



**DIRECTORATE OF HORTICULTURE
KRUSHI BHAVAN, ODISHA, BHUBANESWAR
GOVT. OF ODISHA**

Advt. No. DHO-SEC II- MISC-0006-2025-63

Dt. 12.06.2025

REQUEST FOR PROPOSAL

The Director of Horticulture-cum-Ex-Officio Additional Secretary to Govt., Odisha invites RFP in sealed cover from eligible bidders (agencies/ organizations) for engagement of professional agencies for setting up of Project Management Unit in Odisha. The sealed application along with all documents mentioned in the RFP should be submitted to this Directorate on or before **17.07.2025 by 5.00 P.M.** through Regd. Post/Speed Post (P&T Deptt.) only. The sealed envelope should be superscribed with **"Application for engagement of professional agencies for setting up of Project Management Unit in Directorate of Horticulture, Odisha "** with proper details of the Bidder as mentioned in the Section-2 of the RFP. The detail along with TOR is available in the website.

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

www.odisha.gov.in

Sd/-

**Director of Horticulture-Cum-
Ex-officio Addl. Secretary to Govt.
Odisha, Bhubaneswar.**



REQUEST FOR PROPOSAL
ENGAGEMENT OF PROFESSIONAL AGENCY FOR
SETTING UP A PROJECT MANAGEMENT UNIT

GOVERNMENT OF ODISHA
DIRECTORATE OF HORTICULTURE
DEPARTMENT OF AGRICULTURE & FARMERS'
EMPOWERMENT

2025

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DISCLAIMER

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

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person including any Applicant under any law, statutes, 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, Government of Odisha
2	Method of Selection	Quality and Cost Based Selection (QCBS)
3	Availability of RFP Document	Detail RFP documents are available in the website e-tendersodisha.gov.in / https://agri.odisha.gov.in
4	Date of floating of RFP	16 th June, 2025
5	Deadline for Submission of Pre-Bid Query	25 th June, 2025 before 5.00 PM
6	Pre-Bid Meeting	30 th June, 2025 at 3.00 PM
7	Publication of Pre-Bid clarification through Website	03 rd July, 2025
8	Last Date and Time for submission of Bid	17 th July, 2025 before 5.00 PM
9	Date of opening of Technical Proposal	18 th July, 2025
10	Date of Technical Presentation	TBD
11	Date of opening of Financial Proposal	TBD
12	Expected Date of commencement of Assignment	August, 2025
13	Pre-Bid meeting	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. All queries should be received on or before the date mentioned above on Email: supportdho.od@nic.in in MS Word format (Annexure II) addressed to: The Director of Horticulture, Department of Agriculture & Farmers' Empowerment, Odisha, 2nd Floor, Krushi Bhavan, Gopabandhu Marg, Near State Guest House, Bhubaneswar – 751001

14	Bid Processing Fee (Non- Refundable) *	Rs. 11,800/- in shape of Banker's Cheque/Demand Draft in favour of " Director of Horticulture, Odisha, Bhubaneswar " 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 Rs. 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 " Director of Horticulture, Odisha, Bhubaneswar " 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.
16	Address for Submission of Proposal	Directorate of Horticulture Odisha, Krushi Bhawan, Gopabandhu Marg Bhubaneswar, PIN-751001 Telephone No-0674-2931831 Email: supportdho.od@nic.in
17	Mode of Submission of Proposal	Mode of Submission: Hardcopies to be submitted in speed post/registered post to the address as specified above during office hours only. Submission of bids through any other modes or receipt of bids 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

SECTION: 1
LETTER OF INVITATION

RFP NO.

DATED.

Name of the Assignment: "Engagement of Professional Agency for setting up a Project Management Unit" under Directorate of Horticulture, Department of Agriculture & Farmers' Empowerment, Government of Odisha.

1. The Director of Horticulture, Odisha, Department of Agriculture & Farmers' Empowerment, Government of Odisha (**The Client**) invites sealed proposal from **eligible bidders (Agencies/Organizations) for Engagement of Professional Agency for setting up of Project Management Unit in the State of Odisha.** More details on the proposed environment are provided under Section - 3: Terms of Reference of this RFP document.
2. The Agency/Organization having a headquarter or regional office in Odisha will be selected under Quality and Cost Based Selection (QCBS) procedure as prescribed in the RFP document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Government of Odisha circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Government of Odisha for project formulation, preparation of comprehensive action plan from production to marketing of Horticultural crops and its execution, monitoring and coordinating with all allied departments for smooth implementation of the programme.
3. The proposal completes in all respects as specified in the RFP Document must be accompanied with a non-refundable amount of Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred only) including GST @18% towards Bid Processing Fee and a refundable amount of Rs 2,00,000/- (Rupees Two lakhs only) towards EMD in form of Demand Draft in favour of "Director of Horticulture, Odisha, Bhubaneswar" drawn in any Scheduled Commercial Bank and payable at Bhubaneswar, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post/Registered Post only. The Directorate of Horticulture shall not be responsible for postal delay or any consequence. Submission of proposals through any other modes will be rejected.
5. The last date and time for submission of proposal complete in all respects is 17.07.2025 before 5 PM and the date of opening of the technical bid is 18.07.2025 at 11:00 AM in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with a due authorization letter on behalf of the bidder.

This RFP includes following sections:

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

-Sd/-

Director of Horticulture,
Department of Agriculture & Farmers' Empowerment,
Government of Odisha

SECTION: 2

INFORMATION OF THE BIDDER

A. Pre-Qualification/Eligibility Criteria

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

Sl. No.	Eligibility Criteria	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 GSTIN and should have been in the business of providing consultancy services for a period of at least 10 years as on date of RFP.	All the following documents need to be submitted • Incorporation Certificate/Registered Partnership Deed • PAN • GSTIN Document
1.2	Bidder should have minimum average annual turnover of 20 Crores during the last five financial years (FY 2020-21-20, FY 2021-22, FY 2022-23, 2023-24, 2024-25) in India.	Relevant pages of audited Profit Loss Statement along with CA Certified documentary proof satisfying the criteria should be submitted.
1.3	Bidder should have minimum staff strength of 50 employees on Payroll and with at least 20 employees with agriculture/horticulture & allied sector related projects in any of the following domains: i. Scheme Implementation in Agriculture/ horticulture & allied sector ii. Capacity building for enterprise development/livelihood enhancement iii. Market Outreach, Promotion and Linkage activities focused on FPOs/ SHGs	A self- declaration to be furnished by the Bidder's HR on the Company's letter head.
1.4	The Bidder should not have been blacklisted by the 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 one large-scale agriculture & allied sector assignment having minimum value of 5 Crores in last 5 years from the date of submission.	Relevant pages of Letter of Award/ Contract Document/Work order/Client Completion Certificate
2.2	Experience of working on at least two assignments with SHGs/ FPOs/Cold storages, especially those working in agriculture & allied sector having minimum value of 5 Crores in last 5 years from the date of submission.	Relevant pages of Letter of Award / Contract Document/ Work order/Client Completion Certificate

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

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

- a. Filled in Bid Submission Check List in original (Annexure-I)
- b. Covering letter (TECH A – 1) on bidder's letterhead requesting to participate in the bid process.
- c. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- d. Copy of Certificate of Incorporation/Registration
- e. Copy of PAN
- f. Copy of Goods and Services Tax Identification Number (GSTIN)
- g. General Details of the Bidder (TECH A – 2)
- h. 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 Chattered Accountant to be attached.
- i. Power of Attorney (TECH A – 4) in favour of the person signing the bid on behalf of the bidder. In case of partnership firm, please attach the resolution of the partners regarding nomination of authorized representative for submission of the bid.
- j. 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.
- k. Undertaking for not having been blacklisted by any Central/State Government/Any other Autonomous Body/International & National Organization in the recent past.

NOTE: 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.

1. Bid Processing Fee:

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to **Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred Only)** inclusive of GST in the shape of Demand Draft/Banker's Cheque from any Scheduled Commercial Bank in favour of "**Director of Horticulture, Odisha, Bhubaneswar**" 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 **Rs. 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 "**Director of Horticulture, Odisha, Bhubaneswar**" 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 successful bidder will furnish the required Performance Bank Guarantee (PBG) followed by signing of the Contract.

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

1. Bidder withdraws its proposal during the bid validity period as specified in the RFP
2. Bidder does not respond to requests for clarification of its proposal
3. Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
4. If the bidder fails to provide clarifications, agree to attend the contract negotiation meeting, sign the contract in time and furnish required Performance Bank Guarantee.
5. 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 rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the Contract within the bid validity period. The bid validity period may be extended on mutual consent.

4. Pre-Bid Meeting:

A pre-bid meeting will be 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 Director of Horticulture, Odisha through e-mail to supportdho.od@nic.in by **5:00 PM on 25.06.2025** 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 30.06.2025 at 3:00 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 to be 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 receipt of the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be signed by the representative of the bidder, page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected.

The procedure for submission of the proposal is described below:

1. Technical Proposal (PART – A) (Original) & (PART –B) (Original + 1 Copy + Softcopy in word format in Pen drive);

The envelope containing technical proposal (Part-A) and (Part-B) shall be **SEALED AND SUPERSCRIBED** as **“Technical Proposal – Engagement of Professional Agency for setting up a Project Management Unit” under Directorate of Horticulture, Department of Agriculture & Farmers’ Empowerment, Government of Odisha**. Two different parts, i.e. **Part-A and Part-B** should be bound together and furnished inside one single 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.

2. Financial Proposal (Original + 1 Copy):

The envelope containing the financial proposal shall be **SEALED AND SUPERSCRIBED** as **“Financial Proposal – Engagement of Professional Agency for setting up a Project Management Unit” under Directorate of Horticulture, Department of Agriculture & Farmers’ Empowerment, 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”** must 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.

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

- **NAME OF THE ASSIGNMENT:**
- **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 of this document.

8. Evaluation of the Proposal

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

1. Preliminary Evaluation (1st Stage):

A preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete, and the requisite documents have been properly furnished by the bidder or not. Submission of following documents/information will be verified:

- 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 & 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 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/requirements shall result in outright rejection of the proposal. Bids with conditional offer shall be outright rejected. All the pages of the proposal must have to be sealed and signed by the authorized representative of the bidder.

2. Technical Evaluation (2nd Stage):

Technical proposals will be opened and evaluated for those bidders who qualify for 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:

Sl. No.	Technical Criteria	Documents to be Submitted	Marks
1	Bidders National & International Experience		60
1.1	Large scale project experience: The bidder should have experience in similar assignments in agriculture and allied sectors with central government and its agencies or state governments and its agencies or international donor/ development agencies having minimum contract value of 3 Crores in last 5 years from the date of submission – 10 Marks 1 mark for each for project up to a maximum of 5 projects – 5 Marks Additional marks for highest single project order value from the above submitted 5 Marks - 5 Marks [the entity with the highest work order value gets 5 marks, and others get marks in reverse proportion] Additional marks if any project submitted above focused on more than 2,50,000 beneficiaries – 5 Marks [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]	Relevant pages of Letter of Award or Contract Document or Work order or Client Certificate to substantiate the claim	15
1.2	Experience of FPO/SHGs related Scheme Implementation in Odisha: Experience of implementing scheme or programme related to Farmers/FPOs/SHGs/SMEs/Enterprise Development in Odisha with project duration over 1 year and contract value over 1 Crore in last 5 years from the date of submission: 1 project – 2 marks 2 project – 5 marks	Relevant pages of Letter of Award or Contract Document or Work order or Client Certificate to substantiate the claim	5
1.3	Experience in number of projects where transaction advisory has been provided Less than 100 project – No marks 100 projects – 1 marks For each additional 50 projects – 2 marks		5

1.4	Experience on women empowerment focused programs: Experience of working with central government or its agencies/state governments or its agencies/International development or Donor agencies on projects related to business or enterprise development/production enhancement of crops/post-harvest management with focus on women farmers/entrepreneurs/ beneficiaries with minimum contract value over 5 Crores – 10 Marks 1 mark for each for project up to a maximum of 3 projects – 3 Marks Additional marks, if any one of the projects submitted above is in Odisha – 2 Marks Additional marks for Single Project with highest number of women Beneficiaries (5 marks) [the entity with the highest number of Women Beneficiaries gets 5 marks, and others get marks in reverse proportion]	Relevant pages of Letter of Award or Contract Document or Work order or Client Certificate to substantiate the claim	10
1.5	International experience in Agril. & allied sector – 1 Mark Mark for each project (Maximum 5 marks)	Relevant pages of Letter of Award or Contract Document or Work order	5
	Experience of projects related to Decision support for Monitoring & Evaluation (M&E) at central government /state government level in India (max 5 marks) – 1 Mark for each such project		5
1.6	Impact Achieved - Handholding, Training and handholding, Business Plan development: Experience of working for training, handholding, business plan development (7 marks)	Relevant pages of Letter of Award or Contract Document or Work order	7
	Projects related to IT advisory and transaction advisory in Agriculture and allied sector (1 project for IT advisory and 1 project for Transaction advisory PPP model) – 8 Marks for each such project	Client certificate to substantiate the claim	8
2	SPMU Team		20
2.1	Team Lead	CVs in prescribed formats	5
2.2	M&E and MIS Manager	CVs in prescribed formats	3
2.3	Horticulture Technical Consultant (Only 2 CVs to be evaluated)	CVs in prescribed formats	6
2.4	Financial Analyst (Only 1 CV to be evaluated)	CVs in prescribed formats	3
2.5	Refrigeration Engineer/Cold Storage Expert	CVs in prescribed formats	3
	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 5, with the Tender Response but will be required to share the same before deployment.		
3	Technical Capabilities		20
3.1	Understanding of the scheme & Scope of work	To be submitted as part of the technical	2

		proposal as per format	
3.2	Defining the project implementation framework	To be submitted as part of the technical proposal as per format	3
3.3	Approach & Methodology to deliver the scope of work	To be submitted as part of the technical proposal as per format	5
3.4	Technical Presentation	Presentation	10
	Total Marks		100

Note: Credentials of Bidder or its Parent/Member firm shall be considered for evaluation of Technical Criteria No. 1 – Bidder's Experience

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 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 opening of the 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.

3. Financial Evaluation (3rd Stage):

The financial proposals of 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.

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 that Organization/Agency who qualify technically will be opened. The proposal 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 RFP, 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: $75 \times 0.80 + 83 \times 0.20 = 76.60$

Proposal B: $80 \times 0.80 + 100 \times 0.20 = 84.00$

Proposal C: $90 \times 0.80 + 91 \times 0.20 = 90.20$

Proposal C would be considered as the H-1 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, Bhubaneswar may cancel the bid and reject all proposals without assigning any reasons at any stage of the tender process.

10. Performance bank Guarantee: (PBG)

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 including GST or Rs. 10 Lakhs (Rupees Fifty Lakhs Only) whichever is higher** from a Scheduled Commercial Bank situated in Bhubaneswar in favour of **"Director of Horticulture, Odisha, Bhubaneswar"**, as per the format at Annexure III, of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of Contract provided there is no breach of Contract on the part of the qualified bidder. No interest shall be paid on the PBG.

11. Contract Negotiation:

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

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 2

years from the date of effectiveness of the Contract. The initial contract period will be for 1 year and based on the performance of the Agency, the Client can extend the contract for the remaining 1 year. Beyond 2 years, in case the Client requires, the Contract can be extended further 2 years based on RFP terms and conditions and mutually agreed terms between the Client and the Agency.

Sub-contracting is not allowed under this assignment without prior approval of the Client.

13. Consortium

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.

14. Disclosure:

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.
2. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 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.
 2. corruption including the offer or receipt of an inducement of any kind in relation to obtaining
 3. failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

15. Anti-corruption Measure:

1. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
2. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

16. Language of Proposals:

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

17. Cost of bidding:

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

18. Proposal Forms:

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

19. Local Conditions:

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

20. Legal Jurisdiction:

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

21. 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 bidders datasheet. Any such addendum/corrigendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum/corrigendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposal.

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 the 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

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.

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.

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.

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:

1. Proposal submitted without Bid Processing Fee & EMD as applicable
2. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
3. During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
4. Proposal is received in incomplete form
5. Proposal is received after due date and time for submission of bid
6. Proposal is not accompanied by all the requisite documents/information
7. A commercial bid submitted with assumptions or conditions
8. Bids with any conditional technical and financial offer
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
10. Proposal is not properly sealed or signed.
11. Any deviation in the technical and financial proposal
12. Proposal does not conform to the requirement of the scope of the work.
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.
14. Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
15. Failure to agree with terms and conditions of the RFP
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

1. Introduction

Odisha has a good production of various horticulture crops across the state, with 13.06 million MT of horticulture crops produced every year. It produces a variety of horticulture crops including fruits, vegetables, flowers, spices and plantation crops. The role of a **Project Management Unit (PMU)** in horticulture is crucial to the successful implementation and management of horticultural activities. The PMU will act as the backbone, overseeing everything from planning and execution to monitoring and evaluation.

Below are the key roles and responsibilities of a PMU in horticulture:

1. Project Planning and Design

- **Developing Project Plans:** The PMU will be responsible for creating detailed project plans, including timelines, milestones, budgets, and resource allocation.
- **Defining Objectives:** Establishing clear project goals, such as increasing crop yield, improving soil health, or enhancing irrigation systems.
- **Risk Management:** Identifying potential risks and creating contingency plans.

2. Monitoring and Evaluation

- Monitor the on-ground implementation by facilitating agencies and reporting the same regularly
- Develop an online dashboard to capture and display details of beneficiary candidates' over all the stages of engagement
- Support directorate and facilitating agencies in achievement of targets set forth for production, post-harvest, processing and enterprise development and marketing, for the prevailing schemes.

3. Stakeholder Communication

- **Liaison with Stakeholders**
- **Reporting:** Regularly providing updates and reports to stakeholders on scheme status, challenges, and results.
- **Capacity Building:** Organizing training and workshops to improve skills and knowledge in modern horticultural practices.

4. Sustainability and Compliance

- **Environmental Sustainability:** Implementing eco-friendly practices such as water conservation, organic farming, and biodiversity preservation.
- **Compliance with Regulations:** Ensuring that the project complies with local agricultural, environmental, and labor regulations.

5. Innovation and Research

- **Introducing New Technologies:** Exploring and adopting new technologies (e.g., smart irrigation systems, automated farming tools) to improve efficiency and productivity.

- **Research and Development:** Encouraging ongoing research into better crop varieties, pest control methods, and soil management practices to boost yields and sustainability.

6. Capacity building and Handholding support.

- Develop Training materials and detailed plan and conduct training and capacity building.
- Facilitate workshops and expert consultations.
- Create knowledge materials/IEC materials and develop digital dashboards and MIS systems for the project.
- Any other capacity building activities as required.

In summary, the PMU will serve as the central coordinating body in the horticulture schemes, responsible for ensuring smooth execution, meeting objectives, maintaining quality, and managing resources effectively. Through its leadership and oversight, the PMU will ensure the horticultural schemes are both productive and sustainable.

The Terms of Reference/Scope of Services for the PMU are as follows:

- Necessary liaison, outreach and coordination with State Governments and their agencies.
- Assist in identification and dovetailing of other schemes of Central Government and respective State Governments for value addition and processing.
- Define Output and Outcome indicators for the Horticulture Programs.
- Assist in release of financial assistance after verification of requisite milestones and compliance.
- Assist in periodic review, supervision and monitoring of scheme implementation in specific clusters.
- Agency will also work on new concepts and strategies with Horticulture Directorate for development of horticulture sector (like Knowledge Accelerator, Lead Firm linkages, New Farm Technologies, Integration with Startups, Internet of Things (IOT), Block Chain, etc.).

The PMU would also provide overall assistance to Directorate of Horticulture and related stakeholders/beneficiaries on undertaking necessary "hard" and "soft" interventions to enable holistic development of horticulture clusters.

Hard interventions may be viewed in terms of those involving creation of fixed assets such as common facilities and physical infrastructure. Soft interventions cover the gamut of other required Business Development Services (BDS).

Note:

1. During the assignment period, the Director of Horticulture may modify the TORs and other terms and conditions of the assignment, if necessary, in order to strengthen/deepen its scope/coverage in consultation with the Agency.
2. All the reports and the contents created thereof would be the intellectual property of the Directorate of Horticulture and would not be published by the agency without prior approval of the Director of Horticulture. The project related data or information should not be disclosed by the Agency to any third party without prior approval of the Director of Horticulture.

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.

Sl. No.	Position	No. of Positions	Desired Qualification and Experience	Job Description
State Project Management Unit (SPMU)				
1	Team Lead	01	- Master's degree in Agriculture/ Horticulture/Agribusiness Management /Natural resource Management/Forest 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 as Project Manager/Team Leader in at least 2 states of India	- 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
2	Horticulture Technical Consultant	03	- 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	A Horticulture Technical Consultant is essential for ensuring the successful development, management, and sustainability of horticultural projects by providing valuable insights, research, and hands-on expertise. He will: - Recommend suitable horticultural practices for various crops suitable for the climatic conditions and as per market demand - Suggest innovative technologies for improvement in traditional farming methods so as to achieve sustainability - Provide technical support and address problem-solving - Assist in preparation of action plans of

Sl. No.	Position	No. of Positions	Desired Qualification and Experience	Job Description
				different schemes and provide technical inputs • 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 • 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	Financial Analyst	01	• MBA Finance/M. Com or Equivalent with 5+ years of experience in managing project finance	• Program finance management and accounts maintenance • Financial reporting

Sl. No.	Position	No. of Positions	Desired Qualification and Experience	Job Description
			3+ years of experience managing finance for Central/State Government agriculture projects	- Fund utilization statements and validation - Budget preparation and management. - Financial forecasting and reporting - Cost-benefit analysis - Risk assessment and mitigation
4	MIS and Monitoring & Evaluation Expert	01	- 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	- 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 - Design and development of dashboard, reports - Integrate different data sources and systems into a unified platform for efficient data access and reporting. - Maintain proper documentation of data collection, analysis, and reporting procedures to ensure transparency and accountability.

Sl. No.	Position	No. of Positions	Desired Qualification and Experience	Job Description
5	Refrigeration Engineer/Cold Storage Expert	01	- Bachelor's Degree: A degree in Mechanical Engineering, Electrical Engineering, Refrigeration and Air Conditioning Engineering, Industrial Engineering with a diploma or certification in refrigeration and air conditioning technology - Experience in working with cold storage facilities, commercial refrigeration, or industrial-scale cooling systems/experience in managing refrigeration projects, from design to commissioning	- Design and Planning of cold storage units - Suggest energy efficient models as per feasibility. - Prepare DPRs and monitor the progress and ensure sustainability of the units established. - Preparation of model estimates.

2. Scale and Duration

The PMU shall support over a period of 2 years (2025-2027). The contract period shall be for 2 years of which the Client shall engage the Agency for an initial period of one year and based on the performance of the Agency, the Client shall extend the contract for the remaining 1 year based on performance of the Agency. Beyond 2 years, in case the Client requires, the Contract can be extended further 2 years based on mutually agreeable terms between the Client and the Agency. In case of extension beyond 4 years, the Client shall provide up to 5% y-o-y escalation in remuneration rates and reimbursable costs post completion of four years of contract.

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORM

TECHNICAL PROPOSAL

(PART-A)

TECH A-1: COVERING LETTER

(ON BIDDER'S LETTER HEAD)

To

The Director of Horticulture,

Department of Agriculture & Farmers' Empowerment, Government of Odisha,

Krusha Bhavan, Gopabandhu Marg, Bhubaneswar - 751001

Sub: Selection of Agency for Setting up State Project Management Unit to support the Directorate of Horticulture, Government of Odisha"

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'S ORGANIZATION (FINANCIAL DETAILS)

	Financial Information in INR					
Details	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Average
Turnover in Cr.						
	Supporting Documents: Audited certified financial statements for the last five 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 outrightly 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 in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of contract under [Name of the Assignment] involving the deliverables as per agreement with, _____ vide Request of Proposal (RFP) document dated _____ issued by the Director 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	Domain of the Assignment	Period of the Assignment	Value (INR)	Name of the Client
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 phrasing 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

FINANCIAL PROPOSAL SUBMISSION FORM

FIN-1: COVERING LETTER

(ON BIDDER'S LETTER HEAD)

[Location, Date]

To

The Director of Horticulture,

Department of Agriculture & Farmers' Empowerment, Government of Odisha,

Krusha Bhawan, Gopabandhu Marg,

Bhubaneswar - 751001

Sub: Engagement of Professional Agency for setting up a Project Management Unit" under Directorate of Horticulture, Department of Agriculture & Farmers' Empowerment, Government of Odisha

Dear Sir,

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

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations followed with modified agreement, up to expiration of the validity period of the proposal of **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:

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

FIN-2: SUMMARY OF FINANCIAL PROPOSAL

Cost Component for a period of 2 years	Cost (INR)
Remuneration (From FIN-3) for 2 years	
Reimbursable and Overhead Expenses (From FIN-4) for 3 years	
Consulting charges (if any)	
Sub-Totals (excluding GST)	"S"
GST Amount @ 18%	
Total Costs (inclusive of GST) for 2 years	"T"
In words:	

NB: The total "T" in the table above shall be considered for Financial Evaluation under Section: 2 Clause 8.3

FIN - 3: BREAKDOWN OF REMUNERATION OF PERSONNEL

Remuneration for Professionals and Support Staff					
Sl. No.	Description of Manpower	Quantity	Unit Man Month Rate (INR per month) for First Year of Contract	Deployment in months in a year	Total per Annum (INR) (for Year 1) excluding GST
A	B	C	D	E	F= C*D*E
A1	Team Lead	1		12 months	
A2	Horticulture Technical Consultant	3		12 months	
A3	M&E/ MIS Expert	1		12 months	
A4	Financial Analyst	1		12 months	
A5	Refrigeration Engineer/ cold storage expert	1		12 months	
A14	<Personnel Category name> Details to be included by the bidder based on its requirement				
A15	<Personnel Category name> Details to be included by the bidder based on its requirement				
.....	<Personnel Category name> Details to be included by the bidder based on its requirement				
A(n)	<Personnel Category name> Details to be included by the bidder based on its requirement				
Subtotal for First Year of Contract (excluding GST)					"Fees Y1"
Subtotal for 2 nd Year of Contract (excluding GST)					"Fees Y2"
Total Remuneration for 2 years (Year 1 to Year 2) (excluding GST)					"F"
Total Remuneration for 2 years (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.

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 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 Team 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 Reimbursements and Overheads for 2 years (excluding GST) in INR					
Total Reimbursements and Overheads for 2 years (excluding GST) in INR (In Words)					

** This is an indicative list which the Client has provided. The bidder can add or delete line items based on their requirements*

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 Counter staff 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		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Covering Letter (FIN-1)		

Sl. No.	Description	Submitted (Yes/No)	Page No.
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.*
3. *All pages of the proposal have been sealed and signed by the authorized representative of the bidder.*

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Annexure – II

FORMAT FOR SUBMISSION OF PRE-BID QUERY

The bidders will have to ensure that their queries in soft copy for the pre-bid meeting should reach to Director of Horticulture, Odisha, Bhubaneswar through email at supportdho.od@nic.in latest by 30/04/2025 up to 5.00 PM as per the prescribed format only as mentioned below.

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

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 Director of Horticulture,

Department of Agriculture & Farmers' Empowerment, Government of Odisha,

Krusha 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