REQUEST FOR PROPOSAL

Selection of Consulting Agency for Rice Export Promotion in Telangana

(Rice Export Facilitation and Capacity Development)

GOVERNMENT OF TELANGANA

Telangana Food Processing Society (TGFPS)

1. Background

Telangana seeks to strengthen the export readiness of its rice value chain through coordinated enterprise facilitation, capacity development, compliance advisory and market-oriented mentoring. The Telangana Food Processing Society (TGFPS), Government of Telangana, proposes to appoint one Consulting Agency to deploy a common four-member team for twelve months for the Rice Export Facilitation and Capacity Development Programme, together with limited market advisory support linked to the rice-variety research to be carried out by Professor Jayashankar Telangana Agricultural University (PJTAU).

The principal assignment covers twenty beneficiary districts organised into ten individual district packages and five two-district clusters. It shall support rice mills, processors, exporters, prospective exporters, MSMEs, FPOs and aggregators through verified enterprise records, counselling, export-readiness assessment, training, compliance-gap advice and practical export plans. Subject to the provisions of Section 5.10, the core product scope is rice within HS 1006; the exact eight-digit ITC(HS) item shall be validated for the product and processing form. Rice-derived value-added products may be included only within the approved scope after separate classification and eligibility checks.

Professor Jayashankar Telangana Agricultural University (PJTAU), through its Rice Research Unit, ARI, Rajendranagar, shall remain responsible for the scientific and export-competitiveness research on eight rice varieties. The Consulting Agency's role in this component shall be confined to target-market identification, concise promotion implications from available University findings and limited review coordination. This RFP does not transfer the University's research obligations to the Consulting Agency.

The Department shall remain the nodal agency and Project Owner. District administrations, DICs and separately appointed specialist providers shall support programme delivery. Appointment shall be subject to competent approval, availability of funds and the applicable programme sanction. Programme activity budgets and University research grants shall not be treated as the quoted consultancy fee.

2. Objectives

- Establish verified enterprise and district records, assess export readiness and maintain a common counselling and referral workflow across all twenty districts.
- Build practical capabilities in export documentation, costing, quotations, finance, payment risk, rice quality, destination compliance, packaging, logistics and traceability.
- Mentor 125 market-specific export plans and record verifiable transaction-readiness milestones, MSME/FPO linkages and measurable improvements in readiness.
- Use market briefs, buyer information and available PJTAU findings to identify suitable rice export opportunities, subject to supply, quality and regulatory conditions.
- Provide twenty district action packs, five cluster notes, reusable advisory tools and a complete evidence-based handover to Government officers.

3. Bid Schedule

Particulars	Details
Method of Selection	Quality and Cost Based Selection (QCBS) (80:20)
Tender Reference Number	TGFPS/REP/RFP-01/2026-27, Dated: 06.11.2026

Particulars	Details
Date of Issue of this RFP	06.11.2026
Availability of RFP Document	State eProcurement Portal
Last Date for Submission of Queries	11.11.2026; 17:00 Hrs IST
Pre-Bid Meeting online and in-person at Department premises in Hyderabad	12.11.2026; 11:00 Hrs IST
Issue of Clarifications / Corrigendum	13.11.2026; 17:00 Hrs IST
Bid Submission End Date and Time	20.11.2026; 17:00 Hrs IST
Opening of Technical Proposals	21.11.2026; 11:00 Hrs IST
Technical Presentation by Shortlisted Bidders	23.11.2026; 13:00 Hrs IST
Opening of Financial Proposals of Technically Qualified Bidders and Announcement of Successful Bidder	25.11.2026; 15:00 Hrs IST
Submission of Performance Bank Guarantee	Within 7 days of issue of LoA
Signing of Contract Agreement	Within 7 days of submission of PBG
Commencement of Services	Within 15 days of signing of Contract
Bid Validity Period	180 days from the Proposal Due Date
Contract Duration	12 months from written commencement; extension in accordance with Section 6.4, subject to confirmed funding and alignment with the programme sanction.
Earnest Money Deposit (EMD)	INR 10,00,000 (Rupees Ten Lakh only), by Demand Draft specified in the tender notice. The DD must be drawn on any Nationalised/Scheduled Bank in favour of Telangana Food Processing Society (TGFPS), Government of Telangana, payable at Hyderabad.
Performance Bank Guarantee (PBG)	3% of the awarded consultancy contract value; valid through 60 days after completion of contractual obligations.
Proposal Submission Mode	Online through State eProcurement Portal only

Particulars	Details
Address for Correspondence	The Director Telangana Food Processing Society (TGFPS) Department of Industries & Commerce, Government of Telangana #5-10-193, Ground Floor, HACA Bhavan (Opp. Public Gardens) Hyderabad – 500 004, Telangana, India Mobile: +91 91004 48888 Email: dir-bd-fp-ind@telangana.gov.in Website: http://tsfps.org/

4. Bid Participation Structure

The RFP has been structured as one consolidated assignment. Bidders shall submit a proposal for the complete assignment based on their organisational capabilities, experience and resource availability. Partial proposals for selected districts, clusters, activities, rice varieties or manpower positions shall not be accepted.

The Department shall appoint one Consulting Agency based on the outcome of the evaluation process. The selected agency shall be responsible for the complete consultancy scope, four-member team, quality of services and deliverables specified in this RFP. The same team shall serve the entire assignment; separate district teams or additional research personnel are not required.

The Bidder shall independently satisfy the Pre-Qualification Criteria, Technical Evaluation Criteria and Team Deployment Requirements. One Pre-Qualification Proposal, one Technical Proposal and one Financial Proposal shall be submitted through the prescribed electronic covers on the State eProcurement Portal. Financial information shall not form part of the Technical Proposal. Joint ventures and consortia are not allowed.

5. Scope of Work and Terms of Reference

The selected agency shall provide programme management, rice-export advisory, enterprise mentoring, capacity-development support and monitoring services. The firm shall remain accountable for the quality, completeness and timely submission of its contracted outputs, including work undertaken by its personnel. The responsibilities below form the complete consultancy scope.

5.1 Geographic coverage and delivery arrangements

Individual district packages	Two-district clusters
Nalgonda; Suryapet; Nizamabad; Siddipet; Kamareddy; Jagtial; Medak; Khammam; Yadadri Bhuvanagiri; Karimnagar.	1. Wanaparthy – Nagarkurnool 2. Mahabubnagar – Narayanpet 3. Mahababad – Bhadradri Kothagudem 4. Peddapalli – Mancherial 5. Sangareddy – Rangareddy.

Each cluster member shall have its own beneficiary register, district tags, output record and cost-allocation record. Jangaon and Rajanna Sircilla are reserve districts and are not part of the contracted beneficiary coverage unless substituted through a written amendment. Hyderabad and Medchal may provide testing, documentation, packaging and logistics support without a separate beneficiary target.

The team shall be based at the Department's designated office in Hyderabad. District delivery shall be coordinated through district nodal officers, DICs and approved activity providers using physical, virtual or blended methods. There is no mandatory travel quota or separate district posting. Outstation travel shall require prior written approval. Delivery arrangements shall not reduce district coverage or the agreed outputs.

5.2 Inception and programme planning

- Submit an Inception Report within fifteen days of commencement covering methodology, staffing, twenty district schedules, five cluster calendars, stakeholder responsibilities, risks, dependencies and a twelve-month work plan.
- Prepare a district-wise target matrix reconciling the fixed programme totals in Section 6. Allocate all 125 export plans, 185 linkages and 94 clinics explicitly across districts and cluster members for Department approval. The allocation shall not reduce the programme totals or create extra consultancy teams.
- Prepare beneficiary selection rules, unique-ID and consent procedures, case taxonomy, evidence templates, the Export Readiness Score (ERS) protocol and a delivery calendar. Set readiness bands and improvement measurement rules before baseline assessment.
- Prepare a financing and procurement support schedule separating consultancy services from activity-provider expenditure and University research. Flag sanction or resource constraints requiring Department decisions before commitments are made.

5.3 Enterprise mapping counselling and facilitation

- Coordinate verified mapping of at least 1,230 unique enterprises, recording district, enterprise role, product, processing form, source clusters, contact, consent and relevant export experience. Undertake duplicate checks; repeat participation shall not be counted as a new enterprise.
- Counsel at least 617 enterprises using a common intake, diagnostic and referral workflow. Provide a first response to every registered counselling case within five working days, recording advice, responsible agency, next action, due date and follow-up.
- Undertake baseline and endline readiness assessments for at least 311 enterprises using the approved ERS. Maintain evidence for each score and a corrective-action plan addressing the enterprise's specific gaps.
- Facilitate at least 185 documented MSME/FPO-linked entity connections for aggregation, sourcing, services or export readiness. Record the parties, purpose, evidence and follow-up; an introduction alone shall not be represented as an executed commercial agreement.
- Support at least 75 enterprises to reach an evidenced transaction milestone such as a registration, testing/certification action, buyer quotation, sample readiness or freight quotation. Distinguish completed milestones from applications or enquiries; track export orders only where independently evidenced.

5.4 Capacity development and compliance advisory

- Prepare practical learning material and exercises and coordinate at least 30 awareness events, 60 structured training sessions and 94 compliance clinics. Plan four structured training sessions for each individual-package district and two for each cluster-member district, giving 60 sessions in total.
- Cover the eight curriculum topics below through training, clinics and mentoring. Maintain district-tagged participation, agendas, learning material, pre/post assessments, expert inputs and corrective actions. Record events and clinics separately; any combined delivery shall have identifiable sessions and evidence for each output.

- Provide destination-specific compliance-gap advice on rice quality, SPS/TBT, pesticide residues and other food-safety requirements, traceability, packaging and labelling. Date and verify regulatory advice against official sources; refer sampling, testing, certification and regulatory decisions to competent institutions.
- Interpret enterprise test reports for advisory purposes, prepare corrective-action checklists and coordinate referrals. The agency shall not issue laboratory certificates, guarantee compliance or represent advisory readiness scores as statutory approvals.
- Coordinate specialist faculty and activity providers appointed by the Department. The four-person team shall develop and deliver its own advisory inputs, supervise evidence and follow up enterprise actions; external faculty, laboratories and event services shall be procured and paid separately.

Curriculum topic	Required practical output
Export journey and registrations	Readiness checklist and registration action plan
Documentation and commercial terms	Proforma invoice, packing-list flow, quotation and Incoterm exercise
Finance and payment risk	Export-costing sheet and finance/insurance comparison
Rice quality SPS/TBT and traceability	Test-report interpretation and corrective-action checklist
Packaging labelling and logistics	Label checklist and freight/route comparison
Market intelligence and buyer engagement	Country shortlist, buyer profile and follow-up tracker
FPO/MSME aggregation and sourcing	Aggregation specification and supplier traceability protocol
Mock shipment and export-plan clinic	Mock transaction and final 90-day export plan

5.5 Export plans and market-access interface

- Mentor at least 125 enterprise-specific 90-day export plans, identifying product specification and validated ITC(HS) item, target market and buyer segment, compliance actions, costing, quotation terms, finance/payment risk, logistics, action owner and timeline.
- Use country briefs and buyer leads supplied by approved activity providers and available official/public sources for counselling. Screen market fit against product form, import demand, competing origins, buyer specifications, access conditions and delivered-cost considerations. Do not infer variety-specific demand from aggregate rice trade data.
- Apply readiness gates before intensive buyer engagement: verified enterprise and registrations; quality/testing pathway; costing, logistics and payment-risk preparedness. Maintain buyer-response, quotation and referral records and review the 90-day plan through scheduled follow-up.
- Support preparation of rice-export notes and district action papers for DEAP/DLEPC consideration where rice is not an existing lead product. Government shall approve any DEAP changes. Dedicated buyer sourcing, overseas market studies, B2B events, commercial transactions and promotional campaigns are separate activity-provider services.

5.6 Advisory support for PJTAU rice research

PJTAU shall undertake the eight variety-specific studies and retain responsibility for varietal authentication, research protocols, cultivation/production surveys, sampling, laboratory testing, scientific interpretation, full competitiveness studies, research scorecards, technical review and final research reports. The Consulting Agency shall undertake only the following three tasks, using research shared by PJTAU and existing official or publicly available market information:

- Target-market identification: prepare one consolidated desktop market-screening note, with a matrix covering all eight varieties or commercial segments. Identify priority candidate countries and buyer segments, the market rationale, principal access constraints and evidence gaps. Provide an initial note by Month 3 and one update by Month 10 using findings available at that time. Candidate markets shall remain provisional until supply, quality and access conditions are validated.
- Promotion implications: prepare one concise advisory sheet per variety, up to eight sheets in total, translating available University findings into potential positioning, buyer specification questions and practical next steps for Government or enterprise mentoring. An evidence-gap or conditional recommendation is an acceptable output where findings do not support promotion. Submit available sheets by Month 10 and complete the consolidated package by Month 12.
- Limited coordination: participate in up to three joint Department/PJTAU review discussions over the contract period and submit a short record of market-related observations and agreed actions after each. The agency shall not administer the University research programme, certify its research expenditure or approve its technical outputs.

Code	Variety	Screening segment
R1	RNR 15048 – Telangana Sona	Super fine grain
R2	KNM 1638 – Kunaram Vari-2	Super fine grain
R3	KNM 7715	Super fine grain; status to be confirmed by PJTAU
R4	Jagtial Vari-3 (JGL 27356)	Super fine grain
R5	KNM 118 – Kunaram Sannalu	IR 64-type commercial benchmark
R6	Rajendranagar Vari 28361 (RNR 28361)	IR 64-type commercial benchmark
R7	RNR 15435 – Rajendranagar Vari-2	Aromatic
R8	RNR 2465 – Sugandha Samba	Aromatic

An IR 64-type benchmark shall not imply genetic identity with IR 64. Aromatic varieties shall not be described as basmati or assumed to command a premium without supporting evidence. PJTAU shall confirm varietal identity, status and commercial supply. Where University findings are delayed, the consultant shall submit its market note using available evidence, explicitly identify gaps and record the update required; no laboratory or primary research obligation shall arise by implication.

These limited inputs shall be included within the four-member consultancy fee and shall not be separately billed against PJTAU's study grants. Dedicated research, surveys, scientific market validation, laboratory work, University scorecards and its ten-deliverable study packages remain outside this RFP. Any further work requires a separately approved written scope and funding arrangement.

5.7 Monitoring reporting and institutional handover

- Maintain the common enterprise registry, counselling case tracker, ERS records, district/cluster dashboards, milestone evidence, risk register and action log on Department-approved tools. Use unique identifiers, controlled access, source references and an auditable change history.
- Track the ERS weights: registration/documentation 15; product/quality/compliance 20; commercial/finance readiness 15; logistics/shipment readiness 15; market/buyer readiness 20; organisation/digital readiness 15. Total: 100. These enterprise diagnostics are separate from PJTAU's scientific research scorecards.

- Measure matched baseline/endline improvement for the assessed cohort. Target at least 60% of assessed enterprises improving by one approved ERS band or at least 20 points; disclose attrition and missing evidence. Target at least 20% average learning improvement under an inception-approved pre/post assessment method. Record the denominator and calculation consistently.
- Prepare monthly consolidated reports covering twenty districts and five clusters; support quarterly reviews of all fifteen packages/cluster units, giving sixty package-review records over twelve months. Record decisions, owners, due dates and follow-up.
- Supply advisory content, SOPs and case records for Government-led institutional strengthening. Coordinate the thirty-person ToT cohort, including all twenty GM-DICs, and collect attendance, assessments, practical exercises and district cascade-training plans. Dedicated ToT faculty and institutional services shall be supplied through separately approved activity providers.
- Hand over twenty district action packs, five cluster notes, 125 export plans, editable training/advisory files, registers, dashboards, source data, operating instructions, access credentials through an authorised secure channel and an outstanding-action register. Essential records shall not remain solely in the firm's systems.

5.8 Firm accountability and scope boundaries

The agency shall supervise its personnel, undertake internal quality checks, correct deficient deliverables and maintain continuity of service. It shall comply with Government confidentiality, data security, privacy, intellectual-property, accessibility and record-retention requirements. Conflicts of interest shall be disclosed; the agency shall not receive referral commissions from beneficiaries or vendors. No statutory approval, fund-release authority or public procurement power is delegated to the agency.

The Department shall provide available programme records, nominate district contacts, facilitate access to PJTAU outputs and arrange approved specialist providers. The agency shall record dependencies promptly, propose mitigation and escalate decisions. A dependency shall not excuse work within the firm's control. Changes to contracted scope, staffing, cost, targets or duration require prior written approval and contract amendment where necessary.

Consultancy costs shall be allocated only to the authorised outreach/awareness, counselling, training and compliance/standards heads. Dedicated Market Access, Digital Tools and Institutional Strengthening activities carry no consultancy component. Coordination and routine use of approved tools shall not be separately invoiced under those heads. Platform development, acquisition, primary market-research contracts, buyer sourcing, B2B events, ToT faculty, laboratory testing and event logistics shall be separately sanctioned and procured where required. The agency shall not bill any included service again as an activity-provider charge.

The contract excludes civil works, capital equipment, laboratory construction, new breeding or agronomic trials, commodity procurement, freight subsidy and commercial export consignments. The agency shall maintain expenditure-support and allocation records but shall not operate Government or University bank accounts, authorise payments, certify utilisation certificates or undertake financial audit. Government shall retain these responsibilities.

5.9 Team structure and deployment

The agency shall deploy an initial team of four distinct full-time professionals for twelve months, equivalent to forty-eight person-months, subject to additional deployment or extension under Section 6.4. All four shall be based in Hyderabad at 100% deployment. The following minimum requirements apply to the named personnel; the firm shall provide supervision, equipment, software and administrative support within its quoted fee.

Position and number	Minimum qualifications and experience
Project Manager and Team Leader – 1	Postgraduate degree in management, economics, commerce, public policy, international business or a related field; minimum 10 years of relevant experience, including at least 3 years managing Government, export, enterprise-development or multi-district programmes. Responsible for overall delivery, district coordination, quality assurance and reporting.
Export/Trade/Compliance Expert – 1	Postgraduate degree in Agriculture, Food Technology, Agribusiness, International Trade, Economics, Management or equivalent. At least 8 years of overall experience and 3 years in agri-food exports, market access or SPS/quality advisory, or at least 3 years of demonstrated export value-chain/export advisory work. Responsible for technical counselling, compliance referrals, market screening and PJTAU interface.
Capacity Building and Enterprise Facilitation Expert – 1	Postgraduate degree in Management, Agriculture/Agribusiness, Economics, Education, Public Policy or equivalent. At least 5 years overall experience and at least 2 years in capacity development, enterprise/MSME/FPO facilitation or export-readiness training, including practical curriculum development and mentoring. Responsible for training support, enterprise plans and follow-up.
Business Analyst and MIS Expert – 1	Graduate/Postgraduate degree in Engineering, Computer Science, Information Technology, Statistics, Economics, Commerce, Management or equivalent. At least 3 years in business analysis, MIS, monitoring or digital workflow implementation, with experience in beneficiary records and evidence-based dashboards. Responsible for registry, ERS, reporting, allocation records and handover.

The team shall demonstrate English report-writing capability and sufficient Telugu communication capability for district and enterprise engagement. At least one named professionals shall be able to conduct working discussions in Telugu. Signed CVs, qualification evidence, relevant experience records and availability declarations shall be submitted.

Personnel shall not be simultaneously deployed to or billed against another full-time assignment. Deployment shall be verified using attendance and authorised duty records. Replacement requires prior approval, equivalent or superior qualifications and experience, and a documented handover without additional cost or overlapping billing. A substitute shall be mobilised within fifteen days of an approved vacancy or removal direction. Unprovided resource days shall not be billed. Additional staff under 5.10 are engaged in accordance with Section 6.4. No separate leadership fee shall be payable unless expressly approved in a written contract amendment.

5.10 Other food products and GI products

In addition to rice, the scope of this tender shall cover export promotion, facilitation and capacity development for food products of Telangana, including Geographical Indication (GI) products falling within the agricultural produce and food categories, as identified by the Department. The selected Consulting Agency shall provide support for such products in accordance with the product-specific scope, work plan and deliverables approved by the Department. Depending on emerging requirements and workload, the Department may, during the contract period, require the selected agency to engage and deploy additional qualified professionals to support food-related GI products. The number of such professionals, their qualifications, responsibilities, deployment period and remuneration shall be determined based on the assessed requirement, subject to prior approval of the competent authority, availability of funds and a written amendment to the contract. Such additional deployment shall be over and above the initial four-member team prescribed under this RFP.

6. Project Duration Governance Deliverables and Timelines

6.1 Project duration and governance

The initial contract period shall be twelve months from the written commencement date, aligned with the approved programme sanction. Delayed appointment shall not restart the sanction period; any required amendment shall be obtained before commitment. Extension shall be governed by Section 6.4 and shall remain subject to satisfactory performance, continued need, confirmed funding and alignment with the approved programme sanction.

A three-member Programme Steering Committee shall comprise the Special Chief Secretary to Government, Industries & Commerce Department, Government of Telangana *(represented by the Special Secretary to Government, Industries & Commerce Department)*as Chairperson, a Government-designated District Collector as Member and Convenor, and an authorised representative of the Telangana Food Processing Society (TGFPS) as Member. DIC officers shall provide activity support without Committee membership. The Department shall notify the Contract Manager and accepting authority. Committee recommendations shall not confer financial powers beyond the applicable delegation.

Participating Collectors and district nodal officers shall support mobilisation and verify local evidence. The Department shall consolidate performance and deliverable acceptance. PJTAU shall retain independent scientific management and technical review of its research; the consultancy shall attend only the limited interface reviews in Section 5.6.

6.2 Deliverables and acceptance evidence

Deliverable and target	Due date and evidence
Inception Report and reconciled delivery schedule	Within 15 days; twenty district schedules, five cluster calendars, target allocation, ERS method, staffing, risks and activity-provider dependencies approved by the Department.
Enterprise registry – 1,230 unique enterprises	Progressive mapping; initial registry by Month 2 and complete coverage by Month 6. Verified ID, district, role, product, contact/consent and source record.
Counselling – 617 enterprises	Progressively through Month 12; first response within five working days for each registered case; advice, referral, due date and follow-up record.

Deliverable and target	Due date and evidence
ERS – 311 matched assessments	Baseline by Month 3; endline by Month 12; approved scoring evidence, cohort matching and improvement analysis.
MSME/FPO-linked entities – 185	By Month 12; documented linkage purpose, parties, service/sourcing evidence and follow-up, with district allocation.
Awareness – at least 30 events; training – 60 sessions; compliance – 94 clinics	Rolling approved calendar, principally Months 2–10; agendas, qualified inputs, attendance, learning assessments, checklists and corrective actions.
Mentored export plans – 125	At least 120 substantially completed by Month 10; all 125 final by Month 12, each with a market-specific 90-day action plan and follow-up status.
Transaction milestones – at least 75 enterprises	By Month 12; documentary evidence of registration, testing/certification action, buyer quote, sample readiness or freight quote. Orders are not guaranteed.
Readiness and learning outcomes	Month 12; at least 60% of assessed enterprises improve by one approved ERS band or 20 points; at least 20% average learning improvement, using the approved method.
Limited PJTAU market advisory	Initial consolidated market-screening note by Month 3 and update by Month 10; up to eight variety advisory sheets consolidated by Month 12; records of up to three review discussions.
Monthly reports and quarterly review records	Monthly report within seven days after month-end; all fifteen package/cluster units reviewed quarterly, giving sixty review records annually.
Institutional support and closure	By Month 12; thirty-person ToT evidence including twenty GM-DICs, twenty district packs, five cluster notes, editable data/files, 125 plans, reconciled output/expenditure-support records and outstanding actions.

Outputs dependent on specialist providers shall be planned with the Department at inception. The agency remains responsible for coordination, its own advisory inputs, evidence and timely escalation; provider execution and University research acceptance remain with their respective contracts. Shortfalls shall be explained with corrective actions and decided by the competent authority; targets shall not be reduced unilaterally.

6.3 Payment acceptance and contract administration

Consultancy fees shall be payable monthly in arrears against accepted services, certified deployment of the initial four named resources and accepted monthly deliverables. Billing for additional resources and any extended deployment shall be governed by the mutually agreed terms recorded in the written contract amendment under Section 6.4. Attendance alone shall not establish satisfactory delivery. Invoices shall include deployment records, district-wise progress, case/event evidence, deliverable status, approved travel records where applicable and an allocation statement. No automatic advance or budget buffer is payable.

The Department shall communicate acceptance or specific deficiencies within ten working days of receipt. The agency shall correct deficiencies within seven working days or another period approved in writing. Silence shall not constitute acceptance. Complete certified invoices shall be processed within thirty days, subject to applicable statutory deductions and payment requirements. For partial deployment of the initial four resources during the original tenure, role-wise fees shall be prorated by approved billable working days divided by scheduled working days in the month.

Final payment shall require accepted closure deliverables, editable handover, access transfer, reconciliation of programme evidence and an outstanding-action register. Payment for consultancy shall not depend on a guaranteed export order or a positive scientific conclusion. University grants and activity-provider payments shall remain separate and shall not be routed through the consultant's monthly professional-fee claim.

The agency shall use programme information only for the assignment and shall not publish it or share it with third parties without written approval. Contracted reports, tools and editable programme records shall be handed over for Government use. Pre-existing intellectual property shall be disclosed and licensed sufficiently for continued Government use of the deliverables. PJTAU research and background varietal rights shall remain governed by the University agreement and applicable sanction; the consultancy acquires no ownership merely by using approved findings.

Persistent non-performance, unauthorised substitution, material breach or misrepresentation may lead to withholding of the disputed payment, requirement for correction, termination or recovery under the executed contract after due notice and opportunity to respond. The contract shall specify cure periods, termination, dispute-resolution arrangements, applicable law and competent jurisdiction before execution. On termination or expiry, the agency shall promptly hand over all work and records and submit a reconciled final account for accepted services.

6.4 Additional Resources and Extension of Contract

Additional resources may be deployed with the prior approval of the Competent Authority. Billing for such resources shall be on mutually agreed terms, taking into account their 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.

7. Pre-Qualification Criteria

Pre-Qualification criteria shall be evaluated for the complete Rice Export Promotion assignment. The Bidder shall demonstrate the relevant experience, financial capacity and technical capability prescribed below.

Only those bidders meeting all the Pre-Qualification Criteria and submitting the supporting documents shall be considered for Technical Evaluation. Failure to meet any of the criteria shall result in disqualification of the bid. The Department reserves the right to verify all credentials and supporting documents submitted by the bidder. The bidder shall provide documentary evidence as prescribed below

S.no.	Pre-Qualification Criteria	Documentary Evidence
1	The Bidder shall be a Company incorporated in India under the Companies Act, 1956 and shall have been operational for a minimum period of ten (10) years preceding the Bid Due Date.	Certificate of Incorporation, PAN and GST Registration Certificates.
2	The Bidder shall have an average annual revenue from Consultancy and Advisory services in India of not less than INR 500 Crore during any three (3) financial years out of the last five (5) financial years preceding the Bid Due Date.	CA Certificate specifying annual turnover during the last five financial years.

S.no.	Pre-Qualification Criteria	Documentary Evidence
3	The Bidder shall have earned revenues of at least INR 100 Crore per annum from Consulting, Advisory, Strategy, Economic Advisory, Government Advisory, Public Policy, Digital Transformation, Analytics or Technology Consulting Services during each of the last three financial years.	CA-certified segmental revenue certificate and audited financial statements.
4	The Bidder shall have an established presence through its own offices in at least ten (10) States / Union Territories in India as on the date of publication of the RFP.	Self-certified office list with addresses along with GST registrations, lease agreements, utility bills or other supporting proof.
5	The Bidder shall have a minimum workforce strength of 500 full-time professionals on its payroll as on 1 August 2026.	Certificate from HR Head/ CA/ Statutory Auditor confirming employee strength.
6	The Bidder shall possess a minimum ten (10) years of experience in management consulting, economic advisory, government advisory, export promotion, trade policy, digital transformation, analytics, programme management or related domains. At least 2 completed assignments during the 5 years ending on the proposal due date in export promotion, trade facilitation, exporter capacity building, or district/cluster export planning; at least one assignment shall involve multi-district or multi-cluster delivery.	Work Orders, Completion Certificates and Client References.
7	The Bidder should not be blacklisted, debarred or declared ineligible by any Central Government Ministry, State Government Department, PSU, Statutory Authority or Multilateral Agency as on date of submission of this bid.	Self-certification (Non-Blacklisting Declaration)
8	The Bidder shall submit the Earnest Money Deposit (EMD) and Bid Security Declaration as prescribed under this RFP.	EMD Documentation

Note: Joint venture/ Consortium (an association of several persons, firms or companies) are not allowed.

8. Proposal Evaluation Methodology

8.1 General

The selection shall be carried out through the Quality and Cost Based Selection (QCBS) Methodology with a weightage of 80% for Technical Proposal and 20% for Financial Proposal. Rice Export Promotion shall be evaluated as one consolidated assignment and awarded to one Consulting Agency.

Only those Bidders securing the minimum qualifying Technical Score shall be considered for Financial Evaluation.

8.2 Technical Evaluation

Technical proposals shall be evaluated out of a maximum score of 100 marks.

A Bidder securing less than 70 marks out of 100 in the Technical Evaluation shall be declared technically non-responsive and shall not be considered for Financial Evaluation.

The Technical Evaluation Criteria shall be as provided under Section 9 of this RFP.

8.3 Financial Evaluation

Financial Proposals of only those Bidders who qualify in the Technical Evaluation stage shall be opened. The Bidder quoting the lowest evaluated Average Person-Month Rate (L1) shall be assigned a Financial Score of 100.

Financial Scores of other Bidders shall be calculated using the following formula:

Financial Score (Fn) = (Fm / Fb) × 100

Where:

- Fn = Financial Score of the Bidder under evaluation
- Fm = Lowest evaluated Average Person-Month Rate received
- Fb = Average Person-Month Rate of the Bidder under evaluation

8.4 Composite QCBS Score

The Composite Score shall be calculated as:

Composite Score (Bn) = (0.80 × Tn) + (0.20 × Fn)

Where:

- Bn = Composite QCBS Score
- Tn = Technical Score obtained by the Bidder
- Fn = Financial Score obtained by the Bidder

8.5 Selection of Bidder

The Bidder obtaining the highest Composite Score shall be ranked as H-1 and shall be considered for award of the assignment. In the event of a tie, the Bidder with the higher Technical Score shall rank first; if the tie persists, the lower financial quote shall rank first. Any remaining tie shall be resolved through a recorded draw in the presence of the tied Bidders or their authorised representatives.

- The Department reserves the right to reject any or all proposals or annul the selection process in accordance with applicable procurement requirements. Award shall remain subject to competent approval and budget availability.

9. Technical Evaluation Criteria

The Technical Proposal shall be evaluated for the complete rice export promotion assignment. Maximum Technical Score shall be 100 marks. The minimum qualifying Technical Score shall be 70 marks. Only qualifying Bidders shall be considered for Financial Evaluation.

Parameter	Marking criteria	Marks	Documentary Evidence
Relevant firm experience	The Bidder should have successfully completed consulting, advisory, strategy, programme management, policy research, export promotion, trade intelligence, supply chain, District level export promotion for Central Government Ministries, State Governments, PSUs, Multilateral Agencies or International Organisations during the last five (5) financial years. Only projects having a contract value of more than INR 1 Crore shall be considered. • 1 eligible project: 5 Marks • 3 eligible projects: 10 Marks • 4 or more eligible projects: 20 Marks	20	Copy of Work Orders and Completion Certificates as per Annexure 4
Profiles of Trade professionals	As per Project Team (4 resources) – • 7 marks for Project manager • 5 marks for Export/Trade/Compliance Expert • 4 marks for Business Analyst , and • 4 marks for Capacity Building & Enterprise Facilitation Expert	20	CVs to be enclosed
Human Resource Strength	The Bidder should possess adequate organizational capacity to undertake large-scale assignments. Employee strength shall be evaluated based on full-time employees on payroll as on the Bid Due Date. • 500-1000 professionals: 2 Marks • More than 1000 professionals: 5 Marks	5	Certificate from HR Head/Statutory Auditor
Consulting and Government Advisory Revenue	Evaluation shall be based on average annual revenue earned from Consulting and Government Advisory services during the last three financial years. • INR 100-200 Crore: 2 Marks • Above INR 200 Crore and up to INR 500 Crore: 3 Marks • Above INR 500 Crore: 5 Marks	5	CA Certificate and Audited Financial Statements

Parameter	Marking criteria	Marks	Documentary Evidence
Geographical Presence in India	Marks shall be awarded based on the bidder's operational presence through owned or leased offices across States and Union Territories in India. • Presence in 10-15 States/UTs: 2 Marks • Presence in 16-20 States/UTs: 4 Marks • Presence in more than 20 States/UTs: 5 Marks	5	Office Address List along with supporting documentary proof
Financial Strength of the Bidder	Evaluation shall be based on average annual turnover during the last five financial years. • INR 500-750 Crore: 2 Marks • Above INR 750 Crore and up to INR 1000 Crore: 4 Marks • Above INR 1000 Crore: 5 Marks	5	CA Certificate and Audited Financial Statements
Technical approach and methodology	Detailed approach as per Scope of work: Project implementation approach, governance framework, team composition, risk management strategy, innovation and value addition proposed by the bidder	20	Presentation document to be submitted in proposal
Team Presentation/ Technical presentation	Five dimensions at 4 marks each: understanding; viability of 10+10 district phasing; analytical approach; stakeholder/enterprise enablement; clarity and responsiveness.	20	In-person presentation
Total		**100**	

Firm experience shall be supported by work orders and completion/client certificates identifying scope and the bidder's role. Named-personnel claims shall be supported by signed CVs, qualifications and experience evidence. All four professionals shall meet minimum eligibility and participate in the Technical Presentation; failure of personnel eligibility shall render the proposal non-responsive.

For each methodology sub-parameter, the Committee shall apply a common scale: 0% for absent/irrelevant content; 25% for generic content; 50% for assignment-specific tasks; 75% for a workable plan with staffing, timeline and evidence; and 100% for a complete feasible approach addressing dependencies, risks and measurable outcomes. Reasons for marks shall be recorded.

The Department may verify credentials directly with clients. Unsupported claims, mere empanelment without specific completed work, or projects without a substantiated bidder role shall not count. One assignment shall be counted once within each category; it may demonstrate different categories if supported by evidence. Clarifications may explain existing submissions but shall not replace material eligibility evidence, named personnel or the financial quote after the bid deadline.

10. Financial Evaluation Criteria

The Financial Proposal shall quote only one Average Person Month Rate (APMR) irrespective of the level of competency of the proposed team members. The quoted APMR shall include all professional fees, salaries, statutory obligations, administrative expenses, overhead costs, project management costs, reporting costs, communication expenses, travel within Hyderabad, technology support and all other incidental expenses necessary for successful implementation of Rice Export Promotion, excluding GST. Expenses on approved travel outside Hyderabad, including lodging and boarding, shall be reimbursed on actual basis against prior written approval and supporting records, within the Department's sanctioned ceiling and approved norms. No financial negotiations will be held during bid evaluation or award of the original assignment. This restriction shall not preclude mutually agreed terms for additional resources or contract or resource-deployment extensions under Section 6.4.

Financial Score: Financial Proposals of only those Bidders qualifying in the Technical Evaluation shall be considered for Financial Evaluation. Financial Score will be based on APMR quoted by each Bidder. **Composite Score: The Bidder securing the highest Composite Score shall be ranked H-1 and considered for award of Rice Export Promotion.**

Derived Person-Month Rates

During performance of the consultancy contract, the person-month rates for the initial four approved positions during the original twelve-month tenure shall be determined as below from the quoted APMR (A). A is the single monthly base rate used for deriving role rates and financial comparison.

Position	No.	Derived monthly rate per person	12 month professional fee
Project Manager and Team Leader (10+ years)	1	1.20 × A	14.40 × A
Export/Trade/Compliance Expert (8+ years)	1	1.10 × A	13.20 × A
Capacity Building and Enterprise Facilitation Expert (5+ years)	1	0.90 × A	10.80 × A
Business Analyst and MIS Expert (3+ years)	1	0.80 × A	9.60 × A
Total	4	4.00 × A	48.00 × A

Full-team monthly professional fees shall therefore equal 4A and the total original-term professional fees shall equal 48A, excluding GST and approved reimbursable expenses. The 48A total also corresponds to 48 actual person-months because all four personnel are deployed at 100%. GST shall be shown separately. As the deployment and multipliers are identical for all bidders, ranking on A is identical to ranking on 48A.

The initial workforce under this RFP comprises four personnel. Additional resources and any contract or resource-deployment extension shall be governed by Section 6.4; their billing terms shall be mutually agreed and recorded in the written contract amendment, and shall not automatically be determined by the original APMR or role multipliers. No separate management charge shall be billed without a written contract amendment and approval of the Competent Authority. Reimbursement shall not include a markup, unapproved expenditure or services already covered by the professional fee. Activity-provider expenditure is outside this consultancy price. The four-member consultancy fee shall be determined from the accepted financial bid.

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. The tender notice on the State eProcurement Portal shall specify the guarantee beneficiary and accepted instrument requirements.

11. Annexures

The forms below are prescribed for one Rice Export Promotion proposal covering the complete assignment and all four manpower positions. Additional sheets may be submitted with clear references. The Bidder shall not change the substance of declarations.

Annexure 1: Covering Letter for Submission of Proposal

[On Bidder letterhead]

Date: _____

To: Special Secretary, Industries & Commerce Department, Government of Telangana
Through: Telangana Food Processing Society (TGFPS), Hyderabad

Subject: Proposal for Selection of Consulting Agency for Rice Export Promotion Programme in Telangana

Sir/ Madam,

Having examined the RFP, corrigenda, clarifications and addenda, we submit our Proposal for the complete Rice Export Promotion assignment, covering all twenty participating districts and deployment of four full-time professionals.

- Our Proposal is unconditional, covers the complete assignment and remains valid for 180 days from the Proposal Due Date.
- All information and supporting documents are true, complete and verifiable.
- We accept the scope, team, one Average Person-Month Rate, QCBS 80:20, monthly payment, contract period, extension and 3 per cent Performance Bank Guarantee conditions.
- We are eligible, not blacklisted/ debarred, have no disqualifying conflict as on the date of submitting this bid and shall comply with integrity and anti-corruption obligations.
- We shall deploy the approved team and shall not replace key professionals without prior written approval.
- We understand that the Department is not bound to accept any Proposal and may annul the process in accordance with the RFP.

Submission contents: One Pre-Qualification Proposal; One Technical Proposal; One Financial Proposal; EMD/Bid Security documentation; Power of Attorney; prescribed forms and credential evidence.

Authorized Signature: _____ Name/ Designation: _____

Bidder Name/ Address: _____ Stamp: _____

Annexure 2: Technical Proposal Submission Form

[On Bidder letterhead]

Date: _____

To: Special Secretary, Industries & Commerce Department, Government of Telangana
Through: Telangana Food Processing Society (TGFPS), Hyderabad

Subject: Technical Proposal for Selection of Consulting Agency for Rice Export Promotion Programme in Telangana

We submit our Technical Proposal for Rice Export Promotion and confirm that it contains no financial information. Our proposal covers the following:

- Understanding of Rice Export Promotion and the Terms of Reference;
- Methodology, district coverage, export-readiness assessment and DEAP opportunity analysis;
- Curriculum, training and ToT coordination, enterprise mentoring, monitoring and the limited PJTAU market advisory tasks;
- Twelve-month work plan, deliverable schedule, risks, dependencies and handover;
- Four named professionals, signed CVs, employment/availability confirmations and qualifications;
- Relevant project experience, credential evidence and compliance statement.

We confirm availability of all four professionals for full-time deployment in Hyderabad for the original twelve-month period. We shall not subcontract the contracted consultancy services or deploy or bill any additional professional except in accordance with Section 6.4. All information is true and may be verified by the Department.

Authorized Signature: _____ Name/ Designation: _____ Bidder stamp: _____

Annexure 3: Financial Proposal Submission Form

[On Bidder letterhead]

Date: _____

To: Special Secretary, Industries & Commerce Department, Government of Telangana

Through: Telangana Food Processing Society (TGFPS), Hyderabad

Subject: Financial Proposal for Selection of Consulting Agency for Rice Export Promotion Programme in Telangana

We quote the following single Average Person-Month Rate, exclusive of GST:

Description	**Amount in Figures**	**Amount in Words**
Average Person-Month Rate A, excluding GST	Rs. _____	_____
Monthly fee for four personnel 4A, excluding GST	Rs. _____	_____
Twelve-month professional fees 48A, excluding GST	Rs. _____	_____
GST rate and amount on 48A	_____ % / Rs. _____	_____
Total twelve-month professional fees including GST	Rs. _____	_____

We confirm that the quoted APMR is firm for the original twelve-month contract period. GST shall be payable as applicable. We accept the derived person-month rates in Section 10 and monthly payment against accepted services and certified deployment. Approved outstation travel shall be reimbursed only under Section 10; no other fee or incidental charge is claimed for the original four-person, twelve-month assignment. Billing for additional resources or extended deployment shall be governed by the written contract amendment under Section 6.4.

The quoted APMR shall control the derived monthly and annual amounts. Arithmetic discrepancies shall be corrected using the quoted APMR and prescribed multipliers, subject to bidder confirmation. No change to the submitted APMR or pricing conditions for the original assignment shall be permitted during bid evaluation or award. Mutually agreed terms for additional resources or extensions under Section 6.4 shall be recorded separately through a written contract amendment.

Authorized Signature: _____ Name/ Designation: _____ Bidder stamp: _____

Annexure 4: Relevant Project Experience

Assignment name: Name of Project	Approx. value of the contract: INR XX (including taxes)
Country:	Duration of assignment (months): XX months
Location within country:	
Name of Client:	Total No. of staff-months of the assignment: XX staff-months
Contact Person, Title/ Designation, Tel. No./ Address:	Approx. value of the services provided by your firm under the contract: INR XX (including taxes)
Start date (month/year)	No. of professional staff-months provided by associated Consultants: XX staff-months
Completion date (month/year):	
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed: Position – Name of employee
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 and Completion Certificates, with client contacts, shall be provided in the bid proposal to substantiate the experience claimed. Use a separate form for each assignment and identify the evaluation criterion claimed.

Annexure 5: Curriculum Vitae of Proposed Key Professional

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 Rice Export Promotion 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