Request for Proposal for the Appointment of a Consultancy Firm for Promotion of Exports in the 33 Districts of Telangana

TELANGANA FOOD PROCESSING SOCIETY

INDUSTRIES & COMMERCE DEPARTMENT, GOVERNMENT OF TELANGANA

Appointment of a Consultancy Firm for Promotion of Exports in the 33 Districts of Telangana

The Telangana Food Processing Society (TGFPS), Industries & Commerce Department, Government of Telangana, invites proposals from eligible consulting firms for a twelve-month assignment covering exports of goods and services in every district. One firm will deploy five full-time professionals to support district export planning, enterprise readiness, capacity building and trade intelligence.

Notice inviting proposals

Particulars	Details
Tender Reference Number and Date	TGFPS/DEP/RFP-2/2026-27, Dated: 20.11.2026
Submission	Online through the Telangana State eProcurement Portal, https://tender.telangana.gov.in
Selection	Quality and Cost Based Selection (QCBS), technical 80% and financial 20%
Contract	One statewide assignment • 5 personnel • 60 person-months
Inviting Authority	Director, Telangana Food Processing Society, #5-10-193, Ground Floor, HACA Bhavan, opposite Public Gardens, Hyderabad – 500 004. Email: dir-bd-fp-ind@telangana.gov.in

Invitation

Bidders shall submit separate pre-qualification, technical and financial proposals. The firm shall present one delivery plan and one financial offer for the entire assignment. The bid timetable and security requirements appear in Section 1. All times are Indian Standard Time.

1 Bid data and submission

Particulars	Details
Method of Selection	Quality and Cost Based Selection (QCBS) (80:20)
Tender Reference Number	TGFPS/DEP/RFP-2/2026-27, Dated: 20.11.2026

Particulars	Details
Date of Issue of this RFP	20.11.2026
Availability of RFP Document	From 20.11.2026 on the Telangana State eProcurement Portal, https://tender.telangana.gov.in
Last Date for Submission of Queries	25.11.2026; 17:00 Hrs IST, by email to dir-bd-fp-ind@telangana.gov.in
Pre-Bid Meeting online	26.11.2026; 11:00 Hrs IST onwards Online link is provided in the table below. For any issues, please contact - 8688567500
Bid Submission End Date and Time	04.12.2026; 15:30 Hrs IST
Opening of Pre-Qualification and Technical Proposals	04.12.2026; 17:00 Hrs IST
Technical Presentation by Eligible Bidders online	05.12.2026; 14:00 Hrs IST onwards Online link is provided in the table below. For any issues, please contact - 8688567500
Opening of Financial Proposals of Technically Qualified Bidders and Announcement of Successful Bidder	09.12.2026; 15:00 Hrs IST
Submission of Performance Bank Guarantee	Within 7 days of issue of the Letter of Award (LoA)
Signing of Contract Agreement	Within 7 days of submission of PBG
Commencement of Services	Within 15 days of signing of Contract, on the written commencement date
Bid Validity Period	180 days from the Bid Submission End Date
Contract Duration	12 months from the written commencement date; extension in accordance with Section 6 (Extension of Contract Period), subject to programme requirements, satisfactory performance, availability of funds and approval of the competent authority.

Particulars	Details
Earnest Money Deposit (EMD)	INR 10,00,000 (Rupees Ten Lakh only), in favour of Telangana Food Processing Society (TGFPS), payable at Hyderabad, by (a) Demand Draft drawn on any Nationalised/Scheduled Bank; or (b) an unconditional and irrevocable Bank Guarantee / e-Bank Guarantee issued by a Scheduled Commercial Bank in the format at Annexure D, valid for 180 days from the Bid Submission End Date with a claim period of 30 days. Upload a copy on the portal and submit the original as specified in the portal notice. EMD in any other form shall not be accepted.
Performance Bank Guarantee (PBG)	3% of the awarded consultancy contract value; to be furnished within seven days of the Letter of Award (LoA) and valid until 60 days after completion of contractual obligations.
Proposal Submission Mode	Online through the Telangana State eProcurement Portal (https://tender.telangana.gov.in) only
Address for Correspondence	The Director Telangana Food Processing Society (TGFPS) Industries & Commerce Department, Government of Telangana #5-10-193, Ground Floor, HACA Bhavan (Opp. Public Gardens) Hyderabad – 500 004, Telangana, India Email: dir-bd-fp-ind@telangana.gov.in Website: http://tsfps.org/ For any issues, please contact - 8688567500

Online link for Pre-bid meeting on 26.11.2026 from 11:00 hours onwards:

https://telanganasecretariat.webex.com/telanganasecretariat/j.php?MTID=m04412366b4fc85241b980fba108d371b

Online link Technical Presentation by Eligible Bidders on 05.12.2026 from 14.00 hours onwards:

https://telanganasecretariat.webex.com/telanganasecretariat/j.php?MTID=m2d5d88d134cf4a5dd437517870060079

Submission instructions

Only individual firms may bid. Joint ventures and consortia are ineligible. Submit signed forms and legible evidence in the prescribed electronic covers. Include signatory authorisation, bid security and declarations in the pre-qualification cover. Include financial figures for this offer only in the financial cover. Each bidder shall bear its bid preparation costs.

Quote the tender number and clause in each query. Written clarifications and amendments published on the portal bind all bidders. Bidders may revise or withdraw a bid through the portal before the deadline. Late bids will not be considered.

2 District export planning and facilitation

2.1 District diagnostics

With the support of Telangana Food Processing Society, Commerce and Exports Promotion Department, District Collectors and General Managers of District Industries Centres (GM-DICs), prepare a validated diagnostic, directory and delivery plan for each district.

Assess export experience, supply capacity, quality systems, finance, logistics, documentation, branding, digital capability and buyer readiness. Verify local capabilities with enterprises and district officers. Distinguish the place of production or service delivery from the exporter's registered address or port of shipment.

2.2 District Export Action Plans and market opportunities

Obtain the latest approved DEAP for each district and maintain a baseline register stating version, approval date, priority products, service sectors, implementation gaps and responsible institutions. Assist preparation of a baseline where a DEAP is incomplete or unavailable.

Identify new products, value-added variants and destination markets using verified enterprise capability, current trade intelligence (including the Trade Intelligence Solution), demand, competition, logistics and market-access requirements. Map goods to validated HS and eight-digit ITC(HS) codes and services to appropriate service classifications.

Prepare opportunity notes identifying district, product/code, evidence, target markets, tariff and FTA/Rules of Origin position, standards/SPS/TBT requirements, constraints, recommended actions, owners and expected outputs. Record sources and verification dates and validate AI-assisted findings.

Review all 33 district opportunity registers quarterly and prepare DEAP amendments/addenda whenever material opportunities or constraints warrant changes. Submit proposals through the District Collector and the existing district export committee; track queries and decisions and incorporate approved revisions into delivery.

Maintain the status of opportunities as identified, under validation, proposed, approved/incorporated, deferred or closed, with version history and a reasoned no-change record where no amendment is warranted. Approval of DEAP revisions remains with the competent authority.

In each district directory record enterprise scale, local production or sourcing capacity, current export status, markets and priority support needs.

3 Capacity building and enterprise mentoring

DICs shall support mobilisation, enterprise verification, venues, field coordination, referrals and knowledge transfer. GM DICs of all 33 districts shall receive ToT training on export facilitation, counselling, compliance referrals, scheme convergence and approved tools. The Trainers shall assess learning and practical facilitation skills and obtain district cascade-training plans.

Every district shall receive a blended programme: a launch / awareness workshop, thematic sessions, compliance / market-access clinics, export business-plan clinic, train-the-trainer session and structured counselling / follow-up. The mix shall reflect DEAP priorities, sector needs and beneficiary readiness.

3.1 Indicative District delivery obligations

Activity	Per district	Indicative Statewide requirement
Launch or awareness workshop	1	33 workshops
Thematic training	3–4 sessions	99–132 sessions
Compliance or market-access clinic	1–2 clinics	33–66 clinics
Export business-plan clinic	1	33 clinics
Training of trainers (ToT)	1 activity	33 activities covering all 33 GM-DICs
Unique direct beneficiaries	80–150	2,640–4,950 distinct beneficiaries
Tailored enterprise export business plans	15–25	Minimum contractual target: **495 plans**, with an aspirational ceiling of 825

The final requirement to be approved as per submission of inception report. The firm/ selected agency shall provide appropriate capacity-building, market-access, enterprise-mentoring and Training of Trainers support across all 33 districts. The nature, intensity, sequencing and district-wise targets for these interventions shall be determined through the baseline assessment and set out in the Department-approved 33-District Cluster Delivery Plan post submission of Inception report. Targets shall reflect the enterprise base, export potential,

readiness gaps, sectoral requirements, institutional capacity and logistical feasibility of each district and shall not be applied uniformly where district conditions materially differ.

The firm shall assign each participant and supported enterprise to one reporting district, maintain unique identification and deduplicate State-level reporting. The firm shall schedule, coordinate, quality-check and document delivery in accordance with the approved cluster plan. Dedicated faculty, venues, event logistics and institutional training costs require separate activity approval. Identify providers, dependencies and decision dates in the inception plan.

3.2 Curriculum and delivery

Develop practical modules in English and Telugu as required. Cover classification, market selection, trade agreements, rules of origin, documentation, quotations, customs, logistics, payment risk, standards, e-commerce and use of verified trade data. Adapt exercises for first-time exporters, established firms, start-ups, women-led enterprises and producer groups. Record pre- and post-assessments, attendance, trainer feedback and district cascade-training plans.

3.3 Enterprise plans and follow-up

For each mentored enterprise, document its product or service, target buyer, market evidence, costing and quotation assumptions, compliance gaps, logistics, finance and risk. Agree dated actions with the enterprise. Complete the principal cohort by Month 9 to allow 30-, 60- and 90-day follow-up. Record evidence of progress, including quotations, referrals and confirmed orders where verified. Transfer open cases to designated officers at closure.

4 Digital interventions and trade intelligence

4.1 Intelligence services included in the consultancy

From commencement, use approved government portals, public datasets and lawfully available sources to deliver monthly State export bulletins, quarterly district and sector market briefs and dated alerts on material trade-policy or market-access changes. These outputs continue throughout the assignment, including while any platform funding is under consideration.

For each priority product–market pair, analyse import demand, growth, competing origins, unit values, tariff preferences, rules of origin, logistics and applicable standards. Record period, source, classification, retrieval date and data limitations. Distinguish observed data from estimates. Use district figures only at the level supported by the source.

4.2 Export registry and supporting digital resources

Identify existing State and Central datasets, portals, licences, hosting, interfaces and access permissions that could support a Telangana export registry. By Month 2, provide a resource inventory, gap assessment, field dictionary, costed options and a recommended integration and maintenance plan. Record ownership, licence terms, refresh frequency and responsible officer for each source.

Maintain a Department-controlled working registry and opportunity register using approved tools. Link enterprise IDs to district, sector, capability, readiness assessments, counselling, referrals and dated follow-up. Limit personal and buyer information to authorised users. Supply editable exports, version history and a documented process for correction and deduplication.

4.3 Funding proposal and sanctions

By Month 2, prepare a costed proposal for Central assistance under INSIGHT or another Department-approved funding route. Verify current scheme conditions before submission. Include the business case, functional specification, architecture, data licences, costs, outcomes, funding shares, sustainability, procurement route and checks against duplicate funding. Support presentations, respond to queries and maintain sanction and utilisation records.

The professional inputs of the five-person team are included in the base fee. Additional technology and domain resources may be deployed in accordance with Section 6 upon availability of approved funding. Platform development, paid data, hosting, integration and third-party support require separate sanction, funding and written authorisation under the applicable procurement procedure. A proposal or funding application creates no payment commitment. Core analytics and registry services continue if funding is delayed or partial.

5 Trade intelligence solution specification

The firm shall specify a Government-owned solution with the functions below. It shall identify the users, data source, refresh cycle, acceptance test and operating cost for each function. The Department shall approve the funded modules, cost, delivery route, milestones and maintenance arrangements before implementation.

Function	Minimum capability and acceptance evidence
State and district analytics	Filter exports by period, sector, destination and goods classification down to eight-digit ITC(HS) where supported. Display growth, share, concentration, coverage gaps and source dates.
Market opportunity analysis	Compare demand, competitors and unit values. Explain opportunity scores and link ranked markets to district opportunity notes.
Market access and alerts	Record tariffs, preferences, origin rules and technical or sanitary requirements by product and destination. Show dated references and alert history.
Buyer intelligence	Use licensed records, capture lead status and next action, and restrict access to identifiable contacts. Distinguish unverified leads from confirmed enquiries.

Function	Minimum capability and acceptance evidence
District plans and registry	Maintain versioned district opportunities, approval workflows and DEAP decisions. Link authorised users to enterprise readiness, mentoring and referrals.
Schemes and assisted search	Maintain scheme eligibility and referral contacts. Support natural-language queries with source citations and officer validation before official use.
Publishing and access	Generate bulletins, briefs and alerts. Demonstrate role-based access, accessible reports, data exports, administrator controls, user guides and helpdesk arrangements.

Deployment and handover

From written implementation authorisation with funds and access available, target core analytics, district registers and registry linkage within ten weeks, and remaining approved functions within sixteen weeks. Record user acceptance tests, defect closure and training of State and district officers. For a late sanction, agree achievable dates and costs in writing before commitment.

Host the approved solution in India on Government or MeitY-empanelled infrastructure. Apply applicable Government privacy, security and access requirements. Deliver editable data, configurations, technical documentation, licence inventory and administrator access. Disclose pre-existing tools and secure rights sufficient for continued Government use.

6 Five person project team

Deploy exactly five named, full-time professionals for twelve months, based in Hyderabad and available for district visits. The team leader shall allocate a named lead and alternate for each district, stagger delivery and reconcile field commitments with the analytics calendar. District counterparts and separately approved event providers are outside the consultancy headcount.

One professional per role	Minimum qualifications and responsibility
Project Manager and Team Leader	Postgraduate qualification in management, economics, public policy, international business or equivalent. 7+ years of relevant experience including five in public-sector advisory. Accountable for programme delivery, quality, steering reviews and handover.
District Export Readiness and Market Access Expert	Postgraduate qualification in commerce, economics, international trade, management or equivalent. 5+ years of relevant experience including three managing export, enterprise or multi-district programmes. Leads district diagnostics, DEAPs, compliance and institutional referrals.

One professional per role	Minimum qualifications and responsibility
Trade Intelligence and Analytics Expert	Postgraduate qualification in economics, statistics, data science, international trade, engineering or equivalent. 5+ years of experience including three in trade analysis or decision-support systems. Leads market analysis, intelligence products, funding proposal and solution acceptance.
Capacity Building and Enterprise Mentoring Expert	Postgraduate qualifications in management, education, economics, commerce, public policy or equivalent. 3+ years of relevant experience including two in training design or delivery, with demonstrated enterprise mentoring. Owns curriculum, trainer development, business plans and follow-up.
Business Analyst and Export Registry Expert	Graduate or postgraduate qualification in information technology, engineering, statistics, economics, commerce, management or equivalent. 3+ years in business analysis, MIS or digital workflows.

Continuity and supervision

Submit signed CVs, evidence of qualifications and relevant work, and written availability for all five persons. All five shall attend the technical presentation. Replacement during delivery requires prior written approval, equivalent or higher qualifications and a documented handover at the firm's expense. The firm remains responsible for supervision, quality and continuity.

Expansion of Project Team

The Department may, during the contract period, require augmentation of the core project team where such additional deployment is considered necessary due to expansion or intensification of programme activities, increased district or sector coverage, additional analytical or digital requirements, enhanced enterprise-support activities, or any other requirement arising during implementation. The team may also be suitably augmented with technology and domain expertise in line with the INSIGHT funding proposal, subject to availability of approved funding.

Such augmentation may include additional professionals at the same or different levels and skill sets from those specified in the RFP, including sector experts, district/cluster coordinators, trade and market analysts, capacity-building and enterprise-support professionals, digital/data specialists, or other relevant personnel. The remuneration and applicable commercial terms for such additional resources shall be determined with reference to the applicable or comparable professional rates under the Contract, qualifications, experience, deployment period and nature of services required, and shall be formalised through an appropriate written amendment/addendum, subject to applicable Government rules and availability of funds. Deployment of any additional personnel shall be undertaken only upon prior written approval of the Department.

Any additional deployment shall supplement the core team and shall not dilute or substitute the minimum five-person team prescribed under the RFP unless specifically approved otherwise by the Department in writing.

Extension of Contract Period

The initial contract period shall be **12 months** from the date of commencement, unless otherwise specified in the Letter of Award/Agreement.

Based on programme requirements, satisfactory performance of the selected firm, achievement against the approved delivery plan, continuing requirement for technical support, availability of funds and approval of the competent authority, the Department may, at its sole discretion, **extend the engagement for further period** and/or based on the funding proposal approved.

The extension may cover continuation, consolidation or scale-up of activities undertaken during the initial contract period, including district and cluster-level interventions, enterprise support, trade intelligence and analytics, capacity building, monitoring, digital solutions, institutionalisation and other activities forming part of or incidental to the objectives of the programme.

The detailed scope, deliverables, deployment requirements, work plan and performance targets for the extended period shall be determined based on the progress and outcomes of the initial contract period and shall be communicated/approved prior to commencement of the extension period.

The extension shall be effected through a written amendment/addendum to the Contract and shall be subject to mutually agreed commercial terms, applicable Government rules and approval of the competent authority. **The selected firm shall have no automatic right or claim to such extension.**

7 Deliverables and acceptance

Due from commencement	Submission and minimum acceptance evidence
Within 15 days	**Inception Report** setting out the detailed methodology, governance and reporting arrangements, five-person deployment roster, stakeholder consultation plan, data collection tools, quality-assurance procedures, risk and escalation framework, and preliminary calendar for phased plan of 33 districts. The Inception Report shall also present the methodology and criteria for baseline assessment, district clustering, district prioritisation and target setting.

Due from commencement	Submission and minimum acceptance evidence
Month 1	**Baseline Assessment and 33-District Cluster Delivery Plan** based on initial consultations, available district data, existing District Export Action Plans and an assessment of export potential, enterprise base, sectoral concentration, readiness gaps, institutional capacity, geographic proximity and logistical requirements. The plan shall group all 33 districts into appropriate delivery clusters and specify the sequencing, indicative activity calendar, responsible team members, district-level support requirements and delivery approach for each cluster.
Month 2	Export-readiness framework, baseline scoring rubric, enterprise-selection criteria, curriculum framework, mentoring templates, enterprise-support methodology, assessment tools and results-measurement framework.
Month 3	Working export registry and digital-resource inventory. Costed funding proposal and Trade Intelligence Solution specification covering data sources, ownership and usage rights, functional requirements, governance, implementation approach, operating costs, sustainability and maintenance arrangements.
Month 4	District diagnostics, enterprise directories, baseline District Export Action Plan records and district delivery plans for all 33 districts, validated with the concerned district counterparts. The submission shall include district-specific export opportunities, constraints, institutional dependencies and recommended interventions.
Monthly	Within seven days after the end of each month, submit the State export bulletin, programme progress report and district-wise progress sheets. The reports shall cover personnel deployment, district and enterprise coverage, activities undertaken, outputs delivered, progress against approved cluster-wise and district-wise targets, referrals, overdue actions, implementation risks, dependencies and decisions required from the Government.
Quarterly, during Months 3, 6, 9 and 12	Review the opportunity registers and implementation progress of all 33 districts. Submit updated opportunity notes, district and sector market briefs, export-readiness scorecards, proposed District Export Action Plan amendments or reasoned no-change records, cluster-wise performance assessment and papers for the Programme Steering Committee.
By Month 10	Complete the principal phase of district capacity building, Training of Trainers coverage for all DICs and the principal cohort of enterprise mentoring and export business-planning support, in accordance with the targets and sequencing approved in the cluster delivery plan. Submit activity records, attendance and participation evidence, learning assessments, enterprise-support records and the follow-up calendar.

Due from commencement	Submission and minimum acceptance evidence
Through Month 12	Close identified district and cluster-level delivery gaps; undertake agreed follow-up with supported enterprises; complete pending referrals and mentoring actions; reconcile performance against the approved district-wise and cluster-wise targets; and transfer outstanding cases and institutional actions to the designated Government officers.
Month 12	Final programme and impact assessment, including 33 district dossiers, cluster-wise and State-level performance analysis, updated export opportunity registers, editable datasets, templates, trade intelligence products, enterprise-support records, referral status, lessons learnt and recommendations for continuation or scale-up. Complete access transfer, technical and operating documentation, and handover of all delivered digital components and obtain handover acknowledgements.

Acceptance and target-setting provisions:

7.1 The firm shall submit every deliverable in editable and prescribed formats, together with the underlying data, supporting evidence and a concise management summary. Each submission shall record its version, date of submission, applicable district or cluster, sources used, verification undertaken, limitations and responsible team member.

7.2 The baseline assessment and 33-District Cluster Delivery Plan shall be approved by the Department and shall thereafter constitute the operational basis for district sequencing, deployment, activity planning, monitoring and reporting.

7.3 District-wise and cluster-wise targets shall be proposed by the firm based on the baseline assessment and shall take into account:

- Existing and potential export sectors;
- Number, profile and export readiness of enterprises;
- Status and quality of the existing District Export Action Plan;
- Identified capacity-building, market-access and mentoring requirements;
- Institutional capacity of the concerned GM-DIC and district administration;
- Geographic proximity, travel requirements and opportunities for common delivery;
- Availability of sector experts, training partners and other implementing institutions;
- Data availability and identified Government dependencies; and
- The need to ensure reasonable and equitable coverage across all 33 districts.

7.4 Targets shall not be applied uniformly across districts merely for numerical equivalence. They shall be proportionate to the enterprise base, export potential, readiness level and support requirements identified through the baseline assessment.

7.5 The proposed district-wise and cluster-wise targets shall become binding only upon written approval by the Department. Once approved, the targets may be revised through a documented change-control process where baseline information materially changes or where implementation is affected by delayed approvals, stakeholder availability, event sanctions, data access, funding decisions or other dependencies outside the firm's reasonable control.

7.6 Acceptance shall be based on the quality, completeness, timeliness and evidentiary support of the deliverables; achievement against the approved district and cluster delivery plan; and satisfactory correction of deficiencies communicated by the Department. Attendance, submission volume or personnel deployment alone shall not constitute acceptance.

7.7 For each deliverable, the Department shall record the submission date, version, reviewer, deficiencies identified, corrective actions and written acceptance. Verified commercial outcomes shall be reported separately from enquiries, referrals, leads and other intermediate outcomes.

8 Governance and contract management

8.1 Review and decision making

A Programme Steering Committee chaired by the Special Chief Secretary, Industries & Commerce Department, represented by the Special Secretary, shall meet quarterly. A Government-designated District Collector shall serve as member and convenor, with a TGFPS representative as member and a representative of the Commerce and Exports Promotion Department. The Department shall notify the contract manager and accepting authority.

District officers shall support mobilisation and verify local evidence. A Programme Review Committee shall review deliverables, deployment and invoices monthly. Working groups shall resolve district, enterprise and digital issues fortnightly. Record owners, decisions and escalation dates. Financial approvals remain with the competent authority.

8.2 Monthly acceptance and payment

Pay monthly in arrears for accepted services and certified deployment. Each invoice shall include role-wise working days, district reports, evidence against milestones and authorised travel claims. For partial deployment, multiply the applicable role rate by accepted working days divided by scheduled working days that month. Attendance alone is insufficient for acceptance.

Communicate written acceptance or specific deficiencies within ten working days of receipt. The firm shall correct deficiencies within seven working days unless otherwise agreed in writing. Acceptance requires written confirmation. Process complete certified invoices within thirty days, subject to statutory deductions. Final payment requires accepted handover and reconciliation. Funding sanction and export orders are outside the conditions for payment of accepted consultancy services.

8.3 Contract safeguards

Use assignment data solely for the contract. Obtain written approval before external disclosure. Government owns commissioned deliverables and programme records. Disclose third-party rights and licence restrictions before using protected material. Return records and transfer access at expiry or termination.

For material breach, give written notice specifying the deficiency and allow ten working days for response and cure unless a longer period is approved. The authority may withhold the disputed amount, terminate for an uncured breach and recover substantiated dues. On closure, the firm shall hand over work in progress and a reconciled final account. Refer disputes first to the contract manager, then to the competent authority for amicable settlement. Indian law applies, with jurisdiction in Hyderabad.

Any extension requires continued need, confirmed funding, satisfactory performance and a written agreement approved before expiry. The contract provides for a minimum core team of five positions throughout the initial contract period, subject to augmentation in accordance with Section 6. The firm has no authority to disburse grants, bind Government financially or issue statutory approvals.

9 Prequalification of bidders

Each bidder must satisfy every condition below in its own name. Submit an indexed compliance statement cross-referenced to the evidence in the pre-qualification cover. Financial years mean completed financial years preceding the bid due date.

Minimum requirement	Evidence required
Indian company incorporated under the Companies Act, 1956 or 2013 and operational for at least ten years before the bid due date.	Certificate of incorporation, PAN and GST registration.
Average annual consultancy and advisory revenue in India of at least INR 500 crore in any three of the last five financial years. Identify the three years relied upon.	Chartered Accountant (CA) certificate giving the annual figures for all five years and the selected three-year average.
At least INR 100 crore in each of the last three financial years from consulting, strategy, economic or government advisory, public policy, digital transformation, analytics or technology consulting.	CA-certified segmental revenues and audited financial statements.
Have operational offices in at least ten States or Union Territories of India on the publication date. Owned or leased premises qualify.	CA-certified / self certified list with details.
At least 500 full-time professionals on payroll on the bid due date.	Certificate from HR head, CA or statutory auditor.

Minimum requirement	Evidence required
Ten years of relevant consulting, trade, programme management, analytics or public advisory experience. At least two completed assignments in the five years ending on the bid due date in export promotion, trade facilitation, exporter training or district/cluster export planning. At least one must cover multiple districts or clusters.	Work orders and completion certificates stating scope, dates, bidder role and client contact details.
No current blacklisting, debarment or declaration of ineligibility by a Central ministry, State department or PSU.	Signed declaration in Annexure A.
EMD and bid security declaration as prescribed in Section 1 and Annexures A and D.	Demand draft or Bank Guarantee (Annexure D) evidence and signed declaration.

The authority may verify records with issuing organisations. Clarification may explain submitted evidence. It cannot replace a material eligibility document, named professional or financial offer after the deadline.

10 Technical evaluation and award

Parameter	Scoring rule	Max.
Completed firm assignments	Eligible consulting, policy, trade, supply-chain, programme or district export assignments for Government, PSUs, multilateral or international organisations in the last five completed financial years. Each contract must exceed INR 1 crore. • 5 marks for 1–2, • 10 for 3 and • 20 for 4 or more. Work order/contract agreement / completion certificate or client-issued documentary evidence establishing satisfactory completion or ongoing/ provisional completion certificate of the assignment.	20
Five named professionals	All five must meet Section 6, or the bid is non-responsive. Award 4 per eligible, documented profile.	20
Payroll strength	500–1,000 professionals: 2 marks. Above 1,000: 5 marks. Professional strength as on due date.	5
Advisory revenue	Three-year average consulting and government advisory revenue, INR crore: below 100 = 0, 100–200 = 2, above 200 to 500 = 3, above 500 = 5.	5

Parameter	Scoring rule	Max.
Financial strength	Five-year average annual turnover, INR crore: below 500 = 0, 500–750 = 2, above 750 to 1,000 = 4, above 1,000 = 5.	5
Approach & methodology	Adequacy of the baseline methodology, district-clustering criteria, deployment and travel plan, target-setting approach, implementation sequencing and provisions for district-specific adaptation. (To be presented during Technical Presentation, brief approach may be submitted in Technical proposal). This would also include Trade Intelligence Solution (including INSIGHT proposal approach), governance framework, team composition, risk management strategy, innovation and value addition.	20
Team presentation	Understanding, feasibility of five-person delivery, analytics and platform roadmap, enterprise and stakeholder engagement, and clarity of answers.	25
Total	**Minimum qualifying technical score (T) is 70.**	**100**

For each four-mark qualitative criterion award 0 for absent or irrelevant content, 1 for generic treatment, 2 for assignment-specific tasks, 3 for a workable plan with staffing, timing and evidence, or 4 for a feasible plan also addressing dependencies, risks and measurable outcomes. Apply the evidence rules in Section 9 and Annexure B.

Open financial bids only for technically qualified bidders. Financial score F = 100 × lowest eligible rate / bidder's rate. Composite score = 0.80 × T + 0.20 × F. Rank the highest composite score first. Break ties by higher T, then lower rate, then a recorded draw in the presence of the tied bidders or their representatives. Award is subject to funds and competent approval. The authority may reject bids or annul the process in accordance with applicable procurement requirements.

11 Financial offer and commercial terms

Quote one positive average person-month rate A in Indian rupees, excluding GST. The following multipliers apply uniformly to all bidders. Use the financial form in Annexure C. Only A is evaluated. No financial negotiations shall be held for the original assignment.

Full-time position	Persons	Monthly fee	12-month fee
Project Manager and Team Leader	1	1.25 × A	15.00 × A
District Export Readiness and Market Access Expert	1	1.10 × A	13.20 × A
Trade Intelligence and Analytics Expert	1	1.10 × A	13.20 × A
Capacity Building and Enterprise Mentoring Expert	1	0.85 × A	10.20 × A

Full-time position	Persons	Monthly fee	12-month fee
Business Analyst and Export Registry Expert	1	0.70 × A	8.40 × A
Total	**5**	**5.00 × A**	**60.00 × A**

Included in the quoted rate

The rate covers salaries, statutory employer costs, management, quality assurance, ordinary technology support, communications, reporting, Hyderabad travel and incidental costs of the five-person team. It includes funding proposals, trade intelligence analysis, registry maintenance and all consultancy inputs for the specified deliverables. Rates remain firm for the initial twelve months. Additional resources may be deployed **as and when required** by the Department, with the prior approval of the Competent Authority, at any position relevant to the assignment. Such resources **shall be available and billed at the derived monthly person-month rate of the equivalent position computed from the quoted Monthly fee**. Where no equivalent position exists, the Competent Authority shall approve a multiplier within the range of multipliers in Section 11, having regard to qualifications, experience, scope of work and deployment period. The contract and deployment of resources may also be extended beyond the original tenure with the approval of the Competent Authority, on mutually agreed terms and conditions. Any such addition or extension shall be recorded through a written amendment to the contract.

Reimbursable and separately sanctioned expenditure

Outside-Hyderabad travel, lodging and boarding require prior written approval and are reimbursable at actual cost against supporting documents within approved norms and ceilings, without markup. Show GST separately. Exclude separately sanctioned event-provider and digital solution costs from the offer. The firm shall keep distinct activity, travel and professional-fee records to prevent duplicate claims.

Award and securities

The preferred bidder shall furnish the PBG in favour of TGFPS in the form specified in the portal notice, execute the agreement and mobilise within Section 1 timelines. Extend the PBG for any approved contract extension. Release it following satisfactory fulfilment of obligations, expiry of the guarantee period and settlement of recoveries.

Return unsuccessful bidders’ EMDs after conclusion of selection and the successful bidder’s EMD after contract signature and receipt of the PBG. Withdrawal during bid validity, or failure of the selected bidder to furnish the PBG or sign within the prescribed time, may result in forfeiture of the EMD, including invocation of an EMD Bank Guarantee, after notice and opportunity to respond.

Performance Bank Guarantee shall be 3% of the awarded consultancy contract value stated in the Letter of Award. It shall be furnished within seven days of the Letter of Award, extended

for any approved contract extension and released after satisfactory fulfilment of contractual obligations and settlement of legitimate recoveries.

Annexure A Bid submission and declarations

Submit on bidder letterhead in the pre-qualification cover. Attach the power of attorney or board authorisation, indexed eligibility evidence, EMD details and any conflict disclosures.

To the Special Secretary, Industries & Commerce Department, Government of Telangana, through the Director, Telangana Food Processing Society, Hyderabad.

Tender reference _____ Bid submission date _____

We submit our unconditional proposal for appointment as the consultancy firm for promotion of exports in the 33 districts of Telangana. Our proposal remains valid for 180 days from the submission deadline. We accept the scope, five-person deployment, QCBS procedure, commercial terms and performance security requirements.

We bid as a single company. The submitted information and supporting records are accurate and may be verified with the issuing organisations. We declare that the company is free of the disqualifications in Section 9. We disclose the following actual or potential conflicts of interest and shall promptly notify TGFPS of any change.

Conflict disclosures (write “Nil” if none)

_____

We accept the bid security conditions in Sections 1 and 11 and shall furnish the performance guarantee and execute the contract within the prescribed periods if selected.

EMD furnished by (strike out whichever is not applicable): Demand Draft / Bank Guarantee (Annexure D)

DD / BG number _____ Date _____ Amount _____

Bank and branch _____

Authorised signatory _____ Name and designation _____

Bidder _____ Date and place _____

Annexure B Technical proposal

Submit on bidder letterhead in the technical cover. Attach the written methodology, presentation, twelve-month work plan, district deployment schedule and evidence against each criterion. Exclude the financial offer.

B1 Statement of approach

Explain how the five professionals will cover all districts, mobilise partners and deliver the scope. Describe market analysis, registry design, lawful data access, funding dependencies

and pre-sanction outputs. Identify external activity costs by category without quoting the consultancy fee. Include a milestone calendar, risks, review arrangements and handover plan.

B2 Firm experience record

Assignment name: Name of Project	Approx. value of the contract: INR XX (including taxes)
Country:	Duration of assignment (months): XX months
Location within country:	Total No. of staff-months of the assignment: XX staff-months
Name of Client:	Approx. value of the services provided by your firm under the contract: INR XX (including taxes)
Contact Person, Title/ Designation, Tel. No./ Address:	No. of professional staff-months provided by associated Consultants: XX staff-months
Start date (month/year):	Name of senior professional staff of your firm involved and functions performed: Position – Name of employee
Completion date (month/year):	Name of associated Consultants, if any:
Description of Project: Text	
Description of actual services provided by your staff within the assignment: The following are the general scope of services: Text	

Note: Work Orders or Completion Certificates or other relevant documents with client contacts, shall be provided in the bid proposal to substantiate the experience claimed. Use a separate form for each assignment.

B3 Signed CV and availability

Name	
Position	
Date of Birth	
Highest Education	

Employment Record (From – To – Company – Position Held)	
Brief Profile	
Countries of Work Experience	
Computer Languages	

Work undertaken that illustrates the capability to handle the task assigned (Year):

Name of Engagement: Project 1 | Location: | Client: | Positions Held: | Main Functions: | Activities Performed:

Name of Engagement: Project 2 | Location: | Client: | Positions Held: | Main Functions: | Activities Performed:

Certification

I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I consent to being proposed for the Appointment of a Consultancy Firm for Promotion of Exports in the 33 Districts of Telangana (including the Statewide Export Readiness and District Capacity Building Programme and the Trade Intelligence Solution) for the stated role and confirm my availability for full-time deployment for twelve months. I shall not accept overlapping full-time deployment.

Signature of staff member/ Authorized signatory Date & Place

Annexure C Financial proposal

Submit on bidder letterhead in the financial cover only.

To the Special Secretary, Industries & Commerce Department, Government of Telangana, through the Director, Telangana Food Processing Society, Hyderabad.

Tender reference _____ Bid submission date _____

We offer to deliver the complete consultancy assignment for the five roles specified in Section 6. We quote one average person-month rate A. We accept the role multipliers, monthly certification, proration and reimbursement conditions in Sections 8 and 11.

Quoted amount	INR in figures	Amount in words
Average person-month rate A, excluding GST		
Full-team monthly fee, 5 × A, excluding GST		
Twelve-month professional fee, 60 × A, excluding GST		
GST rate and amount on the twelve-month fee		
Total twelve-month professional fee including GST		

The base rate includes all items identified as included in Section 11. Approved travel reimbursements and separately sanctioned activity or platform expenditure are outside this quote. The quoted average person-month rate remains firm for the original contract period.

The remuneration and applicable commercial terms for such additional resources shall be determined with reference to the applicable or comparable professional rates under the Contract, qualifications, experience, deployment period and nature of services required, and shall be formalised through an appropriate written amendment/addendum, subject to applicable Government rules and availability of funds.

Authorised signatory _____ Name and designation _____

Bidder _____ Date and place _____

Annexure D Format of Bank Guarantee for Earnest Money Deposit (EMD)

(The Bank Guarantee shall be on non-judicial stamp paper of appropriate value in accordance with the Stamp Act, purchased in the name of the issuing Bank or of the Bidder on whose behalf the Bank Guarantee is issued.)

Bank Guarantee No. _____
Date _____

To,
The Director,
Telangana Food Processing Society (TGFPS),
Industries & Commerce Department, Government of Telangana,
#5-10-193, Ground Floor, HACA Bhavan (Opp. Public Gardens),
Hyderabad – 500 004, Telangana.

Ref: Your RFP No. TGFPS/DEP/RFP-2/2026-27 dated 20.11.2026 for the Appointment of a Consultancy Firm for Promotion of Exports in the 33 Districts of Telangana.

Beneficiary: Telangana Food Processing Society (TGFPS), payable at Hyderabad.

WHEREAS M/s _____ having its Registered / Head Office at _____ (hereinafter called the "Bidder", which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) intends to submit its Proposal in response to the above RFP (hereinafter called the "RFP");

AND WHEREAS you, Telangana Food Processing Society (hereinafter called "TGFPS", which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns), have stipulated in the RFP that the Bidder shall furnish an Earnest Money Deposit (EMD) of INR 10,00,000 (Rupees Ten Lakh only), which may be furnished in the form of a Bank Guarantee issued by a Scheduled Commercial Bank, as security for compliance with the Bidder's obligations under the RFP;

AND WHEREAS we, _____ having our Head Office at _____ and our branch at _____ (hereinafter called the "Bank", which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), have agreed to give the Bidder such a Bank Guarantee;

NOW, THEREFORE, we hereby affirm that we are guarantors and responsible to you, on behalf of the Bidder, up to a total of INR 10,00,000 (Rupees Ten Lakh only), and we irrevocably and unconditionally undertake to pay you, upon your first written demand declaring the Bidder to be in default under the RFP, and without cavil or argument, any sum or sums within the limit of INR 10,00,000 (Rupees Ten Lakh only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein, notwithstanding any difference between you and the Bidder or any dispute pending before any Court, Tribunal, Arbitrator or any other authority.

Without prejudice to the generality of the foregoing, a demand may be made by TGFPS in any of the events specified in Section 11 of the RFP, including where the Bidder withdraws its Proposal during the bid validity period or, being the selected Bidder, fails to furnish the Performance Bank Guarantee or sign the Contract within the time specified in the RFP. The decision of TGFPS as to the occurrence of any such event shall be final and binding on the Bank.

We hereby waive the necessity of your demanding the said amount from the Bidder before presenting us with the demand.

The Bank undertakes not to revoke this Guarantee during its currency without your prior written consent and further agrees that the Guarantee herein contained shall continue to be enforceable till you discharge this Guarantee. This Guarantee shall not be discharged due to any change in the constitution of the Bank or of the Bidder.

We further agree that no change, addition or other modification of the terms of the RFP, or extension of the bid validity period or of the bid submission end date, made by you shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, modification or extension.

This Guarantee shall be valid up to and including _____ [a date not less than 180 (one hundred and eighty) days from the bid submission end date], with a claim period of 30 (thirty) days thereafter, i.e., up to and including _____ (the "Claim Expiry Date").

Our branch at _____ [name and address of the branch in the twin cities of Hyderabad and Secunderabad] is liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if you serve upon us at our said branch a written claim or demand, received by us on or before the Claim Expiry Date; otherwise the Bank shall be discharged of all liabilities under this Guarantee thereafter.

This Guarantee shall be governed by the laws of India and the courts at Hyderabad shall have exclusive jurisdiction.

Signature of the authorised officer of the Bank	**Witnesses**
Signature: _____	1. Signature, name and address:
Name and designation of the officer:	
Code / Power of Attorney No.:	
Seal, name and address of the Bank and of the issuing branch:	2. Signature, name and address:

Notes:

1. The Bank Guarantee shall be issued by a Scheduled Commercial Bank having a branch in the twin cities of Hyderabad and Secunderabad, other than Co-operative, Grameena and Foreign Banks. An e-Bank Guarantee in this format is also acceptable. EMD in any form other than a Demand Draft or a Bank Guarantee in this format shall not be accepted.

2. The Bank Guarantee shall contain the name, designation and code number of the officer(s) signing the Guarantee. The address, telephone number and other details of the Head Office of the Bank and of the issuing branch shall be mentioned on the covering letter of the issuing branch.
3. The issuing Bank shall confirm the Bank Guarantee (including an e-Bank Guarantee) directly to TGFPS in writing or, where advised by TGFPS, through the Structured Financial Messaging System (SFMS).
4. A scanned copy of the Bank Guarantee shall be uploaded in the pre-qualification cover on the portal, and the original shall be submitted as specified in the portal notice, on or before the bid submission end date. The Bidder shall extend the validity of the Bank Guarantee if the bid validity period is extended.