



भारतीय लघु उद्योग विकास बैंक
Small Industries Development Bank of India

LETTER OF INVITATION (LOI)
FOR SUBMISSION OF COMMERCIAL BID FOR
'LISTING & PREPARATION OF PROJECT PROFILE ON AGRI ALLIED ACTIVITIES
under Stand Up India Scheme'
(ONLY FOR EMPANELLED AGENCIES OF SIDBI)

उद्योगमित्रा उदभाग
भारतीय लघु उद्योग विकास बैंक
तृतीय तल, आत्मा राम हाउस
1, टोल्स्टोय मार्ग, कनाट प्लेस, नई दिल्ली - 110001

UDYAMIMITRA VERTICAL
SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA
3rd FLOOR, ATMA RAM HOUSE, 1, TOLSTOY MARG,
NEW DELHI – 110001

(निविदा सं UV/15042021/OUT/09898 दिनांक 15th अप्रैल 2021)
(RFP No: UV/15042021/OUT/09898 dated 15th April 2021)

वेबसाइट / Website: www.sidbi.in

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निविदा महत्वपूर्ण सूचना / Bid Critical Information

(RFP Number – UV/15042021/OUT/09898 dated April 15, 2021)

क्र.सं./ S.No.	कार्यक्रम/ Events	तिथि/ Date	समय/ Time
1	वाणिज्यिक बोली जमा करने की अंतिम तिथि/ Last date for submission of Commercial bids	April 30, 2021	17.00 hrs
2	Considering the Pandemic Situation due to COVID-19 in the country, Bids /Proposals are to be submitted through Emails only in place of physical submission. No Physical submission of the bids shall be entertained.		
3	वाणिज्यिक बोली खोलने की तिथि व समय/ Date and time of opening of commercial bids	May 03, 2021, 16.00 hrs (Online – An Invitation link shall be shared with the bidders)	
4	Contact details of SIDBI officials / सिडबी अधिकारियों के संपर्क विवरण		
	Anamika Rajkumari, Manager anamika@sidbi.in 011-23448416	Neeraj Verma, Manager neerajverma@sidbi.in 011-23448414	

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I. Letter of Invitation

Ref No. : UV/15042021/OUT/09898

April 15, 2021

LETTER OF INVITATION (LoI)

To,

[Addressed only to Agencies Empanelled with the Bank]

महोदया/ प्रिय महोदय,
Madam / Dear Sir,

**SUBJECT: LETTER OF INVITATION (LoI)
FOR SUBMISSION OF COMMERCIAL PROPOSAL FOR
LISTING & PREPARATION OF PROJECT PROFILE ON AGRI ALLIED ACTIVITIES
under Stand Up India Scheme**

Please refer to your empanelment with Small Industries Development Bank of India (SIDBI). You are hereby invited to submit proposals for the captioned assignment, which would form the basis for future negotiations and ultimately a contract between your firm/ Company and SIDBI (hereinafter referred to as Client).

The purpose of the assignments is to list out 50 agri allied activities (which can be covered under Micro, Small & Medium Enterprises) and prepare selected 25 Project Profiles on Activities allied to agriculture (out of 50) in consultation with SIDBI.

Note : The list of the project profiles submitted should not include the profiles which are already listed on Stand Up Mitra / Udyamimitra Portal.

2. This document includes the following documents:

- Section I - Letter of Invitation
- Section II - Terms of Reference (ToR)
- Section III - General Terms & Conditions (GTC)
- Section IV - Format of Commercial Bid

3. The proposal complete in all respect, should reaches to SIDBI Inbox through email before the deadline i.e. **30th April 2021 (1700 hrs)**.

4. Date and Opening of the Commercial Proposal shall be on **May 03, 2021, 16:00 hrs (Online)**.

5. The soft copies of the bids should be submitted to the following email ids only:

- neerajverma@sidbi.in
- anamika@sidbi.in

7. Contact Person

Ms. Anamika Rajkumari, Manager Email Id: anamika@sidbi.in Tel No: 011-23448416	Shri Neeraj Verma, Manager Email Id: neerajverma@sidbi.in Tel No: 011-23448414
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The Client reserves the right to accept or reject any or all the Proposals in whole or part without assigning any reasons.

8. You are requested to hold your proposal valid for 90 days from the last date of submission without change in your proposed price. The Client will make its best efforts to select a vendor within this period. The Client may solicit your consent to an extension of Proposal validity (but without any modification in the Proposal including proposed price).

9. Please note that payments which you receive from this assignment will be subject to applicable tax liability as per rules. Kindly contact the concerned tax authorities for further information in this regard, if required.

10. We would appreciate if you inform us by E-mail:

- (a) Your acknowledgement of the receipt of this letter of invitation and;
- (b) Whether or not you will be submitting a proposal.

भवदीय / Yours faithfully

Sd/-

(डा. आर.के.सिंह / R.K.Singh)

महाप्रबन्धक/ General Manager

Dated: April 15, 2021

II. Terms of Reference (ToR)

1. SIDBI has setup Stand Up Mitra Portal (www.standupmitra.in) for implementing national mission of “Standup India” launched by Hon’ble PM. Based on demand from enterprise ecosystem, Udyamimitra (a universal digital platform aims to provide 'End to End' solutions not only for credit delivery but also for the host of credit plus services by way of handholding support, application tracking, multiple interface with stakeholders (i.e. lenders, service providers, applicants, New age lenders viz. Fintechs, NBFCs, Small Finance Banks, MFIs for enhancing the flow of credit to MSMEs) was launched by SIDBI. It has emerged as a ‘Virtual Ecosystem’ of several stakeholders and has evolved as a ‘plug and play’ model to support national mission of Aatmanirbhar Bharat
2. SIDBI’s mitra portals are aimed at evolving entrepreneurial India which endeavors to be a one point solution for all budding / existing entrepreneurs by giving access to financial and non-financial services.
3. Detail of more than 300 project profiles have already been hosted on Stand Up Mitra / Udyamimitra Portal to help and educate a potential entrepreneur in choosing the right business and making a move ahead. These profiles have inputs of stakeholders including lenders.
4. With the amendment in the Stand up India (SUI) Scheme (as per the recent announcement in the Union Budget 2021-2022), ‘**Activities allied to agriculture**’ e.g. *pisciculture, beekeeping, poultry livestock, rearing, grading, sorting, aggregation agro industries, dairy, fishery, agri clinic and agribusiness centers, food & agro-processing, etc. (excluding crop loans, land improvement such as canals, irrigation, wells) and services supporting these, have become eligible for coverage under the SUI Scheme.*
5. It is felt that the sample project profiles relating to ‘Activities allied to agriculture’ should be hosted on the Portal as a ready reference for aspirants to pick and choose.
6. The sample template of the project profiles to be prepared is given in **Annexure I**.
7. In this regard, SIDBI invite commercial proposal from the selected bidders to undertake the assignment. The identified / shortlisted / successful agency (L-1) shall carry out the following task / activities
 - (i) Submit a list of probable 50 ‘Activities allied to agriculture’ on which project profiling can be carried out for the benefits of the aspirants who wants to kick start their entrepreneurial journey in the field of agri-allied activities;
 - (ii) To hold a Stakeholder Consultation meet (through webinar) with the bankers/lenders/other relevant stakeholders to give a presentation to gather feedback / suggestions on the identified activities to enable shortlisting atleast 25 agri-allied activities for developing / preparing project profiles;
 - (iii) Finalisation of the 25 agri-allied activities (out of 50) and project profile template based on the inputs/feedback received from bankers/lenders/stakeholders & in consultation with SIDBI;
 - (iv) Preparation of Project Profiles of 25 identified activities allied to agriculture (to be finalized by SIDBI in consultation with L1 bidder).

Agency may also be required, as needed, and as decided by SIDBI to validate the Project Profiles from Rural Self Employment Training Institutes/Ex Bankers/ Lead District Managers/Branches of nearby Banks/ or team members of the Agency who are ex bankers before submitting to SIDBI.

8. Deliverable

- i. Submit a list of probable 50 'Activities allied to agriculture' on which project profiling can be carried out for the benefits of the aspirants who wants to kick start their entrepreneurial journey in the field of agri-allied activities;
- ii. To hold a Stakeholder Consultation meet (through webinar) with the bankers/lenders/other relevant stakeholders to give a presentation to gather feedback / suggestions on the identified activities to enable shortlisting atleast 25 agri-allied activities for developing / preparing project profiles within 2 weeks from the date of assignment;
- iii. Finalization of the 25 agri-allied activities (out of 50) and project profile template based on the inputs/feedback received from bankers/lenders/stakeholders & in consultation with SIDBI within 4 weeks from the date of assignment;
- iv. Preparation of Project Profiles of 25 identified activities allied to agriculture (to be finalized by SIDBI in consultation with L1 bidder). The final project profiles has to be submitted within 3 months from the date of assignment;

Agency may validate the Project Profiles from Rural Self Employment Training Institutes/Ex Bankers/ Lead District Managers/Branches of nearby Banks/ or team members of the Agency who are ex bankers before submitting to SIDBI.

SIDBI shall review the same and necessary further modifications / updation required shall be carried out by the agency. Upon carrying out the modifications, the agency shall re-submit the project profiles and upon satisfaction to SIDBI, these shall be considered as approved Project Profiles.

Note : *The list of the project profiles submitted should not include the profiles which are already listed on Stand Up Mitra / Udyamimitra Portal*

9. **Total Duration of the Assignment :** 3 Months from the date of execution of agreement subject to extension, as deemed necessary at the sole discretion of SIDBI.
10. **Others:**
 - The agency should be ready to modify draft profile/s till the time final approval is communicated.
 - Any query / clarification, as needed for developing the profiles would be responded by SIDBI.

III. GENERAL TERMS & CONDITIONS

1. The quotation submitted by the bidder must be **strictly in the enclosed tabular format only with all heads duly filled in wherever applicable**. The quotation submitted in any other format other than the format given in **Section IV** may not be considered.
2. Considering the Pandemic Situation due to COVID-19 in the country, the bidders shall submit the Bids / Proposals through email only in place of physical submission. No Physical submission of the bids shall be entertained.
 - ✚ **While submitting the soft copies of the bids, the bidder shall prepare file as per the following for submission to SIDBI through email:**
 - ✚ The commercial bid (as per the format provided in the tender) should be duly signed & stamped by the authorised signatory with date. The soft copy of the commercial bid should be in the **.pdf** format (**non-editable version**) only and should be **“Password Protected”**. Unsigned bids will be rejected.
 - ✚ The soft copies of the commercial bid (as per the instructions indicated above) should be submitted to the following email ids only:
 - neerajverma@sidbi.in
 - anamika@sidbi.in
 - ✚ The bids received within the deadline i.e. 30th April 2021 (1700 hrs) shall only be considered for further evaluation. It is clarified that any delay / lag due to connectivity or whatsoever reason leading to delay in submission of the proposal shall not be accepted by SIDBI. Bidder to ensure that the proposals reaches to SIDBI Inbox through email before the deadline i.e. 30th April 2021 (1700 hrs). In the event of non-receipt of bids/proposals by SIDBI within the said timeline, any clarifications / proof submitted claiming the submission of the bid within the deadline by the bidder shall not be considered.
3. **Period of validity:** Price quoted by the agency must be valid till 90 days from the last date of submission without change in your proposed price. SIDBI will make its best efforts to select a vendor within this period. SIDBI may solicit bidder’s consent to an extension of Proposal validity (but without any modification in the Proposal including proposed price).
4. The price quoted must be inclusive of all taxes, levies etc. No additional cost whatsoever other than the price quoted by the vendor will be paid by SIDBI.
5. **Opening and Evaluation of Commercial Bid:**
 - i. Since bids are to be submitted in soft form, a formal bid opening meeting would not be organised for opening of Commercial Bids.
 - ii. On the scheduled date and time, Commercial bids will be opened by the Committee formed by SIDBI. It is the responsibility of the bidder’s representative to be present at the time, on the date and at the online platform specified in the tender document.
 - iii. The password to open the commercial bids **“Password Protected”** shall be shared by the Bidders at the time of opening of the commercial proposals. The commercial bid in any other format and not meeting the above criteria shall not be accepted and the bidder shall be considered as **“Disqualified”**.

- iv. SIDBI shall not be responsible for any claim by any of the bidder with regard to the cracking of the password or etc. in respect of the commercial bid. Further, it is also clarified that at the time of opening of the commercial bid, if the bid file does not open or shows some error like “invalid file” or “corrupted file” or “Wrong Password” or any other reason, that bid shall not be considered for further evaluation and shall be considered as “Invalid Bid” and the respective bidder shall automatically be disqualified for the further evaluation stage.
- v. Proposals will be opened publicly by the Client in the presence of the Consultants’ representatives who choose to attend. The name of the Consultant and the offered prices shall be recorded when the commercial quotes / proposals are opened. It would be bidder’s responsibility to depute the representative for the opening of bids. No separate communication in this regard shall be sent to the bidders
- vi. The lowest quoted price (inclusive of all taxes) as per Section-IV will be termed as L1 bid and the rest of the bids shall be ranked in ascending order of price quoted, as L2, L3, L4 and so on. In case of a tie in price quoted between bidders, the agency/bidder with the highest technical score during empanelment process will be given a higher rank.
- vii. During evaluation, the Consultant must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by it, as may be required to adjudge the reasonableness of its Commercial Bid.
- viii. Commercial Bid valuation shall be considered in discrepancy in case of the following:
 - If there is a discrepancy between words and figures, the amount in words shall prevail.
 - If there is a discrepancy between percentage and amount, the amount re-calculated as per the stipulated percentage basis shall prevail.
 - If there is a discrepancy in the total, the correct total shall be arrived at by the Client.
- ix. Award of the assignment would be placed with the commercially lowest quoting bidder i.e. L1 bidder.
- x. SIDBI reserves the right to negotiate the prices in the event of changes in market conditions and/or technology, etc.
- xi. If the contract with least quote price cannot be concluded, the Consultant quoting second least price score will be invited for negotiations. This process will be repeated till an agreed contract is concluded. SIDBI reserves the rights to take a decision in this regard.
- xii. SIDBI is not bound to select any of the Consultant submitting the proposal. Further, SIDBI also does not bind itself in any way to select the firm offering the lowest price.

6. Payment Terms:

Payment shall be made as per the following:

Payment Trench	Description of Payment
1 st	25% of the contract value upon submission of list of 50 Activities allied to agriculture (which can be covered under Micro, Small & Medium Enterprises) and finalization of 25 Project Profiles (out of 50) in consultation with SIDBI for which Project Profiles is to be prepared.

2nd	50% of the contract value upon submission of 20 project profiles & acceptance of the same to the satisfaction and upon approval of SIDBI
3rd	25% of the contract value upon submission of last 5 project profiles & acceptance of the same to the satisfaction and upon approval of SIDBI

Note:

- (i) Applicable taxes at source (TDS) will be deducted by SIDBI at the time of making payment.
- (ii) Payment shall be made electronically through RTGS/ NEFT by crediting the same to vendor's bank a/c as per details provided in the Bank Mandate Form.
- (iii) SIDBI is not obliged to approve all lots received from the selected agency. Hence, SIDBI shall not be responsible for making payments towards those profiles which is / are not approved by SIDBI. The agency, therefore, at its own interest, may start working on lots and upon approval of the first lot of profile by SIDBI, invoice for that lot can be raised.

IV. Format of Commercial Bid

**COMMERCIAL PROPOSAL FOR
UPDATION / PREPARATION OF PROJECT PROFILE FOR UDYAMIMITRA PORTAL
[To Be Furnished in Bidder's Letter Head]**

[Amount in Rs.]

Sr. No.	Particulars	Base Cost (A)	Taxes (B)	Total Cost (A+B)
1	Lump-sum Cost (for the entire scope of work as stated in the tender document) .			

Bidder may please make note of the following:

- 1) The costs must be quoted in Indian Rupees.
- 2) The Price quoted above by the bidder must be valid till 90 days from the last date of submission without change in proposed price. SIDBI will make its best efforts to select a vendor within this period. SIDBI may solicit bidder's consent to an extension of Proposal validity (but without any modification in the Proposal including proposed price)
- 3) **In case, the commercial is not as per the above format, SIDBI shall have right to reject the bid.**
- 4) No conditions should be stipulated in the commercial bids. The conditional bids shall be rejected.

Signature : _____
Date : _____
Seal :

Annexure I

Name of the Project Profile

1. Prospective Entrepreneur capabilities & suitability:
2. Product Brief:
3. Market Scenario & Market Potential:
4. Production & Process Brief:
5. Input Resources Requirements:
6. Plant & Machinery Specifications: (with description, no required, cost etc)
7. Production Output & Product Pricing:
8. Techno-Market Feasibility:
9. Legal & Legislative aspects:
10. Project Cost:
11. Means of Finance:
12. Schedule of Project Implementation:
13. Financial Viability:
14. Details of Few Training Centres and Courses:
15. Details of the Machinery suppliers: