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South Asia Regional Office, B Block, NASC Complex
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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.

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.

2. 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 5000m² (Phase I requirement).
- c. Farm Managing, Farm Machinery Shed, Speed breeding and Cold Storage, building of upto 1000 m² (Phase I requirement).

- d. Polyhouse, Net houses, Aeroponics, Glass house and Screen House of up to 5000 m² (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.

3. SCOPE OF WORK AND EXPECTED ACTIVITIES FOR PMC SERVICES

Planning Phase:

- a. Monitoring project in the planning phase in preparation of specifications, schedule of quality and safety requirements. The consultant shall submit suitable recommendations to the client as and when required.
- b. Prepare overall Programme schedule for the project during planning phase including tracking the timelines.
- c. Design and Requirements Verification:
 - All the drawings and documents shall be examined and reviewed by the consultant. While reviewing the documents, the consultant is expected to ensure that concepts as per the requirement of the Client have been incorporated in drawings, layouts and other relevant documents. The Consultant will 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.
 - The Consultant will ensure that all specialized systems including air conditioning/HVAC systems and utility installations meet required performance and biosafety standards.

Construction Phase:

a. Project Management

- Preparation of the detailed activity wise master schedule for the entire project including dependent activities and tracking progress. Coordinate weekly progress review meetings to monitor the achieved progress with planned progress. Develop maintain and track the project progress using best practices in project management, including monitoring critical paths and generating S-curves.
- Follow up with architects for obtaining drawings and designs and timely issue of the latest drawings to the contractors for avoiding any hindrance in execution. Support and participate in joint review monitoring / missions, and other relevant missions as required.
- Consultant shall also bring to the notice of the client any slippage in the progress of work as per schedule and any likely slippage due to constraints like short supply of installation materials, labour problems, and non-availability of drawings etc.

- Co-ordinate activities of contractors/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. Procurement planning for procurement of material, equipment etc. by the Client.
- Construction supervision of the various activities on-site to verify execution aligns with approved plans, specifications, and quality standards. Consultant shall maintain the registers for mandatory tests to be conducted for all materials before incorporation in work. The guidelines may be taken from the client regarding the registers to be maintained. Consultant shall inspect and approve the materials at site as per specifications before they are used in work.
- Identify raise, and formally document any non-compliances, technical deviations, or critical risks immediately.
- Monitor the quality of the work and control the quality as per specification, relevant codes and as per standard practices. Ensure that all materials and workmanship comply with contractual requirements and national building regulations (i.e. CPWD Specifications, relevant IS Codes and specific material specifications mentioned in the contract).
- Consultant shall be responsible for obtaining good workmanship with respect to lines, levels, mounts, safety, finish, etc. Shall check all lines, dimensions, levels at all stages of work with reference to working drawings and shall ensure correct execution of all elements.
- Ensure compliance with all site HSE safety guidelines throughout the construction process by the contractors and their staff.
- The Consultant shall assist the Client in taking over the completed works, by preparing a list of punch points and deficiencies which need to be corrected/completed.
- The Consultant shall assist in certifying Bills/Invoices submitted by the contractor for satisfactory work completion as per contract and relevant standards for payment by the Client.

b. 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.

c. Reporting and Escalation

The Consultant will provide Monthly Progress Report (MPR) with at least following points –

- Progress update with photographs
- Progress against construction schedule
- Availability of resources by the contractor for continuing work

- Reasons for delays as per construction schedule
- Compliance with design standards and specifications
- Compliance to HSE safety guidelines requirements
- Issues requiring changes in designs, if any and reasons thereof including approval of the competent authority
- Summary of site visits by officials and review meetings
- Any others, from time to time In case of 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.

Delivery and location

- The Consultant is required to provide good quality services, ensuring quality materials/services, complying with safety regulations during contract period or extended contract period as agreed with the Client in writing at Agra, UP.
- The expected timeline for completion of the project is 12 months, with the possibility of an extension in case of any unforeseen delays.

4. Timetable

i.	Invitation to applicant companies	February 23, 2026
ii.	Confirm your desire to participate	February 26, 2026
iii.	Inspection visits (if required)	N/A
iv.	Submission of Applicant Inquiries	March 04, 2026
v.	Response to inquiries	March 06, 2026
vi.	Proposal submission	March 13, 2026
vii.	Opening and evaluation of proposals	March 18, 2026
viii.	Winner identification and communication to bidders	March 20, 2026
ix.	Contract signing	March 31, 2026
x.	Contract commencement subject to start the implementation	April 01, 2026 or

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

5. 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 March 04, 2026, attention to barun.raj@cgiar.org, copying raman.abrol@cgiar.org.

Interested companies must submit their complete quotation, including detailed technical specifications, by email to barun.raj@cgiar.org copying raman.abrol@cgiar.org, no later than March 13, 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.

6. Installation/delivery Location

International Potato Center (CIP), as indicated above.

7. Process Evaluation

Evaluation Matrix

	<i>Relevance %</i>	<i>Points (1-5)</i>	<i>Total</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.

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.

8. 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 xxxxxxxxxxxx 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.

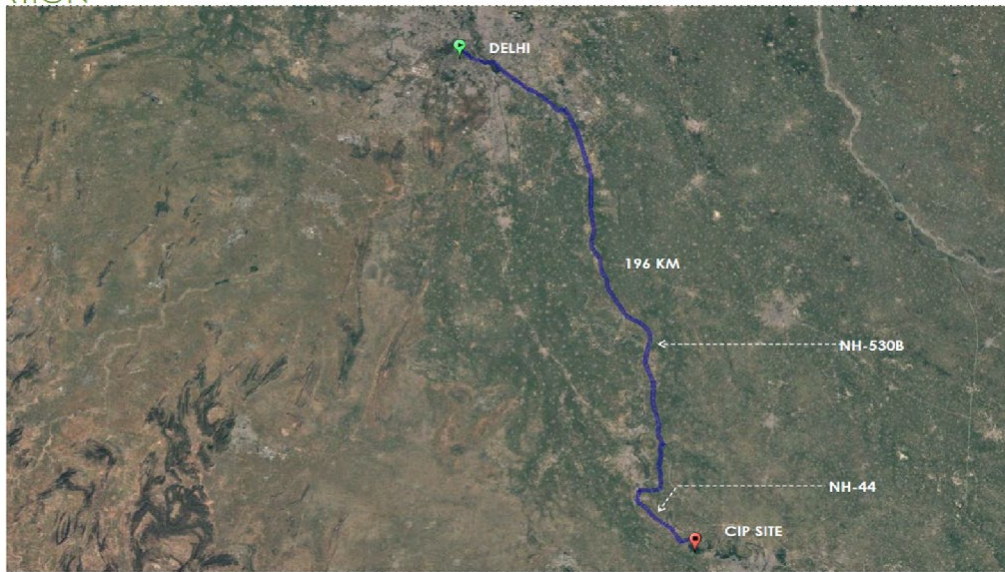
Yours faithfully,

9. Identification

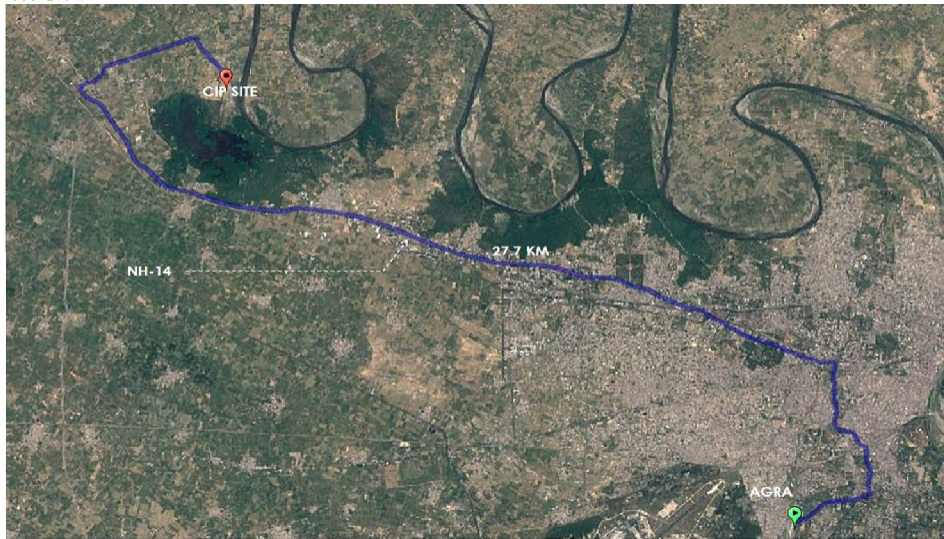
BIDDER IDENTIFICATION	
1. Company	
Company Name	
Contact person name and title	
Contact Address, Phone number, Email	
2. Company Information	
Public/Private	
Small/Non-small Business	
Year Founded	
Location of Headquarters, and offices where implementation, development and support services are provided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

Annex A

SITE LOCATION



SITE LOCATION



SITE ANALYSIS

The aim is to develop the Lab building, supporting infrastructure, hostels, and farm structures to blend seamlessly with the natural ecosystem, minimizing environmental impact while meeting all functional needs.



Site location: Near Keetham Lake, Agra district, UP