



REQUEST FOR PROPOSAL FOR
"SUPPLY , INSTALLATION , COMMISSIONING AND TRAINING FOR
SETTING UP TECHNO INCUBATION CENTRE (TIC) AND PROCESSING
UNITS UNDER ODISHA JACKFRUIT MISSION "

RFP No. -DHO-NHM-Misc-0007-2021

6868

,Dt.

05.07.2022

Director of Horticulture, Odisha, Bhubaneswar Invites sealed proposals from eligible bidders for "SUPPLY, INSTALLATION, COMMISSIONING AND TRAINING FOR SETTING UP TECHNO INCUBATION CENTRE (TIC) AND PROCESSING UNITS UNDER ODISHA JACKFRUIT MISSION". The detailed RFP Document can be downloaded from the website <https://tendersodisha.gov.in/> www.odihort.nic.in . The proposal complete in all respect must reach the undersigned by Speed post/ Registered post only latest by 04.08.2022 upto 05.00pm.

Director of Horticulture, Odisha, Bhubaneswar reserves the right to accept or reject any application at any time, without any liability and assigning any reason thereof.

Director of Horticulture,
Krushi Bhawan, Gopabandhu Marg,
Bhubaneswar, Odisha ,
Pin No:- 751001
Email:- supportdho.od@nic.in

REQUEST FOR PROPOSAL



**SUPPLY, INSTALLATION, COMMISSIONING AND TRAINING FOR SETTING UP TECHNO
INCUBATION CENTRE (TIC) AND PROCESSING UNITS UNDER ODISHA JACKFRUIT MISSION**

**DIRECTORATE OF HORTICULTURE
ODISHA**

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DISCLAIMER

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

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither Agriculture & Farmers' Empowerment Department nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Client. It does not claim to contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty.

The Agriculture & Farmers' Empowerment Department, Government of Odisha shall be the sole and final authority with respect to selection of a Bidder through this RFP.

BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Agriculture & Farmers' Empowerment Department, Government of Odisha
2.	Method of Selection	Least Cost Selection (LCS)
3.	Date of Issue of RFP	07.07.2022
4.	Due Date for Submission of Pre-Proposal Query	14.07.2022
5.	Pre-bid meeting Date	18.07.2022
6.	Proposal Submission Due Date	04.08.2022
7.	Date of opening of Technical Proposal	06.08.2022
9.	Date of opening of Financial Proposal	Will be intimated later on
10.	Bid Processing Fee (Non-Refundable)	Rs. 11,800/- (Eleven Thousand Eight Hundred Rupees Only) inclusive of GST in shape of A/C payee Demand Draft in favour of "Director of Horticulture, Odisha, Bhubaneswar" drawn in any scheduled commercial bank payable at Bhubaneswar.
11.	Earnest Money Deposit (EMD)	(Bid Security Declaration) Declaration form is in Annexure IV
12.	Contact Person	Director, Horticulture, Odisha, Bhubaneswar, Krushi Bhawan, Bhubaneswar - 751001, Tel no: 0674 - 2391831, E-mail: supportdho.od@nic.in / ahonhm@gmail.com
13.	Address for Submission of Proposal	Director, Horticulture, Odisha, Bhubaneswar, Krushi Bhawan, Bhubaneswar-751001, Tel no: 0674-2391831, E-mail: supportdho.od@nic.in/ ahonhm@gmail.com Mode of Submission: Speed Post / Registered Post 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.
14.	Place of Opening of Proposal:	Board Room, Krushi Bhawan, Bhubaneswar-751001

For Details please visit: www.odihort.nic.in

SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

RFP No: ____ / ____ / 22-23

Dated:

Name of the Assignment: SUPPLY, INSTALLATION, COMMISSIONING AND TRAINING FOR SETTING UP TECHNO INCUBATION CENTRE (TIC) AND PROCESSING UNITS FOR ODISHA JACKFRUIT MISSION

1. **Agriculture & Farmers' Empowerment Department, Govt. of Odisha (The Client)** invites sealed proposal from eligible bidders under the selection process for **"SUPPLY, INSTALLATION, COMMISSIONING AND TRAINING FOR SETTING UP TECHNO INCUBATION CENTRE (TIC) AND PROCESSING UNITS FOR ODISHA JACKFRUIT MISSION"**. More details are provided in **Section-3: Terms of Reference (ToR)** of this RFP Document. **Bidders are also advised to visit the website of Director of Horticulture "https://www.odihort.nic.in" for any latest updates from time to time.**
2. A Bidder will be selected under **Least Cost Selection (LCS)** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Govt. of Odisha for **"Engagement of Consultants and Outsourcing of Services"** circulated vide *Office Memorandum No. 37323/F, Dated: 30.11.2018* of Finance Department, Government of Odisha.
3. The proposal completes in all respect as specified in the RFP Document must be accompanied with a **Non- refundable** amount of **11,800/- (Eleven Thousand Eight Hundred Rupees Only) inclusive of GST** towards **Bid Processing Fee** and has to submit **"Bid Security Declaration"** is in **Annexure - IV** failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **04.08.2022** and the date of opening of the technical bid is **06.08.2022** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.13**). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. 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 (Part – A & B)**]
 - e. Financial Proposal Submission Forms [**Section –5**]
 - f. Annexure [**Section – 6**]
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The Client reserves the right to accept / reject any/ all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

Sd/-

**Director of Horticulture
Odisha, Bhubaneswar**

SECTION: 2

INFORMATION TO THE BIDDER

Eligibility Criteria:

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.

Sl. No	Eligibility Criteria	Supportive Documents
1	Bidder as single entity to be a Company as registered under Indian Companies Act, 1956 / 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008. Consortium is not allowed.	Certificate of Incorporation / Registration
2	The Bidder should be the manufacturer of machineries and have been in the manufacturing business of food processing machineries for more than 3 years from the date of Incorporation on the last date of submission of the proposal.	a. NSIC Registration Copy b. Udyam Akansha / DTIC Registration Copy
3	Successfully completed at least 3 assignments of similar nature (having Contract Value \geq Rs. 70.00 Lakh and Duration \geq 3 Months), in any social sector under Central / State Govt. / EAPs/ Autonomous bodies operated under Govt. administrative control / International and National Organisation during the last 3 years .	Copies of Work Order / Contract Document / Completion Certificate from the previous clients
4	The average financial turnover must be Rs. 10.00 Cr from business only during the last 3 financial years.	Financial Details of the bidder (TECH -3) along with copies of the audited balance sheet and I/E Statement duly sealed and certified by the CA and the authorized representative of the bidder.
5	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder as per the format (TECH -5)
6	Bidder should be ISO 9000 certified company	Copy of certificate to be enclosed

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

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

- 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. Copies of IT Return for the last three assessment years **(AY 2018-19, 2019-20 and 2020-21)**.
- 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 as per the instruction.
- x. Power of Attorney **(TECH – 4)** in favour of the person signing the bid on behalf of the bidder.
- xi. Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past. Undertaking to be furnished in Bidders Letter Head.
- xii. Self Declaration regarding Conflict of Interest **(TECH -5)**

NB:

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

3. Bid Processing Fee :

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **11,800/- (Eleven Thousand Eight Hundred Rupees Only)** inclusive of GST in shape of A/C Payee Demand Draft from any scheduled commercial bank in favor of “**Director of Horticulture, Odisha, Bhubaneswar**” payable at Bhubaneswar. Proposals received without bid processing fee will be out rightly rejected.

4. Earnest Money Deposit (EMD) :

The Bidders are exempted from paying EMD. It is mandatory for all Bidders to fill up and submit the Bid Security Declaration Form (Annexure -iv). The form shall be effective and in force until the bid validity period, or, up until the selection of the Selected Bidder (whichever is earlier). In case a Selected Bidder is announced, the forms of all unsuccessful Bidders shall be deemed ineffective, while the form of the Selected Bidder shall continue to be effective until the Selected Bidder furnishes the Performance Bank Guarantee (as per the provisions of the RFP). The EMD will be forfeited on account of the following reasons:

- 4.1** Bidder withdraws its proposal during the bid validity period as specified in RFP
- 4.2** Bidder does not respond to requests for clarification of its proposal.
- 4.3** Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- 4.4** If the bidder fails to:
 - a. provide clarifications
 - b. agrees to decisions of the contract negotiation meeting
 - c. sign the contract in time
 - d. Furnish required Performance Bank Guarantee in time.
- 4.5** Any other circumstance which holds the interest of the Client during the overall selection process.

5. **Validity of the Proposal:**

Proposals shall remain valid for a period of **180 (One Hundred Eighty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. **Pre -Proposal Clarifications:**

Bidders can submit their queries as per the prescribed format provided at **(Annexure-II)** in respect to the RFP and other details if any, to Directorate of Horticulture, Odisha, Bhubaneswar, e-mail at **supportdho.od@nic.in** with a CC to **ahonhm@gmail.com** till **Dt. 14.07.2022 up to 5:00 PM**. The pre-bid meeting will be held on **18.07.2020** at 11.00 am. Clarifications to the above will be uploaded in the Directorate of Horticulture website for information of the bidders latest by **Dt.22.07.2022**. Queries submitted beyond the above deadline will not be entertained. Request for alteration/change in existing terms and conditions of the RFP will not be considered /entertained.

7. **Submission of Proposal:**

Bidder must submit their proposals by **Registered Post / Speed Post** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in 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. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Client.

The procedure for submission of the proposal is described below:

- i. **Technical Proposal (PART – A) (Original) (Original + 1 Copy + Soft Copy in word format in pendrive):** The envelope containing technical proposal (Part-A) and (Part-B) shall be sealed and superscripted as **“Technical Proposal – SUPPLY, INSTALLATION, COMMISSIONING AND TRAINING FOR SETTING UP TECHNO INCUBATION CENTRE (TIC) AND PROCESSING UNITS FOR ODISHA JACKFRUIT MISSION** Two different parts i.e. **Part-A and Part-B** should be **bound together and furnished inside one envelope**. The duly filled-in technical proposal submission forms, soft copy in Word format in pendrive (Part-B) along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

- ii. **Financial Proposal (Original + 1 Copy + Soft Copy in pdf form):**

The envelope containing financial proposal shall be sealed and superscripted as **“Financial Proposal – SUPPLY, INSTALLATION, COMMISSIONING AND TRAINING FOR SETTING UP TECHNO INCUBATION CENTRE (TIC) AND PROCESSING UNIT FOR ODISHA JACKFRUIT MISSION (PART-B)”**. The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format only along with soft copy in pdf form in pendrive as part of financial proposal.

The **"Technical Proposal"** and **"Financial Proposal"** must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed

formats/information mentioned in the RFP Document. The first envelope must be marked as "**TECHNICAL PROPOSAL (ODISHA JACKFRUIT MISSION)**" and it should contain Technical Proposal (Part- A).

The second envelope must be marked as "**FINANCIAL PROPOSAL (ODISHA JACKFRUIT MISSION)**" and it should contain Financial Proposal (PART-B) only. Both the above envelopes have to be sealed and placed inside a **third main envelope** with proper labeling of following information in bold:

NAME OF THE ASSIGNMENT:

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.

8. Opening of the proposal :

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute a 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.

9. Evaluation of Proposal:

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

- 9.1 Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the 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:
- 9.2** Filled in Bid Submission Check List in Original (**Annexure-I**)
- 9.3** Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the selection process.
- 9.4** Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- 9.5** Copy of Certificate of Incorporation/ Registration
- 9.6** Copy of PAN
- 9.7** Copy of Goods and Services Tax Identification Number (GSTIN)
- 9.8** Copies of IT Return for the last three assessment years (**AY 2019-20, 2020-21 and 2021-22**).
- 9.9** General Details of the Bidder (**TECH – 2**)

- 9.10 Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
- 9.11 Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.
- 9.12 List of completed assignments of similar nature (Past Experience Details, **TECH – 5**) along with copies of contracts / work orders / completion certificate from previous clients.
- 9.13 Self-Declaration on Conflict of Interest (**TECH -5**)
- 9.14 Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organisation in the recent past.
- 9.15 Duly filled in Technical Proposal Forms **TECH - 6 to TECH -11**.
- 9.16 All the pages of the proposal and enclosures / attachments are signed by the authorised representative of the bidder

Bid not complying any of the above requirement, will be out rightly rejected.

Technical Evaluation (2nd Stage): Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Technical evaluation of the proposals of the qualified bidders shall be made as per the following technical parameters:

Bid Evaluation Parameter	Maximum Mark
Specific Experience of the bidder (Prior experience in carrying out assignments of similar nature during last 3 years under Central / State Govt. / EAPs / Autonomous Bodies / National & International organization.	20
Understanding, Approach & Methodology of the bidder in response to the RFP	30
Key Professionals proposed for the assignment- for training and handholding support in the TIC.	20
Technical Presentation*	30
Grand Total	100

**** Bidders who secure above 60 marks from the total (100 marks) in the technical proposal will be called for technical presentation.***

Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the qualified bidders before 7 days from the date of technical presentation. The financial proposals of the technically qualified bidders will be opened on same day / subsequent working day. Hence, the bidder should make available for the same. The bidder whose technical proposal secures a **score above the minimum qualifying mark of 60** in the technical evaluation stage will be qualified for opening of the financial proposal.

FINANCIAL EVALUATION (3rd Stage): The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

10. Evaluation Process:

Least Cost Selection (LCS) method will be followed during the overall selection process.

The Commercial Bids of those bidders will be opened on the prescribed date who qualifies as per the Pre-Qualification/ Eligibility Criteria mentioned in this Tender.

- i. The bid price will include all taxes and levies and shall be in Indian Rupees and mentioned separately.
- ii. Any conditional bid would be rejected.
- iii. Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the bidder does not accept the correction of error, its bid will be rejected".
- iv. If there is no price quoted for certain material or service, the bid shall be declared as disqualified.

The bidder with lowest qualifying financial bid (L1) will be adjudicated as most responsive bidder for award of the project.

11. 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 Performance Bank Guarantee amounting to **3% of the contract value** from a scheduled commercial bank situated in Bhubaneswar in favour of "**Director of Horticulture, Odisha, Bhubaneswar**", as per the format at **Annexure-III**, 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 constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

12. Contract Negotiation:

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

13. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notify all other bidders about the result of the selection process through its websites. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After the signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract would be valid for **6 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 the scope of the work as mentioned in this RFP.***

14. Conflict of Interest:

Conflict of Interest exists in the event of: (i) conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

15. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:

a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct; corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract; failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. Anti-corruption Measure:

- a. 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.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

17. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client 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.

18. Cost of bidding:

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

19. Legal Jurisdiction:

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

20. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for the cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline 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.

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.

22. Amendment/ Corrigendum of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum/ Corrigendum through Directorate of Horticulture website "<https://www.odihort.nic.in>". Any such addendum/ corrigendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum/ corrigendum into account in preparing

their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

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

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

24. Copyright, Patents and Other Proprietary Rights:

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

25. Replacement of Key Personnel:

The Key professionals to be deployed for training the Master Trainers for operating the machineries under this contract must be dedicated in nature. However, the Client reserves the right to request to replace the assigned personnel if they are not performing to a level of satisfaction. After written notification, the selected agency will provide CV of appropriate candidates within Seven **(7) days** for review and approval. The agency must replace the personnel within seven (7) 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 Client must be informed at least fourteen **(14) days** in advance, and obtain the approval prior to making any substitution. In notifying the Client, 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. Acceptance of a replacement person by the Client shall not relieve the bidder from responsibility for failure to meet the requirements of the contract. Change in key professionals beyond the allowable limit of the contract leads to implication of liquidated damage of **10% of the contract value**.

26. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless

otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

27. Settlement of Dispute:

The Client and the bidder 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. APC, Odisha, will be the final authority to resolve any dispute arising between Client and the Bidder.

28. Disqualification of Proposal:

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

- 28.1 Proposal submitted without Bid Processing Fee & Bid-security declaration as applicable
- 28.2 Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- 28.3 During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- 28.4 Proposal is received in incomplete form
- 28.5 Proposal is received after due date and time for submission of bid
- 28.6 Proposal is not accompanied by all the requisite documents / information
- 28.7 A commercial bid submitted with assumptions or conditions
- 28.8 Bids with any conditional technical and financial offer
- 28.9 If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- 28.10 Proposal is not properly sealed or signed
- 28.11 Proposal is not conforming to the requirement of the scope of the work
- 28.12 Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- 28.13 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;

28.14 Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices

Any other condition / situation which holds the paramount interest of the Client during the overall selection process.

SECTION: 3

TERMS OF REFERENCE (ToR)

<ODISHA JACKFRUIT MISSION>

1. BACKGROUND

This is a new scheme launched during 2022-23 under State Plan Schemes. The Odisha Jackfruit Mission is envisaged as a pilot programme to be implemented over 5 years in 50 blocks of 9 selected districts of the state. Different components of jackfruit mission will be implemented in convergence of different on-going schemes of Directorate of Horticulture and other stakeholders department. The Mission will primarily focus aggregation, processing and promotion of value added products, area expansion of Jackfruit, collectivization of farmers into producer groups and Farmers Producer Organisation, training, capacity building and hand holding of stakeholders, establishment of "Techno-Incubation Centres" for Jackfruit and positioning the product in the emerging markets with its own State Brand.

Directorate of Horticulture will be the nodal agency for Odisha Jackfruit Mission. Govt. departments/ institutions like Directorate of Soil Conservation and Watershed Management, Department of Mission Shakti, OLM, ORMAS, SC & ST Department, MSME Department, Forest and Environment Department, APICOL, OSAMB, OUAT, CHES, IIHR, CFTRI and State Mission Management Unit will be the collaborating partners of Odisha Jackfruit Mission.

The jackfruit mission will be implemented through convergence of on-going Govt. schemes of different departments as practicable as possible. Major components of intervention of the mission like establishment of mother block, production of QPM, area expansion, inter cropping, PHM infrastructures; training and capacity building will be met from MIDH and NREGES. Other interventions like establishment of State Mission Management Unit, engagement of Partner NGOs at block and GP level will require budgetary support from State Govt. Promotion and formation of producer groups and producer companies will be facilitated with budgetary support from Mission Shakti.

2. OBJECTIVES OF JACKFRUIT MISSION

The mission on Jackfruit aims at achieving a sustainable commercial way of life from the present subsistence based way of life through promotion of scientific collection and processing of Jackfruit for developing market based value added product while promoting the tribal as successful entrepreneurs.

The following key objectives are envisaged for the proposed Jackfruit mission-

1. Processing, Branding and Marketing of jackfruit produced in the state on priority in collaboration with existing marketing institute of the state like ORMAS and APEDA.
2. Promotion of area expansion in clusters in identified districts of the State through production of QPM of local elite varieties and grafts of export-oriented varieties in close coordination with central / state research institute like OUAT, CHES, CFTRI and IIHR.
3. Ensuring Food, Nutrition and Livelihoods Securities of small landholders, especially the tribal communities involved in Jack fruit Collection and Cultivation in Jack fruit prevalent districts of the state.
4. Promotion of agri-entrepreneurs for jackfruit and its products through engagement of rural unemployed youth in Jackfruit cultivation and its value chain.
5. Training and Capacity Building of stakeholders like Farmers, WSHGs, Farmer groups and Farmer Producer organizations engaged in Jackfruit cultivation.

3. CURRENT STATUS

This is a new scheme to be implemented under State Plan. The Mission will be implemented in 50 blocks of 9 districts covering 1000 GPs most closely associated with prevalence of jackfruit. Odisha Jackfruit Mission will be implemented over a period 5 years from FY 2022-23 to FY 2026-27. Intervention like baseline study, establishment of mother blocks in farms, formation of FPOs and creation of Odisha Jackfruit Brand will be taken up in the 1st year i.e. 2022-23. Directorate of Horticulture will be the nodal agency for Odisha Jackfruit Mission. One TIC will be established during the 1st year and 20 processing units will be established at block level during the first year of the Mission period.

4. RATIONALE FOR THE PRESENT ASSIGNMENT

Post- Harvest Infrastructures will be established in the project intervention GPs and blocks for ensuring better aggregation at GP level and processing and value addition at block level. 2 processing units per block will be established in the mission intervention areas during the mission period. A total of 100 processing units involving different machineries like peelers, boilers, slicers, packing machines, and cold rooms will be established in 9 districts covering 50 blocks. 3 Techno Incubation Centers involving all equipment will be established in 3 different districts like Koraput, Kandhamal and Keonjhar for imparting training on jackfruit value chain. Training of master trainers and establishment of TICs will be taken up during 1st two years of the mission i.e. 2022-23 and 2023-24. The bidder will engage manpower at the TICs for handholding support to the master trainers.

5. SCOPE/OBJECTIVES

A. **Establishment of TIC at district level** in 3 districts i.e. Keonjhar, Kandhamal, Koraput.- The Techno Incubation Centers have been conceived of as Centers for Training and Technology Support for local entrepreneurs and groups interested in the business of promoting jackfruit. The Centres will be equipped with the necessary equipment/facilities for training and will be a place where prospective entrepreneurs can get an idea of and be trained on the essential infrastructural requirement for setting up a processing unit for jackfruit value added products.

Jackfruit based Value added products like Ripe jackfruit Preserve, Jackfruit Chips, Jackfruit pulp, Jackfruit Mixture, Dehydrated Ripe jackfruit Bites, Dehydrated Ripe jackfruit pulp, Ripe Jackfruit Squash, Jackfruit Pickle, Dehydrated Tender Jack fruit, Dehydrated raw Jack fruit, Ripe Jackfruit frozen RTS juice, Ripe Jackfruit Jam, Ready to cook tender jackfruit, Jackfruit seed flour, Raw jackfruit flour, Frozen Jackfruit products etc. will be promoted under the TICs.

Training & Capacity Building will be a major activity under the Techno-Incubation Centre, to ensure that a large number of people derive benefit from it. This benefit could be translated into an income generating activity not only for the entrepreneurs, but also for the jackfruit farmers through backward integration.

The TICs will also function as Common Facility Centres (CFCs) for entrepreneurs, Self Help Groups (SHGs) and Cooperative society members who can utilize the facility to process their produce by paying a nominal user fee and earn profits from sale of the produce, without investing too much in the establishment of machinery and equipment.

Objectives of the Techno-incubation Centers (TIC) are as follows:

1. To organize awareness, training programs on value addition of jackfruit to stakeholders i.e., farmers, SHGs, FIGs, FPOs, entrepreneurs, officers of line Departments.
2. To provide hands-on training on preparation of Jackfruit based value-added products
3. To provide incubation facilitation to entrepreneurs for production of Jackfruit based value-added products
4. To provide technical assistance to innovative entrepreneurs for product development in jackfruit.
5. To act as a production / processing unit of jackfruit-based products in the 3 zones covered under the Mission.
6. To effectively disseminate the value addition technologies, as more and more people would become convinced about the benefits of the technology by producing the various products by themselves.

The TIC will be equipped with following processing units - Fried chips manufacturing unit, Squash making unit, Pickle making unit, Powdering/ Dehydrated products making unit, Jackfruit Preserve, bites, jam and jelly making unit; Frozen snacks making unit.

No.	Machine Name
1	Semi-Automatic Jackfruit Halving Cutter.
2	Stainless Steel Table, for manually removing seed
3	Fruit Mill / Crusher 1000-1200
4	Twin Pulper
5	Stainless Steel collection vessel.200 liters (16 swg, thick body and 24 swg. Lid)
6	Automatic Steam Boiler – Vertical model
7	Steam Pipe Line, LRB wrapped, tied with chicken net and finally covered with aluminium sheet insulated.
8	Steam Jacketed Kettle 225 litres
9	Vacuum Evaporator 400 litres/batch
10	Cross Air Flow Drier, Electrically Operated
11	Micro Pulveriser. : Approx. 50 Kg /Hr.
12	Green Tender Jackfruit Peeler 100 Kg/hr.
13	Green Tender Jackfruit Slicer : Approx. 50-60 Kgs per hr
14	Stainless Steel Table
15	Blanching Equipment
16	Hydro Extractor
17	Gas Oven
18	Frying Pan
19	De-Oiling Tank
20	Drum Mixer
21	Automatic Chips packing machine
22	FFS Packing machine

23	Electric wiring including Panel for Machines& Internal wiring of Machine.
24	Weighing Scale – Digital Display
25	Laboratory Equipment
	Weighing Scale – Digital Display
	Hand Refractometer
	Oven
	Incubator
	BOD Incubator
	pH Meter
	Hot Plate
	Glassware
	Chemicals
	Refrigerator
26	Cold Room

The machineries shall be able to deliver the products like Jackfruit Chips, Jackfruit pulp, Dehydrated Tender Jack fruit, Dehydrated raw Jack fruit, Ripe Jackfruit frozen RTS juice, Ripe Jackfruit Jam, Ready to cook tender jackfruit, Jackfruit seed flour, Raw jackfruit flour, Ripe Jackfruit Squash, Jackfruit Pickle, Dehydrated Tender Jack fruit, Dehydrated raw Jack fruit, Ripe Jackfruit frozen RTS juice, Ripe Jackfruit Jam, Ready to cook tender jackfruit, Jackfruit seed flour, Raw jackfruit flour, Frozen Jackfruit products etc. The machinery list is indicative which may vary as per requirement of the finished product.

B. ESTABLISHMENT OF PROCESSING UNIT AT BLOCK LEVEL: Total 100 units @ 2 unit/ block for 50 Blocks will be established.

Indicative list of Items for block level Processing units.

Sl. No.	Component	Quantity per block	Particulars
1	Cold Room – 30 MT (Electrical Power Operated)	2	1 unit in each processing unit (2 Processing units in each block 50 x 2 = 100)
2	Solar Dryer of 25 kg capacity	2	
3	Blancher cum Dryer	2	
4	Fryer	2	
5	Packing machine	2	
6	Boiler	2	
7	Peeler	4	2 unit in each processing unit
8	Bulb remover	4	(2 Processing units in each block
9	Slicer	4	50 x 4 = 200)

6. METHODOLOGY

Directorate of Horticulture will be the nodal agency for Odisha Jackfruit Mission. Govt. departments/ institutions like Directorate of Soil Conservation and Watershed Management, Department of Mission Shakti, OLM, ORMAS, SC & ST Department, MSME Department, Forest and Environment Department, OSAMB, OUAT, CHES, IIHR, CFTRI and State Mission Management Unit will be the collaborating partners of Odisha Jackfruit Mission

7. SAMPLE SIZE AND AREA COVERAGE-

Jackfruit prevails over all 30 districts of Odisha. However, the area under jackfruit alongwith the magnitude of production is mostly confined to 9 districts covering 117 blocks. The said districts account for approximately 74% of area under Jackfruit and 72% Jackfruit production in the state. The proposed mission envisages 50 potential blocks of the above said 9 districts as potential areas for area expansion. These selected 50 blocks will cover 1000 GPs and will be brought under area expansion intervention during the mission period. The detailed list of districts and blocks are produced below-

SI No	Name of District	Potential Blocks
1	Angul	4
2	Kandhamal	9
3	Koraput	6
4	Sundargarh	4
5	Rayagada	5
6	Keonjhar	8
7	Mayurbhanj	9
8	Gajapati	3
9	Dhenkanal	2
	Total	50

ESTABLISHMENT OF TIC AT DISTRICT LEVEL in 3 districts i.e. Keonjhar, Kandhamal, Koraput.

Location for establishment of TICs:

Sl. No.	District	Location
1	Kandhamal	HTI, Kalinga
2	Koraput	Semiliguda Farm
3	Keonjhar	KVK Campus

8. DELIVERABLES –

The present scenario of jackfruit cultivation and its marketing deserves to have a complete reorientation in the face of emerging markets for jackfruit both in the country and the world as well. The staggered prevalence of jackfruit in the states needs to be developed in to compact clusters through mission intervention. The available produce needs to be processed in to market driven value added products like jackfruit chips, jackfruit seed powder, jackfruit pulp, jackfruit brine etc. Area expansion and postharvest care of jackfruit through creation of different infrastructure like pack houses, processing unit, cold chamber, dryers and peelers required for production of value added products would be of paramount importance of the proposed mission. Nonetheless, training, capacity building and hand holding support for the entire value chain of jackfruit would be required for successful accomplishment of mission objectives. The following major deliverables are the expected outcome -

1. Creation of PHM Infrastructure like 100 Processing units (2 per block) including Cold room, peelers, Slicers, boilers, packing machines, etc. during the mission period.
2. Establishment of 3 Techno-Incubation Centers (TICs) in Koraput, Kandhamal and Keonjhar.
3. Training, Capacity building and hand holding support to master trainers for promotion of jackfruit processing.

9. DELIVERABLES AND TIMEFRAME

#	Deliverables	Timeline of Implementation with Target					
		Year 1	Year 2	Year 3	Year 4	Year 5	Total
		2022-23	2023-24	2024-25	2025-26	2026-27	
1	Establishment of PHM Infrastructure-Processing Unit at block level	20	50	30			100
2	Establishment of Techno Incubation Center (TIC)	1	2				3

Sl. No.	Project Activity / Scope of Work	Deliverable	Timeline
1	Supply of Product	Product Certificate	30 days from the issuance of work order.
2	Installation of Product	Successful Installation Report and sign off from the Client	60 days from the date of issuance of work order.
3	Training to master trainers	Train the master trainers who will operate the machine	1 year from functioning of TIC
4	Annual Technical Support		3 Years from second years onwards
5	AMC (Any changes suggested by Client based on future requirement, if any)	Signed Contract for AMC	As per the change request

10. PAYMENT TERMS AND SCHEDULE

Component-wise payments shall be released to the selected OEM as per following terms. Taxes will be paid extra as per the rate prevalent at time of billing. Legitimate payment shall be made within 30 working days of the receipt of invoice along with supporting documents subject to penalties, if any.

- 10.1 Product/Component will be paid on supply and registration and will include first year warranty/ technical support cost.
- 10.2 All product warranty is five years.
- 10.3 80% cost of the implementation will be released on successful Installation and completion of the User Acceptance Test (UAT) with Certificate signed by Stakeholders.
- 10.4 Remaining 20% of implementation cost will be paid after successfully running of the machineries for a period of three (3) months from the date of go-live of application.
- 10.5 Warranty of the Products part shall be paid in quarterly basis in advance.

1. REPORTING ARRANGEMENT / MONITORING & EVALUATION

The Directorate of Horticulture will be responsible for successful establishment of TICs and processing units. Independent third party will be engaged for mid-term evaluation of mission intervention during 3rd year of implementation of Odisha jackfruit Mission. Corrective measures will be taken up by the Directorate for rectification of deficiencies in implementation of the mission based on outcome of the mid-term evaluation. A central committee will be formed for monitoring of TICs and processing units. The bidder will extend handholding support by engaging manpower at the TICs who will train the master trainers for operating the machineries.

Mission impact assessment will be taken up by 3rd party in the last year of implementation of the mission and further expansion of the mission if required will be decided by the State Level Executive Committee.

TECHNICAL PROPOSAL SUBMISSION FORMS

SECTION: 4

11. PROJECT MONITORING COMMITTEE (PMC)

A Project Monitoring Committee (PMC) will be constituted by the APC-cum-ACS to Government, Department of Agriculture and Farmers' Empowerment consisting of officials from stakeholder Department/ Agencies to monitor the activities and deliverables of the Bidder/Vendor for the proposed assignment from time to time. Monitoring in each phase of the assignment will be done by the Committee and comments provided by the Committee must have to be compiled by the Bidder/Vendor accordingly.

TECH -1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The Director of Horticulture
Government of Odisha
Krushi Bhawan
Bhubaneswar - 751001**

Subject: SUPPLY, INSTALLATION, COMMISSIONING AND TRAINING FOR SETTING UP TECHNO INCUBATION CENTRE (TIC) AND PROCESSING UNITS UNDER ODISHA JACKFRUIT MISSION.

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 **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre- contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

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

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH -2

Bidder's Organisation (General Details)

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

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

Name and Designation with Date and Seal: _____

TECH -3

Bidder Organisation (Financial Details)

Details	FY2018-19	FY2019-20	FY2020 -21	Average
Annual Turnover (in Lakh)				
Supporting Documents: Audited certified financial statements for the last three FYs (2018-19, 2019-20 and 2020-21) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form) <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i>				

Signature and Seal of the Auditor with Date and Seal (In original)

Name of the Audit Firm:

Unique Document Identification Number (UDIN):

ICAI Membership No:

Address with Contact Details:

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

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH - 4

FORMAT FOR POWER OF ATTORNEY

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

Dated:

POWER OF ATTORNEY

To Whom It May Concern

Know all men by these presents, we _____ (name and registered office address of the Bidder) do hereby constitute, appoint and authorise Mr. _____ (Name of the Person(s)), domiciled at _____ (Address), acting as _____ (Name and Designation), as Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal with respect to award of contract under [Name of the RFP] involving the deliverables as per agreement with, vide Request of Proposal (RFP) Document No. _____ Dated ____, issued by Agriculture & Farmers' Empowerment Department, Government of Odisha including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by the tender inviting authority or any representing us in all matters before the tender inviting authority and generally dealing in all matters in connection with our Proposal for the said assignment.

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

For: _

(Signature of the Authorized Representative with Date)

ACCEPTED:

Signature, Name & Designation of person executing attorney:

NB:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a board resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executant(s).

TECH - 5

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 (6). 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 (5)**.

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 - 6

BIDDER ORGANISATION

(Brief Profile)

[Provide here a brief description regarding professional background of the organisation]

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

Name and Designation with Date and Seal: _____

[NB: Bidder needs to restrict the above information within 3-5 pages only]

TECH - 7

Bidder's Experience

CATEGORY -I

Table - I

(List of completed assignment of similar nature in any sector other than the relevant sector during last 3 FYs)

Sl. No.	Period	Name of the Assignment with details thereof	Name of the Client	Contract Value in INR	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

CATEGORY -II

Table - II

(List of completed assignments of similar nature in the relevant sector only during last 3 FYs)

(Impact Assessment on Agriculture / Watershed & Allied Sector, / Agro Climatic Survey using GIS or any other Tools/ Livelihood, Water Resources Value Chain Development in Agri-commodities)

Sl. No.	Period	Name of the Assignment with details	Name of the Client	Contract Value in INR	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

Authorized Signatory [In full and initials]: _____

Name and Title of Signatory with date and seal

NB: Bidders are requested to furnish the information up to 5 projects only from each category. Completed Projects having contract value \geq Rs. 50 Lakh and duration \geq 3 Months during the last 3 FYs (17-18, 18-19 & 19-20) will be taken into consideration for evaluation. Copies of Work Order / Contract Document / Completion Certificate for the respective assignments need to be furnished along with the technical proposal.

TECH -8

Bidder Experience

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

FORM – I

(Assignment of similar nature in any sector other than the relevant sector)

Assignment name:	Value of the contract (in INR):
Location:	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment:
Address:	
Start date (month/year):	No. of professional staff-months provided by associated Consultants:
Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

[NB: 5 Best Assignments in any sector other than the relevant sector, write up restricted to 1 page only]

TECH -8

Bidder Experience

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

FORM – II

Assignment of similar nature in relevant sector only

(Impact Assessment on Agriculture / Watershed & Allied Sector, / Agro Climatic Survey using GIS or any other Tools/ Livelihood, Water Resources, Value Chain Development in Agri-commodities)

Assignment name:	Value of the Contract (in INR):
Location:	Duration of assignment (months):
Name of Client:	Total No. of months of the assignment:
Address:	
Start date (month/year):	No. of professional staff-months provided for training:
Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

[NB: 5 Best Assignments in the relevant sector, write up restricted to 1 page only]

TECH - 9

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

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

[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 -10

DESCRIPTION OF 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:

- a. Key guiding principles for the study.
- b. Proposed Framework.
- c. Information matrix
- d. Any other issues

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:

- a. Detail research design including sample design and estimation procedure.
- b. Field Process Protocol control.
- c. Suggestive tools for data collection.
- d. Analysis of field data and preparation of reports.
- e. Any other issues.

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: _____

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

TECH – 11

WORK SCHEDULE FOR THE PROPOSED ASSIGNMENT

PROPOSED WORKPLAN

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

Indicate all main activities and related sub activities under the proposed assignment including delivery of reports (Inception. and Final Reports).

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

FIN-1

COVERING LETTER

(In Bidders Letter Head)

[Location, Date]

To

**Director of Horticulture,
Krushi Bhawan
Bhubaneswar - 751001**

Subject:

[FINANCIAL PROPOSAL]

Sir

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

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

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

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

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

FIN-2

FINANCIAL PROPOSAL

Name of the Assignment:		SUPPLY, INSTALLATION, COMMISSIONING AND TRAINING FOR SETTING UP TECHNO INCUBATION CENTRE (TIC) AND PROCESSING UNITS UNDER ODISHA JACKFRUIT MISSION						
Sl. No.	Item	Year 1		Year 2		Year 3		Total
		Qty	Rate	Qty	Rate	Qty	Rate	
A	Establishment of TIC	1		2				
B	Establishment of processing unit at block level	20		50		30		
C	Total cost							
D	Taxes applicable as per GST Act							
Grand Total								
<i>In Word</i>								

- *Bidders shall submit the financial proposal as per the prescribed format. Any conditional offer will be out rightly rejected by the Client. The proposal needs to be signed by the authorized representative of the bidder. In the event of any difference between figures and words, the amount indicated in words shall prevail.*
- *Any conditional bid will be rejected.*

*The bidder has to give component wise detail, pricing for TIC and Processing Units separately in Annexure along with Financial Proposal.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

SECTION - 6

ANNEXURE

BID SUBMISSION CHECK LIST

SI No	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (PART-A) (ORIGINAL +1 COPY+ SOFT COPY IN CD IN WORD FORMAT)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. 10000/- in form A/C payee Demand Draft(DD)		
4	EMD Bid Security Declaration Form (Annexure – IV)		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 AYs (18-19 , 19-20 and 20-21)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
12	Self-Declaration on Potential Conflict of Interest (TECH - 5)		
13	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business career.		
14	Bidder Organisation (TECH - 6)		
15	Bidder Experience (TECH - 7) (TABLE-I & II)		
16	Bidder Experience in Details (TECH- 8) (FORM - I & II)		
17	Comments and Suggestions (TECH - 9)		
18	Description of Approach, Methodology & Work Plan (TECH - 10)		
21	Work Plan (TECH - 11)		
FINANCIAL PROPOSAL (PART-B) (ORIGINAL + 1 COPY + SOFT COPY IN PDF FORMAT)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

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: _____

FORMAT FOR SUBMISSION OF PRE-PROPOSAL QUERY

The bidders will have to ensure that their queries in soft copy should reach to Directorate of Horticulture and through email at supportdho.od@nic.in with a CC to ahonhm@gmail.com latest by ***** as per the prescribed format mentioned below.

Sl. No.	Page Number / Section of RFP Document	Current Provision / RFP Text	Query from the Bidder
1.			
2.			
3.			
4.			
5.			
6.			

Authorized Signatory [In full and initials]:_

Name and Designation with Date and Seal:

[Any deviation to the above prescribed format will not be taken into consideration for clarification. The Client shall not responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post submission date and time as per the Bidder Data Sheet of the RFP, shall not be entertained by the Client. The purpose of pre proposal clarification is to provide the bidders with information regarding the RFP terms and conditions, selection process and terms of reference for the assignment. The Client will endeavor to provide timely response to the queries by uploading the same in its website. No individual responses to be provided and its responsibility of the bidder to acknowledge the clarification from the reliable sources prior to preparation of its proposal. However, the client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been submitted by the bidders.]

PERFORMANCE BANK GUARANTEE FORMAT

To,

**The Director of Horticulture,
Krushi Bhawan
Odisha, Bhubaneswar – 751001**

WHEREAS..... (Name and address of

the Bidder) (hereinafter called “the Bidder”) has undertaken, in pursuance of RFP No.....
Dated to undertake the service of (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 Bidder 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 Bidder, 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
Bidder 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 Bidder 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 Bidder 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, 2021

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

Bid Security Declaration Form

FORMAT FOR BID SECURITY DECLARATION (On Bidder's Letter Head)

I, _____, the _____ (Designation) of (Name of the Organisation) in witness whereof agree to submit this Bid Security Declaration Form as a part of or Technical Proposal. We understand that we shall be liable under this declaration to comply with all terms and conditions of the RFP. This declaration shall be in force, until the Selected Bidder is announced by the Client or in case we are declared as the Selected Bidder, this declaration shall be in force till we submit the Performance Bank Guarantee as per the provisions of the RFP.

While this declaration is in force, we understand that the Client may reject our Proposal and / or blacklist us from participating in any further tendering process in the State for a period as may be deemed fit under the following reasons:

1. We withdraw our Proposal during the bid validity period as specified in the RFP.
2. We do not respond to requests for clarification on our Proposal.
3. We fail to provide required information during the evaluation process or are found to be non-responsive or have provided false information in support of our qualification.
4. If we fail to:
 - a) Provide any clarifications to client:
 - b) Agree to the decisions taken during any contract negotiations.
 - c) Sign the Services Agreement within the prescribed time period (15 days)
 - d) Furnish the required Performance Bank Guarantee in time
5. Any other circumstance which holds the interest of the client during the overall selection process.

Name of the Authorised Representative:

*Signature of the Authorised Representative with Date)

Address of the Bidder: