

REQUEST FOR PROPOSAL

(RfP)



Selection of agency for setting up Project Management Unit under “Support to Farmer Producer Organisations (FPOs) scheme, Directorate of Horticulture, Government of Odisha”

Department Of Agriculture & Farmers’ Empowerment

Government of Odisha

13th June 2023

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DISCLAIMER

This Request for Proposal (RFP) is issued by the **Directorate of Horticulture, Department of Agriculture & Farmers’ Empowerment (DA & FE), 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 party 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 of the law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution for unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained therein or deemed to form part of this RFP or arising in any way in the Selection process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any Applicant upon the statements contained in this RFP.

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

BIDDER DATA SHEET

Sl. No	Particulars	Details
1.	Name of the Client	Directorate of Horticulture, Department of Agriculture & Farmers’ Empowerment (DA & FE), Government of Odisha
2.	Method of Selection	Quality and Cost Based Selection (QCBS)
3.	Availability of RFP Document	Detail RFP documents are available in following website: https://agri.odisha.ssgov.in/tenders-advertisement

RFP for Selection of agency for setting up Project Management Unit under “Support to Farmer Producer Organisations (FPOs) scheme, Directorate of Horticulture, Government of Odisha” Department Of Agriculture & Farmers’ Empowerment Government of Odisha

Sl. No	Particulars	Details
4.	Date of floating of RFP	13th June 2023
5.	Deadline for Submission of Pre-Bid Query	20th June 2023 before 5.00 PM
6.	Pre-Bid Meeting	22nd June 2023 at 5.00 PM
7.	Publication of Pre-Bid Clarification through Website	23rd June 2023 at 5.00 PM
8.	Last Date and Time for submission of Bid	7th July 2023 before 3.00 PM
9.	Date of opening of Technical Proposal	7th July 2023 before 4.00 PM
10.	Date of Technical Presentation	It will be intimated later on.
11.	Date of opening of Financial Proposal	It will be intimated later on.
12.	Expected Date of Commencement of Assignment	It will be intimated later on.
13.	Pre-Bid meeting	<p>A pre-bid meeting will be held as per details provide above. For virtual mode over a video conference, the link of which would be communicated to the bidders.</p> <p>All queries should be received on or before date mentioned above on Email: supportdho.od@nic.in , adhcdb1984@gmail.com, fpoOdishacell@gmail.com in MS Word format (Annexure II) addressed to:</p> <p>The Directorate of Horticulture, Odisha, 2nd Floor, Krushi Bhawan, Gopabandhu Marg, Near State Guest House, Bhubaneswar – 751001</p>
14.	Bid Processing Fee (Non- Refundable)	INR 11,800/- in shape of Banker's Cheque / Demand Draft in favour of “ Establishment Officer-IV” O/o the Directorate of Horticulture drawn in any Scheduled Commercial Bank payable at Bhubaneswar.
15.	Earnest Money Deposit (Refundable)	The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to INR 2,00,000/- (Rupees Two Lakhs Only) in the form of Bank Guarantee/Demand Draft/Banker's Cheque from any Scheduled Commercial Bank in favour of “ Establishment Officer-IV, O/o the Directorate of Horticulture, Department of Agriculture & Farmers’ Empowerment, Bhubaneswar, Odisha ” payable at Bhubaneswar. As per Order No. 14602 dt. 20/05/2021 of Finance Dept, Government of Odisha, Micro and Small Enterprises registered under Ministry of MSME, Government of India shall be exempted from payment of EMD. The EMD of unsuccessful bidders shall be refunded within 15 days from the date of Award of Contract.

RFP for Selection of agency for setting up Project Management Unit under “Support to Farmer Producer Organisations (FPOs) scheme, Directorate of Horticulture, Government of Odisha” Department Of Agriculture & Farmers’ Empowerment Government of Odisha

Sl. No	Particulars	Details
16.	Address for Submission of Proposal	<p>The Directorate of Horticulture, Odisha, 2nd Floor, Krushi Bhawan, Gopabandhu Marg, Near State Guest House, Bhubaneswar – 751001</p> <p>Telephone No- 0674-2391831</p> <p>Email: supportdho.od@nic.in, adhcdb1984@gmail.com, fpoOdishaCell@gmail.com</p>
17.	Mode of Submission of Proposal	Mode of Submission: Speed Post / Registered Post only to the address as specified above during office hours only. Submission of bid through other modes and late bid will be rejected.
18.	Place of Opening of Technical Proposal	Board Room, Ground Floor, Krushi Bhawan, Department of Agriculture & Farmers’ Empowerment, Government of Odisha, Gopabandhu Marg, Bhubaneswar-751001

*The dates are subject to change as per approval from A &FE Department.

For details on the selection process, please visit:

<https://agri.odisha.gov.in>

<https://odihort.nic.in/>

LETTER OF INVITATION

RFP No:

6306

Dated:

12.06.2023

Name of the Assignment: Selection of agency for setting up Project Management Unit under "Support to Farmer Producer Organisations (FPOs) scheme, Directorate of Horticulture, Government of Odisha."

1. The Directorate of Horticulture, Odisha, Agriculture & Farmers' Empowerment Department, Government of Odisha invites sealed proposal from eligible bidders (Agencies/organizations) for **Selection of agency for setting up Project Management Unit under "Support to Farmer Producer Organisations (FPOs) scheme, Directorate of Horticulture, Government of Odisha"** More details on the proposed environment are provided in Section - 3: Terms of Reference of the RFP Document.
2. The Agency/ Organization having a headquarters or regional office in Odisha will be selected under Quality and Cost Based Selection (QCBS) procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Government of Odisha circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Government of Odisha for project formulation, preparation of comprehensive action plan for supporting the FPO ecosystem in the State and execution, monitoring and coordination with all allied departments for smooth implementation of the programme under "Support to FPO Scheme".
3. The proposal completes in all respects as specified in the RFP Document must be accompanied with a non-refundable Bid Processing Fee and a refundable EMD failing which the bid will be rejected.
4. The proposal must be delivered to the specified address as per the Bidder Data Sheet by Speed post / Registered Post only. The DA & FE shall not be responsible for postal delays or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **7th July 2023 up to 3.00 PM** and the date of opening of the bid is **7th July 2023 at 04:00 PM** 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 a due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - Letter of Invitation [Section 1]
 - Information to the Bidder [Section 2]
 - Terms of Reference [Section 3]
 - Technical Proposal Submission Forms [Section 4]
 - Financial Proposal Submission Forms [Section 5]
 - Annexures [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 Client's knowledge, the Client holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/ data included in this document. The Client reserves the right to accept / reject any/ all proposals / terminate the entire selection process at any stage without assigning any reason thereof.

Directorate of Horticulture,
Department of Agriculture & F.E, Odisha

SECTION: 2

INFORMATION TO THE BIDDER

A. Pre-Qualification / Eligibility Criteria

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following Eligibility Criteria. The bidder is required to produce the copies of the required supportive documents / information as part of their technical proposal failing which the proposals will be rejected.

SN	Eligibility Criteria	Documents to be submitted
1	Bidders Organization	
1.1	Bidder Must be a company registered or incorporated in India under the Companies Act, 1956/ 2013 or Partnership firm/ LLP registered in India under Partnership Act 1932/ 2008 as on RFP issuance date, registered with the GSTN and should have been in the business of providing of consultancy services for a period of at least 10 years as on date of RFP.	All the following documents need to be submitted <ul style="list-style-type: none"> • Incorporation Certificate/ Registered Partnership Deed • PAN • GSTIN
1.2	Bidder should have minimum average annual turnover of ₹ 20 crores during the last three financial years (FY 2019-20, FY 2020-21, FY 2021-22) in India.	Relevant pages of audited financial statements Statement along with CA Certificate satisfying the criteria should be submitted.
	Bidder should have minimum staff strength of at least 20 employees on payroll on agriculture & allied sector related projects in any of the following domains: <ul style="list-style-type: none"> ▪ Scheme Implementation in Agriculture & allied sector ▪ FPO formation and strengthening. ▪ Capacity building for enterprise development/ livelihood enhancement ▪ Market Outreach & Linkage activities 	A self- declaration to be furnished by the Bidder’s HR on the Company’s letter head.
	The Bidder should not have been blacklisted by any Central / State Government or Undertakings of Central / State Government in the last five years.	A Self- certified letter signed by Authorized Signatory of the company on the Company’s letter head.
2	Bidders Experience	
2.1	Experience of working on at least three assignments with contract duration of each assignment is at least 2 years as Project/ Programme Management/ Technical Support Unit/Implementation Partner with government of Odisha having each order value of Minimum ₹ 3 crore each in last 5 years from the date of submission.	Relevant pages of Letter of Award or Contract Document or Work order or Client Completion Certificate
2.2	Experience of working on at least one large scale assignment related to agriculture & allied sector having minimum value of INR 5 Cr. in last 5 years from the date of submission.	Relevant pages of Letter of Award or Contract Document or Work order or Client Completion Certificate

1. Bid Processing Fee

The bidder must furnish, as part of the technical proposal, the required bid processing fee amounting to **INR 11,800/-(Rupees Eleven Thousand Eight Hundred Only)** inclusive of GST in the shape of DD/ BC from any Scheduled Commercial Bank in favour of “**Establishment Officer-IV, O/o the Directorate of Horticulture, Department of Agriculture & Farmers’ Empowerment, Bhubaneswar, Odisha**” payable at Bhubaneswar. Proposals received without bid processing fee will be rejected.

2. Earnest Money Deposit (EMD)

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **INR 2,00,000/- (Rupees Two Lakhs Only)** in the form of Bank Guarantee/Demand Draft/Banker’s Cheque from any Scheduled Commercial Bank in favour of “**Establishment Officer-IV, O/o the Directorate of Horticulture, Department of Agriculture & Farmers’ Empowerment, Bhubaneswar, Odisha**” payable at Bhubaneswar. As per Order No. 14602 dt. 20/05/2021 of Finance Dept, Government of Odisha, Micro and Small Enterprises registered under Ministry of MSME, Government of India shall be exempted from payment of EMD. The EMD of unsuccessful bidders shall be refunded within 15 days from the date of Award of Contract.

The EMD shall 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 provide clarifications, does not agree to attend the contract negotiation meeting or does not sign the contract in time or is unable to 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 Client reserves the right to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the Contract within the bid validity period. The bid validity period may be extended on mutual consent.

4. Pre-Bid Meeting

A pre-bid meeting will be organized by the Client to address the queries relating to the overall selection process and scope of the work. To this respect, bidders can submit their queries, as per the prescribed format provided at (Annexure-II), to the Directorate of Horticulture, Department of Agriculture and Farmers’ Empowerment, Odisha through e-mail to supportdho.od@nic.in , adhcdb1984@gmail.com , fpooshacell@gmail.com by 19/06/2023 up to 5:00 PM from the level of the authorized representative of the bidder only. Any request for clarification submitted beyond the above deadline will not be entertained during the pre-bid meeting. The pre-bid meeting will be held on **22/06/2023 at 4:30 PM** in a virtual mode over a video conference the link of which would be shared with the bidders over mail. Representatives (maximum up to 2 members from each bidder) with due authorization, the details of whom are communicated via mail, will be allowed to attend the pre-bid meeting. Clarifications to the submitted queries will be uploaded on the website for information of the bidders. Any such clarification / corrigendum shall be deemed to be part of this RFP. Request for alteration / change in existing terms and conditions of the RFP will not be considered / entertained.

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

The procedure for submission of the proposal is described below:

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

The envelope containing technical proposal (Part-A) and (Part-B) shall be **SEALED AND SUPERSCRIBED** as “**Technical Proposal – Selection of agency for setting up Project Management Unit under “Support to Farmer Producer Organisations (FPOs) scheme, Directorate of Horticulture, Government of Odisha”**”. Two different parts, i.e., Part-A and Part-B should be bound together and furnished inside one envelope. The duly filled-in technical proposal submission forms, soft copy in Word format in Pen drive (Part-

B) along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

6.2 Financial Proposal (Original + 1 Copy):

The envelope containing financial proposal shall be **SEALED AND SUPERSCRIPED** as "**Financial Proposal – Selection of Agency for Setting up State Project Management Unit to support Rollout and Execution of "Support to FPO Scheme, Directorate of Horticulture, Government of Odisha"**". 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 "**Technical Proposal**" and "**Financial Proposal**" have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats / information mentioned in the RFP Document. The Bidders shall not submit the Financial Proposal in Soft Copy form, else the bid shall be summarily rejected.

The first envelope must be marked as "**TECHNICAL PROPOSAL (NAME OF THE ASSIGNMENT)**" and it should contain **Technical Proposal Part- A and Part – B only**. First Envelope containing Financial proposal shall be summarily rejected.

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

NAME OF THE ASSIGNMENT:

RFP NUMBER AND DATE:

NAME OF THE BIDDER:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

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 Screening Committee to evaluate the proposals submitted by bidders. Only one representative with a proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** of the technically qualified bidders will be opened after completion of technical evaluation stage. The technically qualified bidders will attend the opening of the financial proposal as per details mentioned in the Bidder Data Sheet in this document.

8. Evaluation of the proposal

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

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

- Filled in Bid Submission Check List in Original
- Covering letter (**TECH A – 1**) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & to Money Deposit (EMD) as applicable
- Copy of Certificate of Incorporation/Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- General Details of the Bidder (**TECH A – 2**)
- Financial Details of the bidder (**TECH A – 3**) along with relevant pages of all supportive documents as applicable duly signed as per the instruction. Certificate from Chartered Accountant to be attached.
- Power of Attorney (**TECH A – 4**) in favour of the person signing the bid on behalf of the bidder.
- List of completed assignments of similar nature (Past Experience Details, **TECH A – 5**) along with copies of relevant pages of contracts / work orders / completion certificate from previous clients.
- Undertaking for not having been blacklisted by any Central / State Government / Autonomous bodies/ International & National Organization in the recent past.
- Supporting documents as per the categories mentioned in the Evaluation of Technical Proposal
- All the pages of the proposal and enclosures are signed or not by the authorized representative.

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

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

SN	Technical Criteria	Documents Required	Max Marks
1.	Bidders National and International Experience		45
1.1	<p>Large scale project experience: The bidder should have experience (India or Global) in similar assignments in agriculture and allied sectors with Government and its agencies or International donor/development agencies, each having minimum contract value of INR 3 crores in last 5 years from the date of submission – Total 15 Marks</p> <ul style="list-style-type: none"> ▪ 1 mark for each for project up to a maximum of 5 projects – 5 Marks ▪ Additional marks for highest single project order value (10 marks) [the entity with the highest work order value gets 5 marks, and others get marks in reverse proportion] <p>[Similar assignments include projects in agriculture and allied sectors (including horticulture/ Dairy/ Forestry, Food Processing, Fisheries etc.) covering any of the following areas viz. value chain development/food processing/access to finance / facilitation of market linkages/ enhanced incomes/ livelihoods]</p>	Relevant pages of Letter of Award or Contract Document or Work order or Client Certificate to substantiate the claim.	15
1.2	<p>FPO experience in Odisha: Experience (with at least One year of operations completed) of working with FPOs in agriculture & allied sector in Odisha, in last 5 years from the date of submission – Total 5 Marks</p> <ul style="list-style-type: none"> ▪ 1 Project – 2 marks ▪ 2 Project – 3 marks ▪ 3 or more Projects – 5 marks <p>[Projects in agriculture and allied sectors (horticulture/ Dairy/ Forestry, Food Processing, etc.) covering any of the following areas with FPOs viz. FPO promotion, formation, and its strengthening/ value chain development/ Food processing/ access to finance / facilitation of market linkages/ enhanced incomes/ livelihoods shall be considered]</p>	Relevant pages of Letter of Award or Contract Document or Work order or Client Certificate to substantiate the claim.	5
1.3	<p>Increase business turnover for FPOs: Experience of working with number of FPOs in a single project to assist in increase of their business turnover by at least 25% in last 5 years from the date of submission under the mentorship of the Agency – Total 10 Marks</p> <p>A. Sub-Criteria A: No. of FPOs supported as per above criteria in a single project (5 Marks)</p> <ul style="list-style-type: none"> > = 5 FPOs and < 10 FPOs – 2 Mark > = 10 FPOs and < 15 FPOs – 5 Marks > = 15 FPOs and < 20 FPOs – 7 Marks > = 20 FPOs – 10 Marks <p>B. Sub-Criteria B: If all the FPOs are in Odisha, then additional 5 marks.</p>	Relevant pages of Letter of Award or Contract Document or Work order and Client certificate supported by audited financial statements of the FPOs.	15
1.4	<p>Handholding, Training and handholding, Business Plan development for FPOs: Experience of working for training, handholding, business plan development for FPOs in India: Total 10 Marks</p> <p>A. Sub-Criteria A: No. of FPOs/famers trained as per above criteria in a single project (5 Marks):</p> <ul style="list-style-type: none"> ○ > = 100 FPOs and < 200 FPOs – 1 Mark ○ > = 200 FPOs and < 250 FPOs – 2 Marks ○ > = 250 FPOs – 3 Marks ○ Additional marks If all the FPOs are in Odisha- 2 marks <p>B. Sub-Criteria B: No. of FPOs/farmers helped with business plan preparation as per the above criteria in a single project:</p>	Relevant pages of Letter of Award or Contract Document or Work order and Client certificate to substantiate the claim	10

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SN	Technical Criteria	Documents Required	Max Marks
	<ul style="list-style-type: none"> ○ From 20-50 FPOs/SHGs (both numbers including) or 10,000 farmers – 1 Mark ○ From 51-100 FPOs/SHGs both numbers including) or 20,000 farmers – 2 Marks ○ More than 100 FPOs/SHGs or 50,000 farmers – 3 Marks ○ Additional marks If all the FPOs/ SHGs or Farmers are in Odisha- 2 marks. 		
2.	PMU Team		20
	Team Lead (1)	CVs in prescribed formats	10
	Agribusiness and Value Chain Expert (1)	CVs in prescribed formats	3
	Institution Development Expert (1)	CVs in prescribed formats	3
	Bank & Credit Linkage Expert (1)	CVs in prescribed formats	2
	Marketing & Export Linkage Expert (1)	CVs in prescribed formats	2
	The Client shall only evaluate the profiles mentioned above as part of this Tender. The bidder need not submit other profiles mentioned in Section 3, Clause 4, with the Tender Response but will be required to share the same before deployment.		
3.	Technical Capabilities		35
	Understanding of the scheme & Scope of work	To be submitted as part of the technical proposal as per format	10
	Approach & Methodology to deliver the scope of work	To be submitted as part of the technical proposal as per format	10
	Technical Presentation	Presentation	15
Total			100

Note: Credentials of Bidder or its Parent/Member firm shall be considered for evaluation of Technical Criteria No. 1 – Bidder’s Experience. For order value that is not in INR, the conversion rate as on date of release of this RFP of the order value to INR can be considered.

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

- A. Understanding of scope of the project
- B. Strategy/ Methodology of coverage of the project
- C. Work Plan/ Road map of the project

The organization/ agency whose technical evaluation secures a score above the **minimum qualifying mark of 70** in the technical evaluation stage will be technically qualified for Financial Evaluation. The financial proposals of the technically qualified organization/ agency will be opened on the same day / subsequent working day. Hence, the organization/agency should make themselves available for the same.

8.3 Financial Evaluation (3rd Stage): The financial proposals of only the technically qualified bidders shall only be opened at this stage in the presence of the bidders’ representatives who wish to attend the meeting with a proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting. To address abnormally high or low commercial bids, the Financial Proposal of the bidder shall be declared non-compliant and shall be summarily rejected and not considered for

evaluation, if it is not in the range of -20% to +10% of the department program Budget. The decision of the Committee would be final and binding. For Ex. If the Program Budget is INR 100, then bidders who have quoted less than INR 80 or more than INR 110 shall be summarily rejected, remaining Financial Proposals who are also technical qualified shall be considered.

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

The bidder must furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in original (Annexure-I)
- Covering letter (TECH A – 1) on bidder’s letterhead requesting to participate in the bid process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- General Details of the Bidder (TECH A – 2)
- Financial Details of the bidder (TECH A – 3) along with all supportive documents such as relevant pages of Balance Sheet and Income/Expenditure Statement duly certified and signed as per the instruction. Certificate from Chartered Accountant to be attached.
- Power of Attorney (TECH A – 4) in favour of the person signing the bid on behalf of the bidder. In the case of partnership firms, please attach the resolution of the partners regarding nomination of authorized representative for submission of the bid.
- List of completed/ongoing assignments of similar nature (Past Experience Details, (TECH A – 5 along with copies of relevant pages of contracts / work orders / completion certificates from previous Clients.)
- Undertaking for not having been blacklisted by any Central / State Government / Any other Autonomous Body / International & National Organization in the recent past.

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

9. Evaluation Process

QCBS method will be applied for selection of the Professional Agency. In deciding the final selection of the Organization/ Agency, the technical quality of the proposal will be given a weightage of 80% on the basis of criteria for evaluation. The price bids of only those Organization/ Agency who qualify technically will be opened. The qualified Financial Proposals with the lowest cost will be given a financial score of 100 and the other proposal given financial scores that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 20%. For working out the combined score, the employer will use the following formula:

Total points: $(0.8 \times T(s)) + (0.2 \times 100 \times \text{LEC/EC})$, where T(s) stands for technical score, EC stands for Evaluation Cost of the Financial Proposal, LEC stands for Lowest Evaluated Cost of the Financial Proposal.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract and will be called for negotiations, if required. Example: If in response to this EOI, three proposals, A, B & C were received and the Tender Screening Committee (TSC) awarded them 75, 80 and 90 marks respectively, all the three proposals would be technically suitable. Further, if the quoted price of proposals A, B & C were Rs.120, Rs.100 & Rs.110 respectively, then the following points for financial proposals may be given:

A: $100 \times 100 / 120 = 83$ points

B: $100 \times 100 / 100 = 100$ points

C: $100 \times 100 / 110 = 91$ points

In the combined evaluation, the process would be as follows:

Proposal A: $75 \times 0.8 + 83 \times 0.2 = 76.6$

Proposal B: $80 \times 0.8 + 100 \times 0.2 = 84.0$

Proposal C: $90 \times 0.8 + 91 \times 0.2 = 90.2$

Proposal C would be considered the H1 and would be recommended for negotiations, if considered necessary for approval.

From the time the proposals are opened to the time the contract is awarded, the Organization/Agency should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Organization/Agency to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of contract may result in the rejection of the Organization/Agency’s proposal. Directorate of Horticulture Odisha may cancel the bid and reject all proposals the tender process.

10. Performance Bank Guarantee

Within 20 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 excluding GST or INR 7 Crore (Rupees Seven Crore Only) whichever is higher, from a Scheduled Commercial Bank situated in Bhubaneswar in favour of “Directorate of Horticulture, Department of Agriculture & F.E, Government of Odisha”, 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 of 5 years) 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 prerequisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representatives conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, i 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 20 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 5 years from the date of effectiveness of the Contract. The initial contract period will be for 3 years and based on the performance of the Agency, the Client can extend the contract for the remaining 2 years. Beyond 5 years, in case the Client requires, the Contract can be extended further 3 years based on RFP terms and conditions and mutually agreed terms between the Client and the Agency.

13. Consortium and Sub-Contracting

The bidders shall not be allowed to form a Consortium for this RFP. Any participating firm shall be a sole bidder to be eligible to bid for this RFP. Sub- contracting is not allowed under this assignment without prior approval of the Client.

14. Disclosure

14.1 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.

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

14.2.1 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.

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

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

15. Anti-corruption Measure

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

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

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 may result in rejection of the proposal. The decision of the Client shall be final and binding on the Bidder.**

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. Confidentiality

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

22. Amendment of the RFP Document

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

23. 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.

24. Copyright, Patents and Other Proprietary Rights

The client shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, Copyrights, and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client’s request, the Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

25. Force Majeure

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

26. Arbitration and Settlement of Dispute

1. Amicable Settlement : Performance of the contract is governed by the terms & conditions of the contract, in case of dispute arises between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, clause 26.2 shall become applicable.
2. In the case of dispute arising upon or in relation to or in connection with the contract between the Employer and the Consultant, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to an Arbitral Tribunal consisting of 3 (three) arbitrators, one each to be appointed by the Employer and the Consultant, the third arbitrator shall be chosen by the two arbitrators so appointed by the parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators, appointed by the parties to reach a consensus regarding the appointment of the third

arbitrator within a period of 30 days from the date of appointment of the two arbitrators, the Presiding arbitrator shall be appointed by the Secretary of the Ministry / Department. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings.

3. Arbitration proceedings shall be held in India at the place indicated in SC and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
4. The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by the Employer and the Consultant. However, the expenses incurred by each party in connection with the preparation of presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.

27. Disqualification of Proposal

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

- 27.1 Proposal submitted without Bid Processing Fee & EMD as applicable
- 27.2 Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- 27.3 During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- 27.4 Proposal is received in incomplete form
- 27.5 Proposal is received after due date and time for submission of bid
- 27.6 Proposal is not accompanied by all the requisite documents / information
- 27.7 A commercial bid submitted with assumptions or conditions
- 27.8 Bids with any conditional technical and financial offer
- 27.9 If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- 27.10 Proposal is not properly sealed or signed.
- 27.11 Any deviation in the technical and financial proposal
- 27.12 Proposal does not conform to the requirement of the scope of the work.
- 27.13 Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process If any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- 27.14 Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- 27.15 Failure to agree with terms and conditions of the RFP
- 27.16 Any other condition/ situation which holds the paramount interest of the client during the overall selection process

28. Termination of contract

The selected agency/consortia can be terminated if:

- Becomes insolvent.
- Becomes bankrupt or incapacitated for more than 30 days.
- Himself or his office bearer involved in any criminal offence.
- Breaches conditions of the agreement and misrepresents facts and data.
- Performance of the agency does not cater to the requirement of the Programme.
- Fails to engage prescribed and qualified Technical Staff.
- Any other terms & conditions as mentioned in the MoU.

SECTION: 3

TERMS OF REFERENCE

Introduction

Odisha is dominated by small and marginal farm holdings. Of the total 48.7 lakh farm holdings in Odisha, 93% are in the small and marginal category with less than 2 ha of land accounting for around 75% of the total land. Collectivization of produces from agriculture and allied sectors has proven a successful model to reduce the cost of production, promote value addition and increased sales price realization and thus enhance income of small and marginal farmers.

Farmer producer organizations (FPOs) have been seen as a promising business entity working towards the objective of maximizing economic returns for the farmer members through aggregation, value addition and sales. At present there are more than 800 active FPOs across 30 districts in the state and another 200 FPOs are likely to be formed in next 2 years. These FPOs in the state vary in terms of the maturity and life-stage. This kind of diversity reflects in the business of FPOs and supporting all the FPOs in one ambit doesn't necessarily justify the need and vision of the government.

There are several programs and interventions from state and central government dedicated to formation and promotion of FPOs. Most of the FPOs are 3-4 years old with varied level of FPO institutional strength. There exist certain gaps in the FPO ecosystem which include lower membership, lower average annual business turnover and lower access to credit from financial institutions. Also, due provision for business risk management, scope of creating FPO consortium and market facing companies for better market linkages including export linkages, development of institutional tie-ups and academic infrastructure for providing consistent policy level input are the aspects which are identified as critical areas for the growth of FPOs in the state.

To meet the larger objective of strengthening the FPO ecosystem in the state, The Department of Agriculture and Farmers’ Empowerment through the Directorate of Horticulture has launched the **Support to Farmer Producer Organisation (FPO) Scheme- a state funded scheme to be implemented for five years from 2023-24 to 2027-28**. The scheme has been introduced with the objective of supporting more than 1000 FPOs reaching at least three lakh farmers in the next five years. It will be supporting the FPO ecosystem through training & capacity building, financial, technical facilitation, credit linkage, aggregation, and market linkages to provide better income opportunities and socio-economic development of the small and marginal farmers of the State. It aims at providing an incremental income of INR 2000 per month per farmer member of FPOs during the procurement season by effective implementations of various scheme sub-components. Need-based assistance to the FPOs is the priority of the scheme.

The Directorate of Horticulture plans to appoint a Project Management Unit (PMU) both one at state project management unit (SPMU) and 30 district project management units (DPMU) for the effective implementation of the scheme and meeting the expected outcomes of the scheme in the next 5 years.

Overall Scheme Vision, Objective and Program Outcome Envisaged

Vision and Objective

- Development of a supportive ecosystem for the Farmer Producer Organizations (FPOs) in the state to facilitate better income opportunity and overall socio-economic development for the small and marginal farmers.
- Improved productivity and realization of higher returns for the FPOs through remunerative, institutional, and viable market linkages for their produce
- Development of economically viable and sustainable FPOs in the state with self-sustaining business models, strengthened and fully compliant institutional and governance structure beyond the period of support from government.
- Improved access to Finance for FPOs through institutional credit linkages

Expected Outputs

- Supporting 1000 FPOs over 5 years benefiting 3,00,000 farmers in the state.
- Incremental income of INR 2000 per month during the season of procurement per farmer member of FPOs
- One Center of Excellence (model FPOs) in association with academic and resource institutions
- Around INR 10,000 crore value of transactions through dedicated FPO market platform in 5 years.
- Creation of infrastructures of INR 50 crore by 100 FPOs in the state with support of other available schemes like MKUY, AIF, PMFME etc.
- 20% increase in export marketing through FPOs and FPO federations.
- A Center of excellence (CoE) for FPOs in association with academic and resource institutions.
- Create vibrant marketing models for FPOs in Odisha through linkages and convergence with Private sector and Government programs like - Value addition at FPO level through MKUY, AIF, PMFME

schemes, Institutional linkages with remunerative markets, procurement of paddy and other MSP crops etc.

2. Scale and Duration

The project will be implemented across 30 districts for a period of 5 years. The Client shall sign the contract for a period of 5 years with required PBG as mentioned in Section 2, Clause No. 10 for the entire duration of contract. Subsequent to the contract signing, the Phase-1 of the Contract shall be for an initial period of three years and Phase-2 of the Contract shall be for the remaining 2 years subject to performance of the Agency.

3. Scope of Work

The operational guidelines for the Support to FPO scheme directs any state Directorate who have a provision of providing support to FPOs to establish a PMU at the State level to towards effective implementation of the scheme in all 30 districts in the state. It also suggests Directorates appoint a nodal officer for communicating with the PMU on various aspects.

The scope of work under the PMU is detailed below.

3.1 Activities to be performed by the PMU

3.1.1. Overall Scheme Implementation

The selected agency will

- Coordinate with the district level team to achieve increased membership in FPOs, to create awareness on benefits of shareholders of the producer organization through FPO promotion campaigns at District and FPO level.
- Conduct capacity building and exposure visits programs for FPOs, Facilitate industry immersion programmes with private sector players.
- Empanel experts to handhold FPOs on business plan development, strengthen business processes, develop standard policies, and facilitate access to remunerative markets.
- Facilitating credit linkages for the FPOs for procurement, marketing, processing, and value addition activities through credit support components of the scheme including capital grant support, credit guarantee and business risk funds. Mobilizing required linkages with bank/ FIs and other stakeholders.
- Work with district level team in providing Governance and management support to the FPO by provisioning smooth flow of grant for top-up salary to FPO management team. Additionally, making required provisions for district level team to provide operational handholding support including technical, legal and compliance support.
- Providing marketing support to FPO through facilitating development of marketing platform, aggregation system strengthening, Branding and promotion support and set up FPO federations.
- Facilitation of education and research on FPOs (Agriculture and Agri-management Institutes by provisioning grant support from the scheme to be mobilized with the help of the district level team
- Supporting the state government in developing policy and research eco-system around the subject through the establishment of Center of Excellence in the state of Odisha.
- Set up performance-based reward and recognition for FPO promoting agencies in the state and making necessary provisions for the same.
- Supporting the government in extending land allocation facility to the FPOs by supporting necessary inter-departmental convergences and processes streamlining
- Effective implementation of IT/ Tech- enablement of whole scheme implementation process through the single window system other necessary support system, so to be developed as needed.
- Coordinate with other directorates in the state, project/mission teams and other national and international agencies for efficient implementation of the team.
- Support in preparation and submission of component wise scheme implementation plan.
- Be responsible for day-to-day reporting and management to implement the different scheme activities. It will submit monthly, quarterly, half yearly and annual progress report to authorities.
- Develop the scheme implementation manual, process guidelines and any other operational modalities required for execution of the scheme. It will submit to the competent authority for approval of the same.
- Undertake capacity building, orientation, workshop of different stakeholders at district level and state level for implementation of the scheme. It will also develop the capacity building modules for the same. In addition, the agency shall be responsible for facilitating trainings of FPOs. The cost towards actual implementation of training and handholding of beneficiaries which includes infrastructure, training and workshop sites, food and accommodation, equipment, printing of

training materials, branding and marketing, any other training expenses shall be borne by the Client.

- Be responsible for necessary interdepartmental co-ordination, development, and implementation of convergence plan.
- Support the Directorate of Horticulture in organizing the different meetings at state & District level.
- Be responsible for process documentation, case studies, success stories, and publication etc. of the project.
- Oversee the empanelment, engagement and performance of all stakeholders including empaneled agencies.
- Undertake documentation with preparation of Annual Reports on progress of the Program at each level in a timebound manner.

3.1.2. Overall Scheme Monitoring

- To provide guidance, monitor project implementation, track timelines and deliverables.
- SPMU shall create a Logical Results Framework for performance measurement of FPOs and other agencies involved in the FPO mission in the state.
- Provide necessary framework and operational modalities & monitoring mechanism.
- Facilitate and conduct regular and timely performance audits, physical progress, and financial transactions.
- Proposed necessary ICT products for including web-based monitoring, scoring, and ranking of stakeholder.
- Propose necessary enhancements and integration in the existing IT system available with the directorate.
- Develop and provide dashboards for real time updates on component wise fund utilization including beneficiary covered and disbursements made.
- Develop and provide web-based mechanism for vendor/ external agency, collaboration management.

3.1.3. Providing expertise on various fields to District team, FPOs

- Provide professional inputs for FPOs through District team on – managerial capacity building, governance capability of BoD of respective FPOs, production technology/ extension services, post-harvest management, marketing, accounting, business plan development, and organizational development, stability, and long-term sustainability.
- Finalize all annexures to the operational guidelines including reporting structure of different reports (monthly report, quarterly report, annual report, baseline report, project completion report etc.) within the first three months of constitution of SPMU
- Identification and mapping of FPOs in the district through District-level Committee (DLC) for approval
- Preparation of action plan for each of the FPOs
- Facilitate training & capacity building of FPOs along with other support component that has been provisioned in the scheme
- Reporting field progress and will place it in DLC for consolidation, consolidation of all report at district level
- Assessment of district level stakeholders – FPO, service provider, empaneled agencies, Facilitating agency
- Coordinating for channelizing of all support components
- Facilitating necessary due diligence as required in the scheme implementation process

3.1.4. Procurement and Empanelment

- Collaborate with other partner institutions (Research organizations, Development agencies, companies, corporations, etc.) in promoting FPOs
- Empanelment of technical experts, agencies, Chartered accountants (CA)s as per the scheme rollout requirement.
- Any other procurement activities related to implementation of the scheme.

3.1.5. Convergence

RFP for Selection of agency for setting up Project Management Unit under “Support to Farmer Producer Organisations (FPOs) scheme, Directorate of Horticulture, Government of Odisha” Department Of Agriculture & Farmers’ Empowerment Government of Odisha

- Prepare guidelines for inter-departmental convergence and channelizing of funds from Govt./financial institutions and other agencies
- Extend support to channelize and integrate available funds/ programs/ schemes of the departments towards strengthening/ supporting of FPOs (e.g., capacity building; provision of infrastructure facilities; demonstration of new technologies, risk coverage, and mechanization, etc.)
- Oversee funding and convergence among Directorates, National Partners, and Schemes for holistic development of FPOs

3.4 State Project Management Unit: The selected agency is expected to manage PMU at State & district level and will deploy staff as per Clause 4 in this Section. Organizations/Agencies applying should prepare their financial proposal keeping the following in consideration:

- Mandatory Onsite deployment of resources defined in the RFP
- Any other resource required to implement the scope of work
- Any travel within and outside Odisha to meet the project scope of work and requirements.
- Any other out of pocket expenses travel within and outside Odisha to meet the project scope of work and requirements.
- Cost of training, office space for the team shall be borne by the Client

For the initial deployment of personnel on the program, the Client reserves the right to conduct interviews of the deployed PMU staff for confirmation of their engagement under this programme. If the candidate fails, the agency will deploy a new candidate with same procedure within 20-25 days of written notice provided by the Client. If any of the Personnel proposed by the Successful Bidder become unavailable post the bidding process or during the contract duration, the Successful Bidder shall provide a written adequate justification along with the substitution request. In this case, a replacement personnel shall have equal or better qualifications and

experience than those of the originally proposed personnel, unless the Client approves otherwise. The resources deployed by the Agency shall be allowed to avail 20 earned leave in a year, with prior intimation to the Client before availing the leave.

4. Detailed Job Description:

The resource requirements mentioned below are minimum requirements and the bidder is free to add other personnel to the team and include their rates in the Financial Formats for effective execution of the engagement.

Sl. No.	Position	No of positions	Desired Qualification and Experience	Job Description
State Project Management Unit (SPMU)				
1	Team Lead	1	<ul style="list-style-type: none"> • Master’s degree/ PG Diploma in agriculture / Horticulture / Agribusiness Management / Natural resource Management / Forestry Management or equivalent from reputed National/International Institution/ University with minimum 10 years of experience and at least 8 years of experience in consulting and implementing Central/ State Government scheme/ program. • Minimum 5 years of experience in FPO/SHGs incorporation, promotion, and facilitation. • Must have experience of implementing and managing state government program/ project focused on FPO Formation, Promotion and Strengthening as Project Manager/ Team Leader in at least 2 states of India 	<ul style="list-style-type: none"> • Overall Management and Coordination of the Programme implementation • Responsible for program performance management, Quality control, program delivery • Policy review, Inter-department PMU and stakeholder coordination • Presentation and Knowledge management • Reporting to the Government and external Stakeholders including SLC
2	Agribusiness and Value Chain Expert	1	<ul style="list-style-type: none"> • Master’s degree in agriculture/Agribusiness from reputed National/ International Institution/ University with minimum 7 years of experience in the agriculture sector of which at-least 3 years in Central/ State Government initiatives related to marketing of agribusiness commodities • Deep and demonstrable understanding and knowledge of agribusiness and/or value chain is essential • Value chain project implementation experience in the state of Odisha is an added advantage 	<ul style="list-style-type: none"> • Planning and coordination with district team for empanelment of agencies for district level program implementation • Oversee the effective implementation of scheme components involving business planning, DPR preparation, Training & Capacity Building, Market linkages and Market development • Assist Team Lead in developing monitoring parameters for evaluation of technical and marketing support • Work with Marketing and Export linkage expert and provide support in identification of key crop value chains, prioritize value chain intervention for market strengthening and aggregation

Sl. No.	Position	No of positions	Desired Qualification and Experience	Job Description
				<ul style="list-style-type: none"> Assist team lead in evaluating relevant convergences with key schemes. Meet stakeholders including senior Government Officials and District level officials for grounding the programme Identify key market players for empanelment of Market Facilitation Agency (MFA)
3	Institution Development Expert	1	<ul style="list-style-type: none"> Master's degree in rural management or equivalent with 5+ years of experience working in rural development projects working with communities/farmers promoting collectives, etc. 3+ years' experience in formation and promotion of FPO with a deep and demonstrable understanding of FPO compliances, training needs, financial capacity building needs and institutional stabilization requirements 	<ul style="list-style-type: none"> Training and Capacity building- content development and finalization Implementation of Capacity building programs in coordination with district team Empanelment of consultants/ experts for technical support, business plan Policy research, policy formulation, evaluation Field Visits Reporting, Knowledge management and presentation
4	Bank & Credit Linkage Expert	1	<ul style="list-style-type: none"> MBA- Rural development or Management / Marketing/ Agribusiness management or equivalent with 7+ years of experience in promoting financial linkages in agriculture systems Specific experience of 3+ years in linking SHGs/ FPOs/ rural enterprises with institutional credit Experience of converging grants/ loans through government schemes/ CSR/ Bi-lateral agencies is an added advantage 	<ul style="list-style-type: none"> FPO bank credit linkage Policy research, policy formulation, evaluation Training on Business plan development Coordination with Bankers meet Evaluation of business plans, DPR for project applications under MKUY, AIF, PMFME etc. Reporting, Knowledge management and presentation
5	Marketing & Export Linkage Expert	1	<ul style="list-style-type: none"> MBA in Agribusiness with specialization in marketing/ MBA in international Trade or business/ MBA in Agribusiness with certification in Agriculture export/ international trade from reputed national/ international institution/ University 7+ years of experience in Agriculture marketing systems with focused experience in market linkages with institutional agencies 	<ul style="list-style-type: none"> Establishing market linkages with state (including rural markets) and national markets/e-NAM for different agricultural / horticultural/ pisciculture commodities Liasoning with export markets, institutional buyers, mobilization of private sector players for sourcing through FPOs Development of sustainable sourcing models through FPOs.

Sl. No.	Position	No of positions	Desired Qualification and Experience	Job Description
			<ul style="list-style-type: none"> Experience in agriculture export/ international trade or in monitoring and governance of large scale SHG/ FPO based projects is an added merit 	<ul style="list-style-type: none"> Development of Price Discovery Tool, SoPs for procurement of Crops Coordinate with PMUs of other departments Architecting Federation of FPOs Branding and promotion of FPO products Field Visits Reporting, Knowledge management and presentation Coordinate with the FPO / PP / entrepreneurs and buyers at the state and national level for supply chain management / supply of agricultural commodities/ value added commodities
6	Finance & Accounts Officer	1	<ul style="list-style-type: none"> MBA Finance/ M. Com or Equivalent with 5+ years of experience in managing project finance 3+ years of experience managing finance for Central/ State Government agriculture projects 	<ul style="list-style-type: none"> Program finance management and accounts maintenance Financial reporting Fund utilization statements and validation
7	MIS and Monitoring & Evaluation Expert	1	<ul style="list-style-type: none"> MBA/ master's degree in Rural management or Equivalent with specialization in IT/ICT or equivalent specialization with 7+ years of experience in Agribusiness/ Rural development sector 3+ years of work experience in Monitoring & Governance of state level projects with state/ central government in agriculture sector 	<ul style="list-style-type: none"> Monitoring and Evaluation framework development with LFA and defined set of indicators Development of Process flow Quality control of the program Policy research, policy formulation, evaluation Field visits and monitoring check of the program delivery Reporting, Knowledge management and Presentation Data management, technology in modern data management systems Web portal management Coordination with NIC and other relevant stakeholders Data security and authentication Marketing Platform management Administration Data Management Design and Development of dashboard, reports Coordination with district team

Sl. No.	Position	No of positions	Desired Qualification and Experience	Job Description
8	Research and Communication Associate	1	<ul style="list-style-type: none"> • Master's degree from reputed National/ International Institution/ University in communications, in Rural management/ Mass communication, marketing, journalism or Visual Communication, with minimum 2 years of experience. • Prior experience in government to people communications in large projects is essential and must have working knowledge of digital and social media • Excellent command in writing in English and Odia is required 	<ul style="list-style-type: none"> • Design of promotional and campaign materials • Development of knowledge materials, case studies, learning documents, progress reports and presentations • Content digitization • Design and implement communication tasks through specialist vendors and independently taking up documentation and reporting, coordination, planning, and problem solving through communication
9	FPO Relationship Officer	1	<ul style="list-style-type: none"> • Bachelor's degree from reputed National/ International Institution/ University, with minimum 5 years of experience in running offices of projects at state level or managing the office of PMUs with more than 10 members • Excellent knowledge of MS office including preparing presentations and making layouts for reports and other related software is essential • Coordination skills for multiple government offices will be required 	<ul style="list-style-type: none"> • Help desk management of FPOs • Front end response and for FPOs • SPMU administration work • Operations, travel and meeting scheduling, logistic arrangements • Letter drafting and dispatch
District Project Management Unit (DPMU)				
10	District FPO Manager	30	<ul style="list-style-type: none"> • MBA in agribusiness/ Masters in rural management/ Masters in agriculture with 3+ Years of work experience in agriculture sector • Experience in projects on formation, promotion, and mobilization of FPO is a must • Knowledge on FPO agriculture sector in Odisha and FPO ecosystem in Odisha is an added advantage 	<ul style="list-style-type: none"> • Overall Management and Coordination of the Programme implementation of scheme components at the district level • Responsible for program performance management, Quality control, program delivery at the district level • Stakeholder Coordination at district and block level • Conduct learning event, seminars, Presentation and Knowledge management for FPOs and district officials • Finalization of trainers • Field visits to FPOs • Reporting to the DLC and SPMU

Sl. No.	Position	No of positions	Desired Qualification and Experience	Job Description
11	FPO Training Officer	10	<ul style="list-style-type: none"> • Master's degree in agriculture with experience in conducting farmer training and TOTs for agricultural and allied projects for more than 3 years • Experience in conducting training for FPO in the state of Odisha for the last 1-2 years is an added advantage 	<ul style="list-style-type: none"> • Training and Capacity building- content development and finalization • Implementation of Capacity building programs for FPOs at the district level • Field Visits • Conducting and delivery of training to farmers, FPOs and Govt. officials • Conducting exposure visits and events for FPOs • Reporting, Knowledge management and presentation • Reporting to DPM, DLC and SPMU
12	FPO Marketing Officer	10	<ul style="list-style-type: none"> • Bachelor's degree in agricultural sciences and MBA in Agribusiness with 3 + years of experience in agriculture marketing with exposure in forward linkages • Experience of working with FPOs for 1-2 years with demonstrated capability in institutional buyer network linkage is a preferred candidature 	<ul style="list-style-type: none"> • Establishing market linkage with state (including rural markets) and national markets/e-nam for different agricultural / horticultural/ pisciculture commodities • Tracking market price of different commodities and linking with remunerative markets • Cluster mapping, Marketable surplus estimation, aggregation, and post-harvest management practices at the district level • Coordinate with the FPO / PP / entrepreneurs and buyers at the state and national level for supply chain management / supply of agricultural commodities / value added commodities • Organize buyer-seller interface on periodic basis at district level involving district level stakeholder departments, Local Farmer Producer Organizations / Companies, (FPOs / FPCs/PFCSSs), buyers from state and national level and other persons who can help in agribusiness promotion / agricultural market linkages at district level • Reporting to DPM, DLC and SPMU
13	MIS-Accounts Officer	10	<ul style="list-style-type: none"> • Master's degree/ M.com/ MBA with 3+ plus experience in MIS and accounts management • Experience of 1-2 years in agriculture/ FPO related project is an added advantage 	<ul style="list-style-type: none"> • Data Management, reporting • Financial reporting • Fund utilization statements and validation

5. Terms of Payment

5.1 The Agency shall submit an Inception report within 30 days from Effective Date of Contract and also submit Monthly Progress Reports within the prescribed time frame. The payment to the Agency shall be made as per the below mentioned details. The payment milestones for the first 3 years are as below:

Please note: GST applicable at the time shall be paid by the Client to the Agency over and above the amount calculated as below.

Payment Schedule for the Phase-1 for initial 3 years of Contract (“S1” from FORM FIN-2)			
Sl. No.	Description of Items	Corresponding time frame (in months) from Effective Date of Contract (D)	Payment Milestones (% of the Quote “S1” as per format FIN - 2 SUMMARY OF FINANCIAL PROPOSAL)
1.	Project Inception Report	D+1.5	10%
2.	Monthly Progress Report (MPR) -1	D+1	2.50%
3.	Monthly Progress Report (MPR) -2	D+2	2.50%
4.	Monthly Progress Report (MPR) -3	D+3	2.50%
5.	Monthly Progress Report (MPR) -4	D+4	2.50%
6.	Monthly Progress Report (MPR) -5	D+5	2.50%
7.	Monthly Progress Report (MPR) -6	D+6	2.50%
8.	Monthly Progress Report (MPR) -7	D+7	2.50%
9.	Monthly Progress Report (MPR) -8	D+8	2.50%
10.	Monthly Progress Report (MPR) -9	D+9	2.50%
11.	Monthly Progress Report (MPR) -10	D+10	2.50%
12.	Monthly Progress Report (MPR) -11	D+11	2.50%
13.	Monthly Progress Report (MPR) -12	D+12	2.50%
14.	Monthly Progress Report (MPR) -13	D+13	2.50%

Payment Schedule for the Phase-1 for initial 3 years of Contract (“S1” from FORM FIN-2)			
Sl. No.	Description of Items	Corresponding time frame (in months) from Effective Date of Contract (D)	Payment Milestones (% of the Quote “S1” as per format FIN - 2 SUMMARY OF FINANCIAL PROPOSAL)
15.	Monthly Progress Report (MPR) -14	D+14	2.50%
16.	Monthly Progress Report (MPR) -15	D+15	2.50%
17.	Monthly Progress Report (MPR) -16	D+16	2.50%
18.	Monthly Progress Report (MPR) -17	D+17	2.50%
19.	Monthly Progress Report (MPR) -18	D+18	2.50%
20.	Monthly Progress Report (MPR) -19	D+19	2.50%
21.	Monthly Progress Report (MPR) -20	D+20	2.50%
22.	Monthly Progress Report (MPR) -21	D+21	2.50%
23.	Monthly Progress Report (MPR) -22	D+22	2.50%
24.	Monthly Progress Report (MPR) -23	D+23	2.50%
25.	Monthly Progress Report (MPR) -24	D+24	2.50%
26.	Monthly Progress Report (MPR) -25	D+25	2.50%
27.	Monthly Progress Report (MPR) -26	D+26	2.50%
28.	Monthly Progress Report (MPR) -27	D+27	2.50%
29.	Monthly Progress Report (MPR) -28	D+28	2.50%
30.	Monthly Progress Report (MPR) -29	D+29	2.50%
31.	Monthly Progress Report (MPR) -30	D+30	2.50%
32.	Monthly Progress Report (MPR) -31	D+31	2.50%

Payment Schedule for the Phase-1 for initial 3 years of Contract (“S1” from FORM FIN-2)			
Sl. No.	Description of Items	Corresponding time frame (in months) from Effective Date of Contract (D)	Payment Milestones (% of the Quote “S1” as per format FIN - 2 SUMMARY OF FINANCIAL PROPOSAL)
33.	Monthly Progress Report (MPR) -32	D+32	2.50%
34.	Monthly Progress Report (MPR) -33	D+33	2.50%
35.	Monthly Progress Report (MPR) -34	D+34	2.50%
36.	Monthly Progress Report (MPR) -35	D+35	2.50%
37.	Monthly Progress Report (MPR) -36	D+36	2.50%
		Total	100%

5.2 In case the Client decides to extend the contract for Phase-2 for additional 2 years, the payment to the Agency shall be done based on the following:

Payment Schedule for the Phase-2 for additional 2 years of Contract			
Sl. No.	Description of Items	Corresponding time frame (in months) from Effective Date of Contract (D)	Payment Milestones (% of the Quote “S2” as per format FIN - 2 SUMMARY OF FINANCIAL PROPOSAL)
1	Monthly Progress Report (MPR) -37 to 60	E+1 to E+24 (MPR for a particular month to be submitted on or before 10 th day of the next month)	“S2” as per FIN-2 shall be paid in 24 equal monthly installments i.e. 100%/24 months = 4.17% of “S2” per month on submission of Monthly Progress Reports.

Please note that GST applicable at the time shall be paid by the Client to the Agency over and above the amount calculated as above.

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORM

TECHNICAL PROPOSAL

(PART-A)

TECH A-1: COVERING LETTER

(ON BIDDERS LETTER HEAD)

To

The Directorate of Horticulture,

Department of Agriculture & Farmers’ Empowerment,

Government of Odisha,

Krushi Bhawan, Gopabandhu Marg,

Bhubaneswar - 751001

Subject: Selection of Agency for Setting up State Project Management Unit to support Rollout and Execution of “Support to FPO Scheme, Directorate of Horticulture, Government of Odisha”

[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 from the last date of submission of the proposal and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

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

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of the Bidder:

TECH A-2: BIDDER’S ORGANIZATION (GENERAL DETAILS)

Sl. No.	Description	Full Details
1	Name of Bidder	
2	Address for Communication Tel: Email:	
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	Bid Processing Fee Details Amount: BC/DD No.: Date: Name of the Bank:	
6	EMD Details Amount: BC/DD No.: Date: Name of the Bank:	
7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
9	Willing to carry out the assignment as per the stipulated scope of work of the RFP	
10	Willing to accept all the terms and conditions as specified in the RFP	

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

TECH A-3: Bidder Organization (Financial Details)

Financial Information in INR				
Details	FY 2019-20	FY 2020-21	FY 2021-22	Average
Turnover in Cr.				
Supporting Documents: Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form) <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>				

Signature and Seal of the CA with Date in original

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

Communication Address of the Bidder:

TECH A-4: FORMAT FOR POWER OF ATTORNEY

(To be provided in original on Stamp Paper of value INR 500/- 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 Authorized Signatory and whose signature is attested below, as our attorney, to do inn 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 Directorate of Horticulture, Odisha including signing and submission of all documents and providing information and responses to _____ 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 (i): BIDDER’S PAST EXPERIENCE DETAILS

Sl. No.	Name of the Project	Name of the Client	Description of the Assignment	Period of the Assignment	Value (INR)
1					
2					
3					
4					
5					

Note:

1. Bidders are requested to furnish the list of the assignments each as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive.
2. In case of international engagement, consider Rupee Conversion rate as on date of release of this tender.

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

Communication Address of the Bidder:

TECH A-5 (II): BIDDER EXPERIENCE (FORMAT FOR INDIVIDUAL PROJECTS)

Assignment name:	Value of the contract (in INR):
Location:	Duration of assignment (months):
Name of Client:	Start date (month/year):
Address:	End 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:

TECH A-6: COMMENTS AND SUGGESTIONS 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 provide by the Client:

[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation such as Office Space]

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 1 pages only with Arial Font Size-10

TECH A-7: BIDDER ORGANISATION (Brief Profile)

[Please provide here a brief description regarding professional background of the organization. Please restrict information within 3 pages only Arial Font Size-10.]

Authorized Signatory *[In full and initials]*:

Name and Designation with Date and Seal:

TECH A-8: DESCRIPTION OF APPROACH, METHODOLOGY STATEMENT

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

A. Understanding of Scope, Objectives and Completeness of response

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

B. Description of Approach and Methodology:

C. Project Management Plan for the Client:

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 15 pages only with Arial Font Size-10

TECH A-9: FORMAT OF CURRICULUM VITAE (CV) FOR STAFFS TO BE ENGAGED IN SPMU

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

1. Proposed Position:

2. Name of Staff:

3. Date of Birth

4. Years of Experience

5. Years of experience in government projects/ engagements:

6. Nationality:

7. Education

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

8. Membership in Professional Associations

9. Other Trainings

10. Languages

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

11. Employment Record:

[Starting with 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]

Duration (Month / Year)	Employer Name	Position Held	Brief Description

12. Work Undertaken that Best Illustrates Capability for this RFP

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:

Authorised Signatory [In full and initials]:

Name and Designation with Date and Seal:

NB: CV write-up should be restricted to 5 pages only with quality information relevant to coordinator requirements

SECTION 5

FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM

To,

FIN-1: COVERING LETTER

(In Bidder’s Letter Head)

[Location, Date]

The Directorate of Horticulture,
Department of Agriculture & Farmers’ Empowerment,
Government of Odisha,
Krushi Bhawan, Gopabandhu Marg,
Bhubaneswar - 751001

Subject: Selection of Agency for Setting up Project Management Unit to support Rollout and Execution of “Support to FPO Scheme, Directorate of Horticulture, Government of Odisha”

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] including tax for a period of 5 years. This amount is inclusive of the taxes applicable as per the GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services, extensions shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations followed with modified agreement, up to expiration of the validity period of the proposal of **180 days** from the last date of submission of the proposal. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain

Yours faithfully,

Authorized Signatory [In full and initials]:

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

Note:

*Amount in FIN-1 must match with the one indicated as “T” in FORM FIN-2

FIN-2: SUMMARY OF FINANCIAL PROPOSAL

Amount in INR				
Cost Component for	Amount	Phase-1 (initial 3 years)	Phase-2 (Remaining 2 years)	Total Cost for 5 years (INR)
A	B	C = B*3	D = B*2	E = C+D
Total Annual Professional Fees (from FORM FIN-3)	“F” from Fin 3			
Total Annual Reimbursable and Overhead Expenses (from FORM FIN-4)	“R” from Fin 4			
Subtotals (excluding GST)		“S1”	“S2”	“S”
GST Amount @ 18%				
Total Costs (inclusive of GST) for 5 years [T = S*(1+18%)]				“T”
Total Costs (inclusive of GST) for 5 years in Words				

Note:

*The total “T” in the table above shall be considered for Financial Evaluation under Section-2 Clause 8.3.
The amounts in Column B should match the amounts FORM FIN-3 and FIN-4*

FIN - 3: BREAKDOWN OF ANNUAL PROFESSIONAL FEES FOR PERSONNEL

Professional Fees for Professionals and Support Staff					
SN	Description of Personnel	Quantity	Unit Man Month Rate (INR per month) for First Year of Contract	Deployment in months	Total Annual Professional Fees (INR) excluding GST
A	B	C	D	E	F= C*D*E
A1	Team Lead	1		12 months	
A2	Agribusiness and Value Chain Expert	1		12 months	
A3	Institutional Development Expert	1		12 months	
A4	Bank & Credit Linkage Expert	1		12 months	
A5	Marketing & Export Linkage Expert	1		12 months	
A6	Finance & Accounts Officer	1		12 months	
A7	MIS and Monitoring & Evaluation Expert	1		12 months	
A8	Research and Communication Associate	1		12 months	
A9	FPO Relationship Officer	1		12 months	
A10	District FPO Manager	30		12 months	
A11	FPO Training Officer	10		12 months	
A12	FPO Marketing Officer (3 districts/ Officer)	10		12 months	
A13	MIS-Accounts Officer	10		12 months	
A14	<Additional Personnel Category name> Details to be included by the bidder based on its requirement				
A15	< Additional Personnel Category name> Details to be included by the bidder based on its requirement				

Professional Fees for Professionals and Support Staff					
.....	< Additional Personnel Category name> Details to be included by the bidder based on its requirement				
A(n)	< Additional Personnel Category name> Details to be included by the bidder based on its requirement				
Total Annual Professional Fees (excluding GST)					“F”
Total Annual Professional Fees (excluding GST) (in words)					

- Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
- Taxes will be paid by the Client as per the applicable rate under GST Act from time to time.
- Total Annual Professional Fees quoted shall remain unchanged for entire Contract Duration of 5 years (Phase-1 for 3 years and Phase-2 for 2 years).

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

Authorized Signatory [*In full and initials*]:

Name and Designation with Date& Seal:

FIN – 4: BREAKDOWN OF ANNUAL REIMBURSEMENT AND OVERHEAD EXPENSES

Sl. No.	Description*	Unit of measurement	Quantity	Unit Price in INR	Total Amount in INR (excluding GST)
A	B	C	D	E= C*D	
State and District Level Annual Costs					
1	Travel outside Odisha	No. of trips			
2	Travel within Odisha	No. of trips			
2	Accommodation and food	No. of days			
3	Laptops and Communication costs	Nos.			
4	Printing and stationary	Nos.			
5	Others (Details to be included by the bidder based on its requirement)			
Total Annual Reimbursements and Overhead Expenses (excluding GST) in INR					“R”
Total Annual Reimbursements and Overheads Expenses (excluding GST) in INR (In Words)					

Note:

- * This is an indicative list which the Client has provided. The bidder can add or delete line items based on their requirements
- The Total Annual Reimbursements and Overheads Expenses quoted above shall remain unchanged for entire Contract Duration of 5 years (Phase-1 for 3 years and Phase-2 for 2 years).

Authorized Signatory [In full and initials]:

Name and Designation with Date & Seal:

SECTION – 6

ANNEXURE

Annexure – I

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
(PART – A) (ORIGINAL +1 COPY+ SOFT COPY IN PEN DRIVE IN WORD FORMAT)			
1	Filled in Bid Submission Checklist (ANNEXURE-I)		
2	Covering Letter (TECH A - 1)		
3	Bid Processing Fee in form of DD/BC		
4	Copy of Certificate of Incorporation / Registration of the Bidder		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (GSTIN)		
7	General Details of the Bidder (TECH A - 2)		
8	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.		
9	Power of Attorney (TECH A - 4) in favour of the person signing the bid on behalf of the bidder.		
10	List of assignments (TECH A - 5)		
11	Comments on TOR and Counterstaff and Facilities (TECH A - 6)		
12	Bidder Organization (Profile) (TECH A - 7)		
13	Approach and Methodology (TECH A - 8)		
14	CVs of Personnel (TECH A - 9)		
15	Undertaking for not have been blacklisted by any Central / State Govt. /any Autonomous bodies during its business career.		
16	Supporting documents as per the categories mentioned in the evaluation of Technical Proposal Table at section 2, 8.2		

Sl. No.	Description	Submitted (Yes/No)	Page No.
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Covering Letter (FIN -1)		
2	Summary of Financial Proposal (FIN - 2)		
3	Breakdown of remunerations of personnel (FIN - 3)		
4	Breakdown of Reimbursements and Overhead Expenses (FIN - 4)		

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.*
- All pages of the proposal have been sealed and signed by the authorized representative of the bidder.*

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

-

Annexure – II

FORMAT FOR SUBMISSION OF PRE-BID QUERY

The bidders will have to ensure that their queries in soft copy for the pre-bid meeting should reach to Directorate of Horticulture, Odisha through email at supportdho.od@nic.in , adhcdb1984@gmail.com , fpooshacell@gmail.com latest by **20/06/2023 up to 5.30 PM** as per the prescribed format only as mentioned below.

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

1. Any other form of submission will not be entertained.

2. The Client shall not be responsible for ensuring that the bidders’ queries have been received by them. Any requests for clarification post the indicated date and time as per the Instruction sheet of the RFP shall not be entertained by the Client.

3. The purpose of query clarification is to provide the bidders with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project.

4. The Client will endeavour to provide a timely response to the queries by uploading them on the website. No individual response is 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 Address

Annexure-III

PERFORMANCE BANK GUARANTEE

To

The Directorate of Horticulture,

Department of Agriculture & Farmers' Empowerment,

Government of Odisha,

Krushi Bhawan, Gopabandhu 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 agency shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

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

NOW THEREFORE we hereby declare that we are guarantors and responsible to you, on behalf of the _____ agency, up to a total of..... (Amount of

the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the agency to be in default under the contract and without cavil or argument, any sum, or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

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

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

Our branch at 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 branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dtotherwise 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