



**Engagement of Agency as
SPMU- Programme Secretariat
under the State Sector Scheme
“Revival and Sustainable Intensification of
Forgotten Food &
Neglected Crops in Odisha”**

2025-26 to 2029-30

**Directorate of Agriculture & Food Production
Department of Agriculture & Farmers' Empowerment
Government of Odisha**

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DISCLAIMER

This Request for Proposal (RFP) is issued by the Department of Agriculture & Farmers' Empowerment, Government of Odisha.

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

The purpose of this RFP is to provide interested bidders with information that may be useful to them in the formulation of their proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the authority in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the authority, its employees or advisors to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be completely 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.

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this RFP or arising in any way in the selection process. The authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any applicant upon the statements contained in this RFP.

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

BIDDER DATA SHEET

SL. No	Particulars	Details
1	Name of the Client	Director of Agriculture & Food Production under the Department of Agriculture & Farmers Empowerment, Government of Odisha
2	Method of Selection	Quality and Cost based selection process(QCBS)
3	Availability of RFP Documents	Detail RFP documents are available in following website: www.agrisnetodisha.ori.nic.in , agri.odisha.gov.in , tendersodisha.gov.in
4	Date of Floating of RFP	02.09.2025
5	Timeline for submission of Pre-Bid query	08.09.2025 upto 5:00 PM
6	Date of Pre-Bid Meeting	10.09.2025 at 11 AM
7	Publication of Pre-Bid Clarification through website	12.09.2025
8	Last Date and time for submission of Bid through e-procurement Portal	24.09.2025 up to 5PM
9	Last Date and time for submission of Technical Bid (Hard copy)	04.10.2025 up to 5.00 PM
10	Date of opening of Technical Proposal	08.10.2025 at 11.00 AM
11	Date of Technical Presentation	13.10.2025 at 11.00 AM
12	Date of opening of Financial Proposal	16.10.2025 at 11.00 AM
13	Pre-Bid Meeting	All queries should be received on or before 08.09.2025 up to 5:00 PM on Email: diragri.or@nic.in , diragri.or@od.gov.in & ifsodishadafp@gmail.com in MS Word format as Annexure 6 of the RFP. Pre-bid meeting will be held on 10.09.2025 at 11.00 AM in hybrid mode . The link & venue of the meeting will be communicated to the bidders in the return mail.
14	Bid Processing Fee (Non-Refundable)	Rs 10,000/- INR in shape of banker's Cheque/Demand Draft in favour of " Establishment officer-IV " O/o the Directorate of Agriculture &

		Food Production, Odisha, Bhubaneswar drawn in any scheduled commercial Bank Payable at Bhubaneswar .
15	Bid Security/ Earnest Money Deposits(Refundable)	The proposal must be supported by Bid Security or EMD of Rs 1260000/- (Rupees Twelve Lakh Sixty thousand only) in the shape of Demand draft/ Banker's Cheque / Insurance Surety bond/ bank guarantee with validity for 45 days beyond final bid validity period in favour of the " Establishment Officer-IV "O/o the Director of Agriculture & Food Production, Odisha Bhubaneswar Drawn in any scheduled Commercial Bank Payable at Bhubaneswar. N. B. MSEs and start ups are exempted from EMD.
16	Address for submission of Bid Document	Director of Agriculture & Food Production, Odisha, Krushi Bhavan, Gopabandhu Marg Bhubaneswar, PIN-751001 Telephone No- 0674- 2395532 /0674-2391925 Email: diragri.or@nic.in, diragri.or@od.gov.in & ifsodishadafp@gmail.com
17	Mode of Submission of Bid	Online- through tendersodisha.gov.in by 24.09.2025, 5 PM However, the physical copy of Technical Proposal including original processing fee BC/DD & original Bid Security must reach the undersigned through Speed Post / Registered Post in the designated address as mentioned in the RFP latest by 04.10.2025 up to 05.00PM
18	Place of Opening of Technical Proposal	Board Room no-1,1st Floor Board Room, Krushi Bhawan, Department of Agriculture & Farmers Empowerment, Odisha, Gopabandhu Marg,Bhubaneswar

SECTION – 1

LETTER OF INVITATION

RFP No: **PT2-DAFP-RTI-SG-0002-2024-29523** Dated: **30.08.2025**

Name of the Assignment:

Engagement of Agency for the role of Programme Secretariat for the state sector scheme “Revival and Sustainable Intensification of Forgotten Food & Neglected crops in Odisha”

The Director, Agriculture & Food Production, Odisha under Department of Agriculture & Farmers Empowerment, Government of Odisha (The Client) invites sealed applications from eligible bidder (agencies/organisation) for engagement of agency for the role of programme secretariat for the state sector scheme “Revival and Sustainable Intensification of Forgotten Food/ Neglected crops in Odisha” More details on the proposed RFP are provided in **section-3** Terms of Reference of this RFP document.

An experienced bidder will be selected under Quality and Cost Based Selection (QCBS) procedure as prescribed in the RFP document in accordance with the policies and procedures accompanying the Odisha General Financial Rule 2023 and guideline of Finance Department, Government of Odisha circulated vide office Memorandum No. 37323/F, Dated 30.11.2018 of Finance Department., Government of Odisha. The scheme activities will be implemented in the 25 nos of blocks across 15 districts of Odisha. The agency will be responsible for support in preparation of a comprehensive action plan for documentation, conservation, production and marketing of the neglected crops & forgotten foods in consultation with the line department/ stakeholder as per the scheme guideline.

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 1260000/- (Rupees Twelve Lakh Sixty thousand only) towards EMD in form of in shape of DD/ BC / Insurance Surety bond/ bank guarantee in favour of the “Establishment Officer-IV” O/o the Director of Agriculture & Food Production, Odisha Bhubaneswar Drawn in any scheduled Commercial Bank Payable at Bhubaneswar failing which the bid will be rejected.

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 at 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.

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 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.** The Authority shall not entertain any physical submission of the Financial Bid. Any physical submission of the financial bid shall lead to the rejection of the bid as being non-responsive.

The RFP includes the following sections

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

While all information/ data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the client/s knowledge. The client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The client reserved the right to accept/ reject and / all proposals/ terminate the entire selection process at any stage without assigning any reason thereof.


30/08/25

**Director, Agriculture &
Food Production, Odisha**

SECTION – 2

INFORMATION TO THE BIDDER

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

Following are the criteria of bidder selection: -

1. Minimum Eligibility Criteria for Technical Bid

Bidder shall fulfil the minimum eligibility criteria as follows:

- a. The bidder shall be a registered body under Societies Act/ Trust act / Company Act (section 8 (2013)/ Section 25 1956), Limited Liability Partnership. It shall provide a self-attested copy of registration, GST, PAN relevant registration document and details as per their legal status. Should be registered under GST Act.
- b. Should have experience in forgotten crops/ Neglected crops (traditional land races of pulses like *Chiknibiri*& *moong*, *chhotajada*, *chhotaalasi* *Kabri* *Kandula* etc) management /crop scenario of the state/ conservation and trials of landraces/seeds, supporting large scale cultivation of crops, processing, and entrepreneurship development. Experience of working in Odisha and Department of Agriculture & FE will be an added advantage.
- c. Should have experience of networking, anchoring consultations with various organizations, NGOs, government agencies, across the state of Odisha on the development sector.
- d. Should have a minimum of 3 years of experience of managing PMUs/ Program Secretariats with **Govt. of Odisha/ Govt. of India/ PSUs/ Any Govt. Undertaking**. Experience of managing PMU/Program Secretariats at Government of India level will be an added advantage.
- e. Should have a minimum of 5 years of work experience with government/ government agencies at state or central level.

- f. Should have a minimum annual turnover of Rs 10.00 crore for the last 3 each year.
- g. Should have a functional office at Bhubaneswar, Odisha with sufficient workforce in the State.
- h. The chief functionary/ head of the institution/agency should not be a formal member of any political party and furnish an undertaking to this effect.
- a. Should not have more than one-third of the Governing Body members related to each other and no staff members related to each other should be supervising each other.
- j. Should not have been blacklisted by the government of India, state government of Odisha, any other state governments, any Indian or International donor and provide a self-declaration by the authorized representative to this effect.
- k. .Bidders participating in the tender must be registered under GST Act, having a valid GSTIN.

2. Document to be submitted by the Bidder

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

1. Bid Submission checklist
2. Covering letter on the letterhead requesting to participate in the bid process
3. Copy of the certificate of incorporation/ registration
4. Copy of PAN
5. Copy of GST registration certificate
6. Copies of IT Return for the last three-year financial years (2021-22, 2022-23 & 2023-24)
7. Details of Bid Processing Fee. (Rs. 10,000/-) Non refundable.
8. Details of Bid Security/ Earnest Money Deposit (Rs. 12,60,000/-)
9. Declaration to accept all the term and conditions as specified in the RFP.

10. Copies of the Audited Balance Sheet of Last Three years (2021-22, 2022-23 & 2023-24)
11. Power of Attorney in favour of the person signing the bid documents and making a presentation on behalf of the bidder. (Authorisation letter in bidder letterhead)
12. Details of work experience as asked in the application (Copy of MoU, contract etc).
13. Undertaking for not having been blacklisted by any central/ State Government/ Any other Autonomous Body/ International & National Organisation in the recent past.

3. Validity of the Proposal

The bidder shall submit only one proposal for this RFP. If bidders submitted or participated in more than one proposal, such proposals shall be rejected.

Proposal must remain valid for 120 days after the submission date. The client reserves the right to reject a proposal valid for a shorter period/ till the selection process is completed and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

4. Submission of Proposal

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

6. Information should be provided only for those assignments/ jobs for which the bidder was legally contracted by a client/ doner.
7. Bidder should authenticate the claimed experience along with the proposal and must submit a letter of award/ copy of contract/relevant documents for all the assignments mentioned in the proposal.
8. The technical proposal shall not include any financial information. A technical proposal containing financial information shall be declared as non-responsive.
9. **Financial Proposals:** The financial proposal shall be prepared using the prescribed forms in financial bid format. The Financial bid shall be submitted only through e-procurement portal (**tendersodisha.gov.in**), no hard copy is required to submit. It shall list all costs associated with the assignment/ job, including (a) remuneration for staff and (b) expenses such as travel cost, applicable taxes etc. The financial proposal shall be rejected summarily, if not found in the prescribed forms. (Section -5 **Technical Bid**)
10. An authorized representative of the bidder shall initial all pages of the original technical and financial proposals. The signed technical and financial proposals shall be marked "ORIGINAL".
11. The proposals should come in a sealed envelope super-scribed as "TECHNICAL PROPOSAL for application for engagement of agency for the role of programme secretariat for the state sector scheme "Revival and Sustainable Intensification of Forgotten Food & Neglected crops of Odisha"as per the enclosed application format by registered/ speed post.
12. The technical proposal must be submitted and furnished inside one envelope. The duly filled-in technical proposal submission forms, along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.
13. The "Technical Proposal" must have to be submitted in sealed envelope (with respective markings in bold letters) along with the prescribed formats / information mentioned in the RFP document.

The envelope has to be sealed and proper labelling of following information in bold.

Name of the Assignment

RFP letter no & Date

Name of the Bidder

Deadline for submission of Bid

Name and address of the Bidder.

Client will have final say regarding evaluation.

5. Pre-Bid Meeting

A pre- Bid meeting will be organized by the client to address the queries relating to the overall selection process and scope of the work. To this respect, bidder can submit their queries, as per the prescribed format provided at (Annexure-6) to the Director of Agriculture & Food Production Odisha through e-mail to diragri.or@nic.in, ifsodishadafp@gmail.com from the level of authorised 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 as per the scheduled mentioned in the bidder data sheet in virtual mode for which the VC link will be shared with the bidders over mail. Representatives (Maximum up to 2 members from each bidder) with due authorization, the details of whom are communicated via mail, will be allowed to attend the pre-bid meeting. Clarification to the submitted queries will be uploaded in the website for information of the bidder. Any such clarification/ corrigendum shall be deemed to be part of this RFP. Requests for alteration/change in existing terms and conditions of the RFP will not be considered/entertained.

6. Bid Processing Fee

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to Rs. 10,000/- (Rupees Ten Thousand Only) in the shape of DD/ BC from any Scheduled Commercial Bank in favour of “Establishment Officer- IV” O/o the Directorate of Agriculture & Food Production, Odisha, Bhubaneswar drawn in any scheduled commercial Bank Payable at Bhubaneswar. Proposals received without bid processing fee will be rejected.

7. Bid Security or Earnest Money Deposit (EMD)

The bidders, except MSE & Start up, must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to Rs 12,60,000/- (Rupees Twelve Lakh Sixty thousand only) in shape of DD/ BC / Insurance Surety bond/ bank guarantee with validity for 45 days beyond final bid validity period from any Scheduled Commercial Bank in favour of the “Establishment Officer-IV” O/o the Director of Agriculture & Food Production, Odisha Bhubaneswar Drawn in any scheduled Commercial Bank Payable at

Bhubaneswar. Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity period and latest by the 30th day after the award of the contract

The successful bidder will furnish the required Performance Security@ 5% of contract value including GST in form of Insurance surety bond/ account pay demand draft/ fixed deposit receipt/ bank guarantee from any scheduled bank in favour of “Establishment Officer-IV” O/o the Directorate of Agriculture & Food Production, Odisha, Bhubaneswar” payable at Bhubaneswar before signing of the contract.

MSE & Start up are to furnish Performance Security @ 25% of the amount of Performance Security due for a normal bidder.

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

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

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

7.3 Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.

7.4 If the bidder fails to

- a. Provide clarifications
- b. Agree to attend the contract negotiation meeting,
- c. Sign the contract in time,
- d. Furnish required Performance Security..
- e. Any other circumstance which holds the interest of the Client during the overall selection process.

8. Opening & Evaluation of the Proposal

The FIRST envelope containing TECHNICAL PROPOSAL will be opened in the initial stage by the client in presence of the bidder’s representatives at the location, date and time specified in the bidder data sheet. The client will constitute a screening committee to evaluate the proposals submitted by bidders. Only one representative with a proper

authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND envelope containing FINANCIAL PROPOSAL of the technically qualified bidders will be opened after completion of technical evaluation stage. The technically qualified bidders will attend the opening of the financial proposal as per the scheduled date and time.

9. Evaluation of the Proposal

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

9.1 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 as mentioned under Section-2 Minimum Eligibility Criteria for Technical Bid & Document to be submitted by the Bidder.

. Submission of following documents/ information will be verified:

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

Score Sheet for the State Level Programme Management Units					
SL No	Category	Criteria	Sub Criteria	Max Score	Score
1	Managing PMU (Programme Management Unit)	Minimum 3 years of Work experience of managing PMU with Govt. of Odisha/Govt. of India/ PSUs/ Other State Govt./Any other Undertaking.	More than 5 years of work experience as PMU	10	10
			3-5 years of work experience as PMU		7

Score Sheet for the State Level Programme Management Units					
SL No	Category	Criteria	Sub Criteria	Max Score	Score
			Minimum 3 years of work experience as PMU		5
2	Turnover	Turnover of the Facilitating Agency in last 3 consecutive each year.(Audited Balance sheet)	20 Cr or above per annum	10	10
			15 to 20 Cr per annum		7
			More than 10 Cr & Less than 15 Cr per annum		5
3	Documentation & conservation of the landraces & related foods.	Experience on documentation of traditional varieties, neglected crops, food culture, cropping pattern, dietary habits & community conservation, multiplication through community seed banks, custodian farmers.(Related documents/booklets etc.).	More than 100 nos locations/villages /germplasm conservation	7	7
			Between 50 to 100 nos locations/villages /germplasm conservation		5
			Less than 50 nos locations/villages /germplasm conservation		3
4	Promotion of under-utilised/ traditional crops	Experience on organizing national/ International level event on promotion of landraces, neglected & under-utilised crops with related food culture in last 3 Years.	Organising / Designing/ Managing 3 nos of National Level event in last 3 year	5	5
			Organising/ Designing/ Managing 2 nos of national Level events in last 3 years		3
			Organising/ Designing/ Managing 1 nos of national Level events in last 3 years		2

Score Sheet for the State Level Programme Management Units					
SL No	Category	Criteria	Sub Criteria	Max Score	Score
5	Promotion of under utilised/ / traditional crops & related food culture through awareness/ campaign etc	Experience on organizing food festivals, seed melas/ events etc. Community awareness program related to under-utilised/ traditional crops & related food culture, food recipes within last 3 Years.	At Least 20 nos of state level events/ campaign	5	5
			At Least 10 nos food festival/awareness campaign at state level		3
6	Crop Areas coverage	Experience in promotion of natural/organic farming, intercropping, multi cropping systems of different crops in last 3 years.	Above 10000 Ha.	5	5
			Between 5000 to 10000 ha		3
			Less than 5000 ha		2
7	Post harvest Management	Experience in working on post-harvest, primary processing and value addition of different crops.	Supporting in setting up of more than 100 units	8	8
			Supporting in setting up of between 70 to 100 units		5
			Less than 70 units		3
8	Collaborating/ Coordinating at State and National Level	Experiences in collaborating/ coordinating with ICAR, OUAT, CSIR, ICMR, CGIAR, PPFVRA, NRAA, FAO, International research agencies, technical experts, scientists on under-utilised crops & Landraces in last 3 yrs	More than 5 research agencies	5	5
			More than 3 research agencies		3
			More than 2 research agencies		2
9	Collaborating	Experience in anchoring State/	With International	5	5

Score Sheet for the State Level Programme Management Units					
SL No	Category	Criteria	Sub Criteria	Max Score	Score
	with State/ National / International level Doner, NGOs / CSOs	National / International level Doner, NGOs, CSOs, Institutions etc	institutes		
			With National Institutes		4
			Only State level institutes		2
			Total score	60	

9.2 Technical Evaluation (2nd Stage):

After the Preliminary evaluation of the proposals by the screening committee, successful bidders will be informed for the second-round evaluation process.

Bidders will make a presentation before the selection committee during the technical evaluation stage. The objective of the presentation is to enable the client to evaluate the work experiences of bidders in different fields as per the scheme requirement. Client will evaluate the bidders understanding and preparedness for the proposed assignment. clarifications, if any as required by the client will also be discussed during the presentation. The detailed schedule along with an outline for presentation will be intimated to the concerned bidders 5 days before from the date of technical presentation. The evaluation of technical presentation will be based on the following criteria:

- a. Past experience of the bidder on the line of promotion of neglected crops, landraces, food etc.
- b. understanding of the scope of the project
- c. strategy/ Methodology of coverage of the project
- d. Any other information as per clients requirement

The organization/agency whose technical evaluation secures a score above the **minimum qualifying mark of 70 (maximum marks of 60 in Technical Proposal & maximum marks of 40 in Technical Presentation)** in the technical evaluation stage will be technically qualified for opening for the financial evaluation.

9.3 Financial Evaluation (3rd Stage):

The financial proposals of only 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 a proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

9.4 Method of Selection:

The selection shall be done in QCBS (Quality and Cost-based Selection) methods. This method follows both the technical quality of a proposal, and the cost of the services are considered. It involves evaluating the technical proposal first and then comparing them based on a combination of technical scores and financial bids.

- a. The short-listed bidder will be invited to present their proposals before the Selection committee.
- b. In deciding the final selection of the bidder, 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 bidders 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 (in reverse) proportional to their 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 Organization/Agency's proposal. Director Agriculture & Food Production, Odisha may cancel the bid and reject all proposals without assigning any reasons at any stage of the tender process.

10. Performance Security

The selected bidder shall be required to furnish a performance security valid as above @ 5% of contract value including GST in form of Insurance surety bond/ account

payee demand draft/ fixed deposit receipt/ bank guarantee from any scheduled bank in favour of “Establishment Officer-IV” O/o the Directorate of Agriculture & Food Production, Odisha, Bhubaneswar” payable at Bhubaneswar before signing of the contract. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier of service including warranty obligations.

MSE & Start up are to furnish Performance Security @ 25% of the amount of Performance Security due for a normal bidder.

Performance security would be returned only after successful completion of tasks assigned to them and only after adjusting/ recovering any dues recoverable/ payable from/ by the bidder on any account under the contract.

11. Contract Negotiation

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

12. Award of Contract

After completion of the contract negotiation stage, the client will notify the successful bidders in writing by issuing an offer letter for signing the contract and promptly notify all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 7 (seven) days of issuance of the offer letter. After signing the contract, no variation or modification of the terms of the contract shall be made except by a written amendment signed by both the parties. ***Subcontracting is not allowed under this assignment under any circumstances.*** The contract period of the agency will be maximum up to 5 years subject to satisfactory performance of the agency.

13. Conflict of Interest

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

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

14. Disclosure

1. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
2. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
3. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - a. a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - b. corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
 - c. Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

15. Anti- Corruption Measure

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

disqualifying it from participating in any related bidding process for the said period.

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 the selection process. Alternate bids are also not allowed.

17. Proposal Forms

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

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 such local conditions. It is the bidder's responsibility that such factors have been properly investigated and considered before submitting the proposal. No claim, whatsoever, including that for financial adjustment to the contract awarded under the bidding document will be entertained by the client, neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted on account of failure of the bidder to know the local laws/ conditions. The bidder is expected to visit and examine and study the location of Government offices and its surroundings and obtain all information that may be necessary for preparing the proposal at its own interest and cost.

19. Legal Jurisdiction:

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

20. Confidentiality:

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

21. Amendment of the RFP Document:

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

22. Client's right to accept any proposal and to reject any or all proposal/s

The client reserves the right to accept or reject any proposal, and to annul or amend the bidding/ selection / evaluation process and reject all proposals at any time prior to the award of contract award, without assigning any reason thereof and thereby incurring any liability to the bidders. Misrepresentation/ improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/ rejection occurs after the proposals have been opened and the highest-ranking applicant gets disqualified/ rejected, then the client reserves the right to consider the next best bidder or take any other measure as may be deemed fit in the sole discretion of the client, including cancellation of the selection process.

23. Copyright, patents and other proprietary rights

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

24. Force Majeure

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

25. 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 Agriculture & Farmers Empowerment Department, Government of Odisha. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceedings shall be held in Bhubaneswar.

26. Termination of contract

The selected bidder can be terminated if,

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

27. Conditions for Blacklisting

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

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

SECTION-3

TERMS OF REFERENCE

1. Introduction

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

2. Objectives of the scheme

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

3. Scale of the Scheme

SL No	District	Block
1	Nuapada	Komna
2	Bargarh	Paikmal
3	Bargarh	Gaisilate

SL No	District	Block
4	Bolangir	Khaprakhol
5	Kalahandi	Lanjigarh
6	Kandhamal	Daringbadi
7	Kandhamal	Raikia
8	Kandhamal	Kotagarh
9	Kandhamal	Tumudibandha
10	Mayurbhanj	Jashipur
11	Mayurbhanj	Kuliana
12	Mayurbhanj	Bangriposi
13	Keonjhar	Banspal
14	Keonjhar	Telkoi
15	Nayagarh	Khandapada
16	Nayagarh	Odagaon
17	Nayagarh	Daspalla
18	Puri	Kakatpur
19	Puri	Nimapada
20	Cuttack	Nialie
21	Koraput	Boipariguda
22	Rayagada	Muniguda
23	Malkangiri	Chitrakonda
24	Angul	Atta Malik
25	Dhenkanal	Hindol

4. Scope of Work

- a. Managing PMU under the DA & FP (O) to facilitate the smooth implementation of the scheme “Revival and Sustainable Intensification of Forgotten Food & Neglected crops of Odisha” for the period of 2025-26 to 2029-30.
- b. Develop policy frameworks, program design, operational modalities of program components, Standard Operating Procedures, Capacity building modules etc for different activities under the scheme.
- c. Coordinate with different departments/ agencies/ stakeholders/ Institution for promotion of neglected crops/forgotten foods.
- d. Coordinate with different national and international stakeholders for promotion of neglected crops/forgotten foods.
- e. Facilitate district project management, research consortium, marketing agency etc. for the implementation of the scheme activities.
- f. Organise and facilitate capacity building training, awareness programs, festivals, melas at different places.
- g. Collaborate/coordinate with institutions under ICAR, CGIAR, IHM, NIN, SAU, technical experts, scientists and others reputed institutions on research and development of publications and innovation activities.
- h. Facilitate State Resource Centres in farmers orientation and develop the seed conservation hub.
- a. Coordinate with district level facilitating agencies, SAU, practitioners for the conservation of landraces.
- j. Facilitate the nutritional analysis of forgotten food and standardisation of selected recipes along with the Institute of Hotel Management.
- k. Facilitate and support in preparation and submission of annual action plan at district level and state level to competent authorities.
- l. Implement the different project activities and submit monthly, quarterly, half yearly and annual progress reports to authorities.
- m. Support the CDAOs in identifying the suitable Facilitating Agency at District level as per approved procedure.
- n. A MoU will be signed with the selected agency and DA & FP as per the scheme guideline and operational modalities as per at point no 4.3.
- o. Any other as per the requirements of the scheme.

5. Budget/ Payment Schedule:

Payment process shall be as per the approved scheme guideline.

- a. Funds shall be released on quarterly basis to the programme secretariat against the GST tax invoice with the performance report submitted by the designated officer as per the scheme.

6. Staff Structure

SL No	Designation	Nos of Position
1	State Coordinator	1
2	Agriculture and Horticulture Expert	1
3	Training Coordinator /Organiser	1
4	MIS cum IT Expert	1
5	State Accountant cum Data Manager	1
6	Regional Coordinator (one RC per 5 Blocks)	5
	Total Nos	10

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

7. Eligibility Qualification of the proposed staff.

SI No	Position	Age (01.04.2025)	Eligible Qualification	Work Experiences
1	State Coordinator	Minimum 45 years	The candidate should hold a full-time Bachelor degree/ Master degree in Agriculture, Horticulture from a SAU/ICAR recognised institute.	The candidate must have a minimum of 20 years' of experience in: Agricultural/ Horticulture development projects/ crop management/ extension services/ experience in policy framework for project management at state-level/ field experience in farmer centric govt led programmes at various level etc.

SI No	Position	Age (01.04.2025)	Eligible Qualification	Work Experiences
2	Agriculture and Horticulture Expert	Minimum 35 years	The candidate should hold a Bachelor degree/ Master degree in Agriculture/ Horticulture from an ICAR or NAAC accredited institution.	The candidate must have a minimum of 5 years' of experience in: Crop management and extension services/ Sustainable agriculture practices working with government agencies, farmers and others.
4	Training Coordinator	Minimum 30 years	The candidate should hold a Bachelor degree in Agriculture, Rural development, social science or related filed.	The candidate must have a minimum of 5 years' of experience in: Capacity building and training programs/ Agricultural extension services/ Project management and coordination/ Community-led initiatives and participatory approaches/ Designing and delivering training modules or programs/ IEC materials etc.
5	IT cum Data Manager	Minimum 30 years	The candidate should hold Bachelor's/ master's degree in computer science, Information technology, statistics or related fields.	The candidate must have a minimum of 3years' experience in: Data management and analysis tools (Excel, Power point etc)/ MIS development and implementation/ Database design and administration should posses IT knowledge , skills, data visualisation and reporting.
6	State Accountant cum MIS	Minimum 30 years	The candidate should hold Bachelor of Commerce/ Inter.	The candidate must have minimum of 5 years' experience in: Accounting and book keeping, drafting/ Financial management & reporting, Office administration and clerical work in the government sector.

SI No	Position	Age (01.04.2025)	Eligible Qualification	Work Experiences
7	Regional Coordinator	Minimum 28 years	The candidate should hold a bachelor's degree in Agriculture/ Master's Degree in Rural Development, Social Sciences, Food Science or related fields.	The candidate must have a minimum of 5years' experience in: Project management and coordination/ Agricultural extension services/ Sustainable agriculture practices/ Community-led initiatives and participatory approaches.

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.

SECTION-4

TECHNICAL BID

Application format for engagement of agency for the role of programme secretariat for the state sector scheme “Revival and Sustainable Intensification of Forgotten Food & Neglected crops of Odisha”

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

Details of the Organisation:

1. Name of the Organisation/Agency-
2. Acronym, if any –
3. Address –
4. Mailing / Correspondence office-
5. Visiting office -
6. Contact Person

- I. Name –
- II. Designation –
- III. Telephone No - Landline –
- IV. Mobile –
- V. Email –
- VI. Address, if different from (3) –

7. Identity/ Legal Status

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

8. Year of registration –

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

10. Operational area of the organization - State/s–

(Only indicate the number)

District/s –

Block/s –

Village/s –

11. Whether the Agency is registered under FCRA. Yes

No

12. Whether it is registered under Income Tax. Yes

No

13. Does organization have a governing board Yes

No

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

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

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

15. Management/ Administration

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

16. Whether accounts are audited by external auditor Yes

No

17. Attach last three assessment years Income Tax Return receipt

18. Audited Balance Sheet

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

19. Personnel Staff (Current Status)

SL No	Details	Male	Female	Total
1	Total Number of staff			
2	Nos of permanent staff			
3	Nos of temporary staff			
4	Nos of technical staff			
5	Nos of Professional Staff			

20. Areas of Expertise of the Agency

- a. Thematic Areas of Intervention
- b. Core competency Areas

21. Experience of managing PMU related to agriculture for government programs at state and district level in Odisha.

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

** Please add additional rows as per requirements

22. Experiences in design, development of policy documents, processes, guidelines, operational modalities, etc for different projects with Governments. (Last five years in 50-100 words)

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

** Please add additional rows as per requirements

23. Experiences on documentation of traditional varieties, neglected crops and

underutilised species in technical and participatory approaches (Last five years in 50-100 words).

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

** Please add additional rows as per requirements

24. Experiences on Community conservation, multiplication through community seed banks, custodian farmers, etc. (Last five years in 50-100 words).

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

** Please add additional rows as per requirements

25. Experience on organising food festivals, documentation of food cultures, food recipes, etc on forgotten foods and neglected crops. (Last five years in 50-100 words).

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

** Please add additional rows as per requirements

26. Experience in promotion of natural/organic farming, intercropping, multi cropping systems of different crops. (Last five years in 50-100 words).

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

** Please add additional rows as per requirements

27. Experience in organising awareness programs in rural and urban areas in collaboration with government departments and agencies. (Last five years in 50-100 words).

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

** Please add additional rows as per requirements

28. Experience in working on post-harvest, primary processing and value addition of different crops. (Last five years in 50-100 words).

SL	Name of the Project/ Scheme	Name of the Government Department/Agency	Period & Scale	Role & Responsibilities	Remarks if any

** Please add additional rows as per requirements

29. Experiences in collaborating/ coordinating with ICAR, OUAT, NGO, CSIR, ICMR, CGIAR, technical experts, scientists and others. Any experience on research or collaboration or publication on forgotten foods and neglected crops will be an added advantage. (Last five years in 50-100 words).

SL	Name of the Project/Scheme	Name of the Government Department/Agency	Period & Scale	Role & Responsibilities	Remarks if any

** Please add additional rows as per requirements

30. Experiences in networking with national and international agencies. Experience in anchoring national or international networks will be an added advantage. (Last five years in 50-100 words).

SL	Name of the Project/Scheme	Name of the Government Department/Agency	Period & Scale	Role & Responsibilities	Remarks if any

** Please add additional rows as per requirements

31. Declaration:

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

Signature of the authorised
person of the institution with Seal

SECTION- 5
FINANCIAL BID

Application format for **engagement of agency for the role of programme secretariat for the state sector scheme “Revival and Sustainable Intensification of Forgotten Food & Neglected crops of Odisha”** (Rate Quoted must be per Annum)

A. Programme Management Cost

SL No	Particulars	Amount (in India Rupees)
1	Human resources Cost	
2	Overhead/miscellaneous cost (Travel, DA, laptops , Institutional Cost, Audit cost, office stationery, office rent, utilities, equipment’s ,Administrative cost etc)	
3	Taxes and Duties (if applicable)	
	Total Amount in INR	
<i>(please mentioned in Words)</i>		

B. Break-ups of the remuneration of the proposed staff

SL No	Position	Units	Unit Cost perMonth(in Rs)	Total Amount per annum (in Rs)
1	State Coordinator	1		
2	Agriculture and Horticulture Expert	1		
3	Training Coordinator	1		
4	MIS cum Data Manager	1		
5	State Accountant	1		
6	Regional Coordinator (5 Blocks per RC)	5		
	Total Amount in INR			
<i>(please mentioned in Words)</i>				

C. Break-ups of the Overheads

SL No	Details	Units	Unit Cost (in Rs)	Total Amount per annum (in Rs)
1				
2				
3				
4				
5				
6				
7				
	Total Amount in INR			
	<i>(please mentioned in Words)</i>			

1.

1. Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
2. Taxes will be paid by the Client as per the applicable rate under GST Act from time to time.
3. The consultancy fee proposed for the assignment shall remain fixed till completion of the contract.
4. Details of Remuneration of the staff as mentioned in the ToR should be attached along with the Financial Bid.
5. The staff should perform their duty as per the govt calendar (working days) and as per the **requirement of the client**.

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

(Signature and Seal of Competent Authority)

Name: Designation:

Name of Agency/Organisation:

Address:

Financial Data of Bidder

Financial information in INR				
Details	FY 2021-22	FY 2022-23	FY 2023-24	Average
Turnover (in Cr)				
<p>Supporting Documents: Audited Report of last three years.</p> <p>Filled -in information in this format must have to be jointly certified and sealed by the Chartered Accountant and the authorised representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected.</p> <p>N.B:- No scanned signature will be entertained</p>				

SECTION-6

ANNEXURES

Annexure-1

FORMAT FOR THE POWER OF ATTORNEY

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

Date:_____

POWER OF ATTORNEY

To Whom It May Concern

Know all men by these presents, we _____(name and registered officer address of the bidder) do hereby constitute, appoint and authorise Mr. _____ (name of the person (s), domiciled at _____ (Address), acting as _____(Name & Designation), as Authorized signatory and whose signature is attested below, as our attorney, to do in our name and on our

behalf, Proposal for award of contract under [Name of the Assignment] involving the deliverables as per agreement with, _____

vide RFP document dated,_____ issued by the Director Agriculture & Food Production, Odisha including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by the tender inviting authority or any representing us in all matters before the tender inviting authority and generally dealing in all matters in connection with our Proposal for the said assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For:

(Signature of the Authorised Representative with Date)

ACCEPT:

Signature, Name & Designation of person

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

WITH THE CLIENT. DECLARATION THEREOF

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

IN BIDDER'S LETTER HEAD

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

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

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

Communication Address of the Bidder

BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

(ANNEXURE-D under Rule-213(ii)of OGFR 2023)

To

Director Agriculture & Food Production, Odisha,

Department of Agriculture & F.E, Odisha

WHEREAS (Name and address of the Agency) (hereinafter called “the Agency”) has undertaken, in pursuance of RFP no..... dated to undertake the service (description of services) (hereinafter called “the contract”).

AND WHEREAS it has been stipulated by _____(Name of the Client) in the said contract that the agency shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

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

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

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this

Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dtotherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name& address of the bank & Branch

CHECK LIST

SL No	Particulars	List of Documents	Submitted	Page No
			Yes/ No	
1	Technical Bid	Filled in bid checklist		
2		Covering Letter		
3		Copy of certificate of incorporation/ Registration of the Bidder		
4		Copy of PAN		
5		Copy of Goods and Services Tax Identification Number (GSTIN)		
6		Copies of IT Returns for Last Three year		
7		Copies of Audit Report of Last three Year		
8		Authorisation letter of point of contact person (incase other than the chief functionary)		
9		Details of Completed Assignment as mentioned in RFP		
10		Self-Declaration that the bidder has not been black listed by any govt/private agency/ institutions.		
11		Bid Processing Fee of Rs.10,000/- in form of BC/ DD		
12		EMD / Bid Security of Rs.12,60,000/-		
13		Undertaking for not black-listed by any Central / State Govt. / any Autonomous bodies during its business career.		
14	Financial Bid	Financial Bid to be submitted as per the format mentioned in the RFP		

COVERING LETTER

(on the Bidders letter head)

date letter no

To

The Director Agriculture & Food Production, Odisha,

Department of Agriculture & Farmers' Empowerment Government of Odisha, Krushi Bhawan, Gopabandu Marg, Bhubaneswar-751001

Subject:- Submission of RFP application for the engagement of agency for the role of programme secretariat for the state sector scheme "Revival and Sustainable Intensification of Forgotten Food/Neglected crops in Odisha"

(TECHNICALPROPOSAL : PART-A)

Dear Sir,

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

I, hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days from the last date of submission of the proposal and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP is found violated, then your Department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully

Format for Submission of Pre- Bid Query

The bidder will have to ensure that their queries in soft copy for the pre-bid meeting should reach to the Director Agriculture & Food Production, Odisha, through email at diragri.or@nic.in / diragri.or@od.gov.in and ifsodishadafp@gmail.com latest by **08.09.2025 up to 5.00 PM** as per the prescribed format only as mentioned below.

To,

The Director of Agriculture & Food Production, Odisha,

2nd Floor, Krushi Bhawan, Gopabandhu Marg,

Near State Guest House, Bhubaneswar -751001

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

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

Authorized Signatory [*In full and initials*]:

Name and Designation with Date and Seal

Abbreviations

RFP	Request for Proposal
PMU	Project Management Unit
DA & FE	Department of Agriculture and Farmers Empowerment
FPO	Farmers Producer Organisation
WSHG	Women Self Help Group
DA & FP(O)	Director of Agriculture and Food Production
ICAR	Indian Council of Agricultural Research.
CSIR	Council of Scientific & Industrial Research
ICMR	Indian Council of Medical Research
CGIAR	Consortium of International Agricultural Research Centers.
IHM	Institute of Hotel Management,
NIN	National Institute of Nutrition
OUAT	Orissa University of Agriculture and Technology
FA	Facilitating Agency
PAN	Permanent Account Number
TAN	Tax Deduction and Collection Account Number
GST	Goods and Services Tax
ToR	Terms of Reference
VC	Video Conferencing
OGFR	Odisha General Financial Rules
QCBS	Quality cum Cost Based Selection
RSC	RFP Screening Committee