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കേരള സർക്കാർ  
Government of Kerala  
2020



Regn. No. KERBIL/2012/45073  
dated 5-9-2012 with RNI

Reg. No. KL/TV(N)/634/2018-20

# കേരള ഗസറ്റ് KERALA GAZETTE

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്

PUBLISHED BY AUTHORITY

വാല്യം 9 Vol. IX	തിരുവനന്തപുരം, ചൊവ്വ Thiruvananthapuram, Tuesday	2020 ജൂൺ 23 23rd June 2020	നമ്പർ No. } 25
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## PART III

### Notifications by Heads of Departments

# Agriculture Development and Farmers' Welfare Department

#### e-TENDER NOTICE

No. ADFW/48/2020/TP5.

25th May 2020.

**For the Conducting a Comprehensive Human Resource Diagnostics and Propose a Revised HR Framework for the Department of Agriculture Development & Farmers' Welfare in Kerala as a part of the projects under Rebuild Kerala Initiative during 2019-20.**

Agriculture Development & Farmers Welfare Department, Government of Kerala invites online e-tender bids in two cover system from competent qualified firms/experts/technical institution (hereinafter referred to as "Bidder" till the award of Contract and thereafter on award of contract, referred to as "qualified firms/experts/

technical institution Bidder") for the Study on a Comprehensive Human resource Diagnostic and propose a revised HR framework under the Rebuild Kerala Initiative programme under the Department of Agriculture Development & Farmers' Welfare implemented during the year 2019-20. The successful Bidder shall be finalized based on competitive bidding process. The bidders are advised to study the e-tender document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. The bidder should be able to bid and execute the study in a fast and transparent manner the tender timeline is available in the critical date section of this tender published in [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in).

Tender No.—01ADFW-TP5

e-tender publishing date and time—25-5-2020, 1 p.m.

Bid Submission start date and time—25-5-2020, 1 p.m.

Last date & time of submission of e-Tender—23-6-2020, 3 p.m.

Date & time of opening of e-Tender—26-6-2020, 3 p.m.

Cost of e-Tender (online submission)—₹ 1,000 + 18% G.S.T. = ₹ 1,180

Date up to which the rates are to remain firm for acceptance—160 days.

E.M.D.—₹ 10,000 through online payment.

Security Deposit—5% of the total contract amount inclusive of E.M.D. is to be furnished on receipt of supply orders.

Period of study—Within Four months from date of agreement.

The cost of e-tender and EMD should be paid only through online payment—SBI MOPS in the website <https://etenders.kerala.gov.in>.

#### Covers

Tender submission is in two cover system and the contents to be included under 2 cover system are as follows:

##### *Cover 1. Technical Bid:*

(Scanned copy in pdf format of all documents in cover-1 should be uploaded online and originals should be submitted directly to this office before the date of opening of the technical bid)

The e-tenders submitted by the bidder should contain, Annexures I to X duly filled and authenticated. Signed copy of e-Tender Document, Detailed CV along with brochures of the agency. Documentary evidence to prove current BIS/ISI/ISO Certification if any (such as attested Copies of the documents), Documents to prove EMD exemption if eligible and Evidence of study undertaken for national and international institutes. The quoted criteria of the agency should be available in the company's website.

##### *Cover 2. Financial Bid:*

Submit the BOQ in excel format provided under the work item documents in the website <https://etenders.kerala.gov.in>.

(Financial bid sent through any other method will not be accepted)

#### Scope of Work:

The HR diagnostic agency will work in close consultation with the ADFWD to undertake a comprehensive analysis of existing HR structure. The scope of work under the agency shall include but is not limited to;

- To undertake a comprehensive HR and institutional diagnostic study aimed at identifying structural issues and develop a reorganization framework for improved efficiency and functional integration.
- To undertake workload analysis of all staffs at all levels and develop matrix of manpower gaps if any and suggest suitable and financially feasible strategies to bridge such gaps.
- To comprehensively assess functional roles and responsibilities of DAFW staffs at all levels, identify areas of duplication or redundancy and develop an updated matrix of functional roles.
- To undertake a comprehensive analysis of techno-managerial skill set needed at each level considering AEZ based agriculture promotion, assess training gaps and propose the up skilling framework for the department.
- To analyse workflows within the core departmental structure as well as ADFWD supported institutions and identify areas for streamlining job roles to reduce duplication of effort.
- To undertake needful financial analysis and develop and assessment of cost implications under the new HR framework.
- To undertake needful consultations with departmental stakeholders including Soil Survey and Soil Conservation Department at all levels to develop informed consent on the proposed HR framework for reorganization.
- To assess the efficiency and responsiveness of the controlling offices namely the Directorate at the state level and the Principal Agricultural Offices at the District level.
- To establish a performance monitoring system at all levels, with automated reporting and alerting system.
- To propose a fully digitalized system for ease of governance and timely implementation of schemes.

**General Instructions**

1. All the documents in cover 1 shall be prepared and uploaded in pdf formats.
2. The BOQ file published in the website <https://etenders.kerala.gov.in> pertaining to this tender shall be filled appropriately without any change to file name or formats. The quoted rate should include all taxes, including other unforeseen charges. Price documents submitted through any other mode will not be accepted.
3. Tenders in prescribed forms should be submitted through <https://etenders.kerala.gov.in> in the e-tender website of the Government of Kerala before due date. Bid submission may be done well in advance of the deadline for bid submission to avoid Internet connectivity or server downtime issues that may arise at the last moment.
4. Hard copies of the tender documents should be submitted to the authority before the opening time fixed for technical bid.
5. The Director of Agriculture has all rights to cancel the study even after the tender process or at the time of executing agreement.
6. Prospective bidders are free to contact the Deputy Director of Agriculture (Planning) at the Office of the Directorate of Agriculture Development on the Mobile No. 9383470018 during office hours to obtain clarification if any.
7. The undersigned is at liberty to test and satisfy the quality and satisfactory working of the study conducted at all stages of the execution of the work.
8. The Bidder or his agent should be present at the time of final submission of the report in 30 copies at Directorate of Agriculture.
9. On completion of the study, a work completion certificate along with the request in triplicate should be submitted along with the bank account details for effecting payment.
10. In case of any disputes the decisions of the Arbitrator fixed shall be final.
11. Violation of any rules/special conditions /directions of work order by the agency will lead to rejection of his bid.
12. The undersigned is not bound to accept the lowest tender quoted.
13. All terms and conditions governing tenders for services by the Government of Kerala will apply to this case also.

**General Conditions of e-tender****(A) Online Bidder Registration Process:**

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on [www.cca.gov.in](http://www.cca.gov.in). Once, the DSC is obtained, bidders have to register on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471- 2577088, 2577188, 2577388 or 0484-2336006, 2332262 - through email: [etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in) for assistance in this regard.

**(B) Online Tender Process**

The tender process shall consist of the following stages:

- (i) Downloading of tender document: Tender document will be available for free download on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- (ii) Publishing of Corrigendum: All corrigenda shall be published on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) and shall not be available elsewhere.
- (iii) Bid submission: Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- (iv) Opening of Technical Bid and Bidder short-listing: The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.
- (v) Opening of Financial Bids: Bids of the qualified bidder's shall only be considered for opening and evaluation of the financial bid.

The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

The Bidder shall complete the Price bid as per format given for download along with this tender.

*Note:*—The blank price bid should be downloaded and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.

**Fixed price:** Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/ variable price quotation will be treated as non - responsive and rejected.

**(C) Tender Document Fees and Earnest Money Deposit (EMD)**

The Bidder shall pay, a tender document fees and Earnest Money Deposit should be online.

Any transaction charges levied while using any of the above modes of online payment has be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.

**(D) Submission Process:**

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and Financial bid online on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) along with online payment of tender document fees and EMD.

For page by page instructions on bid submission process, please visit [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) and click "Bidders Manual Kit" link on the home page.

It is necessary to click on "Freeze bid" link/icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.

Accepted the Terms and Conditions of this tender.

Place :

Date :

Name :

Signature :

Authorised Signatory of the tender submitting firm along with office and designation seals.

Directorate of Agriculture and  
Farmer's Welfare Department,  
Thiruvananthapuram.

(Sd.)  
Director.