



# THE AGRICULTURAL PROMOTION AND INVESTMENT CORPORATION OF ODISHA LIMITED (APICOL)

(A Wholly Owned Corporation of Government of Odisha )

326, Baramunda, Bhubaneswar – 751003, Odisha

Tel : 91-674-2354125

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No.800/APICOL,

Dated : 10.02.2022

## REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR ESTABLISHMENT OF AGRI-BUSINESS PROMOTION & TRANSFORMATION TEAM (APTT)

APICOL invites Request for Proposal (RfP) for selection of Agency for Establishment of Agri-business Promotion & Transformation Team (APTT) in Programme Management Unit (PMU) mode at APICOL.

The RfP documents covering the details of information, memorandum, eligibility criteria, selection process and other terms & conditions can be downloaded from ([www.apicol.nic.in/](http://www.apicol.nic.in/) [www.tenderodisha.gov.in](http://www.tenderodisha.gov.in) / [www.agriodisha.nic.in](http://www.agriodisha.nic.in)) from 12.02.2022. The last date for submitting the RfP documents along with processing fees of Rs.11800/- (Rupees eleven thousand eight hundred) only in favour of "APICOL" payable at Bhubaneswar through regd / speed post or courier by 17.03.2022 (5.00 PM). The pre-bid meeting will be held at APICOL, 326, Baramunda, Bhubaneswar – 751003, Odisha on 28.02.2022 at 11.00 AM. The technical bids will be opened on 21.03.2022 at 3.30 PM. The date of opening of financial bids shall be on 05.04.2022 at 11.00 AM. The Board of Directors of APICOL reserves the right to reject any/ all tenders without assigning any reason thereof.

Sd/-

**MANAGING DIRECTOR**

## REQUEST FOR PROPOSAL

### **Selection of Agency for Establishment of Agri-Business Promotion and Transformation Team (APTT) under Agricultural Promotion and Investment Corporation of Odisha Limited (APICOL)**



**The Agricultural Promotion and Investment Corporation of Odisha Limited (APICOL),**  
(A Wholly Owned Corporation of Government of Odisha)  
Baramunda, Bhubaneswar, PIN: 751003, Ph.No. 0674-2354125

## **DISCLAIMER**

This Request for Proposal (RFP) is issued by **The Agricultural Promotion and Investment Corporation of Odisha Limited, Baramunda, Bhubaneswar-751003, (a wholly owned corporation of Government of Odisha) herein after called as APICOL.**

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. APICOL shall be the sole and final authority with respect to selection of an Agency through this RFP.

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**Bidder Data Sheet**

<b>Sl. No.</b>	<b>Particular</b>	<b>Details</b>
1.	<b>Name of the Client</b>	The Agricultural Promotion and Investment Corporation of Odisha Limited (APICOL)
2.	<b>Method of Selection</b>	Quality and Cost Based Selection (QCBS) with weightages of 70:30 (70% for technical proposal and 30% for financial proposal)
3.	<b>Date of Issue of RFP</b>	12.02.2022
4.	<b>Deadline for Submission of Pre-Proposal Query</b>	19.02.2022
5.	<b>Pre-proposal meeting</b>	28.02.2022 at 11.00AM
6.	<b>Issue of Pre-proposal</b>	07.03.2022
7.	<b>Proposal Due Date</b>	17.03.2022 up to 5.00 PM
8.	<b>Date of opening of Technical Proposal</b>	21.03.2022 at 3.30 PM
9.	<b>Date of Technical Presentation</b>	28.3..2022
10.	<b>Date of opening of Financial Proposal</b>	05.04.2022 at 11.00 AM
11.	<b>Expected Date of Commencement of Assignment</b>	May, 2022
12.	<b>Pre-proposal meeting</b>	A pre-proposal meeting will be held on 28.02.2022 at 11.00AM at APICOL conference Hall.All queries should be received on or before indicate date, time on mail in word format.The name, address, and telephone number of the nodal officer is: <b>Designation:</b> Managing Director, APICOL <b>Phone Nos:</b> 0674-2354125 <b>email id:</b> apicol96@yahoo.com
13.	<b>Bid Processing Fee (Non-Refundable)</b>	<b>Rs. 11,800/- (RupeesEleven ThousandEight Hundred only)including GST</b> in shape of Demand Draft in favour of APICOLdrawn in any scheduled commercial bank payable at <b>Bhubaneswar</b>
14.	<b>Bid Security/ Earnest Money</b>	"Bid Security Declaration" to be furnished by the

Sl. No.	Particular	Details
	<b>Deposit</b>	bidder as per format in Annexure-V
15.	<b>Performance Security</b>	Performance Bank Guarantee amounting to <b>3% of the contract value</b> from a Scheduled Commercial Bank situated in Bhubaneswar in favour of “ <b>APICOL</b> ”, as per the format at <b>Annexure-II</b> , for a period of three months beyond the entire contract period
16.	<b>Contact Person</b>	<b>Name: Dr.A.C.Sasmal</b> <b>Designation:</b> Asst. Director Agriculture, APICOL <b>Phone Nos:</b> 0674-2354125 <b>Mobile No: 8249765799</b> <b>email id:</b> apicol96@yahoo.com
17.	<b>Address for Submission of Proposal</b>	The Managing Director, APICOL, Baramunda, Bhubaneswar, PIN- 751003 Phone: 0674-2354125
18.	<b>Mode of Submission</b>	<b>Speed Post / Registered Post / Courier/ By Hand</b> only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected.
19.	<b>Place of Opening of Proposal:</b>	Conference Hall, APICOL, Baramunda, Bhubaneswar

RFP can be downloaded from: <https://apicol.nic.in>, <https://agriodisha.nic.in> and <https://tendersodisha.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 Agribusiness Promotion and Transformation Team (APTT) in Programme Management Unit (PMU) mode at APICOL”

- (i) **APICOL** invites sealed proposal from eligible bidders for **Selection of Agency for “Establishment of Agribusiness Promotion and Transformation Team (APTT) in Programme Management Unit (PMU) mode at APICOL”**. More details on the proposed assignment are provided at **Section-3: Terms of Reference** of this RFP Document.
- (ii) 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.
- (iii) 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)** including GST towards **Bid Processing Fee** in the form of **Demand Draft** in favour of **“APICOL”** 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.
- (iv) The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post / Courier/ By hand** only. The APICOL (APICOL) shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
- (v) The last date and time for submission of proposal complete in all respects is **17.03.2022 up to 5.00 PM** and the date of opening of the bid is **21.03.2022 at 03.30 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.
- (vi) This RFP includes following sections:
  - a. Letter of Invitation [**Section –1**]
  - b. Information to the Bidder [**Section –2**]

- c. Terms of Reference [**Section –3**]
- d. Technical Proposal Submission Forms [**Section – 4**]
- e. Financial Proposal Submission Forms (**Section–5**)
- f. Annexures (**Section –6**)

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

**Managing Director  
APICOL**

## **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 should be a Company/ Firm/ LLP registered in India with a track record of providing consulting/ advisory services for at least 5 years as on 31 <sup>st</sup> December, 2021	Incorporation / Registration Certificate.
ii.	The Bidder should have an average turnover of minimum INR 100 crore during last three financial years - FY 2018-19, FY 2019-20, FY 2020-21.	Certificate from statutory auditor/ audited financial statements for the three financial years
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.	Agency must have minimum 200 full time employees and should have in-house strength of professionals (on full time role)	A self-attested certificate from HR to this effect with number of staff to be furnished.
v.	The Bidder should have experience of working on minimum five (5) PMU assignments in last 5 years of a minimum duration of 1 year with Central/ State Government agencies in India.	Work Order/ Copy of agreement
vi.	The Bidder should have experience of completing minimum three (3) consulting assignments of minimum duration of 12 months with State/ Central Government agencies in Agriculture and Allied sector.	Work Order/ Copy of agreement
vii.	Bidder should not have been blacklisted by any Govt. Organization/ Government Entity / Government Company in the last 5 years.	Self-declaration from the authorized representative to be furnished
<b>Note:</b> 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.		

## **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) as applicable
- 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) including GST in shape of Demand Draft from any Scheduled Commercial Bank in favour of "APICOL" 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. APICOL 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 APICOL through e-mail at [apicol96@yahoo.com](mailto:apicol96@yahoo.com) till 19.02.2022. Clarifications to the above will be uploaded in the APICOL 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 APICOL Conference Hall, Bhubaneswar. The bidders will have to ensure that their queries for pre-proposal meeting should reach within 7 days from the date of RFP published.

## **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. APICOL 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. APICOL 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 APICOL. 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 Agribusiness Promotion and Transformation Team (APTT) in Programme Management Unit (PMU) at APICOL”** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, soft copy in word form in CD 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 Agribusiness Promotion and Transformation Team (APTT) in Programme Management Unit (PMU) at APICOL”**. 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 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 Agribusiness Promotion and Transformation Team (APTT) in Programme Management Unit (PMU) at APICOL)"**.

The second envelope must be marked as **“FINANCIAL PROPOSAL (Selection of Agency for Establishment of Agribusiness Promotion and Transformation Team (APTT) in Programme Management Unit (PMU) at APICOL)”** 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 APICOL in presence of the bidder's representatives at the location, date and time specified in the Data Sheet. APICOL will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The 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 APICOL authority.

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

Parameter		Max Score
<b>A. Experience of the Bidder</b>		<b>30 marks</b>
<b>1</b>	Organisation Strength	5 Marks
<b>a)</b>	Bidder Average Annual Turnover from Indian Consulting operations in three years - FY 2018-19, FY 2019-20, FY 2020-21 (Copy of the audited balance sheet of the last three FYs, and CA certified Turnover certificate) INR 100 Cr – INR 300 Cr – 1 Mark INR 301 Cr – INR 500 Cr – 2 Marks	5

	<p>INR 501 Cr – INR 700 Cr – 3 Marks</p> <p>INR 701 Cr – INR 900 Cr – 4 Marks</p> <p>INR 1000 Cr above – 5 Marks</p>	
<b>2</b>	Organisation Experience	25 marks
<b>a)</b>	Experience of running Program/Project Management Unit/ Project Implementation Unit of minimum 1-year duration with the Central/State Government agencies in India in last 5 years (2 mark for each project): <b>10 marks</b>	10
<b>b)</b>	Experience of Agriculture & Allied Sector advisory assignments for Central/ State Government agencies of any projects of at-least1-year duration in the last 5 years (3 marks for each project): <b>15 marks</b>	15
<b>B. Proposed methodology and work plan about ToR(Bidder's Presentation)</b>		<b>35 Marks</b>
<p>Understanding of scope- 10% <b>(3.5 Marks)</b></p> <p>Approach and methodology and its value addition to the ToR – 30% <b>(10.5 Marks)</b></p> <p>Adequacy of the work plan against KRA– 20% <b>(7 Marks)</b></p> <p>Presentation by proposed core team members (at least 5 proposed prospective team members along with project manager to be present in technical presentation)- 40% <b>(14 Marks)</b></p>		35
<b>C. Proposed Team</b>		<b>35 Marks</b>
<p>(No marks would be awarded for meeting the minimum eligibility criteria)</p> <p>The core team must be fulltime employee of the bidder (preferably for 6 months or more)</p>		
<b>1.</b>	<p><b>Project Manager / Team Lead:(1 Nos)</b></p> <p>MBA/PGDM in Agri Business management from Top 100 Management Institute (as per NIRF, Ministry of Education, Gol Ranking 2020 for Management institutes) with minimum 8 years post qualification consulting experience in Agriculture and allied sectors</p> <p>Additional 0.5 marks for each year of additional relevant experience: max: 2 marks</p> <p>Experience of working with Central Government/State Government/ /Fortune 500 Companies &amp; Fortune Next 500 Companies in the areas of Agri Business / Agri Products for a minimum period of 3 years: 0.5 marks per project, max.: 3marks</p>	5

2.	<p><b>Module Lead –Entrepreneurship Promotion (1 Nos)</b>  MBA/PGDM in Agri Business management from Top 100 Management Institute (as per NIRF, Ministry of Education, Gol Ranking 2020 for Management institutes)/ PGDEM with minimum 5 years post qualification consulting experience in Agriculture and allied sectors  Additional 0.5 marks for each year of additional relevant experience: max.1.5 marks</p> <p>Experience in managing Agri Business programs preferably in entrepreneurship promotion, incubation, capacity building of entrepreneurs (Agri Business Sector preferred) with Central Government/ State Government/ for a minimum period of 3 years: 0.5 marks per project, max.: 1.5 marks</p>	3
3.	<p><b>Module Lead – Scheme Implementation (1 Nos)</b>  MBA/PGDM in Agri Business management from Top 100 Management Institute (as per NIRF, Ministry of Education, Gol Ranking 2020 for Management institutes) with minimum 5 years post qualification consulting experience in Agriculture and allied sectors  Additional 0.5 marks for each year of additional relevant experience: max. 1.5 marks</p> <p>Experience in managing Agri Business programs preferably in process re-engineering, process management with Central Government/ State Government agencies for a minimum period of 3 years: 0.5 marks per project, max.: 1 mark</p> <p>Experience in central/ state Govt sponsored scheme in Agriculture &amp; allied projects- 0.5 mark</p>	3
4.	<p><b>Entrepreneurship Promotion/ Strategy Promotion Consultant (2 Nos)</b>  MBA/PGDM in Agri Business management from Top 100 Management Institute (as per NIRF, Ministry of Education, Gol Ranking 2020 for Management institutes)/ PGDEM from EDI, Gandhinagar with minimum 3 years post qualification consulting experience in Agriculture and allied sectors  Additional 0.5 marks for each year of additional relevant experience: max1 mark</p> <p>Experience in Entrepreneurship Promotion/ Strategy Promotion in</p>	4

	Agriculture & allied projects with Central Government/ State Government/ for a minimum period of project duration 12 months: 0.5 marks per project, max.: 1 mark	
5.	<p><b>Project Implementation Consultant</b> MBA/PGDM in Agri Business management from Top 100 Management Institute (as per NIRF, Ministry of Education, GoI Ranking 2020 for Management institutes) with minimum 2 years post qualification consulting experience in Agriculture and allied sectors</p> <p>Additional 0.25 marks for each year of additional relevant experience: 0.5 mark</p> <p>Experience in Project monitoring, tracking in Agriculture &amp; allied projects with Central Government/ State Government/ for a minimum period of project duration 12 months: 0.25 marks per project, max.: 0.5 mark</p>	1
6.	<p><b>Project Financing Consultant</b> MBA/PGDM in Finance from Top 100 Management Institute (as per NIRF, Ministry of Education, GoI Ranking 2020 for Management institutes) with minimum 3 years post qualification consulting experience in Agriculture and allied sector project financing</p> <p>Additional 0.25 marks for each year of additional relevant experience: max 0.5 mark</p> <p>Experience in Project Financing in Agriculture &amp; allied projects with Central Government/ State Government/ for a minimum period of project duration 12 months: 0.25 marks per project, max.: 0.5 mark</p>	1
7.	<p><b>Accounting and Finance Consultant</b> MBA/PGDM in Finance from Top 100 Management Institute (as per NIRF, Ministry of Education, GoI Ranking 2020 for Management institutes)/ CA/ CFA with minimum 3 years post qualification consulting experience in Agriculture and allied sector project Accounting and Finance</p> <p>Additional 0.25 marks for each year of additional relevant experience: max 0.5 mark</p> <p>Experience in Accounting/ Financial Analysis with Central Government/ State Government/ for a minimum period of project duration 12 months: 0.25 marks per project, max.: 0.5 mark</p>	1
8.	<p><b>Food Processing Expert</b> B.Tech/ PGD in food processing technology from Top 100 Engineering</p>	1

	<p>Institute (as per NIRF, Ministry of Education, Gol Ranking 2020 for Engineering institutes) with minimum 3 years post qualification consulting experience in food processing sector for technology upgradation, quality assurance. etc (preferably to MSME)</p> <p>Additional 0.25 marks for each year of additional relevant experience: max 0.5 mark</p> <p>Experience in Food processing technology upgradation, quality assurance with Central Government/ State Government/ Fortune 500 Companies &amp; Fortune Next 500 Companies for a minimum period of project duration 12 months: 0.25 marks per project, max.: 0.5 mark</p>	
9.	<p><b>Marketing and Export Expert</b></p> <p>MBA/PGDM from Top 100 Management Institute (as per NIRF, Ministry of Education, Gol Ranking 2020 for Management institutes) with minimum 3 years post qualification consulting experience in Agriculture and allied sector market/ export promotion</p> <p>Additional 0.25 marks for each year of additional relevant experience: 0.5 mark</p> <p>Experience in Market development/ export promotion for Agriculture &amp; allied products with Central Government/ State Government/ for a minimum period of project duration 12 months: 0.25 marks per project, max.: 0.5 mark</p>	1
10.	<p><b>Technical and Data Consultant</b></p> <p>B.Tech from Top 100 Engineering Institute (as per NIRF, Ministry of Education, Gol Ranking 2020 for Engineering institutes) with minimum 3 years post qualification consulting experience in IT projects</p> <p>Experience in IT project consulting, preparation of system requirement specification, vendor coordination for Application development with Central Government/ State Government/ for a minimum period of project duration 12 months: 0.25 marks per project, max.: 0.5 mark</p> <p>Working experience in single window portal at national/ state level- Max 0.5 marks</p> <p>or</p> <p>Professional certification like: The Open Group Architecture Framework (ToGAF)/ Data Analytics: max. 0.5 mark</p>	1
11.	<p><b>District Coordinator (28 nos)</b></p> <p>B.Tech/ MBA from Top 200 Engineering/ Management Institute (as per</p>	14 (28nos x 0.5 marks)

	<p>NIRF, Ministry of Education, Gol Ranking 2020 for Engineering/ Management institutes) with minimum 3 years of experience                  Additional 0.25 marks for each year of additional relevant experience: 0.5 mark for each resource.                  (CV of 14 persons has to be submitted at the time of application and CV of balance 14 nos within one month)</p>	
<b>Grand Total</b>		<b>100 Marks</b>

Note:

***The persons for the State Level Team should have experience of at least 6 months in the agency.***

***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 authorization 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. The APICOL tender Evaluation Committee will correct any computational errors. 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 APICOL 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)

#### **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 "APICOL", 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. The bidder should ensure positioning of all State Level Team Members along with at least 50% of the District Coordinators (14 nos) within one month and rest 50% of District Coordinators within 2 months of signing the contract. 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, APICOL will notify the successful bidder in writing by issuing an Lol 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 APICOL 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 APICOL 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 fulfil 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, APICOL 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 APICOL 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. APICOL 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 APICOL holds the option for cancellation of the contract for pending activities and complete the same from any other agency. APICOL 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 APICOL 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 @ 1% per week subject to maximum of 10% of the total contract value. 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 APICOL 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, APICOL may, at its discretion, extend the deadline for the submission of the proposals.

## **2.23 APICOL's right to accept any proposal, and to reject any or all proposal/s**

APICOL 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:**

APICOL 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 APICOL request, the Consultant shall take all necessary steps to submit them to APICOL 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 APICOL will not consider substitutions during contract period unless both the parties agree that such substitutions unavoidable, and for reasons such as death or medical incapacity which is really beyond the control of bidder. The APICOL 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 APICOL. After written notification, the Agency will provide at least 3 CVs of appropriate candidates within Fifteen (15) days for review and approval (if all 3 CVs are not acceptable more options to be given 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 APICOL at least thirty (30) days in advance, and obtain the approval prior to making any substitution. In notifying the APICOL, 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 APICOL within 15 days of departure

of original professional. In case of substitution of key personnel, the APICOL reserves the right to examine / assess the new personnel (at least 3 CVs) 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 APICOL 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 APICOL in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by APICOL 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, APICOL reserve the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

## **2.27 Arbitration:**

The APICOL 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. Chief Secretary and

Secretary to Government, Agriculture and Farmers Empowerment Department will be the final authority to resolve the dispute arising between and the APICOL 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 APICOL during the overall section process.

## **SECTION: 3**

### **TERMS OF REFERENCE (ToR)**



### **3. Terms of Reference (ToR)**

#### **3.1 About APICOL:**

The Agricultural Promotion & Investment Corporation of Odisha Limited (APICOL) established in 1996 is engaged in carrying out various activities for development of commercial Agri-enterprises and agribusiness in the state. APICOL's vision is to bring a shift from subsistence farming to commercial farming and build a robust mechanism for enhancing production, introducing value addition and ensuring market linkages.

##### **a) MukhyamantriKrushi Udyog Yojana (MKUY)**

MKUY is APICOL's flagship scheme which was launched by Govt. of Odisha on 1st June 2018 replacing the earlier Commercial Agri Enterprises (CAE) scheme making it simpler, transparent and time bound at all stages to benefit farmers and Agri-entrepreneurs. Under this scheme, financial assistance is provided for establishment of a commercial agri enterprise with a subsidy of 40% (or 50% as per the eligibility of the beneficiary) with a capping of Rs.50 lakh. A total of 6911 no. of enterprises have been supported under KSK/CAE/MKUY since inception. The entire process, starting from application to release of subsidy is online under MKUY. The scheme is implemented through APICOL with support from the Directorates of Agriculture & Food Production, Horticulture, Animal Husbandry & Veterinary Services and Fisheries. The detailed guidelines of the schemes can be accessed at [www.apicol.nic.in](http://www.apicol.nic.in). Apart from MKUY, APICOL is the nodal implementing authority for the following programs/schemes:

##### **b) Agriculture Entrepreneurship Promotion Scheme (AEPS):**

This scheme was launched by the state govt. in November 2018 with a focus of systematically grooming at least 1,000 rural agriculture entrepreneurs at the gram panchayat/ block level within three years. The entrepreneurs will provide farm-based services including quality agricultural inputs, farm equipment, and technological services and marketing support to farmers. As a mandate, each entrepreneur will be mentored to earn Rs. 2-6 lakh per year. This program is being implemented in 40 tribal blocks across 12 districts.

##### **c) Prime Minister Formalization of Micro Food Processing Enterprises (PMFME):**

Govt. of India has launched the PMFME scheme under the fold of "Atmanirbhar Bharat" primarily focusing at formalizing the unorganized micro food processing enterprises in a

cluster development approach. This scheme with central outlay of Rs.10,000 crore targets to cover 2 lakh enterprises over 5 years, starting from 2020-21. For Odisha, the programme expenditure will be shared in a 60:40 ratio between centre and state. In Odisha, MSME department has been designated the nodal department and APICOL has been designated as the State Nodal Agency (SNA) to implement the scheme in Odisha.

**d) Agriculture Export Policy (AEP):**

Govt. of India introduced the Agriculture Export Policy in December 2018 with an objective of boosting agricultural exports from the country. APICOL has been identified as the State Nodal Agency for promotion of agriculture exports in Odisha. A state specific Agriculture Export Policy for Odisha has been prepared by APICOL and is at the verge of finalization by the state govt. Following the same, action on the various strategic and operational measures to promote agri export will begin.

**e) Agri Infrastructure Fund:**

Govt. of India under the fold of “Atmanirbhar Bharat” announced the Agri Infrastructure Fund of Rs.1,00,000 crore for funding Agriculture Infrastructure projects at farm gate and aggregation points. The major components under the “Agri Infrastructure Fund” are:

- a. Interest subvention @ 3% p.a. up to limit of Rs. 2.0 crore
- b. Credit guarantee coverage for loan up to Rs. 2.0 crore

APICOL as the flagship Agri-entrepreneurship promotion agency is partnering with Directorate of Agriculture & Food Production for implementation of the scheme in the state.

### **3.2 Constraints & Current situation**

Under CAE/MKUY, APICOL has been able to support close to 275 CAEs per year. Primary reason for the low number is understood to be small team size with absence of critical expertise like entrepreneurship development, training and capacity building. Now, with a new vision in place, APICOL intends to gear up to handle 2000 CAEs per year by 2025-26 while delivering to needs of Agri-entrepreneurs and increasing the success rate. Besides, APICOL needs to strengthen itself to effectively implement all the schemes in its fold including MKUY, AEPS, PMFME and AEP in a coordinated manner.

### **3.3 Objectives of the 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. APICOL intends to set up this Agribusiness Promotion and Transformation Team (APTT) to:

- a) boost up Agribusiness ecosystem and the no. of Agribusiness enterprises.
- b) activate lagging blocks and districts in Agriculture, Horticulture, Fisheries, Livestock, Food processing sectors and Agri-Exports.
- c) strengthen operations for seamless timely processing of increased number of proposals.
- d) ensure higher success rate of agri-enterprises through efficient guidance, networking, mentoring, incubation, and operational handholding.

### 3.4 Detailed Scope of Work

#### 3.4.1 :Measurable KPIs and Deliverables

SI.No	KRA	Measurable KPIs
1.	Attracting more entrepreneurs / investors in Agriculture and Allied sectors	Create a potential target database of 2,000 entrepreneurs in the identified focus sectors (including Agriculture, Horticulture, Fisheries, Animal resource development, Food processing and Agri Export) of the State. Update the database every 3 months and submit the changed list with acceptable reasoning of the changes made.
		Connect with the potential investors through at least 1,000 telephone calls highlighting the specific value proposition of the State in the sector and an overall presentation on business ecosystem in the State. The outreach should reach each potential Agri entrepreneur at least once every 3 months.
		Organize 1-to-1 meetings/ (VC) with interested potential investors. At least 100 meetings should be organized in every 3 months
		Plan and organize Agri-promotion events in the state. The PMU should ensure 1 event in every month at district level, 1 State Level event every 6 months and 1 sectoral event (Agriculture & allied sector) every 2 months should be conducted by the department. Preparation of collaterals, presentations, follow up and ensure required no of target attendees in the event, etc.
2.	Promotion of MKUY & other schemes for more investment in the sector	Develop marketing collaterals, emails, customizable content, flyers, etc. for all the identified focus sectors and revise them with latest information once every 6 months.
		Location (State) based segregation of the identified potential target investors to be done and roadshows to be arranged at selective locations to demonstrate Odisha's Agri-business potential. At least 4 roadshows to be conducted every year.
		Develop a database of existing Agri-based enterprises in the state. Organize business-to-business meetings of Agri-downstream players from the state with the potential investors, to promote the ecosystem development in the state. Organize at least 10 meetings every month.

		Identify 3-5 major produce of each district in the state and manage a database about the details of these products. Organize Buyer–Seller Meets at district levels for these identified Agri-allied produce. Organize at least 1 buyer-seller meet in each district every year.
3.	Total Investment through projects (measured on Go-Ahead Issued)	1 <sup>st</sup> Year – Rs 600 crore (Quarterly- 150 cr) 2 <sup>nd</sup> Year – Rs 800 crore (Quarterly- 200 cr) 3 <sup>rd</sup> Year – Rs 1100 crore (Quarterly- 275cr)  (Go-Aheads Issued in 2018-19 – 128cr, 2019-20 – 341.9cr, 2020-21 – 337.41cr)
4.	Hand-holding the investors for grounding of investments	<p>Customizable Model bankable DPRs for 92 identified Agri-enterprises in focus sectors shall be developed to meet the APICOL and Bankers requirement in the 1<sup>st</sup> year of the project. District level Consultant must hand-hold the Agri entrepreneurs to submit the online application for approval, for loan sanction and avail the various incentives(CIS) provided by State &amp; Central Govt under various scheme.</p> <p>Timely disposal of applications for all districts (per quarter) Support the Block &amp; District level officials for early clearance of applications and ensure that the Agri entrepreneurs must get the clearances within the timeline. At least 90% of the total applications submitted to be disposed within average 45 days of its submission, with at least 50% of the total applications submitted being issued go-ahead letters</p> <p>Timely disposal of incentives(CIS) for all districts (per quarter) Support the APICOL officials and field functionaries to disburse the incentives(CIS) on timely manner and at least 70% of the total incentive(CIS) applications submitted to be disposed within average 45 days of its submission</p> <p>Facilitate the investors to gather information from various department services and resolve investor queries, if any in consultation with the line departments. Adhering to the turnaround time for disposal of grievances as per Department timelines.</p>
5.	Recommending policy changes to APICOL and Line Departments	<p>Policy Benchmarking- Analyse the existing policy framework. Conduct a comparative analysis study with at least 5-10 Indian states and present a detailed report to the Government within 3 months of project allotment.</p> <p>Develop draft policy resolutions and operational guidelines for the policy modules proposed for updation / amendments / revision post consultation with the Government</p> <p>Undertake regular benchmarking of central and state policies and present the summaries to the department officials. Quarterly review presentations should include such analyses with recommendations/ Standard Operational Procedure for the state.</p>
6.	Regular monitoring department functions for the investor facilitation process, including the approvals by the district and block nodal	Conduct a process mapping as-is analysis of the project approval and facilitation process by the department, and districts and block nodal officers. Submit a detailed report on the same and present observations and suggestions within 3 months of project allotment.

	officers	<p>Develop a Standard Operating Procedure based on the study conducted and adopting best practices from across the country.</p> <p>Develop a comprehensive monitoring framework for tracking within 3 months and measuring the performance of the department, and district and block nodal officers</p> <p>Implement the monitoring framework at district level and report monthly performance of the district and block nodal officers to the Department.</p>
7.	Liaising with banks to ensure expedited loan approvals (credit linkage)	<p>Undertake stakeholder consultation meetings with the investors and banks to understand and document major issues related to loan approvals on a monthly basis.</p> <p>Timely sanction of loans by banks (after issuance of go-ahead) Liaison with banks to facilitate faster loan approvals for the potential investors. Targeting a reduction in the loan approval time and 50% of projects to be sanctioned with loans within average 45 days of issuance of go-ahead.</p> <p>Disposal of legacy (at time of issuance of work order) applications pending with banks At least 90% projects existing in the MKUY portal waiting for bank sanction will be cleared within 6 months from issuance of work order to the agency</p>
8.	Supporting entrepreneurs in building market linkages	<p>Develop databases of potential buyers in each identified focus sector and conducting reach out activities to promote the products of Odisha.</p> <p>Develop campaigns around top 10 Agri-based products of Odisha and conducting dedicated outreach to the potential buyers. Conducting buyer-seller meets, national seminars, consultation, product promotion meets, etc.</p> <p>Facilitate multi-party coordination for bulk procurement, price negotiations, quality certifications, cooperative production mechanisms, etc.</p>
9.	Building a knowledge management system	<p>Develop Standard Operating Procedures, Standard Reporting Formats, Dashboards, etc. for every KRA and KPI of the PMU</p> <p>Maintain a database of all the collaterals and documentation from the project with a shared access to the Department. Nodal officers from the department to be trained on usage and accessing of the documents.</p> <p>Database of global and national whitepapers, publications, best-practices, etc. to be developed and maintained. Summary of such knowledge articles to be shared and presented to the Department on a monthly basis.</p>
10.	Reporting & monitoring of the programme	<p>Department-level review meeting to be conducted every month. The team is expected to report on various KRAs and KPIs as per their frequency mentioned in the SOPs during the review meetings</p> <p>The district-level team must conduct monthly review meetings with the District-level authorities for updating the progress and share status of various initiatives.</p> <p>The PMU should submit Monthly Progress Report every month. Format for the same should be developed and</p>

		approved in consultation with the Department.
11.	Managing the online portal and development of the website	<p>Conduct thorough analysis of the existing online portal and websites of the APICOL. Provide a detailed reports within 3 months from the project allocation with suggestion for the required updates and modifications to be undertaken.</p> <p>Develop the use-cases, screen wireframes and other relevant documents for development of the single-window portal. Project manage the development work on behalf of the Department, including collaboration with various line departments to ensure necessary integrations for the single window system.</p> <p>Assist in finalization and project allocation to the IT support and development partner. Develop RFP, terms of engagement, SOPs, for the engagement.</p> <p>Develop online reports, dashboard and provide data to the concerned stakeholders, as required.</p>

**3.5 The specific responsibilities and tasks of the APTT Consultant (hereon referred as APTT) are:**

**3.5.1 Attracting entrepreneurs/investors in the priority sectors**

Market scanning for business opportunities

- a) As part of pre investment support, APTT would scan the market for potential opportunities for entrepreneurs to participate in; list out potential areas of investment using well defined criteria; based on this undertake in- depth study of individual business opportunities and prepare a docket with bankable projects defining the investment needs & potential that could be taken by the entrepreneurs (along with techno commercial feasibility)
- b) Create model DPRs for different businesses with the help of the in-house experts
- c) APTT will ensure that these business plans have a realistic market assessment including demand assessment, technology profiling, raw material sourcing, logistic needed for sourcing raw material, capacity utilization for different scenarios, land requirement, statutory clearances needed for operating the business, license requirement, realistic assessment of investment and working capital needs, possible sources of funding including ways of leveraging various government schemes/subsidies
- d) These generic business plans should also have detailed financial analysis including cash flows, sensitivity analysis, risks and possible mitigation strategies, analysis of competition and construction phasing. These business plans would be generic and for optimal capacities which can be fine-tuned to the scale, investment, technology needs of the entrepreneur.

### **3.5.2 Promotion of MKUY & other schemes for more investment in the sector**

The objective of the investor outreach efforts is to disseminate information on viable business opportunities and build awareness & interest amongst the potential entrepreneurs. These investor outreach efforts would comprise of

- a) Preparation of Marketing collaterals for specific agribusiness sub sectors/ opportunities
- b) **Conduct Investor Road shows**– which comprise of meets aimed at targeting potential investors both within & outside the state. These shows aim at disseminating information regarding opportunities to invest in the state of Odisha. These could be held in collaboration with national, state level industry consortia/association (like FICCI, ASSOCHAM,CII).
- c) **Business to Business Meetings**– which are aimed at forging partnerships amongst entrepreneurs with complimentary offerings. These could be held at both District & State level.
- d) **Buyer–Seller Meets**– which are structured in order to promote the products & services of agribusinesses being promoted in the state of Odisha. Apart from offering increased visibility, these meets also serve the purpose of creating awareness about the market and connecting enterprises to distant but relevant markets.

### **3.5.3 Recommending policy changes to APICOL and Line Departments**

- a) Conduct analysis of investment promotion strategies followed by other states and country and recommend best practices
- b) Design and implement an investment promotion strategy and action plan for the State
- c) Design and implement strategic interventions to make Odisha an attractive destination for investment in agri-business
- d) Conduct analysis of policies/schemes of other states/sectors to design interventions for Odisha to promote agri-businesses

### **3.5.4 Implementation of MKUY (and other schemes, if required)**

- a) Ensuring smooth application process for entrepreneurs
- b) Support entrepreneurs with information regarding the required documents for the process
- c) Connect entrepreneurs with relevant consulting agencies for creation of Detailed Project Report (DPR) as per the MKUY guidelines

- d) Support entrepreneurs by informing them about the relevant approvals that they need to get before submitting their application

### **3.5.5 Regular monitoring of approvals by the district and block nodal officers**

- a) Liaison with district and block officers to ensure approval of applications within a stipulated time
- b) Actively support/train the district and block officers in case of any roadblock/ queries
- c) Expedite cases to state authorities (respective line departments) in case of delays in approvals and challenges faced by the district and blocks

### **3.5.6 Liaisoning with banks to ensure expedited loan approvals (credit linkage)**

- a) Maintain details of documents required by each bank for loan applications
- b) Shortlist districts wise partner banks with better offers and faster approval time
- c) Connect entrepreneur with the relevant banks with better offers as per the entrepreneur's eligibility.
- d) Regularly monitor loan approval by banks via maintaining relationship with heads of banks (State Heads, Regional Heads and when required, Branch Managers)
- e) Support banks and entrepreneurs in the loan process and resolve any queries
- f) Expedite cases to state authorities (respective line departments) in case of delays in approval by the banks

### **3.5.7 Ensuring entrepreneurs are receiving technical assistance from experts**

- a) Connect entrepreneurs with in house domain experts at APICOL or other experts in the line department, when required.
- b) Maintain a database of consultants/agencies that the entrepreneurs can contact in case technical assistance.
- c) Liaison with the consultants/agencies so that they can provide timely assistance to entrepreneurs.

### **3.5.8 Supporting entrepreneurs in building market linkages**

- a) Provide guidance to entrepreneurs in building market linkages for their commodities
- b) Connect entrepreneurs with institutions that can support them with forward linkages (Govt. or private sector)



### **3.5.9 Reporting & monitoring of the programme**

- a) Prepare fortnightly reports to review the performance of the scheme and application pendency at different levels- govt. approvals, banks, construction by entrepreneurs, etc.
- a) Prepare status updates for reviews at different forums in the Govt. Ensure regular updation of status on the online portal by all stakeholders - district officers, block officers and banks

### **3.5.10 Building a knowledge management system**

- a) Document bank processes, model DPRs, etc to prepare a useful knowledge base for the entrepreneurs and APICOL
- b) Ensure that the knowledge management system is being continuously updated

### **3.5.11 Managing the online portal and development of the website**

- a) Develop and manage the website; ensure all information is up to date about the schemes, programs, events, etc.
- b) Work with software development team to manage changes in the MKUY online portal and ensure its smooth functioning
- c) Design dashboards, reports on the portal for easing of reviewing by the department

### **3.5.12 Training and Mentorship**

- a) Develop half yearly training calendar in the target areas for Agri-entrepreneur. Coordinate with various technical institution like CIFA, to provide trainings to entrepreneurs, engage with well-established entrepreneurs/professionals, who could mentor the emerging entrepreneurs, develop mentor networks, training modules and develop online mentoring platforms. At-least 6 training session/online mentorship program in a quarter.
- b) Disseminate latest discussions on sector competitiveness that are relevant to Agriculture, Horticulture, Livestock, Fisheries and Food Processing sector and contribute to the think tank within the state

## **3.6 Payment Terms**

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 (Agency Monitoring Committee). The payment will be based on the deliverables defined. In order to calculate the performance of the agency, the performance against each of the KPI targets will be used. A combined metric giving weightage to each of the KPIs mentioned in ToR Section will be used.–

### 1. For 1<sup>st</sup>YearPayment

Sl. No.	Key Performance Indicators as defined in 3.4.1	Weightage
1.	Attracting more entrepreneurs/ investors in Agriculture and Allied sectors(SI.No-1) and Promotion of MKUY & other schemes for more investment in the sector (SI.No-2)	20%
2.	Total Investment through projects (measured on Go- Ahead Issued) (SI.No-3)	20%
3.	Timely disposal of applications & issue of go ahead letters (substage symbols C1, C2 each having weight ½)	20%
4.	Timely disposal of incentives(CIS) for all districts(SI.No-4)	20%
5.	Timely sanction of Bank Loans after issuance of Go-ahead @ 10% and Disposal of legacy (at time of issuance of work order) applications pending with banks @ 10%(SI.No-7)	20%

### 2. From 2<sup>nd</sup> years onwards

Sl. No.	Key Performance Indicators as defined in 3.4.1	Weightage
1.	Attracting more entrepreneurs/ investors in Agriculture and Allied sectors (SI.No-1) and Promotion of MKUY & other schemes for more investment in the sector (SI.No-2)	20%
2.	Total Investment through projects (measured on Go- Ahead Issued) (SI.No-3)	20%
3.	Timely disposal of applications & issue of go ahead letters (substage symbols C1, C2 each having weight ½)	20%
4.	Timely disposal of incentives(CIS) for all districts(SI.No-4)	20%
5.	Timely sanction of loans by banks (after issuance of go-ahead)(SI.No-7)	20%

- a) **Penalty in case of low achievement:** Penalty will be deducted from the quarterly payment in case low achievement in any one of the above KPIs (Maximum of 25 % deduction). If achievement in a quarter is <50 % - penalty will be 25%, achievement 50 to <60%, penalty is 20%, achievement 60 to <70%, penalty is 15%, achievement 70 to <80%, penalty is 10%, achievement 80 to <90%, penalty is 5% and achievement is 90% or more, No penalty. Highest rate of penalty in six quarters will lead to termination of the contract & forfeiture of performance guarantee.
- b) **Incentive for over achievement:** Incentives will be paid as above the agreed/contracted fees, if the performance exceeds 100% achievement. If achievement is 101 to 120 % - incentive will be 3%, achievement >120 to 130% - incentive is 5%, achievement >130 to 140% - incentive is 7.5% and achievement >150 % - incentive is 10%

**c) Illustration for Payment of Quarterly fees, Incentives, etc.**

**Assumption :1**

Lets say the following applications are received in APICOL in the first quarter of FY 20XX.

- 100 Applications for in principle approval
- 90 applications issued with go ahead
- 80 applications received for incentives
- 150 legacy applications pending with banks

**Assumption:2**

Total contract value for 3 years is Rs 3,00,000/-.  
 (Fees payable for the 1st quarter (QP) is Rs 25,000/- )

**Weightage for 1st Year Payment**

Stage Symbol	Key Performance Indicators as defined in 3.4.1	Weightage
<b>A</b>	Attracting more entrepreneurs/ investors in Agriculture and Allied sectors Promotion of MKUY & other schemes for more investment in the sector (further divided into 7 sub stages having sub-stage symbol A1, A2, A3,A4,A5,A6,A7 each having weight 1/7)	20%
<b>B</b>	Total Investment through projects (measured on Go- Ahead Issued)	20%
<b>C</b>	Timely disposal of applications & issue of go aheadletters (substage symbols C1, C2 each having weight ½)	20%
<b>D</b>	Timely disposal of incentives for all districts	20%
<b>E</b>	Timely sanction of loans by banks and Disposal of legacy applications pending with banks (substage symbols E1, E2 each having weight ½)	20%

- a) Penalty in case of low achievement: Penalty will be deducted from the quarterly payment in case low achievement in any one of the above KPIs (Maximum of 25 % deduction). If achievement in a quarter is <50 % - penalty will be 25%, achievement 50 to <60%, penalty is 20%, achievement 60 to <70%, penalty is 15%, achievement 70 to <80%, penalty is 10%, achievement 80 to <90%, penalty is 5% and achievement is 90% or more, No penalty. Highest rate of penalty in six quarters will lead to termination of the contract & forfeiture of performance guarantee.
- b) Incentive for over achievement: Incentives will be paid as above the agreed/contracted fees,if the performance exceeds 100% achievement. If achievement is 101 to120 % - incentive will be 3%, achievement >120 to 130% - incentive is 5%, achievement >130 to 140% - incentive is 7.5% and achievement >150 % - incentive is 10%

(Incentives will be paid only if annual target is achieved as per incentive slab)

The APTT made the following deliveries in the first Quarter of FY 20XX.

Stage Symbol.	Measurable KPIs	Quarterly Target	Delivered by APTT		
			(Scenario - 1)	(Scenario - 2)	(Scenario - 3)
A	A1. Create a potential target database of 2,000 entrepreneurs in the identified focus sectors in the year / 500 per quarter	500	585	240	
	A2. Connect with the potential investors through e-mails/ at least 1,000 telephone calls /250 mails or calls in a quarter	250	255	260	
	A3. Organize 1-to-1 meetings/ (VC) with interested potential investors. At least 100 meetings should be organized in every 3 months	100	120	60	
	A4. Plan and organize Agri-promotion events in the state. The PMU should ensure 1 event in every month at district level, 1 large event every 6 months and 1 sectoral event every 2 months should be conducted by the department.	3 district level meeting 1 Sectoral meeting	3 district level meeting 1 Sectoral meeting	3 district level meeting 1 Sectoral meeting	
	A5. At least 4 roadshows to be conducted every year/ 1 Road show in a quarter.	1 Road show	1 Road show	1 Road show	
	A6. Organize at least 10 business-to-business meetings of Agri-downstream players every month.	30 meetings	35 meetings	30 meetings	
	A7 Organize Buyer–Seller Meets at district levels for identified Agri-allied produce at least 1 buyer-seller meet in each district every year.i.e 30 meets in a year in 30 dists or 7 meets in a quarter	7	7	7	
B	1 <sup>st</sup> Year – Rs 600 crore (Quarterly- 150 cr) 2 <sup>nd</sup> Year – Rs 800 crore (Quarterly- 200 cr) 3 <sup>rd</sup> Year – Rs 1000 crore (Quarterly- 250 cr)	150 cr	200	120	

C	C1 At least 90% of the total applications submitted to be disposed within 90 days of its submission,	90 applications to be disposed off within 90 days	90 applications disposed off	92	
	C2 at least 50% of the total applications submitted being issued go-ahead letters	50 applications to be issued with go ahead letter	50 applications issued with go ahead letter	50	
D	Timely disposal of incentives for all districts (per quarter) at least 70% of the total incentive applications submitted to be disposed within 90 days of its submission	56 applications	60 disposed off for incentive within time	35	
E	E1 50% of projects to be sanctioned with loans within 90 days of issuance of go-ahead.	45 loans to be sanctioned	50 sanctioned in time	48	
	E2 At least 90% projects existing in the MKUY portal waiting for bank sanction will be cleared within 12 months from issuance of work order to the agency	135 applications	140 cleared	135	

**Payment under Scenario-1**

Stage Symbol.	Achievement	Penalty attracted	Score
A1	100%	No	$1/7 * 20% * 100% = 0.0286$
A2	100%	No	$1/7 * 20% * 117% = 0.0286$
A3	100%	No	$1/7 * 20% * 100% = 0.0286$
A4	100%	No	$1/7 * 20% * 100% = 0.0286$
A5	100%	No	$1/7 * 20% * 100% = 0.0286$
A6	100%	No	$1/7 * 20% * 100% = 0.0286$
A7	100%	No	$1/7 * 20% * 100% = 0.0286$
B	100%	No	$20% * 100% = 0.20$
C1	100%	No	$1/2 * 20% * 100% = 0.10$
C2	100%	No	$1/2 * 20% * 100% = 0.10$
D	100%	No	$20% * 100% = 0.20$
E1	100%	No	$1/2 * 20% * 100% = 0.10$
E2	100%	No	$1/2 * 20% * 100% = 0.10$
Total score			1

Amount payable under schenario1 = QP \* Total score = Rs 25,000\*1= Rs 25,000

**Payment under Scenario-2**

Stage Symbol.	Achievement	Penalty attracted	Score { Weightage in sub-stage symbol* Weightage in Stage Symbol* (100-penalty)%}
A1	48%	Yes, 25%	$1/7*20%*75%=0.0214$
A2	>100%	No	$1/7*20%*100%=0.0286$
A3	60%	Yes,15%	$1/7*20%*85%=0.0243$
A4	100%	No	$1/7*20%*100%=0.0286$
A5	100%	No	$1/7*20%*100%=0.0286$
A6	100%	No	$1/7*20%*100%=0.0286$
A7	100%	No	$1/7*20%*100%=0.0286$
B	80%	Yes,5%	$20%*95%=0.19$
C1	>100%	No	$1/2*20%*100%=0.10$
C2	100%	No	$1/2*20%*100%=0.10$
D	63%	Yes,15%	$20%*85%=0.17$
E1	>100%	No	$1/2*20%*100%=0.10$
E2	100%	No	$1/2*20%*100%=0.10$
Total score			0.9487

Amount payable under scenario 2 = QP \* Total score = Rs 25,000\*0.9487= Rs 23,717.5

**Illustration for Annual Incentive Payment****Assumption :1**

Lets say the following applications are received in APICOL in the FY 20XX.

- 400 Applications for in principle approval
- 360 applications issued with go ahead
- 320 applications received for incentives
- 150 legacy applications pending with banks

**Assumption:2**

Total contract value for 3 years is Rs 3,00,000/-.

(Fees payable for the FY 20XX (AP) is Rs 1,00,000/-)

**Weightage for 1<sup>st</sup> Year Payment**

Stage Symbol	Key Performance Indicators as defined in 3.4.1	Weightage
<b>A</b>	Attracting more entrepreneurs/ investors in Agriculture and Allied sectors Promotion of MKUY & other schemes for more investment in the sector (further divided into 7 sub stages having sub-stage symbol A1, A2, A3,A4,A5,A6,A7 each having weight 1/7)	20%
<b>B</b>	Total Investment through projects (measured on Go- Ahead Issued)	20%
<b>C</b>	Timely disposal of applications & issue of go ahead letters (substage symbols C1, C2 each having weight ½)	20%
<b>D</b>	Timely disposal of incentives for all districts	20%
<b>E</b>	Timely sanction of loans by banks and Disposal of legacy applications pending with banks (substage symbols E1, E2 each having weight ½)	20%

- a) Incentive for over achievement: Incentives will be paid as above the agreed/contracted fees. If the performance exceeds 100% achievement. Incentive will be calculated If achievement is 101 to120- 3%, 121 to 130- 5%, 131 to 140- 7.5%, >140- 10%

The APTT made the following deliveries in the FY 20XX.

Stage Symbol	Measurable KPIs	Annual Target	Actual Achievement
A	A1. Create a potential target database of 2,000 entrepreneurs in the identified focus sectors in the year	500	600
	A2. Connect with the potential investors through e-mails/ at least 1,000 telephone calls	1000	1400
	A3. Organize 1-to-1 meetings/ (VC) with interested potential investors. At least 100 meetings should be organized in every 3 months	400	320
	A4. Plan and organize Agri-promotion events in the state. The PMU should ensure 1 event in every month at district level, 1 large event every 6 months and 1 sectoral event every 2 months should be conducted by the department.	12 district level meeting 6 Sectoral meeting	12 district level meeting 6 Sectoral meeting
	A5. At least 4 roadshows to be conducted every year/ 1 Road show in a quarter.	4 Road show	2 Road show
	A6. Organize at least 10 business-to-business meetings of Agri-downstream players every month.	120 meetings	120 meetings
	A7 Organize Buyer–Seller Meets at district levels for identified Agri-allied produce at least 1 buyer-seller meet in each district every year i.e 30 meets in a year in 30 dists or 7 meets in a quarter	30	30
B	1 <sup>st</sup> Year – Rs 600 crore (Quarterly- 150 cr) 2 <sup>nd</sup> Year – Rs 800 crore (Quarterly- 200 cr) 3 <sup>rd</sup> Year – Rs 1000 crore (Quarterly- 250 cr)	600cr	720
C	C1 At least 90% of the total applications submitted to be disposed within 90 days of its submission,  C2 at least 50% of the total applications submitted being issued go-ahead letters	360 applications to be disposed off within 90 days 200 applications to be issued with go ahead letter	470 applications disposed off  240 applications issued with go ahead letter

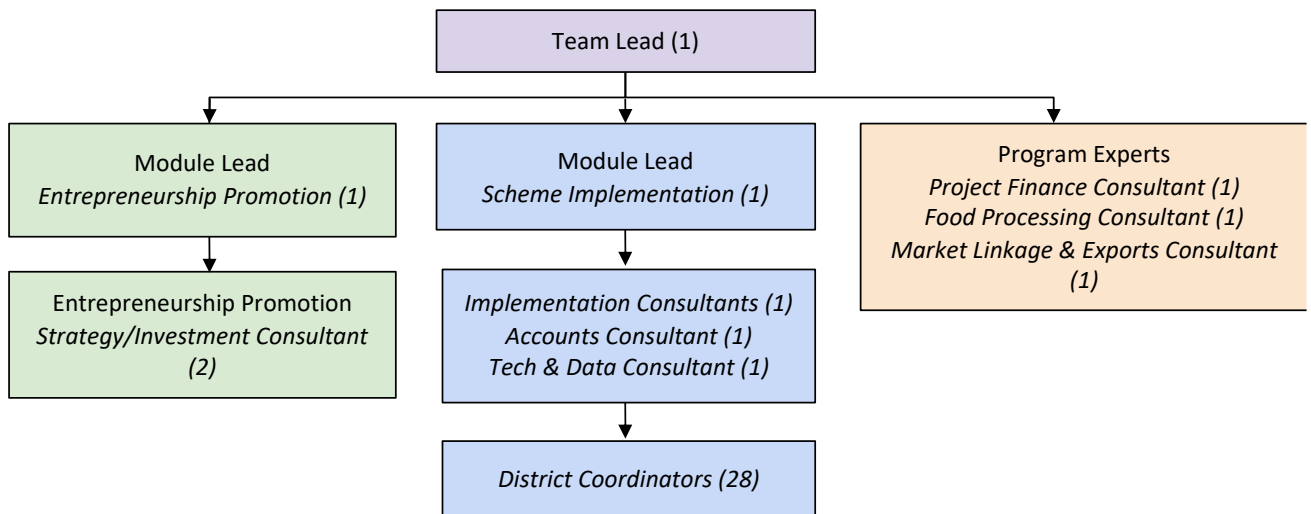
D	Timely disposal of incentives for all districts (per quarter) at least 70% of the total incentive applications submitted to be disposed within 90 days of its submission	224 applications	200 disposed off for incentive within time
E	E1 50% of projects to be sanctioned with loans within 90 days of issuance of go-ahead.	180 loans to be sanctioned	165 sanctioned in time
	E2 At least 90% projects existing in the MKUY portal waiting for bank sanction will be <b>cleared</b> within 12 months from issuance of work order to the agency	135 applications	170 cleared

**Incentive Payable under above**

Stage Symbol.	Achievement	Penalty (P)/ Incentive (I) on Individual Score	Penalty (P) / Incentive (I) on Group Score	Amount of Incentive AP*substage weight*Stage weight*Incentive%
A1	120%	I	No incentive is payable as substage symbol A3 & A5 attracted penalty in the same Group though A1,A2 qualifies for incentive	Incentive=0
A2	140%	I		
A3	80%	P		
A4	100%	Neither I or P		
A5	50%	p		
A6	100%	Neither I or P		
A7	100%	Neither I or P		
B	120%	I	I Payable @3%	$100000*20\%*3\% =$ Rs 600
C1	130%	I	I Payable @5% for C1 & @3% for C2	$100000*1/2*20\%*5\% =$ Rs 500
C2	120%	I		$100000*1/2*20\%*3\% =$ Rs300
D	89%	P	P attracted	No incentive
E1	92%	Neither I or P	I Payble@5% for E2 even though E1 is below 100% as it does not attract penalty	No incentive
E2	126%	I		$100000*1/2*20\%*5\% =$ Rs 500
Total Incentive payable				Rs 1900



### 3.7 Team Structure



### 3.8 Tenure of Engagement

Initially the PMU will be operational for a period of three (3) years and extendable by another 2 years subject to annual review. Based on requirement of the Government, this may be extended further. Upon extension, the fee will be hiked @ 5% per annum over the original contract fee.

### 3.9 Roles and Responsibilities of Stake holders Department

#### 3.9.1. APICOL-

- APICOL shall provide the office space (Internet, workstation) for district level consultants at district headquarter and for core team at APICOL office, Bhubaneswar.

#### 3.9.2. Consulting Agency

- The consulting agency shall provide Laptop, data card to all the resources engaged in the project.
- The District Coordinators will make extensive tour for providing hand holding support to the entrepreneur. The State Level Team will make tour at least 4 days in a month.
- The local travel cost at base location shall be borne by the agency. However, in case of travel outside the base location, lodging and boarding expenses would be payable by APICOL as per the travel policy of the department i.e. for District Coordinators @ T.A. Payable to Junior Class-1 equivalent to Asst. Director Agriculture and for State level Team @ T.A. Payable to Senior Class-1 equivalent to Joint Director Agriculture.

### 3.10. Project Review Meeting:

- a) Progress Review Meeting under the chairmanship of MD APICOL- The progress review meeting will be chaired by the Managing Director, APICOL on Weekly basis (on every Monday) and shall monitor the activities / performance of the team. The weekly review meeting outcome shall be presented in the Monthly meeting.
- b) Monthly Review Meeting- Meeting shall be jointly chaired by the Secretary Agriculture & Farmers' Empowerment and the Secretary, F& ARD to review the compliance of defined KPIs.
- c) Performance Review Meeting under the chairmanship of Agriculture Production Commissioner cum ACS-  
Performance Review will be made by the Agency Monitoring Committee under the Chairmanship of the Agriculture Production Commissioner cum ACS comprising of Secretary - Agriculture & Farmers' Empowerment and the Secretary-Fisheries & Animal Resources Development as well as Directors of Agriculture, Horticulture, Animal Husbandry, Fishery sectors as members and MD, APICOL as Member – Convenor to monitor the activities and deliverables of the PMU for the proposed assignment on Quarterly basis. The senior Director level representative from the consulting agency must attend Quarterly review meeting at Krushi Bhawan, Bhubaneswar. The Quarterly payment will be made based on the approval of the Monitoring Committee.

## **Section 4**

### **Technical Proposal Submission Forms**

## Technical Proposal Submission Forms

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

[Location, Date]

To

**The Managing Director, APICOL,  
Baramunda, Bhubaneswar, PIN-751003**

**Subject:** Selection of Agency for Establishment of Agribusiness Promotion and Transformation Team (APTT) in Programme Management Unit (PMU) mode at APICOL. **[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))**

<b>Sl. No.</b>	<b>Description</b>	<b>Full Details</b>
<b>1</b>	<b>Name of the Bidder / Consortium</b>	
<b>2</b>	<b>Address for communication:</b> Tel : Fax: Email id :	
<b>3</b>	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No.: Email id :	
<b>4</b>	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
<b>5</b>	<b>Local office in Odisha</b> <b>If Yes, please furnish contact details</b>	Yes / No
<b>6</b>	<b>Bid Processing Fee Details</b> Amount: DD No.: Date:	
<b>7</b>	PAN Number	
<b>8</b>	Goods and Services Tax Identification Number (GSTIN)	
<b>9</b>	Willing to carry out assignments as per the scope of work of the RFP	<b>YES</b>
<b>10</b>	Willing to accept all the terms and conditions as specified in the RFP	<b>YES</b>

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

### TECH -3Bidder Organisation (Financial Details)

Financial Information in INR				
Details	FY 2018-19	FY 2019-20	FY 2020-21	Average
Consulting Turnover (in Lakh)				
Net worth				
<p><b>Supporting Documents:</b></p> <p>Audited certified financial statements for the last threeFYs(Submission of copies of Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><b><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></b></p>				

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**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:**

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**[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 Workplan to undertake the assignment**

*[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) for Proposed Key Professional

**1. Proposed Position :**

*[ForeachpositionprofessionalseparateformTech-9 willbeprepared]*

**2. Name of Firm :**

**3. Name of Staff :**

**4. Education :**

**5. Name of the institutes:**

**6. 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]
<b>Procuring Entity Name:</b>	
<b>Position Held:</b>	
<b>Details of the Task Assigned</b> [List all tasks to be performed under this Assignment/job]	

**15. WorkUndertakenthatBestIllustratesCapabilitytoHandletheTasks Assigned**

*[AmongtheAssignment/jobsinwhichthestaffhasbeeninvolved,indicatefollowinginformationforthoseAssignment/jobs thatbestillustratestaffcapabilitytohandlethetasks listedunderpoint12.]*

<b>Name of the Project</b>	
<b>Year</b>	
<b>Location</b>	
<b>Name of the Client</b>	
<b>Project Feature</b>	
<b>Position Held</b>	
<b>Activities Performed</b>	

**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 writeup 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 Workplan Plan to carry out the assignment**

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

*Indicate all main activities / sub activities of the proposed assignment including delivery of reports (Inception. and Final Reports) and other associate sub-activities*

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_



**TECH – 10**  
**BID Security Declaration**

Date: \_\_\_\_\_

To

**The Managing Director, APICOL,**

**Baramunda Bhubaneswar,**

**PIN-751003**

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

**The Managing Director, APICOL,  
Baramunda Bhubaneswar,  
PIN-751003**

**Subject: Selection of Agency for Establishment of Agribusiness Promotion and Transformation Team (APTT) in Programme Management Unit (PMU) mode at APICOL [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 inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

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

**Summary of Financial Proposal**

Name of the Assignment:		
Sl. No.	Fee Particulars	Amount in INR
A	Professionals Fee [ For 3 years] <i>Detail Break up to be provided at FIN-3</i>	
B	Consulting Fee for the Deliverables L.S[ For 3 years]	
C	GST@_____of A& B	
Total (A+B+C) for three years		
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 APICOL as per the applicable rate under GST Act from time to time. APICOL reserves the rights to increase/ decrease the no of consultants as per the requirement and proportionate fee would be deducted from SI.No-A. Lumpsum Consultancy fee proposed for the assignment shall remain fixed till completion of the contract. Total contract amount would be distributed in 12 quarters and eligible Payment would be released on quarterly basis.*

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date& Seal:** \_\_\_\_\_

**FIN-3**

**Breakdown of Professional Fee**

<b>Sl. No.</b>	<b>Description</b>	<b>No of Position</b>	<b>Resource cost per year</b>	<b>Resource cost for 3 years</b>	<b>GST</b>	<b>Total Amount in INR for 3 years incl. GST</b>
1.	Project Manager / Team Lead position	1				
2.	Module Lead - Entrepreneurship Promotion	1				
3.	Module Lead – Scheme Implementation	1				
4.	Entrepreneurship Promotion/ Strategy/ Investment Consultant	2				
5.	Project Implementation Consultant	1				
6.	Project Accounting Consultant	1				
7.	Tech and Data Consultant	1				
8.	Project Financing Consultant	1				
9.	Food Processing Consultant	1				
10	Marketing Linkage and Export Consultant	1				
11	District Coordinator	28				

<b>Grand Total in INR</b>		
<b>In Words</b>		

**Authorized Signatory [*In full and initials*]:** \_\_\_\_\_

**Name and Designation with Date& Seal:** \_\_\_\_\_

**Section – 6**

**BidSubmission Checklist**

Sl. No.	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)</b>			
1	Filled in Bid Submission Check List <b>(ANNEXURE-I)</b>		
2	Covering Letter <b>(TECH -1)</b>		
3	Bid Processing Fee of <b>Rs.11,200/-</b> 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 <b>(TECH- 2)</b>		
10	Financial details of the bidder <b>(TECH- 3)</b> along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney <b>(TECH - 4)</b> in favour of the person signing the bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) <b>(TECH - 5)</b> along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest <b>(TECH - 6)</b>		
14	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business career.		
15	Comments and Suggestions <b>(TECH – 7)</b>		
16	Description of Approach, Methodology & Work Plan <b>(TECH - 8)</b>		
17	CV of Key Professionals <b>(TECH – 9)</b>		
18	Work Plan <b>(TECH – 10)</b>		
<b>FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)</b>			
1	Covering Letter <b>(FIN-1)</b>		
2	Summary of Financial Proposal <b>(FIN-2)</b>		
	Detail Breakup of Fee of Key professionals <b>(FIN-3)</b>		

**Undertaking:**

- All the information have 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:** \_\_\_\_\_



**Performance BankGuarantee Format**

To,

**The Managing Director, APICOL,  
Baramunda, Bhubaneswar,  
PIN-751003**

**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 in the Annexure for the bidder>>**