

North East Cane and Bamboo Development Council (NECBDC)
G. S Road, Burnihat, Guwahati, Assam - 793101

EXPRESSION OF INTEREST

No. NECBDC/QI/297/2021

Date: 18/11/2021

Expression of Interest is hereby invited from interested institutions/ agencies/ firms/ companies for providing services to NECBDC as Knowledge and Implementation Partner. The detailed documents are available at the NECBDC website <https://necbdc.org.in/tenders>. The filled-in documents along with copies of supporting papers/documents, in a sealed cover duly superscribed, must be submitted in hard copies only which must reach NECBDC office by 3.00 PM on 08/12/2021.

Sd/-
Manager (Training),
NECBDC

NECBDC

No. NECBDC/QI/297/2021 Dated: 18/11/2021

EXPRESSION OF INTEREST (EOI) FOR PROVIDING SERVICES TO NECBDC AS KNOWLEDGE AND IMPLEMENTATION PARTNER

North East Cane and Bamboo Development Council (NECBDC) under North Eastern Council, Ministry of DoNER, Government of India, formerly known as CBTC, is a society registered under the Societies Registration Act, 1860 having its registered office at G.S. Road, Burnihat, Guwahati, Assam, India. Further, NECBDC is also a BTSG (Bamboo Technical Support Group) of National Bamboo Mission for the Eastern Region covers eight States of North Eastern Region viz Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim & Tripura; and also States of West Bengal, Bihar, Orissa & Jharkhand.

NECBDC is a state-of-the-art training, resource, and experience center in the field of Cane and Bamboo and since its inception, the Institution has trained more than 7000 nos. of artisans, entrepreneurs, architects, engineers, farmers, students, bamboo practitioners, international participants, SHGs, armed force personnel etc. in India and abroad. NECBDC has developed 32 cane and bamboo clusters across the North Eastern Region benefitting around 4000 households directly or indirectly. The activities of NECBDC can be broadly categorised in the following areas:

- Training and Capacity Building Programs on Cane and Bamboo
- Cluster Development
- Product Development
- Technology Development (Research & Development)
- Bamboo Farming Nursery and Plantation
- Bamboo Housing and Construction
- Marketing
- Consultancy Support
- Other ancillary activities related to the development of cane and bamboo

Purpose

The purpose of the EoI is to shortlist and empanel agencies as Knowledge Partner and Implementation Agency to strengthen, quality enhancement and monitor the initiatives of NECBDC.

Scope of work

NECBDC would like to work with organizations to achieve the overall objective of which are as follows -

1. Conduct impact assessment studies with special reference to output and outcome of cane and bamboo related projects and related initiatives.
2. Conduct feasibility studies to evaluate the viability of establishing production units/ industries primarily based on cane and bamboo as raw material.
3. Conduct an aspiration mapping and desk review of the different products that can be developed using cane and bamboo, and their marketing scope in both domestic and international markets.
4. Preparation of Concept Notes/ Detailed Project Reports (DPRs)/ Quality Presentations/ Project Closure Reports (PCR)/ Mid-term evaluation reports and any other need-based report preparation.
5. Conduct need-based market assessment studies to identify priority high value products of cane and bamboo and ancillary industry.
6. Develop need-based plans for end-to-end supply chain strengthening (forward and backward linkages) to promote the local producers in both domestic and international market.
7. Map and partner with relevant ancillary industries for establishing market linkage of the identified high value products.
8. Develop a marketing, branding and communication plan.
9. Assist in development of Standard Operating Procedures (SoP), Process Manual, policy revision and formulation for standardization, quality improvement and ease of doing business (EoDB).
10. Design a knowledge management mechanism for capturing the best practices and success stories to be showcased and replicated in other states.

11. Formation, strengthening and promotion of cane and bamboo institutions such as Self-Help Groups, Farmer Producer Companies (FPCs)/ Farmer Producer Organizations (FPOs) and Clusters for livelihood enhancement.
12. Develop a convergence plan to liaise with premier institutions such as Panchayat and Rural Development Department, State Rural Livelihood Missions, National Urban Livelihood Missions, Skill Development Missions, NGO's, local bodies among others.
13. Study and identify planning, monitoring, and implementation requirements.
14. Develop a monitoring framework outlining the key activities, timelines, roles and responsibility, Key Performance Indicators (KPIs) and map them to the activity outcomes.
15. Any other activity, as and when required and deemed fits and prepare by Managing Director, NECBDC in the interest of the organization.

DOCUMENTS TO BE SUBMITTED

The interested institutions/ agencies/ firms/ companies is required to submit the following documents for Expression of Interest (EOI) application for providing services to NECBDC as Knowledge Partner and implementation agencies.

1. Letter on the organisation letterhead from the Chief Executive Office / Chief Functionary expressing the organization's interest to provide services to NECBDC as Knowledge and Implementation Partner.
2. A detailed write-up (not more than 10 pages) on the activities and achievements of the Organisation and its suitability in providing services to NECBDC as Knowledge and Implementation Partner.
3. Valid Registration Certificate/ Incorporation Certificate
4. Present list of the Board of Directors / Partners / Governing Body - clearly indicating the names, background / brief profiles
5. Audited Statement of Accounts for the last three years (2017-18, 2018-19, 2019-20).
6. Undertaking that the organisation is not blacklisted by any State and Central Government authorities.
7. All the above documents should be self-attested, and the hard copies should be submitted to the Managing Director, North East Cane and Bamboo Development Council, 13th Mile, G. S. Road, Burnihat, Guwahati, Assam, Pin - 793101.

8. EOI application will be evaluated on the parameters as described below:

S.No	Evaluation Criteria	Marking Criteria	Marks
A	Financial capacity and stability of the firm	Average Annual turnover of the firm for last three financial years (2017-18, 2018-19, 2019-20) 20 marks for the firm with highest annual turnover, other firms to be awarded pro-rated marks Please submit CA certified turnover certificate	20 marks
B	Experience in managing large scale projects in last 5 years in India		30 marks
(i)	Experience of managing large scale Program/ Project Management Consultancy (PMC)/ Program/ Project management Agency (PMA) for agriculture/ forestry/ livelihoods for Central Government / Central Government entities*	2 marks for each project	8
(ii)	Experience of working in Agriculture/ forestry/ livelihoods/ value chain development in the North Eastern region*	1 mark for each project	2
(iii)	Experience of implementing Program/Project Management Unit (PMU)/Program/Project Management Consultancy	1 mark for each project	10

	(PMC) with State Governments in Livelihoods/ Agriculture and allied sector consisting exposure to rural areas in last 5 years*		
(iv)	Experience of working with government department in the North Eastern region*	1 mark for each project	10
Total of A + B			50 marks

*Please attach Work orders/Agreement/Letter of Association (LOA)

Last date for submission of application is 08/12/2021 by 3 pm.

NOTE: NECBDC reserves the right to accept or reject any of the applications received without assigning any reasons thereof.

APPLICATION FORMAT

I	Institutional Structure / Registration Details	
A	Registered Name of Entity	
B	Legal Status of Entity	
C	Date of Incorporation / Registration	
D	Registered Address	
E	Office Address / Locations	
II	Governance Structure	
A	Composition of Board of Directors / Partners / Trustees / etc., and Background of Members	Sl#, Name, Designation, Background / Profile
III	Operational Profile	
A	Major Objectives:	
	Vision, Mission and Goal of the Organisation	
B	What are the focus areas of operation	
C	Provide key projects / activities of managing large scale Program/ Project Management Consultancy (PMC)/ Program/ Project management Agency (PMA) for agriculture/ forestry/ livelihoods for Central Government / Central Government entities	
D	Provide details of relevant projects and experience of working in Agriculture/ forestry/ livelihoods/ value	

	chain development in the North Eastern region	
E	Provide details of relevant projects and experience Program/Project Management Unit (PMU)/Program/Project Management Consultancy (PMC) with State Governments in Livelihoods/ Agriculture and allied sector consisting exposure to rural areas in last 5 years	
F	Provide details of relevant experience of working with government department in the North Eastern region	
G	Mention key clients/ donors associated with, for project implementation along with details on the nature of association	
IV	Contact Details	
A	Name of Contact Person	
B	Designation of Contact Person	
C	Correspondence Address	
D	Contact Number	
E	Email Address	

- N.B: 1. Please attach copies Work orders/Agreement/Letter of Association (LOA) for the relevant experience as listed in the application format.
2. The initial period of empanelment shall be 5(five) years.
3. The Managing Director, NECBDC, reserves the right to modify /update/amend the MoU in the interest of NECBDC.