

Maharashtra State Horticulture & Medicinal Plants Board
Sakhar Sankul, Shivajinagar, Pune – 411 005

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F.No. MSHMPB/PRO/Empa-Eva./2354/11
Pune – 411 005, Dt. 17 August, 2011

EMPANELMENT OF CONSULTING ORGANISATION

Scope of the work

Board is implementing number of Schemes/Projects under the National Horticulture Mission (NHM) and National Mission on Medicinal Plant (NMMP) in the State of Maharashtra. The board regularly requires to carry out inspections, evaluation and monitoring of various schemes implemented under these schemes. For this purpose, the board intend to empanel the organization, who have an experience for inspection, evaluation and monitoring of schemes related to Agriculture, Horticulture, Forestry, Medicinal plants, rural developments schemes, socio-economic survey, impact study, irrigation, survey and allied activities related to agriculture.

Objectives-

The Objectives of the work are

- Creation of Monitoring & Evaluation frame work for the NHM & NMMP Projects.
- To Monitoring & Evaluation progress in the Provision of critical inputs and implementation of activities.
- To Monitoring & Evaluation progress in achieving the Project outputs and outcomes and evaluate the projects impact at key junctures during the project period to access progress to word achieving Project objectives.
- Providing concurrent reporting on project status and lesson learnt during implementation
- Strengthening the capacity of project implementation agencies to monitor project impacts.

Pre-qualification criteria

- Organization should be a registered firm / institution / company / and should with Registrar of firms, Registrar of Companies or under societies registration Act or with any other authority which is recognized for these purpose by law.
- Organization should have been in existence and active operation/ functioning for last ten years.
- The organization should have conducted inspection, monitoring and evaluation studies for Center and State government, Banks, Corporate, Public sector organization, International organization etc.
- The organization should have taken similar work during last five years continuously (without break) and the cumulative value of such work should not be less than three crore.
- The organization should be an income- tax assessed and should have filed its income-tax return for the last five assessment years.
- The organization should have achieved average annual turn over of minimum five crore or more during last three years.

Interested organization may send their organizational profile narrating the information on following aspects -

- Back ground of the organization
- Area of expertise and core competences.
- Organizational Chart showing the Consultant Structure .
- Infrastructure in state and elsewhere in India.
- Annual turn over for the last three years.
- Quality accreditation.
- Key personnel in evaluation and monitoring.
- Whether registered with any Government or semi govt.Organisation
- Brief on similar works carried out earlier.

- Address for communication with contact persons details like phone no, Fax no. And email address.
- Additional Information

Board invites information from organization for empanelment on above-mentioned aspects. Those who are interested may send / submit their information at the earliest

How to apply :

Application should be submitted in the prescribed form along with attested copies of the documents as stated in the application form. The last date for submission of completed application form along with the requisite documents is **3rd September, 2011** up to 1700 hours. The applications will be opened and scrutinized on **5th September, 2011**. Only application of agencies that fulfill the pre-qualification criteria would be considered by the Board. The empanelled agencies shall be informed separately and tender documents to these agencies shall be issued or quotations shall be called from these agencies in due course of time. Accepting the application by the Board would not guarantee the award of contract. The Board reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

Completed application form along with the requisite documents shall be submitted in a sealed envelope clearly indicating the category of work on top of the envelope addressed to;

Managing Director,

Maharashtra State Horticulture and Medicinal Plants Board

Sakhar Sankul, Shivajinagar, Pune - 411005

Note: For details and copy of the application form, please visit <http://www.mahanhm.gov.in> or collect the same from address given above.

Application Form

Empanelment of Evaluation Agency

1. Name of the Firm :
2. Nature of Firm
(Ltd., Co., Partnership etc.) :
(Attach copy of Partnership Deed /
Certification of Incorporation.)
3. Year of Establishment :
4. Registration No. if any / Trade License No. :
(Attach Attested photocopy)
5. Registered Office :
6. Address for communication :
7. Name & Telephone No of the contact person
(Mobile No., if any):
8. Name of Director/ Proprietor/ Partners :
(With Address and Telephone Nos.)
9. Annual business turnover for last three years :
(2007-08, 2008-09, 2009-10, certified from the auditor)
(Attach copy)
10. Permanent Income Tax Account No. :
11. ST/CST No.
12. Last Income Tax Clearance Certificate :
(Please Attach Attested photo copy)
13. Are you associated with MSHMPB in any other contract in the past? If
yes, give details :
14. Are you having any contact with MSHMPB? If yes, give details
15. Name of the organization/ institution presently empanelled with, giving
details of the following :
 - a. Name of job :
 - b. Name of the Company :
 - c. Value of Contract :

(Supporting documents to be attached as per the format enclosed duly
signed by the Authorized signatories of these organizations.)

CERTIFICATE

This is to certify that M/s. _____ is on our
panel as monitoring and evaluation agency since _____. The
value of their annual contract is Rs. _____. The dealing of the said
firm with us are satisfactory.

Name & Designation of the Signatory
(Duly supported by the rubber stamp of the institution)

16. Details of experience :
(With photocopies of work orders for last three years)
17. Whether any Civil Suit/ Litigation arisen in the contracts executed during the last 5 years / being executed.
(If yes, please furnish the name of the contract, employer, nature of work, contract value, work order and date and brief details of litigation.)
18. Any other information which you like to add

I/ We do hereby certify that the information as provided above is correct and are true in all respect. In case of furnishing of any false information or suppression of any material information, the application shall be liable for rejection besides initiation of penal proceedings by the Board, if it deems fit.

Date : _____

Place : _____



(SIGNATURE)
***Name and Designation of Authorized
Person***
NAME of the FIRM
ADDRESS

EMPANELMENT NOTICE

Maharashtra State Horticulture and Medicinal Plants Board, Pune intend to prepare panel of organizations having specialization in inspection, evaluation and monitoring of schemes related to Agriculture, Horticulture, Forestry, Medicinal plants, rural development, socio-economic survey, impact study, and allied activities related to Agriculture/Horticulture.

Agencies registered, recognized or empanelled with government/semi-government institutions related with agriculture /horticulture will be preferred.

Interested agencies may collect further details and application form from the address mentioned below or download the same from :

<http://www.mahanhm.gov.in>

Managing Director

**Maharashtra State Horticulture &
Medicinal Plants Board
Sakhar Sankul, Shivajinagar,
Pune - 411 005**