



**Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu
(SKUAST-J), Main campus, Chatha, Jammu 180009**

REOI No. 02 (JKCIP) of 2026

Dated: 19-10-2026

Hiring of Consultancy Services for Incubation Training for Start-ups

For and on behalf of the Vice-Chancellor, SKUAST-Jammu, e-tenders (two-cover system) are invited from the approved and registered consultant firms for providing Consultancy Services for "Incubation Training for Start-ups in Jammu, Jammu and Kashmir (JKCIP)" through JK Tenders portal. The Bidding document, consisting of qualifying information, eligibility criteria, specifications, a set of terms and conditions and summary as below: -

1	Date of start of downloading	19-10-2026
2	Bid submission start Date	21-10-2026
3	Bid submission end date	20-11-2026,(17.00 Hrs)
4	Date & Time of opening of technical bid	23-11-2026, (14.00 Hrs)
5	Date & Time of opening of the financial bid of qualifying bidders	30-11-2026
6	EMD in the shape of Bank Draft / FDR pledged in favour of Comptroller, SKUAST Jammu	Rs.40,000/-
7	Performance Bank Guarantee	5% of awarded amount

1. Financial Bids of those bidders who qualify technical evaluation with minimum scores as prescribed shall be opened online on JK tenders portal.
2. The bids for the consultancy services shall remain valid for a **period of 90 days** from the date of opening of financial bids.
3. **Instructions to bidders: -**
 - a. Bidders are advised to download the REOI document uploaded on www.jktenders.gov.in.
 - b. The bidder must submit their bid online in electronic format with a digital signature. No bid will be accepted in physical form.
 - c. Bids will be opened online as per time schedule mentioned in Para-1.
 - d. Bidders must ensure uploading of scanned copies of all necessary documents including folio of the CDR/FDR pledged in favour of the Comptroller SKUAST Jammu.

Note:- Scan all the documents on 100dpi with black and white option.

4. The department will not be responsible for delays in online submission due to any reason.
5. Bidders are advised to use 'My Document' area on www.jktenders.gov.in website to store such documents as are required.

6. Self-attested Affidavit on plain paper to the extent that:-

- a. Information regarding any litigation, current or during the last five years, in which the bidder is involved, the parties concerned and the disputed amount.
 - b. The bidder is not black-listed/debarred by any Govt. or Semi-Govt. Department for participation in tendering.
7. If any dispute arises between the Consultant(s) and SKUAST-J, the decision of the Vice-Chancellor of SKUAST-J shall be final and binding upon the parties.
8. Tender Opening Committee of SKUAST-J reserves the right to accept or reject any or all tender/s without assigning any reason thereof.

9. Method of Selection

- a. Selection under the L C S (Least Cost Based Selection) method, as per IFAD guidelines.
- b. Minimum Technical Evaluation score required: 50 points

The selection of a Consultant shall be decided purely on his pre-eligibility requirements and minimum required technical evaluation scores for which a technical evaluation of his credentials shall be done by the concerned committee of SKUAST-J.

**Nodal Officer/PI
JKCIP,SKUAST Jammu**

No. AUJ/AEABM/JKCIP/26-27/F-92 (10)/1086

Dated: 19 -10-2026

Copy for information to: -

- Mission Director, HADP/ JKCIP, Govt. of J&K for kind information.
- Director Research, SKUAST-J, Main Campus, Chatha, Jammu for kind information.
- Assistant Comptroller, (Projects), SKUAST-Jammu
- SVC for kind information of the Hon'ble Vice-Chancellor, SKUAST
- Notice Board
- Office file



Sher-e-Kashmir
University of Agricultural Sciences and
Technology of Jammu
Nodal Office, JKCIP, Block No.7, Main Campus,
Chatha-Jammu (J&K)-180009



Request for
Expression of Interest
for
Providing Consultancy
Services

Incubation Training for Start Ups
under
Least Cost Selection (LCS)
Method of Procurement

Reference No:AWBP-2026-27-2.3 Incubation & Start-up support

Issue Date:19-10-2026



Reference Number	REoI-02-JKCIP,SKUAST-J-2026-27
Selection Method	Least Cost Selection (LCS)
Mode of Procurement	Online only — JK Tenders Portal (www.jktenders.gov.in)
Issue Date	19.10.2026
Proposal Submission Deadline	20.11.2026 17:00 hours IST

Issued by

Nodal Officer, JKCIP, SKUAST-Jammu

Correspondence: Nodal Officer, JKCIP,SKUAST Jammu

Email: jkcip@skuastj.org.

Foreword

This Request for Proposals (RFP) has been prepared by the Nodal Officer, JKCIP. SKUAST-Jammu, SKUAST=J, Main Campus, Chatha, Jammu, J&K-180009 and is based on the 1st edition (December 2020) of the IFAD-issued Standard Procurement Document — Simplified Request for Proposals, available at www.ifad.org/project-procurement. This document is to be used for the procurement of consulting services using the Least Cost Selection (LCS) method in projects financed by the International Fund for Agricultural Development (IFAD).

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

Tender Information Summary

1.0 Basic Tender Details

Field	Particulars
Tender Title / Name of Assignment	Hiring of Consultancy Firm for Incubation Training for Start-ups (One-Year Consolidated Contract)
File Number / Reference	REoI-02-JKCIP, SKUASTJ-2026-27
Tender Type	REoI — Open Tendering
Tender Category	Services — Consulting (Incubation Training for Start-ups)
Proposal Submission	Two separate proposals — Technical & Financial — submitted on the JK tender portal
Product Category	Consultancy — Incubation Training for Start-ups
Selection Method	Least Cost Selection (LCS) on lowest cost basis
Appointing Authority	Director Research, SKUAST-Jammu
Language of Communication	English only
Form of Contract	Lumpsum (fixed-firm pricing across one Financial Year; no escalation)
Organisation	SKUAST-Jammu
Procuring Entity	Nodal Officer, JKCIP, SKUAST-Jammu
Mode of Procurement	Online: through JK Tenders portal (www.jktenders.gov.in)
Tender Inviting Authority (TIA)	Nodal Officer, JKCIP, SKUAST-Jammu
Office Address & Correspondence	Dr.Pawan K. Sharma, Nodal Officer, JKCIP, SKUAST-J, Division of AE&ABM, Block No.7, 1st Floor, SKUAST-J, Main Campus, Chatha, Jammu- Jammu and Kashmir , India-180009 (Contact No.09419192958)

2.0 Critical Dates

Milestone	Date
Publication of REoI JK Tenders portal	19.10.2026
Proposal Due Date / Last Date	20.11.2026, (17:00 hours IST)
Opening of Technical Proposals	23.11.2026, (14:00 hours IST)
Presentation by Technically Qualified Bidders (Part B)	25.11.2026 (14:00 hours IST)
Opening of Financial Proposals	30.11.2026, (14:00 hours IST)
Notification of Intent to Award (NOITA)	07.12.2026
Award of Contract / Commencement Date	14.12.2026
Proposal Validity	90 days from the date of Proposal Opening

Field	Particulars
Period of Contract	One year
Extension Option	This is 1-year contract or any other period as may be subsequently agreed to by the parties in writing subject to maximum of 25% of the initial contract period.
Service Details	As per Terms of Reference / Scope of Work at Section V.
Indicative Budget	INR 20.00 lakh (Rupees Twenty Lakh only) for one year event

3.0 Period and Scope

4.0 Bid Security and Performance Security

Field	Particulars
Bid Security (EMD) Amount	INR 40,000/- (Rupees Forty Thousand only) in the shape of Bank Draft/ FDR pledged in favour of Comptroller, SKUAST Jammu. The original document should reach this office by last date of submission of proposal and scanned copy of the same should be uploaded on JK Tenders portal under pre-requirement.
Bid-Securing Declaration in lieu of EMD	Permitted for MSMEs registered with the J&K Department of Industries & Commerce, as per MSME exemption.
Performance Security	5% of the total bid value of the successful bidder.
Form of Bid / Performance Security	In the shape of Bank Draft/ FDR pledged in favour of Comptroller, SKUAST Jammu.
Payment Schedule	100% after successful completion of one year Incubation Training for Start-ups

5.0 Documents Required

To be uploaded on JK tenders Portal on or before the Last Date:

Document Set	Contents
Technical Proposal	All Certificates/ documents along with Forms TECH-1, TECH-2, TECH-4, TECH-5 and TECH-6 from Section III. All documents to be page numbered.
Financial Proposal	Form FIN-1 (Section IV) — submitted separately on the JK tenders Portal. The total quoted value on the JK Tenders portal must exactly match FIN-1; any mismatch shall lead to summary rejection.

Document	Format / Mode
Bid Security (EMD) — INR 40,000/-	INR 40,000/- (Rupees Forty Thousand only) in the shape of Bank Draft/ FDR pledged in favour of the Comptroller, SKUAST Jammu.
Performance Security (5% of total bid value)	5% of the total bid value of the successful bidder, furnished in the shape of Bank Draft/ FDR pledged in favour of the Comptroller, SKUAST Jammu.
Form of Contract Agreement (Section VI of this RFP) with Annexes	Required to be Executed on Judicial Stamp Paper of INR 100/-.

Section I. Letter of Invitation

Jammu, Jammu and Kashmir , India

19.10.2026

Invitation No.: REoI-02-JKCIP-SKUASTJ 2026-27

To,

[Consultancy Firm

Dear Sir / Madam,

1. The Government of India (GoI) has received financing from the International Fund for Agricultural Development (IFAD) towards the cost of the Jammu and Kashmir Competitiveness Improvement Project (JKCIP) and intends to apply part of the financing for the recruitment of consulting services.
2. The use of IFAD financing is subject to IFAD's approval, pursuant to the terms and conditions of the Financing Agreement, as well as to IFAD's rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with JKCIP.
3. The Nodal Officer, JKCIP, SKUAST Jammu, J&K, now invites proposals to provide the following consulting services: **HIRING OF A CONSULTANCY FIRM FOR ONE YEAR INCUBATION TRAINING FOR START-UPS**. More details on the services are provided in the Terms of Reference at Section V.
4. A firm will be selected under the 'Least Cost Selection (LCS) method described in this RFP with minimum score points', in accordance with the IFAD Project Procurement Guidelines as approved by IFAD's Executive Board and the IFAD Procurement Handbook (December 2020).
5. The RFP includes the following documents:
 - Section I — Letter of Invitation
 - Section II — Instructions to Consultants (ITC)
 - Section III — Technical Proposal: Standard Forms (TECH-1 to TECH-6)
 - Section IV — Financial Proposal: Standard Forms (FIN-1)
 - Section V — Terms of Reference
 - Section VI — Standard Forms of Contract
 - Section VII — Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations
6. The requested proposal should be submitted not later than last date i.e. 20.11.2026, 17:00 hours IST through the JK Tenders portal at www.jktenders.gov.in

7. The proposal must remain valid for 90 (ninety) days after the above submission date. During this period, the consultant shall maintain the availability of professional staff nominated in the proposal.
8. The estimated indicative budget for this assignment is INR 20.00 lakh (Rupees Twenty Lakh only) for the one-year Incubation Training for Start-ups Event.

Yours sincerely,

Dr. Pawan K. Sharma
Nodal Officer,
JKCIP, SKUAST-Jammu
SKUAST-J, Main Campus,
Chatha, Jammu, J&K-180009
(Contact No.09419192958)

Section II. Instructions to Consultants (ITC)

A. General

1. A two-bid system is to be used. The Technical Proposal and the Financial Proposal shall be submitted SEPARATELY on the Jk Tenders portal at the same time.
2. **Consultants / Firms shall submit proposals electronically only, through the JK tenders portal (www.jktenders.gov.in). The scanned copies Eligibility and Technical Evaluation documents as well as Bid Security (EMD) shall be uploaded through the JK Tenders portal and original document EMD should reach this office by last date submission of proposal.**
3. CONFLICT OF INTEREST. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with such a conflict shall be disqualified unless otherwise explicitly approved by IFAD. A consultant, including their respective personnel and affiliates, is considered to have a conflict of interest if any of them: (a) has a relationship that provides undue or undisclosed information about or influence over the selection process and the execution of the contract; (b) participates in more than one proposal under this procurement action; or (c) has a business or family relationship with a member of the Client's board, the Fund, or any other individual involved in the preparation, selection or execution of this contract.
4. ANTI-CORRUPTION. All bidders are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (Section VII of this RFP) and the IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse, while competing for, or in executing, the contract. Sanctions for prohibited practices include rejection of proposal, termination of contract, and debarment from IFAD-financed activities.
5. MONEY LAUNDERING. The Fund requires all beneficiaries, including the Client, consultants, implementing partners, service providers and suppliers, to observe the highest standards of integrity during the procurement and execution of contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.
6. The technical proposal shall be based on the technical forms attached to Section III, including the CVs of the proposed staff.
7. The Evaluation Committee shall evaluate the technical proposals on the basis of qualifications and responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria and point system specified below.

B. Pre-Qualification Criteria (PQC)

The consultant / firm will be declared non-responsive and rejected if its proposal does not clearly demonstrate that it meets the following MINIMUM PRE-QUALIFICATION criteria:

1. The agency must be a registered legal entity in India.
2. The agency must have rendered professional expert services to technology start-ups & entrepreneurs for a minimum period of 5 years.
3. The agency must have been in existence for at least 10 years.
4. The agency must have a minimum annual turnover of INR 50 lakhs during the last three (3) financial years.
5. The agency must have completed two (2) assignments of similar nature.
6. The agency must have valid GST registration with latest acknowledgement receipt of the GST return.
7. The agency must have PAN number.
8. The agency must have audited financial for last three (3) years.
9. The agency must have relevant work orders and completion certificates.
10. The agency must not have been blacklisted by any state or central government or Corporate by the date of the submitting of the EoI since its inception and shall submit a Declaration regarding the same.
11. The agency must be recognized by any state government for its Startup incubation services and have previous experience in managing incubator with Government donors/ Corporate CSR Funds.
12. Documentary evidence against all the above shall be uploaded on the JK tenders Portal.

Note: Only bidders meeting All Pre-Qualification Criteria (1)-(12) above shall be considered for further evaluation.

C. Technical Evaluation — Marking Scheme (Total 100 marks)

Item	Criteria	Points
For specific experience, evidence shall include successful experience in the execution of at least 2 projects of a similar nature and scope of works during the last 10 years .		
A	General experience	30
i	General experience: Firm has been in existence for 5 years and is legally registered.	06
ii	Agency's experience in supporting start-ups and entrepreneurs across domains and/ or business verticals (Indicate the Agency's experience in years in dealing with start-ups & entrepreneurs from any domain and/or business vertical). 2 points per year	24
B	Specific experience	70
i	<u>Total number of technological start-ups supported.</u> (Indicate the total number of start-ups incubated, mentored, funded or supported in any other valuable way by the Agency). 2 points per start-up	20
ii	<u>Total number of technological start-ups turned out successful.</u> (Indicate the number of start-ups supported by the Agency which has turned out to be 'successful'. For purposes of this EOI, a 'successful start-up' means a registered start-up firm which has secured external funding and established itself as a profitable entity) 2 points per start-up	20
iii	Mentor & Investor network (The interested agency should clearly furnish list of its Mentors & investment connect). 2 points for international level and 1 point for national level.	10
Iv	International & Corporate partnership. (The interested agency should clearly indicate Partnership with startup promotion platforms & ecosystem at national level and international level). i.) 2 marks for each national corporate partnership subject to maximum of 10 points. 1mark for each international corporate partnership subject to maximum of 10 points.	20
	Total Points	100
	Minimum points required to pass	50 Points

Notes on Technical Evaluation:

- Documentary evidence against all the above under Sr. No. A and B shall be uploaded on the JK tenders portal.
- Financial proposals of bidders who do NOT meet the technical qualifying threshold shall NOT be opened.

D. Financial Evaluation

1. Financial proposals shall be opened online on the JK tenders Portal. Technically qualified bidders may attend the online opening remotely. The names of the consultants and their technical scores shall be displayed, and the total prices of the technically qualified bidders' financial proposals shall be read out and recorded.
2. The financial evaluation shall be based on the financial forms submitted in Form FIN-1 (Section IV).

E. Selection Criteria — Least Cost Selection (LCS)

The lowest cost evaluated financial proposal (Fm) will be considered for selection.

F. Notice of Intent to Award (NOITA) and Award

3. After completion of the Evaluation Report and obtaining all necessary internal approvals (as per the IFAD Procurement Handbook and the JKIP Procurement Plan), the Client shall send the Notice of Intent to Award (NOITA) to the successful consultant. The NOITA shall include a statement that the Client shall issue a formal Award and draft Contract Agreement after expiration of the period for filing a Bid Protest and resolution of any Bid Protests submitted. Delivery of NOITA does NOT constitute the formation of a contract and creates no legal or equitable rights.
4. Simultaneously with the issue of NOITA, the Client shall notify all other consultants in writing of the results of the bidding. The Client shall promptly respond in writing to any unsuccessful consultant who, after receiving the notification, requests a debriefing or submits a Bid Protest, as provided in the IFAD Procurement Handbook.

G. Negotiations

Negotiations shall be held on pre-intimated date at the Directorate of Research, SKUAST-J, Main Campus, Chatha, Jammu, J&K -180009 and as intimated through the NOITA. The invited consultant must, as a pre-requisite, confirm the availability of all the key professional personnel listed in the technical proposal. Failure to confirm such personnel may lead the Client to proceed to negotiate with the next-ranked consultant. Representatives conducting negotiations must hold written authority to negotiate and conclude the contract on behalf of the consultant.

H. Commencement of Assignment and Auditee Sites

The consultant is expected to commence the assignment from November, 2026.

Section III. Technical Proposal — Standard Forms

The following forms shall be submitted as the Technical Proposal:

- TECH-1 — Technical Proposal Submission Form
- TECH-2 — Consultant's Organization and Experience
- TECH-4 — Description of Approach, Methodology and Work Plan
- TECH-5 — Team Composition and Task Assignments
- TECH-6 — Curriculum Vitae (CV) for Proposed Professional Staff

Form TECH-1 — Technical Proposal Submission Form

Location, Date : _____

To:

The Nodal Officer,
JKCIP, SKUAST< Jammu

Dear Sir / Madam,

1. We, the undersigned, offer to provide the consulting services for the assignment 'Incubation Training for Start-ups in accordance with your Request for Proposals dated 06.08,2026 and our proposal. We are hereby submitting our proposal, which includes this Technical Proposal and a Financial Proposal in separate envelopes.
 2. We declare that all information and statements made in this proposal are true and accept that any misrepresentation may lead to our disqualification.
 3. If negotiations are held during the validity of the proposal, we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us, subject to modifications resulting from contract negotiations.
 4. We undertake, if our proposal is accepted, to initiate the consulting services not later than the date indicated in the Terms of Reference.
 5. Our proposal is open to acceptance for a period of NINETY (90) days from the Proposal Due Date.
 6. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have NOT been declared ineligible by the Fund and have NOT been subject to sanctions or debarment under the laws or official regulations of the client's country, or under the Agreement for Mutual Enforcement of Debarment Decisions (the 'Cross-Debarment Agreement'), beyond those declared in paragraph 12 of this submission form.
 7. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practice as defined in ITC Clause 3. We acknowledge our obligation to report to anticorruption@ifad.org any allegation of prohibited practice during the selection process or contract execution.
 8. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit a proposal for the purpose of restricting competition.
 9. We acknowledge and accept the IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify compliance and acknowledge our obligation to report any allegations to ethicsoffice@ifad.org.
 10. The following commissions, gratuities or fees have been paid or are to be paid in connection with the selection process: [None / specify].
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11. We declare that neither our firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners has any actual, potential or perceived conflict of interest as defined in ITC Clause 3. We have an ongoing disclosure obligation.
12. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint-venture partners: [None / specify]
13. We acknowledge our duty to promptly inform the Client about any material change regarding the information provided in this submission form.
14. We further understand that failure to properly disclose any information may lead to disqualification, termination of contract and any other appropriate action under the IFAD Anti-Corruption Policy.
15. We understand that the Client is not bound to accept any proposal it may receive.
16. We further certify to have read, understood and agreed to be bound by the IFAD Privacy Policy (<https://www.ifad.org/en/privacy>).

Yours sincerely,

Field	Particulars
Authorised signature (in full and initials)	
Name and title of signatory	
Name of firm	
Firm Registration Number	
Address	
Telephone / Email	

Form TECH-2 — Consultant's Organization and Experience

A. Consultant's Organization

[Provide here a brief (two-page) description of the background and organization of your firm/entity relevant to this assignment.]

B. Consultant's Experience — Relevant Training Assignments [For

EACH relevant assignment, complete a separate copy of the table below.]

Field	Details
Assignment Name	
Approx. value of the contract (in INR)	
Country / Location	
Duration of assignment (months)	
Name of Client	
Total no. of staff-months of the assignment	
Client Address	
Approx. value of the services provided by your firm under the contract (INR)	
Start date (month / year) / Completion date (month / year)	
No. of professional staff-months provided by associated consultants (if any)	
Name of associated consultants (if any)	
Name of senior professional staff of your firm involved and functions performed	
Narrative description of the assignment	
Description of actual services provided by your staff within the assignment	
Firm's name (declaration)	

Form TECH-4 — Approach, Methodology and Work Plan (max. 3 pages)

Your technical proposal must be divided into the following three chapters:

(a) Technical Approach and Methodology

Explain your understanding of the objectives of the one year training assignment; the approach to the imparting one year Incubation Training for Start-ups; your methodology for risk-based planning, sampling, internal-control review, and IFAD-compliance testing; how you propose to handle the transition of training. Highlight any specific issues you foresee in imparting training for Start-ups under IFAD project with operations across 10 districts and 45 blocks.

(b) Work Plan

Propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client) and completion dates.

(c) Organization and Staffing

Propose the structure and composition of your team, the main disciplines of the assignment, the key expert responsible, and the proposed technical and support staff.

Form TECH-5 — Team Composition and Task Assignments

Name of Staff	Firm	Area of Expertise	Position Assigned	Tasks Assigned

Form TECH-6 — Curriculum Vitae (CV) for Proposed Professional Staff

[Submit one CV form per proposed staff member.]

Item	Details
1. Proposed position [only ONE candidate per position]	
2. Name of firm proposing the staff	
3. Name of staff (full)	
4. Date of birth / Nationality	
5. Education (institutions, degrees, dates)	
7. Other relevant training	
8. Countries of work experience (last 10 years)	
9. Language proficiency (speaking / reading / writing)	
10. Employment record (reverse chronological)	
11. Detailed tasks assigned under this assignment	
12. Work undertaken that best illustrates capability to handle the assigned tasks (assignment name, year, location, client, main project features, position held, activities performed)	

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of staff member: _____ Date: _____

Full name of authorised representative: _____

Section IV. Financial Proposal — Standard Form

Note: The Financial Proposal shall be submitted SEPARATELY on the JK tenders portal. No information related to the Financial Proposal shall be given with the Technical Proposal. Mention of any such information in the Technical Proposal shall lead to the entire proposal being rejected. Due care shall be taken while entering the financial value on the JK tenders portal — amounts must coincide exactly with the value indicated in Form FIN-1 below. Any mismatch shall lead to summary rejection.

Form FIN-1 — Financial Proposal Submission Form

[Location, date] _____

To: Nodal Officer,

JKCIP-SKUAST Jammu

Dear Sir / Madam,

We, the undersigned, offer to provide the consulting services for the assignment 'Incubation Training for Start-ups (one year)' in accordance with your Request for Proposals dated , **2026** and our Technical Proposal.

Our Financial Proposal — fixed-firm, all-inclusive — is as follows:

	One Year Incubation Training for Start-ups	Lumpsum Amount — Inclusive of all Fees, GST, Travel, Boarding, Lodging, IT etc. (INR)
	One Year Incubation Training for Start-ups	INR _____
	TOTAL CONTRACT VALUE	

Total Contract Value (in words): _____ Rupees Only

This amount is all-inclusive of applicable GST, statutory deductions, TDS, conveyance/ travel, boarding, lodging, communication, IT equipment (laptops, printers, internet), stationery, and any other direct or indirect costs of conducting the Training. No additional charges shall be claimed by the Consultant beyond the above.

Our Financial Proposal shall be binding upon us, subject to modifications resulting from contract negotiations, up to expiration of the 90-day validity period.

We understand that the Client is not bound to accept any proposal it may receive.

Yours sincerely,

Field	Particulars
Authorised signature (in full and initials)	
Name and title of signatory	
Name of firm	
Address	

Section V. Terms of Reference (TOR)

Providing Consultancy Services for Incubation Training for Start-Ups

1. Client

The Client for this assignment is the Mission Directorate of HADP / JKCIP, Agriculture Production Department, Government of the Union Territory of Jammu & Kashmir — referred to in this RFP as 'the Client' or 'the Mission Directorate'.

2. Background

The International Fund for Agricultural Development (IFAD) is providing financing to the Government of India for the Jammu and Kashmir Competitiveness Improvement Project (JKCIP) in the form of loan and grant resources. The Financing Agreement (IFAD Loan No. 2000005021) was signed on 18 June 2024. The total project cost is approximately USD 217 million (of which the IFAD loan is USD 100 million, with counterpart contributions from the Government of J&K, the Government of India and beneficiaries). The project completion date is 30 June 2031 (a 7-year implementation horizon).

JKCIP covers 90 blocks across 20 districts of the UT of J&K, targeting approximately 3,00,000 households (1.5 million individual beneficiaries — including 47% women, 30% youth, and 10% from vulnerable communities). The project aims to enhance agricultural productivity, market access and farmer incomes through a value-chain approach in the horticulture, agriculture and allied sectors, with the following components:

- Component 1 — Climate-Smart and Market-Led Production
- Component 2 — Agribusiness Ecosystem Development
- Component 3 — Support to Vulnerable Communities
- Component 4 — Project Management Support

JKCIP is implemented by the Mission Directorate HADP / JKCIP, with implementing partners that include the Directorates of Horticulture, Agriculture, Animal Husbandry, Sheep Husbandry, Fisheries, Horticulture Planning & Marketing, SKUAST Jammu and SKUAST Kashmir.

Creating a year-long Incubation Support Programs

A year-long Incubation Support Program aims to provide startups with sustained guidance, resources, and mentorship to help them grow and succeed. Designing a year-long Incubation Support Program specifically tailored to agri startups requires a deep understanding of the unique challenges and opportunities in the agricultural sector. Here's a comprehensive plan for such a program:

1. **Program Orientation and Needs Assessment (Month 1):**
 - Conducting a thorough needs assessment to understand the specific challenges and goals of each startup.
 - Setting clear expectations and program goals.
2. **Mentor Matching and Onboarding (Months 1-2):**
 - Matching each agri startup with experienced mentors who have a background in agriculture, agribusiness, or related fields.

- Conducting mentor-mentee onboarding sessions to establish communication guidelines and goals.

3. Agri-Specific Workshops and Training (Months 2-6):

- Organizing a series of workshops and training sessions that address agriculture-specific topics.
- Covering areas such as sustainable farming practices, agri-tech, market access and value chain development.
- Inviting industry experts, agronomists, and successful agri- entrepreneurs as trainers.

4. Access to Agricultural Resources (Throughout):

- Providing startups with access to agricultural resources, such as farmland for testing and experimentation, agricultural machinery, and research facilities with assistance from agri business incubation centre.
- Facilitating partnerships with local agricultural research institutions and cooperative farms.

5. Business Model Refinement (Months 6-8):

- Helping startups refine their business models and go-to-market strategies.
- Encouraging them to incorporate sustainable and innovative approaches into their plans.
- Supporting the development of prototypes or pilot projects for agri-tech solutions.

6. Market Expansion and Value Chain Integration (Months 8-10):

- Assisting startups in exploring new markets, forming partnerships with distributors, and integrating into agricultural value chains.
- Focusing on increasing access to markets, including local regional, and international markets.

7. Investment and Funding Readiness (Months 10-12):

- Preparing agri startups for investment opportunities by providing training in investor pitch development, financial management, and due diligence.
- Facilitating connections with potential investors, impact funds, and grants specific to agriculture.

8. Field Trials and Scaling (Months 10-12):

- Supporting startups in conducting field trials, scaling up their agricultural Monitoring progress and provide guidance on scalability challenges.

9. Demo Day and Graduation (Month 12):

- Organizing a Demo Day event where agri startups can present their progress and innovations to investors, industry experts, and potential partners. - Celebrating the graduation of startups from the program, recognizing their contributions to the agricultural sector.

10. Post-Program Support and Alumni Network (Beyond Year 1):

- Establishing an alumni network to facilitate ongoing collaboration and knowledge sharing among graduates. - Continuing to provide support and mentorship to alumni as they navigate the challenges of scaling their agribusinesses.

11. Evaluation and Program Enhancement (Throughout and After):

- Continuously evaluating the program's effectiveness and impact on agri startups' growth and sustainability. - Using feedback and data to improve and refine the program for future cohorts.

12. Outreach and Promotion (Throughout):

- Promoting the program within the agricultural community and among potential agri-entrepreneurs. - Sharing success stories and outcomes to attract new participants and mentors.

13. Building a module for regular entrepreneurship training

- There seems to be an immediate need for building a module for entrepreneurship training to be adopted for participants planning to start an agri focused start-ups in Jammu & Kashmir. These modules may be delivered to enthusiastic agri-entrepreneurs through identified spokes at different locations. The training envisions equipping participants with the fundamental knowledge and skills required to start and grow a successful business. The entrepreneurship modules will provide practical insights into entrepreneurship through real-world case studies and interactive activities. This will foster an entrepreneurial mindset and problem-solving abilities among participating entrepreneurs. The entrepreneurship training may be designed to be delivered in 03 months following below mentioned modules in general-

Session 1: Introduction to Entrepreneurship (Week 1)

- a. Define entrepreneurship and its importance.
- b. Explore different types of entrepreneurships (e.g., small business, social enterprise, tech startup).
- c. Discuss the mindset and qualities of successful entrepreneurs.

Session 2: Idea Generation and Validation (Week 2)

- a. Methods for generating business ideas.
- b. Techniques for validating and refining business concepts.
- c. Conducting market research and identifying target audiences.

Session 3: Business Planning (Week 3)

- a. Creating a comprehensive business plan.
- b. Components of a business plan: executive summary, market analysis, operations, financial projections, and more.
- c. Setting clear business goals and objectives.

Session 4: Legal and Regulatory Considerations (Week 4)

- a. Overview of legal structures (e.g., sole proprietorship, LLC, corporation).
- b. Registering a business and complying with local regulations.
- c. Intellectual property protection.

Session 5: Funding and Financial Management (Week 5)

- a. Sources of startup capital (e.g., personal savings, loans, investors).
- b. Basics of financial management, budgeting, and cash flow.
- c. Preparing financial statements and forecasts.

Session 6: Marketing and Sales Strategies (Week 6)

1. Developing a marketing strategy and plan.
2. Effective branding, digital marketing, and traditional marketing techniques.
3. Sales techniques and customer relationship management.

Session 7: Operations and Scalability (Week 7)

1. Managing day-to-day operations efficiently.
2. Scaling a business, growth strategies, and expansion considerations.
3. Risk management and contingency planning.

Session 8: Leadership and Team Building (Week 8)

1. Leadership skills for entrepreneurs.
2. Building and leading effective teams.
3. Handling challenges related to human resources.

Session 9: Innovation and Adaptation (Week 9)

1. Encouraging innovation within business.
2. Adapting to market changes and disruptions.
3. Case studies of businesses that successfully pivoted.

Session 10: Pitching and Investor Relations (Week 10)

1. Crafting an effective business pitch.
2. Building investor relations and seeking funding opportunities.
3. Practicing pitch presentations.

Session 11: Networking and Building a Support System (Week 11)

1. The importance of networking in entrepreneurship.
2. Strategies for building a professional network.
3. Leveraging mentors and support organizations.

Session 12: Graduation and Next Steps (Week 12)

1. Reflecting on the entrepreneurship journey.
2. Setting goals and action plans for the future.
3. Graduation ceremony and certificate distribution.

B. Assessment and Evaluation:

1. Participants can be evaluated through assignments, quizzes, and a final project where they apply what they've learned to create a business plan or pitch.
2. Regular feedback and self-assessment can be encouraged to track progress and identify areas for improvement.

C. Resources:

1. Providing participants with reading materials, templates, and access to online resources related to entrepreneurship.
2. Guest speakers, entrepreneurs, and industry experts can be invited to share their experiences and insights.

D. Identifying Focus Areas and Challenges:

1. Incubation partners need to collaborate with experts, stakeholders, and the agricultural community to identify specific focus areas and challenges within the agricultural sector. These could include topics like sustainable farming practices, water management, pest control, agri-tech innovation, and more.

E. Further funding to Startups and Creating Convergence with Other Schemes

Agri startups and entrepreneurs supported under IFAD startup support scheme through challenge fund or winning amounts in ideathon/hackathon will be monitored on various parameters including increment in topline, adding new customers & partners, positive EBITDA, customer retention, operational efficiency in business. The startups with positive cash flow and convincing balance sheet should be supported with the next round of funding by linking them with different startup support schemes run at regional and national level.

A few of these schemes run at regional & national level are as follows:

i. RKVY RAFTAAR Agri Business Incubation Program- Under this, financial assistance of a maximum of Rs. 25 lakhs will be provided to potential startups that have a minimum viable product (MVP) based on innovative solutions, processes, products, services, and business models in the agriculture and allied sectors.

ii. Agriculture Accelerator Fund- An Agriculture Accelerator Fund has been set up to encourage agri-startups by young entrepreneurs in rural areas under Union budget 2023-24. The fund will aim at bringing innovative and affordable solutions for challenges faced by farmers. It will also bring in modern technologies to transform agricultural practices and increase productivity and profitability.

iii. Startup India Seed Fund Scheme- Startup India Seed Fund Scheme (SISFS) aims to provide financial assistance to startups for proof of concept, prototype development, product trials, market entry and commercialization. This would enable these startups to graduate to a level where they will be able to raise investments from angel investors or venture capitalists or seek loans from commercial banks or financial institutions. The startups will be provided

a financial support up to INR 50 lakhs based on the recommendation of investment committee of respective incubation

iv. Centers supported by Govt of India under this scheme.

v. Venture Capital Firms & Private Investors- Along with government funding to Agri startups, there lies a huge opportunity of attracting private investors focused on the agriculture sector. An annual investor summit may be organized for supported agri startups in J&K inviting private investors to become a part of the event. A few of investors for this purpose are listed below:

Omnivore	Ankur Capital	Indigram Labs	Avishkar Capital
Omidyar Network India	Acumen Fund	Yournest Ventures	Orios Ventures
Blume Ventures	Elevor Equity	Indian Angel Network	Better Capital
Qualcomm Ventures	Artha Ventures	Matrix Partners	LetsVenture

F. Linking the Agri Startups with J&K Startup Policy- The policy provides various benefits and incentives to the entity recognized as a start-up. The government provides co-working space with uninterruptible high-speed internet to the selected recognized startups besides a monthly allowance of Rs. 10,000 (for a period of one year) is also being paid to the start-ups. Similarly, startups are provided with one-time assistance of Rs 10 Lakh for Product Research and Development/Marketing/Publicity. The scheme also has the provision of a 100 per cent subsidy on the purchase and installation of Diesel Generator set Solar/Wind Generator or Hybrid Solar Wind Systems to the recognized start-ups.

G. Connecting with NABARD's Venture Capital Arm NABVENTURES-NABVENTURES Limited is a wholly owned subsidiary of NABARD. NABVENTURES is the Investment Manager of NABVENTURES Fund I with a target corpus of INR 500 crore. The fund focusses on investments in early to mid-stage start-ups in agriculture, agri-biotech, food, Agri/rural fintech and rural businesses.

H. Capacity and Human Resources

i. Qualifications and Experience of Team Members

- Skilled staff with expertise in business development, mentorship, evaluation and training with qualified key staff as described below:

ii. Project Manager

Role: Oversee the entire Project, ensuring the timely and effective implementation of activities and deliverables.

Qualifications:

Should have a master's degree with a minimum of 8 years' work experience in agriculture economics, agribusiness management, Economics, Agricultural Extension, General Agriculture, Agricultural Education, Business Administration, Small Business Management, Entrepreneurship, Development studies, Business Innovation or Rural Development. At least 6 years of practical experience in banking, leasing, microfinance or agricultural finance.

iii. Capacity Building and Training Coordinator

Role: Coordinate the youth incubation and training programmes

Key Responsibilities include:

- Develop Incubation Start Ups training curriculum.
- Coordinate the youth incubation activities.
- Provide technical support to the youth incubation hosts
- Carryout regular field visits to support youth incubation hosts

Qualifications:

Should have a Master's degree with a minimum of 5 years work experience in agriculture economics, agribusiness management Economics, Agricultural Extension, General Agriculture, Agricultural Education, Business Administration, Small Business Management, Entrepreneurship, Development studies, Business Innovation, or Rural Development.

iv. *Partnerships and Networks*

- Established partnerships with government agencies, private sector, educational institutions, and other NGOs.
- The ability to connect young and adult entrepreneurs with mentors, investors, and industry experts.

vi. *Field Training Officers (5)*

Role: Coordinate the youth incubation and training Programme for youth incubation at region and / or cluster level while creating an environment conducive to learning and encouraging trainees to apply what they have learned in practical scenarios

vii. *Specific responsibilities*

- a. Working closely with incubator hosts, support training sessions on agribusiness skills and value addition techniques for youth.
- b. Jointly with the Incubators, support the apprentice in preparing business plans and pitching the business plans to potential financiers
- c. Provide hands-on technical support through field visits and demonstrations to ensure Incubators adopt best practices in business registration, banking and tax compliance.
- d. Working closely with incubator hosts, facilitating connections between smallholder farmers and market actors, including buyers, input suppliers, financial institutions and other stakeholders.

- e. Track the progress of training programs and incubation projects, collecting data to assess impact and identify areas for improvement.
- f. Assist Incubators in providing access to necessary resources, particularly financial services.
- g. Work closely with local communities to ensure and promote participation of youth and other marginalized groups in training programme.
- h. Prepare regular reports on training activities, challenges, and successes to inform program adjustments and stakeholder updates.

viii. Qualifications

At least a bachelor's degree with a minimum of 3 years' experience in agriculture economics, agribusiness management, Economics, Agricultural Extension, General Agriculture, Agricultural Education, Business Administration, Small Business Management, Entrepreneurship, Development studies, Business Innovation, or Rural Development

Program Design and Implementation

- 1. Capability to design and deliver comprehensive training programs tailored to the needs of Incubators.
- 2. Robust systems for tracking progress, measuring impact, and incorporating feedback to improve the program.

Risk mitigation measures

The project will pilot risk mitigation measures to reduce the perceived risk for financial institutions, making them more willing to provide loans to rural borrowers/small farmers who often face greater income volatility and less predictable cash flows. These schemes play a crucial role in promoting financial inclusion and supporting economic development in rural areas. During implementation, the project will engage consultants to review the credit uptake, and repayment performance by smallholders in project funded activities such as agricultural and horticultural crop expansion and enterprise promotion and design appropriate products in consultation with DAP&FW and the participating financial institutions.

* * *

Section VI. Standard Forms of Contract

Draft Contract for Consulting Services — Small Assignments

[This Contract and the annexed documents herewith shall be executed on the signing of the Contract Agreement between the Client and the Successful Bidder.]

CONTRACT AGREEMENT

This Contract ('Contract') is entered into this [insert starting date of assignment], by and between the NODAL OFFICER, JKCIIP, SKUAST-JAMMU, having its principal office at Block No.7, 1st Floor, SKUAST-J, Main Campus, Chatha, Jammu, J&K- 180009. ('the Client'), and [insert consultant's name] having its principal office located at [insert consultant's address] ('the Consultant').

WHEREAS, the Client wishes to have the Consultant Firm perform the services hereinafter referred to; and WHEREAS, the Consultant is willing to perform these services; NOW THEREFORE the parties hereby agree as follows:

Clause	Provision
1. Services	(i) The Consultant shall perform the services specified in Annex A, 'Terms of Reference and Scope of Services', which is made an integral part of this Contract. (ii) The Consultant shall provide the personnel listed in Annex B, 'Consultant's Personnel', to perform the services. (iii) The Consultant shall submit to the Client the progress reports as per schedule of training specified in the ToR on monthly basis, 'Consultant's Reporting Obligations'.
2. Term	TWELVE MONTHS (12)— commencing on the date of contract award and continuing through 12 months which can be extended upto 25% of the contract period. The Contract may be terminated (i) on unsatisfactory performance by the Consultant, or (ii) at the discretion of the Client as defined in Clause 15.
3. Payment — Ceiling	For services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed INR [insert total bid amount] (Rupees _____ Only) — FIXED FIRM, all-inclusive — based on the Financial Offer attached in Annex D. This amount includes all of the Consultant's costs, profits and any tax obligations imposed on the Consultant.
4. Schedule of Payments	100% against successful completion of Incubation Training for Start-ups.
5. Payment Conditions	Payment shall be made in Indian Rupees not later than 30 days following submission by the Consultant of invoices in duplicate to the Nodal Officer, JKCIIP, SKUAST-Jammu..
6. Project Administration — Coordinator	The Nodal Officer, JKCIIP, SKUAST-Jammu shall coordinate activities under this Contract, acceptance and approval of reports and other deliverables by the Client, and receiving and approving invoices for payment.
7. Reports	The Consultant shall submit the progress reports on monthly basis during the course of the assignment and will constitute the basis for the payments to be made under Clauses 3 and 4.

8. Performance Standards	The Consultant undertakes to perform the services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract whom the Client considers unsatisfactory.
9. Fraud and Corruption Prohibition	The Consultant shall abide by, and perform the Contract in compliance with, the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (Section VII of this RFP). Failure to comply may lead to termination under Clause 15. The Consultant is required to complete and sign the attached self-certification form (Annex D).
10. Sexual Harassment, Exploitation and Abuse	The Consultant expressly agrees to perform the Contract in compliance with IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse, taking all appropriate measures to prevent and prohibit SH/SEA on the part of its personnel and subcontractors. The Consultant shall immediately report to the Client or IFAD any incidents of SH/SEA arising out of or in connection with the performance of the Contract.
11. Confidentiality	The Consultant shall not, during the term of this Contract and within two (2) years after its expiration, disclose any proprietary or confidential information relating to the services, this Contract or the Client's business or operations, without the prior written consent of the Client.
12. Ownership of Material	Any studies, reports or other material — graphic, software or otherwise — prepared by the Consultant for the Client under this Contract shall belong to and remain the property of the Client. The Consultant may retain a copy.
13. Consultant NOT to be Engaged in Certain Activities	The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the consulting services for the preparation or implementation of the Project.
14. Insurance	The Consultant shall be responsible for taking out any appropriate insurance coverage for its personnel and equipment.
15. Assignment	The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
16. Law and Language	The Contract shall be governed by the laws of the Government of India and the Union Territory of Jammu & Kashmir, and the language of the Contract shall be ENGLISH.
17. Dispute Resolution	Any dispute arising out of the Contract that cannot be amicably settled between the parties shall be referred to the court of competent jurisdiction in the Union Territory of Jammu & Kashmir, India.

18. Termination	The Client may terminate this Contract with at least TEN (10) business days' prior written notice to the Consultant after the occurrence of any of the events specified below: (a) The Consultant does not remedy a failure in the performance of its obligations under the Contract within 7 business days after being notified, or within any further period as the Client may subsequently approve in writing. (b) The Consultant becomes insolvent or bankrupt. (c) The Consultant (or any of its personnel, agents, sub-consultants, sub-contractors, suppliers) is found to have engaged in prohibited practices as defined in the IFAD Revised Policy on Preventing Fraud and Corruption. (d) The Consultant is found to have engaged in acts of Sexual Harassment, Sexual Exploitation and Abuse arising out of or in connection with the performance of the Contract. (e) The Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
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For the Client	For the Consultant
Signed: _____	Signed: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

List of Annexes:

- Annex A — Terms of Reference and Scope of Services (= Section V of this RFP)
- Annex B — Consultant's Personnel (= Form TECH-5)
- Annex C — Consultant's Reporting Obligations (TOR timeline)
- Annex D — Consultant's Self-Certification Form (per IFAD template)

Section VII. IFAD Revised Policy on Preventing Fraud and Corruption

The Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations forms an integral part of this RFP and the resulting Contract. The full text of the Policy is available at:

<https://www.ifad.org/en/document-detail/asset/41216537>

Key prohibited practices defined under the Policy include CORRUPT, FRAUDULENT, COLLUSIVE, COERCIVE and OBSTRUCTIVE practices. Sanctions for prohibited practices include temporary suspension, debarment, debarment with conditional release, conditional non-debarment, restitution, and letters of reprimand. IFAD also unilaterally recognizes debarments imposed by other International Financial Institutions which are signatories to the Agreement for Mutual Enforcement of Debarment Decisions.

Confidential reporting:

anticorruption@ifad.org

(fraud / corruption)

ethicsoffice@ifad.org (sexual harassment / SEA)

— END OF DOCUMENT —