

## **REQUEST FOR PROPOSAL**

**Selection of State Level Support Agency for Promotion of indigenous aromatic and non-aromatic paddy with export potential/ local market in the State of Odisha**



**GOVERNMENT OF ODISHA  
DEPARTMENT OF AGRICULTURE & FARMERS'  
EMPOWERMENT 2023-24**

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## DISCLAIMER

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

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

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

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

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

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

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### **BIDDER DATA SHEET**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	<b>Name of the Client</b>	Director of Agriculture & Food Production, Odisha under the Department of Agriculture & F.E, Government of Odisha
2.	<b>Method of Selection</b>	Quality & Cost Based Selection (QCBS)
3.	<b>Availability of RFP Document</b>	Detail RFP documents are available in following website: <a href="http://agrisnetodisha.ori.nic.in">agrisnetodisha.ori.nic.in</a> & <a href="http://agri.odisha.gov.in">agri.odisha.gov.in</a>
4.	<b>Date of Issue of RFP</b>	<b>17.04.2023</b>
5.	<b>Deadline for Submission of Pre-Bid Query</b>	<b>24.04.2023</b>
6.	<b>Pre-Bid Meeting</b>	<b>27.04.2023</b>
7.	<b>Publication of Pre-Bid Clarification through Website</b>	<b>29.04.2023</b>
8.	<b>Last Date and Time for submission of Bid</b>	<b>08.05.2023, 4.30 PM</b>
9.	<b>Date of opening of Technical Proposal</b>	<b>12.05.2023</b>
10.	<b>Date of Technical Presentation</b>	<b>17.05.2023</b>
11.	<b>Date of opening of Financial Proposal</b>	<b>22.05.2023</b>
12.	<b>Expected Date of Commencement of Assignment</b>	<b>25.05.2023</b>

13.	<b>Pre-Bid meeting</b>	A pre-bid meeting will be held on 27.04.2023 days at 4.00 PM in virtual mode over a video conference the link of which would be communicated to the bidders. All queries should be received on or before 24.04.2023 up to 5.30 PM on Email: <a href="mailto:diragri.or@nic.in">diragri.or@nic.in</a> & <a href="mailto:jdaspc.dag@nic.in">jdaspc.dag@nic.in</a> in MS Word format addressed to: <b>Director of Agriculture &amp; Food Production</b> , Odisha, 2nd Floor, Krushi Bhawan, Gopabandhu Marg, Near State Guest House, Bhubaneswar - 751001
14.	<b>Bid Processing Fee (Non-Refundable) *</b>	5,900/- INR including GST in shape of Banker's Cheque/ Demand Draft in favour of "Establishment Officer-IV" O/o the Directorate of Agriculture & Food Production, Odisha, Bhubaneswar drawn in any Scheduled Commercial Bank payable at Bhubaneswar
15.	<b>Earnest Money Deposit (Refundable)</b>	An Earnest Money Deposit (EMD) amounting to Rs.2,00,000/- (Rupees Two Lakh Only) in shape of DD/ Banker's Cheque from any Scheduled Nationalized Commercial Bank drawn in favour of " <b>Establishment Officer- IV</b> " O/o the Directorate of Agriculture & Food Production, Odisha, Bhubaneswar" drawn in any Scheduled Commercial Bank payable at Bhubaneswar
16.	<b>Address for Submission of Proposal</b>	Director of Agriculture & Food Production, Odisha, Krushi Bhawan, Gopabandhu Marg Bhubaneswar, PIN-751001 Telephone No- 0674- 2395532/2391925 Email: <a href="mailto:diragri.or@nic.in">diragri.or@nic.in</a> & <a href="mailto:jdaspc.dag@nic.in">jdaspc.dag@nic.in</a>
17.	<b>Mode of Submission of Proposal</b>	Mode of Submission: Speed Post / Registered Post only to the address as specified above during office hour only. Submission of bid through other modes and late bid will be rejected.
18.	<b>Place of Opening of Technical Proposal:</b>	Board Room, Ground Floor, Krushi Bhawan, Department of Agriculture & Farmers Empowerment. Odisha, Gopabandhu Marg, Bhubaneswar-751001

**For details on the selection process, please visit:**  
[agrisnetodisha.ori.nic.in](http://agrisnetodisha.ori.nic.in) & [agri.odisha.gov.in](http://agri.odisha.gov.in) .

**SECTION: 1**  
**LETTER OF INVITATION**

## LETTER OF INVITATION

RFP No: 13837

Dated. 17.04.2023

**Name of the Assignment: Selection of State Level Support Agency for Promotion of indigenous aromatic and non-aromatic paddy with export potential/ local market in the State of Odisha.**

- i. Director of Agriculture & Food Production, Odisha, Agriculture & Farmers Empowerment Department, Government of Odisha (The Client) invites sealed proposal from eligible bidders for **Selection of State Level Support Agency for Promotion of indigenous aromatic and non-aromatic paddy with export potential/ local market in the State of Odisha**. More details on the proposed environment are provided in **Section - 3: Terms of Reference** of this RFP Document.
- ii. An Agency/ Organisation having a headquarter or regional office(s) in Odisha & must have registration to carry out activities throughout the State will be selected under Quality & Cost Based Selection (QCBS) procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Government of Odisha circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Government of Odisha for "**Promotion of indigenous aromatic and non-aromatic paddy with export potential/ local market in the State of Odisha**".
- iii. The proposal completes in all respects as specified in the RFP Document must be accompanied with a non-refundable amount of **Rs. 5,900/- (Rupees Five Thousand Nine Hundred only)** including GST @ 18% only towards Bid Processing Fee and a refundable amount of **Rs. 2,00,000/- (Rupees Two Lakh Only)** by the agency/Organisation towards EMD in form of DD/ Banker's Cheque from any Scheduled Nationalized Commercial Bank drawn in favour of "**Establishment Officer-IV**" O/o the Directorate of Agriculture & Food Production, Odisha, Bhubaneswar" payable at Bhubaneswar. The EMD of the successful bidder will be released only after furnishing the required Performance Bank Guarantee (PBG) and signing of the MOA/ MOU.
- iv. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post** only. The DA & FP shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.

- v. The last date and time for submission of proposal complete in all respects is 08<sup>th</sup> May, 2023 up to 4.30 PM and the date of opening of the bid is 12<sup>th</sup> May, 2023 at 11.30 AM in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (Sl. no.16). Representatives of the bidders may attend the meeting with a due authorization letter on behalf of the bidder.
- vi. This RFP includes following sections:
- a. Letter of Invitation **[Section – 1]**
  - b. Instruction to the Bidder **[Section –2]**
  - c. Terms of Reference **[Section –3]**
  - d. Technical Proposal Submission Forms **[Section – 4]**
  - e. Financial Proposal Submission Forms **[Section–5]**
  - f. Annexure **[Section–6]**
- vii. While all information/ data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the 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 / terminate the entire selection process at any stage without assigning any reason thereof.



**Director of Agriculture & Food Production,  
Department of Agriculture & F.E, Odisha.**



**SECTION: 2**  
**INFORMATION TO THE BIDDER**

**A. Pre-Qualification /Eligibility Criteria:**

Bidders must confirm to the eligibility criteria given below and to this effect must produce the required supportive documents/ information as indicated against each as part of their technical proposal:

<b>Sl. No.</b>	<b>Eligibility Criteria</b>	<b>Supporting Documents Required</b>
1	Should be legally registered under the 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 .	Copy of certificate of Incorporation / Registration of the bidder and self-attested copy of PAN card.
2	Applicant agency with at least 10 years of existence in the field of Agriculture and in case of trust/ society must have registration to carry out activities throughout the State.	Copy of certificate of Incorporation / Registration of the bidder
3	Should have a minimum of 5 years of work experience from promotion to the procurement of indigenous aromatic & non-aromatic paddy in the State of Odisha. Such experience would preferably cover good quality organic certified Odisha's indigenous aromatic & non-aromatic paddy seed production, farmers' mobilization, organic package of practices development, FPO/ FPC promotion, and capacity building of community-based Organisations and/or Farmer Producer Organisations & procurement, arrangement of buyback/ market linkages, arrangement of processing of indigenous aromatic & non-aromatic paddy to rice.	Copies of Work Orders/ Contract Document/ District wise cultivation and farmers details/ Proof of procurement/ Buyback arrangement/ Completion Certificate from the previous Clients/ CBO- FPO details and tie up documents
4	Applicant agency should not have been blacklisted by Government of any state/ India/ other Government agencies and any Indian or International donor and shall provide an affidavit to this effect.	Self-Declaration by the authorised representative on the bidder's letterhead.

5	The agencies must arrange and supply good quality State Level Expert Group-approved indigenous aromatic paddy variety seeds (Nua Kalazira, Nua-Chinikamini, Ketakijuha, Gitanjali, Sugandha) & non-aromatic (special characteristics having export potential) of export potential for minimum 19800Ha. for making the programme successful at 10 districts. DNA fingerprinting test may be done for knowing the genuineness of the seed variety before supplying.	The agency must provide information on quantity & variety-wise seed stock availability locations within the state. The same will be verified by the Department before signing of the MOU/ MOA. In case of failure, the MOA/MOU will be terminated immediately and necessary action deemed fit will be initiated against the agency for misleading the Department for providing wrong information.
6	Should have a minimum average annual turnover of Rs.2.00 Crore for the last each three years, i.e., for 2019-20, 2020-21, 2021-22.	It should be reflected in the last 3 years' Audited Balance Sheet and Financial Reports submitted to the concerned regulatory authorities. Certificate from Chartered Account to be submitted.
7	Applicant Organisation must have experienced as Support Agency/ Support Organisation for implementing any of Cluster-based Organic Farming and Natural Farming schemes in the State.	Copies of Work Orders / Contract Documents/ Completion Certificates from the authority.
8	The bidder agency must have at least 5 years of marketing experience of indigenous aromatic and non-aromatic rice (domestic as well as export).	Varieties-wise sales in last 5 years/ Copies of MoU/ Invoices/ Documentary proof should be attached. Affidavit by the authorised representative on the bidder's letterhead.
9	Applicant Organisation's responsibility is to arrange marketing linkages for organic certified indigenous aromatic and non-aromatic rice, processed by CBOs of the districts under this project.	They shall produce an affidavit to this effect during application.
10	Should have experience or action plan or strategy for networking and anchoring with various Producer Companies across Odisha on the promotion of indigenous aromatic & non-aromatic paddy.	Documentary support for experience or action plan or strategy
11	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 <b>prescribed format (TECH A - 6)</b>

**NB: An application shall be considered unsuitable and rejected at the stage of short listing if it does not meet the mandatory criteria. Supporting documents for the mandatory criteria should be attached with TECH B-3 documents.**

**1. Preferred Criteria for State-Level Support Agency:**

1	Odisha-based registered agency will be given preference.	Documentary proof.
2	Applicant Organisation having experience with promotion of minimum 20,000Ac. under organic and natural farming schemes in Odisha as Support Agency shall be given preference.	Copies of Work Orders / Contract Documents from the authority.
3	Applicant agency having marketing tie-up with company (ies) for domestic as well as export potential for organic indigenous aromatic & non-aromatic paddy would be given highest preference.	MoU/ Documentary proof
4	Preference may be given to the agency those have prior experience of exporting organic indigenous aromatic & non-aromatic paddy.	MoU/ Invoice/ Documentary proof.
5	Preference may be given to applicant agency having minimum 1Cr bank balance at their active bank account(s) on the day of 31.03.2023.	The bank statement(s) should be attached along with RFP.
6	The agency that has Agriculture/ Horticulture and Food Processing and Agri-Business Management academic qualified with minimum 15 years' field level experience as their Board of Members / Governing Body/ Board of Directors will be given highest preference.	CV with Qualification, experience of Board of Members / Governing Body/ Board of Directors.

**A. 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:

1. Filled in Bid Submission Check List in original (Annexure-I).
2. Covering letter (TECH A – 1) on bidder's letterhead requesting to participate in the bid process.
3. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
4. FCRA Registration & Renewal in case of NGO
5. 12A-Certificate & Renewal in case of NGO
6. Copy of Goods and Services Tax Identification Number (GSTIN)
7. Previous 3 years of income tax returns (2019-20 to 2021-22)
8. General Details of the Bidder (TECH A – 2)
9. Past experience & ongoing assignments (TECH A– 3) along with copies of contracts/work orders/completion certificates from previous Clients.

10. Power of Attorney (TECH A – 4) in favour of the person signing the bid on behalf of the bidder. In case of partnership firm, please attach the resolution of the partners regarding nomination of an authorised representative for submission of the bid.
11. Financial details of the bidder (TECH A – 5) along with all supportive documents such as previous 3 years (2019-20, 2020-21 and 2021-22) Balance Sheet and Income/Expenditure Statement duly certified and signed as per the instruction.
12. Self-Declaration regarding 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 (TECH A – 6).
13. Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Body / International & National Organisation in the recent past. (Annexure IV).
14. Total No. of Board of Members / Governing Body/ Board of Directors/ Partners, Professional staffs of the Agency/Organisation with their qualification, years of field experience with CV and appointment letters.
15. MOU/ Agreement/ any documentary evidence of working for Govt., Agriculture or allied Department or any Govt. undertakings for implementing cluster-based Natural/ Organic farming programmes like Paramparagat Krushi Vikash Yojana and/ or Bharatiya Prakrutika Krushi Paddhati and/ or Odisha Integrated Irrigation Project for Climate Resilient Agriculture (OIIPCRA) in the state of Odisha.
16. Information on quantity & variety wise seed stock availability locations within the state. (Supporting Document).
17. Existing marketing facilities available for indigenous aromatic and non-aromatic rice (Supporting Document).
18. Active bank account(s) statement on the day of application submission.
19. Undertaking regarding non-pending of any judicial proceedings (on agency's letterhead) (Annexure-V).

***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 authorized representative. Failure to comply with the RFP requirements will result in outright rejection of the proposal.***

### **1. Bid Processing Fee:**

The Agency/ Organisation must furnish, as part of technical proposal, the required bid processing fee amounting to **Rs. 5,900/-** (Rupees Five Thousand Nine Hundred only) **including GST @ 18% only** in shape of Demand Draft/ Banker's Cheque from any Scheduled Commercial Bank drawn in favour of "**Establishment Officer-IV, O/o the Directorate of Agriculture & Food Production, Odisha, Bhubaneswar**" payable at Bhubaneswar. Proposals received without bid processing fee will be out rightly rejected.

### **2. Earnest Money Deposit (EMD):**

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs.2,00,000/-** (Rupees Two Lakh Only) in shape of DD/ Banker's Cheque from any Scheduled Nationalized Commercial Bank drawn in favour of "**Establishment Officer-IV" O/o the Directorate of Agriculture & Food Production, Odisha, Bhubaneswar**" payable at Bhubaneswar.

The EMD of the successful bidder will be released only after furnishing the required Performance Bank Guarantee (PBG) and signing of the contract.

The EMD will be forfeited on account of the following reasons:

- a. Agency/ Organisation withdraw its proposal during the bid validity period as specified in the RFP.
- b. Agency/ Organisation does not respond to requests for clarification of its proposal.
- c. Agency/ Organisation 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.
- d. If the Agency/ Organisation fails to
  1. Provide clarifications
  2. Agree to decisions of the contract negotiation meeting,
  3. Sign the contract in time,
  4. Furnish required Performance Bank Guarantee.
  5. Any other circumstance which holds the interest of the Client during the overall selection process.

### **3. Validity of the Proposal:**

Proposals shall remain valid for a period of 90 (Ninety) 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 finalise the selection process and award of the Contract within the bid validity period. The bid validity period may be extended on mutual consent.

### **4. Pre-Bid Meeting:**

A pre-bid meeting will be organised by the Client to address the queries relating to the overall selection process and Terms of reference. To this respect, bidders can submit their queries, as per the prescribed format provided at (Annexure-II), to the Director of Agriculture & Food Production, Odisha through e-mail to [diragri.or@nic.in](mailto:diragri.or@nic.in) & [jdaspc.dag@nic.in](mailto:jdaspc.dag@nic.in) by 24.04.2023 up to 5.30 PM from the level of the authorised representative of the bidder only. Any request for clarification submitted beyond the above deadline will not be entertained during the

pre-bid meeting. The pre-bid meeting will be held on 27.04.2023 at 4.00 PM in a virtual mode over a video conference the link of which would be shared with the bidders over mail. Representatives (maximum up to 2 members from each bidder) with due authorization, the details of whom are communicated via mail, will be allowed to attend the pre-bid meeting. Clarifications to the submitted queries will be uploaded in the Department website for information of the bidders. Any such clarification/corrigendum shall be deemed to be part of this RFP. Request for alteration/ change in existing terms and conditions of the RFP will not be considered/ entertained.

#### **5. Authentication of Proposal:**

The proposal should be accompanied by a power-of-attorney in the name of the signatory of the proposal as per the format **TECH A-4** as provided in the RFP.

#### **6. 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 signed by the representative of the bidder, 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.

The procedure for submission of the proposal is described below:

##### **a) Technical Proposal (PART – A) (Original) & (PART –B) (Original + 1 Copy + Soft Copy in word format in Pen drive):**

The envelope containing technical proposal (Part-A) and (Part-B) shall be SEALED AND SUPERSCRIBED as “**Technical Proposal for Engagement of State Level Support Agency for Promotion of indigenous aromatic and non-aromatic paddy with export potential/ local market in the State of Odisha**” under **Department of Agriculture and Farmers’ Welfare**, 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 Pen drive (**Part- B**) along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

##### **b) Financial Proposal (Original + 1 Copy + Soft Copy in pdf form):**

The envelope containing the financial proposal shall be **SEALED AND SUPERSCRIBED** as “**for Selection of State Level Support Agency for Promotion of indigenous aromatic and non-aromatic paddy with export potential/ local market in the State of Odisha**” under **Department of Agriculture and Farmers’ Welfare**”. 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 Pen drive as part of the 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** (for Selection of State Level Support Agency for Promotion of indigenous aromatic and non-

**aromatic paddy with export potential/ local market in the State of Odisha)" and it should contain Technical Proposal Part- A and Part - B.**

The second envelope must be marked as "**FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT)**" and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labelling of following information in bold:

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

#### **7. Opening & Evaluation of the proposal:**

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute a Screening Committee (SC) to evaluate the proposals submitted by bidders. Only one representative with a proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The technically qualified bidders will attend the opening of the financial proposal on 22.05.2023 at 04.00 PM.

#### **8. Evaluation of Proposal:**

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

**8.1 Preliminary Evaluation (1<sup>st</sup> Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

1. Filled in Bid Submission Check List in original (Annexure-I).
2. Covering letter (TECH A – 1) on bidder's letterhead requesting to participate in the bid process.
3. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
4. FCRA Registration & Renewal in case of NGO
5. 12A-Certificate & Renewal in case of NGO
6. Copy of Goods and Services Tax Identification Number (GSTIN)
7. Previous 3 years of income tax returns (2019-20 to 2021-22)
8. General Details of the Bidder (TECH A – 2)



9. Past experience & ongoing assignments (TECH A – 3) along with copies of contracts/work orders/completion certificates from previous Clients.
10. Power of Attorney (TECH A – 4) in favour of the person signing the bid on behalf of the bidder. In case of partnership firm, please attach the resolution of the partners regarding nomination of authorised representative for submission of the bid.
11. Financial details of the bidder (TECH A – 5) along with all supportive documents such as previous 3 years (2019-20, 2020-21 and 2021-22) Balance Sheet and Income/Expenditure Statement duly certified and signed as per the instruction.
12. Self-Declaration regarding 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 (TECH A – 6).
13. Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Body / International & National Organisation in the recent past. (Annexure IV).
14. Total No. of Professional staff of the Agency/ Organisation with their qualification, field experience with appointment letters.
15. MOU/ Agreement/ any documentary evidence of working for Govt., Agriculture or allied Department or any Govt. undertakings for implementing cluster-based Natural/ Organic farming programmes like Paramparagat Krushi Vikash Yojana and/ or Bharatiya Prakrutika Krushi Paddhati and/ or Odisha Integrated Irrigation Project for Climate Resilient Agriculture (OIIPCRRA) in the state of Odisha.
16. Information on quantity & variety wise seed stock availability locations within the state. (Supporting Document).
17. Existing marketing facilities available for indigenous aromatic and non-aromatic rice (Supporting Document).
18. Active bank account(s) statement on the day of application submission.
19. Undertaking regarding non-pending of any judicial proceedings (on agency's letterhead) (Annexure-V).

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

**8.2 Technical Evaluation (2nd Stage):** The technical evaluation of the proposals shall be undertaken by the Screening Committee (SC). The Screening Committee shall evaluate the Technical Proposals by awarding marks as below:

**8.2.1 Evaluation of Technical Proposal:**

Sl. No.	Category	Criteria	Sub-Criteria	Weight age	Maximum Possible Score
a.	Legal status of the Bidder	Odisha-based registered agency	Agency Registration and Registered Office within Odisha	5	5
			Agency Registration and Registered Office outside Odisha	2	
b.	Past experience on promotion of Organic Farming/ Natural Farming under the State Govt./ DA&FP(O)	Minimum 2 years' experience (with documentary proof)	4 or more years	5	5
			3 years	3	
			2 years	2	
c.	Promotion of Organic Farming/ Natural Farming with organic certification	Organic farming coverage in area (with documentary proof)	More than 5000 Ha.	7	7
			2500 to 5000 Ha.	5	
			500 to 2499Ha.	4	
d.	Promotion of Indigenous aromatic and non-aromatic paddy cultivation	Minimum 5 yrs experience (with documentary proof)	More than 10 years	7	7
			5-9 years	5	
			5 years	4	
e.	Promotion of Indigenous aromatic and non-aromatic paddy cultivation with organic certification	Coverage in area (with farmers details and other documentary proof)	More than 5000Ha.	7	7
			2001- 4999Ha.	5	
			2000Ha.	4	
f.	Promotion of Indigenous aromatic and non-aromatic paddy with organic certification	Minimum one district of Odisha (with documentary proof)	3 or more districts	5	5
			2 districts	3	
			1 district	2	
g.	Relevant to Organic	Organic certification	10 or more than 10 years	5	5

	certification (both Third party and PGS certification)	minimum 3 years of experience (with documentary proof)	5-9 years	3	
			3 years	2	
h.	Experience in promoting CBOs/FPOs/FPCs	Minimum one district of Odisha (with documentary proof)	3 or more districts	5	5
			2 districts	3	
			1 district	2	
i.	Relevant to Organic Indigenous aromatic and non-aromatic rice marketing/ linkage of marketing in domestic and export market	Minimum 500 MT organic aromatic and non-aromatic rice marketed (with documentary proof)	More than 2000 MT	7	7
			1001-2000 MT	5	
			500-1000 MT	4	
j.	Technical staffs details	With B.Sc (Ag)/ B.Sc.(Hort.)/ M.Sc (Ag)/ M.Sc. (Hort.)/ Agri-Business Management / Food Engineering qualification	10 or more than 10 technical staff	5	5
			5-7 No.	3	
			3-4 No.	2	
k.	Financial stability of Agency	Bank balance at their Organisation's bank account(s) on 31.03.2023	More than 1Cr bank balance at their active bank account(s)	5	5
			Less than 1Cr bank balance at their active bank account(s)	2	
l.	Availability/ arrangement of recommended indigenous aromatic and non-aromatic paddy seeds for the programme	Minimum Quantity of seed Available for 19800 ha @ 45 Kg/ha (891MT)	More than 1500 MT	7	7
			1000 MT-1500MT	5	
			891 MT - 1000MT	4	
<b>Total</b>					<b>70</b>

- a. Organisation/agency will make a presentation before the Screening Committee during the technical evaluation stage. The objective of the presentation is to enable the Screening Committee to evaluate the Organisation/ agency about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Screening Committee will also be discussed during the meeting. The detailed schedule along with an outline for presentation will be intimated to the concerned Organisation/agency before 3 days from the date of the technical presentation. The evaluation of technical presentation will be based on the following criteria.
  1. Understanding of the scope of the programme
  2. Strategy/ Methodology of Coverage of the programme
  3. Work Plan/Roadmap of the programme

A maximum of up to 30 marks can be awarded under this category

- b. The Organisation/agency whose technical evaluation secures a score above the minimum qualifying mark of 60 (maximum marks of 70 in Technical Proposal & maximum marks of 30 in Technical Presentation) in the technical evaluation stage will be technically qualified for opening of the financial evaluation.
- c. A proposal shall be considered unsuitable and rejected at the stage of Technical Evaluation, if it does not meet the minimum technical standard on the above aspects as may be decided by the Screening Committee.
- d. After completing the technical evaluation, the chairman of Screening Committee shall notify the agencies/Organisations whose proposals meet the minimum technical standards.
- e. The financial proposals of the technically qualified Organisation/ agency will be opened on 22.05.2023. Hence, the Organisation/agency should make themselves available for the same.

### **8.3 Financial Evaluation (3rd Stage):**

The financial proposals of only the technically qualified Organisation/agency only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with a proper authorization letter. The name of the Organisation/ agency along with the quoted financial price will be announced during the meeting.

#### **1. Method of Selection:**

QCBS method will be applied for selection of the Professional Agency. In deciding the final selection of the Organisation/Agency, the technical quality of the proposal will be given a weightage of 70% on the basis of criteria for evaluation. The price bids of only those Organisation/ Agency who qualify technically will be opened. The proposal with the lowest cost will be given a financial score of 100 and the other proposal given financial scores that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 30%. For working out the combined score, the employer will use the following formula:

Total points:  $(0.7 \times T(s)) + (0.3 \times 100 \times LEC/EC)$ , where T(s) stands for technical score, EC stands for Evaluation Cost of the Financial Proposal, LEC stands for Lowest Evaluated Cost of the Financial Proposal.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract and will be called for negotiations, if required.

**Example:** If in response to this RFP, three proposals, A, B & C were received and the RFP Screening Committee (SC) awarded them 75, 80 and 90 marks respectively, all the three proposals would be technically suitable. Further, if the quoted price of proposals A, B & C were Rs.120, Rs.100 & Rs.110 respectively, then the following points for financial proposals may be given:

A:  $100 \times 100 / 120 = 83$  points

B:  $100 \times 100 / 100 = 100$  points

C:  $100 \times 100 / 110 = 91$  points

In the combined evaluation, the process would be as follows:

Proposal A:  $75 \times 0.7 + 83 \times 0.3 = 77.4$

Proposal B:  $80 \times 0.7 + 100 \times 0.3 = 86$

Proposal C:  $90 \times 0.7 + 91 \times 0.3 = 90.3$

Proposal C would be considered the H1 and would be recommended for negotiations, if considered necessary for approval.

From the time the proposals are opened to the time the contract is awarded, the Organisation/ Agency should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Organisation/ Agency to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of contract may result in the rejection of the Organisation/ Agency's proposal.

Directorate of Agriculture & Food Production, Odisha may cancel the bid and reject all proposals without assigning any reasons at any stage of the tender process.

## **9. Performance Bank Guarantee: (PBG)**

Within seven 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 10% of contract value including GST from a Scheduled Commercial Bank situated in Bhubaneswar in favour of "Director of Agriculture & Food Production, Odisha under the Department of Agriculture & F.E, Government of Odisha", 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.

## **10. Contract Negotiation:**

Contract Negotiation will be held at a date, time and address as intimated to the selected bidder. The invited bidder will, as a prerequisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representatives 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.

#### **11. 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. The successful bidder will be asked to sign the Contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the Contract, no variation or modification of the terms of the Contract shall be made except by written amendment signed by both the parties. The Contract would be valid for 1 Year from the date of effectiveness of the Contract subject to annual renewal on satisfactory performance. ***Sub-contracting is not allowed under this assignment under any circumstances.***

#### **12. Conflict of Interest:**

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

#### **13. 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:
  1. 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;
  2. corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  3. failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

#### **14. 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.

**15. Language of Proposals:**

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

**16. Cost of bidding:**

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

**17. Proposal Forms:**

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

**18. Local Conditions:**

Each bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the contract and/ or the cost. The bidder is expected to know all conditions and factors, which may have any effect on the execution of the Contract after issue of letter of Award. The client shall not entertain any request for clarification from the bidder regarding such local conditions. It is the bidder's responsibility that such factors have been properly investigated and considered before submitting the Proposal. No claim, whatsoever, including that for financial adjustment to the Contract awarded under the bidding document will be entertained by the Client. Neither any change in the time schedule of the Contract nor any financial adjustments arising there of shall be permitted on account of failure of the bidder to know the local laws/ conditions. The Bidder is expected to visit and examine and study the location of Government offices and its surroundings and obtain all information that may be necessary for preparing the Proposal at its own interest and cost.

**19. Legal Jurisdiction:**

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

**20. Confidentiality:**

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

**21. Amendment of the RFP Document:**

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

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

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

**23. Copyright, Patents and Other Proprietary Rights:**

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

**24. Replacement of Key Personnel:**

Interviews of the deployed State Level staff will be done by this Directorate for confirmation of their engagement under this programme. If the candidate fails, the agency will deploy a new candidate with the same procedure. **No replacement of resources is allowed till the date of effectiveness of the contract** unless both the parties agree that such substitutions are unavoidable, and for reasons such as death or medical incapacity which is really beyond the control of the bidder.

If one or more staffs become unavailable / leave the project for any reason midway under the contract, the agency must notify the Director and CDAO, at least 15 days in advance and obtain the approval prior to making any substitution.

***The Client also reserves the right to request the Agency to replace the deployed staffs if they are not performing to a level of satisfaction of the Client.***

**25. Force Majeure:**

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



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

## **26. Arbitration:**

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Agriculture & Farmers Empowerment Department, Government of Odisha. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Bhubaneswar.

## **27. Disqualification of Proposal:**

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

- a) Proposal submitted without Bid Processing Fee & EMD as applicable
- b) Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- c) During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- d) Proposal is received in incomplete form
- e) Proposal is received after due date and time for submission of bid
- f) Proposal is not accompanied by all the requisite documents/information
- g) A commercial bid submitted with assumptions or conditions
- h) Bids with any conditional technical and financial offer
- i) 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
- j) Proposal is not properly sealed or signed
- k) Any deviation in the technical and financial proposal
- l) Proposal is not conforming to the requirement of the scope of the work as per ToR.
- m) Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process 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;
- n) Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- o) Failure to agree with terms and conditions of the RFP.

- p) Any other condition/ situation which holds the paramount interest of the client during the overall selection process.
- q) If it becomes insolvent.
- r) Becomes bankrupt or incapacitated for more than 30 days.
- s) Himself or his office bearer involved in any criminal offence.
- t) Breaches conditions of the agreement and misrepresents facts and data.
- u) Performance of the agency does not cater to the requirement of the Programme.
- v) Is blacklisted by any Govt. or any other Agency.
- w) Fails to engage prescribed and qualified Technical Staff.
- x) Any other terms & conditions as mentioned in the MoU/MOA.

**28. Termination of contract**

The client holds the right to terminate the entire selection process/ contract if it is determined in good faith that the bidder is not eligible for bidding, or has been disqualified for one or more reasons, or due to the disqualification of the proposal or without assigning any reason thereof to the bidder

**29. 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 cancellation of the contract for pending activities and completes the same from any other agency. The Client may deduct such 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 a penalty clause will be imposed during the payment as per the MoU/ MoA.

**SECTION: 3**  
**TERMS OF REFERENCE**

## Term of Reference

### 1. Introduction

Department of Agriculture & Farmers' Empowerment, Government of Odisha is scaling up a new Programme "**Promotion of indigenous aromatic and non-aromatic paddy with export potential/ local marketing the State of Odisha**" in ten districts namely Mayurbhanj, Keonjhar, Gajapati, Rayagada, Koraput, Malkangiri, Kalahandi, Sundargarh, Sambalpur & Anugul through the state plan. Further, the Promotion of indigenous aromatic and non-aromatic paddy with export potential/ local market is going to be executed throughout the State. For project formulation, monitoring, and coordination with all allied departments for smooth implementation of the programme under "Promotion of indigenous aromatic and non-aromatic paddy having special characteristics with export potential/ local market", the Department of Agriculture & Farmers' Empowerment requires a State Level Agency (Company/ NGO/ Organisation). In accordance with approval from the Government in the Department of Agriculture & Farmers' Empowerment, this Request for Proposal (RFP) is being floated for selection of State Level Support Agency for managing & executing the Programme for the Promotion of indigenous aromatic and non-aromatic paddy with export potential/ local market.

### 2. Objective

Major objectives of the new programme Promotion of indigenous aromatic and non-aromatic paddy having special characteristics cultivation initiative are as follows: -

- a. Identification and promotion of selected indigenous paddy (aromatic/non-aromatic having special characteristics) having better market potential for export.
- b. To make indigenous aromatic/ non-aromatic paddy cultivation a remunerative enterprise by linking export promotion.
- c. To make available these selected indigenous non-basmati paddy varieties through pure line selection/other suitable breeding techniques of paddy.
- d. To maintain the paddy seed chain of selected varieties in formal & informal manner.
- e. To promote organic cultivation of indigenous paddy (aromatic/non-aromatic having special characteristics).
- f. To develop Organic Improved Package of Practices for indigenous paddy and Post-Harvest Management techniques to meet export standards.
- g. To promote Line Transplanting/ DSR for higher productivity.
- h. Formation and linkage of FPOs/ FPCs for Production, Marketing and Export of indigenous paddy.
- i. To assess the nutritive and other special characteristics of the selected varieties.
- j. Establishment the organic product brand as "KALINGA-ORGANIC".

### 3. Scale & Duration:

Initially, the project will be implemented in the following 10 districts and their corresponding blocks for a project period of 2 years and is likely to be extended to more districts with longer project period at later stage.

Sl. No	District Name
1	Mayurbhanj
2	Keonjhar
3	Gajapati
4	Raygada
5	Koraput
6	Malkangiri
7	Kalahandi
8	Sundargarh
9	Sambalpur
10	Anugul

### 2. Scope of work for State Level Support Agency:

**Staffing Structure under State Level Support Agency:** State Level Support Agency will enter into a MoU/ MoA with DA & FP for a period of 1 year. It will provide staffs both at District & State level. The details of staff to be provided are as follow.

Sl. No	Designation	No.
1	Programme Coordinator (State Level)	1
2	Institution Expert (CBO/FPO/FPC/SHG)	1
3	Institution Expert (Procurement & marketing )	1
4	District Coordinator (one per district)	10
5	Multi Skill Assistant (one per district )	10

Organisations/ agencies applying should prepare their financial proposal keeping the proposed staffing structure in mind along with travel, overheads and other expenses.

Interviews of the deployed State Level staff will be done by this Directorate for confirmation of their engagement under this programme. If the candidate fails, the agency will deploy a new candidate with the same procedure.

#### 4. Expectations from the State-Level Support Agency:

The major expectations from the agency are as follows: -

- i. The State Level Support Agency shall support the DA & FP (O) in the implementation of the different key activities under the programme. It will enter into an agreement/ MOU/ MoA with DA & FP (O) at the state level and with CDAO at the district level.
- ii. Should commit to implement at least 19800 Ha. of programme in 10 districts under improved organic package practices in the current year 2023-24.
- iii. The SLSA will have to arrange and supply good quality indigenous aromatic paddy seeds (Nua Kalazira, Nua-Chinikamini, Ketakijuha, Gitanjali, Sugandha) & non-aromatic paddy with special characteristics having export potential approved by State Level Expert Group to the registered farmers of selected 10 districts.
- iv. It will ensure organic cultivation of the indigenous paddy to meet the export standards.
- v. The SLSA will monitor cultivation to marketing programme & will commit to link the market (export/ domestic) for indigenous aromatic and non-aromatic rice.
- vi. It will provide staff for the programme monitoring & management for the state level as well as for the programme implementation in selected districts.
- vii. SLSA shall report to the Director of Agriculture & Food Production (O), Joint Director (SP & C) at the state level and it will report to the respective CDAOs & ADOs at the district level.
- viii. The SLSA will conduct the baseline survey such as indigenous paddy varieties/landraces cultivated in different areas of the state, their area, yield and production, specific characteristic such as nutrient content, aroma content, medicinal use, varieties having market potentials, etc. before the preparation of Action Plan.
- ix. It will prepare action plans at the cluster level, district level and state level & submit to competent authorities.
- x. Responsible for day-to-day reporting and management for implementation of the different programme activities. It will submit monthly, quarterly, half-yearly and annual progress reports to reporting authorities.
- xi. Support & facilitate the CDAOs in identifying CBOs (FPO/FPC) for implementation of the project through the Expression of Interest (Eol) process. It will facilitate CDAOs for developing selection modalities, scoring sheets, process steps, etc. for this process. It will submit to the competent authority for approval of the same.
- xii. Support & facilitate the CDAOs in identifying the suitable SHGs at the cluster level for establishing the Bio-input Production unit through Eol process through Block Level Committee.
- xiii. Develop the project Implementation Plan (PIP), process guidelines and any other operational modalities required for the execution of the project. It will submit to the competent authority for approval of the same.
- xiv. Undertake capacity building and orientation of different stakeholders at the district level and state level for implementation of the project. It will also develop capacity-building modules for the same.
- xv. Responsible for necessary inter-departmental coordination, development and implementation of convergence plans at the state as well as district levels for promotion, procurement and marketing of the indigenous paddy.
- xvi. Support the DA & FP (O) and CDAOs in organizing the different meetings at the state and districts level respectively.
- xvii. Provide guidance and support in the formation/ strengthening of the CBOs in the cluster.

- xviii. Responsible for process documentation, case studies, success stories, publications, content development for awareness programme and compendium etc of the programme.
- xix. Prepare plans for the production and marketing of indigenous aromatic and non-aromatic paddy.
- xx. Facilitating and ensuring procurement, buyback, marketing & export of indigenous paddy through CBOs & other private Players.
- xxi. Prepare field-level action plan in co-ordination with selected CBOs for the establishment of Bio-input production unit, Cluster level aggregation and capacity-building trainings among farmers.
- xxii. Promote processing and post-harvest entrepreneurship for indigenous aromatic and non-aromatic paddy through CBOs.
- xxiii. Promote seed production for indigenous aromatic and non-aromatic paddy and input business through CBOs.
- xxiv. Design the Programme delivery and monitoring systems.
- xxv. Develop Partnerships with various institutes/ agencies for the development of the strategy & marketing of indigenous aromatic and non-aromatic paddy having export potential.
- xxvi. Responsible for overall execution & implementation of the Programme in coordination with DA & FP (O) and other allied departments as per the requirement of the Programme.
- xxvii. Provide time-to-time suggestions/ ideas to DA & FP (O) for successful implementation of the programme.
- xxviii. Any other work as desired by the DA & FP (O) as and when required related to this programme.

**5. Detail job description is as below:**

Sl. No	Designation	No.	Qualifications	Experience
1	Programme Coordinator(State Level)	1	M.Sc.(Ag)/ B.Sc.(Ag)/ MBA (Agri. Business)	At least 5 years of experience in organic farming & project management at the state level.
2	Institution Expert (CBO/FPO/SHG/ FPC)	1	MBA (Marketing) / MBA (Agri. Business) / M.Sc. (Agri-Marketing)/ MSW	At least 5 years of experience in the Promotion & formation of CBO/FPO/FPC/SHG or working closely with CBOs.
3	Institution Expert (Procurement & marketing )	1	MBA (Marketing) / MBA (Agri. Business) /M.Sc. (Agri. Marketing)/ MSW	At least 5 years of experience in the procurement and marketing of organic agricultural produce with respect to Govt./ NGO.
4	District Coordinator(one per district)	10	M.Sc.(Ag)/ B.Sc.(Ag)/ MSW/ Agri-Business Management	At least 2 years of experience in the promotion of organic farming/ Natural farming/ Agricultural Marketing.
5	Multi Skill Assistant (one per district)	10	Graduate in Science/ Commerce with PGDCA.	Must have at least 1-year experience in private or Govt. institutions in day-to-day office work and should have sound knowledge of operating computers and accounting.

## **A. Programme Coordinator**

- Liaising with Senior Government Officials and District level officials for grounding the programme.
- Planning, Coordination and Management of the programme with different state-level departments on the promotion of Indigenous paddy.
- Troubleshooting to ensure smooth delivery of the programme.
- Data analysis and report preparation.
- Regular field visits and monitoring of the programme at least 15-20 days a month.
- Overseeing Capacity Building and Management of CBOs.
- Documentation of case studies, reports, etc. video documentation skills will be an added advantage.
- Motivating the CBOs to deliver the project.
- Preparation of minutes, proceedings & PPTs related to this programme for higher-level meetings.

### **Desired Profile of the Candidate**

- Should have a minimum qualification of M.Sc.(Ag)/ B.Sc.(Ag)/ MBA (Agri. Business).
- Should have at least 5 years of total experience and a minimum of 5 years of experience in the organic production of indigenous paddy, its marketing & project management at the state level.
- Should have demonstrable experience in liaising with State Government officials. Experience in management, administration and liaisoning projects at the state level is a mandatory criterion.
- Should have knowledge of project planning and coordination with departments.
- Should have a good understanding of project accounts and finances.
- Should possess strong presentation and articulation skills (both verbal and written). The ability to speak fluently in English and Hindi is a must. Knowledge of Oriya will be an added advantage.
- Should have good proficiency in operating MS Word/ MS Excel/ MS PPT/ Email/ Web Applications and MIS.
- Should be willing to work out of Bhubaneswar or any other regional location.
- Should be willing to work as per the Odisha holiday calendar.
- Should be willing to work on holidays and long hours as per the requirement of project.
- Should be very motivated and be a team player. Should be willing to be flexible with location and work timings. Has strong interpersonal, negotiation and conflict resolution skills and has experience in managing a multi-disciplinary team of professionals.
- Should be willing to learn concepts and become skilled to meet Organisational needs.

## **B. Institution expert (CBO/FPO/FPC/SHG)**

- Support in preparation and submission of annual action plan at the cluster level, district level and state level to competent authorities.
- Promotion of CBOs/FPCs/FPOs/SHG related to Indigenous paddy.
- Develop business strategies and capacity building of CBOs/FPOs/FPCs on Processing of indigenous paddy.
- Provide support in marketing analytics, calculations, marketing projections and overall marketing development.
- Supporting community mobilization and institution building of the WSHGs/ FPOs/FPCs.
- Build strategic relationships and partner with key industry players, agencies and vendors.



- Develop the project implementation manual, process guidelines and any other operational modalities required for the execution of the project.
- Undertake capacity building and orientation of different stakeholders at the district level and state level for implementation of the project. It will also develop capacity-building modules for the same.
- Responsible for necessary inter-departmental coordination, development and implementation of convergence plans at the state as well as district levels.
- Responsible for process documentation, case studies, success stories, publications, etc of the project.
- Regular reporting to the Programme Coordinator.
- Supporting the Programme Coordinator in monthly review meetings with various stakeholders.
- Liaisoning with District, block and GP level department officials of line departments for implementation of the projects.
- Regular field visits and monitoring of the programme at least 15-20 days a month.

**Desired Candidate Profile:**

- Should have a minimum qualification of MBA (Marketing) / MBA (Agri. Business) / M.Sc. (Agri-Marketing) / MSW and have at least 5 years of experience in the Promotion & formation of CBO/ FPO/ FPC/ SHG or working closely with CBOs.
- Demonstrable experience in programmes /initiatives with CBOs / FPOs/FPCs / SHGs along with the potential and attitude required to learn.
- Demonstrable experience/knowledge in financial management, marketing analytics, calculations, business projections and overall business development.
- Experience in community mobilization with SHGs/FPOs/FPCs.
- Should have good proficiency in operating MS Word/ MS Excel/ MS PPT/ Email/ Web Applications and MIS.
- Should have excellent reading, speaking and report writing skills in Odia and English mandatorily. The working language of Hindi will be added advantage.
- Should be willing to travel extensively on the field in all seasons. Should have two-wheelers for mobility in the field.
- Candidates with an understanding of research methodologies will have added advantages.
- Candidates with proven experience in working and learning on their own will be preferred.

**C. Institution expert (Marketing)**

- Support in establishing, developing and monitoring the procurement & marketing of the indigenous Paddy by CBOs (FPCs/ FPOs).
- Good experience in marketing analytics, calculations, marketing projections and overall marketing development.
- Develop marketing strategies and capacity building of CBOs (FPOs/FPCs) on Indigenous paddy and its value-added products.
- Build strategic relationships and partner with key industry players, agencies and vendors.
- Regular reporting to the research and project teams as per the prescribed formats.
- Up-to-date with the latest trends and best practices in online marketing and measurement.
- Develop suitable strategies for marketing linkage, buyer-seller meet.
- Should be self-driven, energetic, and willing to learn and think creatively and innovatively.

### **Desired Candidate Profile:**

- Should have a minimum qualification of MBA (Marketing) / MBA (Agri. Business) / M.Sc. (Agri-Marketing)/ MSW and have at least 5 years of experience in the procurement and marketing of organic agricultural produce with respect to Govt./NGO.
- Demonstrable experience in business development, marketing programmes/ initiatives with CBOs (FPOs/FPCs/SHGs) along with the potential and attitude required to learn.
- Demonstrable experience/knowledge in financial management, business analytics, calculations, business projections and overall business development.
- Develop Partnerships with various institutes/agencies in the development of the strategy & Marketing of indigenous aromatic and non-aromatic paddy of export potentials.
- Prepare action plans for the marketing of the indigenous paddy with export potential.
- Should have excellent reading, speaking and report writing skills in Odia and English mandatorily. Working language of Hindi will be added advantage.
- Should have good proficiency in operating MS Word/ MS Excel/ MS PPT/ Email/ Web Applications and MIS.
- Should be willing to travel extensively on the field in all seasons. Should have a two-wheeler for mobility in field.
- Candidates with an understanding of research methodologies will have added advantages.
- Candidates with proven experience on working and learning on their own will be preferred.

### **D. District Coordinator:**

- Work closely with local farmers' / Community-Based Organisations (FPO/FPC) and review and monitor on a weekly basis and report compliances to the CDAO/BAO/ AAO and to the Programme Coordinator.
- Support CBO in preparation and submission of action plans, physical & financial reports, estimates, book keeping and submit to the BAO/ AAO and Programme Coordinator for further process.
- Capacitate, support, and ensure the CBO in achieving the physical and financial targets of the programme.
- Prepare and submit annual and six-monthly action plans endorsed by Programme Coordinator and the BAO/AAO, to DLMC/DLEC based on the action plan template developed by DA & FP (O).
- Internally support the maintenance of books of accounts and journals along with other financial records regularly and support the CBO in preparation of utilization Certificates, Estimates, and other related documentation as required by the programme.
- Regularly monitor the work of CBO/FPOs through frequent field visits and fortnightly review meetings.
- Participate in the review meetings related to programmes convened by CDAO/ADO/ BAO/ AAO & SLSA.
- Submit a Monthly progress report to the concerned CDAO/ ADO/ BAO/ AAO and Programme Coordinator by the last date of each month without fail with next month's action plan of staff members.
- Facilitate CBO in internal and external audits from time to time with support from SLSA.
- Liaising with the district, block, GP level officials & CBOs for grounding the programme.
- Planning, Coordination and Management of the programme with different district-level departments on the promotion of Indigenous paddy.
- Troubleshooting to ensure smooth delivery of the programme.
- Data analysis and report preparation.

- Regular field visits and monitoring of the programme at least 15-20 days a month.
- Overseeing Capacity Building and Management of CBOs.
- Documentation of Case studies, Baseline survey, reports, etc. Video documentation skills will be an added advantage.
- It will facilitate the aggregation, procurement, and marketing of indigenous paddy.
- Motivating the CBOs to deliver the project.
- Organize the district level training & meetings relating to the programme.
- Preparation of minutes, Proceedings & PPTs related to this programme for the district-level meetings.

#### **Desired Profile of the Candidate**

- Should have a minimum qualification of M.Sc.(Ag)/ B.Sc.(Ag)/ MSW/ Agri-Business Management with at least 2 years of experience in the promotion of organic farming/ Natural farming/ Agricultural Marketing.
- Should have at least 2 years of experience in the organic production of indigenous paddy & its marketing.
- Should have demonstrable experience of liaising with State Government officials. Experience in management, administration and liaisoning projects at the district level is a mandatory criterion.
- Should have good proficiency in operating MS Word/ MS Excel/ MS PPT/ Email/ Web Applications and MIS.
- Should have knowledge of project planning and coordination with departments.
- Should have a good understanding of project accounts and finances.
- Should possess strong presentation and articulation skills (both verbal and written). The ability to speak fluently in English and Hindi is a must. Knowledge of Oriya will be an added advantage. Programme Coordinator should have good knowledge regarding agriculture and preferably on Indigenous paddy and good experience working with farmer producer groups, FPOs and SHGs. And should have good documentation skills in Odia, local language and should have basic reading and writing skills in English language.
- Should be willing to work out of the district headquarter or any other regional location.
- Should be willing to work as per Odisha holiday calendar.
- Should be willing to work on holidays and long hours as per the requirement of the project.
- Should be very motivated and be a team player. Should be willing to be flexible with location and work timings. Has strong interpersonal, negotiation and conflict resolution skills and has experience in managing a multi-disciplinary team of professionals.
- Should be willing to learn concepts and become skilled to meet Organisational needs.

#### **E. Multi Skill Assistant:**

- Internally support the maintenance of books of accounts and journals along with other financial records regularly and support the CBO in preparation of Utilisation Certificate, Estimates, and other related documentation as required by the programme.
- Submit a Monthly progress report to the concerned CDAO/ ADO/ BAO/ AAO and Programme Coordinator by the last date of each month without fail with next month's action plan of staff members.
- Facilitate CBO in internal and external audits from time to time with support from SLSA.
- Liaising with the district, block, GP level officials & CBOs for grounding the programme.
- Data analysis and report preparation.
- Regular field visits and monitoring of the programme at least 15-20 days a month.

- It will anchor/ support the anchoring of different enterprises such as custom hiring centers, seed centers, indigenous Paddy processing, value addition, etc.
- It will facilitate the aggregation, procurement, and marketing of indigenous paddy.

**Desired Profile of the Candidate:**

- He should be a Graduate of Science/ Commerce with PGDCA with at least 1 year' of experience in private or Govt. institutions in day-to-day office work and should have sound knowledge of operating computers and accounting.
- Should be able to read/ write in Odia, Hindi and English.
- Should have skills in auditing, managing financial documentation and MIS
- Should have good proficiency in operating MS Word/ MS Excel/ MS PPT/ Email/ Web Applications and MIS.
- It will maintain books of accounts and ledgers as per the government's requirement.
- It will facilitate the procurement of materials/ equipment as per the government rules.
- Should be willing to work out of the district headquarter or any other regional location.
- Should be willing to work as per the Odisha holiday calendar.
- Should be willing to work on holidays and long hours as per the requirement of the project.
- Should be very motivated and be a team player. Should be willing to be flexible with location and work timings. Has strong interpersonal, negotiation and conflict resolution skills and has experience in managing a multi-disciplinary team of professionals.
- Should be willing to learn concepts and become skilled to meet Organisational needs.

The State Level Support Agency will submit its financial bid at the time of the RFP including its services & staff within the financial limit of programme management cost of the programme.

**6. Budget/ Payment Schedule:** Schedule for the release of payments will be as under;

- a) The programme fund for relevant items will be released to the agency as per the approved Annual Action Plan after the submission of the requisition by the agency.
- b) HR Cost and other Payment processes shall be as per the MoU/ MOA.
- c) Failure on the agency/Organisation's part to furnish the deliverables a penalty clause will be imposed during the payment as per the MoU/ MoA.
- d) Quality and Cost Based Selection (QCBS) method will be followed for the selection of the agency. Details of evaluation criteria and corresponding maximum scores for technical evaluation of both the proposal and presentation, financial evaluation process have been detailed in the RFP.

**SECTION: 4**

**TECHNICAL PROPOSAL SUBMISSION FORM**

**TECHNICAL PROPOSAL**

**(PART – A)**

**TECH A- 1 COVERING LETTER**

**(ON BIDDERS LETTERHEAD)**

*[Location, Date]*

**To:**

The Director of Agriculture & Food Production,  
Department of Agriculture & Farmers' Empowerment Government of Odisha,  
Krushi Bhawan, Gopabandhu Marg, Bhubaneswar - 751001

**Subject:** Selection of State Level Support Agency for promotion of indigenous aromatic and non-aromatic paddy with export potential/ local market in the State of Odisha.

Dear Sir,

I, the undersigned, offer to participate in the selection process for Selection of State Level Support Agency for promotion of indigenous aromatic and non-aromatic paddy with export potential/ local market in the State of Odisha in accordance with your Request for Proposal No.: \_\_\_\_\_, dated \_\_\_\_\_.

I, hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP is found violated, then your Department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

***Authorized Signatory with Date and Seal:***

**Name and Designation:** \_\_\_\_\_

**Address of the Bidder:**

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

Sl. No.	Description	Full Details
1	<b>Name of the Bidder</b>	
2	<b>Registration / Incorporation Details</b> Registration No: Date & Year. Bidder should be legally registered under the 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	
3	<b>Address for communication:</b> Tel: Fax: Email id:	
4	<b>Name of the authorised person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No.: Email id :	
5	<b>Local office(s) in Odisha</b> If yes, please furnish contact details in separate sheet	Yes / No
6	<b>Bid Processing Fee Details</b> Amount: BC/DD No.: Date: Name of the Bank :	
7	<b>EMD Details</b> Amount: BC/DD No.: Date: Name of the Bank:	
8	PAN Number:	
9	Bank Account Statement(s)	
10	Goods and Services Tax Identification Number (GSTIN)	
11	In case of NGO: A. FCRA Registration & Renewal (please furnish contact details in separate sheet) B. 12 A Certificate & Renewal (please furnish contact details in separate sheet)	
12	Total No. of Board of Members / Governing Body/ Board of Directors/ Partners, Professional staffs of the Agency/ Organisation with their qualification, years of field experience with CV and appointment letters. (please furnish contact details in separate sheet)	
13	Willing to carry out the assignment as per the stipulated scope of work of the RFP	
14	Willing to accept all the terms and conditions as specified in the RFP	

**Authorised Signatory [In full and initials]:** .....  
**Name and Designation with Date and Seal:** .....

**TECH A - 3**

**(Bidder's Past Experience Details)**

**Table - 1 (Lists of completed/ ongoing Assignments of related to Organic and Natural farming during last 5 years in at least 5 projects)**

Sl. No.	Period	Assignment and Duration	Name of the Client	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	F	G	H
1						
2						
3						
4						
5						

**Note:**

***Bidders are requested to furnish the list of the assignments undertaken/ completed during the last 5 Financial Years (2018-19 to 2022-23) in prescribed table format. Information not conforming to the format will be treated as non-responsive. Copies of the Work order / Go ahead / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.***

**Authorised Signatory [In full initials with Date and Seal]\_\_\_\_\_**

**Communication Address of the Bidder: \_\_\_\_\_**



**TECH A- 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 signed 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 Applicant) do hereby constitute, appoint and authorise Mr. \_\_\_\_\_ (Name of the Person(s)), domiciled at \_\_\_\_\_ (Address), acting as \_\_\_\_\_ (Name and Designation), as Authorised 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 for award of contract under [Name of the Assignment] involving the deliverables as per agreement with \_\_\_\_\_, vide Request of Proposal (RFP) Document dated \_\_\_\_\_, issued by Director of Agriculture & Food Production, Odisha including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by the tender inviting authority or any representing us in all matters before the tender inviting authority and generally dealing in all matters in connection with our Proposal for the said assignment.

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

For: \_\_\_\_\_

**(Signature of the Authorized Representative with Date)--**

**ACCEPT:**

**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 executants (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 executants (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 executants (s).*

**TECH A – 5**

**Bidder Organisation (Financial Details)**

Financial Information in INR				
Details	FY 2019-20 (Audited)	FY 2020-21 (Audited)	FY 2021-22 (Audited)	Average
<b>Turnover from Service Providing Business only</b>  <b>(in Cr.)</b>				
<b><i>Supporting Documents:</i></b>  Audited certified financial statements for the last 3 FYs (2019-20, 2020-21 & 2021-22) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)  <b><i>Filled in information in this format must have to be jointly certified and sealed by the Chartered Accountant(CA) and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></b>				

***Signature and Seal of the Company Auditor with Date in original***

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

**Communication Address of the Bidder: \_\_\_\_\_**

***[NB: No Scanned Signature will be entertained]***

**TECH A - 6**

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

**DECLARATION THEREOF**

**Are there any activities carried out by your Agency which are of the nature as mentioned in Section 2: (Information to the Bidder] under Eligibility Criteria: Para (A Point #11)) If No, please certify.**

**IN BIDDER'S LETTERHEAD**

I, hereby declare that our agency is not having any conflict of interest due to prior, current or proposed agreements, engagements or affiliations with the Director of Agriculture & Food Production, Odisha which can be termed as of nature as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (A Point #11)**.

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

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

**Communication Address of the Bidder:** \_\_\_\_\_

**TECHNICAL PROPOSAL**  
**(PART – B)**

**TECH B – 1 COVERING LETTER**

**(On Bidder's Letter Head)**

*[Location, Date]*

**To**

Director of Agriculture & Food Production, Odisha,  
Krushi Bhawan, Gopabandhu Marg  
Bhubaneswar

**Subject: Selection of State Level Support Agency for Promotion of Indigenous aromatic and non-aromatic paddy with export potential/ local market in the State of Odisha.**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to 90 Days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR are found deviated, then your department shall without prejudice to any other right or remedy be at liberty 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 that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

**Authorised Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of Bidder:** \_\_\_\_\_

**TECH B -2**

**BIDDER ORGANISATION**

**(Brief Profile)**

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

**Authorised 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 B - 3 (I)**

**Bidder's Past Experience**

<b>Sl. No.</b>	<b>Period</b>	<b>Assignment of Organic/ Natural farming projects and Duration</b>	<b>Name of the Deptt./ Client</b>	<b>Contract Value (in INR) and Duration in Month</b>	<b>Date of Award / Commencement of Assignment</b>	<b>Date of Completion of Assignment</b>	<b>Remarks if any</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
1							
2							
3							
4							
5							

  

<b>Sl. No.</b>	<b>Period</b>	<b>Promotion of Organic Indigenous aromatic and non-aromatic paddy in Odisha</b>	<b>Area (Ha.)</b>	<b>Contract Value (in INR) and Duration in Month</b>	<b>Date of Award / Commencement of Assignment</b>	<b>Date of Completion of Assignment</b>	<b>Remarks if any</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
1							
2							
3							
4							
5							

Sl. No.	Period	Marketing of Organic Indigenous aromatic and non-aromatic rice (MT)	Marketing in Domestic market (MT)	Value (in INR)	Marketing in Export market (MT)	Value (in INR)	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

**NB:**

1. *Bidders are requested to furnish the information only under Table- 1.*
2. *Copies of Work Order / Contract Documents / Completion Certificate for the respective assignments need to be furnished along with the technical proposal failing which the assignment will not be taken into consideration for evaluation purposes.*

**Authorised Signatory [In full and initials]:**

Name and Designation with Date and Seal



**TECH B -3 (II)**

**Bidder Experience**

a. Key Focus areas of work of the Organisation for last 5 years in Odisha:

District Name	Block Name	Focus Area	No of Years of Experience	Coverage(No of Acres)	Partner Agency (Govt./ International/ Private)

b. Previous experiences in working with Government Departments in the Proposed Districts:

District Name	Block Name	Department	Project Name	No of years of experience	Treatment Area Coverage (in Ha)

c. Experience in working on Agriculture Departments of Govt. of Odisha: briefly describe:

District Name	Block Name	Year	Project Name	Crops	No of years of experience	Coverage in Ha

d. Experience in working with Community Based Organisations (CBO/FPOs/FPCs) in Odisha:

- i. Has the Organisation worked with eligible CBO in the past in Odisha: Yes / No
- ii. Please briefly describe your work with community Organisations in the last 3 years in Odisha.

District Name	Block Name	CBO Name	Year	Activity	No of years of experience	Financial Transaction

e. **Experience in working on promotion of indigenous aromatic and non-aromatic paddy:**

i. **Briefly describe areas of work on promotion of indigenous aromatic and non-aromatic paddy in last 5 years in Odisha:**

Sl. No	Component	Year	Activity	Coverage	No of HHs covered
1	Production		(Cultivation)	Ha	
		2022-23			
		2021-22			
		2020-21			
		2019-20			
		2018-19			
2	Marketing (Domestic and exported)		(Packaging/ Processed products/ Certification/ PGS/ NPOP)	Quantity in MT	
		2022-23			
		2021-22			
		2020-21			
		2019-20			
		2018-19			

ii. **What are the varieties of indigenous aromatic and non-aromatic paddy promoted by the Agency in Odisha?**

District Name	Block Name	Year	indigenous aromatic/non-aromatic paddy varieties	Coverage in Ha	Average Yield/ Ha (Quintal)	Total Yield (Quintal)

iii. **Please mention availability/ arrangement of indigenous aromatic and non-aromatic paddy seeds for the programme?**

Source of availability/ arrangement	Location of the stored seed within Odisha	indigenous aromatic/non-aromatic paddy varieties	Quantity of seeds available for the current year (MT)	Recommended seeds/ Ha.	Total area to be covered by available seeds (Ha.)	Own seed processing unit (Yes/No)

f. Please mention existing marketing facilities available for indigenous aromatic and non- aromatic paddy:

District Name	Indigenous aromatic/non-aromatic paddy varieties	Existing marketing facilities availability (Yes/No)	Tie up/ MoU for the domestic market	Tie up/ MoU for the international market	Total quantity marketed (MT)

g. Please mention any other achievements related to indigenous aromatic and non-aromatic paddy? [answer in 300 words]

.....

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

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

**[NB: Bidders are requested to provide the details about the lists of assignments as provided in TECH B - 3 (I) & 3 (ii) respectively with documentary proof i.e. copies of work order/contract document / MoU/ Invoices/ completion certificate].**

**TECH B - 4**

**Comments and Suggestions of the Agency 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:**

*[Present and justify here any modifications to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your technical proposal.]*

**B: On Input and Facilities to be provided by the Client:**

*[Comment here on inputs and facilities to be provided by the Client according to Information to the Manpower Agency and Scope of Work]*

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

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

**TECH B - 5**

**DESCRIPTION OF APPROACH, METHODOLOGY STATEMENT**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, the 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 Terms of Reference (ToR), the technical approach, and the methodology you would adopt for implementing the tasks 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:**

**C. Project Management Plan for the Client:**

**Authorised 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-11**

**TECH B - 6**

**Format of Curriculum Vitae (CV) for Staff to be engaged in this Project Proposal**

**(For State level Staff)**

**1. Proposed Position:**

*[For each position of staff (i.e. State Coordinator & Institution Experts) separate form Tech B-6 will be prepared]*

**2. Name of Staff:**

**3. Date of Birth:**

**4. Years of experience:**

**5. Years of experience in government projects/ engagements:**

**6. Nationality:**

**7. Education:**

*[Indicate college/university and other specialised education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]*

**8. Membership in Professional Associations:**

**9. Other Trainings:**

**10. Languages:**

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

**11. Employment Record:**

*[Starting with the present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing Organisation, positions held.]*

<b>From [Year]</b>	<b>To [Year]</b>
<b>Employer Name:</b>	
<b>Position Held:</b>	
<b>Details of the Task Assigned</b> <i>[List all tasks to be performed under this Assignment/job]</i>	

**12. Work Undertaken that Best Illustrates Capability to Handle the Specific Tasks Assigned** *[Among the Assignment / jobs in which the staff has been involved, indicate the following information for those Assignment/ jobs that best illustrate staff capability to handle the tasks listed under point 12.]*

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

**Certification:**

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

**Date:**

**Signature of the coordinator with Date** \_\_\_\_\_

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

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

**NB:**

- CV write-up should be restricted to 3 pages only with quality information relevant to coordinator requirements.**

**SECTION: 5**  
**FINANCIAL PROPOSAL SUBMISSION FORMS**



**FIN-1 COVERING LETTER**  
**(ON BIDDER'S LETTER HEAD)**

[Location, Date]

To

The Director of Agriculture & Food Production, Odisha,  
Krushi Bhawan, Gopabandhu Marg  
Bhubaneswar

**Subject: Selection of State Level Support Agency for Promotion of indigenous aromatic and non-aromatic paddy with export potential/ local market in the State of Odisha.**

Sir,

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_.

Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*]. 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 followed with modified agreement, up to expiration of the validity period of the proposal of 90 days. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

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

I remain,

Yours faithfully,

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

**Name and Designation of Signatory with Date and Seal: Address of the Bidder:**

*\*Amount must match with the one indicated in Fin-2.*

**FIN-2**  
**SUMMARY OF FINANCIAL PROPOSAL**  
**(Rate Quoted must be per Annum)**

Name of the Assignment:				
Sl.No.	Fee Particulars	Amount in INR		
<b>A</b>	<b>Remuneration for Professionals and Support Staff</b>			
	Description of Manpower	Qty	Unit Rate	Total per Annum
A1	Programme Coordinator (State Level)	1		
A2	Institution Expert (CBO/FPO/FPC/SHG)	1		
A3	Institution Expert (Procurement & marketing)	1		
A4	District Coordinator (one per district)	10		
A 5	Multi Skill Assistant (one per district )	10		
<b>B</b>	<b>Subtotal</b>			
C	Overhead expenses			
<b>D</b>	<b>Consulting Fee(B+C)</b>			
E	Taxes applicable as per GST Act @ % of Consulting Fee (D)			
<b>Grand Total (INR) (D+E)</b>				
<b>In Words</b>				

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

- **Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.**
- **Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Consultancy fee proposed for the assignment shall remain fixed till completion of the contract.**

(Signature and Seal of Competent Authority)

Name: Designation:

Name of Agency

Address:

**FIN - 3**

**BREAKDOWN OF REMUNERATION OF KEY PROFESSIONALS**

Sl. No.	Name of Key Person	Position	Unit Rate (MAN DAY)(A)	Proposed MAN DAY (B)	Total Amount in INR (A*B)
1					
2					
3					
4					
<b>Grand Total in INR</b>					
<b>In Words</b>					

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

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

**FIN - 4**

**BREAKDOWN OF OVERHEAD EXPENSES**

Sl. No.	Description	Unit	Quantity	Unit Price in INR	Total Amount in INR
1					
2					
3					
4					
<b>Grand Total in INR</b>					
<b>In Words</b>					

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

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

**SECTION - 6**  
**ANNEXURE**

**Annexure – I**

**BID SUBMISSION CHECKLIST**

Sl. No	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL</b>			
<b>(PART – A) (ORIGINAL)</b>			
1	Covering Letter ( <b>TECH A - 1</b> )		
2	Bid Processing Fee of <b>Rs.5900</b> /- in form of DD/BC		
3	Earnest Money Deposit (EMD) amounting to <b>Rs.2,00,000/-</b> (Rupees Two Lakh Only) in form of DD/BC		
4	Copy of Certificate of Incorporation / Registration of the Bidder		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (GSTIN)		
7	Copies of IT Returns for the last 3 AYs (2019-20 to 2021-22)		
8	General Details of the Bidder ( <b>TECH A - 2</b> )		
9	List of completed assignments of similar nature (Past Experience Details) ( <b>TECH A - 3</b> ) along with the copies of work orders/contract paper for the respective assignments		
10	Power of Attorney ( <b>TECH A - 4</b> ) in favour of the person signing the bid on behalf of the bidder.		
11	Financial details of the bidder ( <b>TECH A - 5</b> ) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
12	Self-Declaration pertaining to 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 ( <b>TECH A – 6</b> )		
13	Undertaking for not have been black-listed by any Central / State Govt. /any Autonomous bodies during its business career ( <b>Annexure – IV</b> )		

14	Undertaking regarding non-pending of any judicial proceedings (on agency's letterhead) ( <b>Annexure-V</b> ).		
<b>(PART – B) (ORIGINAL +1 COPY+ SOFT COPY IN PENDRIVE IN WORD FORMAT)</b>			
1	Covering Letter ( <b>TECH B -I</b> )		
2	Bidder Organisation ( <b>TECH B - 2</b> )		
3	Bidder Experience ( <b>TECH B - 3</b> )		
4	Comments and Suggestions ( <b>TECH B – 4</b> )		
5	Description of Approach, Methodology & Work Plan ( <b>TECH B – 5</b> )		
6	Format of curriculum vitae for state-level staff to be engaged in this project proposal ( <b>TECH B - 6</b> )		
<b>FINANCIAL PROPOSAL (ORIGINAL + 1 COPY + SOFT COPY IN PDF FORMAT)</b>			
1	Covering Letter ( <b>FIN -1</b> )		
2	Summary of Financial Proposal ( <b>FIN - 2</b> )		
3.	Breakdown of remuneration of key professionals( <b>FIN - 3</b> )		
4.	Breakdown of overhead expenses ( <b>FIN - 4</b> )		

**Undertaking:**

1. *All the information has been submitted as per the prescribed format and procedure.*
2. *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.*
3. *All pages of the proposal have been sealed and signed by the authorized representative of the bidder.*

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

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

**Annexure – II**

**FORMAT FOR SUBMISSION OF PRE-BID QUERY**

The bidders will have to ensure that their queries in soft copy for the pre-bid meeting should reach to Director of Agriculture & Food Production, Odisha Department through email at [diragri.or@nic.in](mailto:diragri.or@nic.in) & [jdaspc.dag@nic.in](mailto:jdaspc.dag@nic.in) latest by 24.04.2023 up to 5.30 PM as per the prescribed format only as mentioned below.

SI No	RFP Document (Section & Page Number)	Content of RFP requiring Clarification(s)	Clarification Requested

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

**Authorised Signatory [In full and initials]** \_\_\_\_\_

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

**Annexure – III**

**PERFORMANCE BANK GUARANTEE**

To,

Director of Agriculture & Food Production,  
Department of Agriculture & F.E, Odisha

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

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

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

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

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

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

This performance bank guarantee shall be valid until the ..... day of \_\_\_\_\_, 20...

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before 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**

**Annexure - IV**



### **UNDERTAKING**

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding Ineligibility of the Bidder and non-blacklisting]

I/we, hereby undertake that, our company has not been blacklisted / debarred by any of the Central / State Government Ministry / Department/ Office or by any Public Sector Undertaking (PSUs)/ any Indian or International donor and I/we are not blacklisted by any authority during the recent past.

**Yours sincerely,**

**Authorized Signature** [In full and initials]:

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

### **Annexure-V**

### **UNDERTAKING**

[On the Bidder's Letter Head regarding not has any pending judicial proceedings for any criminal offences]

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/ Director/ Persons to be deployed by our company of my agency/Organisation have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

**Yours sincerely,**

**Authorized Signature** [In full and initials]

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**