



**INSTITUTE ON MANAGEMENT OF AGRICULTURAL EXTENSION
(IMAGE)**

(AN AUTONOMOUS INSTITUTE OF GOVERNMENT OF ODISHA)

Siripur, BHUBANESWAR-751003, Odisha
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No.561/IMAGE,

Dated : 10.02.2022

**REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR ESTABLISHMENT OF
PROJECT MANAGEMENT UNIT (PMU) UNDER RASHTRIYA KRISHI VIKAS YOJANA –
REMUNERATIVE APPROACHES FOR AGRICULTURE AND ALLIED SECTORS
REJUVENATION (RKVY-RAFTAAR) SCHEME**

IMAGE invites Request for Proposal (RfP) for Selection of Agency For Establishment of Project Management Unit (PMU) under Rashtriya Krishi Vikas Yojana – Remunerative Approaches for Agriculture and Allied Sectors Rejuvenation (**RKVY-RAFTAAR**) scheme at Department of Agriculture & Farmers' Empowerment, Krushi Bhawan, Bhubaneswar, Odisha.

The RfP documents covering the details of information, ToR, eligibility criteria, selection process and other terms & conditions can be downloaded from (www.agriodisha.nic.in / www.tenderodisha.gov.in) from dt.11.02.2022. The last date for submitting the RfP documents along with bid processing fees of Rs.11800/- (Rupees eleven thousand eight hundred) only in favour of Director, IMAGE payable at Bhubaneswar through Regd. / Speed-post/ Courier/ by Hand with receipt only on dt.17.03.2022 up to 3.00 PM. The pre-bid meeting will be held at IMAGE, Siripur, Bhubaneswar – 751003, Odisha on dt.28.02.2022 at 11.00 AM. The Technical-bids will be opened on dt.17.03.2022 at 5.00 PM. The date of opening of Financial-bids shall be intimated later on. IMAGE reserves the right to accept/ reject any/ all proposals/ terminate the entire selection process at any stage without assigning any reason thereof.

Sd/-

DIRECTOR, IMAGE

REQUEST FOR PROPOSAL

Selection of Agency

For Establishment of Project Management Unit (PMU)

under

**Rashtriya Krishi Vikas Yojana – Remunerative Approaches
for Agriculture and Allied Sectors Rejuvenation**

(RKVY-RAFTAAR) scheme

At

**Department of Agriculture and Farmers' Empowerment,
Krushibhawan, Bhubaneswar, Odisha**



**Department of Agriculture and Farmer's Empowerment (DAFE),
Government of Odisha**

DISCLAIMER

This Request for Proposal (**RFP**) is issued by **Institute on Management of Agricultural Extension (IMAGE)** on behalf of Department of Agriculture and Farmers' Empowerment (**DAFE**), Govt of Odisha.

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

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

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

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

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

an Agency through this RFP.

Bidder Data Sheet

Sl. No.	Particular	Details
1.	Name of the Client	Institute on Management of Agricultural Extension (IMAGE)
2.	Method of Selection	Quality and Cost Based Selection (QCBS) with weightage of 70:30 to the Technical and Financial proposals respectively.
3.	Date of Issue of RFP	11.02.2022
4.	Deadline for Submission of Pre-Proposal Query	22.02.2022
5	Pre-proposal meeting	28.02.2022, 11am
6.	Issue of Pre-proposal Clarifications	07.03.2022
7.	Proposal Due Date	17.03.2022 up to 3:00 PM
8.	Date of opening of Technical Proposal	17.03.2022 at 5:00 PM
9.	Date of opening of Technical Presentation	27.03.2022
10.	Date of opening of Financial Proposal	To be intimated later
11.	Expected Date of Commencement of Assignment	May,2022
12.	Pre-proposal meeting	<p>A pre-proposal meeting will be held at 11 am on 28.02.2022 at 3rd Floor Conference Hall, Krushi Bhawan, Bhubaneswar. All queries should be received on or before indicated date, time on mail in word format. The name, address, and telephone number of the nodal officer is:</p> <p>Designation: Director, IMAGE Dept. of Agriculture and FE Phone Nos: 0674-2974145</p>

Sl. No.	Particular	Details
		Email_id: imagebbsr1999@gmail.com
13.	Bid Processing Fee (Non-Refundable)	Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred only) (including 18% GST) in shape of Demand Draft in favour of Director, IMAGE drawn in any scheduled commercial bank payable at Bhubaneswar
14.	Bid Security/ Earnest Money Deposit	"Bid Security Declaration" to be furnished by the bidder as per format in Tech-10
15.	Performance Security	Performance Bank Guarantee amounting to 3% of the contract value from a Scheduled Commercial Bank situated in Bhubaneswar in favour of Director, IMAGE as per the format at <u>Annexure- II</u>, for a period of three months beyond the entire contract period
16.	Contact Person	Name: Mr J S Bhuyan, Designation: AEE Phone Nos: 0674-2974145 Mobile No: 9437129908 Email id: subhakantabhuyan@gmail.com
17.	Address for Submission of Proposal	The Director, IMAGE Siripur, Bhubaneswar Phone Nos: 0674-2974145 Email_id: imagebbsr1999@gmail.com
18.	Mode of Submission	Speed Post / Registered Post / Courier/ By Hand with receipt only to the address as specified above

Sl. No.	Particular	Details
		during the office hour only. Submission of bid through any other mode and late bid will be rejected.
14.	Place of Opening of Proposal:	Conference Hall, IMAGE, Siripur, Bhubaneswar.

RFP can be downloaded from: <https://agriodisha.nic.in>, and <https://tenderodisha.gov.in>

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SECTION: 1

LETTER OF INVITATION

1. **LETTER OF INVITATION**

RFP No: _____

Dated

Name of the Assignment: Selection of Agency for “Establishment of Project Management Unit (PMU) under Rashtriya Krishi Vikas Yojana – Remunerative Approaches for Agriculture and Allied Sectors Rejuvenation (RKVY-RAFTAAR) scheme” at DAFE.

IMAGE invites sealed proposal from eligible bidders for **Selection of Agency for “Establishment of Project Management Unit (PMU) under Rashtriya Krishi Vikas Yojana – Remunerative Approaches for Agriculture and Allied Sectors Rejuvenation (RKVY-RAFTAAR) scheme at DAFE”**. More details on the proposed assignment are provided at **Section-3: Terms of Reference** of this RFP Document.

- (i) An Agency will be selected under **Quality and Cost Based Selection (QCBS)** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Government of Odisha for **“Engagement of Consultants”** circulated vide *Office Memorandum No. 37323/F, Dated: 30.11.2018* of Finance Department, Government of Odisha.
- (ii) The bid / proposal completes in all respect as specified in the RFP Document must be accompanied with a **non-refundable** amount of **Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred only)** towards **Bid Processing Fee** in the form of **Demand Draft** in favor of **“Director, IMAGE”** drawn in any Scheduled Commercial Bank and payable at Bhubaneswar, Odisha and a **“Bid Security Declaration”** towards **Bid Security**, failing which the bid will be rejected.
- (iii) The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post / Courier/ By Hand with receipt** only. The DAFE shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
- (iv) The last date and time for submission of proposal complete in all respects is **17.03.2022 up to 3.00 PM** and the date of opening of the bid is **17.03.2022 at 5.00 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 on behalf of the bidder.

(v) 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.** Annexures (**Section –6**)

(vi) While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the IMAGE knowledge, the IMAGE 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 IMAGE reserves the right to accept / reject any/all proposals / terminate the entire selection process at any stage without assigning any reason thereof.

Director, IMAGE

SECTION: 2

INSTRUCTION TO BIDDERS

2. INSTRUCTION TO BIDDERS:

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

2.1 Eligibility Criteria

S.N	Eligibility Criteria	Supportive Documents
i.	The Bidder must be a registered Private Limited Company/Partnership firm/Limited Liability Partnership registered in India with a track record of providing consulting/ advisory services for at least 5 years as on 31 st December, 2021	Incorporation / Registration Certificate and Work order/agreement copy confirming consulting/advisory services for at least 5 years as on 31 st December, 2021.
ii.	The Bidder must have an Annual Average Turnover of Rs. 50.00 crores from consulting business in India in the last 3 financial years i.e., 2018-19, 2019-20 and 2020-21.	Certificate from statutory auditor.
iii.	The Bidder should have Positive net worth in the last financial year (FY 2020-21)	Certificate from a Chartered Accountant in this regard is required.
iv.	The bidder must have worked on minimum two (2) assignments of a minimum duration of 1 year with Central/ State Government or its Agencies in India in the field of Agriculture which shall include development of Agriculture Infrastructure/Agriculture Planning/Agriculture Policies and Strategy/Agri based Supply Chain Network/ DPR preparation /Project implementation/and project management in the Agriculture & allied sector in last 5 years as on 31 st	Work Order/ Copy of agreement confirming the scope of work.

	December, 2021.	
v.	The Bidder must have worked on at least one Project assignment for a minimum period of 1 year in implementation of any centrally/ state sponsored scheme in a State within India in last 5 years as on 31 st December, 2021.	Work Order/ Copy of agreement confirming the scope of work
vi.	Bidder should not have been blacklisted by any Govt. Organization/ Government Entity / Government Company in the last 5 years as on 31 st December, 2021.	Self-declaration from the authorized representative to be furnished
<p>Note: Any kind of consortium/ Joint Venture with other firms is not allowed. Bidder Experience and strength including financials will be considered from Indian operations only.</p>		

Documents/Formats needs to be submitted along with TECHNICAL PROPOSAL:

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

- i. Filled in Bid Submission Check List in Original (**Annexure-I**)
- ii. Covering letter (**TECH- 1**) on bidder's letterhead requesting to participate in the selection process.
- iii. Bid Processing Fee & Earnest Money Deposit (EMD) declaration as per Tech-10
- iv. Copy of Certificate of Incorporation/ Registration
- v. Copy of PAN
- vi. Copy of Goods and Services Tax Identification Number (GSTIN)
- vii. General Details of the Bidder (**TECH - 2**)
- viii. Financial Details of the bidder (**TECH - 3**) along with all the supportive documents as applicable duly signed as per the instruction.
- ix. Power of Attorney (**TECH - 4**) in favour of the person signing the bid on behalf of the bidder.
- x. List of completed assignments of similar nature (Past Experience Details, **TECH - 5**) along with copies of contracts / work orders from previous Clients.
- xi. Undertaking for not having been black-listed by any Central / State Government /

Any other autonomous bodies/ International & National Organization in the recent past.

- xii. Self-Declaration regarding Conflict of Interest (**TECH - 6**)

Note: Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to 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 important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and signed by the authorised representative.

2.2 Bid Processing Fee:

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred Only) in shape of Demand Draft from any Scheduled Commercial Bank in favour of Director, IMAGE payable at Bhubaneswar. Proposals received without bid processing fee will be rejected.

2.3 Earnest Money Deposit (EMD):

All bidders will be required to submit a bid security declaration as provided in TECH 10 of this document. Any Bidder violating the stipulated conditions in the Bid Security Declaration will be suspended for a period of period of one year.

2.4 Validity of the Proposal:

Proposals shall remain valid for a period of 90 Days from the date of opening of the technical proposal. IMAGE reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

2.5 Pre -Proposal Queries / Pre-Proposal Meeting:

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to IMAGE through e-mail at imagebbsr1999@gmail.com till 22.02.2022. Clarifications to the above will be uploaded in the DAFE website / clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

Pre-proposal meeting will be held on 28.02.2022 at Krushi bhawan, 3rd floor Conference Hall, Bhubaneswar. The bidders will have to ensure that their queries for pre-proposal meeting should reach by 22.02.2022.

2.6 Submission of Proposal:

Bidder must submit their proposals by Registered Post / Speed Post / Courier/ in person only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. IMAGE will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the

eligibility qualifications and clearly indicated using an index page. IMAGE will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by IMAGE.

The procedure for submission of the proposal is described below:

a) Technical Proposal (Original + 1 Copy):

The envelope containing technical proposal shall be sealed and superscripted as **“Technical Proposal – Selection of Agency for “Establishment of Project Management Unit (PMU) under Rashtriya Krishi Vikas Yojana – Remunerative Approaches for Agriculture and Allied Sectors Rejuvenation (RKVY-RAFTAAR) scheme at DAFE”** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, soft copy in word form in CD/ pendrive along with all the supportive documents and information have to be furnished as part of technical proposal.

b) Financial Proposal (Original + 1 Copy):

The envelope containing financial proposal shall be sealed and superscripted as **“Financial Proposal –Selection of Agency for “Establishment of Project Management Unit (PMU) under Rashtriya Krishi Vikas Yojana – Remunerative Approaches for Agriculture and Allied Sectors Rejuvenation (RKVY-RAFTAAR) scheme at DAFE”**. The duly filled-in financial proposal submission forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only along with soft copy in pdf form in CD/ pendrive as part of financial proposal.

The "Technical Proposal" and "Financial Proposal" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats /information mentioned in the RFP Document.

The first envelope must be marked as **"TECHNICAL PROPOSAL (Selection of Agency for Establishment of Project Management Unit (PMU) under Rashtriya Krishi Vikas Yojana – Remunerative Approaches for Agriculture and Allied Sectors Rejuvenation (RKVY-RAFTAAR) scheme at DAFE”**.

The second envelope must be marked as **“FINANCIAL PROPOSAL (Selection of**

Agency for Establishment of Project Management Unit (PMU) under Rashtriya Krishi Vikas Yojana – Remunerative Approaches for Agriculture and Allied Sectors Rejuvenation (RKVY-RAFTAAR) scheme at DAFE and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third **main envelope** with proper labelling of following information in bold:

**NAME OF THE PROPOSED ASSIGNMENT:
RFP NUMBER AND DATE:
NAME OF THE BIDDER:
DEADLINE FOR SUBMISSION OF BID:
NAME AND ADDRESS OF THE BIDDER:**

Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

2.7 Opening of the proposal:

The FIRST ENVELOPE containing TECHNICAL PROPOSAL will be opened in the initial stage by IMAGE in presence of the bidder's representatives at the location, date and time specified in the Data Sheet. DAFE will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders wherein Director, IMAGE will be the member convener. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing FINANCIAL PROPOSAL only of the technically qualified bidders will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

2.8 Evaluation of Proposal:

A Three stage evaluation process will be conducted as explained below for evaluation of the proposals:

- a) Preliminary Evaluation (1st Stage): Preliminary evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility condition and the

requisite documents / information have been properly furnished by the bidder or not.

Submission of following documents / information will be verified:

- i. Filled in Bid Submission Check List in Original (**Annexure-I**)
- ii. Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the selection process.
- iii. Bid Processing Fee.
- iv. Earnest Money Deposit (EMD) as applicable
- v. Copy of Certificate of Incorporation/ Registration.
- vi. Copy of PAN.
- vii. Copy of Goods and Services Tax Identification Number (GSTIN)
- viii. General Details of the Bidder (**TECH – 2**).
- ix. Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
- x. Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.
- xi. List of completed assignments of similar nature (Past Experience Details, **TECH – 5**) along with copies of contracts / work orders from previous Clients.
- xii. Self-Declaration on Conflict of Interest (**TECH - 6**).
- xiii. Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organisation in the recent past.
- xiv. Duly filled in Technical Proposal Forms **TECH - 7 to 10**.
- xv. All the pages of the proposal and enclosures/attachments are signed by the authorised representative of the bidder.

Note: Bids not complying to any of the above requirement, will be outrightly rejected at the discretion of the IMAGE.

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

c) Technical Evaluation Criteria

Criteria	Max Marks
<p>Must have an Annual Average Turnover of Rs. 50.00 crores from consulting business in India in the last 3 financial years i.e., 2018-19, 2019-20 and 2020-21</p> <ul style="list-style-type: none"> • More than Rs. 50.00 crores to Rs. 75.00 crores- 5 marks • More than 75.00 crores to 100 crores- 7 marks • More than Rs. 100.00 crores- 10 marks 	10
<p>Must have at least two project assignments of a minimum duration of 1 year with Central/ State Government or its Agencies in India in the field of Agriculture which shall include development of Agriculture Infrastructure/Agriculture Planning/Agriculture Policies and Strategy/Agri based Supply Chain Network/ DPR preparation /Project implementation/ and project management in the Agriculture& allied sector in last 5 years as on 31st December, 2021.</p> <ul style="list-style-type: none"> • Two Project Assignments- 8 marks • Three- Four Project Assignments- 12 marks • More than Four Project Assignments- 15 marks 	15
<p>Must have at least one Project assignment for a minimum period of 1 year in implementation of any centrally/ state sponsored scheme in Agriculture & Allied Sector advisory within India in last 5 years as on 31st December, 2021.</p> <ul style="list-style-type: none"> • One Project Assignment- 5 marks • More than One Project Assignment- 10 marks 	10
<p>Project Manager</p> <ol style="list-style-type: none"> a. MBA/PGDM in Agri Business from Top 100 Management Institute (as per NIRF, Ministry of Education, GoI Ranking 2020 for Management institutes) b. Minimum 7 years of experience in Agri Business Field c. On permanent rolls of the firm for at least 6 months d. Has experience of working with more than one department in any Government entity e. Should have experience of working with Central Government/State Government in managing centrally Sponsored Schemes with working experience in at least two projects. <ul style="list-style-type: none"> • Meeting above minimum eligibility with 7 years' experience- 6 marks 	10

<ul style="list-style-type: none"> • Meeting above minimum eligibility with 8-10 years' experience- 8 marks • Meeting above minimum eligibility with more than 10 years' experience- 10 marks 	
<p>Consultant (Technical)</p> <ul style="list-style-type: none"> a. MBA/PGDM in Agri Business from Top 100 Management Institute (as per NIRF, Ministry of Education, GoI Ranking 2020 for Management institutes) b. Minimum 5 years of experience in Agri Business Field/ Agri research c. Has experience of working with more than one department in any Government entity d. Should have experience of working with Central Government/State Government in managing GOI/State Sponsored Schemes. e. On permanent rolls of the firm for at least 6 months f. Must have at least two project experience for providing Technical Consultancy Services/Preparation of detailed Project Report in the field of Agriculture. <ul style="list-style-type: none"> • Meeting above minimum eligibility with 5 years' experience- 4 marks • Meeting above minimum eligibility with 6-8 years' experience- 5 marks • Meeting above minimum eligibility with more than 8 years' experience- 7 marks 	7
<p>Consultant (Finance)</p> <ul style="list-style-type: none"> a. MBA (Finance) or equivalent from Top 100 Management Institute (as per NIRF, Ministry of Education, GoI Ranking 2020 for Management institutes/ Master's Degree in Finance Control/ Chartered Accountant/ CFA b. Minimum 5years of experience in setting up accounting operations within the government c. Prior experience required in Project Finance/ Handling Government Accounts for developmental projects in state or national level, Financial Management/Budgeting for Agriculture related assignments. <ul style="list-style-type: none"> • Meeting above minimum eligibility with 5years' experience- 4 marks • Meeting above minimum eligibility with 6-8years' experience- 5 marks • Meeting above minimum eligibility with more than 8 years' experience- 7 marks 	7

<p>Consultant (Monitoring & Evaluation)</p> <p>a. MBA or equivalent from Top 100 Management Institute (as per NIRF, Ministry of Education, GoI Ranking 2020 for Management institutes)/M.Tech /Master’s Degree in Economics Planning/ Agriculture Science</p> <p>b. Minimum 3years’ relevant experience in agriculture programs.</p> <p>c. Must be well versed with preparation of RFP/ RFQ/ Contract Agreements/ preparation of guidelines and policies.</p> <p>d. On permanent rolls of the firm for at least 6 months</p> <ul style="list-style-type: none"> • Meeting above minimum eligibility with 3 years’ experience- 4 marks • Meeting above minimum eligibility with 4-5 years’ experience- 5 marks • Meeting above minimum eligibility with more than 5 years’ experience- 6 marks 	6
<p>Presentation on Understanding the Scope of work, Approach, Methodology and Work Plan (Proposed prospective team members to make the presentation)</p> <ol style="list-style-type: none"> 1. Understanding of scope – 10% (3.5 Marks) 2. Approach and methodology and its value addition to ToR – 30% (10.5 Marks) 3. Adequacy of the work plan against ToR – 10% (3.5 Marks) 4. Presentation by proposed team members – 50% (17.5 Marks) (4 marks each for 4 team members and 1.5 marks for senior management) 	35

Note:

- Applicants meeting the minimum Eligibility Criteria shall be further evaluated as per Technical evaluation criteria mentioned in the table above
- The Applicants securing minimum 70 marks as per the Technical scoring criteria shall be eligible for next stage of bidding i.e. Opening of Financial proposal.
- Post Opening of Financial Proposal, the Weighted Average Score shall be derived by giving 70% weightage to Technical score and 30% weightage to financial score.
- Note: ***Bidders who secure above 70 marks from the total (100 marks) in the technical proposal will be called for financial evaluation.***

d) Financial Evaluation (3rd Stage):

The financial proposals of the bidders qualifying the technical evaluation (2nd Stage) only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorisation letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

2.9 Evaluation Process:

Quality and Cost Based Selection (QCBS) method will be followed during the overall selection process. The financial bids of qualified bidders will be opened on the prescribed date in the presence of bidders' representatives. Only fixed price financial bids indicating total price for all the deliverables and services specified in this RFP document will be considered. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final, and shall not be subject to any modifications on any account whatsoever.

When correcting computational errors, in case of discrepancy between partial amount and the total amount, or between word and figures the former will prevail. All required items must be priced accordingly in the financial bid.

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which IMAGE will make payment to the consultant including overhead expenses, such as travel, accommodation, logistics, training/ workshop, preparation of reports / formats, printing & other secretarial expenses etc.

The technical and financial scores secured by each bidder will be added using weightage of 70% and 30% respectively to compute a Composite Bid Score. The bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project.

The overall score will be calculated as follows:

$$B_n = 0.70 * T_n + 0.30 * F_n$$

Where

B_n = overall score of bidder

T_n = Technical score of the bidder (out of maximum of 100 marks)

F_n = Normalized financial score of the bidder

The bidder with lowest qualifying financial bid (L1) will be awarded 100% score (amongst the bidders).

Financial Scores for other than L1 bidders will be evaluated using the following formula:

Financial Score of a Bidder (Fn) = {(Commercial Bid of L1/Commercial Bid of the Bidder) X 100} (Adjusted to two decimal places)

****In the event two or more bids have the same score in final ranking, the bid with highest technical score will be H-1.**

2.10 Performance Bank Guarantee: (PBG)

Within 7 days of notifying the acceptance of proposal for the award of Contract, the qualified bidder shall have to furnish a unconditional Performance Bank Guarantee amounting to 10% of the contract value from a Scheduled Commercial Bank situated in Bhubaneswar in favour of "Director, IMAGE", as per the format at Annexure-II, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of 3 months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall forfeiture of the PBG.

2.11 Contract Negotiation:

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

2.12 Award of Contract:

After completion of the contract negotiation stage, IMAGE will notify the successful bidder in writing by issuing an LoI for signing the contract and promptly notifying 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 10 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 will be valid for 36 months from the date of effectiveness of the contract and

will be extended on mutual consent. Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.

2.13 Working Hours:

- (i) When engaged, the Consultants will keep to the normal working hours of Govt of Odisha. However, in case of exigencies, they may be required to work in extended working hours, if required.
- (ii) The Consultants will follow the Holiday Schedule of Govt of Odisha. However, in case of exigencies, they may be required to work on weekends/ holidays, if required.
- (iii) 12 days of leave per person per year will be available to the consultants deployed in the PMU.

2.14 Conflict of Interest:

Conflict of interest exists in the event of:

- (iv) Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder;
- (v) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with the IMAGE/DAFE directly or indirectly; and
- (vi) 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 IMAGE/DAFE as this would amount to their disqualification and breach of contract.

2.15 Disclosure:

- (i) 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.
 - a. 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.

- (ii) 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.

2.16 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, IMAGE/DAFE 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.

2.17 Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and IMAGE shall be written in the English language. 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.

2.18 Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. IMAGE shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more

than one proposal under the selection process. Alternate bids are also not allowed.

2.19 Legal Jurisdiction:

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

2.20 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 thereafter IMAGE holds the option for cancellation of the contract for pending activities and completes the same from any other agency. IMAGE 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 IMAGE and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. **Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty as mentioned at Clause 3.11.**

The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

2.21 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 Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

2.22 Amendment of the RFP Document:

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

2.23 IMAGE's right to accept any proposal, and to reject any or all proposal/s

IMAGE 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.

2.24 Copyright, Patents and Other Proprietary Rights:

IMAGE/DAFE 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 DAFE's request, the Consultant shall take all necessary steps to submit them to DAFE in compliance with the requirements of the contract.

2.25 Replacement of Key Personnel:

The Key professionals and Program Associates to be deployed under this contract must be dedicated in nature. No replacement of resources is allowed within the lock in period of 1 Year from the date of effectiveness of the contract. The DAFE will not consider substitutions during contract period 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 bidder. The DAFE also reserves the right to request the Agency to replace the deployed key personnel if they are not performing to a level of satisfaction of the DAFE. After written notification, the Agency will provide three no. of CVs of appropriate candidates within Fifteen (15) days for review and approval. If these 3 CVs are not found suitable, further set of CVs to be submitted by the Agency. The Agency must replace the personnel within Fifteen (15) working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for

any reason midway under the contract, the Agency must notify the DAFE at least thirty (30) days in advance, and obtain the approval prior to making any substitution. In notifying the DAFE, the Agency shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and must be submitted to the DAFE within 15 days of departure of original professional. In case of substitution of key personnel, the DAFE reserves the right to examine / assess the new personnel proposed to be provided as replacement. Change in Key Resources within the lock in period will attract a penalty of 3% of the contract value. Frequent change / Replacement of Experts from the Agency's side will lead to imposition of penalty by the DAFE as per the agreed terms and conditions of the contract. In case there is a gap in replacement of any Professionals/Program Associates, exceeding 15 days, no remuneration will be provided for that period.

2.26 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 DAFE in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by DAFE 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, DAFE reserve the right to cancel the contract without any

obligation to compensate the agency in any manner for what so ever reason.

2.27 Dispute Resolution:

The DAFE and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Bhubaneswar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. Secretary to Government, Agriculture and Farmers Empowerment will be the final authority to resolve the dispute arising between and the DAFE and the Consultant.

2.28 Disqualification of Proposal:

- (i) The proposal is liable to be disqualified in the following cases as listed below:
- (ii) Proposal submitted without Bid Processing Fee as applicable
- (iii) Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- (iv) During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- (v) Proposal is received in incomplete form
- (vi) Proposal is received after due date and time for submission of bid
- (vii) Proposal is not accompanied by all the requisite documents / information
- (viii) A commercial bid submitted with assumptions or conditions
- (ix) Bids with any conditional technical and financial offer
- (x) 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
- (xi) Proposal is not properly sealed or signed
- (xii) Proposal is not conforming to the requirement of the scope of the work of the assignment.
- (xiii) Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process
- (xiv) If, any of the bid documents (including but not limited to the hard and soft/

electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;

- (xv) Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- (xvi) Any other condition / situation which holds the paramount interest of IMAGE/DAFE during the overall selection process.

SECTION: 3

TERMS OF REFERENCE (ToR)

3. Terms of Reference

3.1: Introduction

The Department of Agriculture and Farmer's Empowerment (DAFE), Government of Odisha aims at making farming remunerative economic activity by strengthening the farmers' effort, risk mitigation, and promoting agri-business entrepreneurship through the creation of required pre and post-harvest agri-infrastructure that increases access to quality inputs, storage, market facilities etc. and enables farmers to make informed choices under the Rashtriya Krishi Vikas Yojana – Remunerative Approaches for Agriculture and Allied Sectors Rejuvenation (RKVY-RAFTAAR) scheme.

The main objective of Rashtriya Krishi Vikas Yojana is to develop farming as the main source of economic activity. Some of the objectives also include:

- Risk mitigation, strengthening the efforts of the farmers along with promoting agri-business entrepreneurship through the creation of agri-infrastructure.
- Providing all the states with autonomy and flexibility in making plans as per their local needs.
- Helping farmers in increasing their income by encouraging productivity and promoting value chain addition linked production models.
- To reduce the risk of farmers by focusing on increasing income generation through mushroom cultivation, integrated farming, floriculture, etc.
- Empowering the youth through various skill development, innovation, and agri-business models.

3.2: Objectives of Project:

The broad objectives of the project are to help in developing an Agriculture and allied sector enterprise ecosystem and propel Odisha's Agri-business sector to being competitive.

The Department of Agriculture and Farmers' Empowerment intends to set up an RKVY-RAFTAAR PMU at 3rd floor Krushi Bhawan at RKVY cell of DAFE to provide manpower having requisite qualification and experience to monitor and provide necessary support for implementation of the RKVY-RAFTAR scheme in the state with the following objectives:

- Boost the number of innovative projects being executed under the schemes

- Assisting the implementation agencies/line department in the creation of quality detailed project reports
- Strengthen the operations by timely processing of detailed project reports
- Ensure compliances with the guidelines defined by the Government of India

3.3: Detailed Scope of Work

The specific responsibilities of the consultants staffed in the RKVY PMU will be:

a. Preparation of State Plans and District Plans

- The team will do analysis of the various investment strategies followed by other states under RKVY. The team will prepare the strategy to contextualise the identified projects to Odisha's agriculture ecosystem after studying the suitability.
- The team will liaise with all the Line Departments and Districts to create annual action plans under RKVY-RAFTAAR.
- The team will support the department in preparing State Agriculture Plan (SAP) & State Agriculture Infrastructure Development Programme (SAIDP) and ensuring the preparation of the District Agriculture Plans (DAPs).

b. Assistance in creation of Detailed Project Reports

- Assist in developing projects, in conjunction with the line departments, keeping in view the RKVY guidelines, especially those related to value addition, innovation and agri-entrepreneurship
- Examine Detailed Project Reports (DPRs) submitted by different implementing department/agencies on the basis of RKVY-RAFTAAR guidelines and its objectives linkage to Comprehensive District Agricultural Plan(CDAP)/State Agricultural Plan(SAP)/ State Agricultural Infrastructure Development Plan(SAIDP).
- Effective coordination, preparation and appraisal of projects, implementing, monitoring, and evaluation with various Departments and implementing Agencies.

c. Assisting TC, SLPSC and SLSC

- i. Assist SLPSC & SLSC in the fund allocation annual strategy in line with the State govt. Priorities.
- ii. Assist Technical Committee (TC) in evaluation of project proposals

d. Fund Management

- i. Management of funds received from the Central, and State Governments and disbursement of the funds to the implementing agencies.
- ii. Furnishing utilization certificates and quarterly physical & financial progress reports to the Department of Agriculture, Cooperation & Farmers Welfare, GoI
- iii. Ensure Strategic Resource Management including planning and tracking of available resources and monitoring of expenditure as per approved project work plan and budget
- iv. Maintain financial records and monitor systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day statutory requirements
- v. Process payment requests from implementing agencies
- vi. Assist in financial review and financial utilisation report received from different districts
- vii. Assist in preparation of Audit compliances/follow up reports as and when required

e. Reporting & monitoring of the program

- i. Effectively utilizing and regularly updating web-enabled IT-based RKVY Management Information System (RKVY-MIS)
- ii. Monitoring of status of the projects implemented in the field.
- iii. Mid-term Evaluation and Impact assessment of ongoing projects.

3.4: Team Structure

A 4(four) member team is being proposed constituting of;

- 1. Project Manager
- 2. Consultant (Technical)

3. Consultant (Monitoring & Evaluation)
4. Consultant (Finance)

3.5: Qualification of consultants

S.No.	Role	Qualification
1.	Project Manager	<ol style="list-style-type: none"> a. MBA/PGDM in Agri Business from Top 100 Management Institute (as per NIRF, Ministry of Education, GoI Ranking 2020 for Management institutes) b. Minimum 7 years of experience in Agri Business Field/ Agri research c. On permanent rolls of the firm for at least 6 months d. Has experience of working with more than one department in any Government entity e. Should have experience of working with Central Government/State Government in managing centrally Sponsored Schemes.
2.	Consultant (Technical)	<ol style="list-style-type: none"> a. MBA/PGDM in Agri Business from Top 100 Management Institute (as per NIRF, Ministry of Education, GoI Ranking 2020 for Management institutes) b. Minimum 5 years of experience in Agri Business Field c. Has experience of working with more than one department in any Government entity d. Should have experience of working with Central Government/State Government in managing GOI/State Sponsored Schemes. e. Must have at least two project experiences for providing Technical Consultancy Services/Preparation of detailed Project Report in the field of Agriculture.
3.	Consultant	<ol style="list-style-type: none"> a. MBA or equivalent from Top 100 Management Institute

	(Monitoring & Evaluation)	<p>(as per NIRF, Ministry of Education, GoI Ranking 2020 for Management institutes) / M.Tech/ Master's Degree in Economics Planning/ Agriculture Science</p> <p>b. Minimum 3 years' relevant experience in agriculture programs</p> <p>c. Must be well versed with preparation of RFP/RFQ/Contract Agreements/ preparation of guidelines and policies.</p>
4.	Consultant (Finance)	<p>a. MBA (Finance) or equivalent from Top 100 Management Institute (as per NIRF, Ministry of Education, GoI Ranking 2020 for Management institutes) /Masters of Finance Control/ Chartered Accountant/CFA</p> <p>b. Minimum 5 years of experience in setting up accounting operations within the government</p> <p>c. Prior experience required in Project Finance / Handling Government Accounts for developmental projects in state or national level, Financial Management/Budgeting for Agriculture related assignments.</p>

3.6: Deliverables

Sl. No.	Key Performance Indicators	Deliverables
1	Creation of DAPs, SAP and SAIDP	1 SAP, 1 SADIP & 30 DAPs each per year (April to March)
2	Submission of detailed examination reports on projects submitted to department	To be completed within 30 working days of receipt
3	Timely updation of RKVY MIS	Every month (By last week of every month)

4	Submission of quarterly physical and financial achievement reports to GoI and SLSC	4 reports annually (1 per quarter: within first 15 days of every quarter)
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3.7: Mode of Selection of Agency

Quality cum Cost Based (QCBS) method with 70% weightage to Technical Score and 30% weightage to Financial Score.

3.8: Duration of PMU: Initially the operational period will be for **3 (three) years** and can be extended by another 2 years with an increase of 10% in the annual contract value subject to annual review/performance.

3.9: Roles and responsibilities of the PMU

- I. To facilitate and manage the procedure of placing, screening and sanctioning of project proposals in due time period through the existing platform of Technical Committee, State Level Project Screening Committee and State level Sanctioning Committee.
- II. Management of the fund flow system received from the Central and State Governments and disbursement of the funds to the Implementing Agencies and Furnishing utilization certificates and quarterly physical & financial progress reports to the Department of Agriculture, Cooperation & Farmers Welfare, GoI
- III. Maintain financial records and monitor systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day statutory requirements.
- IV. The team will do analysis of the various investment strategies followed by other states under RKVY.
- V. The team will prepare the strategy to contextualize the identified projects to Odisha's agriculture ecosystem after studying the suitability.
- VI. The team will liaise with all the Line Departments and Districts to create annual action plans under RKVY-RAFTAAR.
- VII. The team will support the department in preparing State Agriculture Plan

(SAP) & State Agriculture Infrastructure Development Programme (SAIDP) and ensuring the preparation of the District Agriculture Plans (DAPs).

- VIII. Examination of Detailed Project Reports (DPRs) submitted by different implementing department/agencies on the basis of RKVY-RAFTAAR guidelines and its objectives linkage to Comprehensive District Agricultural Plan(CDAP)/State Agricultural Plan(SAP)/ State Agricultural Infrastructure Development Plan(SAIDP).
- IX. Effective coordination, preparation and appraisal of projects, implementing, monitoring, and evaluation with various Departments and implementing Agencies.
- X. Besides above, the PMU can be engaged in any other work relating to monitoring/implementation of RKVY-RAFTAAR at DAFE, Odisha as assigned by the concerned Sectional Head, RKVY (Additional Secretary/ Joint Secretary).

3.10: Monitoring Mechanism of DAFE

To review the progress of the activities and assignment of PMU, monthly review meeting will be taken by the concerned Sectional Head, RKVY (Additional Secretary/Joint Secretary) and bi-monthly review meeting shall be made before Secretary, DAFE.

3.11: Performance linked Payment Terms & Penalty

Payment to the Agency will be made on quarterly basis on submission of the quarterly report by the firm and subject to approval of the same by the Authority. The payment will be based on the deliverables defined in clause 3.6

Penalty will be deducted from the quarterly payment in case low achievement in any one of the above KPIs at (clause 3.6) (Maximum of 10 % deduction). Highest rate of penalty in six quarters will lead to termination of the contract & forfeiture of performance Bank guarantee.

1. Failure on bidder's part to furnish the deliverables as per the agreed time line (clause 3.6) will enforce a penalty @ 1% per week subject to maximum of 10% of the quarterly payment.

2. No substitution of resources will be allowed whose CVs have been provided along with the technical bid for the period of 1 year of commencement of Project as defined in clause no-2.25. Resources initially deployed are not to be replaced during the tenure of the project. In case resources are replaced after 1 year, penalties will apply as follows:

a. Project Managers: 1st – 3rd replacement – Rs. 1,00,000 per replacement; 4th – 6th replacement – Rs. 2,00,000 per replacement; >= 7th replacement – Rs. 4,00,000 per replacement

b. Other consultants: 0 – 1st replacement – Nil; 2nd – 3rd replacement – Rs. 50,000 per replacement; 4th – 6th replacement – Rs. 1,00,000 per replacement; >= 7th replacement – Rs. 2,00,000 per replacement

This penalty will be over and above the 10% cap mentioned above at Clause 3.11.1.

Section 4

Technical Proposal Submission Forms

Technical Proposal Submission Forms

TECH -1 (Covering Letter) (ON BIDDERS LETTER HEAD)

[Location, Date]

To

Director, IMAGE

Siripur

Bhubaneswar

Pin-751001

Subject: Selection of Agency for "Establishment of Project Management Unit (PMU) under Rashtriya Krishi Vikas Yojana – Remunerative Approaches for Agriculture and Allied Sectors Rejuvenation (RKVY-RAFTAAR) scheme
At DAFE. **[TECHNICAL PROPOSAL-A]**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. _____, Dated: _____. I hereby submitting the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **90 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 including of our technical &

financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

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

I remain,

Yours faithfully,

Authorized *Signatory with Date and Seal:*

Name and Designation: _____

Address of Bidder: _____

TECH -2 (Bidder's Organisation (General Details))

Sl. No.	Description	Full Details
1	Name of the Bidder / Consortium	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount: DD No.: Date:	
	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
9	Willing to carry out assignments as per the scope of work of the RFP	YES
10	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 3 Bidder Organisation (Financial Details)

Financial Information in INR				
Details	FY 2018-19	FY 2019-20	FY 2020-21	Average
Consulting Turnover (in Lakh)				
Net worth				
Supporting Documents: Audited certified financial statements for the last three FYs (Submission of copies of Balance Sheet for the respective financial years is mandatory along with this form) 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.				

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 – 4 (Format for Power of Attorney)

(On Bidders Letter Head)

I, _____, the _____ (Designation) of (Name of the Organisation) in witness whereof certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organisation>**, **<Designation of the person>** of the company acting for and on behalf of the company under the authority conferred by the **< Notification/ Authority order no.>** Dated **<date of reference>** has signed this Power of attorney at **<place>** on this day of **<day><month>, <year>**.

The signatures of **<Name of person>** in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

TECH – 5 Bidder’s Past Experience Details

Sl. no.	Project Duration	Name of the Assignment with details thereof	Name of the Client	*Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Nature of Job
A	B	C	D	E	F	G	H
1							
2							
3							

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

Name and Designation with Date and Seal: _____

Note: *Bidders are requested to furnish the information as per the above format and Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.*

* *Assignments having Contract Value of \geq Rs. _____ Lakh & Duration of \geq _____ Month only will be taken into consideration.*

TECH – 6 (Information Regarding any Conflicting Activities and Declaration Thereof)

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5). If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDERS LETTER HEAD

I, hereby declare that our agency as Individual / as a member of any consortium is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6)**.

I, also acknowledge that in case of misrepresentation of any 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: _____

TECH -7 (Comments and Suggestions on the Terms of Reference)

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

[The consultant needs to present and justify in this section, if any modifications to the Terms of Reference he is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point, and incorporated in the technical proposal. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]

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

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -8 approach, Methodology and Work plan

[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 scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities 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 :

- Key guiding principles for the establishing PMU
- Understanding of the concept of institutional setup
- Review existing and Proposed framework
- Information matrix
- Highlight any challenges anticipated in delivering the expected outputs
- Approaches to overcome the challenges and meet the requirements of the assignment.
- Review Stakeholders Engagement/involvement
- Establishing system for Implementation Effectiveness
- Monitoring & Evaluation mechanism of programmes and interventions for better outcomes
- Check Validity and Reliability of results/outcome
- Dissemination of results to Policy Makers and other audiences
- Any other issues mentioned in the ToR

C. Methodology to be adopted :

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

- Overall research design for analysis of National Indicator Framework (NIF) and State Indicator Framework (SIF) Baseline documentation including thematic, goal wise, sector or area wise reports, presentation and other documents to be developed during the project period
- checklist capturing specific information areas would be developed

- Assessment Framework (process, output-impact log frame)
- Understanding and Appreciation of the assignment
- Desk research on primary and secondary data and interaction with primary and secondary stakeholders
- Qualitative and quantitative suggestive tools for data collection and analysis
- Field process protocol control
- Analysis of field data survey and preparation of report
- Suggestive note with parameters for guiding the programme implementing Departments/agencies to improve its efficiency, efficacy and targeting in each thematic area of interventions
- Any other issues mentioned in the ToR

D. Staffing and Study Management Plan:

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. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities (week wise). (Graphical representation)

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

Name and Designation with Date and Seal:

<<The bidder may be asked to submit the required information within a certain number of pages, with font specified>>

TECH – 9 Format of Curriculum Vitae (CV)

1. Proposed Position :

[ForeachpositionprofessionalseparateformTech-9 will be prepared]

2. Name of Firm :

3. Name of Staff :

4. Education :

5. Name of the institutes:

6. Whether the institute listed in top 100 management/ engineering institute as per NIRF, Ministry of Education, Gol Ranking 2020 for Management/ engineering institutes: Yes

7. Date of Birth :

8. Years with Firm :

9. Nationality :

10. Membership in Professional Associations:

11. Other Trainings/ professional certification:

12. Countries of Work Experience :

13. Languages :

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

14. 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]
Procuring Entity Name:	
Position Held:	
Details of the Task Assigned [List all tasks to be performed under this Assignment/job]	

15. Work Under taken that Best Illustrates Capability to Handle the Tasks Assigned

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

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

Certification:

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

Date:

Signature of Key Professional with Date _____

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

<<NB: CV write up may be restricted to a certain number of pages with quality information relevant to the key professional requirements. This will be easy in evaluating the resumes for short listing. The CVs needs to be jointly signed by the proposed professional and the authorized representative of the Bidder.>>

TECH – 10 Proposed Work Plan

Week →	1	2	3	4	5	6
<u>Sequence of Study Activities / Sub Activities</u>						

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 10 BID Security Declaration

Date: _____

To

Director, IMAGE

Siripur

Bhubaneswar

I/We understand that, according to the RFP conditions, bids must be supported by a Bid Security Declaration in lieu & Bid Security

If I/We declare that if we withdraw or modify the Bids during the period of validity etc.

I/We will be suspended for the time specified in the RFP and if I/We are awarded the contract and fail to sign the contract or fail to submit a performance security before the deadline defined in the request for proposals (RFP) document, they will be suspended for the period of time specified in the request for proposals document from being eligible to submit Bids/Proposals for contracts with the Procuring Entity.

Signed:

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

Dated on _____ day of (insert date of signing)

Section 5

Financial Proposal Submission Forms

FIN – 1 Covering Letter

(In Bidders Letter Head)

[Location, Date]

To

To

Director, IMAGE

Siripur

Bhubaneswar

Subject: Selection of Agency for "Establishment of Project Management Unit (PMU) under Rashtriya Krishi Vikas Yojana – Remunerative Approaches for Agriculture and Allied Sectors Rejuvenation (RKVY-RAFTAAR) scheme at DAFE.

[FINANCIAL PROPOSAL- B]

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*]**.

The above quoted amount is exclusive of applicable GST. 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 **90 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.

FIN – 2 Financial Proposal

SI. No.	Fee Particulars	Amount in INR
A	Professionals Fee [For 3 years] <i>Detail Break up to be provided at FIN-3</i>	
In Words		

- *Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.*
- *Taxes will be paid by the Client as per the applicable rate under GST Act / payment of statutory dues if any will be responsibility of the consultant*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

FIN – 3 Breakdown of Professional Fee

Sl. No.	Description	No of Position	Resource Bill Rate per year
1.	Project Manager / Team Lead position	1	
2.	Consultant (Technical)	1	
3.	Consultant (Monitoring & Evaluation)	1	
4.	Consultant (Finance)	1	
Grand Total in INR			
In Words			

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal: _____

Annexure – I BID Submission Checklist

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL + 1COPY)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs.11,800/- in form to DD		
4	Bid Security Declaration		
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 last 3 Years Audited Balance Sheet		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH - 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 - 5) along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH - 6)		
14	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business career.		
15	Comments and Suggestions (TECH – 7)		
16	Description of Approach, Methodology & Work Plan (TECH - 8)		
17	CV of Key Professionals (TECH – 9)		
18	Work Plan (TECH – 10)		
19			
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		
	Detail Breakup of Fee of Key professionals (FIN-3)		

Undertaking:

- All the information has been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Annexure – II Performance Bank Guarantee Format

To,

Director, IMAGE

WHEREAS _____ (Name and address of the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFP No _____ dated _____ to undertake the service _____ (description of services) (herein after called “the contract”).

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

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

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

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

This performance bank guarantee shall be valid until the ____ day of _____, <Year>

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 Dt. _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer
.....

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

<<Any Other assignment related Material may also be included

