

F. No. Z-18020/76/2010-NMPB
Government of India
Ministry of Health & Family Welfare
Department of AYUSH
(National Medicinal Plants Board)

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To,

- **To All Interested Organizations
(To be displayed on website of NMPB)**
- **Advertisement in short to be published in Hindustan Times / Times of India
(English) and Hindustan / Nav Bharat Times (Hindi)**

Subject: Invitation of Expression of Interest (EOI) and bids for engagement of Professional Management Consultants (PMCs) for the schemes viz. Centrally Sponsored Scheme of “National Mission on Medicinal Plants” and Central Sector Scheme for “Conservation, Development and Sustainable Management of Medicinal Plants”.

Sir,

1. The National Medicinal Plants Board, Department of AYUSH has been set-up to coordinate matters related to development of medicinal plants sector and to formulate / implement schemes in this regard. The Board has implemented schemes viz. Centrally Sponsored Scheme of “National Mission on Medicinal Plants” and Central Sector Scheme for “Conservation, Development and Sustainable Management of Medicinal Plants”.

2. The National Medicinal Plants Board in the Department of AYUSH is the Nodal Agency in the Govt. of India for propagation and protection of Medicinal Plants. Considering the potential for growth of AYUSH Sector and the consequent need for up-scaling the activities in the medicinal plants sector, the Government has approved a Centrally Sponsored Scheme of “National Mission on Medicinal Plants” with a total outlay of Rs. 630.00 crores for implementation during the 11th Plan. The Scheme is primarily aimed at supporting market driven medicinal plants cultivation on private land with backward linkages for establishment of nurseries, for supply of quality planting material and forward linkages for post-harvest management, marketing infrastructure, certification and crop-insurance in a Mission mode.

3. The Central Sector Scheme for “Conservation, Development and Sustainable Management of Medicinal Plants” has been approved with an outlay of Rs. 321.30 crores during 11th Plan. The objective of the scheme is to ensure sustained supply of quality medicinal plants through programmes of in-situ conservation, survey and

documentation, ex-situ conservation of endangered / threatened species of medicinal plants, R&D, training & awareness and promotional activities like creation of Home / School Herbal Gardens and thereby to promote plant based health security. The scheme also seeks to support programmes for quality assurance and standardization through development of Good Agriculture and Collection Practices (GACP); development of monographs laying down standards of quality, safety and efficacy; development of agro-technique and a credible institutional mechanism for certification of quality of raw drugs, seeds and planting material.

4. NMPB is supporting implementation of Annual Action Plan of respective states under Centrally Sponsored Scheme of “National Mission on Medicinal Plants” since 2008-09. Central Sector Scheme for “Conservation, Development and Sustainable Management of Medicinal Plants” is continuing scheme.

5. It has been decided to invite Expression of Interest (EOI) and bids from the organizations / agencies for monitoring, mentoring and evaluation of the projects sanctioned under the above said Central Sector Scheme implemented by National Medicinal Plants Board since 2010-11 and activities undertaken for implementation of action plans under the scheme of National Mission on Medicinal Plants since 2008-09 approved by the NMPB.

6. It is proposed to engage a professional agency for the following:-

6. (a) COMPREHENSIVE THIRD PARTY MONITORING

It is proposed to engage a professional agency for comprehensive third party monitoring of both the above schemes implemented by National Medicinal Plants Board NMPB. The implementation is basically carried out by the respective State Missions in respect of Centrally Sponsored Scheme of “National Mission on Medicinal Plants” and by State Medicinal Plants Board, various R&D Institutes, Universities, State Forest Departments, NGOs etc. in respect of Central Sector Scheme for “Conservation, Development and Sustainable Management of Medicinal Plants”. However, NMPB proposes to have third party independent monitoring and evaluation of projects for better implementation. It is, therefore, proposed to engage PMCs from amongst the organizations / agencies having necessary expertise, manpower, infrastructure and experience of doing such jobs for government departments.

6. (b) Salient Features of the Consultancy

- (i) The organizations will conduct monitoring and evaluation of projects sanctioned to the States covered in a group. Cost would be worked out group-wise. However, the actual groups will be allocated to the organizations after assessment of technical and subsequent financial bids.
- (ii) The organization will submit a calendar for undertaking monitoring and evaluation work in advance to NMPB, a copy of which will be endorsed to the State Mission

- Directors and State Medicinal Plants Boards (SMPBs) of the States / Groups of States where such monitoring / evaluation work is proposed to be carried out.
- (iii) The organizations will carry out monitoring and evaluation of all the projects sanctioned under “Centrally Sponsored Scheme of National Mission on Medicinal Plants” during the year 2008-09, 2009-10, 2010-11 and onwards, and “Central Sector Scheme for Conservation, Development and Sustainable Management of Medicinal Plants” during the year 2010-11 and those sanctioned subsequently as allocated. The decision regarding projects / action plan beyond 2010-11.
 - (iv) The organizations will be free to engage / outsource consultants / domain experts from the market. The domain experts selected for the work should have ample experience and should be suitable for the type of the project for which Monitoring and Evaluation is proposed. The Bio-data of such consultants engaged by these organizations will be furnished to NMPB in advance so as to confirm their suitability for the assessment. Any Consultant who is found unsuitable by NMPB will not be engaged for monitoring / evaluation work.
 - (v) The details of projects to be monitored / evaluated and the parameters / formats for furnishing monitoring reports will be furnished to the organizations at the time of award of the consultancy.
 - (vi) The organization will be required to visit each project activity at least twice during its life. However, number of visits may increase in case of projects of longer duration.
 - (vii) For major conservation / research projects the organization need to undertake field visit to all the states / organization and will have to submit Site Specific / Project Specific Report. The consultancy firms will be required to submit consolidated report and make a presentation every three months based on the field work carried out by them.
 - (viii) Board is free to assign any target for the Monitoring & Evaluation.
 - (ix) Any short fall in achieving the target / submission of report may invite appropriate penalty as decided by the National Medicinal Plants Board in consultation with the organization which will be incorporated in the Agreement to be finalized.

6. (c) Group of states

States / UTs are proposed to be divided in 3 groups where projects / action plan have been sanctioned under both the schemes. Monitoring evaluation is to be carried out for the projects sanctioned during the year 2008-09, 2009-10 and year 2010-11 and onwards for Centrally Sponsored Scheme of “National Mission on Medicinal Plants” and in respect of projects sanctioned during the year 2010-11 and onwards under Central Sector Scheme for “Conservation, Development and Sustainable Management of Medicinal Plants”. Information regarding year-wise funds released under the schemes and the maximum **bid** limit of admissible consultancy charges in terms of percentage of the next released is as under:-

Group “A” States / UTs include Andhra Pradesh, Dadra & Nagar Haveli, Andaman & Nicobar Islands, Goa, Gujarat, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Orissa, Pondicherry and Tamil Nadu

(Rs. in lakhs)

S. No.	Year	Name of Scheme	Amount Sanctioned / Released	Amount Utilized	Maximum monitoring charges
1.	2008-09	“Centrally Sponsored Scheme of National Mission on Medicinal Plants”	2085.22	1806.692	@ up to 2.5 % of funds released
2.	2009-10	“Centrally Sponsored Scheme of National Mission on Medicinal Plants”	1828.70	1304.68	-do-
3.	2010-11	“Centrally Sponsored Scheme of National Mission on Medicinal Plants”	3150.82	2336.40	-do-
4.	2010-11	“Central Sector Scheme for Conservation, Development and Sustainable Management of Medicinal Plants”	1013.92		-do-

Group “B” States include Bihar, Chhattisgarh, Delhi, Haryana, Himachal Pradesh, Jharkhand, Jammu & Kashmir, Punjab, Rajasthan, Uttar Pradesh, Uttarakhand and West Bengal

(Rs. in lakhs)

S. No.	Year	Name of Scheme	Amount Sanctioned / Released	Amount Utilized	Maximum monitoring charges
1.	2008-09	“Centrally Sponsored Scheme of National Mission on Medicinal Plants”	108.94	36.00	@ up to 2.5 % of funds released
2.	2009-10	“Centrally Sponsored Scheme of National Mission on Medicinal Plants”	3561.94	2394.29	-do-
3.	2010-11	“Centrally Sponsored Scheme of National Mission on Medicinal Plants”	855.84	89.94	-do-
4.	2010-11	“Central Sector Scheme for Conservation, Development and Sustainable Management of Medicinal Plants”	1491.00		-do-

Group “C” States include Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura

S. No.	Year	Name of Scheme	Amount Sanctioned / Released	Amount Utilized	Maximum monitoring charges
1.	2008-09	“Centrally Sponsored Scheme of National Mission on Medicinal Plants”	741	715.12	@ up to 2.5 % of funds released
2.	2009-10	“Centrally Sponsored Scheme of National Mission on Medicinal Plants”	1534.36	1498.20	-do-
3.	2010-11	“Centrally Sponsored Scheme of National Mission on Medicinal Plants”	770.00	612.30	-do-
4.	2010-11	“Central Sector Scheme for Conservation, Development and Sustainable Management of Medicinal Plants”	413.05		-do-

Note: The figures in tables above relating to amount sanctioned / released / utilized are tentative and subject to further confirmation from implementation agencies in States / UTs.

6. (d) Payment of Consultancy Fee

1. Funds will be released in minimum of 4 installments, 1st installment @ 10% of approved cost of the allocated work + Service Tax would be released at the time of the award of work as advance payment.
2. 2nd installment to be released after receipt of 1st report in respect of projects monitored and evaluated. The quantum of the funds to be released shall be worked out on the basis of number of projects monitored / evaluated, and the advance amount paid calculated with reference to the funds released for each project.
3. Further installments would be released on receipt of required reports / bills as per above pattern. At no point of time, more than 25% of total approved cost would be with the Agency.

6. (e) Bank Guarantee

The Agency shall furnish a “Bank Guarantee” which shall not be less than the amount of advance payment at any given point of time. The validity of this Bank Guarantee should be for a period of minimum 18 months or the tenure of the project whichever is more. The Agency would arrange required extensions of the Bank Guarantee from time to time as per the tenure of the projects.

6. (f) Submission of Technical and Financial bids

The agency shall submit bid in two parts viz. Technical bid and Financial bid. The Technical bid and the Financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover be should also be sealed and duly superscribed. The bids are to be addressed to Chief Executive Officer, National Medicinal Plants Board on its official address. The Technical bids shall be opened at the first instance and evaluated by the Competent Committee or Authority. The agencies submitting bids may also have to make presentation before the Committee for which they shall be called by NMPB.

At the second stage, Financial bids of only technically acceptable organizations shall be opened for further evaluation.

6. (g) Submission of Technical Bids

Technical bid shall consist all technical details along with commercial terms and conditions. Information on the following and other aspects as felt appropriate by the agency shall be submitted:

- (i) Name and address of organization alongwith Telephone, Fax, e-mail etc.
- (ii) Regional offices / branches located in different parts of the country alongwith their postal address, telephone number, e-mail ids etc.
- (iii) Area of work of organization
- (iv) Experience in the field of monitoring and evaluation with supporting documents for their experience and expertise in the field of Monitoring and Evaluation of such Government programmes.
- (v) Number of key personnel available with the organization (total) in all office / branches services of whose shall be utilized for this work.
- (vi) Number of key personnel, their qualifications etc. to be engaged for the Consultancy (alongwith their Bio-data)
- (vii) Number of Consultants / Subject experts to be engaged from outside
- (viii) Any other information to highlight their strength and the claim to undertake the Consultancy.
- (ix) Methodology to be adopted to cover each group for both the schemes.

Documents in electronic form will not be accepted.

6. (h) Submission of Financial Bids

Financial bids will have to be submitted separately for each group of States / UTs covering projects under both the schemes of NMPB. The upper limit of Consultancy Fee on monitoring and evaluation shall not exceed 2.5% of the funds released to a particular group. This would be upper limit for submission of financial bids. The financial bid should include all liabilities including Service Tax. However, financial bids of only the technically acceptable offers shall be opened for further evaluation and

ranking before awarding the contract. The organizations / agencies will submit the financial bids only after being asked to do so in levies (including service tax), and any bid which is incomplete in any respect will be rejected by the Board.

Documents in electronic form will not be accepted.

6. (i) Bid Security

Bid security / Earnest Money Deposit (EMD) is to be provided by the bidders except those who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department. The bidders are to furnish Demand Draft / Bankers Cheque of **Rs. 1 lakhs** (Rs. One lakhs) payable to Pay & Accounts Officer (Sectt.), Ministry of Health & Family Welfare, New Delhi, alongwith their bids, which should be **valid for atleast 45 days** beyond the final bid validity period. EMD of unsuccessful bidders shall be returned.

7. General terms and conditions of the work

The selected organization has to sign an Agreement with the NMPB, Department of AYUSH, Ministry of Health & Family Welfare for rendering satisfactory services and completion of the work in a time bound manner. The Agreement shall include provisions for taking performance guarantee, damages for delay, besides other clauses as finalized by National Medicinal Plants Board, Department of AYUSH, Ministry of Health & Family Welfare. The agreement shall have following clauses in addition to those:-

- (i) The organization will carry out monitoring and evaluation of all the projects sanctioned during the year 2008-09, 2009-10, 2010-11 and onwards under Centrally Sponsored Scheme of "National Mission on Medicinal Plants" and 2010-11 onwards under Central Sector Scheme for "Conservation, Development and Sustainable Management of Medicinal Plants.
- (ii) The details of projects to be monitored / evaluated will be provided to the organization. However, the list of projects sanctioned and the funds released shall be further ascertained with State Medicinal Plants Boards (SMPBs) and Mission Directors in States implementing the Centrally Sponsored Scheme of "National Mission on Medicinal Plants". NMPB would not be responsible for difference in the number of listed projects, if any. For this purpose, the organization would work in constant coordination / consultation with the State Missions and State Medicinal Plants Boards (SMPBs). Since some of the projects even after NMPB has sanctioned and released funds do not actually get implemented on the ground, the list of the projects actually under implementation which need to be monitored will be provided by the State Missions and State Medicinal Plants Boards. The list furnished by SMPBs will be treated as final for the purpose of monitoring and evaluation and payment regulated accordingly.
- (iii) The Agency will be free to engage/outsorce consultants of various fields from the market. However, the Bio-data of such consultants (as per the domain

- experience in the concerned sector) to be engaged for each state will have to be furnished to NMPB in advance so as to confirm their suitability for the assignment.
- (iv) The Agency will be required to visit each site where the project is being implemented at least twice during its life. The visits shall be linked to release of installment(s) wherever funds are to be released subsequent to this arrangement.
 - (v) The Agency shall submit the draft of Format for different type of projects consisting of required parameters to furnish the Reports within 15 days from the date of execution of Agreement for approval of the Board.
 - (vi) The Agency will be required to submit consolidated report every three months based on the field work carried out by them separately for the projects monitored / evaluated during the period.
 - (vii) The Agency need to submit monitoring report for all Contractual farming, Conservation, MPCA, Resource Augmentation, R&D projects etc. sanctioned and fund released during the year 2008-09 & 2009-10 on priority basis within one year. They would also monitor the works against for which release of grant made against previously sanctioned projects / Action Plan.
 - (viii) The Agency will have to submit the monitoring and evaluation report for all the projects / Action Plan allocated within one year from the date of Agreement / MoU.
 - (ix) Minimum target of 150 monitoring reports per month is to be ensured.
 - (x) The Agency need to submit by 1st working day of every month the details/ Bio-data of the domain experts who shall be engaged for the monitoring of special projects viz. Network projects, R&D projects, Conservation projects, Data Base, BAGF projects and the Action Plans for implementation of Centrally Sponsored Scheme of "National Mission on Medicinal Plants" etc.
 - (xi) Site specific reports need to be furnished for Conservation, Cultivation, Network projects and other projects related to Forest Departments.
 - (xii) The Agency need to submit detailed report with necessary visuals / photographs / videos (for Conservation / MPCA projects/ Resource Augmentation projects) indicating the area covered, baseline survey undertaken, details of plantation, species covered, number of man days created/ Employment generated (Male & Female separately) Market Linkage established Manures / Fertilizers used, source of elite seedlings and also Quantity of produce traded (with details) and income generated.
 - (xiii) For Network projects the domain Expert of the agency needs to visit all the Partner institutions/ areas and submit the deliverables/ objectives achieved by the project partners viz.-a-viz. their target, financial expenditure etc.
 - (xiv) For Database projects the Agency needs to comment critically on the data developed regarding its utility and suggestions for its optimum utilization and shortcoming if any after consultation with the concerned.
 - (xv) In case of shortfall in the monthly targets the Agency will have to bear a penalty of Rs. 200/month/project report which will be deducted from the subsequent payments.
 - (xvi) Performance of the monitoring work shall be reviewed quarterly.
 - (xvii) Board shall provide list of projects to be reviewed on priority basis and the aspects to be covered while monitoring. The Agency shall submit monitoring

reports for priority projects within one month and these projects will be counted against their monthly targets.

8. Submission of Proposals

Interested organizations / agencies may submit their proposals giving details specified under para 6 (f) within three (3) weeks of publication of advertisement in this regard.

9. Rights of National Medicinal Plants Board

The National Medicinal Plants Board, Department of AYUSH, Ministry of Health & Family Welfare, reserves the right to accept / reject the offers received without assigning any reasons whatsoever, or may call for any additional information / clarification if so required.

10. Court Jurisdiction

In case of any dispute, this shall be subject to the exclusive jurisdiction of courts at Delhi / New Delhi.

11. Clarification

In case, any further clarification or information is required, the following officers may be contacted:-

- (i) Dr. N. Padma Kumar, Research Officer (Botany), National Medicinal Plants Board, Department of AYUSH, 36 Janpath, Chandralok Building, New Delhi – 110 001 (Telefax: 011-23730652)
- (ii) Shri T.U. Haqqi, Assistant Adviser (Botany), National Medicinal Plants Board, Department of AYUSH, 36 Janpath, Chandralok Building, New Delhi – 110 001 (Telefax: 011-23730652)