

RFP Number: 56

Date: 18/01/2024



REQUEST FOR PROPOSAL (RFP)
FOR
**SELECTION OF AGENCY FOR LIVELIHOOD ENHANCEMENT OF PEOPLE IN MINING-
AFFECTED AREAS OF JAJPUR DISTRICT THROUGH MANAGEMENT OF GUAVA ORCHARD**

Issuer:

Collector and Managing Trustee,
District Mineral Foundation, Jajpur Government of Odisha
Phone: 0674-222227
Email: dmfjajpur@gmail.com

Address for Communication & Submission of Documents

Collector and Managing Trustee,
District Mineral Foundation (DMF), Jajpur,
First Floor, DMF Cell, Collectorate Building,
Jajpur Odisha, PIN - 755001
Email: dmfjajpur@gmail.com

DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as 'tender') document provided to the Bidders, by the District Mineral Foundation, Jajpur, hereinafter referred to as DMF or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

The purpose of this tender document is to provide the Bidder(s) with information to implement the following assignment: **"Selection of agency for livelihood enhancement of people in mining-affected areas of Jajpur district through management of guava orchard"**. This tender document does not purport to contain all the information each Bidder may require. This tender document may not be appropriate for all persons, and it is not possible for the DMF, their employees, or advisors to consider the business/investment objectives, financial situation, and particular needs of each Bidder who reads or uses this tender document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this tender document and wherever necessary obtain independent advice from appropriate sources. DMF, Jajpur their employees, and advisors make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of the tender document.

DMF, Jajpur may, in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information in this tender document.

DATA SHEET

Sl. No.	Particulars	Details
1	Name of the Client	Collector & Managing Trustee, DMF, Jajpur District
2	Method of Selection	Quality cum Cost Based Selection (QCBS) (Two Cover System)
3	Date of Issue of Request for Proposal (RFP)	20 th January 2024
4	Proposal Due Date	19 th February 2024 (by 05.00 PM)
5	Date of opening of Technical Proposal	20 th February 2024 (at 11.00 AM)
6	Date of opening of Financial Proposal	20 th February 2024 (at 11.30 AM)
7	Technical Presentation	20 th February 2024 (at 12.00 AM)
8	Letter of Award	To be intimated to the selected Agency
9	Start Date	To be intimated to the selected Agency
10	Bid Processing Fee (Non-Refundable)	Rs.5,000/- (Rupees five Thousand only) remitted through demand draft drawn in favour of "Collector & Managing Trustee, DMF, Jajpur" payable at Jajpur Town
11	Earnest Money Deposit (EMD) (Refundable)	2% of the quoted value in shape of TDR/FD/Postal deposit duly pledged in favour of "Collector & Managing Trustee, DMF, Jajpur" from any nationalized scheduled bank/Post office.
12	Performance Bank Guarantee	Rs. 5,00,000 (Rupees Five Lakhs Only)
13	Contact Details	Collector and Managing Trustee, District Mineral Foundation (DMF), Jajpur, First Floor, DMF Cell, CollectorateBuilding, Jajpur - 755001 Email: dmfjajpur@gmail.com Mode of Submission: Speed Post / Registered Post (India post)

Note:

1. The Client reserves the right to change any schedule. Please visit the website www.jajpur.nic.in regularly for the same.
2. Proposals must be submitted before the date, time, and venue mentioned in the Fact Sheet through Speed/Registered Post. Proposals that are received after the deadline will not be considered.

SECTION - 1

RFP No:

Dated:

Letter of Invitation

Collector and Managing Trustee,
District Mineral Foundation (DMF), Jajpur
Government of Odisha

Address:

Collector and Managing Trustee,
District Mineral Foundation (DMF), Jajpur
First Floor, DMF Cell, Collectorate Building, Jajpur-755001
Email: -dmfjajpur@gmail.com

Subject: Selection of agency for livelihood enhancement of people in mining- affected areas of Jajpur district through management of guava orchard

Name of the Assignment: Selection of agency for livelihood enhancement of people in mining-affected areas of Jajpur district through management of guava orchard

1. District Collector and Managing Trustee, District Mineral Foundation (DMF), Jajpur, Govt. of Odisha (The Client) invites sealed proposal from eligible bidders under the process for "**Selection of agency for livelihood enhancement of people in mining-affected areas of Jajpur district through management of guava orchard**". More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. The proposal completed in all respect as specified in the RFP Document must be accompanied by a non-refundable Bid Processing Fee of Rs. 5,000/- (Rupees Five Thousand only) drawn in favour of "District Mineral Foundation, Jajpur", from any nationalized/scheduled commercial bank and payable at Jajpur, Odisha.
3. The proposal must be delivered at the specified address as per the Fact Sheet by Speed post/ Registered Post only. The Client shall not be responsible for postal delay or any consequence. Submission of the proposal through any other mode will be rejected.
4. The last date and time for submission of the proposal complete in all respects is **Dt.19.02.2024** till 5 PM and the date of opening of the technical proposal is **Dt.20.02.2024** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

5. This RFP includes the following sections:
- a. Letter of Invitation [Section - 1]
 - b. Information to the Bidder [Section - 2]
 - c. Terms of Reference [Section - 3]
 - d. Technical Proposal Submission Forms [Section - 4]
 - e. Financial Proposal Submission Forms [Section - 5]
 - f. Annexure ([Bid Submission Checklist and any other relevant project related material needs to be provided])
6. While all information/data given in the RFP are accurate within the consideration of the scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for the accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any/ all proposals / cancel the entire selection process at any stage without assigning any reason thereof.



**Collector and Managing Trustee
DMF, Jajpur**

SECTION:2

1. Information to the Bidder -Pre-Qualification Criteria:

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

Sl. No.	Basic Requirement	Specific Requirement	Documents Required
1	Legal Entity	Bidder/vendor should be an organization registered under: a. Companies Act 2013, b. Societies' Registration Act 1860, c. Indian Trust Act 1882, d. Indian Partnership Act 1932, e. Limited Liability Partnership Act 2008, f. A sole proprietorship or sole trader registered under GST act 2017.	Copy of Certificate of incorporation/ Registration Certificate/Partnership Deed/12A Certificate along with PAN Card, GST Registration certificate (Form GST REG-06)
2	Operation	The Agency should have been in operation for the past three years as on 31.12.2023 and filed ITRs for the last three FYs (i.e., 2020-21, 2021-22 & 2022-23)	Last three financial years Audited Financial Statements duly sealed & signed by a Chartered Accountant in practice along with ITR for the said periods
3	Financial Capacity	The Agency should have an average annual turnover from social development/Govt. Advisory projects should be minimum of Rs. 5 crores for the last three FYs (i.e., 2020-21, 2021-22 & 2022-23)	Financial Details of the bidder (TECH - 3) along with copies of last three FY's Audited Financial Statement duly signed by a Chartered Accountant in practice
4	Consortium	No Consortium/JVs/associations/ sub-contracting shall be allowed under this project	Declaration of submitting as independent agency from the Authorized Signatory
5	Blacklisting	The Agency should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies	Undertaking by the Authorized Signatory

6	Experience	<ul style="list-style-type: none"> • Must have worked with Government agencies (at least 5 such projects in Agriculture/ Horticulture/Value Chain domain) • Should have experience of implementing Agri-Horti based livelihood promotion projects (covering at least 5000 acres of land). • Should have experience of working with relevant Community based Organizations (CBO) for at least 3 years. 	Copies of Relevant Work Orders/Sanction Orders / MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence should be provided as proof
7	Authorized Representative	A Power of Attorney in the name of the person signing the proposal	Original Notarized Copy of Power of Attorney on Rs. 100 non-Judicial Stamp Paper
8	Cost of Tender/ Tender Fee	The Agency should furnish a tender fee of Rs 5,000 (Rupees Five Thousand Only) , in the form of Demand Draft in favour of District Mineral Foundation, Jajpur payable at Jajpur	Original Instrument
9	Earnest Money Deposit (EMD)	2% of the quoted value in the shape of TDR/FD/Postal deposit duly pledged in favour of "Collector & Managing Trustee, DMF, Jajpur" from any nationalized scheduled bank/Post office.	Original Instrument

2. Documents/Formats needs to be submitted for TECHNICAL PROPOSAL:

The bidder / vendor has to furnish the following documents duly signed in for their Technical Proposal:

- Filled in Bid Submission Check List in Original
- Covering letter (TECH- 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN/TAN.
- Copy of Goods and Services Tax Identification Number (GSTIN) (If applicable)
- Copies of Audited financial statements by the CA for the last three financial Years FY 2020-21, 2021-22 & 2022-23.
- General Details of the Bidder (TECH - 2).
- Financial Details of the bidder (TECH - 3) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (TECH - 4) in favor of the person signing the bid on behalf of the bidder.

- List of completed project of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients.
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past.
- Self-Declaration regarding Conflict of Interest (TECH - 6).
- Duly filled in Technical Proposal Form TECH – 7 to 11.

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

3. Bid Processing Fee:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs.5,000/- (Rupees Five Thousand Only)** Remitting as shown in the Data Sheet.

4. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **2% of the quoted value** remitting as shown in the Data Sheet. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after warranty period i.e. 1 year depending upon the equipment condition.

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

- Bidder withdraws or modifies (not acceptable to Client) its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - i. provide any clarifications to the Client
 - ii. agrees to the decisions of the contract negotiation meeting
 - iii. sign the contract within the prescribed time period
 - iv. Any other circumstance which holds the interest of the Client during the overall selection process.

5. Validity of the Proposal:

Proposals shall remain valid for a period of **120 (One Hundred Twenty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. Pre -Proposal Queries / Pre-Proposal Meeting:

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to the **District Mineral Foundation (DMF) Cell, Jajpur, First Floor, Collectorate Building, Jajpur-755001, Email: dmfjajpur@gmail.com** as per the time limit prescribed. Clarifications to the above will be uploaded in the website/ clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

7. Preparation & Submission of Proposal:

7.1 Preparation of Proposal

You are requested to submit your proposal through **Speed Post/Registered Post** (India post) as per the information provided in the datasheet in Two Parts strictly using the formats enclosed herewith (refer Section: 2, 3, 4, & 6 for Part-1 and refer Section:5 for Part-2) in 2 separate covers. The two parts shall be:

**Part 1: Fee/ Pre-Qualification/ Technical Proposal. and
Part 2: Financial Proposal.**

Bidder must submit **Hard Copy** of the Technical Proposals by **Registered Post / Speed Post** only to the specified address before stipulated date of opening the Technical Bid as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal.

7.2 The procedure for submission of the proposal is described below:

i) **Technical Proposal:**

The envelope containing Hard Copy of Technical Proposal (Section: 2, 3, 4, & 6) which is uploaded in electronic form in the web portal along with proof of Remittance of Bid Processing Fee and EMD shall be sealed and superscripted as "**Technical Proposal - <Proposed Project Name>**" and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, along with all the supportive documents and information have to be furnished as part of technical proposal. **The Technical Bid shall not include any financial information related to the Price Bid. Technical Bid containing financial information related to the Price Bid shall be declared non-responsive.**

ii) **Financial Proposal:**

- The Bidder shall quote his rates on prescribed format already provided in the RFP. Further the bidder shall have to submit the filled in formats attached in **Section 5** in PDF format in second packet of **Cover-2**.
- The rate offered to remain fixed for the whole contract period or for the extended agreed period.
- The financial proposal shall be inclusive all costs, direct or indirect, for successful delivery of the services defined in the ToR but exclusive of GST.
- Bidder shall express the price of their services in the Local currency (Indian Rupees).

iii) The completed proposal must be submitted on or before the time and date stated in the Data Sheet.

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

8. Opening of the proposal:

- (i) Opening of Proposals will be done as per the schedule date and time.
- (ii) The **TECHNICAL PROPOSAL** received as mentioned in point no. 7.2 (i) on within the time mentioned in the data sheet will be opened in the initial stage by the Client in presence of the bidder's authorized representatives at the location, date and time specified in the Data Sheet.
- (iii) The Client will constitute a Tender Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to witness the bid opening.
- (iv) For participating in the tender, the authorized signatory holding Power of Attorney shall be the Digital Signatory. In case the authorized signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered non- responsive.
- (v) The **FINANCIAL PROPOSAL** 7.2. (ii) only of the **technically qualified bidders** will be opened on the date mentioned in the data sheet after completion of technical evaluation stage.

9. Evaluation of Proposal:

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

TECHNICAL EVALUATION (1st Stage): Technical evaluation of the proposals will be done to determine whether the proposal complies to the prescribed eligibility condition and whether the requisite documents/information have been properly furnished by the bidder or not. Submission of the following documents/information will be verified:

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH - 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN) (If applicable)
- Copies of Financial Statements for the last three financial years (FY 2020-21, 2021-22 & 2022-23)
- General Details of the Bidder (TECH - 2)
- Financial Details of the bidder (TECH - 3) along with all the supportive documents as applicable duly signed and certified as per the instruction
- Power of Attorney (TECH - 4) in favor of the person signing the bid on behalf of the bidder
- List of completed assignments of similar nature (Past Experience Details, TECH - 5)

along with copies of contracts/work orders/completion certificate from previous Clients

- Self-Declaration on Conflict of Interest (TECH - 6)
- Duly filled in Technical Proposal Forms (TECH - 7 to 11)
- All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder

*** Bids not complying to any of the above requirement, will be outrightly rejected at the discretion of the Client's authority.**

All bids will primarily be evaluated on the basis of Prequalification Criteria- Cum- Technical Bid. The Committee will carry out a detailed evaluation of the Proposals. Only those bidders who qualify all Prequalification & Technical criteria, are eligible for Financial Bid

FINANCIAL EVALUATION: The financial proposals of the bidders qualifying the Technical Evaluation only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

Copies of work orders/agreement/ completion certificates must be submitted as a proof for each assignment. No assignment should be repeated across various categories of evaluation parameters.

10. Evaluation Process:

Criteria, sub-criteria, and points system for the Evaluation of Technical Proposals:

Sl. No.	Evaluation Criteria	Supporting Form	Max. Marks
1.	Experience		50
1.1	Prior experience of implementing and managing Agri/Horti Value Chain Domain, post-harvest management and market linkage involving community owned institutions (CBOs) projects: More than 5 years: 10 Marks 3 to 5 Years: 7 Marks 1 to 3 Years: 3 marks		10
1.2	Prior experience of implementing Horticultural and Agricultural projects related to livelihood income generation of community model projects with Government of Odisha If Yes: 5 Marks, No: 0 Marks	Tech Form 5	5
1.3	Prior experience of implementing Agriculture/Horticulture project in Mining Affected areas of Odisha If Yes: 10 Marks No: 0 Marks		10

1.4	Experience of working with multilateral agencies (i.e., WorldBank/ADB/UN/JICA/EU etc.) 5 Marks for every assignment upto maximum 2 projects		10
1.5	Experience of promoting community owned enterprise in horticulture 1 Mark for every Enterprise Promoted up to Maximum 10 projects		10
1.6	Experience of Promoting value chain supply, market linkage, post-harvest management, installation of processing units If Yes: 5 Marks No: 0 Marks		5
2	Financial Bid		30
3	Presentation - Approach, Methodology and Work Plan		20
Total Marks			100

**** Only bidders who secure above 60 marks in the technical evaluation will be considered for further evaluation.***

Evaluation of Financial Proposal

Financial Proposals of only those applicant Agencies who are technically qualified (i.e., obtain a minimum 60% marks in Technical Evaluation) shall be opened.

The financial bid will be opened only of the shortlisted/qualified bidders. Accordingly, the financial score (F) for each of these shortlisted/qualified bidders will be calculated. The lowest bidder would be awarded a financial score of 100. The Cumulative score (C) will be evaluated based on the following ratio 70 (T): 30 (F).

Financial score (F)	$(\text{Lowest price quote}/\text{Price quote of the bidder}) * 100$
Cumulative score (C)	$\{70 * (T) + 30 * (F)\} / 100$

The firm getting highest Cumulative score (C) based on technical and financial evaluation will be awarded the contract.

Quality cum Cost-Based Selection (QCBS) method will be followed during the overall selection process. The financial bids of qualified bidders will be opened on the prescribed date in the presence of bidders' representatives. The bidder, according to the evaluation criteria shall be adjudged as the L1 bidder and shall be called for further process leading to the award of the contract. Only fixed price financial bids indicating total price for all the deliverables and services specified in this RFP document will be considered. In case of a Tie of the bid price for L1, both the bidders shall be called for further negotiation, then whose ever price becomes L1 will be awarded the contract.

The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final, and shall not be subject to any modifications on any account whatsoever. The Tender Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between partial amount and the total amount, or between word and figures the former will prevail. All required items must be priced accordingly in the financial bid.

11. Performance Bank Guarantee: (PBG) of contract value:

Within 15 days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **Rs. 5 Lakhs** from a nationalized/scheduled commercial bank in favor of “**District Mineral Foundation, Jajpur**”, as per the format at Annexure- II, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of 3 months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

12. Contract Negotiation:

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

13. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for 3 years from the date of effectiveness of the contract. Based on successful completion of tenure additional 2 years can be extended with same terms and conditions of the proposal. *Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.*

14. Conflict of Interest:

Conflict of interest exists in the event of:

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

15. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

17. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

18. Cost of bidding:

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

19. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of District Session Court, Jajpur only.

20. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable

for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

21. Confidentiality:

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

22. Amendment of the RFP Document:

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

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

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

24. Copyright, Patents and Other Proprietary Rights:

Collector & Managing Trustee, DMF, Jajpur-755001, Odisha, shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

25. Replacement of Key Personnel:

The key professionals to be deployed under this contract are expected to be dedicated for the entire contract period. However, the change will be allowed under following circumstances only after due approval:

- I. In case of non-satisfactory performance of any of the assigned personnel, the client reserves the right to request for a replacement. Once a request is raised, the consultant must provide the CV and other qualification and details of the replacement personnel so as to permit evaluation within 14 days. On receipt of such CVs, the client must process the same within 7 days and communicate its approval/rejection. In case of failure to provide replacement personnel within 14 days of communication of the request for a change to the satisfaction of the client, the client reserves the right to not make payment for the resource and the resource may be treated as withdrawn after communication of such rejection.
- II. Under unavoidable circumstances of one or more key personnel becoming unavailable/leave the project for any reason there off, the consultant must notify the client at least 30 days in advance, explaining the circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. On being duly satisfied, the request for change may be approved / rejected by the client within 7 days of receipt of the same.

26. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

27. Settlement of Disputes:

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Jajpur, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. District Collector cum Chairperson and Managing Trustee, District Mineral Foundation, Jajpur Government of Odisha will be the final authority to resolve the dispute arising between and the Client and the Consultant.

28. Disqualification of Proposal:

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

- Proposal submitted without Bid Processing Fee as applicable

- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices
- Proposal is received in incomplete form; Proposal is received after due date and time for submission of bid Proposal is not accompanied by all the requisite documents/information A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer and 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
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work of the assignment. 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; Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices & any other condition/situation which holds the paramount interest of the Client during the overall section process.

SECTION: 3

TERMS OF REFERENCE (ToR)

Introduction (Background)

Background:

The Guava Orchard is spanned over 350 acres of land and boasts a total of 60,000 guava plants. The orchard comprises prominent varieties such as VNR, L 49, Thai 7, among others. These varieties have been chosen for their market demand, taste, and suitability to the local climate.

Particulars	Details
Total Plantation area	350 Acre
Number of Plants	60,000

Program Objectives:

This concept note outlines the management and marketing of the Guava Orchard spanning 350 acres of land at Sukinda. The primary objective is to establish a sustainable and profitable model by involving 35 Women Self Help Groups (WSHGs) through the **District Level Federation, Jajpur**. The project aims to leverage advanced harvesting technology and to establish a modern Packaging, Sorting, and Grading Centre to enhance the quality and marketability of the guava harvest.

Interventions:

1. Farm Management through Self Help Groups for promoting sustainable agriculture and elevating economies of rural households by empowering women farmers.
2. Integrated Sorting, Grading, and Packaging unit inside the orchard for efficient management of the farm and reduction in wastage.
3. Capacity Building and Skill Upgradation of the women farmers.
4. Marketing of harvest through District Level Federation.

Scope of Work:

Track I:

Involvement of District Level Federation

To ensure effective management and equitable distribution of the orchard's benefits, the project proposes to hand over the orchard to the District Level Federation. This federation will oversee the operations and coordinate with 35 WSHGs, each of which will receive one acre of the orchard, hence creating livelihood opportunities for 350 women members. The involvement of the District Level Federation will facilitate better coordination, knowledge sharing, and resource utilization among the WSHGs.

1. WSHGs' Role in Orchard Management:

The 350 WSHG members will play a crucial role in the management of the Guava Orchard. Their responsibilities will include maintaining the orchard, implementing advanced farming techniques, ensuring proper irrigation and pest control measures, and monitoring the overall

health and productivity of the guava plants. Regular training sessions and workshops will be organized to enhance their agricultural skills and knowledge. These women farmers will be the owner of their respective part of the orchard, as a result, their efficiency in managing and fetching better yields will be enhanced.

2. Collective Marketing:

To maximize the market potential and profitability, the project emphasizes collective marketing of the guava harvest. The women farmers will work together to streamline the marketing process, establish market linkages, and negotiate favorable prices with wholesalers, retailers, and other potential buyers. This collective approach will enhance their bargaining power, increase market visibility, and ensure fair returns for their efforts.

3. Advanced Harvesting Technology:

The project recognizes the importance of utilizing advanced harvesting technology to improve productivity, minimize post-harvest losses, and maintain the quality of guava produce. Advanced harvesting methods such as mechanized pruning, fruit-picking tools, and efficient collection and transport systems will be introduced. These technologies will reduce labor-intensive tasks, save time, and enhance overall efficiency in the orchard's operations.

Track II:

Training and Skill Upgradation of the women farmers

To ensure the successful management of the Guava Orchard and the effective utilization of the Packaging, Sorting, and Grading hub, it is crucial to provide training to the 350 members of the Women Self Help Groups (WSHGs) involved in the project. Training programs will be designed to equip them with the necessary skills and knowledge in various aspects of guava cultivation, harvesting techniques, and the operation of the Packaging, Sorting, and Grading hub. The periodic training program will be organized in collaboration with the Horticulture Department, Government of Odisha. A dedicated Assistant Horticulture Officer will be responsible for the skill upgradation program.

1. The training curriculum will cover the following areas:

I. Guava Cultivation Techniques:

A. Soil preparation and fertilization: Members will learn about soil testing, organic fertilizers, and the correct application of nutrients to ensure optimal growth and productivity of guava plants.

B. Planting and propagation: Techniques for planting guava saplings, including spacing, depth, and appropriate planting methods, will be covered.

C. Irrigation and water management: Training will be provided on efficient irrigation methods, such as drip irrigation, and proper water management to avoid water wastage and ensure optimal growth.

D. Pest and disease management: Identification of common pests and diseases affecting guava plants, as well as integrated pest management techniques, will be taught to minimize crop losses and reduce the use of chemical pesticides.

II. Advanced Harvesting Techniques:

A. Fruit maturity and harvesting: Members will learn how to identify the right stage of fruit maturity for harvesting and the correct techniques to harvest guavas without causing damage.

B. Handling and transport: Training will be provided on proper handling techniques to minimize post-harvest losses and maintain the quality of the fruit during transport.

III. Operation of the Packaging, Sorting, and Grading Hub:

A. Equipment operation: Members will be trained in operating the advanced machinery and equipment used in the Packaging, Sorting, and Grading hub, ensuring safe and efficient operation.

B. Quality standards: Training will be provided on quality parameters for guava sorting and grading, including size, color, shape, and blemishes, to ensure that only the best-quality guavas are packaged and marketed.

C. Packaging and labelling: Members will learn proper packaging techniques, including selecting appropriate packaging materials and labelling requirements, to meet market standards and attract potential buyers.

By collaborating with the government, the project can leverage existing resources, expertise, and infrastructure to deliver comprehensive and effective training programs to the WSHG members. This partnership will ensure that the training is aligned with government guidelines and policies and increase the chances of sustainability and long-term support for the project.

IV. Grafting Techniques:

A. Grafting Technique: Grafting is a widely used technique in horticulture for propagating plants and combining desirable traits from different varieties. When grafting a scion of Guava plants onto a rootstock, it is essential to ensure compatibility between the two components. The scion, which carries the desired characteristics, is carefully selected from a healthy Guava tree, while the rootstock is chosen for its vigorous root system and disease resistance.

B. Training on Grafting: To train on grafting techniques, the Department of Horticulture can train the WSHG members on Grafting Techniques. Practice and hands-on experience are crucial for mastering the skill.

C. Marketing of Grafts: Once proficient in grafting, marketing the graft seedlings involves establishing connections with local nurseries, garden centers, and potential buyers. Effective marketing strategies include showcasing the benefits of grafted Guava plants, such as improved yield, disease resistance, and superior fruit quality.

D. Online Presence: Utilizing online platforms, social media, and participating in agricultural exhibitions can also help reach a broader customer base. Providing accurate information, quality assurance, and after-sales support will further enhance the reputation and marketability of graft seedlings.

Track III:

Infrastructure Management:

To support the project's objectives, an advanced Packaging, Sorting, and Grading Centre will be established. This infrastructure will enable the WSHGs to process and package the guava harvest according to quality standards. The center will include modern equipment for sorting, grading, and packaging, ensuring that only the best quality guavas reach the market. Additionally, storage facilities with controlled temperature and humidity will be set up to extend the shelf life of the produce in the future looking at the production capacity of the orchard.

Sustainability and Impact:

The project aims to create a sustainable model that empowers women through agricultural entrepreneurship. By involving WSHGs and promoting collective action, the project will enhance the socio-economic status of women in the community. It will generate employment opportunities, improve income levels, and foster entrepreneurship skills. The project will also focus on promoting environmentally friendly practices, such as organic farming and water conservation, to ensure the long-term sustainability of the orchard.

The Guava Orchard project, with its emphasis on involving 35 WSHGs, leveraging advanced harvesting technology, establishing a modern Packaging, Sorting, and Grading Centre, and prioritizing the marketing of the table variety, presents a holistic approach to enhancing the productivity and profitability of the orchard. By empowering women and promoting sustainable agricultural practices, this project has the potential to create a positive and transformative impact on the community, ensuring the success of the Guava Orchard venture.

Track IV:

Price Breakup Strategy for Revenue Distribution:

To ensure maximum revenue for the members of the Women Self Help Groups (WSHGs) while maintaining the sustainability of the Guava Orchard, a well-defined price breakup strategy can be implemented. This strategy involves revenue sharing among the WSHGs, the District Level Federation, and covering the costs of operation and management of the orchard and a portion of the profit will be shared with the DMFT, Jajpur to recover the investment cost. The following components can be considered:

I. Revenue Distribution:

A. WSHG Members: A significant and uniform portion of the revenue generated from the guava sales should be allocated to the WSHG members. Since all the members will be responsible for managing an equal area of the land. Additionally, over the equal share of revenue, there will be a profit sharing to these members as per the production and quality of the guava harvested from individual area. This will ensure a sense of competition among the women farmers and hence, increase the overall productivity of the orchard. The revenue share for each member can be calculated proportionately, ensuring that their efforts and investments are adequately rewarded.

B. District Level Federation: The District Level Federation, responsible for overseeing the operations and coordination, can receive a commission or a percentage of the revenue. This commission should be agreed upon in advance and be fair, reflecting the federation's role in supporting the WSHGs and facilitating the marketing process.

C. Operational and Management Costs: To sustain the orchard's operations and cover the costs associated with management, a portion of the revenue should be allocated to these expenses. This includes expenses for maintenance, irrigation, pest control, fertilizers, farm equipment, training programs, and the wages of staff involved in orchard management. These costs should be estimated accurately to ensure the smooth functioning of the orchard and the provision of necessary resources.

D. Profits Sharing: After deducting the operational and management costs, the remaining profits can be shared among the WSHGs and the District Level Federation. The profit-sharing ratio should be determined based on predefined criteria, such as the amount of land each WSHG manages, the quantity and quality of guava produce, and the overall performance of the orchard. This ensures a fair distribution of profits, considering the efforts and contributions of all stakeholders.

It is essential to establish transparent and well-documented systems for revenue collection, expense tracking, and profit calculation. Regular financial audits and reporting will be conducted to maintain accountability and transparency among all parties involved. Additionally, the revenue distribution mechanism should be clearly communicated and understood by all WSHG members, the District Level Federation and other stakeholders to avoid any misunderstandings or disputes.

By implementing an equitable price breakup strategy, the Guava Orchard mechanism can incentivize the WSHG members, support the District Level Federation, cover operational costs, and distribute profits fairly. This approach promotes the sustainable development of the orchard while ensuring that the maximum revenue generated benefits the individuals involved in the project.

Outcome:

1. More than 350 Households will get a permanent source of livelihoods
2. Agricultural and Farm Management Skill Upgradation of the women farmers
3. Sustainability of the Project: Besides, generating livelihoods for 350 women farmers, this project will also be able to self-sustainable from the revenue it will generate.
4. Demonstration and knowledge sharing of best practices of Guava Cultivation among the neighbouring farmers
5. Preservation of ecology of the local landscape
6. Promotion of disease-free Guava Grafts among the farmers
7. Promotion of healthy diets

Payment Terms:

The financial revenue generation model as outlined in this document has significant emphasis on the ultimate objective of the project i.e., sustainability and economic growth of the beneficiaries. We aim to maximize the financial benefits for the beneficiaries involved in the activity while fostering a partnership structure that also incentivizes the bidder to enhance profitability of the project.

The payment terms are envisaged as below:

- a. The release of funds is directly proportional to the desired target as outlined in this document (Revenue Forecast as annexed to the ToR, Section 3). So, the agency is required to achieve the desired outcomes of the project with the financial outlay at the end of each project duration.
- b. Full payment will be released to the agency on achievement of the 100% (or above) of the desired financial outcomes from the project.
- c. In case of underperformance (i.e., achievement of lower than 100% of the desired target) the bid price shall be computed at par with the percentage of performance achieved on Revenue. The deductions in the Bid price shall be done in release of the payment.
- d. The expenses for maintenance, irrigation, pest control, fertilizers, farm equipment, training programs, and the wages of manpower involved in orchard management shall be allocated from the sales revenue generated from the operation.
- e. In the initial year of the project a revolving fund may be granted in order to meet the orchard's operation and management cost (Input Cost plus Labour) which shall be refunded back from the revenue generated from the operation after the harvesting cycle.

Projected Statement of Profit/Loss for 10 years:

Guava Production Datasheet (Annually)												
Sl. No.	Years of production	Plantation: Y1/2022	Plantation: Y2/2023	Plantation : Y3/2024 Fruiting: Y1	Plantation: Y4/2025 Fruiting: Y2	Plantation: Y5/2026 Fruiting: Y3	Plantation: Y6/2027 Fruiting: Y4	Plantation: Y7/2028 Fruiting: Y5	Plantation: Y8/2029 Fruiting: Y6	Plantation: Y9/2030 Fruiting: Y7	Plantation: Y10/2031 Fruiting: Y8	
Revenue from Selling of Fruits												
1	No. of Saplings			55,000.00	55,000.00	58,000.00	60,000.00	60,000.00	65,800.00	65,800.00	65,800.00	
2	Production per plant (in kgs)			2-5 Kg	6-12 Kg	10-14 Kg	12-20 Kg	15-30 Kg	20-30 Kg	25-50 Kg	35-40 Kg	
3	Average Production per plant (in kgs)			4	8	12	16	20	25	30	35	
4	Total production (in ton)			220	440	696	960	1,200	1,645	1,974	2,303	
5	Selling cost price per Kg (In Rs.)			60	60	60	60	60	60	60	60	
6	Total sell price (in Rs.)			1,32,00,000	2,64,00,000	4,17,60,000	5,76,00,000	7,20,00,000	9,87,00,000	11,84,40,000	13,81,80,000	
Revenue from Selling of Grafts												
7	Revenue generated from grafts / 10 grafts per plant @3% of the total plants			16,500	22,000	23,200	36,000	36,000	39,480	39,480	39,480	
8	Selling price of each graft @ Rs 25/graft			4,12,500	5,50,000	5,80,000	9,00,000	9,00,000	9,87,000	9,87,000	9,87,000	
9	Cost of production for grafts @ Rs 18 per graft			2,97,000	3,96,000	4,17,600	6,48,000	6,48,000	7,10,640	7,10,640	7,10,640	
10	Net profit from selling of grafts			1,15,500	1,54,000	1,62,400	2,52,000	2,52,000	2,76,360	2,76,360	2,76,360	
11	Total Revenue from the Orchard			1,33,15,500	2,65,54,000	4,19,22,400	5,78,52,000	7,22,52,000	9,89,76,360	11,87,16,360	13,84,56,360	

Labour and Input Cost											
12	Labour Requirement in Man Days per Hectare	312	196	125	125	135	140	145	150	160	165
13	Labour Cost @345/ per day per Hectare	1,09,824	68,992	44,000	44,000	47,520	49,280	51,040	52,800	56,320	58,080
14	Total Labour Cost @345/ per day for 142 Hectare (350 Acres)	1,55,95,008	97,96,864	51,48,000	51,48,000	58,44,960	63,07,840	65,33,120	73,92,000	78,84,800	81,31,200
15	Input Cost per & Misc Cost Hectare	1,26,448	60,000	50,000	50,000	50,000	50,000	50,000	60,000	60,000	60,000
16	Total Input Cost for 142 Hectres (350 Acres)	1,79,55,616	85,20,000	58,50,000	71,00,000	71,00,000	71,00,000	71,00,000	85,20,000	85,20,000	85,20,000
17	Total Operational Cost (Input plus Labour)	3,35,50,624	1,83,16,864	1,09,98,000	1,22,48,000	1,29,44,960	1,34,07,840	1,36,33,120	1,59,12,000	1,64,04,800	1,66,51,200
18	Net Profit	-	-	23,17,500	1,43,06,000	2,89,77,440	4,44,44,160	5,86,18,880	8,30,64,360	10,23,11,560	12,18,05,160
DMF and Consultancy Cost											
19	Consultation charges for the Technical Support Agency	-	-	2,31,750	14,30,600	28,97,744	44,44,416	58,61,888	83,06,436	1,02,31,156	1,21,80,516
Profit Calculation											
20	Profit to be shared with SHG Members	-	-	20,85,750	1,28,75,400	2,60,79,696	3,99,99,744	5,27,56,992	7,47,57,924	10,23,11,560	12,18,05,160
21	Benefit to each WSHG@35 SHGs	-	-	59,593	3,67,869	7,45,134	11,42,850	15,07,343	21,35,941	29,23,187	34,80,147
22	Benefit Per member	-	-	5,959	36,787	74,513	1,14,285	1,50,734	2,13,594	2,92,319	3,48,015
23	Benefit Per member including Labour Cost	-	-	20,668	51,495	91,213	1,32,307	1,69,400	2,34,714	3,14,847	3,71,247

Manpower Requirement:

The below mentioned manpower requirement is tentative, it may increase/decrease as per the feasibility or the DPR approved.

Details of Manpower Requirement			
Sl. No	Category of Manpower	Required Qualification/Experience/Skill	Total
1	Project Coordinator (Full Time)	Master's degree from any recognized University/Institute in relevant fields with 8 years of working experience in the concerned field. The Project Coordinator should have an experience of leading a team for at least 3 years.	1 Nos.
2	Horticulture Expert (FullTime)	Masters or Bachelor's degree in Agriculture/ Horticulture/Food Technology/ Agribusiness etc. from any recognized University/Institute and 2 years of working experience in the concerned field	1 Nos.
3	Subject Matter Specialist (Full Time)	Thematic expert with post-graduation/ graduation in Enterprise Development/ Marketing/Agri Business/Post Harvest Management from any recognized University/Institute and 2-3 years of working experience in concerned Projects	1 Nos.
4	MIS Cum Accounts Officer	Postgraduate/Graduate in B. Com/M. Com with 2-3 years of working experience in database management, Accounting, Tally, record management and IT system management	1 Nos.
5	Documentation cum M & E Officer	Graduate in any degree with minimum of 2 years of experience in field management, monitoring, documentation and report writing.	1 Nos.
6	Community Mobilizers	12 th Pass with excellent communication skills, mobilize masses and good oratory skills	5 Nos.

SECTION - 4
Technical Proposal Submission Forms
TECH -1
COVERING LETTER
(ON BIDDER'S LETTER HEAD)

[Location, Date]

To
Collector & Managing Trustee,
DMF, Jajpur – 755001

Subject: Selection of agency for livelihood enhancement of people in mining- affected areas of Jajpur district through management of guava orchard

Dear Sir,

I, the undersigned, offer to provide the services for the proposed project in respect to your Request for Proposal No. _____, Dated: _____. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

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

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

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH -2

Bidder's Organization (General Details)

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

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

TECH - 3

Bidder Organization (Financial Details)

Financial Information in INR				
Details	FY_____	FY_____	FY_____	Average
Turnover (in Rs.)				
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last <Nos> FYs (to be decided accordingly) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>				

Signature and Seal of the Company Auditor with Date in original

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

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH - 4

FORMAT FOR POWER OF ATTORNEY

(Notarized copy on Rs. 100 Non-Judicial Stamp Paper)

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

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

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney: _____

Address of the Bidder: _____

TECH - 5

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of <Nos> completed project only of similar nature in any sector during last <5> years)**

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No of Staff:
Address:		No of Staff-Months:
Start Date:	Completion Date:	Approx. Value of Services (in INR):
Name of Associated Consultants, IfAny:		No of Months of Professional Staff Provided by Associated Consultants: NA
Name of Senior Staff Involved and Corresponding Positions:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 6

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION
THERE OF**

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

If no, please certify,

IN BIDDER' S LETTER HEAD

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

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

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

Communication Address of the Bidder: _____

TECH -7

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

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

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

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

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

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

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

TECH - 8

DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

B. Description of Approach and Methodology:

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

C. Methodology to be adopted:

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

- Overall research design for analysis of National Indicator Framework (NIF) and State Indicator Framework (SIF) Baseline documentation including thematic, goal wise, sector or area wise reports, presentation and other documents to be developed during the project period
- Checklist capturing specific information areas would be developed Assessment Framework (process, output-impact log frame) Understanding and Appreciation of the assignment
- Desk research on primary and secondary data and interaction with primary and secondary stakeholders
- Qualitative and quantitative suggestive tools for data collection and analysis Field process protocol control
- Analysis of field data survey and preparation of report
- Suggestive note with parameters for guiding the program implementing Departments/agencies to improve its efficiency, efficacy and targeting in each thematic area of interventions
- Any other issues mentioned in the ToR

D. Staffing and Study Management Plan:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities (week wise). (Graphical representation)

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

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

TECH - 9

Format of Curriculum Vitae (CV) for Proposed Key Professional

1. Proposed Position:

[For each position of key professional separate form Tech B-6 will be prepared]

2. Name of Firm:

3. Name of Staff:

4. Date of Birth:

5. Years with Firm:

6. Nationality:

7. Education:

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

8. Membership in Professional Associations:

9. Other Trainings:

10. Countries of Work Experience:

11. Languages:

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

12. Employment Record:

*[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in **last ten years**, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]*

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

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

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

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

I. 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.

II. Date:

Signature of Key Professional with Date _____

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

NB: CV writeup restricted to 3 pages only with quality information relevant to the key professional requirements. The CVs needs to be jointly signed by the proposed professional and the authorized representative of the Bidder.

TECH - 10

PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT

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

Indicate all main activities / sub activities of the proposed assignment including delivery of reports (Inception, Periodic Reports) and other associate sub-periodic activities

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 11

PERFORMANCE BANK GUARANTEE FORMAT

To,

**The Collector & Managing Trustee
District Mineral Foundation Trust,
Jajpur, Odisha, PIN- 755002**

WHEREAS (Name and address of the Consultant) (hereinafter called "the Consultant") has undertaken, in pursuance of RFP no..... dated to undertake the service (description of services) (herein after called "the contract"). AND WHEREAS it has been stipulated by(Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a nationalized/scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

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

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

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

This performance bank guarantee shall be valid until the day of , Our branch at (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 branch a written claim or demand and received by us at our branch on or before Dt otherwise, bank shall be discharged of all liabilities under this guarantee thereafter.

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

Section 5: Financial Forms

FIN 1: Covering Letter (Financial Bid)

(On Bidder's Letter Head)

[Location, Date]

**To,
The Collector & Managing Trustee
District Mineral Foundation, Jajpur, Odisha,
PIN- 755001**

Dear Sir,

We, the undersigned, offer to provide services for the assignment '**Selection of Agency for Livelihood Enhancement of People in Mining- Affected Areas of Jajpur District Through Management of Guava Orchard**' in accordance with your Request for Proposal (RFP) dated _____ and our Technical Proposal.

I, the undersigned, offer to provide the complete setup of services for [Insert title of project] in accordance with your Request for Proposal No..... Dated..... Our attached Financial Proposal is for the sum of Rs..... [Insert amount(s) in words and figures*].

The above quoted amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

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

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

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

Yours sincerely,

Authorized Signatory [In full and initials]: _____
Name and Designation with Date and Seal: _____
Name of the Agency with full Address: _____

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

FIN 2: Summary of Financial Proposal
(on Bidders Letterhead)

(To be sealed, signed and stamped in separate envelope)

Name of the Bidder:

Sl. No.	Description of Manpower & Others Expenses	Unit	Quantity	Unit Price (in INR)	Total Amount (in INR)
1					
2					
3					
Grand Total in INR					
In Words					

Total Cost in Amount Rs.....

Total Cost in Words Rs.....

SECTION-6**ANNEXURE-I****BID SUBMISSION CHECKLIST**

Sl. No	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Filled in Bid Submission Check List (ANNEXURE-1)		
2	Covering Letter (TECH - 1)		
3	Bid Processing Fee of Rs. 5,000/- in form to DD		
4	Copy of Certificate of Incorporation / Registration of the Bidder		
5	Copy of PAN		
6	Copy of MSME Registration Certificate		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (2020-21,21-22 & 22-23)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as audited copies of Profit - Loss Statement and Balance Sheet for the last 3 FYs (2020-21,21-22 & 22-23)		
11	Power of Attorney (TECH - 4) in favor of the person signing the bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) (TECH-5) along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH - 6)		
14	Comments and Suggestions (TECH - 7)		
15	Description of Approach, Methodology & Work Plan (TECH - 8)		
16	CV of Key Professionals (TECH - 9)		
17	Work Plan (TECH - 10)		
18	Performance Bank Guarantee Format (TECH - 11)		
FINANICAL PROPOSAL (ORIGINAL + 1 COPY)			
19	Covering Letter (FIN-1)		
20	Summary of Financial Proposal (FIN-2)		

Undertaking:

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____