



REQUEST FOR PROPOSAL

**Selection of a Professional Agency
for Promoting Organic Farming under the State Sector Scheme
BALABHADRA JAIVIK CHASA MISSION (BJCM)
2025-26 to 2029-30**

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DISCLAIMER

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

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

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

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

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

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for service and the Authority reserves the right to reject all or any of the Proposals without assigning any reason whatsoever. The Director of Agriculture & Food Production, Odisha under the Department of Agriculture & F.E, Government of Odisha shall be the sole and final authority with respect to selection of a Consultant/ Agency through this RFP.

BIDDERDATASHEET

Sl.No.	Particular	Details
1.	Name of the Client	Director of Agriculture & Food Production, Odisha under the Department of Agriculture & F.E, Government of Odisha
2.	Method of Selection	Quality and Cost Based Selection (QCBS)Method
3.	Availability of RFP Document	The Bidder shall download the RFP Document containing details of scope of work, professional requirements and other bidding parameters online from the website tendersodisha.gov.in . Alternatively, the Bidding Documents can also be viewed from the website agrisnetodisha.ori.nic.in and agri.odisha.gov.in , for the sole purpose of viewing and it shall not be entertained as valid download of the Bidding Documents
4.	Date of Issue of RFP	26.09.2025
5.	Deadline for Submission of Pre Bid Query	10.10.2025 up to 05:00PM
6.	Pre-Bid Meeting	14.10.2025 at 11:30am Venue-Board Room, Ground Floor, Krushi Bhavan, Gopabandhu Marg, Bhubaneswar. Virtual mode -Link will be shared to the Bidders who are unable to attend the physical upon receipt of request in sbcorissa@gmail.com All queries received on or before 11.10.2025 up to 05:00 PM in the Email:sbcorissa@gmail.com, diagri.or@od.gov.inin MS Word format as per Annexure-II of the RFP.
7.	Publication of Pre-Bid Clarification through Website	16.10.2025
8.	Last Date and Time for submission of Bid	29.10.2025 up to 05:00PM
9.	Last Date and Time for submission of Technical Bid (Hard Copy)	03.11.2025 up to 05:00PM
10.	Date of opening of Technical Proposal	4.11.2025 at 03:00PM 1 st Floor Board Room, Krushi Bhawan, Gopabandhu Marg, Bhubaneswar

11.	Date of Technical Presentation	Shall be intimated later
12.	Date of opening of Financial Proposal	Shall be intimated later
13	Expected Date of Commencement of Assignment	Shall be intimated later
14.	Bid Processing Fee (Non-Refundable)	Rs. 10,000/- in the shape of Demand Draft in favour of “Establishment Officer-IV, O/o- Director of Agriculture & Food Production, Odisha, Bhubaneswar” drawn in any Scheduled Commercial Bank payable at Bhubaneswar.
15.	Earnest Money Deposit (EMD) (Refundable)	Rs. 14,00,000/- INR in form of Insurance Surety Bond, account payee demand draft, fixed deposit receipt, bank guarantee from any of the scheduled commercial banks drawn in favour of “Establishment Officer-IV, O/o- Director of Agriculture & Food Production, Odisha, Bhubaneswar” payable at Bhubaneswar
16.	Address for Submission of Proposal (Offline)	Director of Agriculture & Food Production, Odisha, Krushi Bhawan ,Gopabandhu Marg, Bhubaneswar, PIN-751001 Telephone No- 0674- 2395532/0674- 2391925
17.	Mode of Submission of Proposal	Online-through- tendersodisha.gov.in , agrisnetodisha.ori.nic.in and agri.odisha.gov.in However, the physical copy of Technical Proposal must reach the undersigned through Speed Post / Registered Post in the designated address as mentioned in the RFP latest by 03.11.2025 up to 05:00PM
18.	Place of Opening of Technical Proposal:	Board Room no-1, Ground Floor, Krushi Bhawan, Department of Agriculture & Farmers Empowerment, Odisha, Gopabandhu Marg, Bhubaneswar

SECTION-1: LETTER OF INVITATION (LOI)

LETTER OF INVITATION

RFP No: _____ 4144

Dated. 24.9.23

Name of the Assignment:

Engagement of Professional Agency for Promoting Organic Farming under the State Sector Scheme for Balabhadra Jaivik Chasa Mission (BJCM)

- i. The Director of Agriculture & Food Production, Odisha, Agriculture & Farmers Empowerment Department, Government of Odisha (The Client) invites sealed proposal from eligible bidders for **Selection of a Professional Agency for Promoting Organic Farming under the State Sector Scheme for Balabhadra Jaivik Chasa Mission (BJCM)**
- ii. More details on the proposed environment are provided in **Section - 3: Terms of Reference** of this RFP Document.
- iii. An Agency/ Organisation preferably may have a headquarter or regional office(s) in Odisha. The agency will be selected under Quality & 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 for "Balabhadra Jaivik Chasa Mission" circulated vide Office Memorandum No. 37323, Dated: 30.11.2018 of Finance Department, Government of Odisha for **Selection of a of Professional Agency for Promoting Organic Farming under the State Sector Scheme for Balabhadra Jaivik Chasa Mission (BJCM)**.
- iv. The proposal completed in all respects as specified in the RFP Document must be accompanied with a non-refundable amount of **Rs.10,000/-** (Rupees Ten Thousand only) towards Bid Processing Fee and a refundable amount of **Rs.14,00,000/-** (Rupees Fourteen Lakh Only) in the form of Insurance Surety Bond, account payee demand draft, fixed deposit receipt, bank guarantee from any of the scheduled commercial banks drawn in favour of **"Establishment Officer-IV, O/o- Director of Agriculture & Food Production, Odisha, Bhubaneswar"** payable at Bhubaneswar. The EMD of the successful bidder will be released only after furnishing the required Performance Security (**Five Percent of the Total Contract Value**) after signing of the MOA/MOU.
- v. The bidding documents entirely will be available for download from the website tendersodisha.gov.in (e-procurement portal) from date of issue of RFP.
- vi. For purpose of tender submission, only Public e-Procurement portal to be accessed by tenderer at tendersodisha.gov.in. Alternatively, the Bidding Documents can also be viewed from the website agrisnetodisha.ori.nic.in and agri.odisha.gov.in, for the sole purpose of viewing and it shall not be entertained as valid download of the Bidding Document. To participate in the Bidding Process, the Bidder should complete all stages of registration, download from the e-Procurement Portal and final bid submission through the e-Procurement Portal. Bids which are submitted on the e-Procurement Portal alone will be accepted by the Authority. The Bidders are advised to download the Bidding Documents least one day prior to the Bid Due Date so as to safeguard their participation and avoid any delay. The Bidders are advised to upload the Bid sufficiently before the specified time on the Bid Due Date to avoid any technical issues or malfunction in the network caused by heavy internet traffic on the Bid Due Date. The Bidders are required to register on e-Procurement Portal. Bidders are required to obtain digital signature to upload the Technical and Financial bid, Bidders are requested to visit e-Procurement Portal for the details related to online

registration and submission of Bids

- vii. The Technical bid complete in all respect must be submitted in both online mode at e-procurement portal (tendersodisha.gov.in) and offline mode at the specified address and date, time as mentioned in the RFP. If there is any difference between the offline (physical) and online versions of the technical proposal, the version submitted through online mode shall prevail and be treated as final. The Financial bid shall be submitted only through e-procurement portal (tendersodisha.gov.in) on or prior to the last date of bid submission i.e. **29.10.2025 up to 5:00PM**. The Authority shall not entertain any physical submission of the Financial Bid. Any physical submission of the financial bid shall lead to the rejection of the bid as being non-responsive.
- viii. The Director of Agriculture & Food Production, Odisha shall not be responsible for any failure, malfunction or breakdown of the Portal during the Bidding Process or for any sort of delay or difficulties faced during submission of the Bid on the e-Procurement Portal. Also, the authority is not responsible for any issues or delay or any consequence faced by the bidders during offline submission. Submission of proposal through any other mode as mentioned above shall not be accepted and will be out rightly rejected.
- ix. The date of opening of the technical proposal is 04.11.2025 at 03:00 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 due authorization letter (as uploaded in tendersodisha.gov.in, agrisnetodisha.ori.nic.in and agri.odisha.gov.in).
- x. This RFP includes following sections:
- a. Letter of Invitation [Section – 1]
 - b. Instruction to the Bidder [Section –2]
 - c. Terms of Reference [Section –3]
 - d. Technical Proposal Submission Forms [Section – 4]
 - e. Financial Proposal Submission Forms [Section–5]
 - f. Annexure [Section–6]
- xi. While all information/ data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Director of Agriculture & Food Production, Odisha, the Director of Agriculture & Food Production, Odisha, 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.
- xii. The Director of Agriculture & Food Production, Odisha, reserves the right to accept / reject any/ all proposals / terminate the entire selection process at any stage without assigning any reason thereof.


24/10/25
Director of Agriculture &
Food Production, Odisha

SECTION- 2: INFORMATION TO THE BIDDER

SECTION:2

INFORMATION TO THE BIDDER

A. Pre-Qualification/ Eligibility Criteria:

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

Sl. No.	Eligibility Criteria	Supporting Documents Required
1	Should be legally registered under the Indian Companies Act, 1956 / 2013 or a Society registered under the Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932.	Copy of certificate of Incorporation / Registration of the bidder, GST, PAN relevant registration document and details as per their legal status. Should be registered under GST Act.
2	Applicant agency with at least 5 years of existence in the field of Agriculture and Horticulture and in case of trust/ society must have registration to carry out Agricultural activities.	Copy of certificate of Incorporation / Registration of the bidder/ ant other relevant documents proof
3	The applicant must have Average Annual Turnover of at least Rs. 2.00 Cr during the last three Financial Year (2021-22, 2022- 23 and 2023-24.)	Original Copies of audited balance sheet/ Income Expenditure Statement for three financial years (2021-22, 2022- 23 and 2023-24). (TECH A – 3), which is duly certified by the chartered accountant on their letter head.
4	Should have a minimum of 5 years of work experience in the field of Organic Agriculture from promotion to the procurement of different organic agriculture, horticultural crops in Government of any state/ India/ other Government agencies and any Indian or International Organisation. Such experience would preferably cover good quality organic certified seed production, farmers' mobilization, organic package of practices development, knowledge on organic and bio-inputs production technology, FPO/ FPC promotion, and capacity building of community-based Organisations and/or Farmer Producer Organisations & procurement, arrangement of buyback/ market linkages, arrangement of processing of organic food grains, horticultural crops.	i. Copies of Work Orders/ Contract Document ii. Document Proof of District wise Procurement details / Buyback arrangement/ iii. Completion Certificate from the previous Clients iv.CBO- FPO details and tie up documents

5	Applicant agency should not have been blacklisted by Government of any state/ India/ other Government agencies and any Indian or International Organisation and shall provide an affidavit to this effect.	Self-Declaration by the authorised representative on the bidder's letterhead.
6	The agency must have a minimum of three years' experience and should have supplied at least 1500 MT of certified organic seeds of field crops, horticultural crops, in association with any Central Government, State Government, or PSU or any other national/ International organisation related to Agriculture & allied sector for successful implementation of such programmes/ schemes. The applicant shall also furnish DNA fingerprinting test reports of the supplied seeds to establish the genuineness of the seed varieties	The agency must provide information of the scheme(s), on supplied quantities within the State with DNA fingerprinting test reports of the supplied seeds.
7	The agency should have a minimum of 5 years' experience in promoting Organic Farming with PGS/NPOP organic certification and must have implemented cluster-based Organic and Natural Farming schemes covering at least 25,000 hectares under programmes/schemes of the Central Government, State Government, or PSU. or any other national/ International organisation related to Agriculture & allied sector in last 5 years.	Copies of Work Orders / Contract Documents/ Completion Certificates from the authority.
8	The bidder agency must have three year experience in marketing of organic food grains and horticultural produces in domestic and International Market.	Crops-wise sales / Copies of MoU/ Invoices/ Documentary proof should be attached.
9	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder as per prescribed format (TECH A - 6)

NB: An application shall be considered unsuitable and rejected at the stage of short listing if it does not meet the mandatory criteria. Supporting documents for the mandatory criteria should be attached with TECH B-3 documents.

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

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

1. Filled in Bid Submission Check List in original (Annexure-I).
2. Covering letter (TECH A – 1) on bidder's letterhead requesting to participate in the bid process.
3. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
4. Copy of Goods and Services Tax Identification Number (GSTIN)
5. Copy of IT returns for the last three assessment years (AY 2022-23 , AY 2023-24, 2024-25)
6. General Details of the Bidder (TECH A – 2)
7. Past experience& ongoing assignments (TECH A– 5) along with copies of contracts/work orders/completion certificates from previous Clients.

8. 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 an authorised representative for submission of the bid.
9. Financial details of the bidder (TECH A – 3) along with all supportive documents such as previous 3 years (2022-23 to 2024-25) Balance Sheet and Income/Expenditure Statement duly certified and signed by the Chartered Accountant
10. Self-Declaration regarding an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client (TECH A – 6).
11. Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Body / International & National Organisation in the recent past. .
12. Total No. of Board of Members / Governing Body/ Board of Directors/ Partners, Professional staffs of the Agency/Organisation with their qualification, years of field experience with CV and appointment letters.
13. The Bidder shall be required to furnish a Solvency Certificate along with an undertaking declaring that the Bidder is not bankrupt or insolvent.”
14. Undertaking regarding non-pending of any judicial proceedings (on agency's letterhead) .

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

1. Bid Processing Fee:

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to **Rs. 10,000/- in the shape of Demand Draft in favour of "Establishment Officer-IV, O/o- Director of Agriculture & Food Production, Odisha, Bhubaneswar"** drawn in any Scheduled Commercial Bank payable at Bhubaneswar. Proposals received without bid processing fee will be outright rejected. For the avoidance of doubt, no exemption from payment of Bid Processing Fee is permitted. Further, a scanned copy of the DD of payment of the above fee shall be uploaded by the Bidder along with its Technical Bid on the **tendersodisha.gov.in** portal and the hard copy of the same shall also be submitted along with the physical submission of the Technical Bid.

2. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs.14,00,000/- (Rupees Fourteen Lakhs Only)** in form of Insurance Surety Bond, account payee demand draft, fixed deposit receipt, bank guarantee with validity for a period of forty- five days beyond the final bid validity period from any of the scheduled commercial banks drawn in favour of **-Establishment Officer-IV, O/o- Director of Agriculture & Food Production, Odisha, Bhubaneswar"** drawn in any Scheduled Commercial Bank payable at Bhubaneswar.

The EMD of unsuccessful bidders shall be refunded within 1 month from the date of award of Contract. Further, a scanned copy of the above fee shall be uploaded by the Bidder along with its Technical Bid on the

tendersodisha.gov.in portal and the hard copy of the same shall also be submitted along with the physical submission of the Technical Bid.

The EMD of the successful bidder will be released only after furnishing the required Performance security and signing of the Contract.

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

- i. Bidder with draws 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 processor is found to be non-responsive or has submitted false information in support of its qualification.
- iv. If the bidder fails to
 - a. Provide clarifications
 - b. Agree to decisions of the contract negotiation meeting,
 - c. Sign the contract in time,
 - d. Furnish required Performance Security.
- 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 Eighty Days)** from the date of opening of the technical proposal. **The Director of Agriculture & Food Production, Odisha** reserves the rights to reject proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the Contract within the bid validity period. The bid validity period may be extended on mutual consent.

4. Pre-Bid Meeting:

A pre-bid meeting will be organised to address the queries relating to the overall selection process and scope of the work. To this respect, bidders can submit their queries, as per the prescribed format provided at **(Annexure-III)**, to the Director of Agriculture & Food Production, Odisha through e-mail to **11.10.2025 up to 05:00 PM** from the level of the authorized representative of the bidder only. ***Any request for clarification submitted beyond the above deadline will not be entertained during the pre-bid meeting.*** The pre-bid meeting will be held on **14.10.2025 at 11:30 AM** in the Board Room, Ground Floor of Krushi Bhawan, Gopabandhu Marg, Bhubaneswar, Odisha. Representatives (*maximum up to 2 members from each bidder*) with due authorization letter will be allowed to attend the pre-bid meeting. Clarifications to the submitted queries will be uploaded in the Department website for information of the bidders. Any such clarification /

corrigendum shall be deemed to be part of this RFP. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained thereafter.

5. Authentication of Proposal:

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

6. Submission of Proposal:

The Technical bid complete in all respect must be submitted in both online mode i.e. at e- procurement portal (**tendersodisha.gov.in**) and offline mode at the specified address, date and time as mentioned in the RFP. **If there is any difference between the offline (physical) and online versions of the technical proposal, the version submitted through online mode shall prevail and be treated as final.** The Financial bid shall be submitted only through e-procurement portal (**tendersodisha.gov.in**) **on or prior to the last date of bid submission i.e. 29.10.2025 up to 5:00PM.** The Authority shall not entertain any physical submission of the Financial Bid. Any physical submission of the financial bid shall lead to the rejection of the bid as being non- responsive.

The Director of Agriculture & Food Production, Odisha shall not be responsible for any failure, malfunction or breakdown of the Portal during the Bidding Process, or for any sort of delay or difficulties faced during submission of the Bid on the e- Procurement Portal. Also, the authority is not responsible for any issues or delay or any consequence faced by the bidders during offline submission. Submission of proposal through any other mode as mentioned above shall not be accepted and will be out rightly rejected. Any Proposal received after the deadline shall not be accepted and will be out rightly rejected.

The procedure for submission of the proposal is described below:

6.1 Technical Proposal (PART-A) Original & (PART-B) Original + 1 Copy

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The Technical bid complete in all respect must be submitted in both online mode i.e. at e- procurement portal (**tendersodisha.gov.in**) and offline mode at the specified address, date & time as mentioned in the RFP. **If there is any difference between the offline (physical) and online versions of the technical proposal, the version submitted through online mode shall prevail and be treated as final.**

The envelope containing technical proposal (Physical Copy), i.e. two different parts, **Part-A and Part-B** should be bound separately with no loose sheets & each pages of all the two parts are page numbered along with index page and furnished inside one envelope and shall be **SEALED AND SUPERSCRIBED as Technical Proposal** – Selection of a Professional Agency for Promoting Organic Farming under the State Sector Scheme BALABHADRA JAIVIK CHASA MISSION (BJCM). The two different parts, i.e. **Part-A and Part-B** should be **bound together and furnished inside one envelope.**

The technical 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:

6.2 Financial Proposal:

The **Financial bid** shall be submitted only through e-procurement portal (**tendersodisha.gov.in**) **on or prior to the last date of bid submission i.e. 29.10.2025 up to 5:00PM**. The Authority shall not entertain any physical submission of the Financial Bid. Any physical submission of the financial bid shall lead to the rejection of the bid as being non-responsive.

6.3 Opening & Evaluation of the proposal:

The **TECHNICAL PROPOSAL (Bid)** will be opened online on the e-procurement portal in the initial stage by the Client in the presence of the bidders' 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 proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting.

The **FINANCIAL PROPOSAL (Bid)** of the **technically qualified bidders** will be opened after completion of technical evaluation stage by the Selection Committee formed. The financial bid shall be opened online on the e-procurement portal. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

The original copies of the Technical Proposal shall be uploaded in the "Technical Proposal" and the Financial Proposal in the "Financial Proposal" folder in e-procurement portal.

7. Evaluation of Proposal:

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

7.1 Preliminary Evaluation (1st Stage):

Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not. **If there is any difference between the offline (physical) and online versions of the technical proposal, the version submitted through online mode shall prevail and be treated as final.** Submission of following documents / information will be verified:

1. Filled in Bid Submission Check List in original (Annexure-I).
2. Covering letter (TECH A – 1) on bidder's letterhead requesting to participate in the bid process.
3. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
4. Copy of Goods and Services Tax Identification Number (GSTIN)
5. Copy of IT returns for the last three assessment years (AY 2022-23 , AY 2023-24, 2024-25)

6. General Details of the Bidder (TECH A – 2)
7. Past experience& ongoing assignments (TECH A– 5) along with copies of contracts/work orders/completion certificates from previous Clients.
8. 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 an authorised representative for submission of the bid.
9. Financial details of the bidder (TECH A – 3) along with all supportive documents such as previous 3 years (2022-23 to 2024-25) Balance Sheet and Income/Expenditure Statement duly certified and signed by the Chartered Accountant
10. Self-Declaration regarding an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client (TECH A – 6).
11. Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Body / International & National Organisation in the recent past. .
12. Total No. of Board of Members / Governing Body/ Board of Directors/ Partners, Professional staffs of the Agency/Organisation with their qualification, years of field experience with CV and appointment letters.
13. The Bidder shall be required to furnish a Solvency Certificate along with an undertaking declaring that the Bidder is not bankrupt or insolvent.”
14. Undertaking regarding non-pending of any judicial proceedings (on agency’s letterhead) .

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

7.2 Technical Evaluation (2nd Stage):

Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process will be adopted for evaluation of the proposals. The proposals will be evaluated as per the parameters vide Score Sheet as bellow.

Evaluation of Technical Proposal-

SI No	Criteria	Measure	Score	Maximum score	Reference Clauses
1	Average Annual Turn Over of last three Financial Year(2022-23 to 2024-25) as per Audit Statement	More than 4Cr	10	10	Pre-eligibility Criteria Point No-3
		More than 2 Cr to 4Cr	7		
		2Cr	5		
b.	The agency must have work experience as an SPMU or State-Level Support Agency in implementing Organic and Natural Farming projects in association with any Central Government, State Government, or PSU or any other national/ International organisation related	more than 7 years	10	10	Pre-eligibility Criteria Point No-4
		more than 5 years to 7 years	7		
		5 years	5		

	to Agriculture & allied sector				
c.	A minimum of 5 years of experience in implementing cluster-based Organic Farming and Natural Farming schemes in association with any programmes/ schemes of Central Government, State Government, or PSU or any other national/ International organisation related to Agriculture & allied sector	more than 7 years	10	10	Pre-eligibility Criteria Point No-4
		more than 5 years to 7 years	7		
		5 years	5		
d.	The agency should have implemented cluster-based Organic and Natural Farming schemes covering at least 25,000 hectares(in last 5 years) under programmes/schemes of the Central Government, State Government, or PSU or any other national/ International organisation related to Agriculture & allied sector	More than 50,000Ha.	10	10	Pre-eligibility Criteria Point No-7
		Between 25000 to 50,000Ha.	7		
		Below 25,000Ha	5		
e.	The agency must have supplied at least 1500 MT of certified organic seeds of field crops, horticultural crops, in association with any Central Government, State Government, or PSU or any other national/ International organisation related to Agriculture & allied sector for successful implementation of such programmes/ schemes during last three years.	> 2500 MT seeds	10	10	Pre-eligibility Criteria Point No-6
		2500MT to 1500 MT seeds	7		
		<1500MT seeds	5		
f.	The agency having experience in marketing of organic food grains and horticultural produces in Domestic Market in last 3 years	More than 1000 MT	10	10	Pre-eligibility Criteria Point No-8
		More than 500 MT to 1000 MT	7		
		< 500MT	5		
g,	The agency having experience in marketing of organic food grains and horticultural produces in International Market in last 3 years	More than 1000 MT	10	10	Pre-eligibility Criteria Point No-8
		More than 500 MT to 1000 MT	7		
		< 500MT	5		
		Sub Total of Technical Evaluation		70	

		Technical Presentation		30	
		Grand Total		100	

Bidders who secure minimum 45 marks from the total (70marks) in the technical proposal will be called for technical presentation.

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

- A. Understanding of scope of the project- 10 marks
- B. Strategy/Methodology/Work Plan/Road map of the project- 15 marks
- C. Deliverables and Innovation- 5 marks

The organization/agency whose technical evaluation secures a score **minimum qualifying mark of 60** in the technical evaluation stage will be technically qualified for opening of the financial evaluation. The date of opening of the financial proposals of the technically qualified organization/agency will be intimated later. Accordingly, the organization/agency should make themselves available for the same.

7.3 Financial Evaluation (3rd stage):

The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the Bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

8. 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 70% on the basis of criteria for evaluation. The price bids of only those 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 quoted prices. The financial proposal shall be allocated a weightage of 30%.

For working out the combined score, the employer will use the following formula:

Evaluated Bid Score: $(0.7 \times 100 \times T / T(\text{high})) + (0.3 \times 100 \times C (\text{Low}) / C)$,

Where, T stands for Total marks obtained in technical proposal, T(high) stands for highest marks obtained in technical proposal,

C stands for Evaluated Bid Price of the Bidder, C (Low) stands for Lowest of the evaluated bid prices among the responsive bids.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H1) 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 EOI Screening Committee(ESC) awarded them 75, 80 and 90 marks respectively, all the three proposals would be Technically suitable. Then the following points for technical proposals may be given:

Proposal A: $100 \times 75 / 90 = 83.33$ points

Proposal B: $100 \times 80 / 90 = 88.88$ points

Proposal C: $100 \times 90 / 90 = 100$ points

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:

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

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

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

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

Proposal A: $(0.7 \times 83.33) + (0.3 \times 83) = 83.231$

Proposal B: $(0.7 \times 88.88) + (0.3 \times 100) = 92.216$

Proposal C: $(0.7 \times 100) + (0.3 \times 91) = 97.3$

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 Organisation's/Agency's proposal. Directorate of Agriculture & Food Production, Odisha may cancel the bid and reject all proposals without assigning any reasons at any stage of the tender process.

9. Performance Security:

Within 7 days of notifying the acceptance of proposal for the award of Contract, the qualified bidder shall have to furnish a Performance security amounting to **5% of the contract value including GST applicable** from a Scheduled Commercial Bank situated in Bhubaneswar in favour of “**Establishment Officer-IV, O/o the Director of Agriculture & Food Production, Odisha** as per the format at **Annexure-IV**, for a period of 60 days beyond the entire contract period (i.e. performance security must be valid from the date of effectiveness of the contract to a **period of 60 days 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 performance security. The performance security 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 performance security.

10. Contract Negotiation:

Contract Negotiation will be held at a date, time and address as intimated to the selected bidder. The invited bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff or the assignment. Representative conducting negotiations on behalf of the bidder must

Have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any, and availability of proposed professionals etc.

11. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the Contract and promptly notify all other bidders about the result of the selection process. The successful bidder will be asked to sign the Contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the Contract, no variation or modification of the terms of the Contract shall be made except by written amendment signed by both the parties. The Contract would be valid for **Five Years subject** to annual review on satisfactory performance. However, for the current financial year 2025-26, the contract will be effective from the date of awarding of work order with the prorated target and payment as per actual. For remaining four subsequent years i.e. 2026 -27 and 2029-30, the contract will be effective from the commencement of financial year. ***Sub-contracting is not allowed under this assignment under any circumstances.***

12. Conflict of Interest:

Conflict of interest exists in the event of: (i) conflicting assignments, including implementing, providing consultation, monitoring and evaluation/environmental assessment of the same scheme / project at a different level by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with officials of the Client directly or indirectly; and

(iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

13. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder,

including but not limited to appointment of any officer such as a receiver in relation to the personal or business matters or an arrangement with creditors, or of any other similar proceedings.

- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;

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

14. Anti-corruption Measure:

- 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.
- 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.

15. 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.

16. 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 this selection process. Alternate bids are also not allowed.

17. 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.*

18. 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 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.

19. Legal Jurisdiction:

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

20. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and there after the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt. of India.

Penalty will be imposed under the Deliverables:

Particulars	% of deviation from minimum target area		
	10%-20%	20%-50%	>50%
Less achievement of targeted area for Organic certification, registration and supply of input (in ha)			
% penalty of payment for the particular activity	20%	30%	50%

Particulars	% of deviation from minimum target area		
	10%-20%	20%-50%	>50%
Marketing Linkage (min 30% yield of the total target area will be linked to market by the agency)			
% penalty of payment for the particular activity	20%	30%	50 %

The Yield and marketing of produce will be decided and verified by the District Level Committee and submit to DA & FP (O) within the crop season of each year by the CDAO and Professional Agency.

Any changes in the penalty activities will be decided by the Authority as and when required during the implementation of the Scheme.

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 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 Department of Agriculture & Farmers Empowerment, Odisha website <https://agriodisha.nic.in>, agrisnetodisha.ori.nic.in and tendersodisha.gov.in

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 proposals

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:

Agriculture & Farmers Empowerment Department, Government of Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, Copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of execution of the 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. Replacement of Key Personnel:

Interviews of the deployed State Level and District Level staff will be done by the designated team of Directorate for confirmation of their engagement under this programme. If the candidate fails, the agency will deploy a new candidate with the same procedure. **No replacement of resources is allowed till the date of effectiveness of the contract** unless both the parties agree that such substitutions are unavoidable, and for reasons such as death or medical incapacity which is really beyond the control of the bidder.

If one or more staffs become unavailable / leave the project for any reason midway under the contract, the agency must notify the Director and CDAO, at least **15 days** in advance and obtain the approval prior to making any substitution.

The Client also reserves the right to request the Agency to replace the deployed staffs if they are not performing to a level of satisfaction of the Client.

26. Force Majeure:

For purpose of this clause, "Force majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted,

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

27. Arbitration:

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

28. Disqualification of Proposal:

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

- Proposal submitted without Bid Processing Fee & EMD as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- Proposal is received in incomplete form or Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents /information
- A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer
- 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
- Proposal is not properly sealed or signed
- Any deviation in the technical and financial proposal
- Proposal is not conforming to the requirement of the scope of the work
- 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;
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Failure to agree with terms and conditions of the RFP
- The quoted professional fee not within the prescribed limit of the RFP.
- Any other condition/situation which holds the paramount interest of the client during the overall selection process.

29. Termination of contract

The selected agency/consortia can be terminated

if, Become insolvent

or become bankrupt

or incapacitated for more than 30 days

or Himself or his office bearer involved in any criminal offence

or Breaches conditions of the agreement and misrepresents facts and data or Performance of the agency does not cater to the requirement of the Programme

or is blacklisted by any Govt.

or any other Agency or Fails to engage prescribed and qualified Technical Staff

or any other terms & conditions as mentioned in the MoU.

30. Conditions for Blacklisting

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

1. Involvement in any sort of tender fixing or
2. Persistent and intentional violation of important conditions of contractor
3. Submission of false/fabricated/forged documents for consideration of tender.

SECTION- 3: TERMS OFREFERENCE

SECTION:3

TERMS OF REFERENCE

Request for Proposal for Selection of a Professional Agency for Promoting Organic Farming under the State Sector Scheme for Balabhadra Jaivik Chasa Mission (BJCM)”

1.Introduction:

Department of Agriculture & Farmers’ Empowerment, Government of Odisha is scaling up a new Programme **Promoting Organic Farming under “Balabhadra Jaivik Chasa Mission (BJCM)”** focusing on organic farming of agriculture & horticulture crops primarily in 8 districts (**Kandhamal, Malkangiri, Koraput, Rayagada, Mayurbhanj, Keonjhar, Sundargarh and Bolangir**) in clusters of 20 Ha patches to ensure safe and sustainable agriculture through the state plan. It will be achieved by mobilization of farmers through awareness camps, training cum capacity building programmes, Exposure visit & Farmer field schools towards the understanding of soil health management and empowering farmers through institutional development through farm practices & management, bio-input production, quality assurance and value addition of organic products.

2.Objectives of the scheme:

- a. Production of healthier, nutritive and safe food.
- b. Organic conversion of agriculture areas.
- c. Harnessing growth potential of organic food markets
- d. Utilization of available resources,
- e. ITK towards promoting climate resilient sustainable farming practices.
- f. Reclamation of problem soils.
- g. Enhancing organic carbon in soil.
- h. Skill Development.

3.Scale& Duration:

- a. The programme will be implemented in 13000 hectares of cultivated areas for 5 years covering Daringbadi block of Kandhamal district and Swabhimanchal of Malkangiri district.
- b. An area of 3,600ha will be taken up for horticultural clusters covering two blocks in each of the selected 6 districts (Koraput, Rayagada, Mayurbhanj, Keonjhar, Sundargarh and Bolangir) over 5 years.
- c. It is proposed to promote organic farming with NPOP certification for five years for Export oriented marketing of organic produces.
- d. Organic growers will be provided transition incentives for 3 years of transition period through DBT to cover anticipated yield loss, cost of indigenous seeds/ planting materials & organic/bio input production of their own.
- e. Training and awareness programmes will be carried out in the proposed blocks to create awareness among the farmers regarding the soil health.

4. Strategic Interventions

- a. Promote organic farming and natural farming
- b. Preparation of soil nutrient index map.

- c. Adoption of good organic agricultural practices.
- d. Demonstration in the form of comprehensive organic clusters
- e. Incentives towards yield loss to farmers.
- f. Intervention to improve soil health.
- g. Preventing measures to combat soil pollution and degradation
- h. Practical knowledge enhancement through Farmers field School
- a. Capacity building, training and awareness on organic farming practices.
- j. Marketing and value addition.

5. Budget/ Payment Schedule:

Payment process shall be as per the approved scheme guideline. Funds shall be released on the basis of deliverables to the Professional Agency against the GST tax invoice with the performance report submitted by the designated officer as per the scheme.

The payment shall be done Centrally as per the major deliverables:

1. Beneficiary Selection, Patch Selection, Supply of Certified Organic seed availability to farmers in coordination with LRP-
2. Organically Certification, Area registration and facilitating the supply of input
3. Market linkage in Domestic market and International market

Key Deliverables

SI.No.	Deliverables	% of Payment on Annual basis
KD1	Mobilisation of farmers, patch selection, selection of beneficiary and facilitating Supply of Certified Organic seed availability to the farmers with the help of LRP,	30%
KD2	Targeted Area, Achievement, Organic area Registration, Certification in co-ordination with OSOCA, ,facilitating the supply of bio-inputs & others to the farmers	40%
KD3	Marketing Linkage in domestic and International Market	30%
		100%

6. Staff Structure

The staffing pattern of Professional Agency for State Level :

The details staffing pattern at State Level (SPMU) and district levels (DPMU) are given as mentioned below:

SI No	Position	Nos. required	Qualifications	Age limit	Works to be done
The staffing pattern of Professional Agency at State					
1	Project Manager	1 @ state level	B.Sc.(Agril)/ B.Sc. (Horticulture)/ B.Sc. along with M.B.A./ Agribusiness Management, Experience in Organic production practices with minimum 5 yrs experience	Below 65 years	- Complete Supervision of Project - Regular Monitoring throughout project period - Prepare cluster wise action Plan for Production, Procurement and Marketing of organic produce. - Monitor the progress of the work through field visits and review of District Coordinators activities for successful implementation of the programme - Recording of success stories of the programme for whole state.
2	Agriculture Expert	1 @ state level	B.Sc.(Agril)/ with knowledge in computer of minimum PGDCM, Experience in Organic production practices with minimum 5 yrs experience	Below 65 years	- Complete Supervision of Project of Agril Sector - Regular Monitoring throughout project period of Agril Sector - Technical advice to farmers through field visits of Agril Sector - Research & Extension linkage through support to farmers of Agril Sector
3	Horticulture Expert	1 @ state level	B.Sc. (Horticulture) with knowledge in computer of minimum PGDCM, Experience in Organic production practices with minimum 5 yrs experience	Below 65 Years	- Complete Supervision of Project of Horticulture Sector - Regular Monitoring throughout project period of Horticulture Sector - Technical advice to farmers through field visits of Horticulture Sector - Research & Extension linkage through support to farmers of Horticulture Sector
4	Marketing Expert	1 @ state level	MBA qualification and having experience in Agri-business export-oriented marketing practices with minimum 3	25-45yrs	- Preparation of production and marketing plan for all districts of Agril& Horticulture produce - Exporting Support of Agril&

			yrs experience		Horticulture produce • Monitor the progress of the work through field visits and review of District Coordinators activities for successful implementation of the programme • Marketing channel for Organic produce of all schemes.
5	Multi Skill Assistant	2 @	Graduate with knowledge and experience in IT consultancy & Business Analysis	21-45 yrs	• Data collection and reporting as per formats shared by the state technical team. • Follow up for data collection related to this project. • Submission of data for reports/presentations on data-related aspects as per requirement. • Preparation of all reports and any technical/online works assigned to them by DPMU. • Any task assigned by the authority as and when required

All the staffs of SPMU will be accommodated in SBC Office and all the above assigned works will be done in coordination with State Bio Chemist and concerned CDAOs/DDHs

b. The staffing pattern of District Level Project Monitoring Unit (DPMU):

The details staffing pattern at State Level as mentioned below:

1	District Coordinator	1 @ in all 8 districts	BSc. (Ag./Hort./Science) with knowledge in computer of minimum PGDCM	21-45 yrs	• Preparation of production and marketing plan, Promotion of Bio-input production unit for timely supply of inputs to farmers. • Promotion and strengthening of Farmers Producer Organization (FPO). • Promotion of processing and post-harvest entrepreneurship for pulses, oilseeds, agroforestry and horticulture produce. • Promotion of Custom Hiring Centre (CHC). • Promotion of seed Production Centers& Bio-Input Production & Business Centers. • Prepare cluster wise action Plan for Production, Procurement and
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					Marketing of organic produce. • Monitor the progress of the work through field visits and review of LRP activities for successful implementation of the programme • Recording of success stories of the programme
2	Multi Skill Assistant	1 @ Malkangiri & Kandhamal only	Graduate knowledge and experience in IT consultancy & Business Analysis	21-45 yrs	• Data collection and reporting as per formats shared by the state technical team. • Follow up for data collection related to this project. • Submission of data for reports/presentations on data-related aspects as per requirement. • Preparation of all reports and any technical/online works assigned to them by DPMU. • Any task assigned by the authority as and when required

The performance of the engaged staffs will be reviewed at regular intervals by the competent authority. The authority reserves the right to disengage the staffs on unsatisfactory performance as per the requirement of the project.

The total manpower Requirements:

Sl. No	Manpower to be Required in Professional Agency	Nos. required at State and Districts
1	Project manager	1 @ state level
2	Agriculture Expert	1 @ state level
3	Horticulture Expert	1 @ state level
4	Marketing Expert	1 @ state level
5	Multi Skill Assistant	2 @ state level
6	District Coordinator	8 @ district level
7	Multi Skill Assistant	2 @ Malkangiri & Kandhamal only
	TOTAL REQUIREMENT	16

- The Professional Agency / PMU shall provide techno-managerial support to the Government in smooth implementation of the Soil Health programme and for efficient and effective functioning of Scheme during its implementation and after the project period.
- The Professional Agency / PMU shall conduct periodic monitoring and evaluation of work, effectiveness and accountability.
- The personnel outsourced by the Professional Agency(PA) will work under respective districts under CDAO/DDH/ADH for district level where as in State Bio Chemist office under Directorate of Agriculture & Food Production, Odisha, Department of Agriculture & Farmers Empowerment, Odisha.

- The Agency shall submit a Work Plan as required and accordingly submit Monthly and quarterly Progress Report. The payment to the Agency will be made on alumpsum basis quarterly on submission of the reports by the agency through the CDAO/SBC(O) and subject to approval of the same by the Authority.
- The payment shall be made based on the Penalty matrix and others as per penalty clause after finalization of the claims.

Duration of Outsourcing

Duration of the contract will be Operational for total project period of 5 years i.e. from 2025-26 to 2029-30 with annual evaluation by the Director of Agril& Food Production, Odisha.

SECTION- 4:TECHNICALPROPOSALSUBMISSIONFORMS

TECHNICAL PROPOSAL

(PART A)

TECHA-1: COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To

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

Subject: Selection of Professional Agency for Promoting Organic Farming under the State Sector Scheme for Balabhadra Jaivik Chasa Mission (BJCM)"

Dear Sir,

I, 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 uploaded in the e-procurement portal and the physical copy of the Technical Proposal is submitted in a separate envelope

I, hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP 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: _____

TECHA-2

Bidder's Organization (General Details)

SINo.	Description	FullDetails
1	Name of the Bidder	
2	Address for communication: Tel: Fax: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Designation: Mobile No.: Email id:	
4	Registration/Incorporation Details Registration No: Date & Year. :	
5	Main/Branch office in Odisha If Yes, Please furnish contact details with Pin code	Yes/ No
6	Bid Processing Fee Details Amount: BC/DD No.: Date: Name of the Bank/Branch:	
7	EMD Details Amount: Insurance Surety Bond/ account payee demand draft/ fixed deposit receipt/ bank guarantee No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignment as per the stipulated scope of work of the RFP	YES

11	Willing to accept all the terms and condition as specified in the RFP	YES
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Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECHA-3

Bidder Organization (Financial Details)

Bidder Organisation (Financial Details)

Financial Information in INR				
Details	FY 2021-22 (Audited)	FY 2022-23 (Audited)	FY 2023-24 (Audited)	Average
Turnover from Service Providing Business only (in Cr.)				
Supporting Documents: Audited certified financial statements for the last 3 FYs (2021-22, 2022-23 & 2023-24) (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 Company Auditor with Date in original

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

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH A-4

FORMATFORPOWEROFATTORNEY

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

Dated: _____

POWER OF ATTORNEY

ToWhomItMayConcern

Knowallmenby thesepresents,we_____(nameand registeredofficeaddress of the Applicant) do hereby constitute, appoint and authorize Mr.(Nameofthe Person(s)),domiciled at_____(Address),actingas _____(NameandDesignation),as AuthorisedSignatory andwhose signature isattestedbelow,asourattorney, to do inour nameandon our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award ofcontractunder [NameoftheAssignment]involving thedeliverables as per agreement with,_,videRequestofProposal(RFP)Documentdated,issuedby theDirectorofAgriculture&Food Production, Odisha under Agriculture & Farmers' Empowerment Department, Government of Odisha including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by the tender inviting authority or any representing us in all mattersbefore the tender inviting authority and generallydealing in all matters in connection with our Proposal for the said assignment.

Weherebyagree to ratifyallacts, deeds and things lawfully done by oursaid 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: _____

(SignatureoftheAuthorizedRepresentativewithDate)ACCEPT: Signature, Name & Designation of person executing attorney:

NB:

The modeof executionof thePowerofAttorneyshould be inaccordancewith theprocedure,ifany,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 in the extract of the charter documents and documents such as a board resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executants (s).

TECH A-5

BIDDER'S PAST EXPERIENCE DETAILS

(Bidder's past experience details)

Table - 1 (Lists of completed/ ongoing assignments related to combined work experience as SPMU, State Level Support Agency, Support Agency handling Organic and Natural farming projects in Odisha)

Sl. No.	Worked as SPMU/ SA/ SLA	Years of experience	Assignment/ Scheme and Duration	Name of the Client	Date of Award / Commencement of assignment	Date of Completion of assignment	Area covered (Ha.)

Table - 2 (Lists of completed/ ongoing assignments of related to cluster based Organic and Natural farming in Odisha.

Sl. No.	Years of experience	Assignment/ Scheme and Duration	Name of the Client	Date of Award / Commencement of assignment	Date of Completion of assignment	Area covered (Ha.)	Organic certification (PGS/NPOP)	Certification Agency

Table - 3 (Past experience on supply of good quality State Level Expert Group-approved seeds or horticultural crops seeds/ planting materials in last 3 years in Odisha)

Sl. No.	Period	Assignment/ Scheme and Duration	Name of the Client	Area covered (Ha.)	Details about seeds/ planting materials supplied	Total Quantity (In Nos/MT)	DNA finger print test reports from agency

Table - 4 (Past experience on direct marketing/ linkage of organic food grains /horticultural produces in last 5 years in Odisha)

Sl. No.	Component	Organic Produce (Cereals/ Hort. crops/ Spices/ Others)	Year	Coverage/ Area (In Ha.)	Total Quantity produced (In MT)	Total Quantity marketed (In MT)		Details of Tie up/ MoU/ Invoice for marketing
						Domestic	Export	
1	Production with organic certification		2024-25					
			2023-24					
			2022-23					
			2021-22					
			2020-21					
2	Marketing		2024-25					
			2023-24					
			2022-23					
			2021-22					
			2020-21					

Bidders are requested to furnish the list of the assignments undertaken/ completed in prescribed table format. Please add additional rows as per requirements. Information not conforming to the format will be treated as non-responsive. Copies of the Work order / Go ahead / Contract Document / Completion Certificate regarding marketing from the previous Clients must to be furnished along with the above information.

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

Communication Address of the Bidder: _____

TECH A-6

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

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

IN BIDDER'S LETTERHEAD

I, hereby declare that our agency is not having any conflict of interest due to prior, current or proposed agreements, engagements or affiliations with the Director of Agriculture & Food Production, Odisha which can be termed as of nature as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (7)**.

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

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

Communication Address of the Bidder: _____

TECHNICAL PROPOSAL

(PART B)

TECHB-1: COVERING LETTER (On Bidder's Letter Head)

Location, Date

To

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

**Subject: Selection of a Professional Agency for Promoting Organic Farming
under the State Sector Scheme for Balabhadra Jaivik Chasa Mission (BJCM)”**

Dear Sir

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal. I hereby submitting the technical proposal through e-procurement portal and the physical copy of the same is submitted in a separate envelope. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

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

I remain,

Yoursfaithfully,

AuthorizedSignatory withDateandSeal:

NameandDesignation:_____

AddressofBidder:_____

TECHB-2

BIDDERORGANISATION

(BriefProfile)

[Providehereabriefdescriptionregardingprofessionalbackgroundoftheorganisation]

AuthorizedSignatory[Infullandinitials]:

NameandDesignationwithDateandSeal:

[NB:Bidderneedstorestricttheaboveinformationwithin3-5pagesonly]

TECH B-3(I)

Bidder's Past Experience

Sl. No.	Period	Assignment of Organic/ Natural farming projects and Duration	Name of the Deptt./ Client	Contract Value (in INR) and Duration in years	Date of Award / Commencement of Assignment	Date of Completion of Assignment	Remarks if any
1							
2							
3							
4							
5							

Sl. No.	Period	Marketing of Organic produces (MT)	Marketing in Domestic market (MT)	Value (in INR)	Marketing in Export market (MT)	Value (in INR)	Remarks if any
1							
2							
3							
4							
5							

NB:

- Bidders are requested to furnish the information only under Table- 1.*
- Copies of Work Order / Contract Documents / Completion Certificate for the respective assignments need to be furnished along with the technical proposal failing which the assignment will not be taken into consideration for evaluation purposes.*

Authorised Signatory [In full and initials]:

Name and Designation with Date and Seal

TECH B-3 (II)

Bidder Experience

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

Assignmentname:	Value ofthecontract(inINR):
Location:	Durationofassignment(months):
NameofClient:	TotalNo. Ofstaff-
Address:	Monthsofthe assignment:
Startdate(month/year):	No.ofprofessionalstaff-monthsdeployed with details:
Completiondate(month/year):	
NarrativedescriptionofProject:	
Descriptionofactuaiservicesprovidedbyyourstaffwithintheassignment:	

AuthorizedSignatory[Infullandinitials]:_____

NameandDesignationwithDateandSeal:_____

[NB: Bidders are requested to provide the details about the list of assignments as provided in Table -1 of TECH B - 3 (I) respectively]

TECH B-4

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

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

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

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

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH B-5

DESCRIPTION OF APPROACH, METHODOLOGY STATEMENT

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

A. **Understanding of Scope, Objectives and Completeness of response**

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

B. **Description of Approach and Methodology:**

C. **Project Management Plan for the Client:**

D. **Staff Deployment Strategy:**

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

NB: Bidders are requested to furnish the above information limiting it upto 5-7 pages only with Arial Font Size-10.

TECH B -6

FORMAT OF CURRICULUM VITAE (CV) FOR APPROVED MANPOWER TO BE ENGAGED(CVOFALL MANPOWER TO ENGAGED TO BE ATTCHED)

1. Proposed Position:

[For each position of key professional separate formTechB-6 will be prepared]

2. Name of Firm:

3. Name of Staff:

4. Date of Birth:

5. Years with Firm:

6. Nationality:

7. Education:

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

8. Membership in Professional Associations:

9. Other Trainings:

10. Countries of Work Experience:

11. Languages:

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

12. Employment Record:

*[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in **last ten years**, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]*

From [Year]	To[Year]
--------------------	-----------------

Employer Name:	
Position Held:	
Details of the Task Assigned [List all tasks to be performed under this Assignment/job]	

13. Work Undertaken that Best Illustrates Capability to Handle the Specific Tasks Assigned

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

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

Certification:

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

Date:

Signature of Key Professional with Date _____

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

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

TECH B-7

TeamCompositionandTaskAssignmentProposedpersonneltobeengaged&TaskAssigned

Sl. No	Categoryof personnel	Nos.	TaskAssigned
1			
2			
3			
4			
5			
6			
7			
8			
9			

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

SECTION- 5: FINANCIAL PROPOSAL SUBMISSION FORMS

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1 COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

The Director of Agriculture & Food Production,

Department of Agriculture & Empowerment Government of Odisha,
Krushi Bhawan, Gopabandhu Marg, Bhubaneswar - 751001

Subject: Selection of a Professional Agency for Promoting Organic Farming under the State Sector Scheme for Balabhadra Jaivik Chasa Mission (BJCM).

Sir,

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

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

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

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal: Address of the Bidder: Amount must match with the one indicated in Fin-2 (Table-1).
an *Amount must match with the one indicated in Fin-2 (Table-1)

FIN-2

SUMMARY OF FINANCIAL PROPOSAL

[TABLE 1]

Sl.No.	Fee Particulars	Amount in INR
1.	Remuneration for Professionals and Support Staffs (A)	
	Overhead expenses (B)	
	Consulting Fees (A+B)	
2.	Taxes applicable as per GST Act @% of Consulting Fee	
Total amount quoted in Words (excluding GST)		

****This table is meant for selection only. The agency shall claim GST as admissible**

Financial Bid Conditions

1. The **total cost quoted under Point (1)** shall be considered for evaluation purposes, as specified in the RFP. Payment of all statutory dues related to outsourced staff shall be the sole responsibility of the Agency.
2. The Client shall deduct **TDS and other applicable statutory deductions** as per prevailing Government of India/ Government of Odisha rules.
3. The remuneration and service conditions of all categories of manpower deployed by the Agency must strictly comply with applicable **Labour Laws, Minimum Wages Act, and other related Acts/Rules** enforced by the Government of Odisha from time to time
4. For FY 2025–26, as the new agency will be engaged in the middle of the financial year, **pro-rata payment or payment based on deliverables** shall be made, depending on the targets assigned and achieved.
5. The quoted price shall remain **firm and valid for the entire contract period**. No request for escalation on any ground (including increase in wages, statutory dues, or inflation) shall be entertained during the contract tenure.

AuthorizedSignatory[Infullandinitials]:

NameandDesignationofSignatorywithDateandSeal:

Addressofthe Bidder

[TABLE-2]

SUMMARY OF FINANCIAL PROPOSAL

Application Format for Selection of Professional Agency under the State Sector Scheme for Balabhadra JaibikaChasa Mission (BJCM)

(Rate Quoted must be per Annum)

Name of the Assignment:				
SI.No.	Fee Particulars	Amount in INR		
A	Remuneration for Professionals and Support Staff			
Description of Manpower		Qty	Unit Rate	Total per Annum
The staffing pattern of PA at state:				
A1	Project manager	1		
A2	Agriculture Expert	1		
A3	Horticulture expert	1		
A4	Marketing Expert	1		
A 5	Multi Skill Assistant	2		
The staffing pattern of PA at districts				
A 6	District Coordinator	8		
A 7	Multi Skill Assistant	2		
B	SubTotal			
C	Overhead expenses			
D	Consulting Fee(B+C)			
E	Taxes applicable as per GST Act @ % of Consulting Fee (D)			

Grand Total (INR) (D+E)	
In Words	

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

(Signature and Seal of Competent Authority)

Name: Designation:

Name of Agency

Address

TABLE - 3

Sl. No.	Description	Unit	Quantity	Unit Price in INR	Total Amount in INR
1					
2					
3					
4					
Grand Total in INR					
In Words					

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

SECTION-6: ANNEXURES (I to IV)

ANNEXURE I

BID SUBMISSION CHECK LIST

Sl. no	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
(PART A)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH A-1)		
3	Bid Processing Fee of Rs. 10,000/- in form of DD/BC		
4	EMD of Rs. 14,00,000/- in form of Insurance Surety Bond, account payee demand draft, fixed deposit receipt, bank guarantee		
5	Copy of Certificate of Incorporation/Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 AYs (2022-23, 2023-24, 2024-25)		
9	General Details of the Bidder (TECH A-2)		
10	Financial details of the bidder (TECH A-3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH A-4) in favour of the person signing The bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) (TECH A-5) along with the copies of work orders / contract paper for the respective assignments		

13	SelfDeclarationpertainingtoanaffirmativestatementasto the existence of any potential conflict of interest on the part ofthebidderduetoprior,currentorproposedagreements, engagements,oraffiliationswiththeClient(TECHA-6)		
14	Undertakingfornothavebeenblack-listedbyanyCentral/ State Govt. /any Autonomous bodies During itsbusinesscareer.		
(PARTB)			
1	CoveringLetter (TECHB-1)		
2	BidderOrganisation (TECHB-2)		
3	BidderExperience (TECHB-3)		
4	CommentsandSuggestions (TECHB- 4)		
5	DescriptionofApproach, Methodology&WorkPlan(TECHB-5)		
6	CVofKeyProfessionals (TECHB-6)		
7	TeamCompositionandTaskAssignment (TECHB-7)		
FINANCIALPROPOSAL			
1	CoveringLetter (FIN-1)		
2	SummaryofFinancialProposal(FIN-2)		

Undertaking:

1. *Alltheinformationhasbeensubmittedaspertheprescribedformatandprocedure.*
2. *Each partoftechnicalbid hasbeenseparatelyboundwithno loosesheetsandeach page of all the two parts are page numbered, along with Index Page.*
3. *Allpagesof theproposalhavebeensealedand signedbytheauthorized representativeofthe bidder.*

AuthorizedSignatory[Infulland initials]:_____

NameandDesignationwithDateandSeal:_____

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD

(On Bidders Letter head)

Bid Security Declaration Form

Date: _____ Tender No. _____

Whereas (hereinafter called the "tenderer") has submitted their offer dated.....for the supply of (hereinafter called the "tender") against the purchaser's tender enquiry No.....

KNOW ALL MEN by these presents that WE.....of..... having our registered office at are bound unto(hereinafter called the "Purchaser) in the sum of for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the
Common Seal of the said Bank this..... day of..... 20.....

THE CONDITIONS OF THIS OBLIGATION ARE-

(1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.

(2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-

- a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
- b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

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

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch

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

FORMAT FOR SUBMISSION OF PRE-BID QUERY

- The bidders will have to ensure that their queries in soft copy for the pre-bid meeting should reach to Director of Agriculture & Food Production, Odisha Department through email at soilhealthcell@gmail.com latest by **10.07.2025 up to 5:00 PM** as per the prescribed format only as mentioned below.

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

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

Authorized Signatory [In full and initials]:_____

Name and Designation with Date and Seal:_____

ANNEXURE-IV

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

BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To,

The Establishment Officer-IV

Directorate of Agriculture & Food Production, 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 WHERE AS we have agreed to give the agency such a bank guarantee;

NOW THEREFORE we hereby affirm 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 security shall be valid until the.....day of ,20...

Our..... branch at Bhubaneswar (Name & Address of thebranch) 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**