



DEPARTMENT OF AGRICULTURE & FARMERS EMPOWERMENT, ODISHA
DIRECTORATE OF AGRICULTURE & FOOD PRODUCTION, ODISHA, BHUBANESWAR
REQUEST FOR PROPOSAL

RFP No. 01/DAFP-FERT-FERT-0001-2021/

Dated: 5th April, 2022

The Department of Agriculture & Farmers Empowerment, Odisha intends to outsource the Identified Static Soil Testing Laboratories for smooth operationalisation of the labs to continue with Soil Testing Action Plan and Providing Soil health Cards to the intended farmer beneficiaries in their area of operation for Soil Health Management. Hence, Director of Agriculture & Food Production, Odisha, Bhubaneswar of Department of Agriculture & Farmers Empowerment, Odisha invites sealed proposal from the eligible bidders having their office in Odisha for “Operationalization of identified Static Soil Testing Laboratories” under the administrative control of Director of Agriculture & Food Production, Odisha, Bhubaneswar.

The RFP Document containing **details of scope of work, professional requirements and other bidding parameters** can be accessed and downloaded from the website of Agriculture & Farmers Empowerment Department at <https://agriodisha.nic.in>, agrisnetodisha.ori.nic.in & tendersodisha.gov.in

Important dates for the bidding process:

SI No.	Critical Events	Time Line
1	Date of Issue of RFP	05.04.2022
2	Submission of Pre Bid Queries	16.04.2022 up to 5.30 PM
3	Pre Bid Meeting	20.04.2022 at 11.30 AM
4	Publication of Pre Bid Clarification	22.04.2022
5	Last Date and Time for Submission of Bid	28.04.2022 up to 5.30 PM
6	Opening of Technical Bid	30.04.2022 at 11.30 AM
7	Technical Presentation	04.05.2022 at 11.30 AM
8	Opening of Financial Bid	04.05.2022 at 04.30 PM

The proposal complete in all respect in a sealed envelope clearly mentioning on the top of it “**Selection of Agency for Operationalization of identified Static Soil Testing Laboratories under Director of Agriculture & Food Production, Odisha**” must reach the undersigned through **Speed Post / Registered Post** or can be dropped in the tender box placed at Krushi Bhawan latest by 28.04.2022 up to 5.30 PM. The proposals received beyond the scheduled last date and time shall not be considered and will be out rightly rejected. Further, the authority reserves the right to reject any/all proposals without assigning any reason thereof.

Director of Agriculture & Food Production, Odisha,
2nd Floor, Krushi Bhawan, Gopabandhu Marg,
Near State Guest House, Bhubaneswar - 751001
Website:

<https://agriodisha.nic.in> , agrisnetodisha.ori.nic.in & tendersodisha.gov.in

Email: soilhealthcell@gmail.com

Phone: 0674-2395532 / 0674-2391925

REQUEST FOR PROPOSAL

**SELECTION OF AGENCY FOR
“OPERATIONALIZATION OF IDENTIFIED STATIC SOIL TESTING
LABORATORIES”
UNDER ADMINISTRATIVE CONTROL OF THE DIRECTOR OF AGRICULTURE
& FOOD PRODUCTION, ODISHA ON OUTSOURCING BASIS**



**GOVERNMENT OF ODISHA
DEPARTMENT OF AGRICULTURE & FARMER EMPOWERMENT,**

April, 2022

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DISCLAIMER

This Request for Proposal (**RFP**) is issued by the **Director of Agriculture & Food Production, Odisha under the Department of Agriculture &F.E, Government of Odisha.**

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 or 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. Director of Agriculture & Food Production, Odisha under the Department of Agriculture & F.E, Government of Odisha shall be the sole and final authority with respect to selection of a Consultant/ Agency through this RFP.

BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Director of Agriculture & Food Production, Odisha under the Department of Agriculture & F.E, Government of Odisha
2.	Method of Selection	Quality and Cost Based Selection (QCBS) Method
3.	Availability of RFP Document	Detail RFP documents are available in following website; https://agriodisha.nic.in , agrisnetodisha.ori.nic.in & tendersodisha.gov.in
4.	Date of Issue of RFP	05.04.2022
5.	Deadline for Submission of Pre Bid Query	16.04.2022 up to 5.30 PM
6.	Pre-Bid Meeting	20.04.2022 at 11.30 AM
7.	Publication of Pre-Bid Clarification through Website	22.04.2022
8.	Last Date and Time for submission of Bid	28.04.2022 up to 5.30 PM
9.	Date of opening of Technical Proposal	30.04.2022 at 11.30 AM
10.	Date of Technical Presentation	04.05.2022 at 11.30 AM
11.	Date of opening of Financial Proposal	04.05.2022 at 04.30 PM
12.	Expected Date of Commencement of Assignment	1st June, 2022
13.	Pre-Bid meeting	Date- 20.04.2022 at 11.30 AM Venue- Board Room, Ground Floor, Krushi Bhawan, Gopabandhu Marg, Bhubaneswar. All queries received on or before 16.04.2022 up to 5.30 PM in the Email: soilhealthcell@gmail.com in MS Word format shall be clarified, if necessary, through suitable amendment to the RFP latest by dt.22.04.2022.
14.	Bid Processing Fee (Non-Refundable)*	10,000/- INR in shape of Demand Draft drawn in favour of “ Establishment Officer-IV ”, O/o the Directorate of Agriculture & Food Production, Odisha, Bhubaneswar in any Scheduled Commercial Bank payable at Bhubaneswar.

Sl. No.	Particular	Details
15.	Earnest Money Deposit (EMD) (Refundable)*	5,00,000/ - INR in shape of Demand Draft drawn in favour of “ Establishment Officer-IV ”, O/o the Directorate of Agriculture & Food Production, Odisha, Bhubaneswar ” in any Scheduled Commercial Bank payable at Bhubaneswar
16.	Address for Submission of Proposal	Director of Agriculture & Food Production, Odisha, Krushi Bhawan , Gopabandhu Marg Bhubaneswar, PIN-751001 Telephone No- 0674- 2395532 / 0674-2391925 Email: <u>soilhealthcell@gmail.com</u>
17.	Mode of Submission of Proposal	Through Speed Post / Registered Post or the proposals in sealed envelope can also be dropped in the tender box kept for the purpose in the reception of the Krushi Bhawan within the time line, i.e dt.28.04.2022(5.30pm).
18.	Place of Opening of Technical Proposal:	Board Room no-1, Ground Floor, Krushi Bhawan, Department of Agriculture & Farmers Empowerment, Odisha, Gopabandhu Marg, Bhubaneswar

NB: - *Start-ups registered with MSME Deptt. are exempted from remittance of EMD.

For details on the selection process, please visit:

agriodisha.nic.in , agrisnetodisha.ori.nic.in & tendersodisha.gov.in

SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

Name of the Assignment: Selection of Agency for “Operationalization of identified Static Soil Testing Laboratories” under administrative control of Director of Agriculture & Food Production, Odisha on outsourcing basis.

1. Director of Agriculture & Food Production, Odisha, Agriculture & Farmers Empowerment Department, Government of Odisha **invites sealed proposal from eligible bidders for Selection of Agency for “Operationalization of identified Static Soil Testing Laboratories” under administrative control of Director of Agriculture & Food Production, Odisha of the Department of Agriculture & Farmers Empowerment, Odisha on outsourcing basis (list of STLs for Outsourcing given at Annexure-VII) on outsourcing basis.** The details on the proposed assignment are provided at **Section-3: Terms of Reference** of this RFP Document.
2. **An Agency having their 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 issued vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Government of Odisha.**
3. The proposal complete in all respect as specified in the RFP Document must be accompanied with a non-refundable amount of Rs. 10,000/- (Rupees Ten Thousand only) towards Bid Processing Fee and a Refundable amount of Rs. 5,00,000/- (Rupees Five Lakh only) towards EMD in shape of Demand Draft drawn in favour of “Establishment Officer-IV”, O/o the Directorate of Agriculture & Food Production, Odisha, Bhubaneswar” on any Scheduled Commercial Bank and payable at Bhubaneswar, Odisha, failing which the bid shall be rejected. The remittance of EMD shall be exempted for Start-ups registered with MSME as per norms.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post / Registered Post or dropped in the Tender Box kept **at the reception of the Krushi Bhawan within the time line, i.e dt.28.04.2022(5.30pm).** The Director of Agriculture & Food Production, Odisha shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode shall not be accepted and will be outrightly rejected.
5. The last date and time for submission of proposal complete in all respects is **28th April, 2022 up to 5.30 PM** and the date of opening of the bid is **30th April, 2022 at 11.30 AM** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

6. **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 (Part – A &B)**]
 - e. Financial Proposal Submission Forms (**Section–5**)
 - f. Annexure (**Section –6**)
7. While all information/ data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the **Director of Agriculture & Food Production, Odisha, Bhubaneswar**'s knowledge. Further, **Director of Agriculture & Food Production, Odisha, Bhubaneswar** 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 **Director of Agriculture & Food Production, Odisha, Bhubaneswar** reserves the right to accept / reject any/all proposals / terminate the entire selection process at any stage without assigning any reason thereof.

**Director of Agriculture & Food Production,
Department of Agriculture & F.E, Odisha**

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	<i>The Bidder must be a Company as registered under Indian Companies Act, 1956 / 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008. Consortium or Joint Venture is not allowed.</i>	Copy of certificate of Incorporation / Registration of the bidder
2	The bidder should have been in the business of providing Outsourcing services across India to the Central / State Government / Autonomous bodies for at least two years during last five years.	Copy of work order.
3	The bidder should have its office located in the State of Odisha.	Evidence of having office at Odisha.
4	The bidder should have an annual turnover of more than Rs.5.00 Cr during the last two financial years (2019-20 and 2020-21).	Copies of audited balance sheet/ Income Expenditure Statement for last two financial years (2019-20 and 2020-21). (TECH A – 3)
5	The bidder must have experience of at least 2 years in “ similar projects (completed or ongoing) ” for monitoring and management of project(s) <i>in the field of Agriculture and allied sectors</i> during the last 5 years (2017-18 to 2021-22) under the Central / State Govt. / Autonomous bodies / EAPs etc	Copies of Work Orders / Contract Document / Experience Certificate
6	The bidder should not have been blacklisted by the Central Government / any State Government or their agencies in India.	Self-Declaration by the authorised representative on the bidder’s letter head.
7	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)

NB: For this purpose, “similar project” means successful management of Project or Programme Management Unit / State Level Technical Cell / Project Implementation Unit / Central Level Technical Cell / Technical Support Unit funded under any Central / State Govt. Schemes / Externally Aided Projects during the last 5years.

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

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

- i) Filled in Bid Submission Check List in original(**Annexure-I**)
- ii) Covering letter (**TECH A – 1**) on bidder's letterhead requesting to participate in the bid process.
- iii) Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- iv) Copy of Certificate of Incorporation/Registration
- v) Copy of PAN
- vi) Copy of Goods and Services Tax Identification Number(**GSTIN**)
- vii) Copies of IT Return for the last three assessment years (**AY 2018-19, 2019-20&2020-21**).
- viii) General Details of the Bidder (**TECH A –2**)
- ix) 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 by the bidder.
- x) Power of Attorney (**TECH A – 4**) in favour of the person signing the bid on behalf of the bidder.
- xi) List of completed/ongoing assignments of similar nature (**Past Experience Details, TECH A – 5**)along with copies of contracts / work orders / experience certificate.
- xii) 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**)
- xiii) Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Body / International & National Organisation 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 authorised 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. 10,000/- (Rupees Ten Thousand Only)** in shape of DD/BC from any Scheduled Commercial Bank drawn in favour of “**Establishment Officer-IV, O/o the Directorate of Agriculture & Food Production, Odisha, Bhubaneswar**” payable at Bhubaneswar. Proposals received without bid processing fee will be out rightly rejected.

2. **Earnest Money Deposit (EMD):**

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs.5,00,000/- (Rupees Five Lakhs Only)** in shape of DD/BC from any Scheduled Commercial Bank drawn in favour of “**Establishment Officer-IV” O/o the Directorate of Agriculture & Food Production, Odisha, Bhubaneswar**” payable at Bhubaneswar. The EMD of unsuccessful bidders shall be refunded within 1 month from the date of award of Contract. **The Start-ups registered with MSME are exempted from depositing EMD.** A bid security declaration should accompany the application for the Start Ups as per the Format enclosed at **Annexure-II.**

The EMD of the successful bidder will be released only after furnishing the required Performance Bank Guarantee (PBG) and signing of the Contract.

The EMD will be forfeited on account of the following reasons:

- i) Bidder withdraws its proposal during the bid validity period as specified in the RFP.
- ii) Bidder does not respond to requests for clarification of its proposal.
- iii) 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.
- iv) If the bidder fails to
 - a) provide clarifications
 - b) agree to decisions of the contract negotiation meeting,
 - c) sign the contract in time,
 - d) furnish required Performance Bank Guarantee.
- v) Any other circumstance which holds the interest of the Client during the overall selection process.

3. **Validity of the Proposal:**

Proposals shall remain valid for a period of **180 (One hundred eighty) Days** from the date of opening of the technical proposal. **The Director of Agriculture & Food Production, Odisha** reserves the rights 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.

4. **Pre-Bid Meeting:**

A pre-bid meeting will be organised 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-III**), to Director of Agriculture & Food Production, Odisha through e-mail at **soilhealthcell@gmail.com** up to 16th April, 2022 (5.30PM) 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 **20th April, 2022 at 11.30 AM** in the Board Room-1, Ground Floor of Krishi Bhawan, Agriculture & F.E Department, Odisha. Representatives (*maximum up to 2 members from each bidder*) with due authorization letter will be allowed to attend the pre-bid meeting. Clarifications to the submitted queries will be uploaded in the Department website for information of the bidders. Any such clarification / corrigendum shall be deemed to be part of this RFP. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained thereafter.

5. 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.

6. Submission of Proposal:

Bidder must submit their proposals by **Registered Post / Speed Post** to the specified address or **Drop in the Tender Box** kept in the Krushi Bhawan on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. **The Director of Agriculture & Food Production, Odisha** will not be responsible for postal delay / any consequence in receiving the proposal after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline shall not be accepted and will be out rightly rejected.

The procedure for submission of the proposal is described below:

i) Technical Proposal (PART-A) & (PART-B):

The envelope containing technical proposal, i.e two different parts, **Part-A and Part-B** should be bound together and furnished inside one envelope and shall be **SEALED AND SUPERSCRIBED** as “**Technical Proposal – Selection of Agency for Operationalisation of identified Static Soil Testing Laboratories**”. The duly filled-in technical proposal submission forms along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

ii) Financial Proposal

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. The envelope containing financial proposal shall be **SEALED AND SUPERSCRIBED** as “**Financial Proposal – Selection of Agency for Operationalisation of identified Static Soil Testing Laboratories**”.

Both the above envelopes have to be sealed and placed inside a **third main envelope**, which has to be **SEALED AND SUPERSCRIBED** as “**Selection of Agency for Operationalization of identified Static Soil Testing Laboratories under Director of Agriculture & Food Production, Odisha**” and submitted to the Director of Agriculture & Food Production, Odisha.

7. 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 Technical Committee (approved by Govt) to evaluate the proposals submitted by bidders. Only one representative with 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 by the Selection Committee formed (approved by Govt.). The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

8. Evaluation of Proposal:

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

- I. **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:
 - i) Filled in Bid Submission Check List in Original(**Annexure-I**)
 - ii) Covering letter (TECH A – 1) on bidder's letterhead requesting to participate in the selection process.
 - iii) Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
 - iv) Copy of Certificate of Incorporation/Registration
 - v) Copy of PAN
 - vi) Copy of Goods and Services Tax Identification Number(GSTIN)
 - vii) Copies of IT Return for the last three assessment years (AY- 2018-19, 2019-20, 2020-21).
 - viii) General Details of the Bidder (TECH A –2)
 - ix) Financial Details of the bidder (TECH A – 3) along with all supportive documents as applicable duly signed as per the instruction.
 - x) Power of Attorney (TECH A – 4) in favor of the person signing the bid on behalf of the bidder.
 - xi) List of completed assignments of similar nature (Past Experience Details, TECH A – 5) along with copies of contracts / work orders / experience certificate from previous clients.
 - xii) 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**)
 - xiii) Undertaking for not having been black-listed by any Central / State Government / Autonomous bodies/ International & National Organisation in the recent past.
 - xiv) 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 outright rejected. All the pages of the proposal must have to be sealed and signed by the authorized representative of the bidder.

- II. **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 parameters vide **Score Sheet** detailed in **Annexure –VIII**.

Bidders who secure above 50 marks from the total (70 marks) in the technical proposal will be called for technical presentation.

Bidders accompanied by the Consultants 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 detail schedule along with an outline for presentation will be intimated to the concerned bidders before 7 days from the date of technical presentation. The financial proposals of the technically qualified bidders will be opened on same day / subsequent working day. Hence, the bidder should make themselves available for the same. **The bidder whose technical proposal secures a score above the minimum qualifying mark of 70 in the technical evaluation stage will be technically qualified for opening of the financial proposal.**

- III. **FINANCIAL EVALUATION (3rd Stage):** The financial proposals of 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 proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

9. Evaluation Process:

Quality and Cost Based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (**S_T**) in accordance to the marks obtained during the technical evaluation stage. There shall be **70 %** weightage to technical score and **30 %** weightage to financial score.

The individual bidder's financial score (**S_F**) will be evaluated as per the formula given below:
S_F = [F_{min} / F_b] * 100 (rounded off to 2 decimal places)

where,

S_F = Normalized financial score of the bidder under consideration

F_{min} = Minimum financial quote among the technically qualified bidders

F_b = Financial quote of the bidder under consideration

Combined Score (S) = $S_T * 0.7 + S_F * 0.3$

Where, S_T = Technical score secured by the bidder

The bidder securing the highest evaluated **Combined Score (S)** will be awarded the Contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the Consultant including overhead expenses, such as travel, accommodation, logistics, report preparation, printing & other secretarial expenses.

10. Performance Bank Guarantee :(PBG)

Within 7 days of notifying the acceptance of proposal for the award of Contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **10% of the contract value** from a Scheduled Commercial Bank situated in Bhubaneswar in favour of “**Establishment Officer-IV, O/o the Directorate of Agriculture & Food Production, Odisha, Bhubaneswar**”, as per the format at **Annexure-III**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the 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 expiry of Contract 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 pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. 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.

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 for **3 Years** from the date of effectiveness of the Contract subject to annual renewal on satisfactory performance. ***Sub-contracting is not allowed under this assignment under any circumstances.***

13. 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 organisations) 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.

14. Disclosure:

- a. 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.
- b. 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.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - 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;
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

15. Anti-corruption Measure:

- a. 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.
- b. 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.

16. 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.

17. 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.

18. 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.*

19. 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.

20. Legal Jurisdiction:

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

21. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract

for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt. of India. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ **1% per week** subject to maximum of **5% of the total contract value**. The amount will be deducted from the subsequent payment.

- Failure to test targeted samples shall invite a penalty of fees due to the Agency.
- Failure to test all the parameters as agreed upon shall invite a penalty as under-

PENALTY BASED ON NUMBERS OF SAMPLES TESTED

No. of parameters tested (compulsory)	<4000	4000 to 5000	5001 to 6000	6001 to 7000	7001 to 8000	8001 to 9000	9001 to 10000	10000
12	50%	45%	40%	30%	20%	10%	5%	0%

- The penalty percentage will be adjusted proportionately to the respective range.
- However, if the Agency fails to achieve the targeted number of soil sample testing and is able to make up the shortfall in subsequent month/ year then the balance payment pertaining to the penalty amount could be proportionately paid to the Agency's account after completion of the target on approval of the monitoring Committee.
- Failure to provide appropriately qualified personnel and replacements if any within the agreed upon time frame shall also invite penalty clauses in proportion to non achievement of targets.
- Causing deliberate damage to infrastructure or equipments shall also be liable for penalty as decided by a technical committee.

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 antifraud 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 Agriculture & Farmers Empowerment Department website.

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 there of 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:

Agriculture & Farmers Empowerment Department, Government of Odisha 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. Replacement of Key Personnel:

The Key professionals/ Technical personnel to be deployed under this contract must be dedicated in nature. No replacement of resources is allowed within the lock-in period of 1 Year from the date of effectiveness of the contract. The Client will not normally consider substitutions during contract period unless both the parties agree that such substitutions unavoidable, and for reasons such as death or medical incapacity which is really beyond the control of bidder. The Client also reserves the right to request the Agency to replace the deployed key personnel/ Technical Personnel if they are not performing to a level of satisfaction of the Client. After written notification, the Agency will provide CV of appropriate candidates (1:3) within Fifteen (15) days for review and approval. The Agency must replace the Technical personnel within Fifteen (15) working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason mid-way under the contract, the Outsourcing Agency must notify the Client at least fourteen(14) days in advance, and obtain the approval prior to making any substitution. In notifying the Client, the Agency shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and must be submitted to the Client within 15 days of departure of original professional. In case of substitution of key personnel, the Client reserves the right to examine / assessment the new personnel proposed to be provided as replacement Change in Key

Resources within the lock in period will attract a penalty of 5% of the contract value. Frequent change / Replacement of Experts from the Agency side will lead to imposition of penalty by the Client as per the agreed terms and conditions of the contract. In case there is a gap in replacement of any Professionals/ Laboratory Assistants/ Skilled Personnel, exceeding 15 days, no remuneration will be provided for that period.

27. Force Majeure:

For 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 reserve the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

28. 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 Addl. Chief Secretary to Govt., Agriculture & Farmers Empowerment Department, Government of Odisha. 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 Bhubaneswar.

29. Disqualification of Proposal:

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

- i) Proposal submitted without Bid Processing Fee & EMD as applicable
- ii) Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- iii) During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- iv) Proposal is received in in complete form

- v) Proposal is received after due date and time for submission of bid
- vi) Proposal is not accompanied by all the requisite documents /information
- vii) A commercial bid submitted with assumptions or conditions
- viii) Bids with any conditional technical and financial offer
- ix) 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
- x) Proposal is not properly sealed or signed
- xi) Any deviation in the technical and financial proposal
- xii) Proposal is not conforming to the requirement of the scope of the work
- xiii) Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- xiv) 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;
- xv) Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- xvi) Failure to agree with terms and conditions of the RFP
- xvii) *The quoted professional fee not within the prescribed limit of the RFP.*
- xviii) *Any other condition/ situation which holds the paramount interest of the client during the overall selection process.*

SECTION: 3

TERMS OF REFERENCE

Introduction

The State has 61.80 lakh hectares of cultivated area with a cropping intensity of 157%. Intensive agriculture practiced in the modern days associated with nutrient mining and imbalanced use of chemical fertilisers coupled with an uncontrolled water regime has led to large scale deterioration of soil health. Around 70% of our soils are acidic in reaction with 13 lakh hectares having pH= <5.5 which affects plant nutrition. Besides, around 4.00 lakh hectares is exposed to saline inundation and 3.75 lakh hectares to submergence equally impacting the availability of plant nutrients due to fixation and/or leaching losses. In order to enhance production and productivity of different crops in a sustainable manner these soils need to be managed scientifically.

Both, the Central and State Government have a mandate of improving agricultural production & productivity through judicious use of chemical fertilizers and adoption of sustainable soil health management practices. With this backdrop, soil/ fertilizer testing has an important role to play which has impact on maintaining/ improving soil health through application of balanced nutrient in form of major, secondary and micro nutrients and minimizing use of chemical fertilizers at one hand and practicing integrated nutrient management through application of organic manures and fertilizers on the other.

OBJECTIVES OF SCHEME

The state has 48.66 lakh operational holdings as per Agriculture Census 2015-16. In the event of farmers practicing intensive cultivation it becomes imperative to test the soils of these holdings for enabling the farmers go for balance fertilizer use. Studies reveal that every three years the soil samples need to be tested for optimum results.

Soil happens to be the most important component for crop production. The objective of soil testing is to:

- (i) provide on available nutrient status, reaction (acidic/ alkaline) and other characteristics of soil.
- (ii) evaluate the fertility status of the soil for nutrient management programme.
- (iii) study the nutrient dynamics due to cultivation over a period of years.
- (iv) generate soil fertility maps which can be used for delineating areas of nutrient deficiencies/ sufficiency/ toxicity and delineating nutrient requirement for deficient areas.
- (v) provide basis for sound fertilizer recommendation for crops and lime and gypsum requirement for acidic and salt affected soils respectively.
- (vi) generate soil test based soil health cards for farmers.
- (vii) provide basis for the development of efficient INM modalities.

Thus, the main objective is to promote application of plant nutrients based on soil test reports in an integrated manner including green manure, bio-fertiliser, Farm Yard manure (FYM), compost, residue incorporation, organic manure etc. for crop production on a sustainable basis, thereby restoring soil health. This is not only important for food and nutritional security of a healthy society that

includes human, farm animals, birds and other flora & fauna but also application of balanced doses of nutrients can prevent pollution of soil, water and environment due to excess use of chemical fertilisers.

A. Action Plan for Soil Health Management through Soil Testing

The Soil Health Card is a field-specific detailed report of soil fertility status and other important soil parameters that affect crop productivity. It also provides an advisory on soil test based use of fertilisers and soil ameliorants. It also contains:-

- i. Information regarding Soil Fertility.
- ii. Dosage of fertiliser application in crops.
- iii. Information on soil amendments for saline/acidic/alkaline soil.
- iv. Recommendation on integrated nutrient management.

Interventions:

Soil Analysis of all cultivated land in 3 years and Providing Soil Health Card (SHC):

Following a grid system for soil testing the approximate number of samples to be tested in 3 years comes to 13.53 lakh. Thus, operationalising the STLs at created capacity of 4.5 lakh samples per annum is expected to cater to the soil testing needs of the state. This would enable providing all the farm households with Soil Health Card within a period of 3 years. The district-wise action plan is placed at **Annexure-IV**.

B. Rationale for Outsourcing personnel and identified Soil Testing Laboratories under the Department of Agriculture & Farmers' Empowerment through a Outsourcing Agency.

Soil Health is increasingly raising concerns with different stake holders for sustainable crop production. Problems of soil acidity, salinity, degradation, erosion of top soil, deficiency of essential plant nutrients, nutrient mining on account of intensive cultivation, Soil and water pollution and resulting in quality deterioration due to industrial effluent coupled with imbalanced use of different growth promoting and plant protection chemicals, reduced soil microbial population and poor soil organic carbon are looming large and negating the efforts put in for a enhanced and sustained growth in the sector. Besides, diversion of land for different non-agriculture anthropogenic purposes is constantly putting a pressure on the policy makers to judiciously use the available cultivated land for crop production through adoption of various soil health management practices based on soil test results. More so, when agriculture is now being considered as a business proposition it becomes imperative to optimize the available resources and technology for crop production inflicting minimum damage to the soil health.

In this backdrop it becomes imperative to go for soil testing statewide and recommend the farmer entrepreneurs with appropriate soil health management advisories for sustainable crop production.

The State has 30 Static Soil Testing Laboratories and 30 Mobile Soil Testing Labs each having a capacity to Test 10000 & 5000 samples per annum respectively with a total capacity to test 4.5 lakh soil samples. Thus, in a 3 year period around 13.5 lakh samples can be tested and soil health cards can be issued with recommendations. Owing to requirement at present, these number of soil samples

tested by making all these Static and mobile STLS functional with their created capacity will meet the greater soil testing requirement in the state.

However, due to shortage of manpower and various other reasons the Soil Testing Set up has not been able to test the targeted nos. of samples. It is therefore envisaged to strengthen these laboratories by outsourcing personnel through a outsourcing Agency completely for soil testing in 19 nos. of the identified laboratories (list given **Annexure-VII**) to the Outsourcing Agencies for meeting the mandate of soil testing in accordance to the Action Plan.

C. Scope of work for the Outsourcing Agency

The scope of work for the outsourcing Agency under the Agriculture & Farmers' Empowerment Department includes the followings.

- i) The state has a mandate to test 4.5 lakh soil samples per annum to enable scientific soil health management.
- ii) The Govt. has in place 30 Static Soil Testing Laboratories and 30 Mobile Soil Testing laboratories having a capacity of test 10000 samples and 5000 samples each. This puts the total soil testing capacity of 3 lakh for the Static STLs and 1.5 lakh for the Mobile STLs combinedly meeting the requirement to test 4.5 lakh samples per annum.
- iii) On the event of large number of vacancies remaining in the different cadres of laboratory personnel the target for testing the required number of soil samples is not possible. Thus it is envisaged to outsource personnel from different categories as have been published to make the laboratories fully functional.
- iv) Besides, it is also envisaged to outsource some of the soil testing laboratories completely for manning them and testing soil samples as per the created capacity.
- v) The approved structure of each Static Soil Testing Laboratories.

Sl. No.	NAME OF POST	QUALIFICATIONS	Nos
1	Technical Assistant	B.Sc. (Agriculture)/ B.Sc. (Horticulture)/ B.Sc. (Chemistry)	2
2	Lab Assistant	B.Sc. (Chemistry as a Subject)	3
3	Office Assistant/ Junior Executive Asst.	Graduate with Computer Knowledge	1
4	Lab Attendant	Higher Secondary passed with Science	4
5	Watchman-cum-Sweeper	Secondary passed	1
6	Attendant-cum-Sample handler	Secondary passed	1
	TOTAL		12

The total manpower Requirement:

STATIC SOIL TESTING LABORATORY WILL BE HEADED BY ADA / BAO/AAO.

Sl. No	Manpower to be Outsourced	Nos. Recommended (19 STLS)	Nos. reqd. through Outsourcing*
1	Consultant (at state Level)**	0	2 (State Level)
2	Technical Assistant	38	38
3	Lab Assistant	57	57
4	Lab Attendant	68	68
5	Office Assistant / Junior Executive Asst.	19	19
6	Watchman-cum-Sweeper	19	19
7	Attendant-cum-Sample Handler	19	19
8	Attendant (Soil Health Cell)		1 (State Level)
	TOTAL REQUIREMENT	220	223

* The numbers required may over and above the number given above based on the vacancies in the other Soil Testing Laboratories.

** The Consultant (s) should be a post graduate in Soil Science with 5 years experience in monitoring Soil Test Based Soil Health Management.

- vi) The personnel would be required to pick up the samples collected by the extension functionaries from Block Point, transport them to the designated Soil testing Laboratory process and test soil samples. On receiving results obtain the recommendations from the expert and upload the entire information in the portal.
- vii) They will also print the Soil Health Card in Odia language for the farmers and distribute them in different quarters (block Points) to be available to farmers.
- viii) Providing techno-managerial support to the Government in smooth implementation of the Soil Health programme.
- ix) Providing support to Director of Agriculture & Food Production, Odisha for efficient and effective functioning of soil testing facilities.
- x) Compliance to the requirements of the regulatory authorities- statutory and administrative.
- xi) Providing strategic direction for effective utilisation of facility for soil testing in the state.
- xii) Providing all sorts of support to Line Departments / implementing agencies for effective implementation of the Soil Health Management Programme.
- xiii) Evolving of credible soil testing data for use by different stake holders and developing a soil fertility map for Odisha.
- xiv) Managing and tabulating the data at STL level.
- xv) Appropriate operationalisation of equipments and their maintenance.
- xvi) Conducting periodic monitoring and evaluation of work, effectiveness, and accountability.
- xvii) The personnel outsourced will work under respective OIC of Static Soil Testing Laboratories under the Directorate of Agriculture & Food Production, Odisha, Agriculture & Farmers' Empowerment Department, who shall monitor the activities / performance of

the personnel at each STL level.

- xviii) The CDAO of the District in turn shall monitor the performance of soil testing in the Lab and Soil Health Programme in the District and report to the Soil Health Cell at the State Level for needful.
- xix) The detail “Terms of Reference”, “Terms and conditions”, “SOP” and “Role of stake holders” for the proposed outsourcing of identified Static Soil Testing Labs is provided at **Annexure –VI, VII, X and XI** of the RFP Document.
- xx) The Agency must have to provide the Names, Qualification & Experience of all Consultants and at least 50% of Technical Assistants etc in the bid.
- xxi) Selection of pool of professionals/personnels by the Outsourcing Agency for a district, shall be done by a Committee chaired by the Chief District Agriculture Officer of the concerned district.

D. Reporting Requirements and Payment Term

The Agency shall submit a Work Plan as required and accordingly submit Monthly and quarterly Progress Report within the prescribed time frame. The payment to the Agency will be made on a lumpsum basis quarterly on submission of the reports by the firm and subject to approval of the same by the Authority.

The payment shall be made based on the Penalty matrix and others as per penalty clause after finalization of the claims.

E. Soil Health Cell

The Consultant(s) outsourced for Soil Health Cell at the State Level will monitor the activities and deliverables of the outsourced STLs for the proposed assignment from time to time which will be further reviewed on a quarterly basis under the Chairmanship of Director of Agriculture & Food Production, Odisha. Monitoring in each phase of the assignment will be done by the Cell and comments/suggestions of the Cell should be complied by the Agency.

F. Duration of Outsourcing

Initially the outsourcing contract will be operational for a period of three **(3) years** subject to annual review. Based on requirement of the Government this may be extended further. Revision of any of the permissible dues as per the Agreement in favour of the Agency shall be upon the decision of the Technical Committee on extension of the Contract period.

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECHNICAL PROPOSAL

(PART – A)

TECH A-1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To

**The Director of Agriculture & Food Production,
Department of Agriculture & Farmers' Empowerment
Government of Odisha,
Krushi Bhawan, Gopabandhu
Marg, Bhubaneswar - 751001**

Subject: Selection of Agency for "Operationalization of identified Static Soil Testing Laboratories" under the Director of Agriculture & Food Production, Odisha, Bhubaneswar of the Department of Agriculture & Farmers Empowerment, Odisha on outsourcing basis **[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 **180 Days** 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 are 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: _____

TECHA -2

Bidder's Organisation (General Details)

Sl 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	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	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH A -3

Bidder Organisation (Financial Details)

Financial Information in INR		
Details	FY2019-20	FY2020-2021
Turnover from Service Providing Business only (inCr.)		
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last two FYs (2019-20 & 2020-21) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled-in information in this format must have to be jointly certified and sealed by the CA 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.</i></p>		

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 authorize 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 Director of Agriculture & Food Production, Odisha under Agriculture & Farmers' Empowerment Department, Government of 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 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)

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							

*[*Contract value more than Rs.5.00 Crore and Duration more than 1 Year]*

Note: Bidders are requested to furnish the list of the assignments undertaken/ completed during the last 3 Financial Years (2018-19, 2019-20 & 2020-21) having contract value more than Rs.5.00 Crore each and duration more than 1 year 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.

Assignments of similar nature means operation and maintenance of Soil Testing Laboratories in any Government or Private labs/ Project / State Level Technical Cell / Project Implementation Unit / Central Level Technical Cell / Technical Support Unit funded under Central/State/Local Govt. Schemes / Externally Aided Projects.

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 (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 Director of Agriculture & Food Production, Odisha which can be termed as of nature as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (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.

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

Communication Address of the Bidder:_____

TECHNICAL PROPOSAL

(PART – B)

TECHB -1

COVERING LETTER

(On Bidder's Letter Head)

[Location, Date]

To

**The Director of Agriculture & Food Production,
Agriculture & Farmers' Empowerment Department
Government of Odisha,
Krushi Bhawan, Gopabandhu Marg,
Bhubaneswar - 751001**

Subject: Selection of Agency for "Operationalization of identified Static Soil Testing Laboratories" under the Director of Agriculture & Food Production, Odisha, Bhubaneswar of the Department of Agriculture & Farmers Empowerment, Odisha on outsourcing basis **[TECHNICAL PROPOSAL: PART - B]**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal. I hereby submitting the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 Days** 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,

Authorized 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 organisation]

Authorized 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

Table -1

(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:

- *Bidders are requested to furnish the information up to 5 best projects only under Table- 1. Projects having contract value > Rs. 5.00 Crores and duration of more than 1 year during the last 5 years will be taken into consideration for evaluation. Copies of Work Order / Contract Document / Experience 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.*
- *Assignments of "similar nature" means operation and management of Soil Testing Laboratories of any State/ Any Private Soil Testing Labs/ Project or Programme Management Unit/ State Level Technical Cell / Project Implementation Unit / Central Level Technical Cell / Technical Support Unit funded under Central/State/Local Govt. Schemes / Externally Aided Projects*

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 Table -1 of 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 Consultant 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, 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:

D. Staff Deployment Strategy:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it.

Authorized 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-10.

TECH B - 6
Format of Curriculum Vitae (CV) for approved manpower to be engaged

1. Proposed Position:

[For each position of key professional separate form Tech B-6 will be prepared]

2. Name of Firm:

3. Name of Staff:

4. Date of Birth:

5. Years with Firm:

6. Nationality:

7. Education:

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

8. Membership in Professional Associations:

9. Other Trainings:

10. Countries of Work Experience:

11. Languages:

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

12. Employment Record:

*[Starting with 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. For experience in **last ten years**, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]*

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>	

13. 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 Key Professional with Date _____

Authorized 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 key professional requirements.

TECH B-7

Team Composition and Task Assignment

Proposed personnel to be engaged & Task Assigned

Sl. No	Category of personnel	Nos.	Task Assigned
1	CONSULTANT (s)	2	Will be required to monitor the progress of 19 STLs outsourced at State level and report to the DDA (Fertilizer)/ JDA (QC&E) and Director Agriculture & Food Production, Odisha. They will also ensure the fulfillment of assignments outsourced to the Agency and comply with the issues thereof in coordination with the OIC, STLs and the State level officers.
2	TECHNICAL ASSISTANT	38	In charge of Laboratory, Soil Sample analysis, Assess the requirement of analysis related requirements, Preparation of Progress reports.
3	LAB ASSISTANT	57	Laboratory Stock In charge, Receive Soil Samples, supervises soil sample processing, prepare chemical solutions, record soil tests results, despatch Soil Health Cards to field.
4	OFFICE ASSISTANT/ JUNIOR EXECUTIVE ASSISTANT	68	Documentation and maintenance of all Officials registers, Incoming and outgoing letters, Official stock books, Uploading soil tests results in the Soil Health portal, Preparation of all progress reports
5	LAB ATTENDANT	19	Soil Sample crushing, processing and storing, Assist lab assistant in preparation of chemicals and solutions, cleaning of glass wares, lab instruments and lab space
6	WATCHMEN/S WEEPER	19	Watch and ward of lab and the Office building. Maintain and clean the laboratory
7	ATTENDANT-CUM- SAMPLE HANDLER	19	Assists in movement of files and records and keeping office and record files. He will also Process the samples received for analysis.
8	ATTENDANT	1	To assist the Consultant and Officers in the Soil Health Cell at State Level.

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

Proposed Pool of Technical personnel from the Bidder:

Apart from the above positions, the Agency is expected to have a pool of technical personnel available on need basis that the Core team has access to. This pool is expected to add to the Bidders' strength in replacing the non-performers and vacancies arising from any cause thereof. Bidders are expected to provide a summary (as per table given below) and CVs of the proposed resources for this shared support.

Sl No.	Position	Name of the Expert	Summary of Qualification	Summary of Experience
Theme 1: Reserve pool of personnel on board for outsourcing				
1.	CONSULTANT			
2	TECHNICAL ASSISTANT			
3	LAB ASSISTANT			
4	OFFICE ASSISTANT/ JUNIOR EXECUTIVE ASSISTANT			
5	LAB ATTENDANT			
6	WATCHMAN/ SWEEPER			
7	ATTENDANT- CUM SAMPLE HANDLER			
8	ATTENDANT			
Theme 2:Documentation				
1	Data Collection			
2	Data Sanitisation			
3	Documentation			

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

SECTION: 5

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

**The Director of Agriculture & Food Production,
Department of Agriculture & Farmers' Empowerment
Government of Odisha,
Krushi Bhawan, Gopabandhu Marg,
Bhubaneswar – 751001**

Subject: Selection of Agency for “Operationalization of identified Static Soil Testing Laboratories” under the Director of Agriculture & Food Production, Odisha, Bhubaneswar of the Department of Agriculture & Farmers Empowerment, Odisha on outsourcing basis **[FINANCIAL PROPOSAL]**

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, up to expiration of the validity period of the proposal of **180 days**. 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 (Table-1).*

FIN-2

SUMMARY OF FINANCIAL PROPOSAL

[TABLE – 1]

Sl. No.	Fee Particulars	Amount in INR
I. Outsourcing Charges		
A	Remuneration of Key Professionals and Resources Pool [per year] <i>Detail Break up to be provided at [TABLE – 2]</i>	
B	Service Charges [per year] in ____%	
C.	Sub-Total (A+B) per year	
D.	GST@ _____ of C	
Total (C+D)		
II. Operational Expenses (“Price quoted for procurement of glass wares/chemicals/ consumables/ minor repairs of instruments (including GST and other charges if any)		
Grand Total (I +II)		
In Words		

NB:

- 1. Total cost inclusive of taxes will be taken for the evaluation purpose. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the Consultant including administration and operational expenditures.**
- 2. The State Consultant will be provided with office space, furniture, equipments and stationeries by the Agriculture & Farmers' Empowerment Department. The expenditure towards Tas / Misc. Expenditures to be incurred shall be borne by the Agriculture & Farmers' Empowerment Department out of its budget under Programme Expenditure.**
- 3. The price quoted shall include “Price quoted for procurement of glass wares/chemicals/consumables/minor repairs of instruments (including GST and other charges if any)**
- 4. The statutory due of the outsourced staff is the responsibility of the Agency. The existing rules of TDS to be followed by the Client.**

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal: _____

TABLE -2

DETAIL BREAK-UP OF FEE OF PROFESSIONALS / CONSULTANTS

Sl. No.	Position	Name of the Professional	Requirement	Monthly Fee in INR	Total in INR per Year
A. State level					
1					
2					
3					
4					
5					
6					
7					
8					

NB:

The bidder should quote the professional fee within the range as prescribed in the RFP for the respective Experts & Technical Personnel. Any quoted professional fee not within the range of the prescribed limit of the RFP, will be out rightly rejected.

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date & Seal: _____

SECTION -6

ANNEXURES (I to XI)

BID SUBMISSION CHECK LIST

Sl no	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
(PART – A)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH A -1)		
3	Bid Processing Fee of Rs.10,000/- in form of DD/BC		
4	EMD of Rs.5,00,000/- in form of DD/BC		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 AYs (18-19,19-20 & 2020-21)		
9	General Details of the Bidder (TECH A - 2)		
10	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		
11	Power of Attorney (TECH A - 4) in favour of the person signing the bid on behalf of the bidder.		
12	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		
13	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)		
14	Undertaking for not have been black-listed by any Central / State Govt. /any Autonomous bodies during its business career.		
(PART – B)			
1	Covering Letter (TECH B -I)		
2	Bidder Organisation (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	CV of Key Professionals (TECH B –6)		
7	Team Composition and Task Assignment (TECH B –7)		
FINANCIAL PROPOSAL			
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:_____

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD

(On Bidders Letter head)

Bid Security Declaration Form

Date: _____ Tender No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

NB: The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/all proposals without assigning any reason thereof and the authority is not responsible for any sort of postal delay.

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 Director of Agriculture & Food Production, Odisha Department through email at soilhealthcell@gmail.com latest by **16.04.2022 up to 5.30 PM** as per the prescribed format only as mentioned below.

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

- Any other form of submission will not be entertained.
- 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.
- 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.
- The Client will endeavor to provide timely response to the queries by uploading in 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: _____

PERFORMANCE BANK GUARANTEE FORMAT

To,

**The Establishment Officer-IV
Directorate of Agriculture & Food Production, Odisha,
Krushi Bhawan, Goapbandhu Marg, Bhubaneswar-751001**

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 Consultant 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 Consultant, 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 consultant 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 consultant 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 consultant 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 theday of.....,20...

Our branch at Bhubaneswar (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 Bhubaneswar branches a written claim or demand and received by us a tour. Bhubaneswar 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

SI · N O	District	Total No. of Soil Samples to tested based on the Grid			No. of Soil Samples to tested based on the Grid per annum			Created capacity if lab works with full manpower & infrastructure			No. of Soil Samples to tested based on the Grid per annum		
					Irrigated	Rainfed	Total	STL	MSTL	Total	Irrigated	Rainfed	Total
1	Angul	23888	15628	39516	7963	5209	13172	10000	5000	15000	9000	6000	15000
2	Bolangir	38068	25083	63151	12689	8361	21050	10000	5000	15000	12000	8000	20000
3	Balasore	41660	14585	56245	13887	4862	18749	10000	5000	15000	15000	5000	20000
4	Baragarh	63840	18940	82780	21280	6313	27593	10000	5000	15000	19000	6000	25000
5	Bhadrak	46264	6034	52298	15421	2011	17432	10000	5000	15000	13000	2000	15000
6	Boudh	24624	2744	27368	8208	915	9123	10000	1000	11000	8000	3000	11000
7	Cuttack	32960	10560	43520	10987	3520	14507	10000	5000	15000	11000	4000	15000
8	Deogarh	11312	3872	15184	3771	1291	5062	10000	0	10000	4000	1000	5000
9	Dhenkanal	30632	10942	41574	10211	3647	13858	10000	5000	15000	11000	4000	15000
10	Gajapati	12868	4383	17251	4289	1461	5750	10000	5000	15000	4000	1000	5000
11	Ganjam	93168	17308	110476	31056	5769	36825	10000	10000	20000	30000	5000	35000
12	Jagatsinghpur	25584	4004	29588	8528	1335	9863	10000	5000	15000	8500	1500	10000
13	Jajpur	25472	8132	33604	8491	2711	11202	10000	5000	15000	8000	2000	10000
14	Jharsuguda	6524	7169	13693	2175	2390	4565	10000	5000	15000	2500	2500	5000
15	Kalahandi	49980	25305	75285	16660	8435	25095	10000	10000	20000	16000	9000	25000

16	Kandhamal	14472	9182	23654	4824	3061	7885	10000	5000	15000	6500	3500	10000
17	Kendrapada	31336	7366	38702	10445	2455	12900	10000	5000	15000	11000	4000	15000
18	Keonjhar	45320	18470	63790	15107	6157	21264	10000	5000	15000	15000	5000	20000
19	Khordha	23116	7121	30237	7705	2374	10079	10000	5000	15000	7500	2500	10000
20	Koraput	28892	23177	52069	9631	7726	17357	10000	5000	15000	10000	5000	15000
21	Malkangiri	28168	7158	35326	9389	2386	11775	10000	5000	15000	10000	5000	15000
22	Mayurbhanj	51420	30845	82265	17140	10282	27422	10000	10000	20000	15000	10000	25000
23	Nabarangpur	19424	13744	33168	6475	4581	11056	10000	5000	15000	6000	4000	10000
24	Nayagarh	20528	8268	28796	6843	2756	9599	10000	5000	15000	7000	3000	10000
25	Nuapada	24040	12890	36930	8013	4297	12310	10000	0	10000	7500	2500	10000
26	Puri	42976	8156	51132	14325	2719	17044	10000	5000	15000	16000	4000	20000
27	Rayagada	20368	14208	34576	6789	4736	11525	10000	5000	15000	6000	4000	10000
28	Sambalpur	31464	11534	42998	10488	3845	14333	10000	5000	15000	11000	4000	15000
29	Subarnapur	33708	4373	38081	11236	1458	12694	10000	4000	14000	11000	3000	14000
30	Sundargarh	36140	22265	58405	12047	7422	19469	10000	5000	15000	12000	8000	20000
	Total	97821	37344	135166	326073	124485	450558	300000	150000	450000	322500	127500	450000
		6	6	2									

**Terms of Reference for Proposed Positions at different Static Soil Testing Laboratories
in districts & at State level**

Sl · N o	Position	Nos. require d for each lab	Qualifications	Age limit	Works to be done
1	Consultant	2	M.Sc. (Ag) in Soil Science with 5 years experience in Soil testing	-	Will be required to monitor the progress of 19 STLs outsourced and report to the DDA (Fertilizer)/ JDA (QC&E) and Director Agriculture & Food Production, Odisha. They will also ensure the fulfillment of assignments outsourced to the Agency and comply with the issues thereof in coordination with the OIC, STLs and the State level officers.
2	Technical Assistant	2	B.Sc. (Agriculture)/ B.Sc. (Horticulture)/ BSc(Chemistry)	18- 45	In charge of Laboratory, Soil Sample analysis, Assess the requirement of analysis related requirements, Preparation of Progress reports.
3	Lab Assistant	3	BSc (Chemistry as a Subject)		Laboratory Stock In charge, Receive Soil Samples, supervises soil sample processing, prepare chemical solutions, record soil tests results, despatch Soil Health cards to field.
4	Office Assistant	1	Graduate with Computer Knowledge		Documentation and maintenance of all Officials registers, Incoming and outgoing letters, Official stock books, Uploading soil tests results in the Soil Health portal, Preparation of all progress reports
5	Lab Attendant	4	Higher Secondary passed with Science		Soil Sample crushing, processing and storing, Assist lab assistant in preparation of chemicals and solutions, cleaning of glass wares, lab

Sl · No	Position	Nos. require d for each lab	Qualifications	Age limit	Works to be done
					instruments and lab space
6	Watchman- cum- Sweeper	1	Secondary passed		Watch and ward of lab and the Office building. Maintain and clean the laboratory
7	Attendant- cum- Sample Handler	1	Secondary passed		Assists in movement of files and records and keeping office and record files. Process received sample for testing.
8	Attendant	1	Secondary passed		Assist the Consultants and Officers in Soil Health Cell at State level.

TERMS AND CONDITIONS

That the Terms and Conditions for the contract shall be as under:

1. The Agency will take over the identified Static Soil Testing Laboratories (STL) with all its equipments for rendering the service of soil testing in the respective districts/ designated area in tandem with the created capacity and need of the client from time to time. While the Ownership shall remain with the Department as usual.
2. The Agency shall be responsible for keeping up the integrity of the infrastructure and its maintenance in the conditions handed over to it. It shall not effect any addition or alteration to the structures without prior approval of the competent authority.
3. The fittings and furnishings shall have to be maintained in good condition and replacement of damages if any or fixing of them shall have to be under approval of the Officer in charge of STL/ CDAO concerned.
4. Agency shall have to obtain AMC from the desired companies for various equipments so as to keep them in working conditions all-through. The AMC will be paid for by the Client. Any repair and maintenance has to be done by the Agency under the guidance of OIC, STL.
5. The premises shall not be used for any other services delivered by the Agency and in such a case the Client shall be entitled to cancel the Agreement and charge the agency for the loss as decided by an expert panel.
6. The Agency shall have to employ its personnel with minimum requisite qualification as per approval and they be trained at the cost of the Agency in operation of various lab equipments and instruments without hampering the quality of work.
7. The Chemicals, Distilled water, lab wares and other consumables shall have to be of approved/ recommended standards and procured by the Agency in consultation with the Officer in-charge of STL.
8. The Agency shall have to upload the information pertaining to results of soil testing along with the advisory by its own personnel with due concurrence from the Soil Health Management Expert/ OIC, STL.
9. The Test reports should be made available within a specific time frame from the date of receipt at the laboratory by personnel of the Agency. An Action Plan may be drawn up in consultation with the CDAO/ Officer in charge of the STL for the entire year for the farmer clientele in the jurisdiction of the STL.
10. Soil Health Card along with the recommendations should be printed in Odia Language in a specified format and quality and made available at the Block Points for Distribution among the farmers by the Agency.
11. The personnel if on leave could be replaced with appropriately trained personnel for the leave period without hampering the Soil Testing services in any form. They should provide the list of such personnel for replacement in 1:3 ratio from among which the Client/ authorized signatory will select for engagement.

12. The personnel so trained and engaged in the labs shall have to participate in different training, demonstration, capacity building and awareness programmes taken up for soil health management.
13. The Agency shall have to provide appropriate equipments (Polythene bag, Printed tag, thread etc) at block points at least 10-15 days before the commencement of Collection Cycle for enabling timely collection of soil samples.
14. The STL and its services in no way shall be allowed to be sub-leased to any other agencies and the entire services as per ToR should be made available by them following the entire codal procedure of personnel employment.
15. The personnel not rendering appropriate services should be changed when intended by the concerned OIC, STL for better service delivery. Any replacement of personnel should be on a prior approval of the OIC and not at sweet will of the Service Provider Agency.
16. The Personnel engaged shall be responsible to test the targeted number of samples within the stipulated period as decided from time to time and upload the entire test results in the Soil Testing Portal.
17. The Soils should be tested for all the parameters as agreed upon by the Technical Committee from time to time.
18. The agencies shall have to hand over the entire set of soil test data to the department before the expiry of the contract and before the final payment is released.
19. At least 1% soil samples would be referred to the assigned standard referral laboratories at Bhubaneswar (Khurda)/ Sambalpur for cross checking so as to ensure the accuracy and reproducibility of the soil test results. It will be the responsibility of the Agency to submit the referral soil samples to Referral Laboratory concerned.
20. The payment bill for the entire range of services provided should be submitted to the OIC, STL every month by 10th of the succeeding month for approval and needful.
21. The standard solutions and standardization of equipments should be regularly done under the direct supervision of the Officer-in-Charge of STL/ Soil Health Expert. The services of Soil Scientist of KVKs/ RRTTS/ RRTTSS may be taken in this regard.
22. The Lab equipments & glass wares and infrastructure to be provided by the Officer-in-Charge of STL on behalf of Director of Agriculture & Food Production, Odisha and taken over by the Agency on as-is where-is basis in the beginning and later as per terms and conditions. The Consumables (Chemicals, Glass Wares, Polythene Bags, Tags, Thread, Paper, Ink cartridge for printer etc) have to be procured by the Agency.

Sl. No	Equipments	Parameters	Remarks
1	Atomic Absorption Spectrophotometer	Cu, Fe, Mn, Zn, B	
2	Conductivity meter	EC	
3	pH Meter	pH	
4	Shaking apparatus	Sample Preparation	
5	Electronic balance	Weighing	
6	Analytical balance/top loading	Weighing	

Sl. No	Equipments	Parameters	Remarks
	balance		
7	Drying oven	Moisture dry, glass wares drying, sanitisation	
8	Computer with appropriate software	Data Processing, Printing of SHC	
9	Table top Centrifuge	Sample mix	
10	Double distillation unit	pure distilled water-micronutrient and AAS	
11	Single distillation unit	Distilled water	
12	Nitrogen auto-analyser	Available N	
13	Spectrophotometer	P, S, B, Organic Carbon	
14	Flame photometer	Available K	
15	Hot plate	Heating sample solution	

23. New equipments will be procured by the Director of Agriculture & Food Production Odisha. However, minor maintenance & repair has to be made up by the Agency as and when required without hampering the Soil Testing Work under the supervision of Officer-in-Charge of STL.
24. The Electricity & Water & Sewerage Charges will be borne by the Director of Agriculture & Food Production, Odisha.
25. 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 Addl. Chief Secretary to Govt., Agriculture & Farmers Empowerment Department, Government of Odisha. 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 Bhubaneswar.

**LIST OF STATIC SOIL TESTING LABORATORIES (STL) FOR
OUTSOURCING OF SOIL TESTING SERVICES**

Sl. No.	Name of the Static STL	District	Location	Remarks
1	STL, Angul	Angul	Angul	Functional
2	STL, Bargarh	Bargarh	Bargarh	-Do-
3	STL, Sonapur	Sonapur	Sonapur	-Do-
4	STL, Keonjhar	Keonjhar	Keonjhar	-Do-
5	STL, Ryagada	Rayagada	Rayagada	-Do-
6	STL, Nuapada	Nuapada	Khariar	-Do-
7	STL, Kendrapada	Kendrapada	Kendrapada	-Do-
8	STL, Malkangiri	Malkangiri	Malkangiri	-Do-
9	STL, Nabarangpur	Nabarangpur	Nabarangpur	-Do-
10	STL, Jagatsinghpur	Jagatsinghpur	Tritol	-Do-
11	STL, Nayagarh	Nayagarh	Nayagarh	-Do-
12	STL, Boudh	Boudh	Boudh	-Do-
13	STL, Deogarh	Deogarh	Deogarh	-Do-
14	STL, Dhenkanal	Dhenkanal	Dhenkanal	-Do-
15	STL, Jharsuguda	Jharsuguda	Jharsuguda	-Do-
16	STL, Puri	Puri	Puri	-Do-
17	STL, Bhadrak	Bhadrak	Bhadrak	-Do-
18	STL, Jajpur	Jajpur	Jajpur	-Do-
19	STL, Gajapati	Gajapati	Paralakhemundi	-Do-

Annexure-IX

Scoring sheet for selection of a State Level Agency having headquarter or regional office in the state of Odisha

Sl. No	Head	Criteria	Sub Criteria	Weightage	Max. Marks	Marks Obtained
1	Experience in Outsourcing personnel to Govt Projects.	Experience in Outsourcing personnel to Govt Projects.	At least 2 years	10	15	
			For every additional years 1 mark extra	1-5		
2	Annual Turnover	Total Turnover in Rs. Cr	More than Rs.10 Cr	10	10	
			7 to 10 Cr	7		
			Rs.5-10 Cr	5		
3	Value of Project	Total Turnover in Rs. Cr	More than Rs.15 Cr	10	10	
			10 to 15 Cr	7		
			Rs.5-10 Cr	5		
4	No of central Govt. Projects on agriculture and allied sector executed	No. Of Projects	More than 5 Nos	10	10	
			3-5 nos	7		
			1 to 3 nos	5		
5	No of State Govt. Projects on agriculture and allied sector executed	No. Of Projects	More than 5 Nos	10	10	
			3-5 nos	7		
			1 to 3 nos	5		
6	No. of projects executed related to Soil Testing & Soil Health Management etc.	No. Of projects	More than 5 Nos	10	10	
			3 to 5 nos	7		
			1 to 3 nos	5		
			2 to 5 years	5		
			Less than 2 Years	3		
7	Technical Experts (Graduate in Agriculture/Horticulture/ PG in Soil Sciences)	No. Of Technical experts	More than 25% (more than 35 technical staffs)	5	5	
			15 to 25 % staff (21 to 35 staffs)	3		
			Up to 15 % staff (20 minimum)	2		
8	Technical Presentation				30	
Grand Total					100	

Standard Operating Procedure

The Standard Operating Procedure for role playing by different entities have been detailed for smooth and hassle free testing of soil samples for soil health management.

Major Activities involved in Soil Testing

1. Obtaining Grid Outlines for formulation of Soil Testing Action Plan
2. Collection of Soil Samples and registration
3. Processing of soil samples, preparation of standards and samples for testing
4. Initialising equipments and standardizing them.
5. Sample testing by recommended laboratory methods
6. Obtaining results, recommendations and uploading in the Website
7. Providing Recommendations based on soil test reports & Printing of soil health card
8. Distribution of soil health cards and disseminating the crop advisory
9. Taking follow up for the adoption of recommendations
10. Results obtained and documented.
11. Evaluation of Outcomes.

(The activities from Sl. No. 3 to No.7 would be outsourced)

1. Obtaining Grid Outlines for formulation of Soil Testing Action Plan

a. At State Level

- i) The Directorate will liaison with ORSAC and obtain the grids outlined for soil testing with necessary geo references.
- ii) Basing on the grids of rainfed and irrigated tracts the Annual Action Plan for a three year cycle will be formulated by Soil Health Cell assisted by the Consultant outsourced.
- iii) The district-wise and Soil Testing Lab-wise targets would be fixed and communicated to OIC, Soil Testing Labs.

b. District Level

- i) The grids to be tested for the Year would be decided by the OIC, STL in consultation with the BAOs based on the need in such a manner that all the grids are tested for soil health in three years.
- ii) The Soil Sample targets would be further allocated block-wise and communicated to respective BAOs who in turn shall allocate them among the Krushak Sathis/VAWs

2. Collection of Soil Samples & registration

This activity shall be performed by the extension personnel. However,

- i) The Outsourcing Agency would provide all the Blocks with requisite number of Polythene Bags(6" X 9" size and 400 gauge) for sample collection, and the printed information tag that should have to be put in the sample Bag.
- ii) Samples will be collected from the designated grids by the Krushak Sathis/ VAWs/ AOs in two cycles from Mid March to Mid June and again from October to March.
- iii) The samples collected would be registered in the website with all required information including the Geo-coordinates along with the particulars of farmers having land in the same grid by the AAO/BAO and the registration number after so obtained should be entered in the tag and put in the sample bag. The registration number also to be marked with marker pen on the sample bags at the block level.
- iv) The designated method of sample collection should be strictly followed for collection of soil samples from the desired layer (i.e. 15 cm depth).
- v) The composite sample weighing approximately 500 grams should be bagged. The blocks would be allocated appropriate time schedule to make available their targeted number of soil samples at the block points.

3. Processing of Soil Samples, Preparation of standards and samples for testing

- i) The Samples to be collected from the block point by the Agency and transported to the concerned STL. No sample shall be transported to the laboratory without a Registration number.
- ii) After receipt of the sample at the STL, the samples should be dried, powdered by wooden hammer and then sieved to obtain the final samples which need to be studied for physical characteristics and bagged again for preparation of sample solution and testing in an appropriate sequence by the outsourced personnel.
- iii) The Technical Assistants would prepare the standard solutions under the supervision and guidance of the Soil Chemist in Charge. These Standards would be used to calibrate the soil testing equipments.
- iv) The Laboratory Assistants will prepare the Soil Sample solutions for testing.
- v) The chemicals of prescribed quality should be procured by the Agency for the lab.
- vi) Adequate chemicals shall be put in stock for smooth running of labs.

4. Initializing equipments and standardizing them

- i) Technical Assistants should initialize the equipments and standardize them under the active guidance of the AAO/ BAO/ ADA in charge of STL.
- ii) Equipments showing error shall be maintained by the Agency through the Annual Maintenance Contract. The cost of AMC to be met by the client. However, minor repair of equipments if any has to be borne by the Agency.
- iii) The equipments, glass wares and the laboratory should be cleaned and maintained everyday by the outsourced personnel.
- iv) The Soil Testing equipments should be kept in working condition all the year round with appropriate follow up with the AMC contractor/ appropriate technicians of the respective company through service back-up.

- v) Any equipment going out of order beyond repair should be reported. If found due to deliberate mishandling or negligence on the part of the outsourced lab technicians the Agency shall have to repair or replace the equipment if required. However, in normal circumstances of such an occurrence the machine would be replaced through purchase by the client.
- vi) New Machines if any will be procured by the client and supplied to the laboratory whenever needed.

5. Sample testing by recommended laboratory methods

- i) The samples must be tested following all the standard analysis procedure as prescribed in the soil testing manual for all the desired parameters (pH, EC, OC, Av-N, Av-P, Av-K, S, Mn, Zn, B, Fe, Cu).
- ii) A soil Testing manual should be made available in all the laboratories for following similar standard procedures of testing samples.
- iii) All the Chemicals required for soil testing of the prescribed standard, cleaning and maintenance of lab and additional Lab wares if any would be procured by the Agency.

6. Obtaining results, recommendations and uploading in the Website

- i) The results so obtained shall be uploaded in the web by the staff of Agency recruited for the purpose on a real time basis.

7. Providing Recommendations based on soil test reports & Printing of soil health card.

- ii) The soil test results should then be studied by the AAO/ BAO/ ADA in Charge and the recommendations made available by him for uploading in the web by the agency.
- iii) The entire report shall be checked thoroughly by the AAO/ BAO/ ADA before printing of Soil Health Card (SHC).
- iv) After soil is tested and SHC checked an SMS message should go to the farmer that his/her soil sample has been tested. The software modification in this regard would be made.
- v) Then the Soil Health Card should be printed by the Agency and made available at respective block points.
- vi) The entire range of consumables like paper, ink cartridge etc of appropriate quality should be procured by the Agency and made available to the labs for smooth functioning.

8. Distribution of soil health cards and disseminating the crop advisory

- i) After receiving the SHC, the BAO/AAO shall cross check all the individual cards for the correctness and make necessary arrangements for distribution of the same by the *Krushak Sathis*/ VAWs/ AOs while explaining the farmers on crop advisories wherever necessary.

9. Taking follow-up for the adoption of recommendations

- i) After distribution of the SHC required extension services should be provided to the farmer(s) for adoption of recommendations.
- ii) Farmer's response to the SHC advisory should be recorded and the results obtained be uploaded on the ADAPT portal.
- iii) Wherever required, appropriate incentivisation need to be followed up (Soil amelioration/ demonstration of technology etc) for inculcating the habit of soil testing among farmers.

10. Results obtained and Documentation

- i) The results so obtained from soil management practices adopted should be documented for evaluation of outcomes.

11. Evaluation of Outcomes.

- i) A third party evaluation shall be done for all the activities on the outcome of the entire process of soil testing.

Annexure-XI

Roles of different stake holders in the Soil Testing Process

A. Government Extension Machinery:

- i) Outlining of Grids in coordination with ORSAC for collection of Soil Samples.
- ii) Formulation of Soil Testing Annual Action Plan.
- iii) Allocation of targets and area of operation among different STLs.
- iv) Placement of supervising staff in the STLs.

- v) Making available the standard operating procedures of soil testing
- vi) Laboratory manual for testing all parameters.
- vii) All Laboratory infrastructures with fittings and furnishings.
- viii) Lab Equipments and lab wares in as-is where-is basis.
- ix) Electricity and water supply and payment of such dues.
- x) The Inventory of balance chemicals.
- xi) Soil Samples pending for Testing at the time of commencement of outsourcing services.
- xii) Collection of soil samples, registration with all information and making them available at block points.
- xiii) Distribution of Soil Health Cards after delivery of the SHCs at Block Headquarters.
- xiv) Follow-up of recommendations and collection of feedback.
- xv) Incentivisation of soil testing under different schemes.
- xvi) Training and Capacity building of Farmers and extension functionaries.
- xvii) Training of Outsourced personnel at the cost of Agency.
- xviii) Creating Publicity and awareness.
- xix) Documentation.
- xx) Evaluation of outcomes.
- xxi) Provide the SOPs of soil testing and terms & conditions for the contract.
- xxii) Supervision of Soil testing work by the Agency and the work of State Consultant outsourced for Soil Health Management.
- xxiii) Monitoring the performance of the outsourced personnel and suggest for improvement.
- xxiv) Ensure timely collection of samples and testing.
- xxv) Payment against the dues claimed by the Agency in response to the bill raised.
- xxvi) Major Repair and Maintenance of Civil Infrastructure as may be necessary from time to time.

B. Roles of Agency

1. The Static STL at all time be the property of the Director, Agriculture and at no point of time the Agency shall claim/deny or dispute the right, title and interest or ownership over Static Soil Testing Laboratory.
2. The Agency shall not be permitted to undertake any extra fittings, alteration, change in design, colour, pattern and equipment installed and should not be dislodged without the written permission of the OIC, STL/ ADA, Soil Chemist.
3. The Lab should not be used for any other purposes providing Soil Testing Services in the areas agreed mutually.

4. The planning of soil testing shall be done by the CDAO and ADA, Soil Chemist of the district along with the Agency as per the target assigned by DA & FP (O).
5. The Agency shall depute and position the staffs for all the soil testing activities and maintenance of equipments and delivery of Soil Testing Results to farmers and related activities carried out by him.
6. The Agency shall inform the DA & FP (O) about the Technical Assistants and Consultants at State to be engaged in soil testing activities and monitoring/ coordination at District/ State level.
7. The Agency shall be fully responsible for adhering to the provisions of various laws applicable to them including Labour Laws. In case of failing to comply with the provisions of applicable laws and thereby any financial or other liability arises on the DA &FP (O) by the Court orders or otherwise the Agency shall be fully responsible to compensate/indemnify to the DA & FP (O) for such liability. For realization of such damages the DA & FP (O) may even resort to the provisions of Public Demand Recovery Act 1952 or other prevailing laws as applicable on the occurrence of such situations.
8. The DA & FP (O) shall not have any liability arising out of any aspect of the second party employment of persons for operating the Static STLs.
9. The Agency shall indemnify the first for any claims against DA & FP (O) demanding temporary / permanent jobs, pensions, any financial or other benefits like loans etc from those who are engaged by the Agency for operating the Static STLs.
10. The Agency shall be liable for any damage caused deliberately to any infrastructure/ equipments/ glass wares/ lab wares or related accessories.
11. The Agency will take care of all the equipments and do the Annual Maintenance Contracts (AMC) of all equipments. The payment for AMC will be done by DA &FP (O).
12. The STLs has been developed for meeting testing capacity of 10000 samples per year. The Agency shall always ensure full utilization of the capacity.
13. The Agency shall provide the collection sampling materials i.e. polythene, tag and related items to the Block Level (BAO/AAO) much ahead of the process of sample collection (minimum 10-15 days before) after prior consultation with ADA, Soil Chemist/ Head of Lab.
14. After collection of samples from the field by the extension functionaries (Krushak Sathis/ VAW/ AOs), the registered samples should be collected by the Agency from the Block point and reach the respective STLs assigned.
15. The Agency than shall test all the 12 parameters of the Soil Samples within a timeline of 45 days from the receipt of registered soil samples at STL. They should upload the test results and recommendations based on soil test report for vetting by the Soil Chemist & CDAO after which they shall print SHCs and shall provide to the Block point for distribution.
16. The Agency shall work along with the Head of Lab, Block Officials and CDAO so that Soil Testing and collection shall cover each block in phased manner, so as to cover the entire block in 3 years.
17. The Agency shall take part while holding camps for creating awareness & capacity building on soil health management based on soil test reports covering villages as per programme, directions/guidelines given by the CDAO, as and when required.
18. Programme shall be provided in advance to the BAO/AAO of the concerned block for prior publicity of the programme to ensure greater participation. The BAO/ AAO shall organize the Soil Health Camps as per the Soil Health Management programme. The

- Chief District Agriculture Officer (CDAO) and/ or ADA, Soil Chemist/Lab head/ KVK scientists may be called on to participate in the programme.
19. The Agency shall provide the Soil Testing facilities to the farmers on grid basis for 12 parameters as per GoI Norms (pH, EC, OC, Available- P₂O₅, Available-K₂O, Available-Nitrogen, Sulphur, Iron, Copper, Zinc, Manganese & Boron) through the STLS.
 20. All the samples to be collected must be Geo-referenced (**on grid basis**) and mentioned in information sheet accompanying the Soil Samples.
 21. No soil sample analysis charges will be collected from the individual farmers coming under the grid as per the existing norm.
 22. **A soil health card has to be provided by the Agency to each farmer of the grid for each soil sample tested through web portal of GOI.**
 23. The Agency shall submit a fortnightly collection, analysis, testing and SHC printed and distributed in Coordination with the OIC, STL & CDAO concerned to the DA & FP (O) for review by 16th and 30/31st of every month. A report shall also be submitted to Chief District Agriculture Officer (CDAO) of concerned district with a copy to the OIC, STL concerned. The report shall be verified and cross checked by the OIC, STL from the SHC portal.
 24. The Chief District Agriculture Officer (CDAO) will also submit the physical and financial achievement to the Directorate by 5th and 20th of every month.
 25. The State Coordinator shall prepare a three months progress reports (four times a year) in prescribed format duly countersigned by Chief District Agriculture Officer (CDAO) concerned and will submit the same along with the financial expenditure statement of each van to this Directorate within 15 days of the respective period.
 26. The amount as agreed upon after open tender process shall be paid by the Government annually as a lumpsum amount after signing of agreement. The AMC of equipments as done by the Agency after prior consultation from the Head of Lab shall be paid by the DA & FP (O). The Agency shall always ensure smooth functioning of the STLs assigned without hampering the testing process.
 27. In order to ensure the authenticity of the analysis a cross checking of minimum 1% samples will be done in the Referral Soil Testing Labs in Bhubaneswar and Sambalpur as drawn by any authorised Officials appointed by the Chief District Agriculture Officer (CDAO).The Referral Lab for Sample testing of referral samples of 19 STLs will be assigned by DA & FP (O).
 28. The Official concerned will test & report any discrepancy noticed in the test report to DA & FP (O).
 29. The DA & FP (O) shall have right to issue show cause notice to the Agency about failure to achieve the target and may write to Govt. if no satisfactory reply is received within a period of one month.
 30. This Agreement may be terminated by the DA & FP(O), -
 - (A) if the Agency-
 - (i) is blacklisted by any Government or any other agency;
 - (ii) Fails to show adequate causes on the two consecutive occasions for not complying with the Standard Operating Guidelines or non-compliance with statutory requirements;
 - (iii) becomes insolvent;
 - (iv) Himself or his office bearer involved in any criminal offence;

- (v) Himself or his employee found to be recurrent misconduct/dereliction of duty;
31. The **monitoring committee** at the State level under the Chairmanship of Director of Agriculture and Food Production, Odisha will be convened on a quarterly basis to review the progress. The monitoring committee shall consist of the following members:-
1. Director of Agriculture and Food Production, Odisha– Chairman
 2. Additional Secy.- cum FA to Govt- Member
 3. Dean (Extension), OUAT- Member
 4. Joint Director of Agriculture (QC & Enf)- Member
 5. Financial Advisor -Cum-CAO - Member
 6. Deputy Director Agriculture (Quality Control)- Member
 7. Deputy Director Agriculture (Fertiliser)-Member Convener
 8. Representative of the “Agency(s)”
32. In case of any damage of the Soil Testing Lab or equipments or both (other than normal wear and tear) the Agency shall pay the essential cost of repairs to the DA & FP (O) as per the recommendation of the committee.
33. In case, this agreement is terminated by DA & FP (O) on grounds of violation of agreed terms and conditions by the agency, the security deposit shall be forfeited and the agency shall be debarred by DA & FP (O) from receiving any funds/ grant from any scheme or programme run by the Government of Odisha or any institution funded by the Government of Odisha for a period of three years from the date of termination of agreement.
34. Agreement will be on terms and conditions floated and renewal may be mutually decided by both the parties, within the policy frame work of the DA & FP (O).
35. **Security deposit @ 10%** of the contract cost will be deposited by the second party for contract period in the form of bank guarantee in favour of Director of Agriculture and Food Production, Odisha.
36. Physical verification and inspection will be made by Officers authorized by the Director of Agriculture & Food Production, Odisha at least once in a year as and when necessary.
37. The DA & FP (O) reserves the right to add, modify or delete any of the clauses if necessary in consultation with the second party through an order issued from the office of the Director of Agriculture and Food Production, Odisha. Any such order shall be deemed to be the part of the Agreement.