

Notice Inviting Tender

A Common Incubation Centre for Coffee based products is being established under PMFME Scheme at CSIR-Central Food Technological Research Institute, Mysuru. The Institute is looking for a professional and technically qualified individual firm/ partnership firm/ limited company etc. who would be able to operate and maintain Common Incubation Centre as per PMFME guidelines. Tender/ Request for Proposal is invited for selection of Operation and Management of Common Incubation Centre. **Interested parties may download tender documents free of cost from CFTRI website e portal: - <http://etenders.gov.in/> (Tender ID 2024_CSIR_202759_1; Reference FT/FE/CIC-COFFEE_TENDER/2024; Document attached for reference).**

Director
CSIR-CFTRI

Tender for Selection of a professional and technically qualified agency for Operation and Management of Common Incubation Centre at CSIR-Central Food Technological Research Institute, Mysuru under PMFME Scheme for Coffee based products on revenue sharing basis.

ABOUT CSIR-CFTRI (HOST INSTITUTE) and INCUBATION CENTER

The Host Institute, Central Food Technological Research Institute, Mysuru is one of the constituent nation institutes / laboratories of Council of Scientific and Industrial Research under aegis of Ministry of Science and Technology, Government of India. CSIR-CFTRI, the premier food research institute was established in the year 1950 and has contributed significantly towards translational research, technology development, human resources development, food protection and food safety & quality. CSIR-CFTRI (the host institute) has established a Common Incubation Centre (CIC) with a purpose to provide facility for production of Coffee & Banana based products. The project is funded by Ministry of Food Processing Industries under Prime Minister Formalization of Micro Food Processing Enterprises Scheme (PMFME). Coffee has been identified as product under One District One Product (ODOP) theme for Kodagu districts. In order to meet the requirements of entrepreneurs working/would like to work in this area, the proposed Incubation Center is set up with dedicated line for Coffee based products (Roasted bean, Ground Coffee powder, Coffee extract & concentrate). As per the provision under the scheme guidelines, the Incubation Centre, after its commissioning, to be handed over to third party / private agency for Operation & Management (O&M) for running on commercial basis.

The processing facilities of the Incubation Center would be made available to existing and aspiring micro entrepreneurs, SHGS, Co-operative and Groups etc. to manufacture food products by the O&M agency. In addition, these Incubation Centers will be utilized for imparting trainings, demonstration and skill upgradation of the beneficiaries under the scheme.

Tenders under Two bid systems (Technical & Commercial) valid for 120 days from the date of opening of Technical bids are invited for Operation and Management of Coffee based products processing Incubation Center.

1. CRITICAL DATE SHEET

S. No.	Particulars	Important Dates
1	Issue of Tender documents	26/07/2024
2	Pre-bid meeting and site visit at the Incubation Center	29/07/2024
3	Start date for submission of bids	30/07/2024
4	Last date & time for submission of tender	05/08/2024, 5.30 PM
5	Date & time of opening of Technical Bids	06/08/2024, 10.30 AM
6	Presentation by the bidders on roadmap, plan for O&M of CIC	Will be informed later
7	Date & Time of Financial Bid opening	Will be informed later
8	Intimation to technically/Financially qualified Bidder	Will be informed later

1.0 Terms of Reference

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

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

- 1.2. Earmarking of utilization of the facilities would be done for the following types of usage of processing lines or part of thereof:
 - (i) Usage by micro entrepreneurs willing to use the facility for product development, brand development, trial of product line for commercial viability
 - (ii) Training to the beneficiaries of capacity building program of PMFME Scheme or any otherskill development program of government.
 - (iii) At least five days in a month, with prior notice, to be earmarked for usage referred to at (i) & (ii) above. The O&M Agency shall be under obligation to permit use of manufacturing & allied facilities by the Host institute for these purposes.
 - (iv) Exposure Visits and Demonstration would be organized by the Host Institute on any of the days of the week.
- 1.3. The Host Institute is looking for a bonafide & suitable agency for the operation and Management of the Common Incubation Center through pre-qualification, evaluation of technical bid & competitive financial bid basis. As a part of technical qualification, the bidder shall give a presentation before the committee designated by the Host Institute about the experience, financial viability, roadmap, plan and vision about the operation and utilization of the Incubation Center as per the objectives of PMFME Scheme.
- 1.4. The presentation round will be assessed on following parameters and the bidder obtaining minimum 30 marks would be eligible for opening of their respective financial bids (as per Annexure III)
- 1.5. The Host Institute will permit site visit of the Incubation Center prior to / till pre-bidmeeting
- 1.6. During the presentation before the committee, the bidder shall provide the details of any equipment not in place or other accessories or structural modifications required. The same shall be procured and installed by the O&M Agency, unless the same have been specifically indicated by the Host Institution in the minutes of the pre-bid meeting, at their cost and risk. These assets could be taken away by the O&M agency after the expiry of the agreement. No structural modification shall be allowed without pre-approval from the Host Institute.

1.7. Eligibility Criteria of the Bidders:

- i. The Bidder should be an established registered Firm, joint venture, LLP, Pvt Ltd. Company, Proprietor, Self Help Group, Co-operatives, Farming agro Produce Company / Organization, Food Processing Equipment Manufacturer with experience in operation & Management of plants and machinery.
- ii. The bidder should have experience in working on and/ or running a Food Processing Plant / manufacturing food processing equipment/marketing for at least 3 years. In case of partnership firms / joint ventures, the lead partner (the Bidder) should have the

required experience. The experience of running related activities like processing of agriculture commodities including primary processing would also be considered.

- iii. The bidder should have registration/ incorporation certificate, PAN, GST Registration, Udh yog Aadhar/ Udyam registration, ITR for last three years, as applicable in their case and should submit a copy of each of these documents along with acknowledgement copies of the IT Returns for the last 3 financial years.

1.8. Financial Evaluation of Bidders

- i. The financial evaluation of the bidders shall be done on the basis of highest proportion of revenue sharing with the Host Institute subject to a minimum Facility Hiring Charges of Rs. 25,000/- per month (in addition to revenue sharing) payable to Host Institute with 10% yearly hike.
- ii. The bidder would be permitted a gestation period of 2 months after the award, for reaching to full operation, during which no hiring charges would be payable.

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

1.9.1. The Incubation Center is to run as commercial processing lines. The O&M agency will be allowed to run the facilities on revenue sharing basis. The revenue stream will be from the following sources:

- i. Sales proceed of manufactured food products to be shared with the Host Institute. At least 5% of the profit earned from the sales proceed to be shared with Host Institute on 6 monthly basis.
- ii. User fee from usage of common facilities. The revenue shall be levied and retained by the O&M Agency.
- iii. User Charges for Common Facilities shall be market determined. The revenue shall be levied and retained by the O&M Agency.
- iv. Facilities to be used by the Incubate: Will be fixed by Host Institute to maximize utilization of the period earmarked for incubation.
- iv. Facilities to be used for Training / Demonstration: Should be as per the rates fixed for capacity development for training of stake holders under PMFME scheme. The Host Institute shall be free to fix the user fees for other trainees.

1.10. Roles & Responsibility of Stake Holders

1.10.1. Host Institute:

- i. Providing complete list of processing lines with the layouts of facility as Annexure- I.
- ii. Continuous monitoring of the operation of the Incubation Center by the O&M agency.
- iii. The Host Institute will arrange the supply of electricity and water, for which the O&M agency will bear the actual cost incurred. However, if there is any failure to

- supply the electricity and water for reasons beyond the control of the institute, the O&M agency shall not claim for any damage from the institute for such failures.
- iv. Host Institute would provide space to incubates for managing their operation. The space provided would be in well ventilated and adequately lit area with separate work tables.
 - v. Host Institute shall provide all vendor available manuals, spare part list, project data books and drawings which are provided to Host Institute by the OEM/ equipment supplier or contractor related to construction, installation, repair or maintenance of the Incubation Center or a part thereof.
 - vi. Conducting of training of entrepreneurs, workers and FPOs/ SHGs/ Co-operatives under capacity building program of PMFME scheme and any other scheme during the earmarked days of training.
 - vii. The Host Institute to arrange the raw material and consumables to be used while providing hands-on training when organized by the host institute.
 - viii. Ensuring the utilization of facilities of Incubation Center by maximum number of micro enterprises as per the earmarking of the usage mentioned in para. No. 1.17 (ii)
 - ix. Attracting the incubates through promotional activities.
 - x. To ensure the making of only good quality products safe for human consumption by Incubates.
 - xi. Record keeping of utilization and revenue generation from the Incubation Center and submitting the monitoring report to the State Nodal Agency from time to time.

1.10.2. O&M Agency:

- i. To operate and maintain the Common Incubation Center on a commercially viable basis as per the scope of work detailed in para no. 1.17
- ii. Making available CIC to Host Institute for incubation, training, and demonstration/ exposure visits for the duration indicated by Host Institute.
- iii. Ensuring utilization of facilities to its maximum capacity
- iv. Ensuring compliance with the norms for pollution, food safety and quality, labor laws etc., as framed by the Government & other regulatory bodies.
- v. Maintaining records of utilization, revenue, inventory of man and material for Incubation as per the earmarked usage mentioned and submitting reports to Host Institutes periodically.
- vi. Maintaining the equipment in the bests of its condition, ensuring regular repair and maintenance of the facilities.
- vii. Ensuring availability of consumables required to run the processing lines all the time.
- viii. Timely payment of hiring charges to the Host Institute as per the terms and conditions agreed upon.
- ix. Engagement of Manpower as detailed in para. 1.17 (v). The O&M agency is solely responsible for the safety of personnel working in CIC and issues related to injury or

Accident, if any. The host institute in no case, shall be responsible for any damage, loss to personnel & material involved.

- x. The O&M Agency would ensure the best maintenance of the processing lines & other infrastructure, smooth handover between different users, timely and efficient cleaning of equipment and premise, timely maintenance of the processing lines, efficient utilization of utilities such as electricity and water etc. in the processing, maintenance of records as per the agreement.

1.10.3. State Nodal Agency:

- i. Continuous monitoring of the operation of Incubation center
 - ii. Mapping & mobilization of beneficiaries, SHGs, FPOs etc. for training and demonstration at Common Incubation centers through its DRP network, District Nodal Department, SLTI or training agency.
 - iii. Timely disbursement of funds to the O&M agency for providing hands on training and demonstration to the beneficiaries of the Scheme
 - iv. Ensuring the availability of the processing lines, common facilities and incubation services to the micro entrepreneurs and groups such as SHGs, FPO.
- 1.11. The Host institute will issue Letter of award to the successful bidder for entering into an agreement and the bidder shall take the possession of the Incubation Center within a period as specified. No extension shall be allowed to the O&M agency in taking over the operation & Management of the center.
- 1.12. The Host Institute will enter into an agreement with the successful selected O&M Agency and incorporate appropriate clause of General Condition of Contract and all other conditions in line with GFR guidelines (covered in this tender document). In order to bring more clarity and in line to the guidelines as issued by the government or regulatory bodies from time to time, the agreement can be added more clauses in addition to this tender document to safeguard the interest of both parties.
- 1.13. The successful bidder shall be awarded as "O&M Agency". Host Institute would levy in terms of revenue sharing on monthly basis. The monthly revenue share shall be paid by the O&M Agency along with the applicable taxes before 10th of the month. The O&M agency shall be liable to pay penalty @5% of the payable revenue share if paid by 20th of the month and under no circumstances it can be delayed beyond the 20th of the month. It will be treated as violation of the agreement and can lead to termination of the same.
- 1.14. The selected O&M agency shall make security deposit of Rs. 1,00,000/- (Rs. One Lakh Only) in the form of Performance Bank Guarantee issued by a scheduled bank in India for the security of equipment. The PBG has to be submitted before taking over the Common Incubation Center. The security deposit will be returned on expiry of agreement after adjustment if any, in case of any outstanding due on part of the agency.

- 1.15. The O&M agency will not be allowed to display its name in the premises on incubation center.
- 1.16. **Validity of the agreement:** The agreement shall be made for a period of Three years subject to performance evaluation every year for renewal. However, it can be terminated with due course of notice period upon poor performance or breach of agreement at any time during the period of agreement.
- 1.17. **Scope of Work:** The Agency would be responsible for Operation and Management of the Common Incubation Center for a period of 3 Years. The detailed scope of work is as following:
- i. Operation & Management of Processing line and auxiliary equipment and food testing laboratory: Ensuring the commercial utilization and timely maintenance of the processing lines as per the seasonal availability of raw material in the region. Complete cost of operation for running the incubation center would be borne by the O&M agency.
 - ii. CSIR-CFTRI, the Host Institute to ensure that the Incubation Center is utilized by a large number of micro enterprises. The complete processing line or a part of it would be made available to Individual Entrepreneur/ SHGs/ FPOs/ FPCs etc. on user charge basis.
 - iii. The O&M agency would ensure the availability of the Incubation Center for the purpose of hands on training, demonstration and exposure visit to the beneficiaries of PMFME Scheme and its Capacity Building Activities as well as other State and Central bodies.
 - iv. The O&M agency will be responsible for ensuring the supply of requisite essentials such as fuel, refrigerant and other necessary needs for manufacturing the products by incubates and for Hands on Training conducted by the Host Institute on the actual cost. Raw material and ingredients for making the products shall be arranged by the incubates themselves. In case of hands on training whenever organized by CSIR-CFTRI, the raw material and ingredients would be arranged by Host Institute.
 - v. Engagement of Necessary Manpower for Operation and Management of Processing Lines. The manpower hired should have the requisite qualification for Managing, Maintenance of the plant, quality analysis and operation of machines and other routine activities of the plant
- 1.18. The O&M agency shall be responsible to comply with the labor laws. Manpower/ labors engaged by the O&M agency would not have any right to make any claim from the Host Institute.

- 1.19. There will be no restriction for the official visitors from the State Nodal Agency, State Level Training Institute, and Ministry of Food Processing to visit the premises even during the running & operation of the incubation center.
- 1.20. Maintenance of Incubation Center including the machinery shall be the responsibility of O&M agency. For operation and Management, the O & M Agency shall use genuine consumables and spare parts as mentioned in the manuals provided by the manufacturer. The parts should be changed in the presence of the representative of the host Institute.
- 1.21. The O&M agency shall comply with all laws applicable to the operation, maintenance and management of the facility and the performance of the service including GMP and GHP (for cleanliness).
- 1.22. O&M agency shall apply for and obtain all necessary permits, licenses and required approval for seamless running of business by the agency and incubates. The Host Institute may extend its assistance in applying for and obtaining such permits / licenses / approvals. O&M Agency should also file such reports, notices and other communications as may be required by any government agency regarding the project to Host Institute.
- 1.23. The O&M agency shall be responsible for disposal and management of solid waste & other waste generated through the incubation center & it's operation in accordance with the Pollution Control Board's regulation and shall keep the host institute updated. The O&M agency shall be liable for any penalty or fine is levied by any authority for such violations and the institute shall recover the penalty, fine, damages, cost, if any, paid by the institute.
- 1.24. The O&M agency shall maintain the Incubation Center operating logs, records, reports, documents of the operation and maintenance of the facility in all forms and substance sufficient to meet Host Institute's reporting requirement under the agreement. Such documentation must be made available to the institute on demand as & when required.
- 1.25. The O&M agency shall be working within the demarcated floor area only. The O&M agency may approach the host institute for additional floor area on actual need basis, which shall be provided on payment of the approved charges.
- 1.26. The O&M agency shall give an undertaking of ensuring the making of good quality products only that is safe for human consumption.
- 1.27. The agreement may be terminated by either side by giving due notice in writing of 30 days.
- 1.28. After completion of the tenure, the O&M agency will hand over all the assets and belongings of Host Institute in the good working condition and shall compensate the

institute for any damage or loss of the equipment of the Incubation Center/Food Testing Lab so happened during the currency of the agreement.

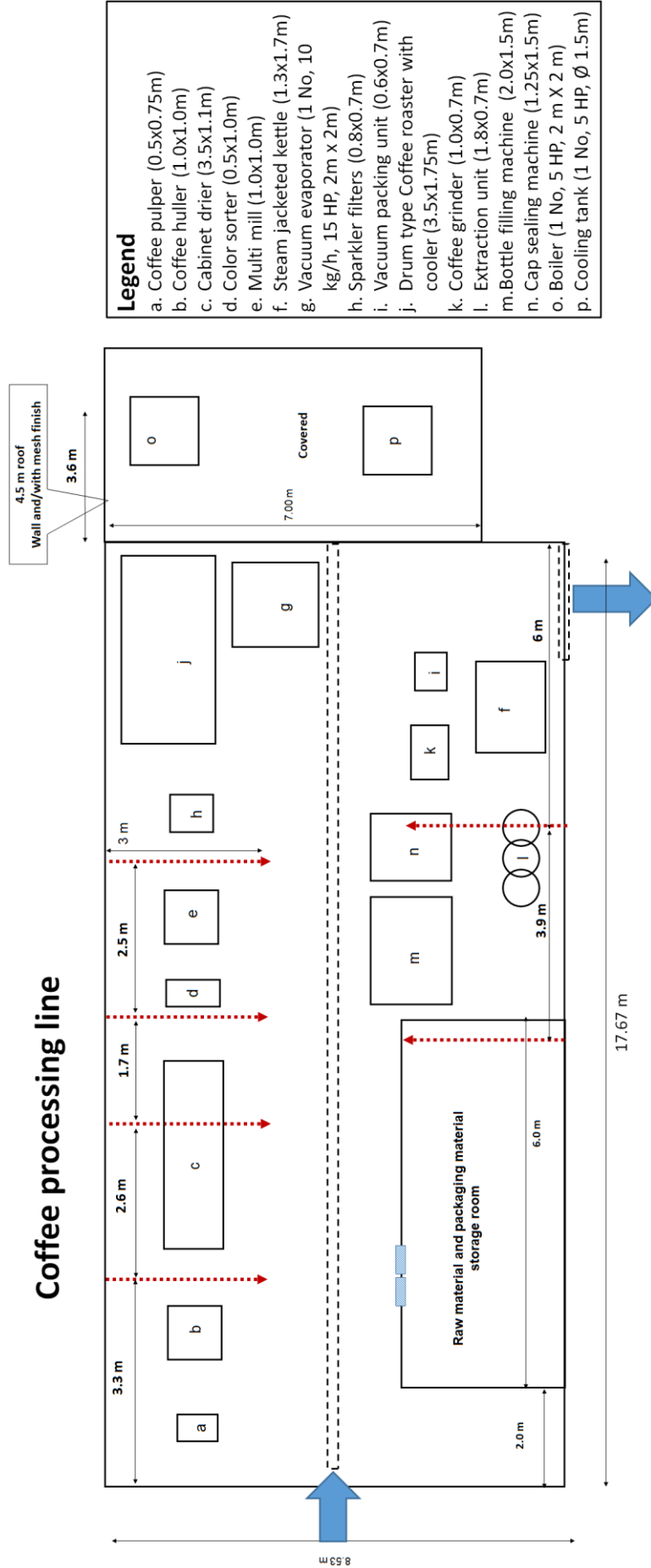
1.29. In the event of any dispute in the interpretation of the terms & conditions of the agreement or difference in opinion on any point, the parties hereto shall use their best efforts to avoid any arbitration and to settle amicably by mutual negotiations.

1.30. The place of jurisdiction is Mysore.

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

SI No	Equipment	Capacity	Quantity
A	Coffee processing line		
	Green Coffee		
I.	Coffee Pulper (disc)	100 kg/h	01
II.	Coffee huller	100 kg	01
III.	Cabinet Dryer	96 Trays	01
IV.	Coffee color/grader/ Sorter	100 kg/h	01
B	Green coffee concentrate/extract		
V.	Multi Mill	100 kg/h	01
VI.	Steam jacketed kettle	150L	01
VII.	Sparkler filters	250 L/h	01
VIII.	Vacuum packing unit	100 packs/h	01
C	Roasted and ground products, Coffee concentrate		
IX.	Coffee roaster with cooler (Drum type)	50-60 kg/batch	01
X.	Coffee grinder	50 kg/h	01
XI.	Extraction unit for concentrate	5 kg/batch	03
XII.	Bottling line equipment (semi-auto)	240 bottles/h	01
XIII.	Cap sealing machine	240 bottles/h	02
XIV.	Vacuum evaporator with accessories	10 kg/h of water evaporation	01
XV.	Steam generation Unit	200 kg/h	01
	Sub total	-	-
	Total	-	-

B. Layout of the Incubation Center



Tender Form (Technical Bid)

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

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

12.	Complete list of manpower being proposed as per the ToR along with detailed CVs and a list of additional manpower proposed by the bidder		
14.	Business Details		
15.	PAN No.		
16.	GST No.		
18.	Copies of Income Tax Return of last 3 Financial Years		
19.	An authorization letter of the firm in favor of the person signing the tender documents.		
20	Tender document with Annexure –I to Annexure V duly signed and stamped on each page as acceptance of the terms and condition laid down by Host Institute’s authority		

The above documents must be enclosed with proper pagination.

Signature.....

Name

Address

Mobile:

Seal of firm.

Date: -

.....

Evaluation Sheet

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

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

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

Date:

To,
The Director
CSIR-CFTRI, Mysuru

Sub: Acceptance of Terms & Conditions of Tender.
Tender Reference No:

Name of Tender / Work: **TENDER selection of Operation and Management Company Common Incubation Centre at.....**

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the abovementioned Tender/Work from the web site(s) namely: As per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc..), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality /entirety.
5. In case any provisions of this tender are found violated, your department/ organization shall be at liberty to reject this tender/bid including the forfeiture of the full said Security Deposit absolutely and we shall not have any claim /right against deposit in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

UNDERTAKING

To,
The Director
CSIR-Central Food Technological Research Institute
Mysuru-570020

Sir,

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

Dated:

SIGNATUREOF THE TENDERER
WITH SEAL

NAMEOF THE TENDERER
WITH ADDRESS

NOTE: Certificate as per above must be submitted only on non-judicial stamp paper of Rs. 200/- (Rs Two Hundred Only)

Form: Bid Security

Date:

Bid No.:

To

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

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

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.
- (c) I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of
 - (i) the receipt of your notification of the name of the successful Bidder; or
 - (ii) thirty days after the expiration of the validity of my/our Bid.

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

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

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

Dated on day of **(insert date of signing) Corporate Seal (where appropriate)**

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