

MEETING MINUTES

175

Sub: Minutes of the ELEMENT SPMU Procurement cum Purchase Committee regarding Conducting Value Chain Analysis and Market Assessment to identify High Value Forest Produce and Key Agri Commodity Segments in Nagaland.

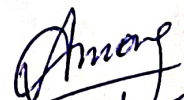
A pre proposal meeting of the ELEMENT Procurement cum Purchase Committee to provide clarification on the Request for Proposal and to address the technical and procedural queries raised by the interested proposers in relation to the assignment for Conducting Value Chain Analysis and Market Assessment to identify High Value Forest Produce and Key Agri Commodity Segments in Nagaland was held on 29th September, 2025 at the Conference Hall of the ELEMENT Office. The meeting was chaired by the Deputy Project Director- Planning and Implementation and attended by all the Committee members.

The following queries were raised by the respective proposers, deliberated upon and decisions were duly taken:

1. The proposers recommended revising the minimum required experience from 15 years to 8–10 years, asserting that this range is adequate for gaining a comprehensive understanding of the sector. They further highlighted the importance of engaging professionals who are more agile and flexible for field visits, given the operational demands of the assignment. In response, it was noted that the suggestion has been duly acknowledged. Any changes to the eligibility criteria, if approved by the higher authority, will be published as a corrigendum on the Nagaland Government e-Tender Portal.
2. A query was raised regarding whether reimbursable costs, including expenses related to travel and other logistical arrangements, should be incorporated within the financial proposal. In response, it was clarified that the RFP includes a reimbursable form and that the assignment follows a lump sum contract model. While proposers are expected to provide indicative details on how cost estimates were derived, payments will be made based on the agreed lump sum and linked to deliverables that are completed and accepted by the project, rather than on a time-based contract.
3. A query was raised regarding whether there is an upper limit on the number of consortium partners or if any allowed for the assignment. The intent behind this question was to enable the inclusion of sub consultants who can contribute local expertise, local experience, and sectoral knowledge. In this regard, it was noted that the RFP does not specify a limit on the number of sub-consultants; however, not all work should be delegated to them.
4. A query was raised by the proposers whether any facilitative support would be provided for conducting the stakeholder consultations mentioned in the RFP. In response it was mentioned that the Project will provide specific information regarding the matter.
5. A query was raised regarding the number of surveys to be conducted for the assignment, as well as whether Focus Group Discussions (FGDs) are required as part of the assignment and whether the consultants are expected to determine and derive their own sample. In response, it was clarified that the number of surveys is not specified in the RFP. However, the Terms of Reference (ToR) state that the consultants are expected to propose appropriate tools and methodologies for data collection. It was also mentioned that the project covers 225 villages across 15 districts and accordingly consultants may derive and justify their own sampling approach.

6. A query was raised regarding the round table discussions, specifically whether the associated costs will be borne by the consulting firm or by the project. In response, it was noted that the consultants are expected to include the costs for the round table discussions in their RFP quotation.
7. A query was raised regarding the 10% payment stipulated in the payment terms, which is to be made after contract signing and submission of the inception report within 15 days. A proposing firm requested an advance payment to enable the firm to commence work. In response, it was explained that consultants are required to submit a detailed work plan, schedule, and obtain approval of the questionnaire before commencing work. This process serves as a form of advance assurance, as no fieldwork will be undertaken prior to these approvals. It was also clarified that the RFP does not provide for any advance payments, and therefore, no advance payments will be made.
8. A query was raised regarding the submission of previous work. The consultants requested clarification on whether they could submit successful value chain analyses, assessment studies, and market assessments conducted as part of larger projects, where these components were included but not the sole focus of the assignment. In response, the proposers were asked to specify the value or extent of the value chain assessment component within the larger projects they referenced.
9. A query was raised regarding the deployment of personnel, specifically whether deployment is required for the entire project duration. It was asked whether the team leader is expected to be deployed for 50 man-days as needed, such as for field visits and conducting surveys, while the full team will not be deployed for the entire tenure. In response, it was clarified that the team leader is expected to be deployed for 50-man days in the field as and when required and it can be staggered over the contract duration.
10. A query was raised seeking clarity on whether the 50 man-days allocated are exclusively for fieldwork or if they also cover other activities such as report preparation, review, and consultations, as the proposers wanted clarity so that they can prepare their financial proposal in the RFP accordingly. In response, it was informed that the project covers 225 villages and that the 50 man-days for the team leader represent the minimum requirement, including field visits and other related activities. It was also clarified that the assignment is a lump-sum contract, and the first 10% payment will be made only after the deliverables have been submitted and accepted by the project.
11. A request was made to increase the payment percentage from 25% to 35-40% before the submission of the draft value chain analysis, scheduled after 175 days, citing that firms incur additional costs for travel and logistics. In response it was agreed that the payment percentage may be further discussed and decided prior to the contract award and during the contract negotiation meeting.

The meeting ended with thanks from the Chair.


7/10/25

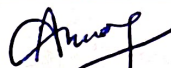
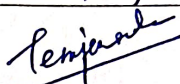
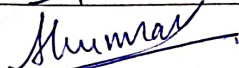
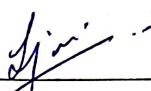
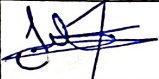
(AMONGLA C)

Deputy Director, Agriculture
& Deputy Project Director, ELEMENT

ATTENDANCE SHEET

A pre proposal meeting of the Procurement-cum-Purchase Committee was held in the Conference Room of ELEMENT SPMU regarding Conducting Value Chain Analysis and Market Assessment to identify High Value Forest Produce and Key Agri Commodity Segment in Nagaland.

Date: 29/09/2025

Sl.no	Name	Designation	Signature
1.	Smt. AMONGLA C	Deputy Project Director-PI	
2.	Tenjemula . Jamir	Production Expert	
3.	AKUMSASHI AO	Procurement Specialist	
4.	Tiamula Jamir	Marketing Manager	
5.	Thotrei Mewah	Finance Expert	
6.			

Sl.No.	Section Clause No	Corresponding page no. in the RFP	Particulars of the query / clarification	Response
1	Section 7 – Terms of Reference	Page 61	The ToR mentions that the ELEMENT project covers 225 villages across 16 districts in Nagaland. We kindly request confirmation on the exact number of districts that will be covered under this study. Should the consultant plan to cover all 16	The study will cover 225 project villages in all 16 districts of Nagaland. As mentioned in the proposal requirement the consultant will be required to provide a sampling methodology to identify the sample villages for both the feasibility study and value chain analysis.
2	Section 7 – Terms of Reference	Page 62	The RFP specifies that the study will involve stakeholder consultations and value chain assessments but does not provide details on coverage of stakeholders (beneficiaries, producers, officials, private actors, etc.) or indicative sample sizes. We respectfully request guidance on the expected categories and scale of stakeholders to be included, and	Stakeholders a) Agri & Allied Government Departments a) Nagaland state agricultural produce & Livestock marketing board (NSAP/LMB) b) Nagaland Beekeeping & Honey mission (NBHM) c) Directorate of Land Resources (DOLR) - Coffee d) Nagaland State Rural Livelihood Mission (NSRLM) e) Directorate of Animal Husbandry & Veterinary Services - Piggery f) Directorate of Fisheries & Aquatic Resources g) Department of Agriculture h) Department of Horticulture b) Beneficiaries 1. Producers 2. Community groups (Forest dependent community, cultivators community (Plantation crops, Agri-Horti dependent community (NITFP), Livestock dependent community (Animal Husbandry & Bee keeping), 3. SHGs & FPOs 4. Local artisans (Handicraft dependent group)

			5. Small scale business enterprises and entrepreneurs (HVFP & NTFP) c) Private Institutions We are currently in the process of forming partnership with institutions
3	Section 7 – Deliverables of Assignment, Table 5	Page 65	Table 5 indicates that the feasibility study of HVFP/NTFP commodities should be based on secondary review of relevant reports and documents. We kindly request clarification on whether SOCRAAN/the Client will provide these reports and data, or if the consultant is expected to source them independently from government and other sources. We can share some Agri & Horti secondary datas which are available with us. However, the consultant is also expected to source them independently.
4	Section-2, E. Data Sheet, 11.1	Page no. 30	Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible: No We request you to kindly remove this clause, as it restricts the available expert pool. Allowing Key and Non-Key Experts to participate in more than one proposal will broaden the expertise base and ensure better quality participation. Kindly consider. The participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is not permissible.
	Section-2, E. Data Sheet, 17.7 and 17.9	Page no. 35	The Proposals must be submitted no later than: Date: 14th October 2025.Time: 13:00 Hrs (IST). Considering the upcoming holidays of Dussehra and Durga Puja and subsequently Diwali festival in October, we kindly request an extension of the proposal submission deadline by atleast two weeks. This will provide adequate time for bidders to finalize their The date of submission will be extended by one week. The Proposals must be submitted no later than: Date: 22nd October 2025.Time: 13:00 Hrs (IST).

		submissions, taking into account the amendments and clarifications issued.	Agencies proficient and having specific expertise in agricultural value chain development, research analysis and surveys and in developing effective marketing strategies are required for the study. Other experience in sectors such as Infrastructure, environment, forestry, water resources, and social development, will not be considered as experience.
Section-2, E. Data Sheet, 21.1, Part A, Pt. 1	Page no. 36	The firm shall be in business for at least last ten (10) years ending on 31.07.2025 in value chain analysis, agricultural economics, agribusiness development, agri-commodity procurement, market assessments, and value chain development, stakeholder mapping, strategic analysis in agricultural sector We request you to kindly also allow relevant consultancy experience in other sectors in addition to agriculture related domains. Many consulting firms possess extensive experience in sectors such as Infrastructure, environment, forestry, water resources, and social development, which involve similar analytical, strategic, and stakeholder engagement expertise. This will broaden participation while ensuring technically capable firms are considered. Further, we keenly request that relevant experience from the last 3 years be considered for eligibility instead of 10 years, to enable participation from emerging yet highly competent firms	
Section-2, E. Data Sheet, 21.1, Part A, Pt. 3,	Page no. 36,37	During last five years as on proposal submission deadline, firm shall have successfully completed value chain analysis/ assessment studies, market assessments, and value chain development in minimum three contracts with value no less than INR 2 Million each. We request you to kindly revise the requirement to a minimum of two (2)	Reducing the minimum no of contracts compromises with the experience required for the study hence the request for reducing the number of contracts cannot be accepted.

		contracts instead of three (3), each with a value no less than INR 2 million. This will allow wider participation of competent firms with proven experience in value chain-related assignments	Ongoing assignments cannot be validated hence this cannot be accepted.
		During last five years as on proposal submission deadline, firm shall have successfully completed value chain analysis/ assessment studies, market assessments, and value chain development in minimum three contracts with value no less than INR 2 Million each. We request you to kindly also allow ongoing assignments in addition to completed ones, as long as a substantial portion of the work has been delivered. This will ensure wider participation of firms currently engaged in relevant assignments and having similar experience to deliver.	
Section-2, E, Data Sheet, 21.1, Part B, 2	Page no. 38	Relevant experience in the North East - 10% We request you to kindly remove the 10% marks associated with relevant experience in the North East, as this will broaden the resource pool and allow competent experts from across the country to participate without being disadvantaged.	Considering North East region has different landscape and topography compared to the other states in India. Agencies having relevant working experience in the North East will be vital in conducting this study successfully. Therefore this clause will remain as per the RFP.
Section-2, E, Data Sheet, 26.1	Page no. 40	The weights given to the Technical (T) and Financial (P) Proposals are: T = 70% P = 30% We request you to modify the selection method by assigning 80% weightage to the technical proposal and 20% to the financial proposal. This adjustment aims to prioritize the selection of technically proficient and	As requested this will be considered.

		competent firms for the assignment, capable of delivering high-quality outputs as per the expected standards.	Digital signature of the experts in the CV will be accepted.
Section 3. Technical Proposal – Standard Forms; Form Tech-6 (Continued) Curriculum Vitae (CV)	Pg. 51	Important Note: CVs not signed by the Respective Experts and by the Authorized Representative of the Consultant (the same person who signs the Technical Proposal) may not be considered for technical evaluation and marking. We understand that digital signature of Experts will be considered as valid for the submission. Kindly Clarify.	
General Query		Kindly clarify on the estimated consultancy budget for the project.	This information cannot be shared
Section 7, point 6	Page 66	Team Leader/ Agri-Value Chain Expert – Qualification and Experience We humbly request to kindly make the experience requirement to 13-15 years instead of minimum 15 years	A team leader needs to have sufficient technical experience and expertise in order to carry out the study effectively hence this request will not be accepted.
Section 7, point 6	Page 66	Agri-market expert Minimum 10 years' experience relevant to assignment i.e. Minimum 7 years of work experience in the field of agricultural production/ extension/ agriculture marketing/agri value chain We humbly request to kindly change this minimum 10 years' experience to 8-10 years of experience relevant to assignment.	An Agri-market expert is required in determining and developing new market strategies, understand all market movements in order to come up with innovative strategies, proven ability to analyse data and collaborate with stakeholders effectively which only comes with years of experience in the field and is crucial for the successful completion of the study. Therefore, the request cannot be considered.
Section 7, point 2	Page 62	Any additions or removals of commodities for value chain study should be finalized in agreement with the project at this stage (excluding coffee, honey, and pig). We request for an understanding with respect to the final list of commodity names for the	The commodities cannot be finalized at this point. The commodities for the deep assessment of value chain will be identified through the feasibility study of the 5 commodity baskets. The findings from the baseline studies which are currently in process can be also shared with the agency once the study is completed.

			value chain assessment. This would help us in preparing our technical proposal. We request an indicative value of this value chain study. This would help us in planning the allocation of resources efficiently.	
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Sl.No.	Section Clause No	Corresponding page no. in the RFP	Particulars of the query / clarification	Response
	Period of Assignment, Point no.4	Page no. 65	It is mentioned in the RFP that "the consultancy is for a period of 6 (six) months 15 days subject to satisfactory completion of the assignment, compiled, submitted and approved". We request the Authority to provide an extension of the overall assignment timeline to nine (9) months, considering the scope of work which involves extensive data collection in hilly terrains, stakeholder consultations, and multicommodity value chain analysis.	The period of assignment has been set after considering the overall scope of work including data collections, stakeholder consultations, and multi commodity value chain analysis so this request cannot be accepted.
	Composition of the team: Point no. 6	Page no. 66	Team Leader/Agri Value Chain Expert Qualification- "MBA/Post graduation Agribusiness/ Business/ Marketing/ Finance management." We request the Authority to also consider Post Graduation/PGDM/MBA in Rural Development/Rural Management as an eligible qualification for the Team Leader/Agri-Value Chain Expert position, given its direct relevance to value chain development, agribusiness, and livelihood promotion assignments.	Rural development broadly focuses on holistic community development encompassing infrastructure, healthcare, education, and employment with Value Chain being just a part of the overall social and economic development of rural communities. In contrast, agribusiness specializes in the business and management aspects of agricultural enterprises, from farm production to marketing, finance, and supply chain management, aiming to enhance profitability and efficiency within the agricultural sector itself. Therefore, considering that this study involves a detailed value chain analysis, the Team leader needs to have specialized expertise in agribusiness.
	Composition of the team: Point no. 6	Page no. 66	Food Processing Expert- Experience- "Minimum 15 years' experience relevant to assignment i.e. processing/value addition" Our request is to provide relaxation of minimum experience requirement by 10 years in relevant assignment – Processing/Value	The minimum experience required cannot be reduced as this will compromise the expertise required for the study.

			addition including.	Qualification of a coffee expert Graduate/Postgraduate in Agriculture/ Food Technology/ Agribusiness/ Business/ Marketing/ Rural Development/Rural Management will be considered in addition to having "Minimum 15 years' experience relevant to assignment i.e. Coffee production/ processing/ value chain development"
Composition of the team: Point no. 6	Page no. 67	Coffee Industry Expert- Qualification & Experience "Graduate/Postgraduate qualification as relevant." "Minimum 15 years' experience relevant to assignment i.e. Coffee production/ processing/value chain development"	Our request for the authority to consider Graduate/Postgraduate in Agriculture/ Food Technology/ Agribusiness/ Business/ Marketing/ Rural Development/Rural Management and to provide relaxation of minimum experience requirement by 10 years	The minimum experience required cannot be relaxed.
Composition of the team: Point no. 6	Page no. 67	Honey Industry Expert- Qualification & Experience "Graduate/Postgraduate qualification as relevant." "Minimum 15 years' experience relevant to assignment i.e. Honey production/ processing/value chain development"	Our request for the authority to consider Graduate/Postgraduate in Agriculture/ Food Technology/ Agribusiness/ Business/ Marketing/ Rural Development/Rural Management/Animal husbandry, and Minimum 15 years' experience relevant to assignment i.e. Coffee production/processing/value chain development.	Qualification of Honey Industry Expert Graduate/Postgraduate in Agriculture/ Food Technology/ Agribusiness/ Business/ Marketing/ Rural Development/Rural Management/Animal husbandry will be considered in addition to having "Minimum 15 years' experience relevant to assignment i.e. Honey production/ processing/value chain development"
Composition of the team: Point no. 6	Page no. 67	Pig/Livestock Value Chain Expert Qualification & Experience "Graduate/Postgraduate qualification as relevant." "Minimum 15 years' experience relevant to assignment i.e. livestock/piggery production/animal health/		Pig/Livestock Value Chain Expert qualification & Experience Graduate/Postgraduate in Agriculture/ Food Technology/ Agribusiness/ Business/ Marketing/ Rural Development/Rural Management/ Animal husbandry will be considered in addition to having "Minimum 15 years'

146

		processing/ value chain development Our request for the authority to consider Graduate/Postgraduate in Agriculture/ Food Technology/ Agribusiness/ Business/ Marketing/ Rural Development/Rural Management/ Animal husbandry. and Minimum 15 years' experience relevant to assignment i.e. Coffee production/processing/value chain development.	experience relevant to assignment i.e. livestock/piggery production/animal health/ processing/ value chain development
Payment Terms and Conditions Point no. 7	Page no. 68	Payment (% of contract value) We request the authority for inclusion of 10% advance to cover initial expenses like studies, workshops, etc. Also, it is requested to provide estimated budget for the value chain analysis to prepare a competitive bid.	Payment will be as per the payment terms and conditions mentioned in the ToR. The estimated budget cannot be provided. The consultant is expected to estimate the budget based on the scope of work and deliverables.
Part A: Mandatory Criteria Sr. No. 3	Page No. 36	During last five years as on proposal submission deadline, firm shall have successfully completed value chain analysis/ assessment studies, market assessments, and value chain development in minimum three contracts with value no less than INR 2 Million each. Since, the deliverables include feasibility studies as well, it is understood that the assignments involving feasibility studies, detailed project report, diagnostic studies are also eligible under this criterion. Additionally, also request to kindly relax the five (5) years duration to seven (7) years duration and consider ongoing projects as well. This will allow the consulting firms to showcase various	Yes, assignments involving feasibility studies, detailed project report, diagnostic studies are also eligible under this criterion provided these studies were done on value chain analysis/assessment studies, market assessments, and value chain development. Relaxation of 5 years duration to 7 years will not be accepted.

		relevant assignments. The revised criteria may read as below. "During last Seven years as on proposal submission deadline, firm shall have successfully completed or ongoing projects of value chain analysis/ assessment studies, market assessments, feasibility studies, detailed project reports, diagnostic studies, and value chain development in minimum three contracts with value no less than INR 2 Million each."	
1. Evaluation of criterion No.1 (30 points) Sr. No. 4	Page no. 38	Specific experience and expertise of the Consultant (as a firm) relevant to the Assignment during the last 5 years, i.e. since the FY 2020- 21 to FY 2024-25. (Marks will be scored pro rata basis). Request to kindly relax the duration criteria from 5 years to 7 years to showcase maximum no. of relevant assignments since the marks will be scored on pro rata basis. The revised criteria may be read as below. "Specific experience and expertise of the Consultant (as a firm) relevant to the Assignment during the last 7 years, i.e. since the FY 2018-19 to FY 2024-25. (Marks will be scored pro rata basis)."	Please note that the evaluation criteria outlined in the RFP will remain unchanged
Date of Proposal Submission Point No. 17.7 & 17.9	Page No. 35	The Proposals must be submitted no later than: Date: 14th October 2025, Time: 13:00 Hrs (IST). Considering the ongoing festivities and to submit a quality cum competitive bid, request to kindly extend the deadline of proposals submission to another one week from the current deadline i.e. to 21st October 2025.	The date of submission will be extended by one week. The Proposals must be submitted no later than: Date: 22 nd October 2025, Time: 13:00 Hrs (IST).

Sl.No.	Section Clause No	Corresponding page no. in the RFP	Particulars of the query / clarification	Response
	Section 6,	Page 66	Mandays required – 50 Days for each Key Experts suggested as per the RFP. Please clarify the interpretation of the 50 mandays indicated? Does this duration encompass both on-field and off-field engagement, or is it exclusively allocated for on-field activities? If the latter, is it required to be completed in a continuous block of 50 days, or can it be staggered? We would appreciate any additional guidance you can provide to ensure accurate understanding and planning.	The team leader is expected to be deployed for 50 mandays in the field as an when required and it can be staggered over the contract duration.