



Government of Odisha
Department of Agriculture & Farmers Empowerment
Directorate of Agriculture & Food Production, Odisha, Bhubaneswar.

Notice No DE-AGR- 984 /Dated.12.04.2023

Invitation for Expression of Interest (Eol) for post-delivery inspection of Farm Implements/ Machineries booked and supplied on the eve of "District level mela on Farm Mechanisation" and post mela (from 01.01.2023 to 31.03.2023) for the F.Y. 2022-23 under State Agriculture Policy (Farm Mechanization) in specific districts of Odisha.

Expression of Interest (Eol) is invited in sealed cover from eligible bidders to undertake post delivery inspection of Farm Implements/ Machineries booked and supplied on the eve of "District level mela on Farm Mechanisation" and post mela (from 01.01.2023 to 31.03.2023) for the F.Y. 2022-23 under State Agriculture Policy (Farm Mechanization) in specific districts of Odisha." Interested bidders fulfilling the prescribed eligibility criteria can access and download the ToR and other details from the website: www.odishagov.in /www.agrisnetodisha.in. The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of ToR	15.04.2023
2	Pre bid discussion at KrushiBhawan	25.04.2023 at 3.30 PM
3	Last Date for Submission of Eol	08.05.2023 5.00PM
4	Date of Opening of Technical Proposal	09.05.2023 AT 11:30AM

The proposal (Eol) complete in all respects must reach the Development Engineer, OFMRDC, Satyanagar, Bhubaneswar-751007 by Speed Post/Registered Post/ Courier only latest by 08.05.2023 up to 5.00 PM in a sealed envelope clearly mentioning on the top of it "Eol-Post Delivery Inspection of Farm Implements/ Machineries booked and supplied on the eve of District level Mela on Farm Mechanisation and post Mela (from 01.01.2023 to 31.03.2023) for the F.Y. 2022-23 under State Agriculture Policy (Farm Mechanization) in specific districts of Odisha". For any other information relating to the Eol, the designated person can be contacted over Mobile No.:9778312631.

Eol document received beyond the last date and time will be rejected. The authority reserves the right to reject any / all proposals without assigning any reason thereof.

Address for Submission of Proposal:

Development Engineer, OFMRDC,
SatyaNagar, Bhubaneswar-751007

Email: ofmrdc.dag@nic.in/
de.ofmrdc21@gmail.com

Sd/-

Director of Agriculture & Food Production,
Odisha, Bhubaneswar

Post Delivery Inspection of Farm Implements/ Machineries booked and supplied on the eve of "District Level Mela on Farm Mechanisation" and post Mela (from 01.01.2023 to 31.03.2023) for the F.Y. 2022-23 under State Agriculture Policy (Farm Mechanisation) in the ditricks of Balasore, Mayurbhanj, Keonjhar, Sundargarh, Jharsuguda, Bargarh, Nuapada, Kalahandi, Nawarangpur, Malkangiri, Koraput, Rayagada, Gajapati and Ganjam of Odisha

INVITATIONFOREXPRESSIOFINTEREST

(BIDDOCUMENT)



Government of Odisha

Department of Agriculture & Farmers Empowerment

Directorate of Agriculture & Food Production, Odisha, Bhubaneswar.

February,2023

INDEX

SL. NO.	PARTICULARS	PAGE
1	KEYINFORMATION SHEET	04
2	LETTER OF INVITATION (LOI)	05
3	TERMS OF REFERENCE (ToR)	07
4	GENERAL INSTRUCTION FOR SUBMISSION OF PROPOSAL (PART-A FOR TECHNICAL AND PART-B FOR FINANCIAL)	17

KEY INFORMATION SHEET

Sl. No.	Description	Details
1.	Name of the Client	DIRECTOR OF AGRICULTURE & FOOD PRODUCTION, ODISHA
2.	Method of Selection	Least Cost (LC)
3.	Date of Issue of ToR	15.04.2023
4.	Proposal Due Date	08.05.2023 up to 5:00 PM
5.	Date of opening of Technical Proposal	09.05.2023 at 11:30AM
6.	Expected Date of Commencement of Assignment	Within 15 days of issuance of the Work Order
7.	Proposal Submission Fee (Non-Refundable)	Rs. 4,000/- (Four Thousand Rupees Only) in shape of Demand Draft in favour of "Development Engineer, OFMRDC" drawn in any scheduled commercial bank payable at Bhubaneswar.
8.	Earnest Money Deposit (EMD) (Refundable)	Rs.1.00 lakh (Rupees one lakh) only in shape of BG/TDR in any Schedule Bank/ Kishan Vikash Patra/ NSC/Post Office Savings Bank Account/ Post Office Term Deposit Receipt duly pledged in favour of "Development Engineer, OFMRDC" drawn in any scheduled commercial bank payable at Bhubaneswar in prescribed format attached with EoI
9	Performance Security:	The successful bidder will have to deposit performance security @ 5% of the bid/contract value in shape of Bank Guarantee in the format provided in the EoI document.
10.	Address for Submission of Proposal	Development Engineer, OFMRDC, Satya Nagar, Bhubaneswar-751007, Email: ofmrdc.dag@nic.in/ de.ofmrdc21@gmail.com Mode of Submission: Speed Post / Registered Post /Courier only to the address as specified above during the office hour only. Submission of bid through any other mode and later than scheduled date and time will be rejected.
11.	Place of Opening of Proposal:	1 st floor Board Room, Krushi Bhawan, Bhubaneswar-751001.

For Details please visit : www.odisha.gov.in/agrisnetodisha.nic.in

LETTER OF INVITATION

NAME OF THE ASSIGNMENT: Post Delivery Inspection of Farm Implements/ Machineries booked and supplied on the eve of "District level mela on Farm Mechanisation" and post mela (from 01.01.2023 to 31.03.2023) for the F.Y. 2022-23 under State Agriculture Policy (Farm Mechanisation) in the districts of Balasore, Mayurbhanj, Keonjhar, Sundargarh, Jharsuguda, Bargarh, Nuapada, Kalahandi, Nawarangpur, Malkangiri, Koraput, Rayagada, Gajapati and Ganjam of Odisha. **Approximate sample size will be 16000.**

Director of Agriculture & Food Production, Odisha invites proposal expressing interest to undertake the assignment "Post Delivery Inspection of Farm Implements/ Machineries booked and supplied on the eve of "District level mela on Farm Mechanisation" and post mela (from 01.01.2023 to 31.03.2023) for the F.Y. 2022-23 under State Agriculture Policy (Farm Mechanisation) in the districts of Balasore, Mayurbhanj, Keonjhar, Sundargarh, Jharsuguda, Bargarh, Nuapada, Kalahandi, Nawarangpur, Malkangiri, Koraput, Rayagada, Gajapati and Ganjam of Odisha"

1. An organization/agency will be selected through two bid system i.e. Technical & Financial Bids. The bidder will be selected following least cost method from among the bidders who qualify technically.
2. The proposal complete in all respect as specified in the Bid Document must be accompanied with a Non- refundable amount of **Rs. 4,000/- (Rupees Four thousand only) towards Proposal Submission Fee in-shape of bank draft and a Refundable amount of Rs.1.00 lakh towards EMD in form of Rs.1.00 lakh (Rupees one lakh) only in shape of BG/TDR in any Schedule Bank/ Kishan Vikash Patra/ NSC/Post Office Savings Bank Account/ Post Office Term Deposit Receipt duly pledged in favour of "Development Engineer, OFMRDC", Bhubaneswar and payable at Bhubaneswar, Odisha. Failure to pay the aforesaid amounts, the proposal will not be accepted.**
3. The proposal must be delivered at the specified address as indicated in the Key Information Sheet by **Speed post/ Registered Post/Courier** only. Submission of proposal through any other mode will not be accepted and the authority (DA & FP, Odisha) shall not be responsible for postal delay or any consequence.
4. The last date and time for submission of proposal complete in all respects is **08.05.2023 up to 5:00 PM** and the date of opening of the technical proposals is **09.05.2023 at 11:30 AM** in the presence of bidders or their authorized

representatives at the specified location as mentioned in the Key Information Sheet .Representatives of the bidders may attend the meeting with due authorization letter on behalf of their respective organization/agency.

5. This Bid Document includes the followings:-
 - a) Letter of Invitation
 - b) Terms of Reference (ToR)
 - c) General information for submission of Proposals(Part-A Technical and Part-B Financial)

6. The DA & FP, Odisha holds no responsibility for accuracy of information even though all information/data given in the Bid Document are accurate within the consideration of scope of the proposed assignment to the best of his knowledge. Hence, it is the responsibility of the bidder to check the validity of information/data included in this document. DA & FP, Odisha reserves the right to accept/reject any/all proposal/cancel the entire selection process at any stage without assigning any reason thereof.



Director of Agriculture & Food Production,
Odisha, Bhubaneswar

TERMS OF REFERENCE (ToR)

1. Introduction

The State Government with its priority on agriculture formulated and recalibrated the State Agriculture Policy during different periods (1996, 2008 & 2013). Govt. of Odisha has formulated the State Agriculture Policy in 2013 which was futuristic, flexible enough to address emerging trends, potential areas for agricultural development with emphasis on enterprise promotion and development. The Policy clearly emphasized to bring in a shift from subsistence agriculture to commercial agriculture, 2013 Policy laid lot of emphasis on increased farm power input in agriculture through popularization of self propelled and power driven machinery and equipment with subsidy provision ranging from 40% to 75% as farm power input was considerably low (1.02Kw/ha) as compared to national average of 1.78 kW/ha in 2011. Over the years, there has been accelerated growth in farm mechanization sector and accordingly, farm power input has reached 2.23 kW/ha in 2022. It is expected that by 2025, the State will match the projected national average farm power input of 2.5 kW/ha.

A transformational reform in the process of supply of agricultural machinery and equipment and release of subsidy was made on- line mode and the farmers were given liberty to choose the desired machinery/equipment as well as the source of procurement by directly logging into the portal **Go-sugam**. Transfer of the admissible subsidy is done directly to the beneficiary's validated bank account. The details of machinery supplied i.e. make/ model, engine no., chassis No., name of the dealer, cost of the machinery, subsidy released etc. are saved in the system and can be viewed in the portal.

A special drive has been taken during the current financial year i.e. 2022-23 by the Department of Agriculture & Farmers' Empowerment to organize 'Krushu Jantrapati Mela" at district level wherein, in addition to creating awareness on farm Mechanization, substantial number of agricultural implements/machines are booked/supplied under subsidy. With a view to ascertaining to what extent the envisaged objective of emphasizing farm mechanization has been achieved and the effectiveness in implementation of the programme along with the shortcomings, if any, a decision has been taken for 100% Post Delivery Inspection (PDI) of such agriculture implements booked/supplied during the period from 1st January, 2023 to 31st March,2023 by a third party. Verification of such agriculture implements/machines will be taken up in the districts of **Balasore, Mayurbhanj, Keonjhar, Sundargarh, Jharsuguda, Bargarh, Nuapada, Kalahandi, Nawarangpur, Malkangiri, Koraput, Rayagada, Gajapati and Ganjam** of Odisha.

2. Objective of Physical Verification of Agro Machinery and Equipment

Physical Verification of Agro Machinery and Equipment those supplied in District level will have the following objectives;

- To ascertain physical existence of the agro-machinery/equipment supplied to the beneficiary reported to have availed subsidy.
- To find out the means of funding (bank financed/ Self financed)
- To ascertain the genuineness of the specification of machinery/equipment physically

available with the beneficiary.

- To find out the time gap between permit generation and supply of agro-machinery/equipment.
- The authenticity of supply of individual agro-machinery/equipment
- To find out the use pattern of the agro machinery/equipment.

While verifying the Agriculture Implement/Machines, the third party agencies will keep regular touch with District Agricultural Engineers and take GPS photo with date/ longitude/Latitude/and upload the photo and data in NIC portal which will be opened for the third party Evaluator.

3. Methodology (Outline of the task to be carried out)

The PDI will be carried out in a participatory and consultative manner involving different farmer/beneficiary booked/supplied with agriculture implements/machines with subsidy during the period from 1st January,2023 to 31st March,2023 . Separate set of analytic tools (questionnaire) will have to be used for each category of agro machinery / equipment to collect information from the individual beneficiaries. Approximate sample size will be 16000.

A mix of both qualitative and quantitative tools will be used during physical verification. Quantitative data will be collected from secondary sources such as MIS data of DA &FP, Odisha and primary data through structured or semi-structured interviews with beneficiaries. Qualitative methods such as structured direct observation and in-depth interviews with beneficiaries should provide the critical data.

The study methodology, sample size and data collection tools will be finalized between the Consultant organization / agency and the DA & FP, Odisha.

The software developed by NIC, Bhubaneswar in place for Post Delivery Inspection of agriculture implements/machines by Departmental Engineers will be used by the investigators of the third party to upload the photographs and requisite data in the portal. NIC, Bhubaneswar will be requested to provide access to such investigators through necessary app. In addition to online data, the third party will also provide data in offline mode both in hard and soft copy.

At the conclusion of the Post Delivery Inspection and completion of analysis, key findings will be shared with the DA & FP, Odisha in form of a draft report. Based on the feedback received from the DA & FP, Odisha, the draft report will be finalized and final report will be submitted. During PDI, the data will not be shared with any outside agency by the evaluator or his authorized person.

4. Deliverables and Corresponding Time Frame

The organization/agency is expected to deliver the followings during the course of the assignment.

Inception report:

A brief note on the overall study methodology and study tools to be used.(Maximum 2 pages)

A note on the detailed plan for data collection with timelines for key milestones. (Maximum 2 pages)

Based on the feedback from the DA&FP, Odisha, an Inception Report mentioning key respondents to be included, final data collection plan, study methodology and tools. (Maximum 7 pages)

➤ **Draft Report**

- Detailed analysis of the study done and submission of the draft report. (A4 size paper written in Arial font, size 11 and 1.5 space including an Executive Summary of maximum 2-3 pages)

➤ **Final Study Report**

- Incorporating the feedback/suggestions from DA&FP, Odisha final report is to be submitted. (A4 size paper written in Arial font, size 11 and 1.5 space including 2-3 page Executive Summary)

5. Deliverables and Time Line (Schedule for completion of Task)

The organization / agency shall complete the assignment within a period of four (4) months from the effective date of the contract. The following Table summarizes the deliverables and corresponding time frame of the study.

Sl. No.	Description	Corresponding Time Frame (From Effective Date)
1	Conduct Inception Workshop and submission of Inception Report including finalized methodology and work plan in consultation with the Dept.	15 days from the date of issue of Work Order
2	Submission of Draft study report & Intensive Case Analysis Report	90 days from the date of issue of Work Order
3	Submission of final report including final case analysis report	120 days from the date of issue of Work Order

Note: The organization / agency is required to submit to the DA&FP, Odisha Seven (7) hard copies along with CD/DVD/PenDrive in MS-Word format and the data sheets collected from individual beneficiaries in original.

6. Eligibility Criteria

Interested organizations / agencies fulfilling the following eligibility criteria should only submit the proposal and to this effect must produce the copies of the required supportive documents /information as part of their technical proposal:

Based on the feedback from the DA&FP, Odisha, an Inception Report mentioning key respondents to be included, final data collection plan, study methodology and tools. (Maximum 7 pages)

➤ **Draft Report**

- Detailed analysis of the study done and submission of the draft report. (A4 size paper written in Arial font, size 11 and 1.5 space including an Executive Summary of maximum 2-3 pages)

➤ **Final Study Report**

- Incorporating the feedback/suggestions from DA&FP, Odisha final report is to be submitted. (A4 size paper written in Arial font, size 11 and 1.5 space including 2-3 page Executive Summary)

5. Deliverables and Time Line (Schedule for completion of Task)

The organization / agency shall complete the assignment within a period of four (4) months from the effective date of the contract. The following Table summarizes the deliverables and corresponding time frame of the study.

Sl. No.	Description	Corresponding Time Frame (From Effective Date)
1	Conduct Inception Workshop and submission of Inception Report including finalized methodology and work plan in consultation with the Dept.	15 days from the date of issue of Work Order
2	Submission of Draft study report & Intensive Case Analysis Report	90 days from the date of issue of Work Order
3	Submission of final report including final case analysis report	120 days from the date of issue of Work Order

Note: The organization / agency is required to submit to the DA&FP, Odisha Seven (7) hard copies along with CD/DVD/PenDrive in MS-Word format and the data sheets collected from individual beneficiaries in original.

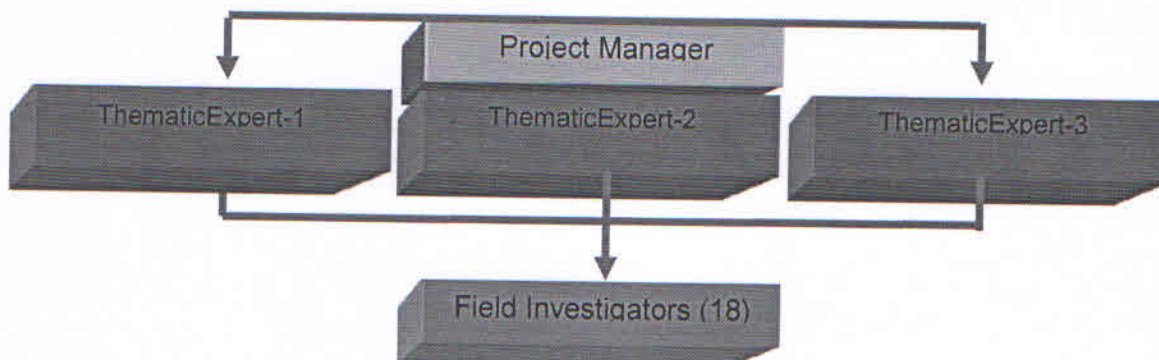
6. Eligibility Criteria

Interested organizations / agencies fulfilling the following eligibility criteria should only submit the proposal and to this effect must produce the copies of the required supportive documents /information as part of their technical proposal:

Sl. No.	Eligibility Criteria	Supporting document need to Be submitted.
1	The organization/ agency should be a single entity legally registered under appropriate authority in India. Consortium or Joint Venture is not allowed.	Certificate of incorporation /Registration
2	The organization / agency should have been in the consulting business for more than 5 years from the date of Incorporation up to the date of Advertisement Inviting Eol.	
3	The organization / agency should have successfully completed at least 3 assignments of similar nature i.e. Baseline Survey / Impact evaluation in any social sector under Central / State Govt. / EAPs*/Autonomous bodies operated under Govt. administrative control/ International and National Organization during the last 5 years**.	Copies of work order /Contract Document
4	The average annual financial turnover of the organization / agency must be Rs. 50.00 lakh and out of which at least at least Rs. 20.00 Lakh from consulting business only during the last 3 financial years**.	Financial Details of the bidder 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	The organization / agency should be in a position to deploy technical manpower (Graduate in Agriculture/ Agricultural /Civil / IT/ Mechanical Engineering) in addition to experienced professionals to undertake the assignment.	List of manpower (to be engaged) along with their individual CVs is required to be submitted along with the Eol document.

7. Composition of the Study Team

Besides having a Project Manager, the proposed team should have three thematic Experts (Graduate in Agriculture/ Agricultural /Civil / IT/ Mechanical Engineering) and thirty (30) Field Investigators. While the Project Manager will contribute maximum 30 person days time during the assignment, Thematic Experts will contribute maximum 540 person days in total. Each field investigator is expected to spare maximum 135 person days time during the assignment. The proposed staff structure is represented in Fig. 1.



- A. **Project Manager:** This key person should have project management and policy analysis experience of not less than 10 years involving baseline survey, evaluation and impact studies on issues pertaining to agriculture development, subsidy administration, and will have a proven track record of leading multi-disciplinary team of consultants / experts. The Project Manager should be at least MBA / MA in Economics / Bachelor Degree in Agriculture/ Engineering. Understanding and knowledge of Odia will be an advantage. The Project Manager is expected to devote minimum 30 person days for the assignment.
- B. **Thematic Experts:** These key persons should have expertise in farm mechanization and should have five years of post-qualification experience. Conversant in speaking and writing Odia is a must.
- C. **Field Investigator:** The person should be at least a graduate in any discipline and good at speaking and writing Odia. He must have 3 years of working experience in primary data collection. The CV of Field Investigators can be submitted with the Inception Report.

8. Procedure of submission of proposal

The proposal should be submitted in two parts, first part being the Technical Proposal, second part is the Financial Proposal. Both these proposals to be sealed in two separate envelopes and super- scribed Part-A: Technical Proposal and Part-B: Financial Proposal on top of the 1st and 2nd Envelope respectively. Both these two envelopes along with the EMD are to be inserted in a bigger envelope containing both the sealed envelopes (Part-A & Part-B) and sealed. The said sealed envelope super- scribed "EoI- Post Delivery Inspection of Farm Implements/ Machineries booked and supplied on the eve of "District Level Mela on Farm Mechanisation" and Post Mela (From 01.01.2023 to 31.03.2023)for the Financial year 2022-23" on top of it should be submitted to the Development Engineer, OFMRDC, Satya Nagar, Bhubaneswar - 751007 through Registered/Speed Post/Courier, so as to reach the addressee on or before the scheduled date and time. The details of proposals to be submitted have been provided in the document general instruction for submission of proposal

9. 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 proposals comply with the required conditions as described in clause 6 above and the requisite documents / information have been properly furnished by the bidder or not. Thereafter, Client shall determine whether each bid is responsive to the requirements of this RFP. A bid shall be considered responsive only if:
- o It is as per the format as described in Clause 6 above;

- It is received by the Bid Due Date including any extension thereof pursuant to Data Sheet;
 - It is accompanied by the Bid Document Fee and EMD as specified in this RFP;
 - It is accompanied by the Power of Attorney as specified in the bid document.
 - It is accompanied by Undertaking for not having been black listed by any Central / State Government / Any other Autonomous Bodies/ International & National Organization in the recent past;
 - All the pages of the proposal and enclosures / attachments are signed by the authorized representative of the bidder;
 - It contains all the information (complete in all respects) as requested in this RFP and/or bidding document;
 - It does not contain any condition or qualification and;
 - It is not non-responsive in terms hereof.
- b) Authority reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Bid.
- c) **Technical Evaluation (Stage 2):** 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.

S.I No.	Bid Evaluation Parameters	Total/Maximum Marks
1	Turn Over	15
a	Average annual turnover of the firm in the last 3 FY (ending 31 st March 2022) : Rs.50.00 lakh	10
b	Average annual turnover in the last 3 FY (ending 31 st March 2022): >Rs.50.00 lakh to Rs.1.00 Crore	12.5
c	Average annual turnover from above in the last 3 FY (ending 31 st March 2022) : > Rs.1.00 Crore	15
2	Experience of Bidder	35
	Relevant Project Experience :Experience in carrying out survey and investigation in related field, Evaluation of different projects of	

	State/Central Govt. Case study of different projects undertaken within the last five years.	
i	For minimum 1 assignment of similar nature of works in last 5 years (preference will be given for continuous engagement of 12 months in the assignment).	20
ii	For each additional assignment of similar nature in last 5 years (minimum continuous engagement of 12 months in the assignment) 5 marks shall be given. Maximum 3 additional projects will be considered for evaluation – Max 15 marks	15
3	'Approach and Methodology' and Work Plan	30
a	Overall Project Approach including Proposed Manpower, Standard Operating Procedure and Quality Control Mechanism	20
b	Work Plan, Manpower deployment modalities, Grievance redressal protocol, value provided to clients etc.	10
4	Technical Presentation	20
a	Manpower Deployment	5
b	Use of Technology	5
c	Methodology for managing	5
d	Material procurement	5

- (i). The total score obtained by the bidder above shall be the technical score (T) of the bidder.
- (ii). Applicants should satisfy basic criteria of experience and other requirements as mentioned in pre-qualification criteria. Applicants should score **at least 70 marks** for being considered for opening of financial bid. The financial offers of unsuccessful applicants will be returned without opening.
- (iii). Please note that the Technical presentation mentioned in the table above shall be a power-point

presentation to be made by the bidders in front of the committee. The date, time and venue for the presentation will be communicated after opening of the technical bids.

d) **Financial Evaluation (Stage 3):** The financial proposal 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.

- **Evaluation Process**

Least Cost (LC) method will be followed during the overall process. Minimum qualifying marks to qualify the Technical Proposal will be 70 out of 100.

Financial proposals are then opened for only eligible and responsive offers and are given a cost-score based on relative ranking of prices, with 100 for the lowest and pro-rated lower marks for higher priced offers.

For each Technical Proposal, the total points that can be awarded for each Bidder are 100, and the minimum technical score (T) that a Bidder requires to qualify for evaluation of the Financial Proposal is 70.

The lowest financial proposal shall be marked as the First Ranked Applicant while the next lowest proposal shall be marked as Second Ranked Applicant and so on.

The Selected Applicant shall be the First Ranked Applicant. The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the RFP document.

For the purpose of evaluation, the rates quoted by the bidder shall be inclusive of all taxes & duties (except GST which shall be paid extra at prevalent rates by the client).

- **Award of Work**

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by the Client to the Selected Bidder and the Selected Bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof, which may also be extended through email in addition to offline mode of acceptance of communication to avoid delay. In the event the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the Client may, unless it consents to extension of time for submission thereof, the appropriate EMD of such Bidder as mutually agreed genuine pre-

estimated loss and damage suffered by the Client on account of failure of the Selected Bidder to acknowledge the LOA, and the next eligible Bidder may be considered.

10. Reporting Arrangements

The organization / agency shall work under the direct supervision of the DA&FP, Odisha or an officer authorized by him. The organization/ agency is required to coordinate with DA&FP, Odisha / the designated officer.

11. Roles and Responsibilities

DA&FP, Odisha

- Approval of Invitation for EoI / ToR
- Conducting bidding process
- Constituting Bid Evaluation Committee
- Selecting the organization / agency
- Enter into agreement with the organization / agency
- Communication with the District Level Officers of DA & FP, Odisha as and when necessary
- Constituting Monitoring Committee
- Ensuring independence of work
- Ensuring release of funds on certification of Monitoring Committee
- Providing technical inputs on the study to the organization / agency from time to time
- **Organization /Agency**

Undertake the assignment and complete different tasks/outputs in accordance with agreed ToR / Scope of Work and contract obligation

12. Payment Terms and Schedule

Payment Terms and Schedule is indicated hereunder

Sl. No.	Activity	Payment (%)
1	Submission of Inception Report	10
2	Submission of Draft Study Report and Intensive Case Analysis Report	40
3	Submission of Final Report including Final Case Analysis Report	50

13. Consultant Monitoring Committee (CMC)

A Consultant Monitoring Committee (CMC) will be constituted by the DA&FP, Odisha to monitor the activities and deliverables of the organization / agency 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 complied by the organization / agency accordingly.

General Instructions for Submission

PART-A TECHNICAL PROPOSAL

(Covering Letter on Organization/Agency's Letter Head)

(Location,Date)

To

**The Director of Agriculture & Food Production,
Odisha,Bhubaneswar –751001.**

Subject: Post Delivery Inspection of Farm Implements/ Machineries booked and supplied on the eve of “District Level Mela on Farm Mechanisation” and Post Mela (From 01.01.2023 to 31.03.2023)for the Financial year 2022-23– Submission of Technical Proposal

Dear Sir,

We have the pleasure of submitting the proposal in accordance with your invitation for EoI No.:, Dated..... Our proposal includes Technical Proposal and Financial Proposal sealed in two separate envelopes.

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

We hereby unconditionally undertake to accept all the terms and conditions as stipulated in the document (ToR / General Instruction). In case any provision of these documents are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the fully paid earnest money deposit.

We remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of the Bidder:

General details about Organization/Agency

Sl No.	Description	FullDetails
1	Name of the organization/agency	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the proposal on behalf of the organization / agency: 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	Proposal Processing Fee Details Amount : Rs. BD No: Date: Name of the issuing Bank/ Branch:	
7	EMD Details Amount : Rs. BG No.:Date: Name of the issuing Bank/Branch:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work outlined.	YES
11	Willing to accept all the terms and conditions as specified in document.	YES

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Financial Details of Organization/Agency

Financial Information in INR				
Details	FY2019 -20	FY2020 -21	FY2021 -22	Average
Consulting Turnover (in Lakh)				
Net-worth(in Lakh)				

Supporting Documents:

- Audited certified financial statements for the last three FYs (2019-20, 2020-2021 and 2021-22) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)
- Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.

Signature and Seal of the Company Auditor with Date in original

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

Communication Address of the Bidder (with Mobile No. and Email ID):

[NB: No Scanned Signature will be entertained]

FORMAT FOR POWER OF ATTORNEY
(On Organization/Agency's Letter Head)

I, ,the..... (Designation) of (Name of the Organization/Agency) in witness whereof certify that <Name of person> is authorized to execute the attorney on behalf of <Name of Organization/Agency >, <Designation of the person>of the organization acting for and on behalf of the organization 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 organization/agency:

PAST EXPERIENCE OF THE ORGANIZATION/AGENCY IN DETAILS

Table -1 (List of 2 completed assignments only of similar nature in any sector during last 3 years)**

Sl. No.	Period	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	Remarks if any
A	B	C	D	E	F	G	H
1							
2							

Table -2 (List of completed assignments in any sector during last 3 years in Odisha)

Sl. no.	Period	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	Remarks if any
A	B	C	D	E	F	G	H
1							
2							

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Note: Organizations/Agencies are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (2018-19, 2019-20 and 2021-22) as per the above prescribed format only. 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. 3 Lakh & Duration of \geq 2 months only will be taken into consideration.**

**** Organizations/Agencies are requested to refer to the eligibility criteria available at Clause – 6 of ToR.**

**Comments and Suggestions of the Organization / Agency on
the Terms of Reference / Scope of Work**

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

[The organization/agency 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 DA & FP, Odisha:

[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

Description of Approach, Methodology and Work plan to Undertake the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, participating organization/agency 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 the 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 task and activities to deliver the expected output(s), and the degree of detail of such output. **Please do not repeat/copy from the ToR.**

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:

- a. Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:
- b. Detail sample design and data collection procedure.
- c. Field Process Protocol control for quality assurance.
- d. Suggestive tools for data collection.
- e. Analysis of field data and preparation of reports
- f. Any other issues

D. Staffing and Study Management Plan:

The organization/agency 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/ month wise). (Graphical representation)

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

NB: organizations/agencies are requested to furnish the above information limiting it up to 5-6 pages only with Arial Font Size-10.

Team Composition and Task Assignment

Sl. No.	Name of Key Professional / Staff	Position Assigned	No. of Input Days			Task assigned
			Field	Office	Total	
1						
2						
3						
4						
5						

(Please provide the detail CV (within 3 pages) of all the Key Professionals and Support Staff to be deployed for the proposed assignment.

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal

PART-B FINANCIAL PROPOSAL

(Covering Letter in Organization/Agency's Letter Head)

(Location..... Date.....)

To

The Director of Agriculture & Food
Production, Odisha Bhubaneswar -
751001

Subject: Submission of "POST DELIVERY INSPECTION OF FARM IMPLEMENTS/
MACHINERIES BOOKED AND SUPPLIED ON THE EVE OF "DISTRICT LEVEL MELA ON
FARM MECHANISATION" AND POST MELA (FROM 01.01.2023 TO 31.03.2023) FOR THE FY 2022-
23 UNDER STATE AGRICULTURE POLICY (FARM MECHANISATION) IN ODISHA"

Sir,

We have the pleasure of submitting our Expression of Interest to undertake the assignment of
"Submission of "POST DELIVERY INSPECTION OF FARM IMPLEMENTS/ MACHINERIES
BOOKED AND SUPPLIED ON THE EVE OF "DISTRICT LEVEL MELA ON FARM
MECHANISATION" AND POST MELA (FROM 01.01.2023 TO 31.03.2023) FOR THE FY 2022-
23 UNDER STATE AGRICULTURE POLICY(FARM MECHANISATION) IN ODISHA"

Technical Proposal in accordance with your Invitation for EoI No.....,Dated:.....

We are submitting herewith our Financial Proposal for a sum of Rupeeslakh and and
thousand only*]. This amount is inclusive of the taxes applicable as per GST Act. We 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 EoI documents.

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. We
have carefully read and understood the terms and conditions of the EoI documents and do
hereby undertake to provide the service accordingly.

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

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 Table B-1.**

Table:B-1: Summary of Financial Proposal

Sl. No.	Fee Particulars	Amount in INR
A	Remuneration for Key Professionals (B-2)	
B	Over Head Expenses (B-3)	
C	Miscellaneous Expenses (B-4)	
D	Consulting Fee (A+B+C)	
E	Taxes applicable as per GST Act @ % of Consulting Fee (D)	
Grand Total(INR)(D +E)		
In Words		

Taxes will be paid by the DA & FP, Odisha as per the applicable rate under GST Act from time to time. Consultancy fee/remuneration etc. proposed above shall remain fixed till completion of the contract.

Table-B-2: Details of remuneration to key professionals:

SL. NO.	NAME OF THE KEY PROFESSIONAL	POSITION	UNIT RATE (MAN-DAY)(A)	PROPOSED MAN-DAY(B)	TOTAL AMOUNT IN INR(A*B)
1		Project Manager			
2		Thematic Expert-1			
3		Thematic Expert-2			
4		Thematic Expert-3			
5		Field Investigators(18)			
Grand Total in INR					
In Words					

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Table-B-3 :Breakdown of Overhead Expenses

Sl. No.	Description	Unit	Quantity	Unit Price In INR	Total Amount in INR
1	Travel Expenses(Bus/ Train)				
2	Local Travel Expenses				
3	Subsistence Allowances/ Daily stay allowance				
4	Other expenses(specify)				
Grand Total					
In Word					

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

NB: It is the sole responsibility of the organization/agency to undertake the assignment conforming to the tentative estimation. Hence, organization/agency needs to propose the budget taking into consideration of all the above requirements in its financial proposal.

Table – B-4: Details of Miscellaneous Expenses

(It will include only such expenses which are directly chargeable to the assignment)

Sl. No.	Description	Unit	Quantity	Unit Price In INR	Total Amount in INR
1	Secretarial Staff				
2	Office contingency expenses				
3	Preparation of Reports / Documents / Formats etc.				
Grand Total					
In Words					

Authorized Signatory [In full and Initials]: Name and Designation with Date and Seal:

Model Bank Guarantee Format for performance Security.

To

The Governor of Odisha

WHEREAS (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contact no.dated to supply (description of goods and services) (herein after called "the contract"),

AND WHEREAS it has been stipulated by you in the said contract that the supplier 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 supplier, 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 supplier to be in default under the contract and without cavil or argument, any sum or sums within the limit of (amount or 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 supplier 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 supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of 20.....

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

(Signature of the authorized officer of the
Bank) Name and designation of the Officer
Seal, name & address of the Bank and
address of the Branch

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

Annexure-I

Model Bank Guarantee Format for furnishing EMD
[Ref. Para 21]

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

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

Sealed with the
Common Seal of the said Bank this..... day of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
 - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

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

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

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

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

.....
Name and designation of the officer

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

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