any component. The selection of Districts shall be made on a random basis so as to cover maximum area in the country to assess the impact of the implementation of the schemes covering all major components of the scheme.

SAMPLING METHOD OF FIELD SURVEY/METHODOLOGY

SCHEME-I	SCHEME-II	SCHEME-III
State > 1000 projects – 100 projects State > 500 -1000 projects - 75 projects State > 100 -500 projects - 50 projects State > 50 -100 projects - 25 projects State with 50 or less - 15 projects (all projects if number is less than 15) The selection of projects will be made through randomization by the Board by adopting a fixed criteria i.e. 40% open field cultivation, 30% protected cultivation, 20% PHM, 10% primary processing & others.	States having more than 10 projects - 50% projects up to a maximum of 15 projects per State States with 10 or less projects – 5 projects (all projects if number is less than 5)	Components based- maximum 75 projects across the Country

12. MECHANISM TO ENSURE DATA QUALITY

A multi-pronged robust process for quality control needs to be followed during data collection:-

- (i) The field investigators to be engaged for conducting the household study & key informant interviews should have at least 3 years of experience in conducting similar surveys/interviews.
- (ii) It is recommended that pilots should be conducted on at least 2% of the sample size for both key informant interviews as well as Household surveys to fine tune the inquiry tools.
- (iii) 100% data collected should be validated using a validation check-list. Missing data points should be recollected.
- (iv) In case of house hold survey, at least 50% data should also be telephonically verified and if not verified via phone, back checks should be undertaken to ensure 50% data verification.
- (v) Use of mobile-based real-time data collection and validation tools should be done to ensure efficiency and accuracy in data collection.

13. Agency/Consultant selected shall use a variety of data sources including DPR for the schemes, total fund allocation, objectives, implementing agency and the progress achieved, impact and outcome of the project at macro level. The study shall involve farm house hold survey and focus on the following:

- Brief details of projects undertaken (both in number & financial terms including cost norms adopted) at State level during implementation of NHB schemes/programme.
- The components and activities that have been taken up.
- The outcomes of components and activities.
- The shortcomings and lacunae, if any.

- Success stories or case studies for each state pertaining to implementation through institutions.
- Suggestions for further improvement in the implementation of the NHB schemes.

13.1 The main thrust of the study shall be on the 'outcome', to evaluate the impact of NHB schemes/components implemented during the period. Hence, the manner in which the schemes were implemented and, how and to what extent they contributed in improving the holistic growth of horticulture sector, shall be studied in detail.

13.2 The primary data shall be analyzed including the interaction with farmers/stakeholders to find out their views and perceptions about the NHB schemes. These shall constitute valuable inputs in the evaluation study.

14. REPORTING

The Impact evaluation report should contain the district wise and state-wise and zone wise information and make suitable recommendations for necessary corrections in the implementation of the programme. The report should cover preface, executive summary, overview of the scheme including a) background of the scheme-structure & stakeholders, trends/key drivers of intended outcomes of the scheme, role of private sector, contribution to economy & job creation b) Scheme performance on key metrics, c) issues and challenges & their root causes-what-how & why, d) vision e) nature of evaluation studies objectives, f) study approach and methodology- i) overall approach ii) field survey methodology- qualitative, quantitative, g) The outcomes of the projects in terms of increase in production, productivity and income of horticulture farmers. The Report should be exhaustive and should cover all the points and aspects as mentioned in the TOR.

14.1. Observations and recommendations:-

The report should contain observations and recommendations-

- a) Scheme performance –Outputs and Outcomes.
- b) Contrast actual performance of the scheme with intended performance.
- c) Key recommendations based on relevance, effectiveness, efficiency, equity and sustainability at scheme level.
- d) The report should also elaborate on Governance, institutional mechanism, awareness generation, convergence, fund flow efficiency and utilization, capacity building, M&E systems,
- e) Accountability and transparency, direct indirect employment generation gender mainstreaming, climate change, use of IT/Technology in driving efficiency and stakeholder and beneficiary behavioral change.

- f) The case studies should be identified using the criteria of effectiveness. Efficiency, relevance, ethical soundness, scalability, sustainability and partner & community engagement. The report should be state-wise, region-wise and crop component-wise, brief conclusion and impact.
- g) The agency will give a presentation on the inception report for discussion with the authority in this department. The agency should maintain continuous contact with the authority in the department.
- h) The conclusion should be as far as practicable and be based on quantitative data analysis and it should cover both positive and negative features.

15. FACILITIES TO BE PROVIDED (Coordination between the NHB and the agency)

The consultant/agency /institution which will be finalized for the study will work closely with the authority in the NHB. The designated officer of the NHB will be responsible for the overall coordination and disseminate the required inputs to the consultant for conducting the study. The designated officer will coordinate with State Centre would use its offices to assist the Agency in obtaining requisite information from the offices concerned of the States. All the administration support will be extended to have access to data reporting with Govt. Institutions/Universities/Departments/KVKs

16. DELIVERABLE & TIMELINES

- a) Inception Report with final scope, methodology and approach. This should also include findings' from the meta analysis and therefore the areas which will be further explored during field visits.
- b) Midterm report with initial findings of the study.
- c) Draft Final report for stakeholder consultants.
- d) Final Report after incorporation of inputs from all concerned stakeholders.

All the reports are required to be submitted in hard copy in triplicate as well as in soft copy. In addition to the reports, for further analysis in future, verifiable raw data in soft copy should also be shared with NHB. This will include detailed transcriptions of key informant interviews and focus group discussions as well as raw data from household surveys in MS Excel/CSV format.

16.1 SCHEDULE OF SUBMISSION OF REPORT

S. No.	Report	Schedule of Submission
1	Inception Report	Within 15 days from the award of the contract
2	Finalization of inception report based on comments by NHB	Within 07 days from submission of inception report
3	Midterm Report	Within 45 days from the award of contact

4	Draft Report	Within 60 days from the award of contact
5	Comments on Draft report by NHB	Within 7 days from the submission of draft report
6	Submission of Final Report	Within 75 days from the award of contact

16.2 SUBMISSION OF REPORT

The Evaluating Agency shall complete the evaluation study within duration of 75 days from the date of award of the study.

Submission of reports and schedule of payment are as under:

- (i) Evaluation Agency will submit 10 copies of draft report (duly supported with tables, graphs and photographs) within 60 days from the date of award of assignment and make presentation of draft reports on a specified date, if required.
- (ii) Submit 50 copies of Final report along with soft copy of the report in word and in PDF format within 15 days from the receipt of suggestions / comments after incorporating the suggestions / comments made on the draft report.

17. SCHEDULE OF PAYMENT

The terms of payment for assignment under this Scheme will be as under:

16.1 First Installment: - 25 percent at the time of acceptance of the proposal/signing of MoU.

16.2 Second Installment:- 50 percent of the fees, after (a) submission of draft report including executive summary.

16.3 Third and Final Installment:- Balance 25 percent on submission of the final report (bound copies) and a presentation on the report being made before the NHB at Gurugram and the report being found to be generally acceptable.

Note: The consultant/consultancy firm shall be required to furnish a bank guarantee of equivalent amount before the release of 1st installment. For any delay in submission of Draft Report, penalty @ 1% of total fee may be levied on the consultants for every delay of one month or part thereof.

18. PERIOD OF ENGAGEMENT

The Agency is expected to complete the assignment within 75 day but will not exceed three months period. If the Agency does not fulfill the terms and conditions of tender, or, there is delay in submission of reports, or, there is lack of quality in work, no extension will be given to the Agency to conduct evaluation.

Section 6

Other Terms and Conditions

Other Terms and Conditions

The other general terms and conditions applicable to each assignment under this scheme will be:

- (i) The assignment should be completed within the time stipulated in the agreement. Delay in submission of the report beyond the stipulated time will attract penalty to be decided by National Horticulture Board, DAC&FW or non-extension of agreement. For factors beyond the control of the Institution given the assignment, suitable extension in time may, however, be granted at the request of the Institution.
- (ii) The NHB shall not pay any extra amount for any escalation in the cost of the assignment beyond the time period stipulated in the agreement.
- (iii) The total fee for the study as agreed with the organization will include GST and other tax, if any, and the liability of payment of the tax will be the Institution conducting the study.
- (iv) 50 hard copies of the final report, 20 hard copies of the executive summary and 20 CDs containing the final report shall be submitted before releasing the final installment of payment.
- (v) During the assignment period NHB may modify the TOR and other terms and conditions of the assignment, if necessary, in order to strengthen / deepen its scope / coverage.
- (vi) The draft/final reports and the contents thereof would be the intellectual property of the NHB/Government and would not be published by the Institution concerned without prior approval of the NHB/Government.
- (vii) In case of the change of team leader during the currency of study, the new team leader may be appointed by the Institution with the prior approval of the NHB.
- (viii) The raw data/processed data finding should not be disclosed by the Institution to any third party without prior approval of the NHB/Government.

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Summary Report of Scheme No-1, 2 and 3 from 2014-15 to 2018-19

P-No of Projects, S-Subsidy Rs in Lakh

S.No.	States/UT s	Scheme No-1: Development of Commercial Horticulture		Scheme No-2: Cold Storage		Scheme No-3: Technology Development Transfer		Grand Total	
		P	S	P	S	P	S	P	S
1	A & N Islands	0	0.0	0	0.0	1	0.5	1	1
2	Andhra Pradesh	77	703.4	11	1042.4	28	78.6	116	1824
3	Arunachal Pradesh	9	98.5	0	0.0	9	23.0	18	122
4	Assam	4	70.3	7	1735.8	19	30.0	30	1836
5	Bihar	11	111.4	3	526.5	40	150.9	54	789
6	Chandigarh	1	21.4	1	24.6	47	12.4	49	58
7	Chhattisgarh	155	2109.7	4	599.7	15	22.1	174	2732
8	D & N Haveli	0	0.0	0	0.0	0	0.0	0	0
9	Daman & Diu	0	0.0	0	0.0	0	0.0	0	0
10	Delhi	20	859.2	0	0.0	37	111.4	57	971
11	Goa	2	50.8	0	0.0	2	1.0	4	52
12	Gujarat	387	7093.4	7	1463.4	6	20.5	400	8577
13	Haryana	147	4925.4	17	2747.0	17	11.5	181	7684
14	Himachal Pradesh	228	2848.5	4	1789.7	4	46.6	236	4685
15	Jammu & Kashmir	11	408.3	5	1012.4	127	42.8	143	1463
16	Jharkhand	5	112.1	1	245.6	4	21.3	10	379
17	Karnataka	627	11779.3	6	972.1	27	162.6	660	12914
18	Kerala	129	1607.3	1	45.5	0	0.0	130	1653
19	Lakshadweep	0	0.0	0	0.0	4	6.9	4	7
20	Madhya Pradesh	606	6421.6	10	1813.1	15	35.7	631	8270
21	Maharashtra	2885	24339.3	9	1616.9	53	129.7	2947	26086
22	Manipur	5	52.8	0	0.0	6	15.1	11	68
23	Meghalaya	0	0.0	0	0.0	4	5.6	4	6
24	Mizoram	2	96.3	0	0.0	3	6.5	5	103
25	Nagaland	12	40.3	0	0.0	4	11.0	16	51
26	Odisha	196	2491.4	1	214.2	56	31.1	253	2737
27	Pondicherry	0	0.0	0	0.0	0	0.0	0	0
28	Punjab	122	2613.1	34	5220.6	20	41.4	176	7875
29	Rajasthan	261	3599.3	12	1848.0	30	71.1	303	5518
30	Sikkim	1	13.8	0	0.0	16	14.2	17	28
31	Tamil Nadu	364	7936.9	5	583.9	16	9.1	385	8530
32	Telangana	112	1550.2	0	0.0	11	3.3	123	1554
33	Tripura	0	0.0	1	120.0	2	1.0	3	121
34	Uttar Pradesh	116	1687.5	90	14672.1	45	119.9	251	16480
35	Uttarakhand	95	2172.5	2	145.9	97	23.9	194	2342
36	West Bengal	266	784.4	5	254.7	31	38.4	302	1078
	Total	6856	86598.5	236	38694.0	796	1299.0	7888	126592