

OFFICE OF THE REGISTRAR COOPERATIVE SOCIETIES HARYANA PANCHKULA.

To

1. Regional Director,  
National Productivity Council, SCO.40 1<sup>st</sup> Floor,  
Sector-7 C Madhya Marg. Chandigarh.
2. Regional Director,  
National Productivity Council,  
SB-96, JawaharLal Nehru Marg  
Bapu Nagar, Jaipur-302004,Rajashthan.
3. Regional Director,  
Regional Institute of Cooperative Management,  
Sector-32 C. Chandigarh.
4. The Principal, i/c.  
Institute of Coop. Management 6, Old MUSSOORIE Road, Rajpur,  
Dehradun-248009,Uttarakhand.
5. Regional Director,  
Agriculture Finance Corporation Ltd: B-1/9, Community Centre,  
Janakpuri,NewDelhi-110058.
6. The Principal.,  
Institute of Coop. Management Block-A, Jhalana Dungri, Near  
Doordarshn Kendra, Jaipur-302004,Rajashthan.
7. The Principal,  
Agriculture Cooperative Staff Training Institute  
GPO. In front of Namdev Chowk, Jalandhar-144001,Punjab.
8. Director,  
National Productivity Council, HO, UTPADAKTA BHAVAN, Lodhi  
Road,New Delhi;110003.
9. Manager,  
Unique People's International Organization,  
75/29, Jasbir Colony, Sheela Bye-pass, Opposite & near Gulab Rewri,  
Rohtak-124001.

Memo No.ICDP/M.Cell/2017/ 1603-1611  
Dated: 28-7-2017

**Subject:- Regarding tender notice for preparation of Detailed Project Report (DPR) in respect of district Kaithal, Kurukshetra, Karnal, Panipat, Sonapat &Gurgaon(including area of Mewat District) under ICDP scheme.**

I am directed to draw you attention to the National Cooperative Development Corporation, New Delhi letters dated 15.11.2016 and 27.03.2017 vide which approval has been accorded for ICDP projects in district Kaithal, Kurukshetra, Karnal, Panipat, Sonapat & Gurgaon (including area of Mewat District) & Detail Project Report(DPR) of these districts is to be prepared.



Please find enclosed herewith copy of tender notice for preparation of Detailed Project Report (DPR) of district Kaithal, Kurukshetra, Karnal, Panipat, Sonapat & Gurgaon (including area of Mewat District). The Detail Project Report (DPR) is to be prepared within period of 3 months.

You may send your rates for preparation of Detailed Project Report (DPR) of the above mentioned 6 districts indicating cost and time. The team of officers who would be deployed for this purpose, along with their bio-data, past experience of the consultants in preparing such Project Report is also intimated. Your offer with rates should reach to this office within one month from the date of issue of this letter positively & after that no application will be entertained.

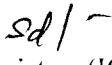
The terms & conditions as prescribed by NCDC may be obtained from official website of Registrar, Cooperative Societies, Haryana, i.e. [www.rcsharyana.gov.in](http://www.rcsharyana.gov.in).

Encls. As above

Endst. No.ICDP/M.Cell/2017/

  
Joint Registrar (ICDP)  
for Registrar Cooperative Societies,  
Haryana, Panchkula.   
Dated:

Copy of the above is forwarded to the Regional Director, (NCDC) National Cooperative Development Corporation, Chandigarh for information and necessary action.

  
Joint Registrar (ICDP)  
for Registrar Cooperative Societies,  
Haryana, Panchkula.

## **TENDER NOTICE**

The Integrated Cooperative Department Project, Monitoring Cell, Office of RCS, Haryana invites sealed tenders from private Consultant Agencies for the preparation of Detailed Project Report (DPR) in respect of II<sup>nd</sup> Phase of district Kaithal, Kurukshetra, Karnal, Panipat, Sonapat & Gurgaon (including area of Mewat District) under ICDP scheme.

Private Consultant Agencies should quote their rates for preparation of DPR of District Kaithal, Kurukshetra, Karnal, Panipat, Sonapat & Gurgaon (including area of Mewat District).

Tenders should be sent in a sealed cover super-scribed with the words "Tenders for the preparation of DPR of District Kaithal, Kurukshetra, Karnal, Panipat, Sonapat & Gurgaon (including area of Mewat District)" on envelope and should reach in the office of Integrated Cooperative Development Project (ICDP), Monitoring Cell, office of Registrar Cooperative Societies, Haryana, Bays No. 27-30, Sehkarita Bhawan, Sector 2, Panchkula within one month. Tenders will be opened in the presence of Registrar, Cooperative Societies, Haryana.

Term and Conditions as prescribed by NCDC may be obtained from the official website of Registrar Cooperative Societies, Haryana i.e. [www.resharyana.gov.in](http://www.resharyana.gov.in)

The team of officers who would be deployed for preparation of DPR be also intimated along with their bio-data and past experience.

ICDP, Monitoring Cell will have the right to reject all or any other tender without assigning any reason.

**Nodal Officer,**

Integrated Cooperative Development Project (ICDP),  
M. Cell, office of Registrar Cooperative Societies,  
Haryana, Bays No. 27-30, Sehkarita Bhawan, Sector 2,  
Panchkula

TERMS OF REFERENCE FOR THE PREPARATION OF PROJECT REPORT  
OF INTEGRATED COOPERATIVE DEVELOPMENT PROJECT (ICDP)

The Report should cover the following :-

1. Detailed profile of the selected district/project area covering the demographic, sociological, economic, financial, infrastructural and cooperative structure. The profile should give emphasis on activities such as agriculture, allied, rural industries, labour services and banking sectors with specific reference to the role of cooperatives in these areas.
2. Study of the existing development programme of different agencies including I.R.D.P. and possible linking/dovetailing it to the proposed ICD Project specially in the Cooperative Sector.
3. Development plan to be implemented over a period of 5 years will be made, keeping in view the needs and resources of the district. The plan will be for the following broad sectors:-
  - i) Agriculture
  - ii) Allied (Horticulture, Dairy, Fishery, Animal Husbandry, Handicraft, Handlooms and sericulture)
  - iii) Rural and Cottage Industries including industrial cooperative
  - iv) Services including labour cooperatives
  - v) Banking
  - vi) Tourism/Hospitality,
  - vii) Transport
  - viii) Rural Housing
  - viii) Electricity and power including non-conventional & renewable source of energy
  - ix) Education
  - x) Health
4. For each sector the development plan shall include a detailed study of present status of cooperatives including :
  - i) Organizational structure
  - ii) Role and functions
  - iii) Financial health
  - iv) Business achievements
  - v) Working results
  - vi) Strengths and weaknesses

- vii) Infrastructure already available
- viii) Systems and procedures
- ix) Problems being faced
- x) Backward and forward linkages among primary societies, district level and State level cooperative institutes.

5. Sectoral development plan shall be split into 5 sub-sectors as under:-

a) **Production Planning**

To support production programme in the district the growth/projection for various requirements such as credit, fertilizer, other agricultural inputs need to be assessed. Likewise production plan for allied and rural industries sector need to be prepared /assessed.

b) **Business Planning**

For all sectors and all types of cooperatives, business plan shall be prepared keeping in view the production plan, local resources and needs, capability of the cooperatives etc.

c) **Infrastructural Planning**

To achieve the business plan, infrastructural plans shall be prepared taking into account infrastructural facilities already available. Renovation of old godown (s) be taken up on a large scale under the scheme. In addition emphasis needs to be given for developing/strengthening the cold chain in horticulture sector. Feasibility of establishing/upgrading/renovating cold storages including mini cold storages may also be explored in the district.

d) **Human Resource Plan**

Assessment of training needs, incentives for the societies.

e) **Financial Planning**

Financial requirements will be assessed for the infrastructure proposed, margin money, training, incentives, project implementation etc. with annual activity wise break up. Wherever possible, subsidy assistance may be dovetailed under central sector schemes including Rashtriya Krishi Vikas

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Yojna (RKVV) and state plan schemes for the benefit of cooperatives under the projects.

6. Depending upon the local resources and needs, lead activity(ies) may be identified and included in the project so that the impact of the project is visible.

7. The Agriculture sector plan would focus on developing Primary Agriculture Credit Societies (PACS), Farmers Cooperative Service Societies (FCS), Large Size Agricultural Societies (LAMPS), Joint Farming Cooperatives, Primary Marketing Societies (PAMS) and other concerned societies as multi-purpose entities so as to enable them to cater to the overall needs of the farmers with special reference to :-

- a) Credit
- b) Inputs
- c) Consumer Goods
- d) Marketing
- e) Deposit mobilization
- f) Irrigation
- g) Extension facilities
- h) Other services - grading/processing etc.
- i) Micro finance

The Plan for the agriculture sector would be functionally linked with the cooperative structure in the district (i.e.) primary societies, secondary societies and the federations with a view to economise the operating costs.

8. The allied sector plan would basically deal with cooperative in the agriculture related activities such as minor forest produce, processing, fruits and vegetables, poultry and dairy, fisheries etc. and would aim at meeting the needs for:-

- a) Inputs/raw materials
- b) Marketing
- c) Services and other common needs like technical support etc.
- d) Human resources planning including training and manpower development.

9. The Plan for village and rural industries would cover rural artisans engaged in activities amenable to cooperativisation such as handlooms, handicrafts, sericulture, coir etc. The plan would provide for the common facilities required for raising the income levels of the members of the Cooperatives. Consultants may select a few good working societies

and/society having potential by suggesting sub-projects so as to develop them as model societies for replication elsewhere.

10. The service sector would cover water conservation, irrigation, animal care/health, agricultural insurance, rural sanitation etc. The plan would provide for common facilities required for the benefit of the members of the service cooperatives.

11. The plan for labour contract cooperatives would cover the facilities required for smooth implementation of their projects.

12. The Cooperative Banking Sector would basically deal with the State Cooperative Bank/District Cooperative Bank, their organisational structure, strength and weakness etc. and develop a five year plan for them with special reference to sustaining the growth and development of sectors mentioned earlier.

13. On the basis of data/information collected for the study, a broad approach to Integrated Cooperative Development would be developed indicating policy changes in credit disbursement, rationalisation of methods, rules and procedures with regard to distribution of inputs and raw-materials, consumer goods, deposit mobilisation, marketing of agriculture produce, output of allied and agro-based industrial cooperative societies, working capital requirement, project implementation, monitoring and evaluation. Further, the Consultants would suggest viable linkages among various types of cooperatives/activities being covered under the project.

14. The Consultants will follow project approach in preparing the Integrated Cooperative Development Project and in line with the project approach stream of costs and benefits will be quantified over a period of 10 years.

15. The Consultants would also identify viable organisational and implementation frame work indicating the staffing pattern of project implementation.

16. The Project Report would give the annual phasing of the investments alongwith the physical growth, the estimated business turnover both physical and financial of the cooperatives for each sector and type of societies and manpower for implementation of the project. A detailed plan for training of personnel under each sector be worked out and given in the report.

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17. The report would have the time scale for different activities and would be based on series of sub-projects prepared at the primary level. In the case of sub-projects involving agro-processing, the Consultants would work out the techno-economic feasibility and establish both backward and forward linkages. Report must also contain a schedule of suggestions/means for development of sick unit and to make them operationally viable.
  18. As far as possible, each component and sub-component of all the sectors of the project would be vertically and horizontally linked.
  19. Preparation of Project Report will be based on :-
    - i) Detailed information collected from the relevant agencies for the various economic factors of the district.
    - ii) Detailed information collected from all cooperative societies in the district/project area such as primaries, district level societies including cooperative bank, land development bank and other relevant apex level societies.
    - iii) A sample survey of at least 25% of the societies in the district/project area.
    - iv) Assessment of the problem area, business potential and possible remedies based on the interviews of atleast 4-5 beneficiaries per society during sample survey.
    - v) Discussions with all district / State officials, society functionaries etc.
    - vi) Interaction with NCDC Regional/Head Office in order to ensure that all relevant issues have been addressed in the report.
  20. The words "NCDC Sponsored/Assisted Project" would suitably be mentioned on the project report.
  21. The Consultant will submit 5 copies of the draft report.
  22. The Consultant will submit 20 copies of the final report within one month of acceptance/clearance of draft report.
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PRE-PROJECT ACTION POINTS FOR THE STATE GOVT.

1. The appointment of District Central Coop. Bank of the concerned district of any other suitable organization if there is no DCCB as Project Implementation Agency(PIA)
2. The Chief Executive of the Project should be appointed to coordinate with consultants in the project report preparation and monitor its progress. To economise expenditure of subsidy on project implementation it is advised, Chief Executive of the PIA, which is generously concerned DCCB of the district may be given additional responsibility to coordinate with the consultant & provide necessary inputs for preparation of the detailed project report as and when the consultant are appointed for preparation of DPR.
3. In order to avoid delay in launching the projects the State Govt./PIA may identify the key personnel of the PIT(G.M., Manager, Development Officers) before recommending the project to NCDC
4. The Chief Executive of the PIA alongwith Deputy Registrar/Assistant Registrar of the concerned district shall be associated on regular basis with the consultants for liaison and to ensure that the practical problems in formulation of the project report are resolved.
5. District Collector of the concerned district has an important role in coordinating with various department with the district . With a view to ensure better quality of the report, the District Collector would:
  - i) Nominate a person to be associated with consultants for apprising them with local organizational and environmental problems facing the sectors and to ensure that the report takes into account these problems and suggest.
  - ii) organize meetings with consultants alongwith the concerned heads of departments in the district within 30 days of the date of release of letter of approval by the Govt. so as to ensure active participation and involvement of the various departments at the district level in project formulation.

- iii) Organize another meeting after the consultants have completed survey for identification of various activities in the different sectors.
- iv) The draft report prepared by the consultants would first be examined in detail by the concerned DCCB(PIA) and then by the District Level Coordination Committee chaired by the District Collector. The draft report alongwith findings and recommendations of DLCC will be discussed and examined at the State Level by a Committee headed by Secretary(Coopr) with members from all concerned departments.
- v) The consultants will take part in the deliberation of above meetings.

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**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION  
(INTEGRATED COOPERATIVE DEVELOPMENT PROJECT DIVISION)**

**Sub: Implementation of ICD project - Additional guidelines for the State Government and the Consultant –Reg.**

In continuation to the guidelines issued by the Corporation on various points with regard to selection of district for ICDP, selection of Consultant, preparation of Detailed Project Report(DPR) and implementation of ICDP, following additional guidelines are issued for compliance:

**A. STATE GOVERNMENT:**

i) The State government should chalk out time-frames /time-schedules for completion of activities as per the following schedules:

S.No.	Item	Period
a)	After identification of district by the State government - Recommend proposal for district approval to NCDC in the prescribed format with all the supporting documents.	90 days
b)	Selection of Consultants by following due procedure and as per the terms and conditions.	90 days
c)	Preparation and Submission of draft DPR by the Consultant to the State Government for consideration. Re-submission of DPR with modification/revision if suggested.	90 days
d)	Approval of DPR and submission to NCDC for conduct of appraisal and sanction.	45 days
e)	Constitution of PIA/PIT as per recruitment criteria and allocation of first year outlay as per NCDC Sanction letter.	30 days
f)	Any approvals needed for sub-projects after their formulation.	Within 30 - 45 days
g)	Monitoring reports – Updating of monitoring system module for each project.	By 10 <sup>th</sup> of following month
h)	Mid-term review.	At the start of 4 <sup>th</sup> year.
i)	Submission of Project Completion Report (PCR) etc. with all necessary details as per Performa along with notable achievements or failures vis-a-vis reasons, corrective actions and suggestions etc.	90 days of completion of project

ii) The Consultants for preparation of DPR should be selected on evaluation of both technical and financial bids. The works done by the Consultants should also be perused.

iii) The Consultant selected should be well versed in the following areas:

- a) Policies/Schemes of the NCD/Central/State government;
- b) Cooperative structure, management, practices and their status in the district;
- c) Good knowledge of sectors like banking, agriculture, floriculture, horticulture, allied sectors,
- d) Thrust/Potential areas;
- e) Performance of activities being undertaken by the Government and private sector in the district etc.

- iv) The State Government should enter into MOU with the Consultants where agreement be on the terms and reference for preparation of DPR, Payment terms and schedules, submission etc.
- v) The State Government should ensure issuance of detailed orders of appointment of Consultants, and for other officers and staff of various departments in the district etc. for liaison, to the District Administration and for providing total co-ordination/support of the departments in the district. A copy of the same shall also be endorsed to NCDC HO and its concerned Regional Office.
- vi) Besides officers of the State Government/RCS office and District Administration, Officer of NCDC should also be co-opted at the preparation stage of DPR.
- vii) On submission of draft DPR by the Consultant, constitute a team of officers from the State government/District administration, RCS office, NCDC officer and GM DCCB for making suggestions if any and recommending the same for consideration of the State Government. Time frame as mentioned in para(i) be given to the Consultant for making amendments/modifications etc. in DPR to the corrections and suggestions of the Team.
- viii) State government should adhere to the time schedule as mentioned in point(i) in approving the DPR after it is submitted by the Consultant and forwarded to NCDC for appraisal and its sanction. In doing so, the insights, approach and estimates of costs and projections for future development in various sectors in the district as provided in the DPR will have least or no changes and the ICD project would be more practical in its approach.
- ix) In view of their role and responsibilities, the PIA/PIT may be constituted on the basis of recruitment criteria prescribed by NCDC. The persons selected be well conversed with complete knowledge of various activities and schemes etc. and have experience in implementation of such projects in the State/district.
- x) The PIA/PIT staff or as far as possible the technical personnel should be kept till the completion of the project i.e. 4-5 years of project period.
- xi) HRD projections for trainings etc. of cooperative personnel/management committee/members etc. as depicted in DPR should be implemented. Specialized trainings for members of cooperatives in allied/new sector may also be conducted through certified training institutes.
- xii) The Monitoring Cell/DLCC/PIA/PIT should ensure inter-departmental co-ordination for formulation of sub-projects as depicted in DPR, liaise for getting approvals/permission and registration of products from various authorities/institutions within time frame, sanction of project, arrangements for providing technical assistance in installation of units vis-a-vis marketing arrangements for their products, release of financial assistance, monitoring, and recovery of financial assistance etc.

- xiii) Online Monitoring system be updated regularly by 10<sup>th</sup> of following month.
- xiv) That the Consultant may be co-opted during the field appraisal by the NCDC and during implementation of the ICD project by the State government, if needed.

**B. CONSULTANTS:**

- i) Detailed Project Report (DPR) should contain three volumes –
  - (1<sup>st</sup> Volume) - Executive summary;
  - (2<sup>nd</sup> Volume) - Complete DPR – Chapter-wise
  - (3<sup>rd</sup> Volume) - The supporting documents/estimates/drawings/photographs etc.
- ii) Consultant, in consultation with District Magistrate/DRCS or ARCS, should work-out schedule for collection of preliminary data for various activities, meetings with various departments in the district vis-a-vis different cooperatives, field visits, surveys etc.
- iii) Consultant on day-to-day basis should maintain a diary of all events covered and wherever possible maintain photographs to be annexed in Volume-2 of the DPR.
- iv) Consultant should base its findings and proposals on first hand information on the following:
  - a) Vital statistics of the district - trends of topography, occupational patterns, education level, transportation, irrigation etc.;
  - b) Functions, role and status of projects/schemes/activities undertaken or contemplated by Central/State government/ cooperative/private/NGOs in the district;
  - c) Trends in agriculture, floriculture, horticulture, aromatic plants, allied sector like dairy, fishery, sericulture and other weaker section programmes etc., minor irrigation, storage and marketing infrastructure, agro-processing;
  - d) Strength and weakness of cooperative structure, thrust/potential areas and gaps as estimated in the District Plans/PLP etc. through printed material of the government departments/ field visits/ meetings and surveys.
- v) Consultant should make aware members of the cooperatives for which he/she proposes any project in the DPR. Efforts should also be made that such proposals are put-up and passed by the Board/General body.
- vi) For any activity like creation of new infrastructural facilities or repair/up-gradation/renovation/expansion/modification of existing infrastructural facilities like godowns, shops, showroom, retail outlets, cold storages, agro-processing units, banking structures, computerization, units in allied and other thrust or new sectors etc. proposed/suggested by the Consultant in DPR, it should be supported by activity-wise/item-wise note on its background, present scenario with their status, gaps estimated

in Annual Action Plan (AAP) of district/PLP of NABARD; schemes/policies of the State/Central government for the activity in vogue, factual cost-estimates, drawings from PWD or any other government agency, and projections on future business, employment generation etc. as well as its economics.

- vii) Consultant should propose such projects that could supplement income for the farmers and non-farmers by suggesting new and innovative projects such as use of renewable energy, new techniques for water conservation, fodder production, health and sanitation, education etc.
- viii) Consultant should try to collect and incorporate latest information/data in DPR. Draft DPR submitted by the Consultant should be considered by a team as explained above. Any corrective and suggestive actions needed, be completed in a given time frame, as prescribed by the State Government.
- ix) Consultant should adhere to the time frames as prescribed by the State government.

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A handwritten signature in black ink, appearing to be 'J.P.I.', is written diagonally across the page.