

**Government of West Bengal**  
**PASCHIMANCHAL UNNAYAN PARSHAD**

Ailakundi (Behind S.B.S.T.C. Garage), Kenduadihi, Bankura

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Memo No. 1811/PUP/BNK

Dated: 29/09/2014

**Expression of Interest for:**

**A. To become “Field level Implementing Agency” &**

**B. To procure and supply Ranginee Brood Lac**

**for Lac cultivation (Phase October’2014 - November’2014) in Purulia, Bankura & Paschim Medinipur District.**

Expression of interest are invited from the reputed NGO’s/suitable agencies having the requisite criteria indicated below with proven track record & sufficient experience for implementing the Lac cultivation Project at grass root level and also in supplying Brood Lac.

**Work description:** Lac cultivation in 6 Blocks of Purulia, Bankura & Paschim Medinipur District involving 3000 Beneficiaries.

**Time allowed for cultivation of work:** 15<sup>th</sup> October 2014 to 31<sup>st</sup> March 2015.

**Ernest money to be deposited at the time of formal agreement:** 2% of the offered amount.

**Criteria for appointment of Implementing Agency:**

- 1) The Implementing Agency should be registered under Societies Act or Trust Act. (Copy of such registration to be enclosed).
- 2) The Implementing Agency should have adequate infrastructure and experience in handling training related programme in respect of Lac cultivation.
- 3) The Implementing Agency should have adequate manpower & resources to undertake the responsibilities of undertaking Lac cultivation and to supply Brood Lac.
- 4) The Implementing Agency should have organisational ability to handle Lac cultivation programme and also to procure and supply good quality Ranginee Brood Lac.
- 5) The Implementing Agency should have cordial & effective working relationship with the local Govt. bodies & local peoples.
- 6) Copy of Memorandum and bye-laws with the names of office bearers last two years balance sheet alongwith income expenditure a/c and the details of Bank Account of the Implementing Agency to be enclosed.

The Field level implementing Agency so selected on the basis of fulfilling the above criteria should also submit a commitment to abide by the terms and conditions referred in Annexure –I defining the Roles & Responsibilities of the Implementing Agency while implementing the project at grass root level and also the conditions for supply of Ranginee Brood Lac.

The Implementing Agency while showing expression of interest need also to quote his charges for providing all the required services for the entire period of implementing the Lac cultivation project. Charges for the services to be quoted as per format in Annexure –X & Y. The field level Implementing Agency and supply of Brood Lac finally selected and approved need to execute an agreement with the Paschimanchal Unnayan Parshad before starting the work in the field.

Sealed expression of interest must be submitted to the Chief Executive Officer, Paschimanchal Unnayan Parshad, Bankura on or before 14/10/2014 upto 2:00 P.M & be opened at 3:00 P.M in this office. The authorised representative of the organisation/ supplier are welcome to be present at the time of opening of expression of interest. Copy of Terms & Conditions & format for offering the charges for services and supply of Brood Lac are annexed with as Annexure-I and Annexure-X & Y respectively.

For details please visit our website [www.pupwb.org](http://www.pupwb.org)

Sd/-  
**Chief Executive Officer**  
**PaschimanchalUnnayanParshad**

**Memo No. 1811/1(5)/PUP/BNK**

**Dated: 29/09/2014**

**Copy forwarded for information & necessary action to:-**

1. P.S. to M.I.C, Paschimanchal Unnayan Affairs Department, Pouro Bhavan, 5<sup>th</sup>Floor, F.DBlock, Salt Lake, Kolkata – 700106.
2. P.S. to Secreary, PaschimanchalUnnayan Affairs Department, Pouro Bhavan, 5<sup>th</sup>Floor, F.DBlock,Salt Lake, Kolkata – 700106.
3. Accounts Officer,PUP,Bankura.
4. Technical Advisor/Forest, PUP,Bankura.
5. Office file.

Sd/-  
**Chief Executive Officer**  
**PaschimanchalUnnayanParshad**

## Annexure-I

### Terms & Condition of signing MOU/Agreement with the field level Implementing Agency & Paschimanchal Unnayan Parshad.

**1. Title of the Project :** Sustainable Income generation through scientific Lac cultivation.

**2. Objective of the project :**

- a) To improve the traditional method of Lac cultivation by imparting training and demonstration on Scientific method of cultivation for sustained Lac production.
- b) To provide necessary inputs like Brood Lac & improved sets of tool kits to the poor beneficiaries of the District.
- c) To develop entrepreneurship among the beneficiaries.
- d) To facilitate network development of Lac growers, entrepreneur, processors and consumers.

**3. Target area of the Project :** This phase of the project is proposed to over 3 Blocks in Purulia ( Bundwan / Barabazar / Manbazar), 2 Blocks in Bankura ( Ranibandh / Khatra) and one Block of Midnapur (Binpur – II) District having good potentials of Lac cultivation . As per Road Map on an average 500 families of different Mauzas of each Block will be selected & registered for the cultivation. Thus a total target of 3000 families will be registered as beneficiaries for this phase of cultivation. Most of the families (app. 80%) registered as beneficiaries will belong to SC/ST categories.

One beneficiary member out of 30 beneficiaries will be selected totalling to 100 in number are proposed to be trained and groomed for scientific Lac cultivation.

**4. Host plant & Brood Lac :** During this phase “Rangini” variety of Brood Lac will be inoculated in Palash and Kul plant for Lac cultivation. One Kg of Brood Lac will be inoculated on each tree & one beneficiary will be given 5 Kg of Brood Lac to cultivate in 5 Nos host plant.

This phase of Lac cultivation is proposed to cover 15000 host plants (Palash / Kul) with the inoculation of 15,000 Kg of Brood Lac.

### **5. Role of the Field level Implementing Agency.**

**A) Mobilization /orientation of beneficiaries and first phase on Farm Training programme-i)** The field level Implementing Agency will be responsible for organising ‘mobilisation cum orientation programme to the Lac cultivators at village level. After identification & selection (Criteria for selection of beneficiary given in **Annexure – I-A**) of beneficiaries their names are to be registered by the Implementing Agency as per proforma given in **Annexure – I-B**.

**ii)** The representative of PUP, IINRG Expert & officials and supervisor of Implementing Agency will undertake the training programme explaining the process

,benefits and various steps involved in Lac cultivation to the identified /selected/ registered beneficiaries at the field level in villages.

**iii)** The above mobilization, orientation cum training programme will be for one day (OFT: On Farm Training).

**B) Arranging Training of Trainers**-The field level Implementing Agency will select one beneficiary amongst a group of 30 registered beneficiaries to become the “Entrepreneur” of the said group (Criteria of selection given in Annexure-A1) the above selected Entrepreneurs will be provided with 6 days in campus training/ Training of Trainers at IINRG, Ranchi which is to be arranged by the field level Implementing Agency. Implementing Agency will find out the allotment of slot for training in consultation in the IINRG, Ranchi. Though the IINRG will make all necessary arrangement for organising the training including boarding/lodging etc. of the Entrepreneurs, the entire costs required for the purpose as fees, transportation, local conveyance & other all incidental expenses for the purpose of the above TOT to be paid by the field level Implementing Agency.

**C) 2<sup>nd</sup> phase on Farm Training to the registered beneficiaries** –The Implementing Agency will arrange to impart training to all the registered Beneficiaries who have undergone 1<sup>st</sup> phase training. During this one day training programme Brood Lac distribution followed by practical demonstration regarding inoculation of Brood Lac, Phunki removal, application of pesticides (Insecticides & fungicides) with the prescribed doses & intervals etc. The Implementing Agency will make necessary logistic arrangements bearing all the cost and expenditure. Assistance of scientist of IINRG Ranchi also to be taken for this training as expert guide. The Implementing Agency will also ensure that all trees to be inoculated have been serially numbered on the body of the Trees for respective locations.

**(D)Distribution of Brood Lac & Tool Kit**-On receipt of Brood Lac & Tool kit for specified field location the Field level Implementing Agency will take immediate step to distribute the same to the beneficiaries & receipt of the same be obtained & produced for record.

**i)** On receipt of Brood Lac the same is to be distributed @ 5.0 kg to individual registered Beneficiaries in the field (on site of Inoculation) with proper acknowledgement of beneficiaries.

**ii)** On receipt of Tool kit the same are to be distributed in a pack of 5 nos. Secateurs, 5 nos. Daoli, 5 nos. scrapping knife ,30 files of insecticides (100 ml pack), 30pack of fungicide (100 gm pack) to each group containing 30 beneficiaries .One Rocking foot spray to be distributed to each 2 gmps of 30 beneficiaries .

**E) The field level Implementing Agency will provide all necessary GUIDANCE TIME TO TIME REQUIRED-** to protect the Lac insect from other parasite insects to the beneficiaries for spray of pesticides through the registered “ Entrepreneur ” , “Co-ordinators” & “Supervisors” throughout the cultivation period. They will also follow-up with them and suggest/guide for proper harvesting, processing, marketing of Lac. In case of any problem remedial action will be suggested by the field level Implementing Agency by taking assistance of Scientist of IINRG, Ranchi.

**F) The field level Implementing Agency will engage-** 2 supervisors & entrust them with monitoring & recoding all steps of the cultivation process. One Supervisor for 3 Blocks of Purulia District & other supervisor for 2 Blocks of Bankura & one Block of Paschim Medinipur District.

He will also engage 6(six) co-ordinates, one for each Block of operation & entrust them in regular co-ordination with the “Entrepreneurs” of the field during the six months cultivation period. The Implementing Agency will also ensure regular contacts with the beneficiaries by

their respective group Entrepreneurs. The incentive or remuneration whatsoever arises for the field 'Supervisor-2 nos.', 'Co-ordinators-6 nos.', 'Entrepreneurs -100 nos.' for the six months period of the Lac cultivation are to be borne & paid by Field Level Implementing Agency.

**G) The Implementing Agency will ensure** -at least 4 field visit of Scientists Experts during the cultivation period to monitor as well as to give expert opinions on the cultivation process.

**H) The field level Implementing Agency should monitor & supervise**- every step of cultivation process including training programme (OFT& TOT).

**I) The Implementing Agency will maintain**- proper records & accounts of the entire cultivation process & will submit periodical ( after every 15 days /30 days) progress report alongwith relevant documents like completed Registers with details of Beneficiaries & Entrepreneurs ,receipted documents of distribution of Brood Lac & Tool kits, still/Video photographs, Audio, CD etc for the entire process of Lac cultivation.

**J) The Implementing Agency will submit**- utilization certificate of fund received by them from PUP on completion of the programme.

**6. The Charges for the service provided by the Implementing Agency** - Charges of Services provided by of the Implementing Agency as agreed & finalized will be released by PUP to the Implementing Agency on following manner.

a) First instalment of 25% fund of the total amount agreed upon will be released to Implementing Agency on finalisation and selection of the Field implementing Agency & the agreement is signed by them.

b) 2<sup>nd</sup> instalment of 25% will be released after the Completion of Brood Lac Inoculation on actual achievement.

c) 3<sup>rd</sup> instalment of 25% will be released only after completion of 'phunki' removal

d) Balance amount of 25% of the total fund computed on actual achievement and after completion of 2<sup>nd</sup> spray subject to full satisfaction of PUP, in respected of physical achievement of Inoculation, 1<sup>st</sup> spray & 2<sup>nd</sup> spray of the cultivation process.

**6.2.** The Implementing Agency will not be reimbursed more than the total amount sanctioned and agreed upon.

**6.3.** The funds released shall be spent exclusively in pursuance of the objective envisaged in MOU/Agreement for the purpose for which it is sanctioned and shall not be diverted for any other proposes by the Implementing Agency. If it is found that the fund have not been utilized for the purpose it is released, no further funds will be released and the funds already released shall be recorded from such Agency with interest of 18% per annum from the date of release of fund and the date of recovery.

**7. Bank Accounts:** The Implementing Agency shall provide the bank details (Xerox copy of Pass Book and statement) where the released fund will be deposited before release of 1<sup>st</sup> instalment.

## **8. Audit and Inspection of Accounts:**

**8.1.** PUP may depute any audit or inspection of the accounts of the programme Implementing Agency. Such inspection and review of the program may be undertaken by any expert or Agency by PUP.

**8.2** If it is found that Implementing Agency is not performing their assignment at any point of time, the PUP has full right to cancel part or full assignment given to the Implementing Agency and black list the Agency.

**8.3** The Implementing Agency shall produce all relevant records pertaining the programme & daily progress of the event during the visit of Auditors/Inspection team.

**8.4** PUP can conduct evaluation of the program, at any point of time during the period of Implementation through its representative or external Agency.

**8.5** The Implementing Agency will collect feedback periodically from the beneficiaries during the process of cultivation. The detailed report of feedback and impact assessment shall be submitted to PUP on completion of the project.

## **9. Conditions for supply of good quality Ranginee Brood Lac:**

**9.1** Place of supply: All the places of Lac Growing areas including LWE Blocks of Purulia, Bankura & Paschim Midnapore (specific will be mentioned in work order)

**9.2** Rate: Supplier will have to quote a common rate for per quintal including transportation, carrying, packing, selection, loading, unloading etc. for supply of Ranginee Broodlac to the consignee of different places of Lac Growing areas including LWE Blocks.

**9.3** The supply of Broodlac seeds should be as per standard laid down by the IINRG, NAMKUM, RANCHI. Broodlac not meeting standard will be rejected without any liabilities on the part of the undersigned and a proportionate deduction will be made if found wanting in the length/weight ratio provided other standards are made. Supply of seeds to be completed within the schedule date as shown in the supply order.

**9.4** If the supplier fails to complete the supply of seeds in schedule time, agreement will be disqualified for the supply and earnest money so deposited earlier will be forfeited to the Government.

**9.5** Approved supplier will have to supply Ranginee Broodlac to the places as would be mentioned in purchase order.

**9.6** The supply of Ranginee Broodlac should be made within 48 Hrs. (Forty eight) from the date of emergence of Larvae.

**9.7** Supply of Broodlac will have to be made in packing of new bamboo basket over with gunny bag and each basket must contain 20 Kgs of healthy Broodlac covered with gunny bag lid on the top.

**9.8** The undersigned does not guarantee of taking up of any seeds and no compensation will be payable to the supplier in question, if not taken up due to any reason whatsoever.

**9.9** The undersigned reserves the right to increase or decrease the quantity of any items to the extent 25% and to add new item or withdraw any items at his discretion at any stage before supplying.

**9.10** Royalty for any materials if obtained from forest area will have to be paid by the Supplier and as such it should be included in the rates quoted. As the carrying cost is included in the rates, so no any further amount to be allowed for supply.

**9.11** The Earnest Money of the successful bidder will be released only after the Security Money @ 10% of offered value has been deposited and an agreement is executed in the prescribed form.

**9.12** The Security Deposit will be released on satisfactory completion of supply and assigned work.

**9.13** The undersigned reserves the right to cancel the contract on ground of unsatisfactory or delayed supply and failure to fulfil terms and conditions of the agreement.

**9.14** Income Tax, Commercial Tax, VAT etc. to be deducted as per existing rules where required.

**9.15** The Notice alongwith all condition mentioned herein before shall also be a part of agreement to be executed by such bidder for supply of Broodlac.

Sd/-

**Chief Executive Officer  
PaschimanchalUnnayanParshad**

**Annexure – I-A**

**A) Criteria for identification of benefactions for Lac Cultivation: -**

- i) Preferably he/she should belong to SC/ST Categories.
- ii) He/She shall have ownership/access to sufficient No. of host plants (at least 5 palash or Kul or 1 Kusum tree).
- iii) He/She is ready to undergo training for taking up Lac Cultivation in right earnest.
- iv) He/she shall have willingness to carry out this activity on long term basis.

**(A) Criteria for identification of “Entrepreneurs”**  
**(one entrepreneur per group of 30 Beneficiaries).**

- i) He/she shall be presently practising the Lac Cultivation & have sufficient number of host plants.
- ii) He/she shall have ability to read, write & have the capacity of good communication and to comprehend.
- iii) He/she has cordial relation with other group members and local people/Lac cultivators.

**ANNEXURE-I-B**

**Registration of Beneficiaries during 1<sup>st</sup> phase OFT-**

Block :  
G.P.:  
Mouza:

Sl No	Nature of Beneficiary	Father's Name	Unique No Voter/BPL Card	No of Host plant available			Signature of Beneficiary
				Kul	Palash	Kusum	



**Format for offering Charges for offering Services by Field Level Implementing Agency:**

**Annexure-X**

Sl. No.	Description	Qty.	Unit	Rate Offered per unit	Amount
1.	Cost of service charges for on farm training (OFT) to individual beneficiaries two times during the process of cultivation (each of one day duration in a group of 30 Beneficiaries in respect of mobilization registration of beneficiaries, guiding during inoculation, removal of Phunki, Spraying of pesticides (insecticide & fungicide) two times and harvesting of crop to all the beneficiaries during the process of cultivation including cost of food, logistic arrangement etc.	3,000 Nos.	Beneficiary		
2.	Cost of providing Training of Trainer of 6 days duration in campus at IINRG, Ranchi to the selected Entrepreneur of the group of 30 beneficiaries including cost of fees & charges of IINRG, travelling & conveyance charges & other incidental charges.	100 Nos.	Entrepreneurs		
3.	Labour charges & all other incidental charges for numbering 15,000 no. of trees, inoculation & phunki removals of 15,000 Kg of Brood Lac, spraying of pesticides 2 times during the process of Lac cultivation over 15,000 nos. Trees (all cost except Brood Lac and Toolkits).	15,000 Nos.	Kg/No. of trees		
4.	Incentive/remuneration to be paid for the engagement of following trained expert for six months (during the cultivation period) (i) Supervisor-2 nos. X 6 months (ii) Co-ordinator 6 Nos. X 6 months (iii) Enterprises 100 Nos. X 6 months	2 6 100	Each Each Each		
5.	Experts field visit for inspection & guidance (team of 3 to 4 scientists & experts) – 4 visits.	4	Each visit		

**Authorised Signatory**

**Format for offering Rates for supplying Ranginee Brood Lac etc.:**

<b>Sl. No.</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Rate Offered per unit</b>	<b>Amount</b>
1.	Procurement of 150 Quintals of good quality Ranginee Brood Lac for supplying to 3000 beneficiaries in different locations of Bankura, Purulia and Paschim Medinipur District including cost of procurement, packaging of 20 Kg bundles and supply upto specified cultivation field (approximately 50 mouzas)	150	Quintals		
2.	Procurement and supply of (9" X 3" one end closed) 60 ms nylon mesh for inoculation of Brood Lac @ 10 nos. nylon mesh/ Kg of Brood Lac	1,50,000	Pcs.		
3.	Procurement and supply of G.I. wire for tying up the Brood Lac during inoculation @ 1 Kg G.I. wire / 50 Kg of Brood Lac	300	Kg		

**Authorised Signatory**