



Engagement of Field Facilitating Agency at District level for the state sector scheme "Revival and Sustainable Intensification of Forgotten Food & Neglected crops in Odisha" for 5 years (2025-26 to 2029-30)

Government of Odisha

Department of Agriculture & Farmers' Empowerment 2025-26

**INDEX**

SL NO	DESCRIPTION	PAGE
1	Disclaimer	2
2	Bidder date sheet	3 to 4
3	Section-1: Letter of Invitation (LOI)	5 to 6
4	Section-2: Information to the Bidder	7 to 18
5	Section-3: Term of Reference	18 to 23
6	Section-4: Technical proposal submission forms	23 to 27
7	Section-5: Financial proposal submission forms	27 to 29
8	Section-6: Annexures	30 to 40

## DISCLAIMER

This Request For Proposal (RFP) is issued by the Chief District Agriculture Officer, Mayurbhanj under Department of Agriculture & Farmers' Empowerment, Government of Odisha.

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

  
12/12/25

**Chief District Agriculture Officer,  
Mayurbhanj, Baripada**

## BIDDER DATA SHEET

SL. No	Particulars	Details
1	Name of the Client	Chief District Agriculture Officer, Mayurbhanj under the Department of Agriculture & Farmers Empowerment, Government of Odisha
2	Method of Selection	<b>The selection shall be done in LCS ( Least Cost System ) method.</b>
3	Availability of RFP Documents	Detail RFP documents are available in following website: <a href="https://tendersodisha.gov.in">https://tendersodisha.gov.in</a> , <a href="https://mayurbhanj.odisha.gov.in/">https://mayurbhanj.odisha.gov.in/</a>
4	Date of Floating of RFP	<b>12.12.2025</b>
5	Timeline for submission of Pre-Bid query	<b>20.12.2025</b>
6	Date of Pre-Bid Meeting	<b>23.12.2025</b>
7	Publication of Pre-Bid Clarification through website	<b>26.12.2025</b>
8	Last Date and time for submission of Bid through e-procurement Portal	<b>08.01.2026</b>
9	Last Date and time for submission of Technical Bid (Hard copy)	<b>12.01.2026</b>
10	Date of opening of Technical Proposal	<b>13.01.2026</b>
11	Date of Technical Presentation	<b>16.01.2026</b>
12	Date of opening of Financial Proposal	<b>17.01.2026</b>

13	Award of Contract	<b>T +42 DAYS</b>
14	Pre-Bid Meeting	All queries should be received on or before on <b>20.12.2025</b>  <b>Email: <a href="mailto:ddabaripada.dag@nic.in">ddabaripada.dag@nic.in</a> mail id of CDAO in MS Word format as Annexure 7 of the RFP. Pre-bid meeting will be held on <b>23.12.2025</b> in the CDAO Conference hall.</b>
15	Bid Processing Fee ( Non-Refundable)	<b>Rs 5,000/- INR in shape of banker's Cheque/Demand Draft in favour of "Chief District Agriculture Officer, Mayurbhanj ." drawn in any scheduled commercial Bank Payable at .Baripada district .</b>
16	Bid Security/ Earnest Money Deposits(Refundable)	<b>Earnest Money Deposit(EMD) amounting Rs 1,50,000/-/- (Rupees one lakh fifty thousand only) in the shape of Demand draft/ Banker's Cheque / Insurance Surety bond/ bank guarantee with validity for 45 days beyond final bid validity period in favour the Chief District Agriculture Officer Mayurbhanj District. The EMD of unsuccessful bidders shall be refunded within 1 month from the date of award of Contract.</b>
17	Address for submission of Bid Document	<b>Address of Chief District Agriculture Officer, Mayurbhanj, AT:- Takatpur , Baripada PIN:-757003</b>
18	Mode of Submission of Bid	<b>Online- through <a href="http://tendersodisha.gov.in">tendersodisha.gov.in</a> by Dt.08.01.2026</b>  <b>However, the physical copy of Technical Proposal including original processing fee BC/DD &amp; original Bid Security must reach the</b>
		<b>undersigned through Speed Post / Registered Post in the designated address as mentioned in the RFP latest by 12.01.2026</b>
19	Place of Opening of Technical Proposal	<b>Office of the Chief District Agriculture Officer, Mayurbhanj District</b>

The time period for respective floating of RFP shall be given by Respective CDAO as per convenience.

*(Handwritten Signature)*  
12/12/25

**Chief District Agriculture Officer,  
Mayurbhanj, Baripada**

## SECTION – 1

### LETTER OF INVITATION

Letter No 8886

Dated 12.12.2025

Name of the Assignment: **Engagement of Field Facilitating Agency at District level** for the state sector scheme **“Revival and Sustainable Intensification of Forgotten Food & Neglected crops in Odisha”**.

The Chief District Agriculture Officer (The Client) invites sealed applications from eligible bidder (Agencies/ Organisation) for engagement of Field Facilitating Agency for the state sector scheme “Revival and Sustainable Intensification of Forgotten Food & Neglected crops in Odisha. More details on the proposed RFP are provided in section-3 Terms of Reference of this RFP document.

An experienced bidder will be selected through the procedure as prescribed in the RFP document in accordance with the policies and procedures accompanying the guidelines of Finance Department, Government of Odisha circulated vide office Memorandum No. 37323/F, Dated 30.11.2018 of Finance Department, Government of Odisha. The scheme activities will be implemented in the 25 nos of blocks across 15 districts of Odisha.

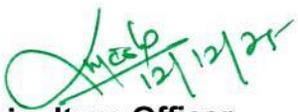
For purpose of tender submission, only public e-Procurement portal to be accessed by tenderer at **tendersodisha.gov.in**. Alternatively, the Bidding Documents can also be viewed from the website **agrisnetodisha.ori.nic.in** and **district NIC portal**, for the sole purpose of viewing and it shall not be entertained as valid download of the Bidding Document. To participate in the Bidding Process, the Bidder should complete all stages of registration, download from the e-Procurement Portal and final bid submission through the e-Procurement Portal. Bids which are submitted on the e-Procurement Portal alone will be accepted by the Authority. The Bidders are advised to download the Bidding Documents at least one day prior to the Bid Due Date to safeguard their participation and avoid any delay. The Bidders are advised to upload the Bid sufficiently before the specified time on the Bid Due Date to avoid any technical issues or malfunction in the network caused by heavy internet traffic on the Bid Due Date. The Bidders are required to register on e-Procurement Portal. Bidders are required to obtain digital signature to upload the Technical and Financial bid. Bidders are requested to visit e-Procurement Portal for the details related to online registration and submission of Bids.

The Technical bid complete in all respect must be submitted in both online mode i.e. at e-procurement portal ([tendersodisha.gov.in](http://tendersodisha.gov.in)) and offline mode at the specified address and date, time as mentioned in the RFP. **If there is any difference between the offline (physical) and online versions of the technical proposal, the version submitted through online mode shall prevail and be treated as final.** The Financial bid shall be submitted only through e-procurement portal ([tendersodisha.gov.in](http://tendersodisha.gov.in)) **on or prior to the last date of bid submission.** The Authority shall not entertain any physical submission of the Financial Bid. Any physical submission of the financial bid shall lead to the rejection of the bid as being non-responsive.

The RFP includes the following sections

Section-1: Letter of Invitation (LOI)
Section-2: Information to the Bidder
Section-3: Term of Reference
Section-4: Technical proposal submission forms
Section-5: Financial proposal submission forms
Section-6 Annexures

The authority shall not be responsible for any sort of postal delay and proposals received beyond scheduled date and time shall not be entertained & out rightly be rejected. The authority reserves the right to cancel / reject any or all the RFP without assigning any reason thereof.

  
Chief District Agriculture Officer  
Mayurbhanj, Baripada.

## SECTION – 2

### INFORMATION TO THE BIDDER

A bidder shall carefully go through the terms and conditions, parameters of selections mentioned under this RFP. The application should have all the desired information as mentioned in the RFP document. All the undertakings shall be submitted, and all the pages should be signed by the authorised person of the bidder. Following are the criteria of bidder selection: -

#### **1. Minimum Eligibility Criteria for Technical Bid**

Bidder shall fulfil the minimum eligibility criteria as follows:

- a. The bidder shall be a registered body under Societies Act/ Trust act, Company Act (section 8 (2013)/ Section 25 1956).
- b. Should have a functional office at proposed Districts.
- c. Should have experience in crop coverage, conservation and trials of landraces/seeds, supporting large scale cultivation of crops, processing, and entrepreneurship development.
- d. Experience of working in the proposed District or in Odisha and Department of Agriculture & FE will be an added advantage.
- e. Any experience of managing PMU/DPMU at District or state level under Government of Odisha will be an added advantage.
- f. Should have a minimum of 5 years of work experience with government/ government agencies at District or State level.
- g. Should have a minimum annual turnover of Rs 1.00 cr in last 3 yrs
- h. The chief functionary/head of the institution should not be a formal member of any political party and furnish an undertaking to this effect
- i. Should not have been blacklisted by the Government of India, State government of Odisha, any other state governments, any Indian or international donor and provide a self-declaration by the authorized representative to this effect.

#### **2. Document to be submitted by the Bidder**

The bidders have to furnish the following documents duly signed by the authorised person in along with their Technical and Financial Proposal

2. Covering letter on the letterhead submission of the RFP and requesting to participate in the bid process
3. Bid Submission checklist

4. Copy of the certificate of incorporation/ registration
5. Copy of PAN
6. Copy of GST
7. Copies of IT Return for the last three-year financial years (2021-22, 2022-23 & 2023-24)
8. Declaration to carry out the assignment as per the stipulated scope of work of the RFP
9. Details of Bid processing fees. (DD, date)
10. Details of Bid Security/ Earnest Money declaration. (DD, date)
11. Declaration to accept all the terms and conditions as specified in the RFP
12. Copies of the Audited Balance Sheet of Last Three years (2021-22, 2022-23 & 2023-24)
13. Power of Attorney in favour of the person signing the bid documents and making a presentation on behalf of the bidder. (stamp paper)
14. Details of work experience as asked in the application.
15. Undertaking for not having been blacklisted by any central/ State Government/ Any other Autonomous Body/ International & National Organisation in the recent past.

## **2. Validity of the Proposal**

Proposal must remain valid for 90 (Ninety) days after the submission date. The client reserves the right to reject a proposal valid for a shorter period/ till the selection process is completed 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.

## **4. Submission of Proposal**

- a. The proposal as well as all related correspondence exchanged by the bidder and the client shall be in English language.
- b. In preparing the proposal, the bidder is expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in the rejection of a proposal.
- c. While preparing the Technical Proposal, the bidder gives particular attention to the estimated number of professional staff.
- d. Submission of the wrong type of proposal will result in the proposal being deemed to be non-responsive.
- e. A brief description of the bidder will be provided in the technical bid. The bidder should provide details of experience of assignments which are similar to the

proposed assignment/job as per the TOR.

- f. Information should be provided only for those assignments/jobs for which the bidder was legally contracted by a client/Donor.
- g. Bidder should authenticate the claimed experience along with the proposal and must submit a letter of award/ copy of contract for all the assignments mentioned in the proposal.
- h. An authorized representative of the bidder shall initial all pages of the original Technical and Financial Proposals. The signed Technical and Financial Proposals shall be marked "ORIGINAL".
- i. The proposals should come in sealed envelope super-scribed as "TECHNICAL PROPOSAL for application for Engagement of Agency for District Project Management Unit for "Revival and Sustainable Intensification of Forgotten Food & Neglected crops in Odisha" as per the enclosed application format by registered/speed post. The Technical proposal has two different parts, i.e **Part-A (Technical Application) and Part-B (Financial Bid)**. It must be submitted together and furnished inside one envelope. The above envelopes have to be sealed and placed inside the main envelope with proper labelling of following information in bold.
- j. **For submission of application the bidder should have valid DSC (Digital Signature Certificate). The Bidder should register in the e-procurement portal, government of Odisha well in advance. Once the bidder has registered successfully he can submit the proposal as per the prescribed formats.**

**Name of the Assignment**

**RFP letter no & Date**

**Name of the Bidder**

**Deadline for submission of Bid**

**Name and address of the Bidder**

#### **5. Bid Security or Earnest Money Deposit (EMD)**

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit(EMD) amounting **Rs 1,50,000/- (Rupees one lakh fifty thousand only) in the shape of Demand draft/ Banker's Cheque / Insurance Surety bond/ bank guarantee with validity for 45 days beyond final bid validity period in favour of the Chief District Agriculture Officer Mayurbhanj District.** 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 Security 3% followed by signing of the Contract.

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

5.1 Bidder withdraws its proposal during the bid validity period as specified in the RFP.

5.2 Bidder does not respond to requests for clarification of its proposal.

5.3 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.

5.4 If the bidder fails to

I. Provide clarifications

II. Agree to attend the contract negotiation meeting,

III. Sign the contract in time,

IV. Furnish required Performance Security.

V. Any other circumstance which holds the interest of the Client during the overall selection process.

## 6. Bid Processing Fees

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to **Rs. 5,000/-** (Rupees Five Thousand Only) in the shape of DD/ BC from any Scheduled Commercial Bank in favour of the **Chief District Agriculture Officer Mayurbhanj District.**, drawn in any scheduled commercial Bank Payable at concerned District. Proposals received without bid processing fee will be rejected.

## 7. Opening & Evaluation of the Proposal

The 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 qualified bidders will participate in the next round of selection process as per the mentioned under RFP.

## 8. 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:

1. The documents submitted as per the criteria mentioned in the application and minimum eligibility criteria and documents to be submitted of the RFP document shall be reviewed thoroughly.
2. Filled in bid submission check list in original (**Annexure-5**)
3. Covering letter (**Annexure-6**) on bidder's letterhead requesting to participate in the selection process
4. Bid Processing fee as mentioned in RFP
5. Bid security fee (EMD) as applicable

<b>Score Sheet for evaluation of Technical Proposal for Field Facilitating Agency</b>					
<b>SL No</b>	<b>Category</b>	<b>Criteria</b>	<b>Sub Criteria</b>	<b>Max Score</b>	<b>Score</b>
1	Managing Facilitation work at District level	Experience of managing program at Agriculture/ Horticulture related scheme	At Least 5 years of programme managing experience in any districts, Odisha	5	5
			3-5 years of programme managing experience at any districts, Odisha		3
2	Office of the Field Facilitating Agency	Having functional office at the district level	Own office	5	5
			Rented office		3
3	Turn Over	Turnover of the Field Facilitating Agency in last 5 years ( As per audited report)	1.00 Cr above	5	5
			50 Lakh to 1.00 Cr		3
			Between 20 - 50 Lakh		2
4	Conservation of Landraces	Experiences on conservation of farmer landrace, germplasm	Above 100 germplasm	5	5
			Between 50 to 100		3

**Score Sheet for evaluation of Technical Proposal for Field Facilitating Agency**

SL No	Category	Criteria	Sub Criteria	Max Score	Score
		among community in the proposed District last five year	germplasm		
			Between 10 to 50		2
5	Multiplication of Landraces	Experiences in multiplication of landraces through community seed banks in the proposed District in Last five Year	Above 20 Ha	5	5
			Between 10-20Ha		3
			Between 7-10 ha		2
6	Capacity Building/ Training	Experiences in organising training, Exposure visit, seed melas, food melas, community-based campaign, any other in Last five Year	Above 100 nos of Training/Exposure	10	10
			Between 50 to 100 nos		7
			Between 20 to 50 nos		4
7	Awareness generation	Awareness through Community events, social media, School/ colleges awareness campaign on Under neglected crops/ tradition food, any other in last five year in the proposed District (last five Year)	Above 100 nos	10	10
			Between 50 to 100 nos		7
			Between 20 to 50 nos		4
8	Crop Area coverage	Experience in promotion of natural/organic farming, intercropping, multi cropping systems of different crops in the proposed District. (Last	Above 2000 Ha.	10	10
			Between 1000 to 2000 ha		7

Score Sheet for evaluation of Technical Proposal for Field Facilitating Agency						
SL No	Category	Criteria	Sub Criteria	Max Score	Score	
		five years).	Between 500 to 1000 ha	55	4	
		<b>Total Score</b>				

\*\* (All the proof of information should be submitted along with application and point no 4 to point no 8 all the documents should be certified by the concerned officials/Agency)

### 8.2 Technical Evaluation (2nd Stage):

After the preliminary documents verification, the bidders whose documents are correct and complete in nature shall be invited for the presentation round.

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 work experiences of bidders in different fields as per the scheme requirement. The evaluation of the technical presentation will be based on the following criteria:

- a. Past experience of the bidder (Organisation background/ journey and current achievement for ongoing projects details preferably with the Agriculture Department.)
- b. Understanding of the scope of the project (Experience of the proposed team related to activities on the neglected crop and traditional food culture)
- c. Any other information as per client's requirement- (**District** level project implementation strategy)

The organization/agency whose technical evaluation secures a score above the minimum qualifying mark of 70 (maximum marks of 55 in Technical Proposal & maximum marks of 45 in Technical Presentation) in the technical evaluation stage will be technically qualified for opening of the financial evaluation.

### 8.3 Financial Evaluation (3rd Stage):

The financial proposals of only the technically qualified bidders 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.

### 8.4 Method of Selection:

The selection shall be done in LCS (Least Cost System) method.

- a. The technically qualified bidders will be considered for LCS(Least Cost System) method.
- b. From the time the proposals are opened to the time the contract is awarded, the Organization/Agency should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Organization/Agency to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of contract may result in the rejection of the Organization/Agency's proposal. Client may cancel the bid and reject all proposals without assigning any reasons at any stage of the tender process.

## **9. Performance Security**

The selected bidder shall be required to furnish a performance Security, equal to 3 % in the form as per Rule 213& annexures of amended OGFR, of the contract Indian rupees, in favour of **Chief District Agriculture Officer, Mayurbhanj District**. Performance security must be valid for a period of 60 days beyond the date of completion of all contractual period/ obligations. In case of Micro & Small Enterprises (MSE) &Start-ups, Performance Security is 25 % of the due amount for normal bidders. The performance security must be submitted after award of contract but before signing of contract. Performance security would be returned only after successful completion of tasks assigned to them and only after adjusting/ recovering any dues recoverable/ payable from/ by the bidder on any account under the contract

## **10. Contract Negotiation**

Contract Negotiation will be held at a date, time and address as intimated to the selected bidder. The incited bidder will, as a prerequisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment, the Representative 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.

## **11. Award of Contract**

After completion of the contract negotiation stage, the client will notify the successful bidders 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 bidders will be asked to sign the contract after fulfilling all formalities within 7(seven) working days of issuance of the offer letter. After signing the contract, no variation or modification of the terms of the contract shall be made except by a written amendment signed by both the parties. *Subcontracting is not allowed under this assignment under any circumstances.*

## **12. 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) Consultations, agencies of institutions (Individuals or organisations) who have a business

of 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.

### **13. Disclosure**

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.
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.
3. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - a. A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
  - b. corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
  - c. Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

### **14. Anti- Corruption Measure**

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.
2. A recommendation for the 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.

### **15. 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

### **16. Proposal Forms:**

Wherever 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.*

#### **17. 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.

#### **18. Legal Jurisdiction:**

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

#### **19. 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.

#### **20. 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 in the 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.

## **21. 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 the 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 cancellation of the selection process.

## **22. 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

## **23. 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.

## **24. 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 a dispute shall be resolved by a sole arbitrator nominated by the Agriculture & Farmers Empowerment Department, Government of Odisha. The arbitration proceedings shall be governed in all respects by the provisions of the Indian Arbitration and Conciliation Act, 1996 and the rules thereunder and any statutory modification or re-

enactment, thereof. The arbitration proceedings shall be held in District only.

## **25. Termination of contract**

The selected bidder can be terminated if,

1. Breaches conditions of the agreement and misrepresents facts and data.
2. The performance of the agency does not cater to the requirements of the Programme.
3. Is blacklisted by any Govt. or any other Agency.
4. Fails to engage prescribed and qualified Technical Staff.
5. Any other terms & conditions as mentioned in the MoU.

## **26. Conditions for Blacklisting**

The Agency/selected Agency will be blacklisted for 3 years or less as would be decided by appropriate authority if,

1. Involvement in any sort of tender fixing.
2. Persistent and intentional violation of important conditions of contract.
3. Submission of false/fabricated/forged documents for consideration of tender.
4. Fails to implement the key programme deliverables as per the contract.

## **SECTION-3**

### **TERMS OF REFERENCE**

#### **1. Introduction**

The Department of Agriculture & Farmers' Empowerment (DA & FE), the Govt. of Odisha, is one of the leading conservators of rice germplasm in the country. It has undertaken documentation of many traditional varieties of neglected crops, forgotten foods, etc. In this context, the Department of Agriculture & Farmers Empowerment has launched a scheme on "Revival and Sustainable Intensification of Forgotten Foods/ Neglected crops in Odisha" 2025-26 to 2029-30. The scheme will be implemented in blocks around Similipal Biodiversity, Gandhamardan Hills, Mahendragiri Hills, Deomali Hills, Bhitarkanika&Chilika, Ansupa Wetland, Niyamgiri Hill, Nilgiri Hill and other relevant areas. The scheme will be implemented for five years in 25 nos of blocks across 15 districts of Odisha.

#### **2. Objectives of the scheme**

- a. Germplasm collection, need-based evaluation of neglected crops and documentation

- of forgotten food cultures.
- b. Community conservation, multiplication through community seed banks/ custodian farmers/ resource centers.
- c. Promotion of cultivation of neglected landraces/crops.
- d. Promotion of post-harvest, processing and value addition of neglected crops/ forgotten foods value chain.
- e. Awareness generation on forgotten crops/forgotten foods in rural and urban areas.
- f. Marketing of forgotten crops/ forgotten foods through FPOs/ WSHGs/ Private Players.
- g. Research and multi-stakeholder collaboration on forgotten foods neglected crops without compromising the rights of farmers over their crop and food sovereignty.

### 3. Scale of the Scheme

SL No	District	Block	Target Area under the scheme in Hector (Minimum)	Field Facilitating Agency will be Selected
1	Nuapada	Komna	800	1
2	Bargar	Paikmal, Gaisilate	1600	1
3	Bolangir	Khaprakhol	800	1
4	Kalahandi	Lanjigarh	800	1
5	Kandhamal	Daringbadi, Raikia, Kotagarh, Tumudibandha	3200	1
6	Mayurbhanj	Jashipur, Kuliana, Bangirposhi	2400	1
7	Keonjhar	Banspal, Telkoi,	1600	1
8	Nayagarh	Khandapada, Odogeon, Dasapalla,	2400	1

9	Puri	Kakatpur, Nimapada,	1600	1
10	Cuttack	Nialie	800	1
11	Koraput	Boipariguda	800	1
12	Rayagada	Muniguda	800	1
13	Malkangiri	Chittrakonda	800	1
14	Angul	Atta Malik	800	1
15	Dhenkanal	Hindol	800	1
	<b>Total-</b>	<b>25</b>	<b>20000</b>	<b>15</b>

#### 4. Scope of Work

- a. Manage the programme under the CDAO cum PD, ATMA facilitates the smooth implementation of the scheme "Revival and Sustainable Intensification of Forgotten Foods and Neglected crops in Odisha" 2025-26 to 2029-30.
- b. Support the stakeholders in developing policy documents, operational modalities, SoPs, modules etc. for different activities under the scheme.
- c. Facilitate stakeholders for the smooth implementation of the scheme activities.
- d. Organise and facilitate capacity building training, awareness programs, seed festival, melas etc. as per the approved annual action plan(AAP) under the scheme.
- e. Ensure timely selection of the farmers/ beneficiaries as per the targets of AAP, collection of necessary documents, facilitate FGD, ensure timely compilation of activities including area coverage etc.
- f. Coordinate with ICAR, OUAT, NGO, CSIR, ICMR, CGIAR, technical experts, scientists and others for the execution of field level activities.
- g. Ensure the data collection, GPS tagged photos submission, case studies submission, annual reports, monthly progress reports, activity reports, data collection of field trials etc.
- h. Ensure timely supply and distribution of seeds, planting materials, other inputs as per the AAP.
- i. Facilitate district and regional level meetings under CDAO, Collector and SPMU.

j. Responsible for area coverage and compilation of the target activities as per the AAP.

k. Any other as per the requirements of the scheme.

#### 5. Staff Structure

SL	Approved Position	Nos of Position	Location
1	District Project Coordinator	1	District Level
2	Additional District Project Coordinator	1	District Level (for selected district only)
3	District Accountant	1	District Level
4	Community Resource Person	3	Per Block(CRPs will be appointed as per the scheme Guidelines & approved budget after selection of Field Facilitating Agency)

Agency/ Organisation applying should prepare their financial proposal keeping the proposed staffing structure in mind along with travel, overheads and other expenses including GST.

#### 5.1 District Project Coordinator/ Additional District Project Coordinator

##### Education Qualification / Experience:

1. Master's degree in Life Sciences, Botany, Agriculture, Horticulture, Social Work, or related fields from a recognised university. Freshers may apply.
2. Bachelor's degree in Life Sciences, Botany, Agriculture, Social Work, or related fields from a recognised university, with a minimum of three years' experience working in the development sector.

##### Required Skills and Expertise:

1. Should be competent in the use of computers/laptops and possess adequate knowledge of the internet and related tools.

2. Good communication, interpersonal, and presentation skills, with the ability to work in a multicultural environment.
3. Should be flexible with working hours and comfortable with long periods of village-level exposure.
4. Excellent written and oral skills in Odia, English, and Hindi.
5. Ability to identify problems, propose solutions, generate new ideas and approaches, research best practices, and suggest more effective ways of working.
6. Demonstrates strong influencing and facilitation skills.
7. Shares knowledge across the organisation and builds a culture of knowledge sharing and learning; is a team player.
8. Demonstrates and safeguards ethics and integrity.

## **5.2 District Accountant**

### **Qualification and Experience Required:**

1. A Bachelor's degree in Accounting, Finance, or a related field (or equivalent experience) is essential.
2. A minimum of three years' experience in a Non-Governmental Organisation (NGO) where government projects have been implemented, or within a government project-based platform, is required.
3. Proficiency in using MS Office, particularly Excel and PowerPoint, along with familiarity with other financial software.
4. Excellent organisational and time management skills, with the ability to prioritise tasks effectively.
5. Strong written and verbal communication skills.
6. Ability to work independently as well as collaboratively within a team environment.
7. A proactive attitude with a willingness to learn and adapt to new challenges.

## **5.3 Community Resource Person (CRP)**

### **Education / Experience:**

1. 10<sup>th</sup> Pass / Plus 2 (Arts/Science) with at least one year work experience in any projects.

### **Required Skills and Expertise:**

1. Should be competent in data collection and have adequate knowledge of the identification of plants, crops, etc., within their locality.

2. Possess good communication skills with the ability to work in a multicultural environment.
3. Should be flexible with working hours and comfortable with extensive village-level field exposure over long periods.
4. Excellent written and oral communication skills in Odia.
5. Able to identify problems and propose solutions, generate new ideas and approaches.
6. Demonstrates strong influencing and facilitation skills.
7. Shares knowledge across the organisation and builds a culture of knowledge sharing and learning.
8. Proficient in operating smartphones, using Android applications, and collecting data through mobile devices.

## **SECTION-4**

### **TECHNICAL BID**

Application Format for State Level Agency for the "Revival and Sustainable Intensification of Forgotten Food & Neglected crops in Odisha"

(Furnish the details in English without exceeding 20 pages).

Details of the Organisation:

1. Name of the Organisation/Agency-
2. Acronym, if any –
3. Address –
4. Mailing / Correspondence office
5. Visiting office -
6. Contact Person
  - I. Name –
  - II. Designation –
  - III. Telephone No - Landline –
  - IV. Mobile –

V. Email –

VI. Address, if different from (3) –

7. Identity/ Legal Status

	Is organization registered	Yes	No
	If Yes. under which Category		
i	Society Act		
ii	Trust Act		
iii	Company Act		
iv	Any other (Please Specify)		

8. Year of registration –

9. Since how long it is operational (No. of years) –

10. Operational area of the organization -

SL No	Locations	Nos
1	State	
2	Districts	
3	Blocks	
4	Gram Panchayats	
5	Villages	

(Only indicate the number)

11. Whether the Agency is registered under FCRA. Yes No

12. Whether it is registered under Income Tax. Yes No

13. Does organization have a governing board Yes No

a. If yes, what is tenure of board (in year)& Nature –

14. What are sources of fund for the organisation (Please mark Yes)

Corpus	Endowment	Donation	Govt. Grant
Donor's grant	Other	if Others specify	

15. Management/ Administration

Briefly mention administration set up below chief executive- (add flow chart)

16. Whether accounts are audits by external auditor Yes No

17. Attach last three assessment years Income Tax Return receipt

18. Audited Balance Sheet

Financial Year	Audit of Balance sheet (Yes/ no)	Remarks
2021-22		
2022-23		
2023-24		

19. Personnel Staff (Current Status)

SL No	Details	Male	Female	Total
1	Total Number of staff			
2	Nos of Technical staff			
3	Nos of Professional Staff			

20. Areas of Expertise of the Agency (only in bullet points)

a. Thematic Areas of Intervention

b. Core competency Areas

21. Experiences on community conservation, multiplication through community seed banks, work with custodian farmers, etc.in the proposed District (Last five years)

SL No	Name of the Project/ Scheme	Name of the Government Department	Period	Role & Responsibilities	Remarks if any

**\*\* Please add additional rows as per requirements**

22. Experience in promotion of natural/organic farming, intercropping, multi cropping systems of different crops in the proposed District. (Last five years).

SL No	Name of the Project/ Scheme	Name of the Government Department	Period	Role & Responsibilities	Remarks if any

**\*\* Please add additional rows as per requirements**

23. Experience in organising awareness programs, farmers exposure visit, awareness through social media, different campaigns in collaboration with government departments and agencies in the proposed District. (Last five years).

SL No	Name of the Project/ Scheme	Name of the Government Department	Period	Role & Responsibilities	Remarks if any

**\*\* Please add additional rows as per requirements**

24. Experience on value addition, grading and marketing of commodities in the proposed District. (Last five years).

SL	Name of the Commodity	Name of the Project/ Scheme	Name of the Agency	Period	Role & Responsibilities	Remarks if any

**\*\* Please add additional rows as per requirements**

### 31. Declaration

The organisation has not been blacklisted at any level by any government of any there donor/partner organisation in the past. All the Information mentioned on the Application is true to the best of my knowledge. If anything is found incorrect or false, the authority may have the right to take necessary action.

Signature of the authorised

person of Institution with Seal

## SECTION- 5

### Financial Proposal (Year Wise) FY 25-26 to29-30

Name of the Scheme: "Revival and Sustainable Intensification of Forgotten Food and Neglected crops in Odisha"				
Sl No	Fee Particulars	Qty	Unit Rate	Total per Annum
	<b>Human Resource</b>			
1	District Project Coordinator	1		
2	Additional District Project Coordinator **( Only for Bargarh, Kandhamal, Mayurbhanj, Keonjhar, Nayagarh, Puri District)	1		
3	District Accountant	1		
	Sub Total	3		
	<b>Administrative Cost</b>			

1	Travel (allowances of the proposed staff)			
2	Office Maintenance Cost			
3	Overhead Expenses			
	Total Cost			
1	Taxes applicable as per GST Act.....% of consulting Fee			
	Grand Total Amount			
	In words			

- i. 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.
- ii. Taxes will be paid by the Client as per the applicable rate under GST Act from time to time.
- iii. The consultancy fee proposed for the assignment shall remain fixed till completion of the contract.
- iv. **The bidders are to bid for 5 Financial years for 2025-26 to 2029-30. The financial bid should not exceed Rs 13.50(Thirteen lakh fifty- thousand) per year/ per district for Nuapada, Balangir, Kalahandi, Cuttack, Koraput, Rayagada, Malkangiri, Angul, Dhenkanal district and it should not be more than Rs 17.00 Lakh (Seventeen Lakh) per year/ per district for Puri, Nayagarh, Keonjhar, Mayurbhanj, Kandhamal, Bargarh district.**
- v. The staff should perform their duty as per the govt calendar (working days) and as per the requirement of the client.

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

Authorized Signatory [In full and initials]:

Name and Designation with Date& Seal:

The district wise detailed staff position for bid :

SL No	District	Nos of Blocks	District Project Coordintor	Associate District Project Coordinator	District Accountant	Total Staff
1	Nuapada	1	1	NA	1	2
2	Angul	1	1	NA	1	2
3	Bolangir	1	1	NA	1	2
4	Kalahandi	1	1	NA	1	2
5	Dhenkanal	1	1	NA	1	2
6	Cuttack	1	1	NA	1	2
7	Koraput	1	1	NA	1	2
8	Rayagada	1	1	NA	1	2
9	Malkangiri	1	1	NA	1	2
10	Bargar	2	1	1	1	3
11	Kandhamal	4	1	1	1	3
12	Mayurbhanj	3	1	1	1	3
13	Keonjhar	2	1	1	1	3
14	Nayagarh	3	1	1	1	3
15	Puri	2	1	1	1	3
		<b>25</b>	<b>15</b>	<b>6</b>	<b>15</b>	<b>36</b>

**SECTION-6**

**ANNEXURES**

**Annexure-1**

**FORMAT FOR THE POWER OF ATTORNEY**

(To be provided in original as part of the technical proposal on stamp paper of value required under law duly signed by the competent authority of the bidder)

Date: \_\_\_\_\_

**POWER OF ATTORNEY**

**To Whom It May Concern**

Know all men by these presents, we \_\_\_\_\_ (name and registered officer address of the bidder) do hereby constitute, appoint and authorise Mr. \_\_\_\_\_ (name of the person (s), domiciled at \_\_\_\_\_ (Address), acting as \_\_\_\_\_ (Name& Designation), as Authorized signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, Proposal for award of contract under [ Name of the Assignment ] involving the deliverables as per agreement with, \_\_\_\_\_ vide RFP document dated, \_\_\_\_\_ issued by Chief District Agriculture Officer under Department of Agriculture and Farmers Empowerment, Odisha 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 Authorised Representative with Date)

ACCEPT:

Signature, Name & Designation of person

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 Minimum Eligibility Criteria: If No, please certify.

IN BIDDER'S LETTERHEAD

I hereby, declare that our agency is not having any conflict of interest due to prior current or proposed agreement, engagements of affiliations with the **Chief District Agriculture Officer, Mayurbhanj** , which can be termed as of nature as mentioned in Section 2: (Information to the Bidder) under minimum eligibility criteria.

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

ANNEXURE -3

Annexure-C See  
Rule- 212(ii)  
Model Bank Guarantee Format for furnishing EMD

Whereas ..... (hereinafter called the  
"tenderer") has submitted their offer dated..... for the  
supply of ..... (hereinafter  
called the "tender") against the purchaser's tender enquiry  
No..... KNOW ALL MEN by these presents that  
WE..... of ..... having our registered office  
at..... are bound unto .....(hereinafter called the "Purchaser) in the  
sum of ..... for which payment will and truly to be  
made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.  
Sealed with the  
Common Seal of the said Bank this..... day of .....20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

1. If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
2. If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity: -
  - a. If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - b. Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.  
This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date. Our..... branch at.....(Name & Address of the.....\* branch) 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. .... otherwise 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 and address of the Branch

**\* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.**

**PERFORMANCE BANK GUARANTEE/ PERFORMANCE SECURITY**

(Annexure-D under Rule-213(ii) of OGFR, 2023)

To

The Chief District Agriculture Officer, ..... District,

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) (hereinafter 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 XXXXXX (Name & Address, Branch 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 xxxbranch a written claim or demand and received by us at our xxxxxx branch on or before Dt ..... otherwise 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

**CHECK LIST**

<b>SL No</b>	<b>Description</b>	<b>Submitted Yes/ No</b>	<b>Page No</b>
	<b>Technical Bid</b>		
1	Covering Letter		
2	Filled bid checklist		
3	Filled Application form		
4	Copy of the certificate of incorporation/ registration		
5	Copy of PAN		
6	Copy of GST		
7	Details of Bid processing fees. (DD, date)		
8	Details of Bid Security/ Earnest Money declaration. (DD, date)		
9	Copies of the Audited Balance Sheet of Last Three years (2021-22, 2022-23 & 2023-24)		
10	Copies of IT Return for the last three-year financial years (2021-22, 2022-23 & 2023-24)		
11	Declaration to accept all the term and conditions		

	as specified in the RFP		
12	Power of Attorney in favour of the person signing the bid documents and making a presentation on behalf of the bidder. (on stamp paper)		
13	Affirmative Statements – As per the Annexure-2 of the Bid Application		
14	Self-Declaration that the bidder has not black listed by any govt/private agency/ institutions.		
15	Self- Declaration of having functional Officer at the District		
16	The chief functionary/head of the institution should not be a formal member of any political party and furnish an undertaking to this effect		
17	Details of work experience as asked in the application.		
	<b>Financial Bid</b>		
1	Financial Bid		
2	Turnover Certificate from chartered accountant and chief functionary of the agency		

1. Copy of the certificate of incorporation/ registration
2. Copy of PAN
3. Copy of GST
4. Copies of IT Return for the last three-year financial years (2021-22, 2022-23 & 2023-24)
5. Declaration to carry out the assignment as per the stipulated scope of work of the RFP
6. Details of Bid processing fees. (DD, date)
7. Details of Bid Security/ Earnest Money declaration. (DD, date)

**COVERING LETTER**

**(on the Bidders letter head)**

**date letter no**

To

The Chief District Agriculture Officer \_\_\_\_\_ District

Subject: - Submission of RFP application for the Engagement of Agency for District Project Management Unit for the scheme "Revival and Sustainable Intensification of Forgotten Food/ Neglected crops in Odisha

Dear Sir,

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

### Format for Submission of Pre- Bid Query

The bidder will have to ensure that their queries in soft copy for the pre-bid meeting should reach to respective CDAO Office Positively as per the time line mentioned in the RFP.

SL No	RFP Documents	Content of RFP Requiring Clarifications	Clarification required
	(Section & Page Number)		

1. Any other form of submission will not be entertained.
2. 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.
3. The purpose of query clarification is to provide the bidders with information regarding the RFP, project requirements, and an opportunity to seek clarification regarding any aspect of the RFP and the project.
4. 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.

Authorized Signatory [*In full and initials*]:

Name and Designation with Date and Seal

**Financial Data of Bidder****Name of the Bidder**

<b>Financial information in INR</b>				
<b>Details</b>	<b>FY2021-22</b>	<b>FY2022-23</b>	<b>FY2023-24</b>	<b>Average</b>
Turnover (in Cr)				
<p>Supporting Documents: Audited Report of last three years.</p> <p>Filled -in information in this format must have to be jointly certified and sealed by the Chartered Accountant and the authorised representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected.</p> <p>N.B:-No scanned signature will be entertained</p>				

**Abbreviations**

RFP	Request for Proposal
PMU	Project Management Unit
DA & FE	Department of Agriculture and Farmers Empowerment
FPO	Farmers Producer Organisation
WSHG	Women Self Help Group
DA & FP(O)	Director of Agriculture and Food Production
ICAR	Indian Council of Agricultural Research.
CSIR	Council of Scientific & Industrial Research
ICMR	Indian Council of Medical Research
CGIAR	Consortium of International Agricultural Research Centers.
IHM	Institute of Hotel Management,
NIN	Institute of Hotel Management,
OUAT	Orissa University of Agriculture and Technology
FFA	Field Facilitating Agency
PAN	Permanent Account Number
TAN	Tax Deduction and Collection Account Number
GST	Goods and Services Tax
ToR	Terms of Reference

VC	Video Conferencing
OGFR	Odisha General Financial Rules
QCBS	Quality cum Cost Based Selection
ESC	Eol Screening Committee