





# National Medicinal Plants Board Ministry of Ayurveda, Yoga, Unani, Siddha and Homoeopathy (AYUSH) 1<sup>st</sup>& 2<sup>nd</sup> Floor, Annexe Building, Indian Red Cross Society, New Delhi-110001

1st CALL INVITING REQUEST FOR PROPOSAL FOR STUDY CUM SURVEY TO ASSESS THE DEMAND & SUPPLY OF MEDICINAL PLANTS IN INDIA IN THE NATIONAL PERSPECTIVE, AS WELL AS IN RESPECT OF THE INTERNATIONAL MARKET

NMPB, Ministry of AYUSH wishes to appoint a nationally reputed agency to undertake a detailed study cum survey to assess the demand & supply of Medicinal Plants in India-in the national perspective, as well as in respect of the International Market as per the terms and conditions of the EOI, TOR and Evaluation Criteria. The interested Bidders may submit their proposal within 21 (Twenty One) days of publication of this advertisement (in newspapers) i.e. 9<sup>th</sup> January, 2023, against the said TOR and Evaluation Criteria to the above mentioned address of NMPB, Ministry of AYUSH, New Delhi. Interested Bidders can download the TOR and Evaluation Criteria issued by the Ministry of AYUSH at <a href="www.nmpb.nic.in">www.nmpb.nic.in</a>, <a href="www.nmpb.nic.in">www.ayush.gov.in</a> for more information. For any queries please contact The Finance and Accounts Officer, NMPB, Ministry of AYUSH.

Tel: 011-23721822, E-mail: info-nmpb@nic.in

CEO, NMPB



### EXPRESSION OF INTEREST (EOI) FOR

#### **EMPANELMENT OF**

## AGENCY TO UNDERTAKE A DETAILED STUDY CUM SURVEY TO ASSESS THE DEMAND & SUPPLY OF MEDICINAL PLANTS AND THEIR RAW MATERIAL AT NATIONAL AND INTERNATIONAL PERSPECTIVE



### NATIONAL MEDICINAL PLANTS BOARD MINISTRY OF AYUSH MINISTRY OF AYUSH GOVERNMENT OF INDIA

#### **ISSUED BY:**

The Finance and Accounts Officer

NATIONAL MEDICINAL PLANTS BOARD

Ministry of Ayurveda, Yoga, Unani, Siddha and Homoeopathy (AYUSH)

1<sup>st</sup> & 2<sup>nd</sup> Floor, Annexe Building,
Indian Red Cross Society,

New Delhi-110001

E-mail: info-nmpb@nic.in







#### NATIONAL MEDICINAL PLANTS BOARD

Ministry of Ayurveda, Yoga, Unani, Siddha and Homoeopathy (AYUSH)

1<sup>st</sup>& 2<sup>nd</sup> Floor, Annexe Building,

Indian Red Cross Society,

New Delhi-110001

1st Call Inviting Request for Proposal (RFP) to engage a agency to undertake a detailed study cum survey to assess the demand & supply of Medicinal Plants and their raw material at national and international perspective

The National Medicinal Plants Board (NMPB), Ministry of AYUSH, Govt. of India intends to engage a nationally reputed agency to undertake a detailed study cum survey to assess the demand & supply of Medicinal Plants and their raw material In India according to the national perspective as well as in respect of the International Market.

Reputed agency who can demonstrate successful experience of carrying out at least one such study at National or International level and having a minimum annual turnover of at least Rs. Hundred (100) crore and minimum experience of Seven (7) years in conducting such studies will be eligible for participating in the Expression of Interest (EOI). Government Research Institutions & organizations are exempted from the eligibility condition regarding minimum annual turnover. Interested parties may collect the draft Terms of Reference (TOR) and submit the EOI to the following:

The Finance and Accounts Officer
NATIONAL MEDICINAL PLANTS BOARD

Ministry of Ayurveda, Yoga, Unani, Siddha and Homoeopathy (AYUSH)

1st 2nd Floor, Annexe Building,
Indian Red Cross Society,
New Delhi-110001

The EOI may be submitted within 21 (Twenty One) days of publication of this advertisement (in newspapers) **i.e.** 9<sup>th</sup> **January**, **2023** at the above address. Proposal so submitted should include the organization's mandate, its past experience and credentials (with relevant documentation) and with justification as to why it should be considered as suitable organization for undertaking such a study. The details should specifically include:

Full particulars of the constitution, ownership, organizational structure, and main activities including details of full time professionals of the prospective consultant, agency.

- Unabridged annual reports or audited financial accounts for the last three years.
- Names and short CVSs of the key professionals/researchers proposed to be involved in the work (the names of only such professionals should be furnished who are in a position to make a commitment of availability of their time and service for the assignment).
- Details of major achievements of a similar nature and magnitude undertaken by the consultant including methodology, time span, outcome etc.

#### **Eligibility Criteria for the Agency:**

- a. Agency having an experience of at least 7 years in conducting such studies and annual turnover of at least Rs.100 crore (Hundred crore) during the last three years will be eligible. Government Research Institutions & organizations exempted from the eligibility condition regarding minimum annual turnover.
- b. Due consideration will be given to agencies with professionals having relevant background expertise in relation to the medicinal plants sector.
- c. The agency should make a consortium for carrying out the study.

Interested parties who submit their proposal as per above would be invited for a pre-bid conference to make presentation of their proposals covering their strengths, proposed approach and methodology, time span, IT interventions, limitations etc. and to substantiate their eligibility and capability to carry out such a study by sharing salient outcomes of similar studies conducted by them earlier in various sectors.

#### Note:

- I. NMPB reserves the right to interpret all clauses of this advertisement in a manner it deems fit in the interest of the core objective for which applications of EOI are being invited and reject all or any of the proposals without assigning any reason.
- II. NMPB reserves the right to withdraw this tender without assigning any reasons at any stage.
- III. The detailed advertisement together with Terms of Reference and Evaluation Criteria can be downloaded from the website of National Medicinal Plants Board (NMPB), viz. www.nmpb.nic.in and Ministry of AYUSH viz. www.ayush.gov.in.

#### 'Terms of Reference' (TOR)

The industrial demand for the medicinal plant resources has been on the rise due to the world wide up thrust in the herbal sector which is engaged in the production of herbal healthcare formulations, extracts, herbal based cosmetic products and herbal nutritional supplements. Various studies have been carried out in the country on Medicinal plants, their medicinal uses, geographical spread etc. however, limited information is available on quantum of the demand/consumption and Supply of the exclusively in medicinal plants.

There is an exigency to conduct a fresh study to determine the demand and supply of medicinal plants both in domestic as well as international trade. This present study has been planned as an important step to address such a need.

#### 1. Objective:

The primary objective of the study is to assess the overall demand & supply of Medicinal Plants in the country along with supply chain and the price fixation factors. The study would help National Medicinal Plants Board (NMPB), Ministry of AYUSH, to identify the requirement and supply of commercially important species of medicinal plants, pattern of consumption by the industry and gaps in their supply chain. This would help NMPB to suggest policy level interventions to strengthen supply chain/value chain of these crops and to reduce post-harvest losses, promote sustainable collection, cultivation and maintain quality standards.

#### Expected Outcome/Deliverables of the study:

- i. Assessment of species wise demand of raw material in terms of volume and value of Medicinal Plants across various quarters including:
  - a. Demand of Trade and Industry (State wise/District wise)
  - b. Demand for Exports (State wise/Country wise)
  - c. Demand from Rural Households Traditional Healers demand (State wise/District wise)
- ii. Assessment of the current supply of raw material in terms of volume and value of Medicinal Plants species in India from different sources including:
  - a. Wild sources and wastelands Cultivation(State wise/District wise)
  - b. Import(State wise/Country wise)

Note: - The agency will cover ASU&H Manufacturing Units, pharmaceuticals, nutraceutical, cosmeceutical and extract Industry etc. to determine demand and supply of Medicinal plants.

- iii. Documentation of current as well as last 5 years trade statistics along with estimated trade in future through APMC Mandi/Krishi Upaj Mandi/ e-Nam etc.
- iv. In addition to the above, during the proposed course of the study the agency is also expected to undertake the following activities:
  - 1. Carry out detailed analysis to recapitulate the current regulatory frame work applicable to the medicinal plants based industry in the context of

- domestic and international trade which covers all related acts and regulations etc.
- 2. Capture stakeholders in supply chain of medicinal plants, analyze the price difference in the market and the potential gaps in the supply chain and suggest measures to minimize the same.
- 3. Make a SWOT analysis of the Indian Medicinal Plants sector.
- 4. Assess the current pricing structure including all taxes/duties at various stages of Trade as well as Trend Analysis for all demanded species.
- 5. Cover the existing B2B Model in medicinal plants sector and suggest guidelines for further upgradation.
- 6. Suggest guidelines for promotion of export of medicinal plants with special focus on Mandies.
- 7. The agency will provide the separate list of Traders with their respective addresses, contact details, volume and prices of herbal raw material traded annually during last five years (species wise).
- 8. Identify the opportunities of alignment with the existing government schemes to promote the sector.
- 9. The "Agency" shall provide separate chapters for reports in respect of all major deliverables.
- 10. Assessment of organically grown medicinal plants

#### 2. Indicative Study Approach (Outline of task to be carried out):

An indicative study approach to achieve the objectives and expected outcomes are outlined below:

- a. Review of secondary information already available with different resources.
- b. Identification of appropriate parameters for primary data collection from Collectors/ Cultivators /Extract Industry/ ASU & H Manufactures /Nutraceutical and Cosmeceutical industry /Pharmacies, vaidyas, hakims, doctors, Rural Households etc. in various States/UTs of India regarding demand and supply of medicinal plant raw material and extracts within the country and those exported & imported.
- c. Devising appropriate pilot formats/questionnaire for data collection in line with objectives and deliverables of the study.
- d. Proposed sampling design: The sampling design should cover all major stakeholders/users/producers of medicinal plants in proportion of the quantum of raw material consumed/produced across the country and abroad.
- e. The sampling may be done so as capture the data of consumption of raw material in domestic ASU&H manufacturers/Extract Industries/Nutraceutical and Cosmeceutical industries based on numbers of medicinal plants species used in addition to the quantum and value of raw materials traded.
- f. Undertake pilot study for validation and finalization of the formats/questionnaires to be used in the study.
- g. Conducting systematic field visits, surveys, consultations, data collection etc., with dealers/traders and exporters of medicinal herbs; raw drugs,

- extracts, organizations engaged in procurement, trade and import-export of medicinal plants/herbs, extracts and medicaments and all other stakeholders to generate information to meet the objectives of study.
- h. Conducting visits, surveys, discussions, consultations etc., with the departments of Forest, Agriculture, Horticulture, Commerce, Science and Technology, Health in Central/State/UT Government, Public sector units and others to collect the required information from stakeholders engaged in collecting/cultivating & trading of medicinal plants.
- i. The "Agency" may have to undertake revised survey, etc. and submit the revised draft report if the information furnished is not found satisfactory to meet the objective and deliverables of the study.
- j. Harnessing the export potential of medicinal plants from India and assessing the major bottlenecks associated with exports.
- k. Design an online module for data uploading to assess demand and supply of medicinal plants and make available a dashboard for State Licensing Authorities / State Medicinal Plant Boards/ other organisation to take review and encourage online submission of data for consumption of medicinal plants and supply sources in timely manner.
- I. Analysis of data, findings and report compilation.

#### 3. Agreement:

The successful agency shall have to sign an Agreement with the NMPB, Ministry of AYUSH with regard to meeting of "Objectives, Terms of Reference and Conditions" of the agency. This agreement shall be registered and registration fee is to be borne by the agency.

#### 4. Eligibility Criteria for the Agency:

- d. Agency having an experience of at least 7 years in conducting such studies and annual turnover of at least Rs.100 crore (Hundred crore) during the last three years will be eligible. Government Research Institutions & organizations exempted from the eligibility condition regarding minimum annual turnover.
- e. Due consideration will be given to agencies with professionals having relevant background expertise in relation to the medicinal plants sector.
- f. The agency should make a consortium for carrying out the study.

Interested parties who submit their proposal as per above would be invited for a pre-bid conference to make presentation of their proposals covering their strengths, proposed approach and methodology, time span, IT interventions, limitations etc. and to substantiate their eligibility and capability to carry out such a study by sharing salient outcomes of similar studies conducted by them earlier in various sectors.

#### Note:

- IV. NMPB reserves the right to interpret all clauses of this advertisement in a manner it deems fit in the interest of the core objective for which applications of EOI are being invited and reject all or any of the proposals without assigning any reason.
- V. NMPB reserves the right to withdraw this tender without assigning any reasons at any stage.
- VI. The detailed advertisement together with Terms of Reference and Evaluation Criteria can be downloaded from the website of National Informatics Centre Services Inc. (NICSI), viz. https://nicsi.com/, National Medicinal Plants Board (NMPB), viz. www.nmpb.nic.in and Ministry of AYUSH viz. www.ayush.gov.in.

#### 5. **Duration / Schedule of Assignment:**

The expected duration of the study will be 18 months from the date of signing of agreement (extendable by the NMPB at its discretion). The agency shall be required to make a presentation about the progress achieved at completion of each Phase of the study, and submit "Draft Report" within 15 months from the award.

Project Milestones	Time Line	
Submission of inception report	3 months	
Submission of mid term appraisal report	9 months	
Submission of annual report	12 months	
Submission of final draft report	15 months	
Project completion	18 months	

#### 6. Payment Terms:

- a. 20% on submission of the inception report: Within 12 weeks of signing of the agreement (against the stipulated Bank guarantee).
- b. 20% on submission of mid term appraisal report and acceptance of report in 9 months.
- c. 20% on on submission and acceptance of 1st Annual report.
- d. 20% on submission of final draft report in 15 months.
- e. 20% on acceptance of final report & submission of 500 copies & soft copy.

#### 7. Submission of Technical and Financial bids

The agency shall submit bid in two parts viz. Technical bid and Financial bid as provided in the General Financial Rules. The Technical bid and the Financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in bigger cover and the same should also be sealed and duly superscripted. The EMD of Rs.5 lacs through demand draft in favor of Pay & Account Officer (Sectt.), Ministry of

AYUSH, New Delhi, should be enclosed with the technical bid. The bids should be addressed to Chief Executive Officer, National Medicinal Plants Board at their official address. The Technical bids shall be opened at the first instance and evaluated by the "Project Screening Committee (PSC) Demand & Supply". The agencies submitting bids may also have to make necessary 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. The Evaluation Criteria for scrutinizing proposals is placed at **Appendix-I.** 

#### 8. Technical Bids

Technical bid shall be supported with 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:

- a. Name and address of organization along with telephone, FAX, email etc.;
- b. Regional offices/branches located in different parts of the country along with their postal addresses, telephone numbers, email ids etc.;
- c. Area of work of organization.
- d. Experience in the field of study conducted in demand and supply of medicinal plants including publications and evaluation with supporting documents for their experience of such Government programs national as well as international level.
- e. Number of key personnel available with the organization (total) in all office/branches whose services shall be utilized for this work.
- f. Number of key personnel, their qualifications etc.to be engaged for the agency (along with their Bio- data).
- g. Number of consultants /Subject experts to be engaged from outside.
- h. Methodology to be adopted to cover each State / UT.
- i. Expertise of the firm: Relevant assignments under taken may be highlighted by providing- title of the assignment, client for whom the assignment was carried out, cost of assignment, timelines, team strength and documentary evidence of having carried out the assignment successfully.
- j. Approach for the proposed assignment: Steps to carry out the proposed assignment may be described.
- k. Schedule/Timelines: Gantt chart with clear milestone to be provided.

#### 9. Financial Bids:

The upper limit of agency fee for study of demand and supply of medicinal plants shall not exceed 2.5% of the fund approved. NMPB is free to engage one or more agency or as per the groups identified. The financial bid should be inclusive of all liabilities including service Tax, GST, etc.

#### 10. Performance Security

a. The successful bidder shall provide performance security in the form of bank guarantee @3% of total contract irrespective of its registration status in the form of a/c payee Demand Draft, fixed deposit receipt from Commercial Bank.

- b. Performance security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier/service provided including warranty obligations.
- c. In case of non-satisfactory performance, the agency shall forfeit the performance security.
- d. Bid Security (EMD) shall be refunded to the successful bidder on receipt of performance security.

#### 11. E.M.D

- a. Earnest Money Deposit (EMD) is to be provided by the bidders except those registered with the central purchase organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department.
- b. The bidders are required to furnish demand draft/Bankers Cheque of an amount of Rs.5 lakhs (Rupees Five Lakhs only) drawn in favor of pay &Accounts Officer (Sectt.), Ministry of AYUSH, New Delhi, along with their bids. The demand Draft/Bankers' Cheque should be valid for at least 90 days beyond the last date of submission of EOI-ToR.
- c. The Bid EMD received from the successful bidder shall be retained and the same shall be returned to the unsuccessful bidders on the finalization of the process.

#### 12. Rights of National Medicinal Plants Board

The National Medicinal Plants Board, Ministry of AYUSH reserve the rights to accept/reject the proposal received without assigning any reasons what so ever, or may call for any additional information / clarification, if so required.

The National Medicinal Plants Board reserve the rights to terminate the contract without assigning any reason. The period of contract (18 months) may be extended by National Medicinal Plants Board depending upon the performance of the contract or and the requirements of National Medicinal Plants Board.

Further, NMPB also reserves the right to withdraw from the process of EOI/TOR at any time without any prior notice.

The report of study shall be presented to Government of India (NMPB) and it will be the property of NMPB. No portion of it shall be shared with any other agency/department or put to any other use by the agency without explicit knowledge &written permission of the NMPB

Overall supervision of the assignment shall be evaluated by a committee appointed by NMPB, Ministry of AYUSH, Govt. of India.

#### 13. Court Jurisdiction

In case of any dispute, this shall be subject to the exclusive jurisdiction of Court at Delhi

#### **EVALUATION CRITIERIA**

#### 1. METHOD OF SELECTION OF THE AGENCY: Refer point no.9

1.1 SUBMISSION OF PROPOSALS: The bids should be submitted in two separate sealed envelopes (one containing the technical bid and other the financialbidindicating on the top of the sealed cover of each whether it is a financial or technical bid) and these two envelopes, together with the EMO envelope and Demand Draft of EMD money shall be put in a layer bigger envelope which shall be duly sealed.

#### 1.1.1 THE TECHNICAL BID SHALL CONTAIN:

**1.1.1.1 The** Technical Bid shall contain all documents as mentioned at Para 9 of ToR.

#### 1.1.2 THE FINANCIAL BID SHALL CONTAIN:

- **1.1.2.1** Detailed break-up of the cost of the agency.
- **1.1.2.2** The financial bid should include all liabilities including GST, Tax, Service tax etc.

#### 1.2 SELECTION PROCESS:

- 1.2.1 Bids will be opened in presence of bidders/representatives who chooses to be present immediately after closing of bid time at the National Medicinal Plants Board, Ministry of AYUSH, Indian Red Cross Society (IRCS), Annexe Building, First Floor, and Red Cross-110001.
- **1.2.2** First the technical bids will be opened and their documents will be page numbered and signed by the Screening Committee Members.
- 1.2.3 Financial bids of only technically qualified agencies will be opened in presence of representative of technically qualified agencies (who choose to be present) on the suitable date and time that will be informed later by e-mail.
- 1.2.4 After opening of the financial bids of eligible agencies Evaluation Committee will again meet and final scores will be arrived as per Combined Quality Cum Cost Based System (CQCCBS) method as explained below:

**CQCCBS:** 70% weightage will be given to technical bids and 30% to the financial bids. For evaluation of financial proposals, the proposal with the lowest cost will be given a financial score of 100 and other proposals will be assigned financial scores inversely proportional to their prices. The total score of both the technical and the financial bid shall be obtained by weighing the quality scores and cost scores and combining them.

The highest score obtained shall be considered for award of the contract as illustrated below:

**Highest points basis**: Subject to an agent being responsive to the prerequisites laid out in the EOI / TOR etc., the bidder with the highest combined score of technical &financial bids will be ranked as H1,followed by H-2,H-3,H-4 etc.

As an example, the following procedure can be followed. In a particular case of selection of agency, it has been decided to have minimum qualifying marks for technical qualifications as 75 and the weightage of the technical bids andfinancialbidswerekeptas70:30.In response to the EOI, 4 proposals A,B, C & D were received. The technical evaluation committee awarded them 75, 80, 90&70 marks respectively. The minimum qualifying marks were 75. Therefore D was disqualified to participate in evaluation process and other 3 proposals were, therefore, found technically suitable and their financial proposals were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

Proposal	Evaluated cost
A	Rs.120.
В	Rs.100.
С	Rs.110.

Using the formula LEC/EC, where LEC stands for lowest evaluated cost and EC stands for evaluated cost, the committee gave them the following points for financial proposals:

Α	100/120	83.33 point
В	100/100	100.00 point
С	100/110	90.99 point

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

Α	75x0.70+83x0.30	77 <i>A</i> points	Н3
В	80x0.70+100x0.30	86.0 points	H2
С	90x0.70+91x0.30	90.3 points	H1

Proposal C at the evaluated cost of Rs.110 was, therefore, declared successful and recommended for negotiations/approval, to the competent authority.

#### 1.3 The Marks allocated for technical bid is as follows:

Items	Maximum Marks	
1.Experience of Agency	Maximum Marks5	
(Past Experience like relevant completed assignments, degree of outreach, branches etc.)	The organization's credential/ professional /previous experience in the context of the proposed assignment.	
<b>2.Degree of outreach</b> that the applicant Organizations / Consortium can demonstrate amongst medicinal plant key stakeholders who need to be contacted during the course of study.	Maximum Marks 5	
3. Methodology	Maximum Marks 20	
Design of the survey	5	
Sampling frame work	5	
Data collection approach	5	
Data Analysis	5	
(Coverage, sampling technique, primary/ secondary data source, software/ tools used)		

#### 1.4 Team Leader/ Key personnel/Agency-Maximum Marks-35

Team Leader	Maximum Marks - 10
Qualifications	4 Marks
Experience in the related field	3 Marks
Market Research/Trade	3 Marks
Key Personnel	Maximum Marks-15
No of key personnel with relevant experience employed full time	5 marks
Qualification of key personnel	5 marks
Experience of key personnel in the related field	5 marks
Part Time Consultant	Maximum Marks-10
No of Consultant	2 marks
Qualifications	3 marks
Experience in the related field	5 marks

Note: The details of each personnel should be furnished in a separate sheet.

Commitment of availability of the key person whose bio-data is furnished for this assignment along with a written commitment of their availability for this assignment should be available with the agency, so that the same would be furnished to NMPB, if required at a short notice(within 5 working days).

#### 1.5 Presentation by the agency before the evaluation committee/experts-Maximum Marks 35

Quality & coherence of presentation Communication	20 marks
Satisfactory Responses rendered to queries and clarifications raised during the course of presentation	15 marks

Presentation to be made on the proposal shall include agency's strengths, proposed approach, methodology, time span, proposed IT interventions, limitations etc. and shall substantiate agency's eligibility to carry out such study. Salient outcomes of similar studies conducted earlier by agency for various sectors should be shared.

Note: Agencies securing a minimum of 75% of the marks allocated for the technical bid will be eligible for participation in the financial bid. For any agency scoring less than 75%in the technical evaluation, the financial bid will be returned unopened.

NMPB, M/O AYUSH reserves the right to accept/reject any offer received without assigning any reason what so ever.