



**NOTICE INVITING REQUEST FOR PROPOSAL (RFP) FOR HIRING OF  
OPERATION AND MANAGEMENT AGENCY FOR OPERATIONALIZING  
INCUBATION CENTRE ESTABLISHED**

**AT  
FOOD ENGINEERING AND TECHNOLOGY DEPARTMENT  
TEZPUR UNIVERSITY**

BID NO TU/GEM/BOQ-Bid(174)/2023-24/3861

DATED 28/03/2024

## NOTICE INVITING RFP

Tezpur University invites Online Request for Proposals in **Two Bid System (Technical and Financial Bid)** from reputed agencies/firms for hiring of operation and management agency for operationalizing incubation Centre established at Food Engineering and Technology department, Tezpur university.

### PART A

#### BRIEF ABOUT HOST INSTITUTE and INCUBATION CENTRE:

**The Host Institute (Tezpur University) is establishing an Incubation Centre** with Food processing facilities for following process line and supporting facilities.

##### **1. Processing Lines**

- a) Process line - 1: Fruits and Vegetables based products.
- b) Process line – 2: Food products based on food grains and spices.
- c) Process line – 3: Bakery and confectionery.

##### **2. Supporting facility**

- a) Boilers
- b) RO plant
- c) ETP
- d) Food Product testing facility

The project is being funded by Ministry of Food Processing Industries under Pradhan Mantri Formalisation of Micro Food Processing Enterprises Scheme (PMFME). As per the scheme Guidelines, the Incubation Centre, after its commissioning, would be handed over to an Operation & Management (O&M) agency for running it on commercial basis. The processing facilities of the Incubation Centre would be made available to existing and aspiring micro entrepreneurs, SHGS, Co-operative Societies and Groups etc. to manufacture food products by the O&M operator. In addition, these Incubation Centres will be utilized for imparting trainings, demonstration and skill upgradation of the beneficiaries under the scheme.

Deputy Registrar (GA)

## PART B

### IMPORTANT TIMELINES

SI No	Particulars	Tentative Date
1	Publishing of the Tender (To)	28/02/2024
2	Start Date of Bid Submission(To)	28/02/2024
3	Last Date of Bid Submission (To+ 20 days)	19/03/2024
4	Pre-bid Meeting and Site visit at the Incubation Centre Site (To +10 days)	19/03/2024
5	Date & time of opening of Technical Bids (To +21 days)	30/03/2024
6	Date & time of presentation by successful bidder (To +28 days)	Date & Time will be intimated through Email to those qualified in the technical bid
7	Publishing of technically qualified Bidders (To +29 days)	Exact Date will be intimated at a later stage
8	Date & Time of Financial Bid opening	Exact date will be intimated at a later stage
9	Tender Processing Fees (non-refundable) (in Rs.)	1180/-
10	Security Deposit (in Rs.) (to be submitted only by successful bidder)	1,00,000/-



## PART C

### 1. Terms of Reference

- 1.1. Establishment of Incubation Centre based on One District One Product (ODOP) is one of the important components of PMFME Scheme. Under the scheme Common Incubation Centre 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 type of usage of processing lines or part of thereof:
  - i. Usage by Incubates i.e. micro entrepreneurs willing to use the facility for product development, brand development, trial of product line for commercial viability.
  - ii. Training to beneficiaries of the capacity building programs of PMFME Scheme or any other skill development programs of the government.
  - iii. At least two consecutive days in a week, viz. Monday and Tuesday (to be decided by Tezpur University), shall be earmarked for usage referred to at (i) & (ii) above. The O&M Operator shall be under obligation to permit use of manufacturing & allied facilities by Tezpur University for these purposes.
  - iv. Exposure Visits and Demonstration could be organized by Tezpur University on any of the days of the week.
- 1.3. Tezpur University would lease out the operation and maintenance of the Incubation Centre to an agency on pre-qualification technical bid & competitive financial bid basis. The participating bidders shall have to provide a detailed presentation before the University authorized committee about their experience, financial viability, roadmap, plan and vision about the operation and utilization of the Incubation Centre as per the objectives of PMFME Scheme.

- 1.4. The presentation round will be assessed on following parameters and the **minimum qualifying marks shall be 20** for qualifying into the financial bid evaluation round.

**TABLE 1**

SI	Criteria	Max. Marks
1	Experience of the Bidder in food processing sector: 2 marks for each year of Experience (max 20 marks)	20
2	Financial Strength:	
	a) 0 Marks for turnover below Rs 1 Lakh b) 2 Marks for turnover between Rs 1 lakh to less than Rs 5 lakh, c) 5 marks for turnover between Rs 5 lakh to less than Rs 10 lakh, d) 8 marks for turnover between Rs 10 lakh to less than Rs 15 lakh, e) 10 marks for turnover of Rs 15 lakh and above  <i>*Turnover denotes the average turnover of the bidder for the last three Financial Years*</i>	10
3	If the applicant is having a degree in food technology (max 20 marks)	20
4	Business Plan and Presentation	50
<b>Total=</b>		<b>100</b>

- 1.5. Tezpur University shall permit site visit of the Incubation Centre on the date of pre-bid meeting as indicated in the Important Timelines.
- 1.6. During the presentation before the University designated committee, the bidder shall provide the detail of any equipment not in place or other accessories or structural modification required. The same shall be procured and installed by the O&M Operator, unless the same have been specifically indicated by Tezpur University in the minutes of the pre-bid meeting, at their cost and risk. These assets could be taken away by the O&M operator after the termination of the agreement. No structural modification shall be allowed without the prior approval from Tezpur University.



## **PART D**

### **Eligibility Criteria**

- 1) The Bidder should be an established Partnership Firm/ LLP, Pvt Ltd. company, Proprietor, Self Help Group, Co-operative, Farmer Producer Company/ Organization, or any other private agency.
- 2) The bidder should have experience of working of and/ or running a Food Processing Plant for at least 3 years. In case of partnership firms, the lead partner should have the above-mentioned experience. The experience of running related activities like processing of agriculture commodities including primary processing would also be considered.
- 3) The bidder should have registration/ incorporation certificate, PAN, GST Registration, Udyog Aadhar/ Udyam registration, CA certified ITR for the last three financial years, as applicable in their case and should submit a copy of each of these documents along with the Technical Bid.
- 4) The minimum lease rent would be **Rs. 101.66 per sq.m for RCC infrastructure and Rs. 82 per sq.m for shed infrastructure (Total area of the facility would be around 202.48 sq.m for RCC and approx. 249 sq.m for proposed shed), exclusive of any electricity, water and fuel.**
- 5) The bidders would be permitted a gestation period of 6 months for reaching full operation during which no lease rent would be payable. However, the gestation period would not be extended beyond the 6 months period.
- 6) Eligible bidders as shortlisted based on parameters mentioned at Table 1, will be further evaluated for financial bid and final selection as mentioned in the selection criteria below in Sl. No 7
- 7) The financial bids will be evaluated for the bidders quoting the highest proportion of revenue sharing with Tezpur University.

## **PART E**

### **Revenue Streams for the O&M Operators/ Host Institute (Tezpur University)**

- 1) These Incubation Centres are to run as commercial processing lines. The O&M operator will be allowed to run the facilities on revenue sharing basis. The revenue stream will be from the following sources:
  - a) Sales proceed of manufactured food products to be shared with Tezpur University as per the outcome of the tender.
  - b) User fee from usage of common facilities. The revenue shall be levied and retained by the O&M Operator.
  - c) User Charges for Common Facilities such as food testing laboratory, sorting grading lines etc./ conversion charges shall be market determined. The revenue shall be levied and retained by the O&M Operator.
  - d) Facilities to be used by the Incubate: to be fixed by Tezpur University to maximize utilization of the period earmarked for incubation.
  - e) Facilities to be used for Training / Demonstration: As per the rates fixed for capacity development for training of stake holders under PMFME scheme. Tezpur University shall be free to fix the user fees for other trainees. The revenue for (i) & (ii) shall be levied and retained by Tezpur University.

## **PART F**

### **Roles & Responsibility of Stake Holders**

- 1) **Host Institute (Tezpur University):**
  - a) Providing complete list of processing lines along with the layout of facility (as in Annexure- I)
  - b) Continuous monitoring of the operation of the Incubation Center by the O&M operator.
  - c) Tezpur University will arrange the supply of electricity and water, the actual cost of which will be borne by the OEM operator for which the O&M operator will bear the actual cost. However, if there is any failure to supply the electricity and water for reasons beyond the control of the host institute, the O&M agency shall not claim any damages from Tezpur University regarding such failure.
  - d) Tezpur University would provide workstation to the incubates for managing their operation. The workstation would be in well ventilated and adequately lit area with separate worktables for sitting of 2 persons with an electricity port.
  - e) Tezpur University shall provide all vendors available manuals, list of spare parts, project data books and drawings which are provided to it by the OEM/ equipment supplier or contractor related to the construction, installation, repair or maintenance of the Incubation Centre or a part thereof.
  - f) Tezpur University shall conduct 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.
  - g) Tezpur University shall arrange the raw material and consumables to be used



while providing hands-on training.

- h) Ensuring the utilization of facilities of the Incubation Centre by maximizing the number of micro enterprises as per the earmarking of the usage
- i) Attracting the incubates through various promotional activities.
- j) To ensure the production of only good quality products safe for human consumption by the Incubates.
- k) Record keeping of utilization and revenue generation from the Incubation Center and submitting the monitoring report to State Nodal Agency from time to time.

## 2) O&M Operators:

- a) To operate and maintain the Incubation centre on commercially viable basis as per the scope of work.
- b) Making available Incubation Centre to Tezpur University for incubation, training and demonstration/ exposure visits for the duration indicated in the Request for Proposal.
- c) Ensuring utilization of facility to its maximum capacity
- d) Ensuring strict compliance with the norms for pollution, food safety and quality, labor laws etc.
- e) Maintaining records of utilization, revenue, inventory of man and material for Incubation as per the earmarked usage mentioned earlier and submitting reports to Tezpur University at periodic interval.
- f) Maintaining the equipment in bests of its condition, ensuring regular repair and maintenance of the facility.
- g) Ensuring availability of consumables required to run the processing lines at all time.
- h) Timely payment of lease rent to Tezpur University as per the terms and conditions laid by the host institute.
- i) Engagement of Manpower as detailed below:
  - a) The plant manager appointed by O&M Operator would ensure good maintenance of the processing lines & other infrastructure, smooth handover between different users, timely and efficient cleaning of equipment and premise, timely maintenance of the processing lines, efficient utilization of utilities such as electricity and water etc. in the processing, maintenance of records as per the lease agreement.
- j) Tezpur University shall issue Letter of award to the successful bidder and the bidder shall take the possession of the Incubation Center within a period as may be specified in the Letter of award. No extension shall be allowed to the O&M agency to delay the possession/ operation, after receipt of the Letter of Award.

## 3) State Nodal Agency:

- a) Continuous monitoring of the operation of Incubation centres.
- b) Mapping & mobilization of beneficiaries, SHGs, FPOs etc. for training and demonstration at Common Incubation centres through its DRP network, District Nodal Department, SLTI or training agency.



- c) Timely disbursement of funds to the O&M agency for providing hands on training and demonstration to the beneficiaries of the Scheme
- d) Ensuring the availability of the processing lines, common facilities and incubation services to the micro entrepreneurs and groups such as SHGs, FPO.

## **PART G**

### **General Terms and Conditions and Scope of Work**

- 1) The successful bidder/ processor shall be designated as "O&M Agency". Tezpur University would levy lease in terms of revenue sharing on monthly basis. The monthly revenue share shall be paid by the O&M Agency along with the applicable taxes before 10th of the month. The O&M agency shall be liable to pay penalty @5% of the payable revenue share if paid before 20th of the month and under no circumstances it can be delayed beyond the 20<sup>th</sup> of the month. It will be treated as violation of the lease agreement and shall lead to termination of the same.
- 2) The selected O&M agency shall make security deposit of **Rs. 1,00,000/- (Rs. One Lakh Only)** in the form of bank guarantee/DD drawn in favor of "The Registrar, Tezpur University" for the security of equipment. **The security deposit shall carry no interest and must cover the entire period of agreement plus 60 days.** Such amount shall be deposited with the institute before taking the possession for operation. No extension shall be allowed for this purpose.
- 3) The O&M operator will not be allowed to display the name of his/ her organization in the premises of the incubation centre.
- 4) **Leasing Period:** Initially the lease will be given for a period of 3 years which may be renewed/ terminated as per the terms and conditions of lease agreement b/w Tezpur University and the O&M agency.
- 5) **Scope of Work:** The selected O&M agency would be responsible for Operation and Management of the Common Incubation Centre **for a period of three (3) Years.** The detailed scope of work is as following:
  - a) Operation & Maintenance of Processing line and auxiliary equipment and food testing laboratory: Ensuring the commercial utilization and timely maintenance of the processing lines as per the seasonal availability of raw material in the region. Complete cost of operation for running the incubation center would be borne by the O&M agency.
  - b) The O&M agency would ensure the availability of the Incubation Centre for the purpose of hands on training, demonstration and exposure visit to the beneficiaries of the PMFME Scheme and its Capacity Building Activities as well as other State and Central schemes.
  - c) 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 Tezpur University on the actual cost. Raw material and ingredients for making the products shall be arranged by the incubates



themselves.

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

Sl	Job Role	Qualification
1.	Plant Manager	Graduate/Post graduate in Food Technology/ Food Engineering from reputed Institution / University with 4 yrs. of experience in food production management, procurement, quality, packaging, documentation etc.
2.	Plant Maintenance Engineer	Diploma/ Under graduate in Mechanical Engineering/ Electrical Engineering with 2 yrs. of experience in handling food plant maintenance.
3.	Food Testing Lab Technician	B. Sc. Food Technology/ B. Tech Food Technology/ Post graduate in Microbiology/ Equivalent with 1 yrs. of hands on experience in handling all kinds of food testing analysis such as Nutritional, Microbial hands on experience in handling the microbial testing

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

- e) The O&M agency shall be responsible to comply with the labor laws. Staffs/ labors appointed by the O&M agency would not be having any right to make any claim from Tezpur University.
- f) There will be no restriction for the official visitors from the State Nodal Agency, State Level Training Institute and Ministry of Food Processing to visit the premise even during the operation hours.
- g) Maintenance of Incubation Centre including the machinery shall be the responsibility of O&M operator. For operation and maintenance, the O & M Agency shall use genuine consumables and spare parts as mentioned in the manuals supplied by the manufacturer. The parts should be changed only in the presence of a Tezpur University's concerned official.
- h) 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 increase size including Good Manufacturing Practices and Good Hygiene Practices (for cleanliness).
- i) O&M agency shall apply for and obtain, and Tezpur University shall assist in applying for and obtaining all necessary permits, licenses and approval required to allow the O&M agency and incubates to do business. O&M Agency should also file such reports, notices and other communications as may be required by any government agency regarding the project to Tezpur University.
- j) The O&M agency shall be responsible for disposal and management of solid waste & other waste disposal as per the relevant Pollution Control Board's



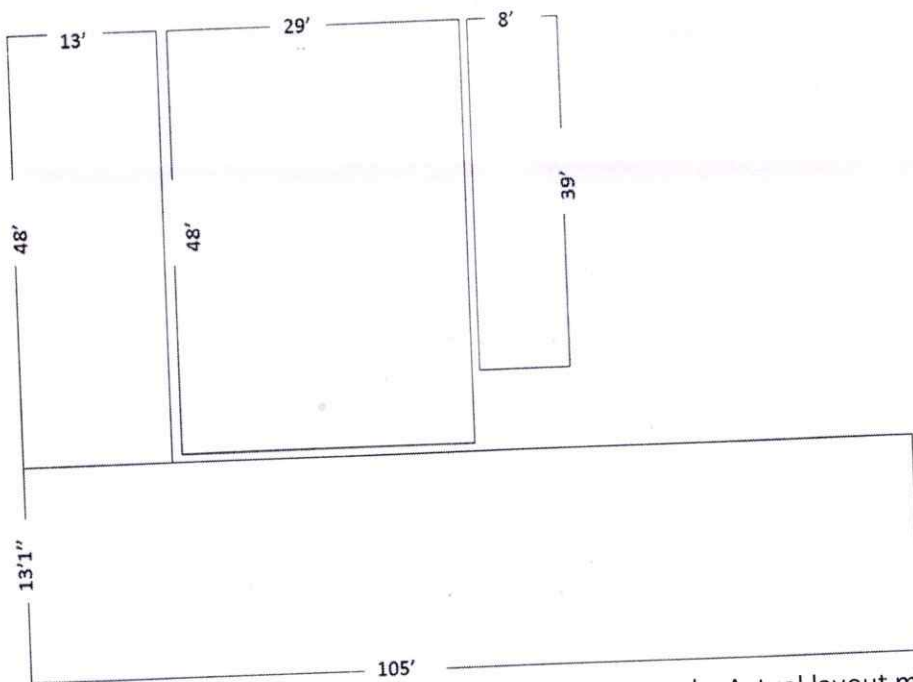
## Annexure- I

### A. Details and Layout of Processing Lines (to be provided by Tezpur University)

Sl.	Description of Item	Qty.	Unit	Make	Capacity
1.	Name of the processing line- 1 (Fruits and Vegetable Processing Line)	1		Annexure - VI	
2	Food Grains and Spices Processing Line	1		Annexure - VI	
3	Bakery and Confectionary Line	1		Annexure - VI	
4	RO Plant, Boiler, Generator, ETP and Food Testing Lab	1		Annexure - VI	

### B. Layout of the Incubation Centre

#### Layout of Incubation Centre



Above mentioned layout is representative only. Actual layout may change.

regulation and inform Tezpur University about the same. The O&M agency shall be liable for any penalty or fine if levied by any authority for such violation and the host institute shall recover the penalty, fine, damages, cost, if any, paid by the host institute for waste disposal.

- k) The O&M agency shall maintain at a location acceptable to Tezpur University, the Incubation Centre operating logs, records, reports, document the operation and maintenance of the facility in all forms and substance sufficient to meet Tezpur University's reporting requirement under the lease agreement.
- l) The O&M agency shall be working within the demarcated floor area only. The O&M agency may approach to the University for additional floor area which shall be given to the O&M agency on payment of the approved charges.
- m) The O&M agency shall give an undertaking of ensuring the production of only good quality products safe for human consumption.

The lease agreement may be terminated by either side after giving due notice in writing before 45 days.

After completion of the tenure, the O&M agency will hand over all the assets and belongings of Tezpur University in the good working condition and shall compensate the institute for any damage or loss of the equipment of the Incubation Centre.

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



## Annexure- II

### **Tender Form (Technical Bid)**

(To be submitted by the bidder on their letter head, duly sealed and signed. 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.)

Sl.	Particulars	Details	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.	Bid security declaration		
4.	Type of Firm (Proprietor/ Partnership/ Pvt. Ltd./ Public Ltd.		
5.	Registration Number (Copy to be enclosed)		
6.	Year of Incorporation of the agency (copy to be enclosed) along with the latest registered address of corporate office.		
7.	Length of relevant experience in years		
8.	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 financial years. (Copy to be enclosed or certificate issued by CA)		
12.	A complete list of manpower being proposed as per the ToR along with detailed CVs and list of additional manpower proposed by the bidder		
13.	Business Details		

14	PAN No.		
15	GST No.		
16	Copies of Income Tax Return of last 3 Financial Years)		
17	An authorization letter of the firm in favor of the person signing the tender documents.		
18	Tender document with all annexures duly signed and stamped on each page and acceptance of the terms and condition laid down by Tezpur University		

Signature.....

Name .....

Address .....

Mobile: .....

Seal of the bidder

Date:-

.....



Annexure-III

**TENDER CONDITIONS ACCEPTANCE LETTER**

**(To be given on Company Letter Head; duly sealed and signed)**

Date:

To, ....

.....

.....

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 above mentioned 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 the entire terms and conditions of the tender documents from Page No. 01 to ..... (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
- 3) The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
- 4) I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality /entirety.
- 5) In case, any provisions of this tender are found to be violated, your department/ organization shall be at liberty to reject this tender/bid including the forfeiture of the full Security Deposit and we shall not have any claim /right against the host institute in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

## Annexure-IV

### **UNDERTAKING**

To,  
Tezpur University (Host Institute)

Sir,

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

Dated:

SIGNATURE OF THE TENDERER  
WITHSEAL

NAME OF THE TENDERER  
WITH ADDRESS

**NOTE:** Certificate as per above must be submitted only on non-judicial stamp paper as per applicable rate under Govt. of Assam Stamp Act.



**Annexure-V**

*(To be submitted on Company's/Firm's Letterhead signed and Sealed)*

**Bid-Security Declaration Form**

Date: \_\_\_\_\_

Bid No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three 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 recuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

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

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

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

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

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