

NOTICE INVITING BIDS FROM BONAFIDE ORGANISATIONS / GOVT. INSTITUTES

FOR

**MID-TERM EVALUATION OF SCHEME BEING IMPLEMENTED BY THE
JUTE CORPORATION OF INDIA LTD (JCI)**

TENDER NO: JCI/FIN/2024-25/01

DATED-19/06/2024

TENDER DOCUMENT

LAST DATE OF SUBMISSION: 10/07/2024- 3.00 PM

OPENING OF TECHNICAL BID-10/07/2024- 4.00 PM

Tender Schedule:

The following Time Schedule must be adhered to:

Sl No	Activity	Date	Time
1	Issuance of Tender	19/06/2024	
2	Pre-Bid Meeting	27/06/2024	03.00 PM
3	Last Date of submission of Tender Documents	10/07/2024	03.00 PM
4	Date of Opening Technical Bid	10/07/2024	4.00 PM
5	Date of Opening Financial Bid	Will be informed to the qualified parties after evaluating Technical BID	

THE JUTE CORPORATION OF INDIA LTD

INVITATION OF BID

MID-TERM EVALUATION OF SCHEME BEING IMPLEMENTED BY THE JUTE CORPORATION OF INDIA LTD (JCI)

1. Invitation of Bid:

The Jute Corporation of India Ltd, Kolkata, India invites sealed offers from bona fide Organizations / Govt. Institutes for Midterm evaluation of scheme (F.Y. 2021-22 to 2025-26) being implemented by The Jute Corporation of India Ltd.

2. Objectives

The Jute Corporation of India Ltd. is a fully govt owned CPSE incorporated in 1971 under the Company Law for fulfilling the GOI's commitment towards implementation of Minimum Support Price of Raw Jute .Over the years, the JCI has been playing its primary role effectively and also proving to be the nodal agency for implementation of raw jute related policies and schemes in the field.

Brief introduction / objectives of the above scheme is enclosed at Annexure I.

However, details of the scheme is available on JCI website-www.jutecorp.in

3. Terms of Reference for Evaluation

The points to be explored are:-

- a. Evaluation in compliance with 'Template' as enclosed at Annexure II.
- b. Any other matter as desire by management upon mutual discussions.

The selected Agency should submit an approach paper incorporating comprehensive and detailed scheme evaluation criteria and methodology to be adopted in conformity with the 'Template' as given at Annexure II, before starting the midterm evaluation within 5 days from the date of issuance of assignment for review and acceptance.

4. Eligibility Criteria for selection

An Agency/ Reputed Institution having sound financial standing with at least five years of experience of working with similar type of work may submit bid for this midterm evaluation. The evaluation shall require knowledge of various government programs which may benefit the jute sector. The Agency should have proven & demonstrable experience, expertise, and resources in conducting evaluation for Govt. schemes.

5. Method of Selection

Based on the technical proposal, the proposal of only those bidders will be considered who have sound knowledge in the given field. The overall assessment will be based on quality of the technical proposal and the rationality of the proposed financial budget. Lower financial budget may not necessarily attract the selection. Scoring pattern for selection of the Agency will be-

Final Score = Technical Score (60%) + Financial Score (40%)

6. Deliverables and Time line

These Terms of Reference are directed at carrying out the midterm evaluation of the scheme, keeping in view the objectives and physical and financial performance. The task includes providing feedback and recommendations towards the scheme to the Jute Corporation of India Ltd.

The selected Agency shall make available adequate number of experts who are specialized in specific fields: Technical, Marketing and Financial, keeping in view the objective of the scheme to carry out the scheme midterm evaluation as soon as possible after the selection procedure has been completed. The experts are expected to work in close cooperation with the Jute Corporation of India Ltd and different stakeholders.

The midterm evaluation of the scheme must cover the progress of implementation from April 2021 to June 2024 and the draft report to be submitted within 45 days from the date of issuance of work order/LOI. The initial report should be submitted within 5 days from the date of the approval of draft report which will be considered and approved by JCI.

Finally, a presentation before the Ministry official may be given if required by Ministry on submission of the Report and any changes suggested or direction given has to be completed by the agency till acceptance of the Final Report.

7. Security Deposit

The selected Agency must deposit security amount (being 5% of the approved amount for evaluation) by Digital Mode through RTGS/NEFT/ECS favouring “THE JUTE CORPORATION OF INDIA LIMITED, A/C. no.- 0093000100297535 , IFSC – PUNB0143720 , Bank – Punjab National Bank , Newtown Rajarhat Branch”, which will be refunded to the Agency without interest after submission and acceptance of final report and while releasing final payment.

8. Mode of payment

- i. 80% The Payment shall be made within 15 days from the date of submission and acceptance of Initial Report and submission of the Invoice.
- ii. Balance 20% will be made after presentation to MOT and changes suggested or direction given by Ministry and acceptance of Final Report.

9. Terms and Conditions

The Jute Corporation of India Ltd reserves the right, without any obligation or liability, to accept or reject any or all the Tenders/ EOIs at any stage of the process, to cancel or modify the process or any part thereof, or to modify any of the terms and conditions at any time, without assigning any reasons whatsoever. Selection will be based on the technical credential of the applicant organizations /Govt. Institutes as well as the rationality of the proposed financial budget. Responses received after the stipulated time period or not in accordance with the specified format will be summarily rejected. Submission of the bid along with necessary documents at the given address will be the sole responsibility of the responding Agency. The responding Agency shall bear all costs associated with the preparation and submission of the proposal. The Jute Corporation of India Ltd will, in no case,

be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation. No data collected during this project work can be published or utilized in other work without prior approval of the JCI.

10. Submission & Evaluation of Proposals

The Interested Agencies will submit bid in an Envelope clearly super scribing:
“Proposal for Midterm Evaluation of JCI Scheme”

The main Envelope should contain following three sealed covers:

- (a) Qualification, Credentials & Earnest Money Deposit clearly super scribed “Packet A”
- (b) Technical bid clearly super scribed “Packet B” and
- (c) Financial bid clearly super scribed “Packet C”.

Note : All the documents submitted in the packets should be given page number and signed by the authorized representative of the organizations /Govt. Institutes.

(i) The Packet ‘A’ should contain -

- (a) Details of the Bidder, Contact Address [with proof of address], email, phone, Fax, Authorised Contact person [Name, Photograph, Photo Id Proof] for this Evaluation.
- (b) Documents in support of the eligibility criteria for this bid.
- (c) Copy of payment of EMD of Rs 5,000/- in the form by Digital Mode only through RTGS/NEFT/ECS favouring “THE JUTE CORPORATION OF INDIA LIMITED, A/C. no.- 0093000100297535, IFSC – PUNB0143720 , Bank – Punjab National Bank , Newtown Rajarhat Branch. Bid which is not supported with EMD shall be summarily rejected.
- (d) Copies of PAN Card, GST Registration, etc.

(ii) The Technical Bid (Packet ‘B’) should contain -

Technical Proposal:

Technical bids of eligible bidders (as mentioned in – Packet A) will only be opened.

Following sets of documents need to be submitted under Technical Proposal

A. About the project

1. Detailed Evaluation criteria and methodology to be followed for conducting the assignment.
2. Stepwise time-plan for executing the assignment.
3. Deliverables.
4. Photograph & CV of the proposed Chief coordinator, Key Personnel & other professionals engaged exclusively for the project duly certified by the Agency.

B. About the Organisation/Govt Institute:

1. Brief Profile of the Organization/Govt Institute.
2. Experience of conducting similar studies for Govt./Public Sector/International Bodies, Copies of Work order, Certificate of completion etc –These are subject to verification.
3. Experience of conducting study in Jute and/or Textiles sector and their outcomes, sample base and size on study undertaken.
4. Audited financial accounts for the last 3 years.

Note : Any document, during scrutiny, if found to be false / incorrect, shall be seriously viewed and the Agency will be debarred / black listed from participation in any future tender process of JCI for the next 5 years and Earnest Money shall be forfeited.

Technical bids shall also contain related information / Documents in support of the Technical Criteria specified as below:

Sl. No.	Heading	Description	Criteria for point allotment	Points Allotted
1	Firm's Experience	a. Years of Existence	<3 year =4 3 to 10 year =8 >10 year =10	10
		b. Proven and demonstrable experience, expertise and resources in providing consultancy in similar projects	Average turnover in similar projects during last 3 years <1 Crores =3 1-5 Crores =4 >5 Crores =5	5
		c. Experience in Grant/ Subsidy evaluation study for Govt of India Projects	If done < 10 Crores = 3 marks 10 to 50 Crores = 5 marks >50Crores = 8 marks	8
		d. Turnover of the company	Average turnover during last 3 years <1 Crores =1 1-5 Crores =2 >5 Crores =3	3
		Sub-total		26
2	Experience of Key Personnel	a. Qualification & Experience of the Project Coordinator		7
		b. Qualification & Experience of Key Professional Staff for the assignment		8
		Sub-total		15
3	Project Methodology & Approach	a. Technical Approach & Methodology	Subjective. Criteria is adequacy of the proposed methodology and	7
		b. Work Plan & Schedule		6

		c. Organisation & Staffing	work plan w.r.t. Terms of Reference	6
		Sub-total		19
Grand Total				60

NB. The copies of the credentials of the Agency, work orders/ certificates from previous employers and the CVs of the proposed team members should be submitted along with the bid.

Maximum Marks: 60

Minimum Qualifying Marks for the Technical Bids: 36

(iii) The Financial Bid (Packet C) should contain-

The financial bid should quote the professional fee and expenses as detailed below:

		Rs.
1.	Total fees including expenses* for midterm evaluation of specified scheme of JCI	
2.	Plus taxes	
	Total	
	(Rupees.....)	

* *'Expenses' include all expenditure for domestic travel, board & lodging, communication, out of pocket expenses, etc.*

Financial bids of those who are found qualified in technical bid, will only be opened.

Financial bids of those bidders who did not qualify in technical bid, will not be opened.

Full marks: **40 Marks**. Bidder with the lowest quote will get the full marks. The marks of the higher quote will be awarded inversely proportionate marks to their offers in the given formula: (Lowest financial quote / Agency's financial quote) x 40.

The combined final score would be worked out as under:-

$$\text{Final Score} = [S(t)] + [S(f)]$$

S(t) = Technical Score

S(f) = Financial Score

11. Evaluation of the Bid

JCI will constitute Bid Opening Committee and Technical Evaluation Committee. On the recommendation of the committee, JCI may request the bidders for a Technical Presentation.

After the evaluation of Eligibility criteria and Technical competence, JCI will intimate the Organizations/Govt. Institute whose proposals did not meet the minimum qualifying mark indicating that their financial proposals will not be opened.

JCI will simultaneously intimate those Agencies those have secured the minimum qualifying mark, and indicate the date and time set for opening the financial proposals. The Financial bids will be opened in the presence of representatives of the Organizations /Govt. Institute.

The names of the Organizations /Govt. Institute and the offered prices will be read a loud and recorded when the financial bids are opened, and a copy of this record will be retained.

Marks obtained in both Technical and financial bids will be added for preparation of a list of panel. The Bidder who secured highest score will be considered as L1 and so on.

Agency considered as L1 would be awarded the assignment subject to approval of competent authority.

12. Last date for submission and opening of Bid:

The last date of submission of the bids: 3.00 PM on 10.07.2024 at Gem Website. Bids will be opened on 10.07.2024 at 4.00 PM:

**Jute Corporation of India Ltd
Patsan Bhawan,3rd Floor,
Action Area-1,Block-CF,
Newtown, Kolkata-700156
Email : jci@jcimail.in
Website : www.jutecorp.in**

13. OTHER TERMS AND CONDITIONS:

Confidentiality of the data provided by the Jute Corporation of India Ltd and various other government agencies to the selected Organizations /Govt. Institute should be maintained.

The report will be the sole property of the Jute Corporation of India Ltd; any portion or part of the report should not be produced / published or sold to others.

All disputes/interpretation and other matters if any, concerning this agreement in any manner whatsoever shall be subject to final decision of the Jute Corporation of India Ltd.

JCI reserves the right to amend or withdraw any of the terms and conditions contained in the tender documents or to reject any or all of the tender without giving any notice or assigning any reason. The decision of JCI in this regard shall be final and binding on all.

Governing Law and Jurisdiction: This agreement shall be governed by the laws in India. Agency may be called for presentation if required, during the preparation of evaluation and on submission of final report.

14. FORCE MAJEURE:

On selection of the Organizations /Govt. Institute and assignment of the work order by JCI, the Agency has to strictly adhere to the terms of reference, scope, objectives, time schedule of the project. In case of non-compliance, JCI has right to take the decision ex parte to cancel the assignment and under penalty clause, forfeit the Earnest Money / Security deposit amount deposited in JCI.

15. AGREEMENT CANCELLATION:

In the event of Agency not commencing the work within 05 working days after the date of assignment, the agreement shall stand cancelled. In such cases security deposit shall be forfeited and decision of JCI in this regard shall be final and binding.

A pre-bid meeting will be held on 27.06.2024 at the Office of the Jute Corporation of India Ltd, Patsan Bhawan, Action Area-1,Block-CF,Newtown, Kolkata-700156 at 3.00.p.m afternoon. Kindly note that participation in the pre-bid is not a pre-condition for participation in the bid.

**Introduction / Objectives of the Ongoing schemes being
implemented by The Jute Corporation of India (JCI)**

1. Grant/ Subsidy to maintain its infrastructure for MSP operation in Raw Jute.

The objectives of the scheme are:

- i) JCI, to act as the Price Support Agency of the Govt. of India and to undertake Minimum Support Price (MSP) Operation to provide remunerative price of raw jute to the jute growers and gradually increase its market share in the domestic trade. Also JCI, to take up Price Support Operation on behalf of the Government as and when the raw jute prices touch the level of the Minimum Support Price fixed by the Government of India, without any quantitative limit on procurement.
- ii) JCI is directly procuring from farmers. In addition, JCI has tied up with local cooperatives for MSP purchase on behalf of JCI.
- iii) JCI is the recipient of the Grant/ Subsidy for Infrastructure Maintenance for conducting the Minimum Support Price (MSP) operations of Raw Jute. JCI works for a social cause to protect the interest of about four million families engaged in farming of jute, most of whom are small/marginal farmers. Therefore, the presence of JCI in the market provides stability in the raw jute prices and protects the interests of small/ marginal farmers from distressed sale to a large extent. In the process, a number of Jute growing farmers get the direct benefits of MSP operations. However, through price-stabilization, all Jute growing farmers are the ultimate indirect beneficiaries of the scheme.

JCI is a nodal agency of Government of India for MSP operation of Raw Jute whenever market situation so arises. JCI is presently having its procurement infrastructure in six jute growing States. There is an uncertainty of happening of MSP situation which is resultant to the impact of supply – demand scenario over a particular time at a particular market. But JCI is required to be in full preparedness to tackle the MSP situation as and when it may arise and for this purpose it needs to keep its infrastructure (i.e. procurement centres, assortment and godown facilities, manpower etc.) ready. This requires as fixed Infrastructure Maintenance expenses for conducting the Minimum Support Price (MSP) operations of Raw Jute and the Government support is required to meet the same.

The detailed scheme including Operation guidelines, eligibility may be seen at JCI website: www.jutecorp.in.

Template for Mid Term Evaluation of Central Sector Scheme: [Scheme Name]**Name of Department / Name of Ministry****1 EXECUTIVE SUMMARY****2. OVERVIEW OF THE SCHEME****2.1. Background of the scheme**

- a) Brief writes up on the scheme including Objectives, Implementation Mechanism, and scheme Architecture / design.
- b) Name of Sub-schemes/ components.
- c) Year of commencement of scheme.
- d) Present status with coverage of scheme (operationl/non-operational).
- e) Sustainable Development Goals (SDG) Served.
- f) National Development Plans (NDP) Served.

2.2. Budgetary allocation and expenditure pattern of the scheme

Sub-scheme/ Component	[year - 1]			[year - 2]			[year - 3]			[year - 4]			[year - 5]		
	BE	RE	Actual	BE	RE	Actual	BE	RE	Actual	BE	RE	Actual	BE	RE	Actual

2.3. Summary of past evaluation since inception of scheme

Year of Evaluation	Agency hired for Evaluation	Recommendations made and accepted	Recommendations made but not accepted
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3. METHODOLOGY

3.1. Approach (Methodology adopted), Division of country into 6 Geographical Regions/ Zones (North, South, East, West, North East and Central) as classified by NSSO.

3.2. Sample size and sample selection process, tools used field study/ questionnaire, primary and secondary date.

4. OBJECTIVE OF THE STUDY

4.1. Performance of the scheme based on the Output/Outcome indicators.

4.2 Objective as defined in Annexure I

4.3 Additional parameters

- a) Coverage of beneficiaries

State				District			
Urban		Rural		Urban		Rural	
Male	Female	Male	Female	Male	Female	Male	Female

SC/ST	SC/ST	SC/ST	SC/ST	SC/ST	SC/ST	SC/ST	SC/ST
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- b) Implementation mechanism
- c) Training / Capacity building of administrators / facilitators
- d) IEC activities
- e) Assets/ Service creation & its maintenance plan
- f) Benefits (Individual, community)

g) Convergence with scheme of own Ministry / Department or of other Ministry / Department.

4.4. Gaps in achievement of outcomes

4.5. Key Bottlenecks & challenges

4.6. Input use Efficiency

5. OBSERVATIONS AND RECOMMENDATIONS

5.1. Thematic Assessment

5.2. Externalities

6. CONCLUSION

6.1. Issues & challenges

6.2. Vision for the future

6.3. Recommendation for scheme with reasons

7. REFERENCES

8. APPENDICES

EXPLANATORY MEMORANDUM

2.1(a). Latest guidelines of the scheme may also be annexed.

2.1(b). Sub-schemes/ components which have separate budgetary allocations either through budget line or through Detailed Demand for Grants (DDG) may also be listed along with component-wise budget allocation.

2.1(c). Details of number of states /districts/villages where the scheme is functional may be included.

2.1(d) & (e). May be linked with objective of the scheme.

2.2. If DDG makes allocations for certain items which are not shown as sub-schemes /components, the same may be separately indicated along with allocation in the table.

3.1. Complete list of states as classified by NSSO may be seen on its website.

4.1. Output / Outcome Indicators as proposed / prepared by NITI Aayog may be considered. In the absence of these indicators as spelt out in SFC/EFC memorandum during appraisal of the scheme may be utilized.

Output / Outcome Indicators (numbers or percentage) must be compared with base year value at all time points (periodicity) as per monitoring mechanism framework, also defined in SFC/EFC Memorandums.

4.2.(a). Tabulated information up to Tehsil / Block Level and if possible, up to village level may be provided.

4.2(b). Focus should be on clarity of instructions ,availability of scheme or programme guidelines, clear definition of roles and responsibilities of functionaries and the number and nature of clarifications/ additional instructions issued w.r.t. scheme guidelines.

4.2(c). Details about training (PFMS / EAT Module , scheme's portal or any other) with number of Interventions and levels at which these interventions were carried out may be included.

4.2(d). Details about Stakeholders / Beneficiaries, details of campaigns media, frequency, feedback etc may be included.

4.2(e). Details about apparatus- manpower office transport etc. may be included. If there is no convergence, NIL may be recorded.

4.3. These gaps could be attributed to absence of interventions/ non- performance of existing interventions.

4.4. Focus may be on Financial, Administrative, Project – Management and any other key Bottlenecks & Challenges.

4.5. Details of (a) requirement of funds as indicated in EFC/SFC in relation to actual allocation of funds including timelines of release (b) requirement and allotment of manpower in implementation of scheme/ programme at various levels (PMU/Central/ State) (c) Involvement of private players, volunteers, non- governmental organizations and local community etc. in the scheme may be provided.

5.1. Thematic assessment should focus on Accountability, Transparency, Employment generation (direct/ indirect), Climate change and sustainability, role of TSP/ SCSP. Use of IT, Behavioral change in stakeholders/ beneficiary, R&D, Role functions, involvement/ support of State govts.

Cross cutting theme can be assessed both through secondary data as well as primary. While conducting meta-analysis of existing reports, the evaluator should actively review the cross- cutting themes. The primary data for cross cutting themes will be elicited through specific questions and responses during the key informant interviews and beneficiary surveys. For example use of IT in scheme implementation, fund flow, monitoring and evaluation can be accessed from interaction with concerned ministries/ departments as well as states officials. Similarly, gender mainstreaming can be assessed by introducing specific questions on changes in knowledge, attitude and practices pertaining to gender equality, attributable to the CS intervention at hand, through household surveys.

5.2. Details of best practices, innovations or scheme/ projects where best practices were replicated may be provided.

6.3. It is essential to highlight the importance of recommendations made for the scheme. The evaluation agency may provide recommendation for the scheme in any of the following categories (a) Continue in existing form (b) Continue with some Modifications (suggest modifications) (c) scale up scheme (Financial/physical/ both) (d) Scale down the scheme (Financial/ Physical/ both) (e) Close (f) Merge with another scheme as sub – scheme/ component.