

MINISTRY OF FOOD PROCESSING INDUSTRIES
PANCHSHEEL BHAVAN, AUGUST KRANTI MARG,
NEW DELHI- 110 049.

INVITATION OF BIDS FOR INCORPORATION OF

NATIONAL WINE BOARD

AND

NATIONAL MEAT AND POULTRY PROCESSING BOARD

UNDER SECTION 25 OF COMPANIES ACT, 1956.

NOTICE INVITING EXPRESSION OF INTEREST

Engagement of the services of a Chartered Accountant by the Ministry of Food Processing Industries for incorporation of:

- 1. National Wine Board and**
- 2. National Meat and Poultry Processing Board.**

The Ministry of Food Processing Industries intends to set up the National Wine Board at Pune in the State of Maharashtra, and the National Meat and Poultry Processing Board at New Delhi, as separate not-for-profit companies under Section 25 of the Companies Act, 1956.

2. For this purpose, the Ministry of Food Processing Industries intends to engage the services of a Chartered Accountant for assisting the Ministry in incorporating the Boards according to the rules and procedures. The Chartered Accountant shall have to process necessary documents for formation of the Boards relating to the drafting of the Memorandum/ Articles of Association and other statutory obligations under Companies Act 1956 or other applicable statutory Acts and Rules of company formation.
3. The applicant may be a single entity or a Company and must have extensive experience of setting up of companies/ organisations/ firms/ boards under Section 25 of Companies Act 1956.
4. The detailed EOI document indicating the scope of work, qualifying requirements, bidding forms, procedure for submission of proposal for EOI could be obtained from **Dr. A.K.Singla, Senior Marketing Officer**, at Panchsheel Bhawan, August Kranti Marg, New Delhi from any working day up to 14.07.2008. Alternatively, the document may be directly downloaded from the Ministry's website **<http://mofpi.nic.in>**. The EOI is to be submitted latest by 4:00 pm on 15.07.2008. The Ministry of Food Processing Industries reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reason thereof and no claim/dispute on this aspect shall be entertained.

5. **Period of Availability**

The Schedule for opening & closure of Expression of Interest are as follows:

Period of availability of Bid document from Ministry of Food Processing Industries.	Any working day upto 14.07.2008. between 1100 hrs and 1600 hrs.
Last date & time for receipt of Bid	15.07.2008 by 16:00 Hrs. in room no. 206, Panchsheel Bhawan, August Kranti Marg, New Delhi-110049.
Opening of the bids	The bids will be opened in Room No. 120 at 16.30 Hrs. at Panchsheel Bhawan, August Kranti Marg, New Delhi-110049 on 15.07.2008.

If the last date of receipt of bids and its opening thereof happens to be a holiday, the offer will be received and opened on the next working day at the same time.

6. **Eligibility**

The technical bids will be screened on the basis of the following essential eligibility criteria: -

- The applicant may be a single entity or a Company.
- Must be registered as a member of Institute of Chartered Accountants of India (self attested copy to be enclosed mentioning the registration number)
- Must have at least 10 years post qualification experience as Chartered Accountant in a reputed Company(s).
- Must have experience of incorporation of company with Registrar Of Companies.
- Preference will be given to the applicants who have worked as Chartered Accountant in a Company registered under Section 25 of the Companies Act 1956 and in a company having authorised capital of more than Rs. 100 Crores.
- Attach documents in support of above duly attested alongwith the checklist failing which the bid will be summarily rejected.

7. **Submission of Bids**

- 7.1 The applicant may submit their EOI in two separate sealed envelopes. The envelopes may be superscribed as “Expression of Interest for Chartered Accountant,

National Wine Board and National Meat and Poultry Processing Board - Technical Bid” and “Expression of Interest for Chartered Accountant, National Wine Board and National Meat and Poultry Processing Board- Financial Bid” respectively. The Technical Bid shall contain all relevant information/ papers/details as indicated in Proforma for EOI. The financial bid should indicate the total fee for the work inclusive of all taxes in Indian Rupees. The bids should be quoted both in figures and words and in case of any discrepancy; the bid quoted in words shall be treated final. In case of any cancellations/ corrections/ overwriting, the same has to be authenticated by the authorized signatory of the agency. The rates quoted shall remain valid for six (6) months from the date of opening of the bids. **The prospective agency shall have to abide by the terms and conditions of payment of the Ministry.**

- 7.2 The EOI may be sent by Registered Post or through Courier Service or handed over personally to **Shri A.K.Singla, Senior Marketing Officer, Panchsheel Bhawan, August Kranti Marg, New Delhi-110049** so as to reach on or before the last date and time for receipt as indicated above. Delay in transit or otherwise shall not be considered under any circumstances by the Ministry.

8. Evaluation

70% of weightage shall be given to the technical bid and 30% of weightage will be given to financial bid. The technical bid will be evaluated on following parameters:

- (a) Post qualification experience of working as Chartered Accountant
- (b) Experience of working as Chartered Accountant in a Company having authorized share capital of Rs. 100 crore and above
- (c) Experience of working as Chartered Accountant in a section 25 Company
- (d) Adherence to time-line
- (e) Experience of incorporation of Companies with the Registrar of companies
- (f) Infrastructure/ manpower available

The financial bids of only those prospective bidders will be opened who score minimum of 50% points in the technical bids. The bid will be decided in favour of the candidate on the basis of the combined score of the Technical evaluation and Financial quote.

9. Rejection of Bids

The application is liable to be rejected if:

- a) The application is not received in proper sealed cover with superscription as indicated.
- b) Not in prescribed form and not containing all required details/ information.
- c) The documents are improperly signed.
- d) Received after the due date and time.
- e) The Bid Documents are sent electronically.

10. Disclaimer

10.1 The Ministry of Food Processing Industries shall not be responsible for any late receipt of bids for reasons whatsoever. The applications received late will not be considered under any circumstances.

10.2 The Ministry reserves the sole right

- a. To reject any / all of the bids without assigning any reasons thereof.
- b. To relax/waive any of the conditions stipulated in this document as deemed necessary in the best interest of the National Wine Board and/ or National Meat and Poultry Processing Board without assigning any reasons thereof.
- c. To include any other item in the Scope of work at any time after consultation in the pre-bid meeting or otherwise.

11. Payment Terms:

100% payment shall be released after the satisfactory completion of the work and incorporation of the National Wine Board and National Meat and Poultry Processing Board.

12. Clarifications:

For further clarifications, please contact **Dr.A.K.Singla, Senior Marketing Officer** or call on any working day between 03:00 P.M. To 04:00 P.M. at (011) 2649-4591 or (011) 2649 3227 (Ext: 504) before the last day of submission of the bids i.e. till 15th of July, 2008.

Sd/-
Awadhesh Kumar
Director
Ministry of Food Processing Industries
New Delhi.

SCOPE OF WORK

The selected agency/individual is required to execute following for incorporation of both the Boards namely, National Wine Board at Pune in Maharashtra and National Meat and Poultry Processing Board at New Delhi:

- (a)** Apply to the Registrar of Company as per Companies Act 1956, under Section 25.
- (b)** To ascertain the availability of name of the company.
- (c)** Prepare the Draft Memorandum and Articles of Association in the form specified.
- (d)** Getting the Memorandum & Articles of Association vetted by Regional Director as per Regulation 6.
- (e)** Keep the authorized capital in tune with Section 3 (6).
- (f)** Make application to Regional Director concerned for issue of license under Section 25 (Regulation 3) duly accompanied by required documents and a copy of entire set of application with all its enclosures and accompanying paper to Registrar of Company (Regulation 10).
- (g)** Obtain license as granted by the Regional Director.
- (h)** Publishing of Notice in the form set out in Annex- II of Companies Act 1956 & Regulation 11 (a) to be circulated in areas & languages as specified (Regulation 11(b)).
- (i)** Prepare and line up all other forms & papers necessary to be filed with Registrar of Company along with Memorandum and Articles of Association.
- (j)** File the Memorandum and Articles and all other papers with Registrar of Company with necessary registration and filling fees and also produce the license granted by Regional Director.
- (k)** Obtain Certificate of Incorporation of the company from Registrar of Company (within the minimum time period required).

INSTRUCTIONS TO THE APPLICANT

Background

NATIONAL WINE BOARD

National Wine Board, to be set up at Pune in the State of Maharashtra, under Section 25 of the Companies Act 1956.

2. The proposed mandate of the National Wine Board is as under:
 - (a) Promote co-operative efforts among growers of grapes, apples, plums, apricots etc., manufacturers of raisins, juice and wine and encourage contract farming.
 - (b) Promote Grape, Apples, Plum, Apricot etc. processing and wine industry in general.
 - (c) Undertake research and development in new technologies, products and processes for continuous modernization of the grape & other fruits processing and wine industry.
 - (d) Conducting courses and programmes to develop highly skilled manpower for the grape & other fruits processing and wine industry.
 - (e) Monitor cultivation and production of desired variety of grapes & other fruits and disseminate best viticulture practices.
 - (f) Identify and develop appropriate rootstock of grapes & other fruits for different geo-climatic regions of the country through research, training and extension.
 - (g) Coordination with Agriculture Universities and research institutions.
 - (h) Promote marketing and export of wine through various measures including workshops and trade shows.
 - (i) Fix grade/standards of juice, raisins and wine.
 - (j) Provide quality testing facilities for wine to meet global standards.
 - (k) Collect statistics from growers, manufacturers, traders and other persons concerned with grapes & other fruits/wine and bringing out publication of statistics so collected.
 - (l) Advise Central and State Governments on various policy issues, viz, excise

- policy, taxation, etc. relating to grapes & other fruits/wine.
- (m) Advise farmers, industry and Government on commercial and technical issues relating to grapes & other fruits/wine.
 - (n) Such other matters relating to wine industry as may be prescribed by the Central Government from time to time.

NATIONAL MEAT AND POULTRY PROCESSING BOARD

3. The proposed mandate of the “National Meat and Poultry Processing Board” is as under:
- (a) To address the issues related to production of hygienic, safe and wholesome meat and meat products resulting in higher value addition
 - (b) Harmonization of domestic standards with international standards
 - (c) Capacity-building for the sector to address the Human Resource Development issues
 - (d) Develop uniform and effective meat quality testing systems in the country
 - (e) To address the environmental pollution issues arising out of the present conditions in the meat industry
 - (f) Provide thrust on research and development for production and marketing of innovative and new value added meat products for domestic and international markets
 - (g) Serve as a single window service for producers/ manufacturers and exporters of meat and meat products
 - (h) Promote and regulate the meat industry for increasing exports
 - (i) To help industry for establishing self-sustainable/ viable commercial projects
 - (j) To help industry to utilize slaughter house waste materials
 - (k) To set up quality control laboratories for meat and meat products
 - (l) To promote meat manufacturers to adopt GMP, HACCP, ISO-9001:2000 standards
 - (m) To help industry to create data and its dissemination

(n) To train workers, technicians in meat processing industry

(o) To work as a central/ national hub to address meat related issues

4. The Ministry of Food Processing Industries intends to engage a Chartered Accountant for incorporation of the “National Wine Board” and “National Meat and Poultry Processing Board”. The Chartered Accountant shall have to process necessary documents for formation of the Board relating to the drafting of the Memorandum/ Articles of Association and other statutory obligations under Companies Act 1956 or other applicable statutory Acts and Rules of company formation.

5. **Terms of Reference**

The Scope of Work and the Terms of Reference for the Chartered Accountant to be engaged for the purpose of incorporating the Boards are at **Annexure I**.

Proforma for EOI

To
Shri Awadhesh Kumar,
Director,
Ministry of Food Processing Industries,
Panchsheel Bhawan, August Kranti Marg,
New Delhi-110 049

Sub: Hiring the services of a Chartered Accountant for incorporation of “National Wine Board” and “National Meat and Poultry Processing Board”, both under Section 25 of Companies Act, 1956.

Sir,

The undersigned having read and examined in detail all the EOI documents in respect of appointment of a Chartered Accountant for setting up of the “National Wine Board” and “National Meat and Poultry Processing Board” for a period of six (6) months on contract basis to perform the duties and responsibilities of Chartered Accountant as defined in the Companies Act, 1956 as amended from time to time, do hereby express the interest to execute the work as mentioned in the “scope of work”, within the minimum time specified.

Correspondence details:

1.	Name of the applicant/ applicant Company	
2.	Detailed Address	
3.	Name, designation & address of the person to whom all references shall be made in case of applicant is a Company	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

Documents forming part of EOI:

We have enclosed the following documents:

- Registration under the Institute of Chartered Accountants of India
- Post qualification experience of working as Chartered Accountant
- Experience of working as Chartered Accountant in a Company having authorized share capital of Rs. 100 crore and above
- Experience of working as Chartered Accountant in a section 25 Company
- Adherence to time-line
- Experience of incorporation of Companies with the Registrar of companies
- Infrastructure/ manpower available

I/ We hereby declare that my/ our EOI is made in good faith and the information contained herein is true and correct to the best of my/ our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature & Seal of the Applicant)

Name:

Designation:

Seal:

Date:

Place: