

## EOI Notice

1. **UP State Agro Industrial Corporation Limited (UPSAICL)** invites proposals for the “*Empanelment of Agencies/Societies/NGOs for Training and Capacity Building in Agri & Farmer's*” through this EOI.
2. This EOI is being issued by UPSAICL for empanelment purposes.
3. The EOI document lists the requirements, terms, and submission process for prospective agencies to be considered for empanelment.
4. This EOI is only for empanelment based on technical qualifications; **no financial proposal is required at this stage.**
5. allocation of work will be done by the UPSAICL post Empanelment.
6. **Last date of submission:** 01 December 2025 12.00 Hrs. to 25 December 2025, 15:00 Hrs.

Applications must be submitted in the prescribed Annexure formats, with all supporting documents only through E-Tender Portal <https://etender.up.nic.in> . No other means such as by e-mail/Post/Offline proposal will be entertained.

**Invitation of**  
**Expression of Interest (EOI)**  
**For Empanelment of Agencies to implement Training and**  
**Capacity Building Program.**

**UP State Agro Industrial Corporation Limited (UPSAICL)**

22, UP STATE AGRO INDUSTRIAL CORPORATION  
LIMITED., VIDHAN SABHA MARG, VIDHAN SABHA  
MARG, Lucknow, Uttar Pradesh, 226001

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### **3. INTRODUCTION:**

Uttar Pradesh State Agro Industrial Corporation Limited (UPSAICL), a government-owned corporation established in 1967 to promote agro-industrial development and allied rural activities in Uttar Pradesh, invites Expressions of Interest (EOIs) from qualified Agencies, Societies, and NGOs. The purpose is to empanel experienced and credible organizations for implementation support including training, capacity building, community mobilization, and allied rural development programs under UPSAICL and associated government schemes.

### **SCOPE OF WORKS & DELIVERABLES**

Prospective empanelled agencies will be required to undertake the following tasks for training and capacity building related to Agri and allied sectors for farmers of Uttar Pradesh:

- Design & upgrade training material – audio, video, and print (in local languages).
- Organize and conduct grassroots-level training sessions (1 day duration, min. 5-6 hours/day)
- Mobilization of participant.
- Deliver participatory, practical, and outcome-based training (including group activities, quizzes, documentation of best practices etc.).
- Provide all training materials and session handouts.
- Arrange venues, audio-visual equipment, stationary kits, and refreshments.
- Ensure one Agency representative is present at each training and coordinate with district/block/GP officials.
- Collect, document, and share participant data, including geo-tagged photos, attendance, and feedback.
- Prepare regular reports and maintain a digital and physical record of deliverables.
- Collaborate and revise content based on feedback, submitting all session data to the designated portal/MIS.

#### 4. Eligibility and Essential Qualification Criteria

##### 1. Pre-Qualification

- 4.1.1 Any legal entity registered in India under the relevant act or any institution established under any act of government of India or state and in existence for past 3 year shall be eligible. (it may be noted that consortium/joint ventures/partnership firm are not allowed).
- 4.1.2 the agencies should have minimum average turnover/utilization of fund more than Rupees Five Crore.
- 4.1.3 The agencies should not have been barred blacklisted at any time by any department/agency/public sector unit of the central government or any state government.
- 4.1.4 The agencies should have professional experts in at least 3 of the following 5 domain indicated below at the time of application.

<b>Sr. No.</b>	<b>Designation</b>	<b>Qualification &amp; Experience</b>
1	Crop Husbandry	Graduate in agriculture from a recognised university with 5 plus year of relevant experience in crop production techniques technology intervention
2	Agri-Marketing/ Addition/Processing	MBA in Agri business management or equivalent from a recognised university institute with 3 plus year of relevant experience in agribusiness Agri marketing/ value chain development including post-harvest management
3	Social Mobilization	Graduate in rural development/Social work or Graduate with diploma in rural development social work from a recognised University/Institute with 5 plus year relevant experience in mobilization of farmers, field demonstration, organising village Level meeting.
4	Information Technology/MIS	B. tech/BCA in Computer Science/Information technology or equivalent from a recognised university institute with 3 plus year relevant experience of handling it related assignments mis development software development
5	Law/Accounts	B. Com with 5 years/Chartered accountant/Company secretary with 3 plus year of relevant experience in accounting auditing statutory compliance legal matters arbitration etc.

- 4.1.5 At least 20 resource persons (Graduate/Postgraduate, 3+ years' experience)

## **2. Technical Qualification**

The agency should have technical qualification as per below: -

- 4.2.1** The agencies should have minimum 2 year of experience in mobilization of farmers/ formation or promotion of farmer producing organization/ business planning of FPOs large farmer groups which should have demonstrable through experience of working with central/state government/PSUs/national, international and multilateral organization/ companies/CSR projects of corporates foundation trust cooperatives at FPO independently promoted by the applicant agency.
- 4.2.2** The agencies should have experience in providing capacity building training, pre- and post-harvest training demonstration of FPOs and large farmer group.

## **3. Desirable qualifications**

In addition to the above essential qualifications following desirable qualifications shall have an added advantage in scoring.

- 4.3.1** Applicant Agency shall have experience of working in Uttar Pradesh in the field Training & Capacity Building/Resource management.
- 4.3.2** Applicant Agency which has experience of working in multiple states in the similar domain. c. Applicant agencies having experience in Training through community engagement.

**(In support of the above, applicant agencies shall mandatorily attach Contract Agreement/Completion Certificate from the concerned work assigning Agency/Department.)**

- a. Applicant Agency shall have experience of working in Uttar Pradesh in the field Training & Capacity Building/Resource management.
- b. Applicant Agency which has experience of working in multiple states in the similar domain.
- c. Applicant agencies having experience in Training through community engagement.

In support of the above, applicant agencies shall mandatorily attach Contract Agreement/Completion Certificate from the concerned work assigning Agency/Department.

## **List of Copies of Documents/Report/Statements to be attached with the Application**

1. Certificate of invention incorporation registration certificate registered trustee deed ETC has applicable to the constitution of the agency.
2. Memorandum and article of association bylaws EC as applicable to the constitution of the agency.
3. Copy of PAN/TAN/FCRA as may be applicable.
4. Copy of proof of professional qualification claim for each of the experts.

5. Any proof regarding the number of permanent Staff/ trainers.
6. CVs of all Experts/Professional and Proof of Experience issued by competent authority.
7. Three Year's Audited Balance, Audit Report.
8. Self-Attested copies of Income Tax Return for the last 3 Years (F.Y. 2022-23, 2023-24, 2024-25), if Due Date of filing ITR after 10.11.2025 then 2021-22, 2022-23 & 2023-24)
9. Turnover Certificate issued by CA with UDIN.
10. Work Order and Completion Certificate of project.
11. Notarized Self-Declaration regarding "Should not have any pending litigation or be blacklisted/debarred by any State/Central Govt. agency" as per annexure-1.
12. Proof of qualification at least 20 resource persons (Graduate/Postgraduate) and proof of 3+ years' experience. annexure-2
13. Other Documents as per enclosed annexures.

## 5 EVALUATION CRITERIA

Sr. No.	Criteria	Supporting Document
1.	Consolidated Turnover of the three financial years i.e. FY 2022-23, 23-24 and 24-25. <b>(Maximum Marks: 5)</b> Rs 05 to Rs 10 crores: 3 marks out of 5 More than Rs 10 crores: 5 marks out of 5	Audited Balance Sheet & Profit & Loss / Income Expenditure Account. CA Certificate stating the above figures with UDIN
2.	<b>Specific Turn over in training/capacity building. (Maximum Marks 10.)</b> Upto Rs 3 crores: 2 marks More than Rs 3 crore to Rs 4 crores: 5 marks, more than Rs 4 crores full marks	Audited Balance Sheet & Profit & Loss / Income Expenditure Account. CA Certificate stating the above figures with UDIN
3.	Consolidated Training Figures at least 10000 Man-days/Participants during the last 3 Financial Years (FY 2022-23, 23-24 and 24-25). <b>(Maximum Marks 10)</b>	Submit a CA Certificate stating the figures with UDIN
4.	<b>Experience (Maximum Marks 15)</b> Experience of working in Uttar Pradesh in the field of Training & Capacity Building is added advantage. <b>(5 marks)</b> Applicant Agency having experience of working in multiple states in the training management field will have an added advantage. <b>(5 marks)</b> Applicant agencies having experience in training management through community participation will have an added advantage. <b>(5 marks)</b>	Contract Agreement /Completion Certificate from the Principal Agency for whom work executed.
5.	The Organization shall have successfully provided services to at least 01 projects of similar nature related to capacity building/training) during the last 03 years to Central/State Govt. <b>(one mark for each project maximum marks five)</b>	Contract Agreement / Completion Certificate from the Principal Agency /department for whom work executed.
6.	<b>Manpower Requirement (Maximum Marks 15)</b> <b>Technical Human Resources</b> <b>A. Experts</b> 1. Social Sector Expert (PG plus 5 years' experience in the Development Sector with two years of experience in Training & Capacity Building. 2. IT expert- PGDCA (same as above) <b>B. Trainers Resource Persons (at least 20) –</b> Graduate/Post Graduate with three years' experience in imparting Training	<b>For Experts</b> Attached CVs with consent letter (along with copy of self-attested degree/s and relevant experience certificate/s). 5 marks for more than 4 experts <b>For Trainers</b> No of resource persons from 20 to 30 - 5 marks More than 30 Resource Persons - 10 marks
7.	<b>Technical Presentation will be of maximum 40 marks.</b>	

	<ul style="list-style-type: none"> <li>i. Organization Profile/ Background</li> <li>ii. Understanding Context</li> <li>iii. Mobilization and Training Plan</li> <li>iv. Methodology.</li> <li>v. Output</li> </ul>	
<b>Total Marks: - 100</b>		

**The applicant agency or agencies scoring 70 marks or above shall be qualified for empanelment.**

## **6 Financial Margin and Ranking Criteria for Award of Work**

### **1. Financial Proposal Submission:**

Financial proposals will be invited only from agencies that have been empanelled based on the technical evaluation.

### **2. Ranking of Financial Bids:**

Financial bids received from empanelled agencies for individual assignments shall be ranked as:

- 2.1. **L1:** Lowest financial bid
- 2.2. **L2:** Second lowest financial bid
- 2.3. **L3:** Third lowest financial bid

### **3. Margin Criteria for Consideration:**

To ensure fair and competitive allocation of work, the following margins relative to the L1 bid shall apply:

- 3.1. **L2 bids** must be within **10%** of the L1 bid to be considered for award or negotiation.
- 3.2. **L3 bids** must be within **15%** of the L1 bid to be eligible for consideration.

### **4. Negotiation and Award Process:**

- 4.1. If L2 or L3 bids fall within the prescribed financial margins, UP State Agro Industrial Corporation Limited reserves the right to negotiate with such agencies to match or approach the L1 bid price.
- 4.2. Agencies quoting beyond the specified margins will generally not be considered for the award, except under exceptional circumstances justified and approved by UP State Agro Industrial Corporation Limited.

### **5. Additional Factors in Awarding Work:**

Besides the financial competitiveness within the above margin criteria, UP State Agro shall also consider:

- 5.1. The technical capability and past performance of the agency.
- 5.2. Experience in relevant geographic or thematic areas.
- 5.3. Capacity to meet timelines and quality requirements.

## 7 GENERAL TERMS AND CONDITIONS (As per the requirement of the UPSAICL)

7.3 **Agreement Period:** The Agreement from the concern department shall be for one year from the date of the award of the contract which is further extended based on satisfactory work.

7.4 **Allocation of work post empanelment:** The allocation of work post empanelment among all the empanelled agencies will be made by the UPSAICL on the basis of the requirement and capability of the Agency to provide services in the State.

7.5 The Agency which are empanelled by UPSAICL under this EoI notice for the UPSAICL because of this empanelment process is not allowed to use the name of UPSAICL, its logo, service marks or any document for any purpose without the prior written approval of UPSAICL.

7.6 No contractual obligation whatsoever shall arise from this Expression of Interest (EOI) process unless and until a formal Agreement is signed and executed by duly authorized official(s) of the UPSAICL with the selected Agency.

7.7 **Blacklisting/debarring:** UPSAICL reserves the right to cancel the empanelment letter issued and debar the Agency if it is discovered that the Agency had produced any false information, on continued delivery of unsatisfactory services, insolvency of the company or any other ethical ground as deemed fit by giving a 7 days prior written notice.

7.8 **Presentation:** As a part of evaluation of proposals submitted by the applicants, UPSAICL reserves the right to seek further information or a presentation from the Organizations for evaluation purposes. UPSAICL may call for such information/presentation at a short notice.

7.9 **Amendments to EOI:** At any time prior to the last date for receipt of applications, UPSAICL may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the EOI document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, UPSAICL may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the EOI. Any such amendment shall be communicated to the Agencies.

7.10 **Pre-proposal queries:** Any interested agency can seek clarification pertaining to the EOI, raised the matter of concern before the **15 October 2025** through email.

7.11 **Conflict of Interest:** UPSAICL requires that the Agency provides professional, objective, and impartial analysis and data, and always hold the UPSAICL interest's paramount, strictly avoid conflicts with other Assignment/jobs or their own interests and act without any consideration for future work.

7.12 **Termination of Agreement**

7.12.1 **Termination for Default**

The office of the Managing Director, UPSAICL reserves the right to terminate / short close the Agreement, without prejudice to any other remedy for breach of Agreement, by giving 15 days' notice if the agency fails to perform any

obligation(s) under the contract and if agency, does not cure their failure within a period of 7 days (or such longer period as the UPSAICL may authorize in writing) after receipt of the default notice from the UPSAICL.

#### **7.12.2 Termination for Insolvency**

The office of the Managing Director, UPSAICL may at any time terminate the Agreement by giving written notice without compensation to the agency, if the agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the office of the Managing Director.

#### **7.12.3 Termination for Convenience**

The office of the Managing Director, may by written notice sent to the agency, terminate the Agreement, in whole or part, at any time for its convenience. However, the payment shall be released (on a pro-rata basis plus adjustment of penalties if any) to the extent to which performance of work is executed as determined by the agency till the date upon which such termination becomes effective.

### **7.13 Compliance & Ethics:**

The office of the Managing Director, UPSAICL expects the Agency to show the highest ethical standards during the assignment. Any action related to bribery/corrupt practices shall be considered as breach and shall lead to the termination of the agreement by the UPSAICL.

### **7.14 Intellectual Property Rights:**

The office of the Managing Director, UPSAICL will own all the intellectual property resulting out of services being performed under this Agreement.

The Agency shall keep them confidential and return the same post the closure of the project. Such material shall not be provided by the Agency or any or its employees or contractors to any other party unless otherwise approved in writing by the office of the Managing Director, UPSAICL.

The personal data of the participants will also not be shared. (This clause is governed by The Data protection Laws applicable in India)

### **7.15 Language:**

The Proposal should be filled by the applicant agencies in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Applicant Agency. For purposes of interpretation of the documents, the English translation shall govern. All correspondence and documents relating to the Proposal exchanged by the Applicant Agency and UPSAICL shall also be written in the English language.

7.16 7.14 Any attempt to influence the evaluation process/empanelment of UPSAICL process through canvassing, lobbying, or other means will result in disqualification.

### **7.17 Rejection of Proposal: The proposal is liable to be rejected if:**

- a. Not in prescribed forms and not containing all required details.
- b. Not properly signed with seal as per requirements.
- c. Missing of any supporting document(s) with the Proposal.

### **7.18 Disclaimer**

The UPSAICL reserves the right

1. To reject any/all applications without assigning any reasons thereof.
2. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the UPSAICL without assigning any reasons thereof.
3. To terminate or cancel the empanelment process at any time without assigning any reason.

- **Written Undertaking:** The office of the Managing Director, UPSAICL may at any time require the Agency and its employees/advisors/professionals to whom confidential information may be disclosed in the course of execution of Agreement, to give a written undertaking in the form of a deed reasonably accepted to the office of the Managing Director, UPSAICL and relating to the use and non-disclosure of the confidential information relating to the project or any Government Department or relating to any Ministry and or such other information that the office of the Managing Director, UPSAICL suggests to be confidential. Upon receiving a request aforesaid the Agency must promptly arrange for all such undertakings to be given to the UPSAICL.
- **Force Majeure:** Neither party shall be held responsible for non-fulfilment of their respective obligations due to the exigency of one or more of the force majeure events such as but not limited to Acts of God, war, flood, earthquakes, strike, lockouts, epidemics, pandemics, riots, civil commotion etc., provided on the occurrence and cessation of any such events. The affected party thereby shall give a notice in writing to the other party within one week of such occurrence or cessation. If the force majeure conditions continue beyond six months the parties shall then mutually decide about the future course of action.
- **Indemnity & Liability:** The Agency undertakes to indemnify the UPSAICL from and any losses that UPSAICL may incur due to any deficiency in services rendered by the Agency or any instance of corruption or improper payment.
- **Maintenance of Confidentiality:** The Agency must not divulge any confidential information and ensure that reasonable steps are taken to provide for the safe custody of any and confidential information in its possession and to prevent unauthorized access thereto or use thereof. The Agency must not, without the prior written consent of the UPSAICL, disclose any confidential information of UPSAICL or any government department or relating to any ministry or any other party. In giving written consent to the disclosure of confidential information, the UPSAICL may impose such conditions as it thinks fit, and the agency must comply with these conditions.
- **Removal of Data:** The Agency must ensure that its employees/ professionals/ personnel do not:

- a. Remove any data or allow any Data concerned with this Agreement to be removed from the places as notified / directed by UPSAICL; or
- b. Take any Data or allow any Data to be taken outside of India, without the UPSAICL prior written consent.

#### **7.19 Dispute Resolution & Governing Law**

**• Arbitration Clause:** *Any dispute or difference whatsoever arising between the parties will be governed under the Arbitration and conciliation Act 1996 and shall be settled Lucknow Only. The language used for dispute resolution shall be English.*

**• Governing Law & Jurisdiction:** The agreement is governed by Indian Law, with courts at Bhopal having exclusive jurisdiction for non-arbitral matters.

## **8. SUBMISSION OF PROPOSAL**

The technical proposal must contain in the following:

- 5.1. All the necessary supporting documents mentioned in the pre- qualification criteria
- 5.2. Covering letter with the Proposal in response to EOI Notice
- 5.3. Relevant Project Experience
- 5.4. Details of the Applicant Agency.
- 5.5. Detailed profile of the expert either on-role or empanelled with the organization through a Agreement, with relevant experience in the Scope of work as mentioned above who are proposed to be deployed for the project including details of their educational qualification, experience and skill set.
- 5.6. Any other details that the applicant agency may like to provide.

### **Submission Guidelines:**

- The covering letter for the EoI proposal should be submitted in the format prescribed.
- All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the proposal.
- All pages of the proposal shall be signed and stamped by the authorized signatory before uploading.
- Please Note that Prices must not be indicated anywhere in the technical proposal.

Interested agencies may submit the technical proposal latest by 25 December 2025, 15:00 Hrs only through E-Tender Portal <https://etender.up.nic.in> .

### **Contact for Clarification**

**Akhilesh Pratap Singh**  
**CAO&FA**  
Email: [upagrohq@gmail.com](mailto:upagrohq@gmail.com)

***Annexure 1***  
**Format For Covering Letter**  
*(To be submitted on the Letterhead of the Applicant Agency)*

{Place}  
{Date}

To,

Managing Director,  
UP State Agro Industrial Corporation Limited  
22, VIDHAN SABHA MARG, VIDHAN SABHA  
MARG, Lucknow, Uttar Pradesh, 226001

**Subject:** Submission of proposal in response to the EOI for “**Expression of Interest (EOI)**  
**For Empanelment of Agencies to implement Training and Capacity Building Program”**

Sir/Madam,

1. Having examined the EOI document, we, the undersigned, herewith submit our proposal in response to your EOI dated <dd/mm/yy> for EOI for Empanelment of Agency(s) for Training and Capacity Building Program.
2. We have read the provisions of EOI and confirm that these are acceptable to us.
3. We undertake, if our proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between us and the concerned department or its appointed representatives.
4. We affirm that the information contained in this proposal is true, accurate, and complete.
5. We also agree that you reserve the right in absolute sense to reject the empanelment process without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of the Applicant Agency and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2025 (Signature) (In the capacity of)

Duly authorized to sign the Proposal Response for and on behalf of:

(Name and Address of Agency)

Seal/Stamp of Agency

***Annexure 2***

**Proforma for Trainers/Resource Persons**

Sl. No	Name	Gender	Highest Qualification	Experience (years)	Aadhaar Number	Contact	Remark if any

*Note: The candidate shall have experience of Imparting Training in Natural Resource Management/Panchayati Raj/Rural Development/water sector.*

**Signature of the Applicant Agency Representative**

**Seal & Date**

### ***Annexure 3***

Consent Letter of Key Expert for UP State Agro Industrial Corporation Limited in the Gram Panchayat/Block/District/Head Office of Applicant Agency in Uttar Pradesh

#### **Consent Letter**

I.....S/o.....aged  
about.....years (DD/MM/YY).....having Mobile  
No.....Permanent residence  
at..... and current residence at  
.....of  
fer to provide my service as ..... (Name of the Applicant Agency).

I do undertake that I shall be available for the entire duration of the assignment including extension, if any granted by the client, if project is awarded to your Agency, and shall not accept any other assignment during this period, otherwise the Client / Employer shall be at liberty to debar me from taking employment on their future projects for the period as may be decided by them. I shall appear before the client for interaction/interview as and when required on receiving intimation from the Applicant Agency.

I also certify that I have not given my consent to any other firm for any other project expected to start during the aforesaid assignment.

I am providing my consent for the mentioned project based on my CV, details and documents submitted to you in hard copy.

My Aadhar No. /PAN No. is .....

During my employment with your Agency, I shall not provide my consent and CV to any other organization including DPR projects without prior written approval of the Head of the Agency. Your Agency is authorized to use this CV for the aforesaid project.

The details covered under my CV & Documents submitted to you in hard copy are factual and true, I shall be solely responsible, for incorrect information or details, if any observed by UPSAICL during scrutiny of my CV and subsequently the consequences thereof.

Place:

Date: Signature of the Candidate

***Annexure-4***

**FORMAT OF UNDERTAKING REGARDING  
NON-BLACKLISTING / NON-DEBARMENT**  
**(TO BE FURNISHED ON 100 INR VALUE STAMP PAPER)**

**UNDERRAKING**

To,

Managing Director,  
UP State Agro Industrial Corporation Limited  
22, VIDHAN SABHA MARG, VIDHAN SABHA  
MARG, Lucknow, Uttar Pradesh, 226001

We hereby confirm and declare that we, (*Applicant Agency name*) is not blacklisted/ De-registered/ debarred since its inception by any Government department/ Public Sector Undertaking/ Private Sector/ International Organization or any other agency for which we have Executed/ Undertaken the works/ Services.

For

Authorised Signatory

Date: