

## **REQUEST FOR PROPOSAL: Project Management Consultant (PMC)**

### **1. Introduction**

The International Potato Center, known by its Spanish acronym CIP, was founded in 1971 as potato, sweet potato and Andean roots and tubers research-for-development organization delivering innovative science-based solutions to enhance access to affordable nutritious food, foster inclusive sustainable business and employment growth, and drive the climate resilience of root and tuber agri-food systems. Headquartered in Lima, Peru, CIP has a research presence in more than 20 countries in Africa, Asia, and Latin America.

CIP is a CGIAR research center, a global research partnership for a food-secure future. CGIAR science is dedicated to transforming food, land and water systems in a climate crisis. Its research is carried out by 13 CGIAR Centers/Alliances in close collaboration with hundreds of partners, including national and regional research institutes, civil society organizations, academia, development organizations, and the private sector.

In India, CIP is working as a public international organization under the United Nations (Privileges and Immunities) Act, 1947 to carry out research programs to increase the production and productivity of potato and sweet-potato at the national level in cooperation with the Indian Council for Agricultural Research (ICAR), and its associated research institutes working on potato (CPRI) and sweet-potato (CTCRI). Collaborate with universities and international research organizations to advance agricultural innovations in India and the region.

### **2. Objectives**

CIP, in partnership with the government of India, has received cabinet approval for the construction and operation of the CIP South Asia Regional Center (CSARC) outside of Agra, Uttar Pradesh. CSARC will be a state-of-the-art agriculture research center that will be a regional leader for research and development of root and tuber crops. The CSARC build will include considerations for how the center will grow in staff, laboratories, and capabilities over time. The National Horticulture Board (NHB) is the responsible authority for the construction competition and the build, with CIP acting as the key stakeholder and future operator.

### **3. FUNCTIONAL CONSIDERATIONS AND REQUIREMENTS – General information and consideration**

- a. Total land allotted to CSARC 10 Ha. See annex A for map and grid references.
- b. Main Research and offices building of up to 5000m<sup>2</sup> (Phase I requirement).
- c. Farm Managing, Farm Machinery Shed, Speed breeding and Cold Storage, building of upto 1000 m<sup>2</sup> (Phase I requirement).
- d. Polyhouse, Net houses, Aeroponics, Glass house and Screen House of up to 5000 m<sup>2</sup> (Phase I requirement).
- e. The project is a greenfield build, no or very limited utility and infrastructure is available on site.
- f. The land has been provided by the Government of Uttar Pradesh to National Horticulture Board (NHB) on a 99-year lease, which has thereafter been sub-leased to CIP for its use and management.

### **4. SCOPE OF WORK AND EXPECTED ACTIVITIES FOR PMC SERVICES**

#### **Planning Phase:**

- a. Day-to-day monitoring of the project – Schedule, Quality and Safety.
- b. Prepare overall Programme schedule for all works.
- c. Design and Requirements Verification:
  - Monitor the design development process to ensure full alignment with Client's specific technical, laboratory, HSE, and functional requirements for a world-class research facility.
  - Verify that all specialized systems, including air conditioning/HVAC systems and utility installations, meet required performance and biosafety standards

#### **Construction Phase:**

##### **a. Project Time Management**

- Prepare detailed activity wise master Programme for the entire project identifying the specific activities with inter-activity dependency, sequencing, and activity duration (bar charts etc.).
- Review weekly progress of the contractor, compare achieved progress with planned progress and submit status reports to the project manager / client.
- Conduct weekly site meetings to monitor progress of work, ensure latest drawings with revision numbers are followed, co-ordinate activities of all agencies and ensure that all outstanding matters, drawings and decisions are resolved.

- Suggest modifications in construction, if any, due to site conditions and advice on any implications to cost.
- Check on long lead items for procurement of material, equipment etc. To be procured by contractor or client.
- Follow up with architects for obtaining drawings and designs and update drawings regularly.
- Conduct ongoing, systematic supervision of construction activities on-site to verify execution aligns with approved plans, specifications, and quality standards.
- Ensure that all materials and workmanship comply with contractual requirements and national building regulations.
- Ensure compliance with all site HSE safety guidelines throughout the construction process.

**b. Project Management and Tracking**

- Develop maintain and track the project progress using best practices in project management, including monitoring critical paths and generating S-curves.
- Identify raise, and formally document any non-compliances, technical deviations, or critical risks immediately.
- Coordinate between Architectural team and Contractors for smooth execution as per intended design.

**c. Stakeholder Liaison and Representation**

Act as the primary technical representative for CIP/CSARC in all interactions and meetings between:

- CIP internal stakeholders.
- The National Horticulture Board of India (NHB).
- Relevant Uttar Pradesh State government departments.
- The selected architectural and construction firms.

**d. Reporting and Escalation**

- Maintain key CIP staff informed through regular (scheduled) meetings and professional reports.
- Resolve day-to-day operational issues where possible, and elevate relevant, material concerns for decision-making by the key responsible CIP's head.

## 5. Timetable

1. Invitation to applicant companies	January 19, 2026
2. Confirm your desire to participate	January 21, 2026
3. Inspection visits (if required)	N/A
4. Submission of Applicant Inquiries	January 23, 2026
5. Response to inquiries	January 27, 2026
6. Proposal submission	February 04, 2026
7. Opening and evaluation of proposals	February 09, 2026
8. Winner identification and communication to bidders	February 13, 2026
9. Contract signing	February 20, 2026
10. Contract commencement	February 26, 2026

(\*) Please direct your inquiries via email to Mr. Barun Raj ([barun.raj@cgiar.org](mailto:barun.raj@cgiar.org)) copying Mr. Raman Abrol ([raman.abrol@cgiar.org](mailto:raman.abrol@cgiar.org)).

## 6. Proposals

Proposals must address all elements outlined in the Terms of Reference. Proposals that do not comply with the requirements specified in the call for proposals may be rejected. All companies interested in participating and seeking clarification of this document must send their questions via email to CIP no later than January 23, 2026, attention to [barun.raj@cgiar.org](mailto:barun.raj@cgiar.org), copying [raman.abrol@cgiar.org](mailto:raman.abrol@cgiar.org).

Interested companies must submit their complete quotation, including detailed technical specifications, by email to [barun.raj@cgiar.org](mailto:barun.raj@cgiar.org) copying [raman.abrol@cgiar.org](mailto:raman.abrol@cgiar.org), no later than February 04, 2026.

All costs associated with the preparation of proposals and participation in this tender shall be borne solely by the applicant and will not be reimbursed by CIP.

## 7. Installation/delivery Location

International Potato Center (CIP), as indicated above.

## 8. Process Evaluation

Evaluation Matrix

	<i><b>Relevance %</b></i>	<i><b>Points(1-5)</b></i>	<i><b>Total</b></i>
Years of experience and client portfolio	20		
Similar works and implementations	25		
Cost	35		
Delivery time	20		
Total	100		

(\*) Only the offers that meet all the requirements included in this tender will be considered.

## 9. CIP Rights

CIP reserves the right to accept or reject proposals in whole or in part and to cancel the process at any time if CIP has not signed the corresponding contract.

## 10. Letter of presentation

Sirs

International Potato Center (CIP)

NASC complex, DPS Marg

Pusa campus, New Delhi - 110012

Ref. TITLE

Dear Sir/Madam,

With this letter, our company [company name], represented by Mr. [name of the legal representative], requests to participate in the Selection Process for the provision of xxxxxxxxxxxxxx at the Regional office in New Delhi India", as communicated to us.

We certify that we have become aware of the conditions required for participants and we commit to abide by them in their entirety.

We are enclosing the documentation demonstrating that our company meets the requirements for participation in this process.

Yours faithfully

## 11. Identification

BIDDER IDENTIFICATION	
<b>1. Company</b>	
Company Name	
Contact person name and title	
Contact Address, Phone number, Email	
<b>2. Company Information</b>	
Public/Private	
Small/Non-small Business	
Year Founded	
Location of Headquarters, and offices where implementation, development and support services are provided	
Website	
Employee Count	
<b>3. Number of Customers</b>	
Total customers	
Total non-for-profit customers	
Years in the market	
List of principal clients (attach letter recommendation, if any)	
Total Customers on Proposed Application	
Name and sign of the legal representative	