

**NATIONAL AGRICULTURAL COOPERATIVE MARKETING
FEDERATION OF INDIA LTD.**

Regd. Office: NAFED House, Siddhartha Enclave
Ring Road, Ashram Chowk, New Delhi-110 014
Website: [www.nafed-india.com](http://www.nafed-india.com./)
Email: estatedivision@nafed-india.com

Invitation for

**“A REQUEST FOR PROPOSAL FOR HIRING OF AN EXPERIENCED AND PROFESSIONAL AGENCY TO PROVIDE QUALIFIED AND EXPERIENCED MANPOWER/CONSULTANTS FOR MANAGEMENT OF AFFAIRS RELATED TO THE ESTATES OF NATIONAL AGRICULTURAL COOPERATIVE MARKETING FEDERATION OF INDIA LTD. (NAFED)”**

**RFPNo: - NAFED/HO/Estate/2025-26
Dated – 09/08/2025**

# BID OVERVIEW

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| --- | --- |
| RFP No. | **NAFED/HO/Estate/2025-26** |
| Name of Work | **“A Request for Proposal for Hiring of an experienced and professional Agency to provide Qualified And Experienced Manpower/ Consultants two (02) in number for Estate Management of National Agricultural Cooperative Marketing Federation of India Ltd. (NAFED).”** |
| Issuance of RFP Document | 09/08/2025  |
| Last date and time for receiving Bids. | 23/08/2025– 17:00 Hrs |
| Last date and time receiving the pre-bid queries  | 14/08/025 – 11:00 hrs |
| Pre-bid Meeting | 14/08/2025 at 15:30 hrsApplicants who are interested to participate in Pre-Bid Meeting should share the queries in advance and confirm presence by sending an email to:estatedivision@nafed-india.com; Link of Pre- Bid meeting link of the agency who are interested to join the meeting is as under: -<https://us06web.zoom.us/j/86355464185?pwd=yKsjQYagG4XpoOvccoq1M5FGbptA4y.1> |
| EMD | **Rs.1,00,000/-****Bank detail for EMD Submission** **Beneficiary Detai:**

|  |  |
| --- | --- |
| Beneficiary Name | NAFED |
| Saving Account No. | 10060654277 |
| Center (Location) | NEW  DELHI |
| Bank | IDFC FIRST BANK |
| Branch | New Friends Colony Branch South Delhi |
| IFSC Code | IDFB0020102 |

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| Technical Eligibility | As per the details given in Part-III “Eligibility Criteria” section |
| Method of Selection | Selection will be based on the evaluation of technical parameters. |
| Contract period  | 2 Years initially, extendable by 1 year |

**Part I: Background and Objective**

NAFED owns and manages multiple properties across India, including land parcels, warehouses, cold storage facilities, office premises, and other assets. In line with its strategic objective to optimize the use of its estate assets and explore monetization, redevelopment, and long-term utilization opportunities, NAFED through the Government e-Marketplace (GeM) intends to engage a competent and experienced agency for deployment of qualified two (02) **Estate Consultants** on an hire and outsourced basis to support its Estate Division in handling matters pertaining to property management, regulatory compliance, estate development, and related advisory services across its properties nationwide.

## Part II: Scope of Work & Roles and Responsibilities

1. The Successful bidder/agency shall provide efficient, qualified, experienced manpower in the form of two (02) “**Consultant-Estate”**. The details regarding key responsibilities, deliverables, qualifications, experience, age, competence , remuneration, selection process and other terms and conditions for such consultant have been detailed in the Annexure-A to this document.
2. **Recruitment:**
3. Shortlist and deploy competent and qualified professionals strictly in accordance with the eligibility criteria specified by NAFED.
4. Ensure that each consultant possesses the required academic qualifications, professional experience, and domain expertise in estate management, regulatory matters, and project advisory.
5. Ensure timely on-boarding of professionals without delays, upon issuance of deployment orders by NAFED.
6. Manage all HR-related responsibilities including salary disbursement, leave, insurance, and statutory compliance (EPF, ESIC, etc.) of such consultant
7. Provide suitable replacements in case of discontinuation, resignation, or non-performance of deployed personnel.
8. **Deployment Locations**:

The primary posting of recruited Consultants will be at NAFED Head Office, New Delhi. However, the consultant may be required to travel to other locations across India as per work requirements.

1. **Background Verification**
2. Conduct thorough verification of credentials, including:
3. Educational qualifications and experience certificates.
4. Identity verification and address verification.
5. Criminal background checks.
6. Submit a certificate of verification along with supporting documents to NAFED before deployment.
7. **Statutory and Legal Compliance:** Ensure all statutory obligations under applicable labor laws are complied with, including but not limited to:
8. Provident Fund (PF)
9. Employees State Insurance (ESI)
10. Minimum Wages Act
11. Contract Labour (Regulation & Abolition) Act
12. Payment of Wages Act
13. Bonus Act and Gratuity Act (as applicable)
14. Submit periodic compliance reports and proof of statutory payments to NAFED.
15. **Compensation and Benefits Administration**
16. Disburse monthly salaries as defined in clause 3 of the **Annexure A**and other eligible benefits to the deployed consultant(s) in a timely manner, regardless of delay in receipt of payment from NAFED.
17. Provide salary slips, tax deductions, and maintain attendance records.
18. Handle leave management and provide substitute manpower during long absences.
19. **Performance Monitoring & Replacement**
20. Ensure high professional standards and regular monitoring of the deployed personnel’s performance through internal mechanisms.
21. Replace personnel within 7 working days in case of:
22. Unsatisfactory performance;
23. Resignation or unavailability;
24. Misconduct or breach of NAFED’s working protocols.
25. Ensure handholding or orientation of the replacement personnel for seamless continuation of duties.
26. **Administrative Support:** Handle all administrative tasks related to the engagement such as:
27. Issuance of ID cards, insurance policies, and any travel or TA/DA claims as per agreed terms.
28. Resolving grievances or HR issues of deployed staff without involving NAFED.
29. **Confidentiality and Conduct:** Ensure that the deployed consultant(s) maintain:
30. Strict confidentiality regarding all documents, correspondence, and data related to NAFED’s estates.
31. Professionalism, integrity, and decorum while interacting with internal teams and external stakeholders.
32. Be held responsible for any breach of data confidentiality or misconduct by deployed personnel.
33. **A Non-Disclosure Agreement with deployed manpower shall be signed at the time engagement and such NDA shall duly be counter-signed by the Agency.**
34. **Reporting & Communication:** Maintain regular communication with NAFED’s designated officer(s) regarding:
35. Attendance, monthly progress, and performance of deployed personnel.
36. Any issues related to deployment, conduct, or compliance.
37. Submit a consolidated monthly report containing attendance, performance summary, and statutory compliance documents.
38. **Travel and Logistics**
39. Arrange for necessary travel, boarding, and lodging of consultant(s) when they are deputed outside their base location, in accordance with the terms agreed with NAFED and such expenses shall be paid on actual basis or at par with Deputy Manager of Nafedwhichever is lower upon furnishing of invoice by the Agency.
40. Coordinate logistics for field assignments or visits to government offices, property sites, or liaison meetings.
41. **Termination & Exit Formalities**
42. Facilitate smooth exit of deployed consultants on contract closure or discontinuation.
43. Ensure handover of official documents, work logs, and office assets (if any) before relieving the personnel.
44. Clear all dues and settle liabilities.
45. **Contract Period**: The initial engagement of agency shall be for a period of 2 year, extendable further for 0ne (01) years based on performance and requirement, on mutually agreed terms. However, the NAFED reserves the right to terminate the engagement of the Agency without assigning any reason by giving 30 days Notice.

**Part III:Pre Qualification Criteria of the AGENCY**

1. Registered consultancy firm/company/LLP /Partnership Firm in India.
2. Minimum 3-5 years of experience in providing consultants services in Government/PSU clients/reputed private clients.
3. **Deployment of at least 5 Management Consultants** in PSUs/Govt./ reputed Private Companies in past 3 years
4. Minimum Average annual turnover of ₹ 1crore or more in the last 3 financial years and positive net worth
5. Preference will be given to agency with prior experience of providing real estate consultant
6. Firm should not have been blacklisted by any government agency.
7. Bid should be accompanied by the mandatory EMD prescribed in the tender document.
8. No relaxation will be given to agencies on pre-qualification criteria

## Part IV: Documents to be submitted

1. Certificate of Incorporation/Registration
2. PAN and GST Registration
3. EPFO and ESIC Registration.
4. Details of Similar Past Assignments (with Work Orders/Completion Certificates)
5. Audited Financial balance sheet for last 3 years during FY-2021-22, 2022-23and 2023-24 along with Form 16
6. Technical Proposal: Approach & Methodology Presentation.
7. Labour License (if applicable).
8. Work Experience Certificate(s)
9. Net worth Certificate (Verified by Charted Accountant)

## Part V: Evaluation Criteria

#### ****A. Technical Evaluation (Marks-Based Assessment)**** Bidders meeting the eligibility criteria shall be evaluated on the following **technical parameters**:

|  |  |  |
| --- | --- | --- |
| S.N. | Evaluation Parameters | MAX Marks |
|  | **Experiencein** providingconsultancies services(No. of years) Less than 3 years - 0 Marls>3 and up to5years: 15 marks- >5 years: 20 marks | 20 |
|  | **Turnover of the Agency.****<1Crore :0 marks****>1and up to2 crores: 10 marks****>2 and upto5 crore-15Marks****> 5 crores: 20 Marks** | 20 |
|  | **Deployment of Management Consultants** in PSUs/Govt./ reputed Private Companies.< 5 consultants in past 3 years – 0>5 and upto 10 consultants in last 3 years – 10 marks> 10 and upto20 consultants in past 3 years: 15 marks>20 consultants in last 3 years: 20marks | 20 |
|  | **Project Understanding & Approach** (Work Plan, Deployment Strategy, and CV of relevant consultant proposed to be deployed by the agencies in NAFED) - Clarity, Feasibility & Responsiveness to Scope of Work. A detailed presentation may be asked for. | 40 |
|  | Total  | 100 |

Note:

1. Bidder gettingthe highest marks will be given award of the contact. In case of the tie in technical evaluation, the bidder having highest marks in presentation will be awarded the contract.
2. Successful Bidder has to submit the Security Deposit of Rs 2.5 Lakhwithin 10 days of award of contract.

#### ****Financial Evaluation****

1. The salary of theconsultantwill be fixed at Rs 1 Lakh/Month per consultant to be paid by the agency
2. The agency will be given fixed service charge of 3.85% over the value of project (based on consultant salary fixed in tender).

**Part VI- Address to Submission of Documents**

Self attestedhard copies of required documents must be submitted in a cover which should be clearly labeled “**A Request for Proposal for Hiring of an experienced and professional Agency to provide qualified and experienced manpower/Consultants for Estate Management of National Agricultural Cooperative Marketing Federation of India Ltd. (NAFED).**”. This should be submitted in the tender Box available at Reception lobby of our office addressed Estate Division, NAFED House, Siddhartha Enclave Ring Road, Ashram Chowk, New Delhi-110014.

1. **Buyer Organization**: National Agricultural Cooperative Marketing Federation of India Ltd. (NAFED)
2. **Address:** NAFED House, Ashram Chowk, New Delhi – 110014
3. Contact Person: Anurag Tiwari, General Manager
4. Email: anuragtiwari@nafed-india.com; estatedivision@nafed-india.com

**ANNEXURE-A**

**JOB DESCRIPTION, EDUCATIONAL QUALIFICATION, EXPERIENCE, KEY SKILS, COMPETENCIES AND TERMS AND CONDITIONS FOR CONSULTANT**

1. **KEY RESPONSIBILITIES:** The Consultant Estate as provided by the Agency shall be entrusted amongst others for following key responsibilities, including but not limited to:

#### ****Estate Portfolio Management****

1. Maintain comprehensive inventory and documentation of NAFED’s real estate assets across India.
2. Conduct regular field visits and site inspections to assess the physical, operational, and legal status of properties.
3. Implement systems for digital asset tracking and performance monitoring.
4. **Property Assessment and Documentation**: This involves a detailed evaluation of the subject property, including:
5. **Title due diligence**: Verifying legal ownership and encumbrances.
6. **Physical survey and mapping**: Assessing site boundaries, existing structures, access, and topography.
7. **Zoning and regulatory compliance**: Reviewing applicable development control regulations, land use, and permissible FSI/FAR.
8. **Documentation**: Preparing site reports, land records compilation, mutation and conversion certificates, and other statutory documents.
9. **Strategic Estate Advisory:** Advisory services to optimize asset utility and long-term value, including:
10. **Development strategy**: Identifying highest and best use (HBU) of the property.
11. **Market assessment**: Demand-supply analysis, competitor benchmarking, and financial feasibility.
12. **Business model evaluation**: Public-Private Partnership (PPP), joint venture, lease, or monetization route.
13. **Regulatory roadmap**: Outlining approvals required and strategic phasing.

#### ****Project Planning and Execution****

1. Support end-to-end estate development activities: site assessment, project conceptualization, costing, budgeting, and execution.
2. Coordinate with, architects, construction agencies, and technical consultants.
3. Evaluate and recommend optimal utilization models for various estate assets (lease, PPP, modernization, own-use, etc.).

####  Consultant will Support for executing the chosen estate monetization or development strategy, including:

1. **Bid process management**: Preparation of tender/RFP documents, evaluation criteria, and concession agreements.
2. **Stakeholder management**: Engagement with potential developers, investors, and regulatory bodies.
3. **Financial structuring**: Preparing financial models, viability gap analysis, and risk-sharing frameworks.
4. **Transaction closure**: Support during negotiation, documentation, and contract signing.

#### ****Tendering, Procurement & Documentation****

1. Draft, review, and finalize tender documents, EOIs (Expression of Interest), and RFPs (Request for Proposals) for estate projects.
2. Ensure alignment with GFR, CVC guidelines, and NAFED procurement policy.
3. Assist in bid process management including bidder queries, bid evaluation (technical and financial), and documentation.
4. Coordinate with the finance and legal departments for vetting and approvals.

#### ****Legal & Regulatory Coordination****

1. Support land/title verification, legal due diligence, and compliance with land use, conversion, and building norms.
2. Coordinate resolution of disputes or encroachments on NAFED properties with legal and government entities.
3. Facilitate statutory approvals (construction permits, fire, environment, FSSAI, etc.).

#### ****Financial & Feasibility Analysis****

1. Prepare Detailed Project Reports (DPRs) and financial viability assessments for estate development.
2. Develop business models for monetization through leasing, concessions, or joint ventures.
3. Conduct market analysis and benchmarking to advise on competitive pricing and usage strategies.

#### ****Liaison & Stakeholder Engagement****

1. Interface with Central and State Government agencies, Urban Local Bodies, NBCC, DCCBs, SLSs, and other stakeholders, including preparing proposals and obtaining grants/subsidies under schemes
2. Support NAFED’s estate planning initiatives under national schemes like RKVY, Bhandaran Yojana, PMKSY, and PMFME.
3. **Project Monitoring Support:** Oversight and facilitation during project implementation, including:
4. **Progress review**: Periodic physical and financial progress tracking.
5. **Compliance monitoring**: Ensuring adherence to contract obligations, timelines, and regulatory clearances.
6. **Issue resolution**: Coordination among stakeholders to resolve bottlenecks.
7. **Reporting**: Regular MIS and dashboards for project authority.
8. **Reporting & Presentation:**
9. Prepare progress reports, review presentations, and dashboards for senior management and Ministry review meetings.
10. Document lessons learned and develop SOPs for future estate initiatives.
11. **Qualifications, Experience, Age and Competencies- The manpower to be provided by the Successful bidder/appointed agency shall meet following qualifications, experience, age and skill competencies criteria:**
12. **Education**: Graduate degree in Civil Engineering, Architecture, or Estate Management or any other similar discipline. Master’s Degree (Urban Planning, Infrastructure Management) or MBA desirable. The degree in law and architecture shall be an added advantage.
13. **Experience**: Minimum 10 years in estate/infrastructure management/ real estate consultancy services, including experience in tendering, DPRs, and contract execution.
14. Experience in Agri-infrastructure, Agri-processing, public sector projects, or cooperative organizations are highly preferred.
15. Age: Not more than 50 years

### ****Key Skills and Competencies****

1. Expertise in drafting EOIs, RFPs, BOQs, and technical bid documents
2. Solid knowledge of real estate laws, lease/license agreements, and project implementation models
3. Proficiency in project planning tools (MS Project, AutoCAD, Excel, etc.)
4. Understanding of PPP frameworks, EPC contracts, and government procurement norms, GeM and CPPP tender process.
5. Strong communication, negotiation, and stakeholder coordination skills

### ****Remuneration, Leaves, working hours/days & Tenure of hired Consultants****

1. The consolidated remuneration of the consultants will be Rs 1,00,000/- per month including PF, ESI and other statutoryliabilitiesif any.
2. The total 08 leaves shall be permissible in a year.
3. The working hours and days shall be as per Nafed’s official working hours and it shall be incumbent upon the consultant to attend office even on Saturday and Sunday on account of exigencies of work.
4. Initial contract for 2 year (extendable for further period of 1 year based on performance and project needs), however the tenure of the hired consultant shall be coterminous with the engagement of the Successful Bidder/Appointed Agency.

### ****Application & Selection Procedure:** The Agency shall provide profiles of at least 10 candidates along with following:**

1. Updated **Curriculum Vitae (CV)**
2. Copies of **educational qualifications, experience certificates**, and any other supporting documents
3. **Mode of Submission**: Agency shall submit profiles of candidates to Nafed at: estatedivision@nafed-india.com and anuragtiwari@nafed-india.com
4. **Selection Process**:
	1. Shortlisted candidates will be called for an **interview** and/or **presentation** before a selection committee.
	2. Final selection will be based on qualification, experience, domain expertise, and interaction performance.

**TERMS & CONDITIONS**:

### ****Nature of Engagement****

1. The Consultant shall be engaged on a **outsource basis through the selected Agency** and this engagement shall not be deemed as employment with NAFED.
2. No claim for regularization, absorption, or employment shall be entertained at any stage.
3. The Agency shall solely be responsible for act and conduct of the hired manpower.

### ****Tenure and Termination****

1. The engagement shall be for an initial period of Two (02) **year**, extendable further for one (01) year based on performance and project requirements.
2. Either party may terminate the engagement by giving **one month’s prior written notice**.
3. NAFED reserves the right to terminate the contract without notice in case of breach of terms, misconduct, or unsatisfactory performance. Nafed may also terminate the engagement without assigning any reason.

### ****Confidentiality****

1. The Consultant shall maintain **strict confidentiality** of all official documents, information, data, or knowledge acquired during the engagement.
2. No information shall be shared or published without prior written approval of NAFED.
3. The confidentiality obligations shall survive the termination of this engagement.

### ****Intellectual Property Rights (IPR)****

1. Any reports, studies, documents, and work products prepared by the Consultant during the engagement shall be the **sole property of NAFED**.
2. NAFED shall have full IPR over all data, models, and documentation developed under this engagement.

### 5. ****Conflict of Interest****

1. The Consultant shall not engage in any activity or provide services to any third party that may conflict with the interest of NAFED.
2. Any potential conflict must be disclosed in writing and approved by NAFED in advance.

### 6. ****Remuneration and Payment****

1. The Consultant shall be paid a consolidated fee as per Para 3 above.
2. No additional allowances shall be provided unless explicitly mentioned.
3. Payment shall be subject to applicable tax deductions and submission of monthly invoices and performance reports by Agency.
4. The Agency need to submit PF deposit slip, ESI Deposit Slip, and any other statutory liabilities of Central / State Government Incense if any. Agency shall also provide the bank statement of the employee. Account statement should match per the detail of account number mentioned in salary slip of the employee**.**

### 7. ****Travel & Field Visits****

In case of official travel, NAFED may reimburse travel expenses as per agreed norms and with prior approval at par with the Dy.Manager of Nafed or actual basis whichever is lower, however, such reimbursement to such expenses shall be paid upon furnishing of invoice by the Agency in this regard and agency shall make necessary logistic arrangements for field visits of the hired Consultant.

### 8. ****Compliance with Laws****

* The Consultant shall comply with all applicable laws, rules, and regulations in the performance of duties.
* Any liability arising due to breach of laws shall be the sole responsibility of the Consultant and its Agency

### 9. ****Indemnity:**** The Consultant agrees to indemnify and hold NAFED harmless from and against any claims, damages, or losses arising out of any unlawful act or omission during the course of the engagement.

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