



CSVTU FOUNDATION FOR RURAL TECHNOLOGY AND ENTREPRENEURSHIP, BHILAI

Newai, P.O. Newai, Dist. Durg, PIN 491107

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RFP for “Empanelment of Channel-Partner for promotion of rural and agro-enterprises through e-Commerce and Market Research (e-CMR) Platform of CSVTU-FORTE”

CSVTU FOUNDATION FOR RURAL TECHNOLOGY AND ENTREPRENEURSHIP, BHILAI

RFP for

“Empanelment of Channel-Partner for promotion of rural and agro-enterprises through e-Commerce and Market Research (e-CMR) Platform of CSVTU-FORTE”

Ref. No. : CSVTU/FORTE/2023/95

Date: -25-05-2023

CSVTU Foundation for Rural Technology and Entrepreneurship (CSVTU-FORTE) is inviting Request for Proposal (RFP) from interested Startups/ Self Help Groups (SHGs)/ FPOs /Entrepreneurs /Organisations for *“Empanelment of Channel-Partner for promotion of rural and agro-enterprises through e-Commerce and Market Research (e-CMR) Platform of CSVTU-FORTE”*. The primary objective of this initiative is to promote rural and agro-enterprises through e-CMR Platform of CSVTU-FORTE with the concurrent objective of creating an ecosystem to train /promote/support rural and social startups among the rural youth of Chhattisgarh and students/alumni community of affiliated institutions of CSVTU Bhilai in line with the objects of CSVTU-FORTE. The Rural Entrepreneurship Development Centres (REDCs) are established in the affiliated institutions of CSVTU Bhilai to nurture and support students with entrepreneurial mindset with a vision of creating and developing an ecosystem focused on holistic rural empowerment through promotion of rural based startups/ entrepreneurs. The e-CMR portal developed by CSVTU-FORTE will give opportunity to rural youth of Chhattisgarh and associated students/alumni, staff and faculty members of REDCs to get essential exposure, training and support in developing marketing and other essential entrepreneurial skills, in understanding the current market trends and provide detailed market survey reports on the specific products to the prospective entrepreneurs.

Interested agencies may visit the website www.csvtufote.com for information about CSVTU-FORTE and its objectives. Response to this Request for Proposal (RFP) shall be deemed to have done careful study and examination of this

document with full understanding of its implication. This section provides general information about the issuer, important dates and addresses and the overall eligibility criteria for the parties.

RFP document can be obtained from CSVTU-FORTE website www.csvtufote.com

Last date of submission of RFP Form: NA (Standing)

NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

FACT SHEET

1.	Request for Proposal No.	
2.	Name of the Work	Empanelment of Channel-Partner for promotion of rural and agro-enterprises through e-Commerce and Market Research (e-CMR) Platform of CSVTU-FORTE
3.	Name of the issuer of this Request for Proposal	CSVTU Foundation for Rural Technology and Entrepreneurship, Bhilai
4.	Last Date for Submission of RFP	NA (Standing)
5.	Address of Communication	Director, CSVTU Foundation for Rural Technology and Entrepreneurship, Bhilai, Newai, P.O. Newai, Distt. Durg, PIN 491107
6.	Proposal Fees	*INR 1,000/- in form of DD drawn in favour of "CSVTU Foundation for Rural Technology and Entrepreneurship" *Fee is waived off for Startups, Self Help Groups (SHGs), Women Entrepreneurs and FPOs.

DEFINITIONS:

In this document the following words and expressions have meaning hereby assigned to them.

CSVTU-FORTE: Means CSVTU Foundation for Rural Technology and Entrepreneurship.

APPLICANT: Means the Startups/ Self Help Groups (SHGs)/ FPOs /Entrepreneurs /Organisations, eligible for Empanelment.

1. Background

CSVTU-FORTE hereby invites interested Startups/ Self Help Groups (SHGs)/ FPOs /Entrepreneurs /Organisations to submit a Request for Proposal (RFP) for the Empanelment of Channel-Partner for promotion of rural enterprises and indigenous Agro-based products through e-Commerce and Market Research (e-CMR) Platform of CSVTU-FORTE. **The selection of channel partners shall be based on scrutiny of applications by a competent committee of CSVTU-FORTE at regular intervals.** The CSVTU-FORTE reserves all rights to invite offers for engagement of other applicants from time to time for any of these works. The empanelment shall not bind the CSVTU-FORTE in any way whatsoever.

2. Scope of Work

The scope of work expected from successfully empanelled agencies are wide in range and depending upon the particular experience and expertise of that individual firms based on available resources with them and work experience in that particular sub-domain. Here are the general sub domains of works but not limited to –

- a) Promote supply of indigenous agro-based products, herbal and medicinal products, forest resources based products, art and craft of Chhattisgarh, Chhattisgarhi cuisine, organic fertilisers and pesticides, plant nutrients and other associated products which will strengthen the rural economy and generate livelihood opportunities among the rural/tribal population of the state.
- b) Promote self-employment/livelihood opportunities among the women, rural youth and disadvantaged segments of society.
- c) Providing training, entrepreneurial skill development and capacity building among rural/ tribal youth, women and various stakeholders (students/alumni, staff and faculty members) of CSVTU.
- d) Contribute in development of an ecosystem focused on holistic rural empowerment through promotion of agro-based and rural enterprises to impact rural/deprived societal segments in line with objects of CSVTU-FORTE.

3. Requirements from Successful Empanelled Channel partner

The Applicant is required to fulfil following requirements from their side after successful empanelment –

- a) The empanelled channel partner will be required to fulfil the need of necessary compliances /licenses of Govt. of India for promotion of agro-based and other indigenous products as mentioned in the scope of the work through e-CMR platform of CSVTU-FORTE.
- b) The empanelled channel partner will also be required to demonstrate and periodically get checked/update their licenses whenever asked by CSVTU-FORTE.
- c) To meet the quality parameters and standards prescribed by CSVTU FORTE time to time.
- d) To allow the trainees (students/ prospective entrepreneurs) for field visit to the premises of the channel partner for survey/data collection or hands on practices. The channel Partner should also extend essential support to the students/interns/trainees/prospective

entrepreneurs for training, learning, demonstration of field/plants, machinery, labs and tool rooms and assist CSVTU-FORTE in off-site or on-site training on free or nominal charge basis.

- e) In addition the channel partner should also extend essential human resource support in the form of deputing their experts, technicians, finance experts, administrative officers, legal experts and other manpower on free or nominal charge basis for all the off-site or on-site training programs/workshops/ capacity building programs/ skill development programs being organized by CSVTU-FORTE to promote self employment.

4. Responsibility of CSVTU-FORTE

- a) CSVTU-FORTE will provide the opportunity to channel partner to promote its products (within the scope of CSVTU-FORTE) through e-CMR Platform of CSVTU-FORTE.
- b) CSVTU-FORTE will provide essential mentorship, guidance, hand holding and consulting support through its regular staff /associated network of experts/ mentors etc. for strengthening and contributing in the growth of channel partner, on free or nominal charge basis.
- c) CSVTU-FORTE will provide to access to its laboratories, testing facilities, infrastructure facilities, fab lab and other instruments to the channel partner as per its needs on free or nominal charge basis.
- d) CSVTU-FORTE will assist in training the manpower of the channel partner in developing essential technical and other skills through various workshops/ training programs/capacity building programs/ skill development programs etc. as per the needs of the channel partner.
- e) CSVTU-FORTE may also involve its technically sound staff in process for supervision, guidance and quality control to meet the specific requirements of the products and services provided by channel partner.
- f) CSVTU-FORTE may also extend support through its technically sound staff/ associated network of experts/ mentors etc. to the channel partner for its specific needs in the domain of expertise available with CSVTU-FORTE for overall growth and progress of channel partner, on free or nominal charge basis.
- g) CSVTU-FORTE may also assist the empanelled partners to expand its networking for mutual growth and benefit.

5. Empanelment of Consultant/Firm/Company

a) EMPANELEMENT PROCEDURE

The broad procedure for empanelment of Channel partners shall be as under.

- I. Publication of Request for Proposal (RFP): CSVTU-FORTE invites the application from eligible firms to submit their proposal in the desired format (given in Formats – I to V below) to participate in the empanelment procedure.
- II. Submission of RFP: The participants will submit the RFP to CSVTU-FORTE along with the details as required in the prescribed manner.

- III. Scrutiny by the CSVTU-FORTE – The CSVTU-FORTE will scrutinize all the submissions at regular interval and eligible firms shall be invited for presentation.
- IV. Final selection of the firm shall be done on the basis of credentials and presentation.

b) PERIOD OF EMPANELMENT:

The empanelment would be initially for a period of 1 year and it shall be renewed every year after the completion of initial 1 year and if it is not renewed then it will be expired by itself. The renewal application shall be submitted 1 month before expiry date of empanelment to the Director, CSVTU-FORTE Newai, P.O.-Newai, District-Durg, Chhattisgarh, PIN-491107.

c) TERMINATION OF EMPANELMENT

If in the view of the CSVTU-FORTE, the performance of any channel partner is not satisfactory, or if the channel partner fails to safeguard the interest of CSVTU-FORTE, CSVTU-FORTE may at its sole discretion, terminate the engagement of the channel partner, for particular work as well as terminate /suspend his empanelment with the CSVTU-FORTE by giving written notice before not less than 30 days to the channel partner. The CSVTU-FORTE's decision in this matter shall be final and binding.

6. SIGNING OF MoU:

A General MoU shall be signed between CSVTU-FORTE and the channel partner clearly defining the roles and responsibility of both as mentioned in this RFP. The MoU is subject to revision time to time on mutual consent.

7. FINANCIAL MODALITY AND REVENUE SHARING

Revenue generated by any means will be shared between CSVTU-FORTE and empanelled channel partner on mutually agreeable terms or as defined in the MoU.

8. INFORMATION AND INSTRUCTIONS TO APPLICANTS

a) GENERAL.

All information requested for in the enclosed forms should be furnished against the respective columns in the form. If information is furnished in separate documents, reference to the same should be given against respective column. If information is 'Nil' it should also be mentioned as 'Nil' or 'No such case'. If any particular query is not applicable in case of the applicant, it should be stated as 'Not applicable'. The applicants are cautioned that non-submission of complete information called for in the required formats, or making any change in the prescribed forms may result in the application being summarily rejected.

- i. All the information must be submitted in Hindi or English.
- ii. The documents should be sent by speed post / registered post or hand delivery. CSVTU-FORTE will not entertain any application after the prescribed time limit on any grounds.
- iii. The applicant's name & signature should appear on each page of the application form.
- iv. The applicant is advised to attach any additional information he thinks would be necessary in regard to his capabilities. No further information will be entertained after submission of application unless it is required by CSVTU-FORTE. CSVTU-FORTE reserves the right to call for additional information and clarification of information submitted from the applicants
- v. The application form duly completed and signed shall be submitted in sealed cover. The sealed cover shall be super scribed as: **Application against RFP for "Empanelment of Channel-Partner for promotion of rural and agro-enterprises through e-Commerce and Market Research (e-CMR) Platform of CSVTU-FORTE"** for Empanelment in CSVTU-FORTE and shall be received by the Director, CSVTU-FORTE, Newai, P.O.-Newai, District-Durg, Chhattisgarh, PIN-491107, India as per the timeline mentioned in advertisement on newspaper or in the **CSVTU-FORTE website "www.csvtuforte.com"**.
- vi. The cost incurred by applicants in preparing this application, in providing clarifications or attending discussions / meetings in connection with this document shall be borne by the applicant and the CSVTU-FORTE in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the process.

9. ELIGIBILITY AND MINIMUM CRITERIA FOR PREQUALIFICATION:

- a) The applicant, Startups/ Self Help Groups (SHGs)/ FPOs /Entrepreneurs /Organisations should be based in India.
- b) The empanelled channel partner will be required to fulfil the need of necessary compliances /licenses of Govt. of India.

10. CORRUPT OR FRAUDULENT PRACTISES

- a) The organizations shall observe the highest standard of ethics during the selection process and execution of the work.
- b) The selection Committee will reject a proposal if it determines that the applicant organization has engaged in corrupt or fraudulent practices while participating in the selection process.

11. DISPUTE REDRESSAL AND POWER OF AMENDING THE RFP DOCUMENT

In the event of any dispute or difference arising regarding RFP document or any special condition of the document, the same will be referred to CSVTU-FORTE for final decision and will be binding to all. CSVTU-FORTE shall also have the power to amend any clause of the document before opening of the proposals and the same shall be notified publically via official website.

Format I – Details of Applicant

Please use extra sheets if required

Name of Organization/Institution	
Postal Address	
Phone Numbers	
Mobile Number	
Email (if available)	
Name of Authorized Representative	
Designation	
Mobile	
Email	
Website (if available)	
List of items being manufactured (Please provide detailed specifications of each items, with pricing)	
Mode of supply at present (Direct to customers /Retail shops/Dealers/Distributors/e-commerce platform/any other mode); Please write all the modes as applicable	
List of major clients (if applicable)	
Annual turnover (if available)	
Major competitors	

For and on behalf of (Firm Name):

Signature: Name:

Designation:
(Authorized Representative and Signatory)

Format-II

Profile of Organization

Legal Constitution of Applicant	
Type of the Applying Entity (Startups/ Self Help Groups (SHGs)/ FPOs /Entrepreneurs /Organisations)	
Name of Registering Authority	
Registration Number	
Date of Registration	
Place of Registration	
PAN No of Organization (if available)	
Licenses available with the firm (Please attach self attested copies of all licenses)	

For and on behalf of (Firm Name):

Signature:

Name:

Designation:

Note:

1. Please provide copy of the registration certificate from the appropriate Registering Authority.
2. Please provide copy of Aadhar Card and PAN Card (if available).

Format – III

Profile of Owner / Proprietor

Name	
Date of Birth	
Educational Qualification	
Total Year of Experience	
Contact No	
Email	

Paste Recent Passport Size Photograph	
<table border="1"><tr><td style="text-align: center;">Signature</td></tr></table>	Signature
Signature	

Summary of Professional Qualification/ Training/ Skills /Experience (100 words)

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Personal Detail & Qualification

SN	Year of Passing	Degree / Certificate	School/College Name/	Board/ University Name	City	State

Experience

SN	From (Date)	Till (Date)	Duration (in Years)	Position Held	Project Perused	Employer Name & Address

I hereby solemnly declare that the above mentioned information is true to my knowledge & belief.

Date:

Place:

Signature

Format – IV

Profile of Team Members (Please Fill the same for each member separately)

Name	
Date of Birth	
Educational Qualification	
Total Year of Experience	
Contact No	
Email	

Paste Recent Passport Size Photograph	
<table border="1"><tr><td style="text-align: center;">Signature</td></tr></table>	Signature
Signature	

Personal Detail & Qualification

SN	Year of Passing	Degree / Certificate	School/College Name/	Board/ University Name	City	State

Experience

SN	From (Date)	Till (Date)	Duration (in Years)	Position Held	Project Perused	Employer Name

I hereby solemnly declare that the above-mentioned information is true to my knowledge & belief.

Date:

Place:

Signature

Note: Please attach resume with project description and duly signed by the same person.

Format – V

FORMAT OF UNDERTAKING

FORMAT OF UNDERTAKING, TO BE FURNISHED BY ORGANIZATION HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,

The Director

CSVТУ-FORTE, Newai, P.O. Newai, Dist. Durg, PIN 491107

We hereby confirm and declare that we, M/s -----, is not Blacklisted/ De-registered/ Debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the Works/ Services since the establishment of our organization.

For and on behalf of (Firm Name):

Signature:

Name:

Designation:

प्रारूप I - आवेदक का विवरण

यदि आवश्यक हो तो कृपया अतिरिक्त शीट का उपयोग करें

संगठन/संस्था का नाम	
डाक का पता	
दूरभाष संख्या	
मोबाइल नंबर	
ईमेल (यदि उपलब्ध हो)	
अधिकृत का नाम प्रतिनिधि	
पद	
मोबाइल नंबर	
ईमेल (यदि उपलब्ध हो)	
वेबसाइट (यदि उपलब्ध हो)	
निर्मित होने वाली वस्तुओं की सूची (कृपया मूल्य निर्धारण के साथ प्रत्येक वस्तु के विस्तृत विवरण प्रदान करें)	
वर्तमान में आपूर्ति का तरीका (ग्राहकों/खुदरा दुकानों/डीलरों/वितरकों/ई-कॉमर्स प्लेटफॉर्म/किसी अन्य माध्यम से सीधे); कृपया लागू होने वाले सभी तरीकों को लिखें	

प्रमुख ग्राहकों की सूची (यदि लागू हो)	
वार्षिक कारोबार (यदि उपलब्ध हो)	
प्रमुख प्रतियोगी	

के लिए और ओर से (कंपनी का नाम):

हस्ताक्षर: नाम:

पद:

(प्राधिकृत प्रतिनिधि और हस्ताक्षरकर्ता) पदनाम:

(अधिकृत प्रतिनिधि और हस्ताक्षरकर्ता)

प्रारूप-II

संगठन का प्रोफाइल

आवेदक का कानूनी संविधान	
आवेदन करने वाली संस्था का प्रकार (स्टार्टअप/स्वयं सहायता समूह (एसएचजी)/एफपीओ/उद्यमी/संगठन)	
पंजीकरण प्राधिकरण का नाम	
पंजीकरण संख्या	
पंजीकरण की तिथि	
पंजीकरण की जगह	
संगठन का पैन नंबर (यदि उपलब्ध हो)	
लाइसेंस फर्म के पास उपलब्ध है (कृपया सभी लाइसेंसों की स्वप्रमाणित प्रतियां संलग्न करें)	

के लिए और की ओर से (कंपनी का नाम):

हस्ताक्षर:

नाम:

पद का नाम:

टिप्पणी:

1. कृपया उपयुक्त पंजीकरण प्राधिकारी से पंजीकरण प्रमाण पत्र की प्रति प्रदान करें।
2. कृपया आधार कार्ड और पैन कार्ड (यदि उपलब्ध हो) की प्रति प्रदान करें।

प्रारूप - III

मालिक / मालिक की प्रोफाइल

नाम	
जन्म की तारीख	
शैक्षणिक योग्यता	
अनुभव का कुल वर्ष	
संपर्क नंबर	
ईमेल	

Paste Recent Passport Size Photograph
Signature

व्यावसायिक योग्यता/प्रशिक्षण/कौशल/अनुभव का सारांश (100 शब्द)

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व्यक्तिगत विवरण और योग्यता

क्रम सं	उत्तीर्ण होने का वर्ष	उपाधि प्रमाण - पत्र	स्कूल/कॉलेज का नाम/	बोर्ड / विश्वविद्यालय का नाम	शहर	राज्य

अनुभव

क्रम सं	तिथि से	आज तक	अवधि (वर्षों में)	ग्रहित पद	परियोजना का अवलोकन किया	नियोक्ता का नाम और पता

मैं एतद्वारा सत्यनिष्ठा से घोषणा करता हूं कि ऊपर दी गई जानकारी मेरी जानकारी और विश्वास के अनुसार सही है।

तारीख:

स्थान:

हस्ताक्षर

प्रारूप - IV

टीम के सदस्यों की प्रोफाइल (कृपया इसे प्रत्येक सदस्य के लिए अलग से भरें)

नाम	
जन्म की तारीख	
शैक्षणिक योग्यता	
अनुभव का कुल वर्ष	
संपर्क नंबर	
ईमेल	



व्यक्तिगत विवरण और योग्यता

क्रम सं	उत्तीर्ण होने का वर्ष	उपाधि प्रमाण - पत्र	स्कूल/कॉलेज का नाम/	बोर्ड / विश्वविद्यालय का नाम	शहर	राज्य

अनुभव

क्रम सं	तिथि से	आज तक	अवधि (वर्षों में)	ग्रहित पद	परियोजना का अवलोकन किया	नियोक्ता का नाम और पता

मैं एतदद्वारा सत्यनिष्ठा से घोषणा करता हूं कि ऊपर दी गई जानकारी मेरी जानकारी और विश्वास के अनुसार सही है।

तारीख:

स्थान:

हस्ताक्षर

नोट: कृपया प्रोजेक्ट विवरण के साथ बायोडाटा संलग्न करें और उसी व्यक्ति द्वारा विधिवत हस्ताक्षरित करें।

प्रारूप - V

FORMAT OF UNDERTAKING

ब्लैकलिस्टिंग/नॉन-डिबारमेंट के संबंध में संगठन प्रमुख द्वारा प्रस्तुत किए जाने वाले वचनबद्धता का प्रारूप, संगठन द्वारा ब्लैकलिस्टिंग/गैर-प्रतिबंध के संबंध में वचनबद्धता

To,

The Director

CSVТУ-FORTE, Newai, P.O. Newai, Dist. Durg, PIN 491107

हम एतद्वारा पुष्टि और घोषणा करते हैं कि हम, मैसर्स -----, किसी भी सरकारी विभाग/सार्वजनिक क्षेत्र के उपक्रम/निजी क्षेत्र/या किसी अन्य एजेंसी द्वारा ब्लैकलिस्टेड/डी-रजिस्टर्ड/विवर्जित नहीं किया गया है जिसके लिए हमने अपने संगठन की स्थापना के बाद से कार्य/सेवाओं का निष्पादन/उपक्रम किया है।

के लिए और की ओर से (कंपनी का नाम):

हस्ताक्षर:

नाम:

पद का नाम: