



**Expression of Interest For  
Large Grants (Development of Supply Chain Infrastructure)**

**IN**

**Selected Horticulture Value Chains  
(Mango, Citrus, Potato and Vegetables)**

**Establishment of Model Farms Linked with Improved Supply  
Chain and Value Addition**

**Agriculture Department**

**Government of Punjab**

**(1<sup>st</sup> Floor Agriculture Marketing Building, Agriculture House, 21 Davis Road Lahore)**

**November 2020**

**Closing Date: 2<sup>nd</sup> November, 2020**



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## 1. DISCLAIMER

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This Expression of Interest (EOI) Document has been advertised for use in preparing and submitting applications to avail larger grants under Development of Supply Chain Infrastructure component to promote private sector investment in the Horticulture in the province of Punjab. This EOI Document is being issued by Project Coordinator, Establishment of Model Farms Project, Department of Agriculture, Government of Punjab, Pakistan (hereinafter referred as the “Department” where relevant the term includes its employees, personnel, affiliated entities, consultants, advisors, agents and contractors etc.), solely for the use of the Applicant(s) interested in the Assignments enumerated hereunder.

Unless expressly specified otherwise, all capitalized terms used herein shall bear the meaning as ascribed in this EOI Document.

This EOI is not an agreement and is neither an offer nor invitation by the Department to the prospective Applicant(s) or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their application for qualification pursuant to this EOI (the “Application”). This EOI includes statements, which reflect various assumptions and assessments arrived at by the Department in relation to the Program. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant(s) may require. This EOI may not be appropriate for all persons, and it is not possible for the Department, its employees or consultants or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements and information contained in this EOI may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this EOI and obtain independent advice from appropriate sources.

Information provided in this EOI to the Applicant(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Department accepts no responsibility of the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The evaluation criteria have been laid down for the purpose of short listing of the Applicant(s). The Department or its affiliated entities including its consultants, advisors, employees, personnel, agents, make no representation or warranty and shall have no liability to any person, including any Applicant, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI or in any other Document made available to a person in connection with the tendering process for the Assignment(s) or for any other written or oral communication transmitted to the recipient in the course of the recipient’s evaluation and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way with shortlisting of Applicant(s) for participation in the Selection Process.

The EOI submitted by any Applicant shall be upon the full understanding and agreement of any and all terms of this EOI Document and such submission shall be deemed as an acceptance to all the terms and conditions stated in this EOI Document. Any EOI submitted by any Applicant shall be construed based on the understanding that the Applicant has done a complete and careful examination of this EOI Document and has independently verified all the information received from the Department.

This EOI Document shall neither constitute a solicitation to invest, or otherwise participate, in the Assignment, nor shall it constitute a guarantee or commitment of any manner on the part of the Department



that the Grant will be awarded. The Department reserves its right, in its full discretion, to modify the EOI Document and/or the Assignment at any stage during the procurement process to the fullest extent permitted by law, and shall not be liable to reimburse or compensate the Applicant for any costs, taxes, expenses or damages incurred by the Applicant in such an event. Similarly, The Department reserves the right, in its full discretion, to cancel the EOI Document and/or Assignment at any stage of the procurement process and shall not be liable to reimburse or compensate the Applicant for any costs, taxes, expenses or damages incurred by the Applicant(s) in such an event.



## 2. Introduction

### Definitions

In this document, the following terms shall be interpreted as defined below: -

<b>Applicant</b>	Any private limited company, partnership firm, association of persons, joint venture & sole proprietorship/individual that applies for the matching grant offered through this EOI																								
<b>Department</b>	Establishment of Model Farm Linked with Improved Supply Chain and Value Addition (EMFP), Department of Agriculture, Government of Punjab																								
<b>Due Date</b>	The date mentioned in the advertisement as deadline for submission of EOI																								
<b>EOI</b>	Expression of Interest to be submitted by the Applicants containing the information as set out and required under this EOI Document																								
<b>Project Cost</b>	The cost of brand new, plant and machinery / equipment to be procured under this grant program.																								
<b>Target Sector &amp; Number of Grants allocated</b>	<p>Selected Value Chains of Horticulture Sector (Mango, Citrus, Potato, Vegetables).</p> <table border="1"> <thead> <tr> <th></th> <th>Stream-1</th> <th>Stream-2</th> <th>Stream-3</th> </tr> </thead> <tbody> <tr> <td><b>Total Grants to be disbursed</b></td> <td><b>11</b></td> <td><b>15</b></td> <td><b>8</b></td> </tr> <tr> <td>Mango</td> <td>3</td> <td>4</td> <td>2</td> </tr> <tr> <td>Citrus</td> <td>3</td> <td>4</td> <td>2</td> </tr> <tr> <td>Potato</td> <td>3</td> <td>4</td> <td>2</td> </tr> <tr> <td>Vegetables (other than potatoes)</td> <td>2</td> <td>3</td> <td>2</td> </tr> </tbody> </table> <p>The distribution of grants under each category is tentative and the Grant Management Committee reserves the right to alter the number of grants under each category based on number of applications received. An applicant can apply for grant in more than one stream at a time. The successful Grant Shall be awarded under one stream only.</p>		Stream-1	Stream-2	Stream-3	<b>Total Grants to be disbursed</b>	<b>11</b>	<b>15</b>	<b>8</b>	Mango	3	4	2	Citrus	3	4	2	Potato	3	4	2	Vegetables (other than potatoes)	2	3	2
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<b>Signatory of the Application</b>	The person signing the matching grant application offered through this EOI																								
<b>EMFP / The Project</b>	Establishment of Model Farms Linked with Improved Supply Chain & Value Addition, Agriculture Department Government of Punjab.																								
<b>Grant Management Committee (GMC)</b>	The Committee formed to evaluate matching grants proposals and forward to Project Steering Committee for final approval.																								
<b>Existing Businesses</b>	All businesses with a minimum age of 5 years. Age of business shall be accounted from date of incorporation or registration with the relevant authority. Cut off time is the last date of submission of EOI.																								
<b>Start Ups</b>	All businesses with a minimum age of 1 year and maximum of 5 years. Age of business shall be accounted from date of incorporation or registration with the relevant authority. Cut off time is the last date of submission of EOI.																								
<b>Concept paper</b>	The document that briefly explains the ideas of the applicant, which shall be implemented as a result of the requested grant. This will include current facilities and the nature of the intended facility required with the projected outcomes and expected improvement in business operations. The applicant must address the factors that are listed in evaluation score criteria given on pages # 14 & 15																								
<b>Business Plan</b>	A document that explains in detail the Business proposal. It contains four parts namely Production Plan, Marketing Plan, Financial and Management Plans. It also contains the summary of the whole plan, showing how the grant money is to be realized. Complete details of Machinery &																								



	Equipment required through this EOI shall be given along with associated costs.
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### **3. Programme Background**

The Agriculture Department, Government of Punjab, Pakistan has initiated a project titled “Establishment of Model Farms Linked with Improved Supply Chain and Value Addition” with a total cost of Rs. 3,261.19 Million for four (4) years (2017-18 to 2020-21). Main objective of the project is to establish model farms, producing horticulture products of best quality and enhance exports by 30% by the year 2020-21, especially in the high-end markets. The specific objectives of the project are:

- i. Export promotion by addressing constraints of SPS and WTO,
- ii. Development of supply chain infrastructure,
- iii. Incentive structure for private sector,
  - a) Soft interventions comprising of capacity building services and certification audit for all the components of supply chain i.e. Farm Level, Processing Level, Logistic companies and traders / exporters.
  - b) Hardware interventions comprising of provision of machinery and equipment to improve quality of the produce.
- iv. Establishment of farmers and marketing linkages,
- v. Facilitate group marketing and business clusters for developing economies of scale.

One of the key components of the project is the Development of Supply Chain Infrastructure, offering a wide range of customized grant products to all the actors, across the target value chains, including input suppliers, farmers, farmer enterprise groups, associations, processors, transporters, cool-chains, exporters, etc.

### **4. Purpose**

EMFP seeks Expression of Interest (EOIs) from relevant players such as progressive farmer or farmer group, processor, exporter and traders associated with respective value chains in selected horticulture value chains of Punjab. The purpose of this document is to present an outline for an initiative under EMFP approach and strategy, which focuses on processing of horticulture produce, manufacturing unit/facility, as a profitable agribusiness activity by EMFP, in Punjab.

### **5. Background**

Pakistan’s economy is based on agriculture and there is a huge potential in the exporting these produce, both fresh and value added, into the international markets. Although, the quality of these produces may be good at the farm level but when it comes to processing, it lacks the minimum standards required to sell it in international markets. Current processors in Pakistan, apart from few big processors, are mostly catering to the low-end segment owing to its poor quality and non-adoption of International Quality Standards. Research has established the fact that to raise the quality standard, there is lot to be done in terms of training and awareness of the managers and workers of these processing facilities.

The potential of the horticulture sector to succeed in premium markets can be materialized with the adoption of international best practices, processing standards, food safety certifications, and better packaging, storage, marketing and branding techniques. At present, there are number of processing facilities that



require different international export certifications. These certifications are some of the basic required compliances in global market for any type of processed food items exports. They operate as ensuring tools for quality, food safety and contamination issues, and allow exporters to grab more market attention and potential sales from international buyers.

## 6. Objectives, Purposes and Priorities

The overall objectives of the project's grant fund are to:

- Provide attractive investment incentives for the value chain players and SMEs to participate in the selected value chain activities.
- Support value addition of selected Horticulture commodities through investments by progressive farmers and small and medium level enterprises along the value chain to facilitate growth in the sector.
- Promote the practical adoption of new technologies and links between private sector, producers and other stakeholders for productive partnerships that leads to accelerated Hortibusiness development.

## 7. Nature of Funding

This grant support aims to provide assistance for up scaling, strengthening and building on already existing Horticulture networks (such as mango, citrus associations, cooperatives and other similar registered platforms). Examples of possible activities include establishment of common facility centers, on-farm & off-farm cold storages & pack-houses, small scale processing etc.

## 8. Area of Operations

Such processing facilities/units shall be installed in the province of Punjab, which are involved in processing of the following selected value chains (fresh and value added) will be eligible to apply:

1. Mango
2. Citrus
3. Potato
4. Vegetable

## 9. The Grant Offering

### 9.1 Invitation to Apply for Matching Grants

The Expression of Interest (EOI) has been launched to invite applications from relevant players such as progressive farmers of farmer group, processor, exporters and Traders associated with targeted horticulture value chains of Punjab. The purpose of this document is to present an outline of the initiatives under EMFP approach and strategy, which focuses on processing of horticulture produce, manufacturing unit/facility, as a profitable Horti-business activity by EMFP, in Punjab

Grant applications will be completed by the applicant using the guidelines given in the application form; attached as Annex A. Form can also be downloaded from the websites of Agriculture Department, Government of Punjab <http://www.agripunjab.gov.pk/> and [www.emfp.org.pk/](http://www.emfp.org.pk/). The applicant will be required to submit the application form along with required supporting documents to **Project Coordinator, Establishment of Model Farms Project, 1<sup>st</sup> floor, Agriculture Marketing Building, 21-Davis Road, Lahore**; latest by 2<sup>nd</sup> November, 2020 before close of office hours.



### 9.1.1 Number of Grants for Development of Supply Chain Infrastructure (Horticulture sector)

Under the current EOI, project is offering 34 grants for the Development of Supply Chain infrastructure in selected Horticulture sector. These 34 grants shall be awarded to the highest scoring applicants based on the preset eligibility and evaluation criteria given on page #14. In case, there are more applicants securing same marks, the beneficiary shall be selected through balloting for which all the eligible applicants shall be invited to attend the balloting process. The number of grants specified in EOI are tentative and may increase or decrease subject to availability of funds.

	<b>Stream-1</b>	<b>Stream-2</b>	<b>Stream-3</b>
<b>Total Grants to be disbursed</b>	<b>11</b>	<b>15</b>	<b>8</b>
Mango	3	4	2
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Vegetables (other than potatoes)	2	3	2

The distribution of grants under each category is tentative and the Grant Management Committee reserves the right to alter the number of grants under each category based on number of applications received. An applicant can apply for grant in more than one stream at a time. The successful Grant Shall be awarded under one stream only.

### 9.2 Grant Size and Matching Share

- Depending on the nature of project, the applicants can apply for a maximum matching grant of Rs. 7.5 Million. The matching grant shall not exceed 50% of the total eligible project costs (Cost of brand new plant & equipment/machinery) or Rs. 7.5 Million whichever is less. Applicants shall be required to finance the project cost /procure required plant/machinery& equipment by investing 100% from their own resources and upon successful completion of the interventions as agreed in the Grant Agreement, the 50% Government share shall be reimbursed to the grantees.
- Value of matching grants is fixed and not liable to change with inflation or devaluation of rupees due to any political, social or economic factors.

### 9.3 Uses of Grant Money

- EMFP is offering multiple grants of PKR 7.50 million each on matching grant basis (50:50 i.e. 50% private sector share & 50% Government share) to promote investment in fruits & vegetable processing, storage, logistics and other value addition businesses in Punjab province. Examples of possible activities include establishment of common facility centers, on-farm/off-farm cold storages & pack-houses, small scale processing etc., OR expanding/upgrading existing fruits & vegetable processing facilities/units, or any other value addition related businesses.
- The machinery & equipment procured through grant money may be of local or imported origin; depending upon the business requirements of participating agribusinesses and the availability of technology.
- Rationale and need for the machinery & equipment will have to be justified by the expected improvement in business operations. This improvement may be in terms of increased production capacity, improved manufacturing process, improved product quality, reduced product cost, new product development, etc.

#### 9.3.1 Ineligible Uses of Grant Money

- The grant money cannot be used for the following purposes:
  - Purchase or rental of land
  - Building and civil works





- Hire of office staff and labour
  - Operating expenses
  - Purchase of office equipment
  - Purchase of vehicles
  - Debt retirement or Interest on debt
  - Working Capital
- The grant money cannot be used for buying used, refurbished or second hand machinery. The grant shall only be given to lawful Horti businesses.

#### 9.4 Eligibility Criteria to Apply

Matching grant application eligibility criteria is provided below:

- a. The applicant must be a Pakistani citizen.
- b. The applicant's business must have a valid National Tax Number (NTN).
- c. Must have legal business identity, ideally be registered with SECP / registrar of firms etc. having a history of minimum five (5) years of involvement in the business in the category of existing businesses and a minimum of one (1) year experience in case of start-up business category.
- d. Shall get its supply chain Global GAP certified
- e. Business facility for investment to be located in Punjab province.
- f. Be willing to increase output, productivity, quality and marketing.
- g. Have sufficient financial resources to invest in the project as prescribed in application form
- h. Private limited companies, partnership firms, association of persons, & sole proprietorships / individual etc. are eligible to apply.
- i. Applicant should have land and building available (owned or leased) for the project. The land for the proposed project should have a Clear Title and should not be disputed, under litigation etc.
- j. The applicant (business or person) should not be defaulter of any Financial Institution, blacklisted by any Government Institution /Financial Institution or declared bankrupt by Court of Law. Declaration to be provided on stamp paper
- k. Be eligible to sign legal contracts and receive funds.

#### 9.5 Implementation Methodology

The applicant while submitting application must clearly identify the nature of current business (start up or existing) so that application should be evaluated as per the nature of the business.

##### **Process:**

1. Advertisement will be published in newspapers inviting EOIs.
2. Submission of EOI documents (Application) along with business proposal and other documents listed at point 9.6 (documents to be submitted).
3. Shortlisting of the potential beneficiaries. (Applicants fulfilling the prerequisites given in Annexure-D shall be further examined.)
4. Grant Management Committee to evaluate application on predefined criteria given at 11.3 for final selection by Project Steering Committee (PSC)
5. Grant agreement will be signed with each applicant after approval from PSC.
6. PCU will release grant to applicants upon successful completion of the conditions as agreed in the Grant Agreement.

#### 9.6 Documents to be submitted

1. Application Form
2. Undertaking by the Applicant regarding Insolvency, Bankruptcy & blacklisting



3. Undertaking by the Partners for Authorization to file Application and Sign Documents & Contract etc.

## **10. Instructions to Applicants**

### **10.1 Fraud & Corruption**

- i. EMFP requires that the Applicant observes the highest standard of ethics in relation to submission of EOI for shortlisting and further documents required for shortlisting and thereafter.
- ii. EMFP will reject a proposal for shortlisting if it determines that the Applicant has directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the grant in question and will declare the applicant ineligible, either indefinitely or for a stated period of time.
- iii. Any misinformation, forged/fake documents/statements etc. will lead to disqualification at shortlisting stage in addition to any other action as per law.

### **10.2 Eligibility**

- i. The Applicant shall complete all eligibility requirements as set out in this document supported by verifiable documentary evidence. Applications without complete supporting documentary evidence, as required under this EOI, shall be considered non responsive and may be rejected.
- ii. The applicant will provide an undertaking on Judicial Paper that the firm is not insolvent, not blacklisted and not involved in litigation that may affect or compromise its ability to perform the Contract (except as disclosed). (Annex B)

### **10.3 Language**

- i. Language of this EOI and subsequent all processes and correspondences shall be English.

### **10.4 EOI Advertisement**

- i. The EOI advertisement shall form an integral part of the EOI Document.

### **10.5 Cost of Application**

- i. The Applicant shall bear all costs associated with the preparation and submission of EOI. EMFP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the short-listing process.
- ii. EMFP will not be responsible for any costs or expenses incurred by the Applicant in connection with the preparation or delivery of proposals or visits to any office or site.
- iii. The EMFP shall be under no obligation to return any EOI or supporting materials submitted by the Applicant.

#### **10.5.1 Documents Establishing the Qualifications of Applicant**

- i. To establish its qualifications, the Applicant shall provide the information requested in the corresponding sheets, evaluation criteria, etc. in the form of verifiable documentary evidence.

#### **10.5.2 Sealing and Identification of Applications:**



The Applicant shall enclose ONE copy of its EOI in a sealed envelope clearly marked “EOI for Large Grants” shall be addressed to **Project Coordinator, Establishment of Model Farms Project, 1<sup>st</sup> Floor, Agriculture Marketing Building, 21-Davis Road, Lahore, Pakistan**

EOI must be submitted/reach the office of the Project Coordinator on closing date (Closing Date i.e., **2<sup>nd</sup> November, 2020**) by close of business hours i.e. 5.p.m.

### **10.5.6 Late Application**

- i. Any application received by The EMFP after the deadline/Due Date and time for submission of applications, as mentioned in the EOI advertisement, shall not be entertained.

### **10.5.7 Confidentiality**

- i. Information relating to the evaluation of Applications, and recommendation for shortlisting, shall not be disclosed to the Applicants or any other persons not officially concerned with such process until the notification of shortlisting is made to all Applicants and is loaded on the websites.

## **10.6 Clarifications of Applications**

- To assist in the evaluation of applications, The EMFP may, at its discretion, ask any Applicant for a written clarification of its application which shall be submitted within a stated reasonable period of time. The EMFP may also ask the Applicant to submit any missing documents/information that may be required for verification and evaluation of the application.
- If an Applicant does not provide written clarifications of the information or the documents requested by the deadline, the application shall be evaluated based on the information and documents available at the time of evaluation of the application. Failing to provide requisite information may lead to rejection/disqualification of application.

### **10.6.1 Responsiveness of Applications**

- i. Applicants not responsive to the requirements of the EOI Documents shall be rejected.

### **10.6.2 Notification of Successful Applicants**

- i. The purpose of this EOI Document/Advertisement is to select Grant Applicants through a transparent and systematic process. The EMFP shall notify successful applicants after completing the process and procedure. The results shall be communicated to successful applicants.
- ii. Applicant is liable to start investment on the proposed project/s and interventions after the approval of the competent authority and signing of contract between the applicant and Government.

### **10.6.3 Use of Information**

- Permission for disclosure of information submitted by an Applicant as part of the EOI is not required for the release of information to the EMFP, its governing bodies/departments, its consultants, advisors and personnel for the purpose of evaluation of application and shortlisting.

### **10.6.4 Conflict of Interest**



- The EMFP may confirm the status of the Applicant for the sake of conflict of interest before completion of the shortlisting process. For this purpose, the Applicant shall be required to provide this information in specific terms and any misrepresentation shall be made a ground for rejection.

### **10.6.6 Force Majeure**

- Force majeure shall mean any unforeseeable exceptional situation or event beyond the Parties' control which prevents either of them from fulfilling any of their contractual obligations, is not attributable to error or negligence on their part (or the part of their contractors, agents or employees), and proves insurmountable in spite of all due diligence. Defects in goods and services or delays in making them available, labour disputes, strikes or financial difficulties cannot be invoked as force majeure. A Party shall not be held in breach of its contractual obligations if it is prevented from fulfilling them by force majeure. The Party faced with force majeure shall inform the other Party without delay, stating the nature, probable duration and foreseeable effects of the problem, and take any measure to minimize possible damage

### **10.6.7 Governing Law**

- The governing laws of the Program and the contract thereto shall be laws of Pakistan (where Federal laws are applicable) and laws of Punjab (where provincial laws are applicable). Moreover, the entire EOI Document shall be construed in the light of these Rules.

### **10.6.8 Dispute Settlement**

- The Parties shall do everything possible to settle amicably any dispute arising between them during implementation of the Contract. To that end, they shall communicate their positions and any solution that they consider possible in writing, and meet each other at either's request. A Party must reply to a request for an amicable settlement within 30 days. Once this period has expired, or if the attempt to reach amicable settlement has not produced agreement within 90 days of the first request, each Party may notify the other that it considers the procedure to have failed.
- In the event of failure to reach an amicable agreement, the dispute may, by common agreement of the Parties, be submitted to conciliation by appropriate persons or agencies acceptable to both Parties. If no settlement is reached within **90 days** of the opening of the conciliation procedure, each Party may notify the other that it considers the procedure to have failed.
- In the event of failure of the above procedures, any of the Parties can submit the dispute to the Arbitration in accordance with the law of Pakistan.

## **11. Application Evaluation Criteria**

### **11.1 Evaluation Process**

Applicants shall submit their grant applications on the standard 'Grant Application Form' provided in Annex A. Grant applications will be received in the office of Project Coordinator, Establishment of Model Farms Project, Department of Agriculture, Government of the Punjab. Grants Management Committee (GMC) will review and evaluate the applications in the light of clearly defined evaluation criteria. If an applicant applies for grant in more than one stream at a time. The successful Grant Shall be awarded under one stream only.



Applications will be reviewed by the GMC to ensure that they are complete and that the required supporting documents are attached. Applicants may be requested to provide any missing or additional information that may be required for verification. Verification of the attached documents will be carried out at every stage to assess the correctness of the provided information. If required, field visits may also be carried out at project's site or other relevant locations for verification of the provided information. Provision of wrong information will lead to rejection of grant application and may also result in a ban on the applicant for applying for any other grant under this program.

The Evaluation team may also collect information from independent sources to verify the information provided by the applicant. Specific activity in this regard may include getting quotations for machinery, equipment that has been requested to be financed by the grant.

## 11.2 Key Evaluation Considerations

Grant applications will be evaluated in the light of the following key considerations.

- i. Actual needs of the applicant will be assessed in the context of the overall business proposition, the potential value addition of the grant and an evaluation of the actual developmental needs of the business. This will include verification of the actual need of the business and the cost of the requested machinery and equipment.
- ii. It will also be assessed if the applicant possesses all other machines/systems that are required to make the requested machine operational and useful for the business. The presented need for the requested machine will not be evaluated in isolation but in the context of overall production system of the applicant.
- iii. If an applicant applies for grant in more than one stream at a time. The successful Grant Shall be awarded under one stream only.

## 11.3 Evaluation Score Distribution

Evaluation of the grant applications received against this EOI will be carried out as per clearly defined criteria. Each applicant will be assigned points against all the evaluation factors. Total points of each applicant will be calculated by adding the points scored against all the individual factors. Highest scoring applications will be approved for grants; in accordance with the number of grants available for each sector. The decision of Project Steering Committee in this regard will be considered final.

The following tables shows the basis of evaluation score distribution to various factors in existing and new businesses respectively.



### Specific Evaluation Criteria (Established Businesses/Exporters) – Stream 1

S#	Factor	Points Allocation Criteria	Documentary Evidence required	Maximum Marks
1.	Business Experience	Number of Years in Business (Minimum 5 years business experience) @ one (1) mark for minimum 5 years and one (1) mark for each additional year	Certificate of Incorporation /partnership deed etc.	05
2.	Business Turn Over (Last three years average from 01July 2017 to 30June 2020)	(Minimum average. Rs. 12 Million per annum) @ one (1) mark for minimum 12 million per annum with one (1) mark for each additional Rs. 2.00 million (Minimum Business Turn Over of Rs. 2 million in each year is mandatory to secure marks in this category)	Income Tax Return	05
3.	Linkages with export market {Export Revenue from horticulture exports} (Evidences for the last 3 years average, 01July 2017 to 30June 2020)	Annual export of selected product based on export documents (Minimum Rs. 10 Million per annum) @ one (1) mark minimum Rs. 10 million with one (1) mark for each additional Rs. 2.00 million per annum (Minimum Annual Export of Rs. 2 million in each year is mandatory to secure marks in this category)	Form E	05
4.	Export to high end markets/Countries (other than Gulf states and Afghanistan) of horticulture exports (Last two years average, 01July 2018 to 30 June 2020)	Minimum average US \$30,000 for each market/country @ one (1) mark for each high end market (other than Gulf states and Afghanistan)	Form E	05
5.	Linkages with farm level (Global GAP acreage)	Minimum threshold 400 acres @ one (1) mark and one (1) mark for each additional 25% (100 acre) area over threshold Minimum threshold for Vegetables will be 150 acres.	Valid Global GAP Certificate	10
<b>Total Score</b>				<b>30</b>

The application having the maximum score shall be selected for grant.

Successful candidates are required to get minimum score of 30% of the total score with minimum 01 score in minimum three categories out of the five given above.

In case, more than one applicant secure highest marks, the decision shall be made through balloting process.



### Specific Evaluation Criteria for Production Bases – Stream 2

S#	Factor	Points Allocation Criteria	Documentary Evidence required	Maximum Marks
1.	Business Registration (Private limited company, partnership firm, association of persons, joint venture & sole proprietorship/individual)	Mandatory requirement	NTN and registration documents of business with relevant forum of the applicant	Pass/Fail
2.	Linkages with export market {Export Revenue from horticulture exports} (Evidences for the last 2 years average, 01July 2018 to 30 June 2020)	Annual export of selected product based on export documents (Minimum Rs. 5.0 Million per annum) @ one (1) mark minimum Rs. 5.0 million with one (1) mark for each additional Rs. 1.0 million per annum	Form E	05
3.	Linkages with farm level (Global GAP acreage)	<p><b>For Mango, Citrus &amp; Potato:</b> Minimum threshold 600 acres @ six (6) mark and 0.01 marks (1/100 marks) for each additional acre over minimum threshold. <b>Moreover</b> 30% additional marks will be awarded for area already registered with EMFP (registered area means area over which production enhancement &amp; GAP trainings have been received or is in progress under EMFP).</p> <p>For additional non-registered acres: (X) Marks = 6 + (X*0.01)</p> <p>For EMFP Registered # of acres: (Y) Marks = Y*0.013</p> <p>Total Marks = X+Y</p>	Global GAP Certificate	<p>Non Regd. = X*0.01 EMFP registered = Y*0.013</p>
		<p><b>For Vegetables Only (excluding potato):</b> Minimum threshold 150 acres @ six (6) mark and 0.02 marks (2/100 marks) for each additional acre over minimum threshold. <b>Moreover</b> 30% additional marks will be awarded for area already registered with EMFP (registered area means area over which production enhancement &amp; GAP</p>		<p>Non Regd. = X*0.02 EMFP registered = Y*0.026</p>



		trainings have been received or is in progress under EMFP).  For additional non-registered acres: (X) Marks = $6 + (X \times 0.02)$  For EMFP Registered # of acres: (Y) Marks = $Y \times 0.026$ Total Marks = $X + Y$		
<b>Total Score</b>				

The applicants in each value chain having the highest maximum score shall be selected for grant. In case, more than one applicant secure highest marks, the decision shall be made through balloting process.





**Specific Evaluation Criteria for New Businesses / Startups – Stream 3**  
(Age of Business: Minimum 1 Year from date of incorporation & Maximum 5 Years.  
Any Business older than this specified age limit cannot apply)

S#	Factor	Points Allocation Criteria	Documentary Evidence required	Maximum Marks
1.	Business Turn Over (Last three years average from 01July 2017 to 30June 2020)	The average sale of last 3 years will be evaluated. The applicant with highest turnover shall be awarded full marks and the subsequent shall be evaluated on the following formula; The formula for the determining the score of the financial score is: $Sf = 100 \times F / Fm$ ; Where <b>Sf</b> is the financial score, <b>Fm</b> is the highest average turnover among all the applicants and <b>F</b> is the average turnover of the applicant under consideration	Income Tax Return	100
2.	Linkages with export market {Export Revenue from horticulture exports} (Last 2 years average, 01July 2018 to 30June 2020)	The average export revenue of last 2 years will be evaluated. The applicant with highest turnover shall be awarded full marks and the subsequent shall be evaluated on the following formula; The formula for the determining the score of the financial score is: $Sf = 100 \times F / Fm$ ; Where <b>Sf</b> is the financial score, <b>Fm</b> is the highest average turnover (export revenue) among all the applicants and <b>F</b> is the average turnover (export revenue) of the applicant under consideration	Form E	100
3.	Export of Horticulture Crops to high end markets. (Last two years average , 01July 2018 to 30 June 2020)	Minimum average US \$10,000 for each market. Scoring shall be done as follows: Five markets = 100 Four markets = 90 Three markets = 80 Two markets = 70 One market = 60	Form E	100
4.	Linkages with farm level (Global GAP acreage)	Minimum threshold is 400 acres while the maximum is 1300 acres. Scoring shall be done as per following formula: The formula for the determining the score of the financial score is: $Sf = 100 \times F / Fm$ ; Where <b>Sf</b> is the financial score, <b>Fm</b> is the highest area for Global GAP among all the applicants and <b>F</b> is the area for Global GAP of the applicant under consideration Minimum threshold for Vegetables (other than potato) will be 150 acres.	Global GAP Certificate	100
<b>Total Score</b>				<b>400</b>

The application having the maximum score shall be selected for grant. In case, more than one applicant secure highest marks, the decision shall be made through balloting process.



## How to Apply

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### **Step 1 – Review Program Information**

The first step of applying for grants under this announcement is to review the program objectives and eligibility criteria described in this document and also available on the program website at [www.emfp.org.pk](http://www.emfp.org.pk) as well as the website of the Agriculture Department [www.agripunjab.gov.pk](http://www.agripunjab.gov.pk)

### **Step 2 – Submission of Expression of Interest (EOI)**

The interested applicants, who meet the eligibility criteria and their proposed project is in line with the EMFP Project's objectives, should prepare and submit an expression of interest (EOI), as per format provided in Annex A, to **Project Director, Establishment of Model Farms Project at 1<sup>st</sup> Floor, Agriculture Marketing Building Agriculture House, 21-Davis Road Lahore.**

This Call for EOI will remain open till 1700 hours, 2<sup>nd</sup> November, 2020. EOIs **must reach** EMFP by the mentioned deadline. **EOIs received after the closure of Call will NOT be entertained.**

### **Step 3 – EOI Evaluation**

Review, assessment and final decision on the EOI shall be made by relevant authorities. Applicants whose EOIs are evaluated successful, will be informed through a letter/email. This invitation to submit a complete business proposal will NOT be an indication that the proposed project has been approved. Since only shortlisted applicants will be contacted; therefore, in case any applicant does not hear from EMFP within six weeks after the submission of EOI, it would mean that their EOIs were not shortlisted for the next stage of application process. The results shall be notified and uploaded on the websites [www.emfp.org.pk](http://www.emfp.org.pk) and [www.agripunjab.gov.pk](http://www.agripunjab.gov.pk).

All the applications will be reviewed by the Grants Management Committee and will be subject to the final approval of PSC. All the applicants will be notified of final decision on their application. The successful applicants will be provided guidance on next steps including signing of an appropriate grant agreement in accordance with findings of capacity assessment / pre-award review.

### **Grievance Redressal Committee, Agriculture Department, Government of Punjab**

An effective mechanism for processing of grant applicants' complaints will be available. The grievances if any may be addressed to the Chairman Grievance Redressal Committee within 10 days after the notification of results/successful candidates. The following committee has been constituted to address the complaints of the applicants:

- Special Secretary Agriculture (Marketing) - (Chairman)
- Deputy Secretary (Planning), Agriculture Department (Member)
- Director Head Quarter (Extension) (Member)

All the complaints may be forwarded to **Special Secretary Agriculture (Marketing), 21 – Davis Road Lahore.**  
**Tel: 042-99204229 Fax: 042-99204224 Email: [ssampunjab@gmail.com](mailto:ssampunjab@gmail.com)**



## Other Award Steps: Survey, Grant Agreement and Disbursement Mode

- Before making an award, the project will determine whether the applicant has the capacity to successfully perform all the grant activities with adequate management, financial and administrative oversight. This is called making a “responsibility determination”. The means to determine responsibility may vary depending on the nature of the grant and applicant.
- After all the above mentioned due diligence is complete, EMFP will sign an appropriate grant agreement with the successful applicants.
- Grant funds will be disbursed in accordance with EMFP’s rules and regulations, which will be included in the grant agreement.
- EMFP reserves the right to conduct financial reviews or audits and to otherwise ensure the adequate accountability of organizations expending grant funds.



## List of Annexes

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- Annex A: Application Form
- Annex B: Template for Undertaking by the Applicant regarding Insolvency, Bankruptcy & blacklisting
- Annex C: Template for Undertaking by the Partners for Authorization to file Application and Sign Documents & Contract etc.
- Annex D: Template for Assessment



## Annex-A: Application Form

### APPLICATION FORM

Please select the stream under which application is being submitted.

Stream 1 <input type="checkbox"/>	Stream 2 <input type="checkbox"/>	Stream 3 <input type="checkbox"/>
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Please select the value chain under which application is being submitted.

<b>Interested Value Chain</b>	Citrus	Mango	Potato	Vegetable
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(Please Tick all that apply)

Processor <input type="checkbox"/>	Exporter <input type="checkbox"/>	Trader <input type="checkbox"/>	Farmer Group <input type="checkbox"/>
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<b>Applicant Details:</b>			
Full Legal Name:		Legal Status:	
Current Business Address:			
NTN #:	Contact #:	Fax #:	Email Address:
Proposed areas of Investment in Punjab; District/Tehsil name: (Complete address)			
<b>Business Activity Details:</b>			
Year Operations Started:			
Main Business Activities: <b>(Description of value chain activities and how your business fit in contribution and role of your business)</b>			
Description of Product Range:			
Markets served:	Domestic:	International:	
	• • • • •	• • • • •	
Commitment to opt for Global GAP certification after grant approval	<ul style="list-style-type: none"> <li>• Yes <input type="checkbox"/> , No <input type="checkbox"/> ,</li> <li>• If yes , then specify name and details of certification (type, when, where and by whom (certification body)</li> <li>• Acreage to be certified</li> </ul>		
Contact Person:	Designation:	Contact #:	Email Address:
<b>Declaration by Applicant:</b>			
I (the undersigned), duly understand, affirm and certify that:			
<ul style="list-style-type: none"> <li>I. I am fully authorized to represent my business and to sign all documents on its behalf.</li> <li>II. I am completely aware of the applicable terms &amp; conditions in applying to EMFP for grant.</li> <li>III. I shall submit all required documents and cooperate with EMFP in order to complete the registration/grant procedure, whenever required.</li> <li>IV. EMFP reserves the right to accept or reject any application, at any stage. EMFP decision to my/our application will be final and will not appeal against the decision.</li> </ul>			



V. The information provided in this application is correct to the best of my knowledge & belief and I have not intentionally concealed any material fact, which otherwise would have resulted into disqualification of this application.

Name:	Designation:	Signature
CNIC:	Date:	

**Proposed Concept Paper**



Machinery / Equipment Required	Estimated Cost (PKR)
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	

**Annual Turn Over (Sales)**

From July 01, 2019 to June 30, 2020	Amount Rs.
From July 01, 2018 to June 30, 2019	Amount Rs.
From July 01, 2017 to June 30, 2018	Amount Rs.

Please provide audited financial statements, tax returns

**Annual Export of Horticulture Products:**

From July 01, 2019 to June 30, 2020	Amount Rs.
From July 01, 2018 to June 30, 2019	Amount Rs.
From July 01, 2017 to June 30, 2018	Amount Rs.

Please provide Form "E"

**Export to high end markets of horticulture exports**

From July 01, 2019 to June 30, 2020	Country:	Amount USD.
	Country:	Amount USD.
	Country:	Amount USD.
	Country:	Amount USD.
	Country:	Amount USD.
From July 01, 2018 to June 30, 2019	Country:	Amount USD.
	Country:	Amount USD.
	Country:	Amount USD.
	Country:	Amount USD.
	Country:	Amount USD.

All other countries except Afghanistan & GCC Countries  
Please provide Form "E"



### Documents Check List with EOI / Concept Paper

As per the list below, please ensure to attach required documents with your grant application. EMFP reserves the right to ask for more or less documentation at its discretion.

<b>Partnership / AOP / JV / Sole Proprietorship etc.</b>	<b>Public / Private Ltd Company</b>
<ul style="list-style-type: none"><li>● Copies of CNICs of all partners/proprietor</li><li>● Bank statement (Last 3 years)</li><li>● Audited Financials (Last 3 years)</li><li>● Copy of NTN certificate &amp; copy of Last filed Tax Return</li><li>● Copies of Title Document/ Rent agreement &amp; utility bills of office premises</li><li>● Letter of authorization</li><li>● Letter of proprietorship (for sole proprietorship)</li><li>● Copies of other Registration certificates, if any (Sales Tax, Chamber Registration etc.)</li><li>● Detailed Concept Paper</li><li>● Partnership Deed (for partnership)</li><li>● Form C(if registered firm)</li><li>● Any other information / document that EMFP may demand at any time</li></ul>	<ul style="list-style-type: none"><li>● Copy of CNICs of all directors.</li><li>● Board resolution for applying for the grant.</li><li>● Certified copy of Articles &amp; Memorandum of Association.</li><li>● Certificate of incorporation of business</li><li>● Certificate of commencement of business (For Public Ltd Companies only)</li><li>● Certified copy of latest Form-29</li><li>● Audited Financial Statements (last 3 years)</li><li>● Copy of NTN certificate &amp; copy of Last filed Tax Return</li><li>● Detailed Concept Paper</li><li>● Letter of authorization</li><li>● Copies of other registration certificates (if any), Sales Tax, Chamber Registration etc.)</li><li>● Any other information / document that EMFP may demand at any time.</li></ul>





## Annex-B: Template for Undertaking by the Applicant

### Undertaking (to be provided on stamp paper valuing Rs.50)

We, [Name and Address of Applicant], do hereby declare on solemn affirmation that:

We have not been black listed from any Government Department/Agency.

We have not been involved in litigation with any party during the last 3 years except as disclosed or annexed herewith. (Please provide list of Litigations)

We acknowledge that we have read, understood and accepted the EOI along with all terms and conditions specified above in the document.

We understand that Agriculture Department shall have right, at its exclusive discretion, to require, in writing, further information or clarification from any or all the Applicant(s).

We understand that Agriculture Department shall have right, at its exclusive discretion, to change the dimensions of the Program, accept/reject any or all application(s), cancel/annul the selection process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Applicants of the grounds for the Agriculture Department's action, and without thereby incurring any liability to the Applicant and the decision of the Agriculture Department shall be final.

Dated	
Applicant's Name	
Signature	
CNIC No.	
Designation	
Address	

Witness 1	Witness 2
Signature	Signature
CNIC No.	CNIC No.
Name:	Name:
Designation:	Designation:
Address	Address



## Annex-C: Template for Undertaking by the Partners

### Undertaking

It is solemnly declared that [Name and Address of the Applicant] is a partner in the [Name of the Business] located at [registered address of the business]. He/She is authorized to apply for large grant under “Improvement of supply chain infrastructure” Program of the Agriculture Department, Government of Punjab. Further, [Name and Address of the Applicant] is authorized to sign jointly, severally or singly all documents/ agreements on behalf of the firm for operations of “Improvement of supply chain infrastructure” Program.

[Name and Address of the Applicant] owns this business in partnership with other partners. By affixing their signatures, all the partners in the [Name of the Business] located at [registered address of the business] hereby affirm that the application for matching grant has been submitted with their consent and none of the partners has any objection to applying for this matching grant.

By affixing the signatures below, it is also affirmed that the provided list of partners is complete and there is no other partner in this business.

	Name	CNIC	Signature
Partner 1 Applicant			
Partner 2			
Partner 3			
Partner 4			
Partner 4			
Dated:			
(if required, please add more rows to complete the list of all the partners)			



## Annex-D: First Assessment

(For Stream 1, 2 & 3)

General Check list, based on Application Form (Mandatory)

Grant Support for :		
Name of Applicant:		
Date of Assessment:		
Criteria	Score	
	Yes	No
Investment area is located in Punjab	<input type="checkbox"/>	<input type="checkbox"/>
Sector Relevancy (Horticulture/Project focus)	<input type="checkbox"/>	<input type="checkbox"/>
Relevance with concerned value chain (in terms of role)		
a) Processors	<input type="checkbox"/>	<input type="checkbox"/>
b) Farmer cum Processors	<input type="checkbox"/>	<input type="checkbox"/>
c) Exporter/Investor	<input type="checkbox"/>	<input type="checkbox"/>
d) Any other	<input type="checkbox"/>	<input type="checkbox"/>
Status of firm/applicant (legal)	<input type="checkbox"/>	<input type="checkbox"/>
NTN Number	<input type="checkbox"/>	<input type="checkbox"/>
Grant applied for machinery/equipment	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to attain Global GAP Certificate at farm level.	<input type="checkbox"/>	<input type="checkbox"/>
Relevancy of concept paper with project objectives	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Note/Remarks:</b>  _____		

**Assessed By:**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signature: \_\_\_\_\_