

REQUEST FOR PROPOSAL

(RfP)



**Engagement of Professional Agency
under Comprehensive Project on Rice Fallow
Management System, Rabi 2025-26**

**GOVERNMENT OF ODISHA
OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER, GAJAPATI
2025-26**

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DISCLAIMER

This Request for Proposal (RFP) is issued by the Chief District Agriculture Officer, Gajapati.

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidders, whether verbally or in documentary or any other form by on behalf of the Authority or any of their employees or advisors, is provided to Bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information provided. This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person.

The purpose of this RFP is to provide interested bidders with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the objectives, technical expertise and particular needs of each part who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, 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 RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depend 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 Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisors 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 for 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 RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained therein or deemed to form part of this RFP or arising in any way in the Selection process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any Applicant upon the statements contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for service and the Authority reserves the right to reject all or any of the Proposals without assigning any reason whatsoever. The client shall be the sole and final authority with respect to selection of an Agency through this RFP.

BIDDER DATA SHEET

Sl.No	Particulars	Details
1.	Name of the Client	
2.	Method of Selection	Least Cost System(LCS) Based Selection
3.	Availability of RFP Document	Detail RFP documents are available in following website: gajapati.odisha.gov.in
4.	Date of floating of RFP	26.11.2025
5.	Deadline for Submission of Pre-Bid Query	30.11.2025
6.	Pre-Bid Meeting	02.12.2025
7.	Publication of Pre-Bid Clarification through Website	03.12.2025
8.	Last Date and Time for submission of Bid	10.12.2025 at 05.00 PM
9.	Date of opening of Technical Proposal	11.12.2025
10.	Date of Technical Presentation	12.12.2025
11.	Date of opening of Financial Proposal	12.12.2025
12.	Expected Date of Commencement of Assignment	13.12.2025
13.	Pre-Bid meeting	A pre-bid meeting will be held on 02/12/2025 at 11.00 AM through virtually. All queries should be received on or before 30.11.2025 up to 05.00 PM on Email: ddagaja.dag@od.gov.in in MS Word format (Annexure II) addressed to: The Chief District Agriculture Officer, Gajapati

14.	Bid Processing Fee (Non-Refundable) *	Rs 5000/- (Rupees Five Thousand Only) in shape of Banker's Cheque / Demand Draft in favour of Chief District Agriculture Officer, Gajapati drawn in any Scheduled Commercial Bank payable at Paralakhemundi
15.	Earnest Money Deposit (Refundable)	The proposal must be supported by Bid Security or EMD of Rs.69,700/- (Rupees sixty nine thousand seven hundred) in the shape of Demand Draft/Banker's Cheque from a Nationalized Bank in favour of the " Chief District Agriculture Officer, Gajapati " drawn in any Scheduled Commercial Bank payable at Paralakhemundi
16.	Address for Submission of Proposal	O/o Chief District Agriculture Officer, Gajapati Email: _ ddagaja.dag@od.gov.in
17.	Mode of Submission of Proposal	Mode of Submission: Speed Post / Registered Post only to the address as specified above during office hour only. Submission of bid through other modes and late bid will be rejected.
18.	Place of Opening of Technical Proposal:	Conference Hall O/o the Chief District Agriculture Officer, Gajapati.

For details on the selection process, please visit:

gajapati.odisha.gov.in

SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

RFP No:6013

Dated.26.11.2025

Name of the Assignment: Engagement of Professional Agency for Comprehensive Project on Rice Fallow Management, Rabi 2025-2026.

The Chief District Agriculture Officer, Gajapati (The Client) invites sealed proposal from eligible bidders (Agencies/organizations) for Engagement of Professional Agency for Comprehensive Project on Rice Fallow Management, Rabi 2025-2026 in the district of Gajapati More details on the proposed environment are provided in **Section - 3: Terms of Reference** of this RFP Document.

- (i) The Agency/ Organization having a headquarters or regional office in Odisha will be selected under Quality and Cost Based Selection (QCBS) procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Government of Odisha circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Government of Odisha for project formulation, preparation of comprehensive action plan from production to marketing of non-paddy crops and its execution, monitoring and coordinating with all allied departments for smooth implementation of the programme under "Comprehensive Project on Rice Fallow Management, Rabi 2023-2024".
- (ii) The proposal completes in all respects as specified in the RFP Document must be accompanied with a non-refundable amount of Rs.5000 /- (Rupees Five Thousand Only) towards Bid Processing Fee and a refundable amount of Rs 69700/- (Rupees sixty nine thousand seven hundred) towards EMD in form of Demand Draft / Banker's Cheque in favor of "Chief District Agriculture Officer, Gajapati" O/o the Chief District Agriculture Officer, Gajapati" drawn in any Scheduled Commercial Bank and payable at Paralakhemundi failing which the bid will be rejected.
- (iii) The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post** only. The Chief District Agriculture Officer, Gajapati shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
- (iv) The last date and time for submission of proposal complete in all respects is **10.12. 2025 up to 05.00 PM** and the date of opening of the bid is **11.12.2025 at 11.00 AM** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (Sl. no.18). Representatives of the bidders may attend the meeting with a due authorization letter on behalf of the bidder.

(v) This RFP includes following sections:

- a. Letter of Invitation [Section – 1]
- b. Information to the Bidder [Section –2]
- c. Terms of Reference [Section –3]
- d. Technical Proposal Submission Forms [Section – 4]
- e. Financial Proposal Submission Forms [Section–5]
- f. Annexure[Section–6]

(vi) While all information/ data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/ data included in this document. The Client reserves the right to accept / reject any/ all proposals / terminate the entire selection process at any stage without assigning any reason thereof.


Chief District Agriculture officer, Gajapati

SECTION: 2

INFORMATION TO THE BIDDER

A. Pre-Qualification/Eligibility Criteria

Bidders must confirm to the eligibility criteria given below and to this effect must produce the required supportive documents/ information as indicated against each as part of their technical proposal:

Sl.No	Eligibility Criteria	Supporting Documents Required
1	The Bidder(s) must be a Company as registered under Indian Companies Act 1956 / 2013 or or a society registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a partnership firm register under Indian Partnership Act, 1932 or a Limited Liability Partnership registered under the Limited Liability Partnership Act, 2008. Consortium or joint Venture is not allowed.	Copy of certificate of Incorporation / Registration of the bidder, GST, PAN relevant registration document and details as per their legal status. Should be registered under GST Act.
2	The bidder should have had experience in similar projects across India to the Central / State Government / Autonomous bodies for at least 5 years (in last 5 Years) by the date of opening of the bid. The bidder should have its headquarters or branch office located in the State of Odisha.	Copy of work orders in support of experience /Contract Document / Completion Certificate from the previous Clients
3	The bidder should have an average annual turnover of more than Rs. 40 lakh from business in any 3 years during last 5 financial year	Certificate from Chartered Accountant to be submitted/ Copies of audited balance sheet/ Income Expenditure Statement.(TECH A – 3)
4	Should have a minimum of any last 5 years of work experience in planning and implementing the agriculture programme. Such experience would preferably cover soil and water conservation, non-paddy and climate resilient cropping system, horticulture, FPO promotion, livestock husbandry and capacity building of community-based organizations and/or farmer producer organizations under Central/ State Govt. / Autonomous bodies.	Copies of Work Orders / Contract Document / Completion Certificate from the previous Clients

5	The bidder should not have been blacklisted by the Central Government / any State Government or their agencies in India.	Self-Declaration by the authorized representative on the bidder's letterhead.
6	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder as per prescribed format (TECH A - 6)
7	Bid –processing Fee (Non Refundable)	Rs 5000/- (Rupees Five Thousand Only) in shape of Banker's Cheque / Demand Draft in favour of Chief District Agriculture Officer, Gajapati drawn in any Scheduled Commercial Bank payable at Paralakhemundi
8	Earnest Money Deposit (Refundable)	The proposal must be supported by Bid Security or EMD of Rs 69700/- (Rupees sixty nine thousand seven hundred) in the shape of Demand Draft/Banker's Cheque from a Nationalized Bank in favour of the " Chief District Agriculture Officer, Gajapati " drawn in any Scheduled Commercial Bank payable at Paralakhemundi

NB: For this purpose, "Similar Project" means business of providing consultancy for project formulation, preparation of a comprehensive action plan from production to marketing of agricultural /horticultural crops and its execution, monitoring and coordinating with all allied Departments for smooth implementation of the programme.

B. Documents to be submitted along with the TECHNICAL PROPOSAL (PART-A)

The bidders have to furnish the following documents duly signed in along with their Technical Proposal:

- a. Filled in Bid Submission Check List in original (Annexure-I)
- b. Covering letter (TECH A – 1) on bidder's letterhead requesting to participate in the bid process.
- c. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- d. Copy of Certificate of Incorporation/ Registration
- e. Copy of PAN
- f. Copy of Goods and Services Tax Identification Number (GSTIN)
- g. Copies of IT Return for the three financial years As referred in Sl. No. 3 as per Pre-qualification/ Eligibility Criteria
- h. General Details of the Bidder (TECH A – 2)
- i. Financial Details of the bidder (TECH A–3) along with all supportive documents such as Balance Sheet and Income/Expenditure Statement duly certified and signed as per the instruction. Certificate from Chartered Accountant to be attached.
- j. Power of Attorney (TECH A– 4) in favor of the person signing the bid on behalf of the bidder. In case of a partnership firm, please attach the resolution of the partners regarding nomination of authorized representatives for submission of the bid.
- k. List of completed/ongoing assignments of similar nature (Past Experience Details, (TECH A– 5) along with copies of contracts / work orders / completion certificates from previous Clients.
- l. Self-Declaration regarding an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client (TECH A – 6)
- m. Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Body / International & National Organization in the recent past.

NB: Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summary rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the authorized representative. Failure to comply with the RFP requirements will result in outright rejection of the proposal.

1. Bid Processing Fee:

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to Rs 5000/- (Rupees Five thousand only) in the shape of DD/ BC from any Scheduled Commercial Bank in favour of "Chief District Agriculture Officer, Gajapati" payable at Paralakhemundi. Proposals received without bid processing fee will be rejected.

2. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to Rs 69700/- (Rupees sixty nine thousand seven hundred) in shape of DD/ BC from any Scheduled Commercial Bank in favour of "Chief District Agriculture Officer, Gajapati" payable at Paralakhemundi. The EMD of unsuccessful bidders shall be refunded within 1 month from the date of award of Contract.

The successful bidder will furnish the required Performance Bank Guarantee (PBG) followed by signing of the Contract.

The Bid document will be forfeited on account of the following reasons:

- 2.1 Bidder withdraws its proposal during the bid validity period as specified in the RFP.
- 2.2 Bidder does not respond to requests for clarification of its proposal.
- 2.3 Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- 2.4 If the bidder fails to
 - 2.4.1 provide clarifications
 - 2.4.2 agree to attend the contract negotiation meeting,
 - 2.4.3 sign the contract in time,
 - 2.4.4 Furnish required Performance Bank Guarantee.
- 2.5 Any other circumstance which holds the interest of the Client during the overall selection Process.

3. Performance Security- The L1 bidder has to submit Performance Bank Guarantee amounting to 5% of the bid cost in the form Insurance Security Bond, Account Payee Demand Draft, Fixed Deposit Receipt, Bank Guarantee in the format attached at Annexure-) from the Nationalized or Scheduled Bank in favour of the Chief District Agriculture Officer concerned.

4. Validity of the Proposal:

Proposals shall remain valid for a period of **90 (Ninety) days** from the date of opening of the technical proposal. The Client reserves the right to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the Contract within the bid validity period. The bid validity period may be extended on mutual consent.

5. Pre-Bid Meeting:

A pre-bid meeting will be organized by the Client to address the queries relating to the overall selection process and scope of the work. To this respect, bidders can submit their queries, as per the prescribed format provided at (Annexure-II), to the Chief District Agriculture Officer, Gajapati through e-mail to, ddagaja.dag@od.gov.in by **30.11.2025 up to 05.00 PM** from the level of the authorized representative of the bidder only. Any request for clarification submitted beyond the above deadline will not be entertained during the pre-bid meeting. The pre-bid meeting will be held on **02.12.2025 at 11.00 AM**. Representatives (maximum up to 2 members from each bidder) with due authorization, the details of whom are communicated via mail, will be allowed to attend the pre-bid meeting. Clarifications to the submitted queries will be uploaded on the website for information of the bidders. Any such clarification / corrigendum shall be deemed to be part of this RFP. Requests for alteration / change in existing terms and conditions of the RFP will not be considered / entertained.

6. Authentication of proposal:

The proposal should be accompanied by a power-of-attorney in the name of the signatory of the proposal as per the format **TECH A-4** as provided in the RFP.

7. Submission of proposal:

Bidders must submit their proposals by Registered Post / Speed Post only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be signed by the representative of the bidder, page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be rightly rejected.

The procedure for submission of the proposal is described below:

7.1 Technical Proposal (PART – A) (Original) & (PART –B) (Original + 1 Copy + Soft Copy in word format in Pen drive):

The envelope containing technical proposal (Part-A) and (Part-B) shall be **SEALED AND SUPERSCRIBED** as "**Technical Proposal –Engagement of Professional Agency for Comprehensive Project on Rice Fallow Management, Rabi 2025-2026**" under office of the Chief District Agriculture Officer, Gajapati, two different parts, i.e. **Part-A and Part-B** should be **bound together and furnished inside one envelope**. The duly filled-in technical proposal submission forms, soft copy in Word format in Pen drive (**Part- B**) along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

7.2 Financial Proposal (Original + 1 Copy + Soft Copy in pdf form):

The envelope containing the financial proposal shall be **SEALED AND SUPERSCRIBED** as "**Financial Proposal – Engagement of Professional Agency for Comprehensive Project on Rice Fallow Management, Rabi 2025-2026**" under office of the Chief District Agriculture Officer, Gajapati". The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format only along with soft copy in pdf form in Pen drive as part of the financial proposal. The "**Technical Proposal**" and "**Financial Proposal**" must have to be submitted in two separate sealed envelopes (with respective markings in bold letters) along with the prescribed formats / information mentioned in the RFP Document. The first envelope must be marked as "**TECHNICAL PROPOSAL (NAME OF THE ASSIGNMENT)**" and it should contain **Technical Proposal Part- A and Part - B**.

The second envelope must be marked as "**FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT)**" and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

NAME OF THE ASSIGNMENT:

RFP NUMBER AND DATE:

NAME OF THE BIDDER:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

8. Opening & Evaluation of the Proposal

The **FIRST ENVELOPE** containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute a Screening Committee to evaluate the proposals submitted by bidders. Only one representative with a proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The **SECOND ENVELOPE** containing **FINANCIAL PROPOSAL** of the **technically qualified bidders** will be

opened after completion of technical evaluation stage. The technically qualified bidders will attend the opening of the financial proposal on 12.12.2025 at 05.00 PM.

9. Evaluation of the proposal

A three-stage process will be adopted as explained below for evaluation of the proposals.

8.1 Preliminary Evaluation (1st Stage): Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

- 8.1.1 Filled in Bid Submission Check List in Original (**Annexure-I**)
- 8.1.2 Covering letter (**TECH A – 1**) on bidder's letterhead requesting to participate in the selection process.
- 8.1.3 Bid Processing Fee & to Money Deposit (EMD) as applicable
- 8.1.4 Copy of Certificate of Incorporation/Registration
- 8.1.5 Copy of PAN
- 8.1.6 Copy of Goods and Services Tax Identification Number (GSTIN)
- 8.1.7 Copies of IT Return for three assessment years As referred in Sl. No.3 Pre-qualification/ Eligibility Criteria.
- 8.1.8 General Details of the Bidder (**TECH A – 2**)
- 8.1.9 Financial Details of the bidder (**TECH A – 3**) along with all supportive documents as applicable duly signed as per the instruction.
- 8.1.10 Power of Attorney (**TECH A – 4**) in favor of the person signing the bid on behalf of the bidder.
- 8.1.11 List of completed assignments of similar nature (Past Experience Details, **TECH A – 5**) along with copies of contracts / work orders / completion certificate from previous clients.
- 8.1.12 Self-Declaration regarding an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client (**TECH A – 6**)
- 8.1.13 Undertaking for not having been black-listed by any Central / State Government / Autonomous bodies/ International & National Organization in the recent past.
- 8.1.14 Supporting documents as per the categories mentioned in the Evaluation of Technical Proposal table (**Section 2, 8.2**)
- 8.1.15 All the pages of the proposal and enclosures are signed or not by the authorized representative.

Any deviation from the prescribed procedures/formats/conditions/requirements shall result in outright rejection of the proposal. Bids with conditional offer shall be outrightly rejected. All the pages of the proposal must have to be sealed and signed by the authorized representative of the bidder.

- 8.2 **Technical Evaluation (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process will be adopted for evaluation of the proposals. The proposals will be evaluated as per the following parameters:

Evaluation of Technical Proposal

#	Category	Criteria	Sub Criteria	Score
1	Average Turnover over the last 3 financial years (2022-23 to 2024-25)	INR yy Lakhs and above	INR -INR	5
			More than INR _INR	10
			More than INR	15
	Maximum possible score			15
2	Experience in implementing agriculture interventions.	Experience in Agri-based schemes /projects		
			3-5 Years	5
			>5-7 Years	10
			More than 7 Years	15
	Maximum possible score			10
3	No of Central and State Govt. projects executed in Last 5 years in Odisha	Numbers of Projects	Less than 5 Nos	3
			>5 to 10 Nos	6
			More than 10 Nos	10
	Maximum possible score			10
4	Experience of the agency on facilitation of setting up post-harvest and processing enterprises with SHGs /FPOs/Pani Panchayat/WUA.	Minimum 3 years of experience	3 - 5 years	3
			> 5 year-7 Years	6
			More than 7 years	10
Maximum possible score			10	
5	Experience of the agency on promotion of FPOs.	Minimum 3 year of	3 - 5 years	3
			> 5 year-7 Years	6

		experience	More than 7 years	10
	Maximum possible score			10
6	Experience of the agency on production planning, designing and implementation of crop diversification of non-paddy crops in past five years with Government of Odisha and other governments	Minimum 3 years of experience	3 - 5 years	3
			> 5 year-7 Years	6
			More than 7 years	10
	Maximum possible score			10
7	Experience in promoting community based input management /market linkage of farm produce	At least 3 years of experience	3 - 5 years	3
			More than 5 year-7 Years	6
			More than 7 years	10
	Maximum possible score			10
	Technical Evaluation(Maximum Possible Score)			80
	Technical Presentation			20
	TOTAL Score			100

Bidders securing 50 marks & above in the Technical Evaluation will be called for Technical Presentation.

Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detailed schedule along with an outline for presentation will be intimated to the concerned bidders before 5 days from the date of technical presentation. The evaluation of technical presentation will be based on the following criteria:

- A. Understanding of scope of the project
- B. Strategy for full coverage of the project as per guidelines in the district
- C. Work Plan/ Road map of the project in the district

A maximum of up to 20 marks can be awarded under this category

The organization/agency whose technical evaluation secures a score above the **minimum qualifying mark of 60** in the technical evaluation stage will be technically qualified for opening of the financial evaluation. The financial proposals of the technically qualified organization/agency will be opened on the same day / subsequent working day as decided by the CDAO. Hence, the organization/agency should make themselves available for the same.

8.3 Financial Evaluation (3rd Stage): The financial proposals of only the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with a proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

10. Evaluation Process:

Least Cost method will be applied for selection of the Professional Agency. In deciding the final selection of the Organization/Agency, the lowest financial proposal shall be marked as the 1st Rank applicant(L1) while the lowest proposal shall be marked as 2nd Rank applicant(L2) and so on.

The selected applicant shall be the 1st Rank applicant(L1). The L2 & L3 applicants shall be kept in reserve and may be invited for negotiations in case the L1 Applicant withdraws or fails to comply to the requirements specified in the RFP documents.

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes and duties for which the client will make payment to the agency including overhead expenses, such as travel, accommodation, logistic, report preparation, printing and other secretarial expenses.

Performance Security:

Within 7 days of notifying the acceptance of proposal for the award of Contract, the qualified bidder shall have to furnish a Performance Security@5% of the **total contract** value including GST in form of Bank Guarantee from a Scheduled Commercial Bank payable at Paralakhemundi in favor of "Chief District Agriculture Officer, Gajapati", as per the format at **Annexure-III**, valid for a period of Sixty days beyond the entire contract period as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of validity period provided there is no breach of Contract on the part of the qualified bidder. No interest shall be paid on the PBG.

11. Contract Negotiation:

Contract Negotiation will be held at a date, time and address as intimated to the selected bidder. The invited bidder will, as a prerequisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representatives conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract.

Negotiation will be performed covering technical and financial aspects, if any, and availability of proposed professionals etc.

12. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the Contract and promptly notify all other bidders about the result of the selection process. The successful bidder will be asked to sign the Contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the Contract, no variation or modification of the terms of the Contract shall be made except by written amendment signed by both the parties. The Contract would be valid till 1 Year from the date of effectiveness of the Contract subject to annual renewal on satisfactory performance. ***Subcontracting is not allowed under this assignment under any circumstances.***

13. Penalty Clause

Penalty shall be imposed on the professional agency for failure is mobilizing the farmers to procure the agri-inputs to be used for crop demonstration purpose the penalty shall be imposed in the following manner:

Mobilization of inputs (Achievement %)	Penalty to be imposed
Above 90 %	No penalty
81 – 90 %	5 %
71 – 80 %	10 %
61 – 70 %	20 %
51 – 60 %	40 %
Less than 50 %	No payment & Bid Security will be forfeited and the Organization / Agency /Firm shall be black listed by the department for the period of 3 years

Further, any Organization / Agency /Firm if declines to execute the programme after being awarded with the work order shall be penalized in the following manner:

- i. Bid-Security shall be forfeited.
- ii. The Organization / Agency /Firm shall be black listed by the department for the period of 3 years.

14. Conflict of Interest

Conflict of interest exists in the event of: (i) conflicting assignments, including implementing, providing consultation, monitoring and evaluation/environmental assessment of the same scheme / project at a different level by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with officials of the Client directly or indirectly; and (iii) practices prohibited under the anti- corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

15. Disclosure:

15.1 Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.

15.2 Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

15.3 Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:

15.3.1 a criminal offense or other serious offense punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;

15.3.2 corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;

15.3.3 failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. Anti-corruption Measure:

16.1 Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.

16.2 A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

17. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language only. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

18. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

19. Proposal Forms:

Wherever a specific form is prescribed in this Request for Proposal (RFP) document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form, additional sheets shall be used to convey the required information. For all other cases, the bidder should design a form to hold the required information. *Any deviation to the prescribed format of the RFP results in rejection of the proposal.*

20. Local Conditions:

Each bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the contract and/ or the cost. The bidder is expected to know all conditions and factors, which may have any effect on the execution of the Contract after issue of letter of Award. The client shall not entertain any request for clarification from the bidder regarding such local conditions. It is the bidder's responsibility that such factors have been properly investigated and considered before submitting the Proposal. No claim, whatsoever, including that for financial adjustment to the Contract awarded under the bidding document will be entertained by the Client. Neither any change in the time schedule of the Contract nor any financial adjustments arising thereof shall be permitted on account of failure of the bidder to know the local laws/ conditions. The Bidder is expected to visit and examine and study the location of Government offices and its surroundings and obtain all information that may be necessary for preparing the Proposal at its own interest and cost.

21. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Gajapati only.

22. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Agency of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's anti-fraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the Agency or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract. Any effort by the bidder to influence during the proposal evaluation stage may result in the rejection of the proposal.

23. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum/ corrigendum through the website mentioned at bidders datasheet. Any such addendum/ corrigendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum/corrigendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposal.

24. Client's right to accept any proposal and to reject any or all proposal/s

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding/ selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason thereof and thereby incurring any liability to the bidders. Misrepresentation/ improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Proposals have been opened and the highest-ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

25. Copyright, Patents and Other Proprietary Rights:

The client shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, Copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the

course of the execution of this contract. At the Client's request, the Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

26. Force Majeure:

For the purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a Force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

27. Arbitration:

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Chief District Agriculture Officer, Gajapati. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Paralakhemundi, Gajapati.

28. Disqualification of Proposal:

The proposal of the bidder is liable to be disqualified in the following cases as listed below:

- 28.1 Proposal submitted without Bid Processing Fee & EMD as applicable

- 28.2 Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- 28.3 During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- 28.4 Proposal is received in incomplete form
- 28.5 Proposal is received after due date and time for submission of bid
- 28.6 Proposal is not accompanied by all the requisite documents / information
- 28.7 A commercial bid submitted with assumptions or conditions
- 28.8 Bids with any conditional technical and financial offer
- 28.9 If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- 28.10 Proposal is not properly sealed or signed
- 28.11 Any deviation in the technical and financial proposal
- 28.12 Proposal is not conforming to the requirement of the scope of the work
- 28.13 Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process If any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- 28.14 Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- 28.15 Failure to agree with terms and conditions of the RFP
- 28.16 Any other condition/ situation which holds the paramount interest of the client during the overall selection process

29. Termination of contract

The selected agency/consortia can be terminated if,

- Becomes insolvent.
- Becomes bankrupt or incapacitated for more than 30 days.

- Himself or his office bearer involved in any criminal offense.
- Breaches conditions of the agreement and misrepresents facts and data.
- Performance of the agency does not cater to the requirement of the Programme.
- Is blacklisted by any Govt. or any other Agency.
- Fails to engage prescribed and qualified Technical Staff.
- Any other terms & conditions as mentioned in the MoU.

SECTION: 3

TERMS OF REFERENCE

Terms of Reference

1. Introduction

Department of Agriculture & Farmers' Empowerment, Government of Odisha has launched a scheme Comprehensive Project on Rice Fallow Management, Rabi 2025-2026 for the utilization of fallow land during the rabi season with non-paddy crops. The Chief District Agriculture Officer, Gajapati invites services of a Professional Agency for implementation of the project at the district level as per the project guidelines in coordination with the district level coordination committee. This Request for Proposal (RFP) is being floated for selection of the Professional Agency for implementing the Comprehensive Project on Rice Fallow Management, Rabi 2025-2026 at the district level.

2. Objective

- a) Exploitation of residual soil moisture
- b) Increasing crop intensity by targeting crop demonstration in 3.5 Lakh Hectares during Rabi 2025-2026 and in successive years
- c) To upscale cultivation of pulses and oilseeds in rice fallow area
- d) Production of more food with less water consumption
- e) Restoration of soil health by increasing the soil biomass and organic carbon content
- f) Establishment of Community Managed Seed System
- g) Improving the livelihood of farmers through enhancement of income and nutritional security

3. Scale & duration

The project will be implemented in all 7 (seven) blocks of the district for a project period of 6 months.

4. Scope of work

The Professional Agency will execute the following works for successful implementation of the programme:

- (i) Assist Department Officials in Identification of the Beneficiaries
- (ii) Assist Department officials in Uploading of data in the ADAPT Portal / E-Demo Portal
- (iii) Facilitate the beneficiaries to receive Seeds in time
- (iv) **Mobilisation of farmers to go for for purchase of recommended inputs & uploading the invoices in e-demo portal**
- (v) **Will conduct the Digital Crop survey of the demonstration plots**
- (vi) **Mobilise farmers to receive Traps & Lures**
- (vii) **Assist Department Officials in the conduct of Crop Cutting Experiment & organization of Field day.**
- (viii) **Will assist in enrolment of farmers in the e-Samrudhi portal for procurement of Pulses under PSS.**

- (ix) Any other work assigned by the CDAO in connection with implementation of the programme.

5. Mode of selection of agency

Least Cost based method will be followed for selection of the agency. Details of evaluation criteria and corresponding maximum scores for technical evaluation of both the proposal and presentation, financial evaluation process have been detailed out in the RfP.

6. Terms of payment

The Agency shall submit a **Work Plan** as required and accordingly submit the Monthly Progress Report within the prescribed time frame. The payment to the Agency will be made quarterly/monthly on submission of the reports by the firm and subject to approval of the same by the competent authority. **A maximum of 3% of the cafeteria cost per hectare can be disbursed to the Professional Agency throughout the period of this contract.** The payment shall also be linked to the Penalty Clause in the agreement. The payment shall be made to the selected agency as per the below mentioned criteria:

KPI	Percentage Disbursal (%)
All land clusters are identified, and beneficiaries are tagged on the e-demonstration portal	15
All the beneficiaries have received seeds on time	15
75% of the beneficiaries have opted for other inputs and PP chemicals as per the guidelines	25
All the beneficiaries have received light or other pest traps on time as per requirement	15
Crop cutting and field day is organized at the time of harvesting	30

SECTION: 4
TECHNICAL PROPOSAL SUBMISSION FORM

TECHNICAL PROPOSAL

(PART-A)

TECH A- 1 COVERING LETTER (ON BIDDERS LETTER HEAD)

[Location, Date]

To

Chief District Agriculture Officer, Gajapati **Subject:** Engagement of Professional Agency for Comprehensive Project on Rice Fallow Management, Rabi 2023-2024

[TECHNICAL PROPOSAL: PART – A]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your Request for Proposal No.: _____, dated _____. I, hereby submitting our proposal, which includes Technical Proposal and Financial Proposal, sealed in separate envelopes.

I, hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days from the last date of submission of the proposal and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP is found violated, then your Department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of the Bidder:

TECH A - 2
Bidder's Organisation (General Details)

SI No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel: Fax: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If yes, please furnish contact details in separate sheet	Yes / No
6	Bid Processing Fee Details Amount: BC/DD No.: Date: Name of the Bank:	
7	EMD Details Amount: BC/DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignment as per the stipulated scope of work of the RFP	
11	Willing to accept all the terms and conditions as specified in the RFP	

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal:

TECH A - 3

Bidder Organization (Financial Details)

a. Financial Information in INR of the Three Years as refer in Sl. No. 3 of Pre-qualification/ Eligibility Criteria				
Details	FY I	FY II	FY III	Average
Turnover (in Lakhs)				

Supporting Documents:

Audited certified financial statements for the three FYs as referred to sl. No 3 Pre-qualification/ Eligibility Criteria (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)

Filled-in information in this format must have to be jointly certified and sealed by the Chartered Accountant and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.

Signature and Seal of the Company Auditor with Date in original

Authorized Signatory [In full initials with Date and Seal]:

Communication Address of the Bidder:

[NB: No Scanned Signature will be entertained]

TECH A- 4
FORMAT FOR POWER OF ATTORNEY

(To be provided in original on Bidder Letter Head as part of the Technical Proposal on Stamp Paper of value required under law duly signed by the competent authority of the bidder)

Dated: _____

POWER OF ATTORNEY

To Whom It May Concern

Know all men by these presents, we _____ (name and registered office address of the Applicant) do hereby constitute, appoint and authorise Mr. _____ (Name of the Person(s)), domiciled at _____ (Address), acting as _____ (Name and Designation), as Authorised Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of contract under [Name of the Assignment] involving the deliverables as per agreement with, _____, vide Request of Proposal (RFP) Document dated _____, issued by Chief District Agriculture Officer, Gajapati including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by the tender inviting authority or any representing us in all matters before the tender inviting authority and generally dealing in all matters in connection with our Proposal for the said assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For: _____

(Signature of the Authorized Representative with Date)

ACCEPT:

Signature, Name & Designation of person executing attorney:

NB:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Also, wherever required, the executants (s) should submit for verification the extract of the charter documents and documents such as a board resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executants (s).

TECH A - 5
(BIDDER'S PAST EXPERIENCE DETAILS)

Table - 1 (Lists of completed/ ongoing Assignments of similar nature during last 5 years in at least 5 projects)

Sl. No.	Period	Assignment and Duration	Name of the Client	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G
1						
2						
3						
4						
5						

Note:

- 1) Bidders are requested to furnish the list of the assignments undertaken/ completed during the last 5 Financial Years (2020-21 to 2024-25) each as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.
- 2) For this purpose, "Similar Project" means business of providing consultancy for project formulation, preparation of a comprehensive action plan from production to marketing of agricultural /horticultural crops and its execution, monitoring and coordinating with all allied Departments for smooth implementation of the programme.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder:

TECH A - 6

AFFIRMATIVE STATEMENT AS TO THE EXISTENCE OF ANY POTENTIAL
CONFLICT OF INTEREST ON THE PART OF THE BIDDER DUE TO PRIOR,
CURRENT, OR PROPOSED AGREEMENTS, ENGAGEMENTS, OR
AFFILIATIONS WITH THE CLIENT. DECLARATION THEREOF

Are there any activities carried out by your Agency which are of the nature as mentioned in Section 2: (Information to the Bidder] under Eligibility Criteria: Para (A Point #6)) If No, please certify.

IN BIDDER'S LETTER HEAD

I, hereby declare that our agency is not having any conflict of interest due to prior, current or proposed agreements, engagements or affiliations with the Chief District Agriculture Officer, Gajapati which can be termed as of nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (A Point #6).

I also acknowledge that in case of misrepresentation of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorised Signatory [*In full initials with Date and Seal*]: _____

Communication Address of the Bidder:

TECHNICAL PROPOSAL

(PART-B)

TECH B - 1COVERING LETTER
(On Bidder's Letter Head)

[Location, Date]

To

The Chief District Agriculture Officer, Gajapati

Subject: Engagement of Professional Agency for Comprehensive Project on Rice Fallow Management, Rabi 2025-26

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **90 Days** from the last date of submission of the proposal and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this Technical Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR are found deviated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that I have the authority to submit the proposal and to clarify any details on its behalf. I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorised Signatory with Date and Seal:

Name and Designation:

Address of Bidder: _____

TECH B -2

BIDDER ORGANISATION

(Brief Profile)

[Provide here a brief description regarding professional background of the organization]

Authorised Signatory *[In full and initials]*:

Name and Designation with Date and Seal:

[NB: Bidder needs to restrict the above information within 3-5 pages only]

TECH B - 3 (I)

Bidder's Past Experience

(Lists of Assignments of similar nature during last 5 years)

Sl. No.	Period	Assignment and Duration	Name of the Client	Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

NB:

1. Bidders are requested to furnish the information up to 5 best projects only under Table-1. Copies of Work Order / Contract Document / Completion Certificate for the respective assignments need to be furnished along with the technical proposal failing which the assignment will not be taken into consideration for evaluation purpose.
2. For this purpose, "Similar Project" means business of providing consultancy for project formulation, preparation of comprehensive action plan from production to marketing of agricultural /horticultural crops and its execution, monitoring and coordinating with all allied Departments for smooth implementation of the programme.

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

TECH B -3 (II)

Bidder Experience

[Using the format below, provide information on each assignment for which your organisation was legally contracted as **single entity** for carrying out consulting services similar to the ones requested under this assignment during last **five years**]

Assignment name:	Value of the contract (in INR):
Location:	Duration of assignment (months):
Name of Client:	Total No. of staff- months of the assignment:
Address:	
Start date (month/year):	No. of professional staff- months deployed with details:
Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal:

[NB: Bidders are requested to provide the details about the lists of assignments as provided in TECH B - 3 (I) respectively]

TECH B - 4

**Comments and Suggestions of the Agency on the Terms of Reference / Scope of Work
and Counterpart Staff and Facilities to be provided by the Client**

A: On the Terms of Reference / Scope of Work:

[Present and justify here any modifications to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your technical proposal.]

B: On Input and Facilities to be provided by the Client:

[Comment here on inputs and facilities to be provided by the Client according to Information to the Manpower Agency and Scope of Work]

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal:

TECH B - 5

DESCRIPTION OF APPROACH, METHODOLOGY STATEMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, the bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance, and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the Terms of Reference (ToR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

B. Description of Approach and Methodology:

C. Project Management Plan for the Client:

Authorised Signatory [In full and initials]: _____

Name and Designation with Date and Seal:

NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-11

TECH B - 6

Format of Curriculum Vitae (CV) for staffs to be engaged

1. Proposed Position:

[For each position of staffs, separate form Tech B-6 will be prepared]

2. Name of Staff:

3. Date of Birth:

4. Years of experience:

5. Years of experience in government projects/ engagements:

6. Nationality:

7. Education:

[Indicate college/university and other specialised education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]

8. Membership in Professional Associations:

9. Other Trainings:

10. Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

11. Employment Record:

[Starting with the present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]

From [Year]	To [Year]
Employer Name:	
Position Held:	
Details of the Task Assigned <i>[List all tasks to be performed under this Assignment/job]</i>	

12. Work Undertaken that Best Illustrates Capability to Handle the Specific Tasks Assigned *[Among the Assignment / jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]*

Name of the Project	
Year	
Location	
Name of the Client	
Project Feature	
Position Held	
Activities Performed	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.

Date:

Signature of the coordinator with Date _____

Authorised Signatory [In full and initials]: _____

Name and Designation with Date and Seal:

NB: CV write-up should be restricted to 3 pages only with quality information relevant to coordinator requirements

SECTION 5

FINANCIAL PROPOSAL SUBMISSION FORM

FIN-1 COVERING LETTER
(In Bidder's Letter Head)

[Location, Date]

To,
The Chief District Agriculture Officer, Gajapati

Subject: Engagement of Professional Agency for Comprehensive Project on Rice Fallow Management, Rabi 2025-26

Sir,

I, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposal No.____, Dated:____. Our attached Financial Proposal is for the sum of ***[Insert amount(s) in words and figures]***. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations followed with modified agreement, up to expiration of the validity period of the proposal of **90 days** from the last date of submission of the proposal. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive. I remain, Yours faithfully,

Authorized Signatory *[In full and initials]:*

Name and Designation of Signatory with Date and Seal: Address of the Bidder:

**Amount must match with the one indicated in Fin-2.*

FIN-2

SUMMARY OF FINANCIAL PROPOSAL

(Rate Quoted must be in Rs)

Name of the Assignment:		
Sl.No.	Fee Particulars	Amount in INR
C	Basic Cost	
D	18 % GST as applicable now	
Total (INR) C+D=		
In Words		

- Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
- Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Consultancy fee proposed for the assignment shall remain fixed till completion of the contract.

I declare that all the information given above is true and correct.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal:

Name and Designation with Date& Seal: _____

SECTION – 6

ANNEXURE

Annexure – I

BID SUBMISSION CHECK LIST

Sl no	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
(PART – A) (ORIGINAL)			
1	Filled in Bid Submission Checklist (ANNEXURE-I)		
2	Covering Letter (TECH A - 1)		
3	Bid Processing Fee of Rs 5000/- in form of DD/BC		
4	Copy of Certificate of Incorporation / Registration of the Bidder		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (GSTIN)		
7	o. Copies of IT Returns for 3 years as referred to sl. No. 3 Pre-qualification/ Eligibility Criteria		
8	General Details of the Bidder (TECH A - 2)		
9	Financial details of the bidder (TECH A - 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period.		
10	Power of Attorney (TECH A - 4) in favor of the person signing the bid on behalf of the bidder.		
11	List of completed assignments of similar nature (Past Experience Details) (TECH A - 5) along with the copies of work orders / contract paper for the respective assignments		

12	Self-Declaration pertaining to an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client (TECH A – 6)		
13	Undertaking for not have been black-listed by any Central / State Govt. /any Autonomous bodies during its business career.		
14	Supporting documents as per the categories mentioned in the evaluation of Technical Proposal Table at section 2, 8.2		
(PART – B) (ORIGINAL +1 COPY+ SOFT COPY IN CD IN WORD FORMAT)			
1	Covering Letter (TECH B -1)		
2	Bidder Organization (TECH B - 2)		
3	Bidder Experience (TECH B - 3)		
4	Comments and Suggestions (TECH B – 4)		
5	Description of Approach, Methodology & Work Plan (TECH B – 5)		
6	Format of curriculum vitae for coordinators to be engaged in crop survey (TECH B - 6)		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY + SOFT COPY IN PDF FORMAT)			
1	Covering Letter (FIN -1)		
2	Summary of Financial Proposal (FIN - 2)		

Undertaking:

- 1) All the information has been submitted as per the prescribed format and procedure.
- 2) Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered, along with Index Page.
- 3) All pages of the proposal have been sealed and signed by the authorized representative of the bidder.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal:

Annexure – II

FORMAT FOR SUBMISSION OF PRE-BID QUERY

The bidders will have to ensure that their queries in soft copy for the pre-bid meeting should reach to office of the Chief District Agriculture Officer, Gajapati through email at ddagaja.dag@od.gov.in latest by 30.11.2025 up to 5.00 PM as per the prescribed format only as mentioned below.

Sl. No.	RFP Document [Section & Page Number]	Content of RFP requiring Clarification(s)	Clarification Requested
1.			
2.			
3.			
4.			
5.			
6.			

- I. Any other form of submission will not be entertained.
- II. The Client shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post the indicated date and time as per the Instruction sheet of the RFP shall not be entertained by the Client.
- III. The purpose of query clarification is to provide the bidders with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project.
- IV. The Client will endeavor to provide a timely response to the queries by uploading on the website. No individual response to be given. However, the client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been proposed by the bidders.

Authorised Signatory [In full and initials]:_____

Name and Designation with Date and Seal:

Annexure - III
FORMAT FOR PERFORMANCE SECURITY

(Annexure-D, Rule-213(II) of OGFR 2023)

To,
Chief District Agriculture Officer, Gajapati

WHEREAS..... (Name and address

of the Agency) (hereinafter called "the Agency") has undertaken, in pursuance of RFP no..... dated to undertake the service (description of services) (herein after called "the contract").

AND WHEREAS it has been stipulated by..... (Name of the Client) in the said contract that the agency shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby declare that we are guarantors and responsible to you, on behalf of the agency, up to a total of (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the agency to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of , 20...

Our branch at (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our branch a written claim or demand and received by us at our branch on or before Dt other wise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)
Name and designation of the officer
Seal, Name & Address of the bank & Branch