

RFP Number: 174

Date: 27/03/2025



REQUEST FOR PROPOSAL (RFP)

FOR

**SELECTION OF AGENCY FOR STRENGTHENING OF TASAR SERICULTURE
AND LIVELIHOOD THROUGH VALUE ADDITION IN JAJPUR DISTRICT**

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 during Tender
Period:**

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

2808/2017R

451

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 Strengthening of Tasar sericulture and livelihood through value addition in Jajpur District"**. 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, 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 may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender document.

Section 1: 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 Strengthening of Tasar sericulture and livelihood through value addition in Jajpur District

The Collector and Managing Trustee, District Mineral Foundation (DMF), Jajpur invites proposals from reputed Agency for **Selection of Agency for Strengthening of Tasar sericulture and livelihood through value addition in Jajpur District**

The Agency will be selected based on **Quality cum Cost-Based Section (QCBS)** criteria described in this RFP.

The RFP comprises the following sections:

Section 1-Letter of Invitation

Section 2-Definitions

Section 3-Factsheet

Section 4-Background

Section 5- Terms of Reference

Section 6- Instruction to Agency

Section 7- Technical Proposal-Standard Forms.



**Collector and Managing Trustee,
District Mineral Foundation,
Jajpur**

Section 2: Definitions

- a) “DMF” means the District Mineral Foundation, Jajpur
- b) “Client” is the District Collector and Managing Trustee, Jajpur, Government of Odisha
- c) “DoS” means Department of Sericulture, Jajpur represented by Assistant Director rank officer
- d) “TRCS” means Tasar Rearers Cooperative Society, a community member-based cooperative promoted by DoS
- e) “Agency” means entities or persons that may provide or provides the services to the client under the contract
- f) “CSB” means Central Silk Board, a statutory body under Government of India to promote sericulture
- g) “Day” means calendar day
- h) “Instructions to Agency” means the document which provides interested Agency with the information needed to prepare their respective Proposals
- i) “LOI” (Section 1 of the RFP) means the ‘Letter of Invitation’ being sent by the Client
- j) “Personnel” means professionals and support staff provided by the Agency and assigned to perform the Services or any part thereof
- k) “Proposal” means Pre-Qualification Documents, Technical Proposal and Financial Proposal
- l) “RFP” means the Request for Proposal circulated by the Client for the selection of Agency
- m) “Assignment / job” means the work to be performed by the Agency pursuant to the Contract
- n) “Terms of Reference” (TOR) means the information included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency.

Section 3: Factsheet

Sl. No	Particulars	Details
1	Name of the Client	Collector & Managing Trustee, DMF Jajpur, Government of Odisha
2	Method of Selection	Quality cum Cost Based Selection (QCBS)
3	Availability of RFP Document	https://jajpur.odisha.gov.in
4	Request for Proposal (RFP) document made available to the applicants	28 th March, 2025
5	Last date for receiving queries	3 rd April, 2025 (by 5:00 PM) through email
6	Response to queries	5 th April, 2025
7	Last date for receipt of Technical Proposals (Sealed Envelope)	21 st April 2025 (by 5.00 PM)
8	Opening of Proposals received within the stipulated date	22 nd April 2025 (by 11.00 AM)
9	Technical Presentation	22 nd April 2025 (by 11.30 AM)
10	Letter of Award	To be intimated to selected Agency
11	Cost of Tender (Demand Draft)	₹5,000 (Rupees Five Thousand Only) in the form of demand draft drawn in favour of "Collector and Managing Trustee, District Mineral Foundation, Jajpur" drawn in any Scheduled Commercial Bank payable at "Jajpur". The bid processing fee shall be submitted along with the 1st Inner Envelope of the Technical Proposal.
12	Earnest Money Deposit (EMD) (Demand Draft)	Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of demand draft or bank guarantee drawn in favour of "Collector and Managing Trustee, District Mineral Foundation, Jajpur" drawn in any Scheduled Commercial Bank payable at "Jajpur". The EMD shall be submitted along with the 1st Inner Envelope of the Technical Proposal.

13	Performance Bank Guarantee	Rs. 5,00,000 (Rupees Five Lakhs Only)
14	Contact Details	Collector and Managing Trustee, District Mineral Foundation (DMF), Jajpur, First Floor, DMF Cell, Collectorate Building, Jajpur – 755001 Email: dmfjajpur@gmail.com

Note:

1. The Client reserves the right to change any schedule. Please visit the website www.jajpur.odisha.gov.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 4: Terms of Reference

A. Background and need for Strengthening of Tasar sericulture and livelihood through value addition

Three years ago, the sericulture landscape of Jajpur was at a crossroads. Once renowned for the famous Sukinda variety of Tasar, the region had seen a steady decline in production. The Sukinda variety, which thrived under the area's prolonged high temperatures and intense sunlight, was once a source of pride for Tasar rearers. However, disease outbreaks over time made its cultivation increasingly difficult. By the early nineties, a shift occurred. The Daba Trivoltine (Daba TV) race, with its higher silk content and better market appeal, was introduced. Although more productive, its reliance on externally sourced Disease-Free Laying (DFLs) provided from the Central Silk Board (CSB) created uncertainty among the rearers. The unavailability of quality silkworm seed, particularly for the first and second crop cycles, threatened the sustainability of the practice.

The need for a self-sustaining seed production model became clear. The third crop, which fetched the highest market price, presented an opportunity to reestablish Jajpur as a stronghold of Tasar sericulture. The establishment of a dedicated Seed Zone, an area where Tasar silkworm rearing could be carried out scientifically and in a controlled environment. This concept, aligned with recommendations from the Central Tasar Research and Training Institute (CTR&TI), aimed to ensure disease-free and high-quality seed cocoon production, a fundamental step in reviving sericulture in Jajpur.

Dedicated seed zone was established near Sukinda TRCS from which quality seed cocoons produced and processed in the grainage units for silkworm seed production. The grainage units were supported for improving their infrastructure and technical person power so that quality silkworm seed can be made available to the rearers on time. Community managed grainage operation system has been introduced to bring in rigour in ensuring the quality and transparency in the management practices. The results of these interventions have been exciting for the cocoon producers by increasing the cocoon production by the rearers and enhancing their income multi-fold. This has instilled their faith in the activity and many rearers who have left the activities have restarted. The overall cocoon production has doubled within three years of intervention.

The silkworm seed production is centralized at Sukinda TRCS Premises so any disease outbreak in the grainage can significantly hamper the overall seed production in the region which needs to be diversified. For these 3 to 4 small scale seed production units should be managed outside the TRCS in different villages and those can be managed by the local producers' groups under the supervision of the seed producer's organisation created under the project. This will not only minimise the threat of failure of grainage due to any unanticipated disease outbreak but also increase the community participation in seed production at local level. So, suitable land can be mobilised for management of new grainage units in and around the seed

cocoon producing villages so that silkworm seed production activities can be operated in a decentralised manner.

In the previous project, soil to silk work has been demonstrated in Jajpur district. In the post cocoon sector 50 families has been supported for reeled yarn production and 15 families for spun yarn production under the existing project. In the post cocoon activities, there is a need for quality improvement that requires further hand holding support to the producers. Marketing of the yarn is still an issue because of quality and cost of production. The post activities like reeled yarn production and spun yarn production have a potential to provide an additional income of around Rs. 3000/- to Rs.4000/- per month to the women artisans involved. The production of cocoons under the project is around 47 lakh cocoons per annum, however only 9 – 10 lakh cocoons are converted in to yarn locally. So there is a potential to increase the number of yarn producers who can use the cocoon produced locally and convert them into yarn. Considering this there is a potential for promoting another 100 to 150 reelers in the region so that they can earn an additional livelihood source from this activity. There are also some cocoons production clusters available in nearby districts like Keonjhar and Mayurbhanj which can supply the cocoons as raw material to the reelers and spinners if they require more cocoons for their yarn

B. Description

Three years of dedicated efforts have brought Jajpur's sericulture sector back to life. The foundation has been laid, the challenges of the past have been addressed, and a sustainable model is taking shape. The focus now is on consolidation—ensuring that the progress made continues to benefit Tasar rearers, expanding community participation in seed production, and strengthening the post-cocoon sector.

With continued commitment and structured implementation, Jajpur is poised to reclaim its legacy in Tasar sericulture, providing a sustainable and prosperous future for its rearers and artisans.

C. Project objectives

To enhance livelihood opportunities through value addition to the existing Tasar sericulture activities

D. Project Intervention

- Yarn production and Sustainability:
- Business Model of Yarn Production:
- Sustenance of the Silkworm seed production and Cocoon production activities:
- Strengthening the Seed Producers Tasar Vikash Samity:
- Training/ capacity building on Yarn Production Training, Technical training on silk worm seed production:

E. Steps in Project Implementation

1. Selection of Agency for project implementation through the RFP process

2. Preparation and submission of Detailed Project Reports (DPR) by selected Agency
3. Administrative Sanction/Approval of DPRs by DMF
4. Execution of project measures by selected Agency with active participation of project communities
5. Fund release to the selected Agency in a phased manner, as per the actual bill submitted
6. Review and monitoring of project

F. Project Duration

The project involves several social processes, adopts a family-oriented approach and envisages voluntary participation of individual families. Therefore, the total programme will be supported for a maximum period of 3 years.

G. Role of DMF

1. DMF shall disburse payment within 30 days upon receive of the invoice and the documents (mentioned in section – N) from the agency.
2. DMF shall supply all the materials, grainage Equipment, Consumables and others required for the project.
3. Field visit to monitor the financial and physical progress of the project in the ground
4. Co-ordinate with the relevant Agency like TRCS and CSB for quality seed production.
5. Conducting review meetings

H. Detailed Project Report (DPR)

- It is mandatory for the selected Agency to prepare and submit a Detailed Project Report. The DPR is a roadmap for the project over the implementing period and serves as a reference document for important purposes such as monitoring, evaluation, documentation etc
- The preparation of DPR may be preceded by necessary base line surveys, participatory rural appraisals, focused group discussions etc
- The DPR should focus on wage employment generated in terms of person days and value of employment generated, development of institutions, people's participation in planning and executing the work envisaged, improvement in their managerial, technical book keeping and fund management capabilities etc
- DPR should clearly spell out the sequencing and timing of the activities during the project period, activity wise necessary linkages and resource support
- As the project draws to a close i.e., financial assistance and hand holding for the project concludes, it is necessary that the village level institutions take over the project. It is therefore necessary that a sustainability plan be prepared and reflected in the DPR
- The DPR will consist of necessary maps of the project area depicting project interventions etc

I. Tasar Rearers' Cooperative Society (TRCS)

1. All the beneficiaries will take membership in the respective Tasar Rearers' Cooperative Society
2. TRCS will provide cluster level leadership to the TVS
3. TRCS will liaison with various government departments/functionaries and assist TVS in convergence activities
4. TRCS will link beneficiaries with various welfare schemes run by DoS including health insurance, availing rearing equipment's etc
5. TRCS will closely work with the selected Agency to contribute towards fulfilment of project goals
6. TRCS will promote Tasar rearing with the beneficiary families through selected agency

J. Monitoring and Evaluation

The principle of monitoring and evaluation shall be based on the following:

- Physical and Financial progress viz-a-viz sanctioned
- Extent of community participation
- Transparency in processes and fund management
- Convergence with programmes of another Agency

K. Project Outreach

The project aims to scale up value chain activities initiated under the previous intervention while ensuring the sustainability of improved seed and cocoon production through community-led institutions. A total of 352 silkworm rearers will be supported annually with high-quality silkworm seeds provided by the Seed Producers' Samity. These rearers will rear silkworms in both plantations and natural host flora, securing their livelihoods through Tasar sericulture.

To facilitate this, the Seed Producers' Samity will supply 60,000 Disease-Free Layings (DFLs), leading to the production of over 30 lakh cocoons. This will generate an estimated income of ₹1.3 crore for the 352 commercial rearers. Additionally, 50 seed cocoon producers will contribute 5 lakh seed cocoons, enabling the Samity to produce around 1.8 lakh DFLs, ensuring ample supply for local rearers while also meeting the demand in nearby districts, further boosting raw silk production in the state.

In the post-cocoon sector, 220 women artisans will be engaged in yarn production, collectively producing approximately 3 tons of Tasar silk yarn annually, valued at ₹2.14 crore. These interventions will be anchored within community institutions, ensuring long-term sustainability and continuity beyond the project period.

The mechanism to undertake monitoring and evaluation are as following:

Mid-term evaluation will include: (a) the relevance of the project components and activities for achievement of the defined objectives; (b) an assessment of progress made during the project period; (c) results achieved in executing the components; (d) deviations from the project execution plan; (e) lessons learned

during project execution; (f) outcomes of project team training activities in terms of promoting and facilitating the inclusion of women in training and technical assistance activities; and (g) recommendations that are considered necessary to fine-tune project execution to achieve the defined goals.

The final evaluation will be carried out at the end of the project and will consider the following aspects in addition to those addressed in the midterm evaluation: (i) progress made in increasing the participation of beneficiaries (ii) changes observed in the management of TVS in terms of business and technical management (iii) linkage with TRCS/Seed organisations (iv) the project’s achievements with respect to the indicators set out in the logical framework and conclusion as to achieving the defined impacts (v) lessons learnt and recommendations for replication.

The midterm and final evaluation will be carried out by a committee constituted for the purpose by the Collector and Managing Trustee of DMF Jajpur.

To facilitate effective monitoring the selected Agency will:

- Ensure Proper documentation and record keeping of the beneficiaries and groups
- Ensure field visit of at least 10 days a month to project villages by staff
- Consolidation and submission of monthly, quarterly and yearly progress reports to DMF
- Attend review meetings conducted by DMF as and when required

NOTE:

All assets and properties created under the project will be the property of the community under necessary institutional arrangement and neither DoS nor the selected agency will have any right over it.

L. Team Composition

The Agency will engage such professionals and technical personnel as needed for effective implementation, monitoring and sustainability of the project as per mentioned in the table below.

Sl No	Position	Number of Resources
1	Programme manager	1
2	Production & Marketing Manager (Yarn)	1
3	Supervisor	4

1. Program manager cum Technical Expert:

Educational Qualification:

Graduate in any stream with Diploma in sericulture or graduate from forestry/ horticulture or equivalent from a recognized institute (Or) Post Graduate in Rural development/ Forest Management/Agri-business Management or equivalent from a recognized institute

Other skills/competencies required

- Competency in usage of IT tools including MS Office suite.
- Working knowledge of accounts and book keeping
- Good at community mobilisation
- Strong oral and writing skills in English and Odia with effective documentation skills

Work Experience:

Minimum three years of relevant experience in managing or implementing sericulture or any developmental projects in Govt./NGO/Corporate Social Responsibility (CSR).

Job Description:

The Program manager cum Technical Expert will be required to perform the following duties.

- Identify villages/families for taking up the project
- Liaison with relevant stakeholders for fulfilment of project goals
- Facilitate preparation of Annual Action Plan & Perspective Plan/ Detailed Project Reports incorporating all necessary aspects
- Facilitate the implementation, convergence, coordination and monitoring of the projects
- Facilitate formation of Tasar Vikash Samiti (TVS)
- Facilitate Bank Account opening and accounting procedures in the TVS at patch level
- Facilitate relevant capacity building programmes for project stakeholders
- Provide handholding support for sustainability of project interventions in the long run
- Facilitate village/community/stakeholder meetings
- Facilitate procurements of necessary items for the project
- Identify gaps and constraints faced and promote adoption of better package of practices and technology for the project
- Facilitate physical verification and measurements of project activities/works done
- Maintain Management Information System (MIS) of the project and prepare physical progress and impact reports, best practices/ success stories of project
- Provide periodic Progress Reports (MPR, QPR and APR) to DMF and other relevant stakeholders
- Any other relevant work assigned by DMF from time to time

2. Production and marketing manager (yarn):

Educational Qualification:

- Graduate in Textile Technology/Sericulture/Handloom Technology/Fashion Technology (Or)
Postgraduate in Business Administration/Marketing/Agri-Business Management/Rural Development/Sericulture or equivalent from a recognized institute.

Other Skills/Competencies Required:

- Strong understanding of Tasar silk yarn production, reeling, and processing.
- Knowledge of yarn quality assessment, testing, and value addition techniques.
- Experience in supply chain management, market linkages, and branding of silk products.
- Proficiency in IT tools, including MS Office and inventory management.
- Strong networking skills with buyers, silk cooperatives, retailers, and government agencies.
- Strong oral and writing skills in English and Odia with effective documentation skills, ability to mobilize and train communities, particularly women and rural artisans.
- Working knowledge of bookkeeping and financial documentation.

Work Experience:

- Minimum three years of relevant experience in yarn production, silk reeling, processing, or marketing within Govt./NGO/Corporate Social Responsibility (CSR)/Private Sector.
- Proven experience in market development, sales, and business operations for silk or natural fibers is preferred.
- Experience in working with cooperatives, FPOs, or community-based enterprises is an advantage.

Job Responsibilities:

- Oversee yarn production, reeling, and processing activities to ensure quality and efficiency.
- Implement quality control measures for Tasar silk yarn production.
- Identify and introduce improved technologies and best practices for post-cocoon activities.
- Facilitate training and capacity building of reeling units, artisans, and stakeholders.
- Ensure compliance with sustainability and fair-trade standards in production.
- Develop and implement marketing strategies to promote Tasar yarn in domestic and international markets.
- Identify and establish linkages with wholesalers, retailers, silk weavers, and export agencies.
- Facilitate participation in exhibitions, buyer-seller meets, and trade fairs.
- Support branding, packaging, and positioning of Tasar silk yarn in niche markets.
- Establish raw material sourcing strategies and manage supply chain logistics.
- Develop business plans for enhancing the commercial viability of the yarn production units.
- Coordinate with financial institutions, government schemes, and CSR partners for funding support.
- Assist in setting up Tasar yarn producer groups, cooperatives, and micro-enterprises.

- Maintain records of yarn production, sales, inventory, and financial transactions.
- Provide periodic reports such as Monthly Progress Reports (MPR), Quarterly Progress Reports (QPR), and Annual Progress Reports (APR).
- Document success stories, best practices, and impact assessments of the project.
- Liaise with stakeholders, including government departments, silk boards, and NGOs for compliance and reporting.
- Facilitate procurement and distribution of equipment and raw materials for production.
- Organize exposure visits and skill enhancement programs for stakeholders.
- Any other duties assigned by DMF or relevant authorities.

3. Supervisors

Educational Qualification:

Graduate in any stream from a recognized university

Work Experience:

Minimum Two years of relevant work experience in a similar capacity (preferable in the same or nearby locality).

Job Description:

- The supervisor will be working closely with the Program manager cum technical expert and will perform the following duties:
- Assist in identification of project area/families for implementation
- Assist in preparation of Micro Plan, Annual Action Plan and conduction the participatory base-line surveys
- Conduct planning exercises
- Conduct capacity building programs
- Organize village/community/stakeholder meetings
- Provide necessary hand holding to beneficiary families
- Help in demarcating the area of individual beneficiaries for taking up the project
- Ensure disinfection and plant protection measures in time
- Plan for silkworm rearing to be taken up, in consultation with the villagers
- Ensure supply of silkworm seed, disinfectants and prophylactics to the beneficiaries, procurement of seed cocoons from the rearers
- Provide hand holding support in production of Silkworm seed to the beneficiaries
- Assist in maintaining Management Information system (MIS)
- Help Beneficiary in raising Muster Role for the MGNREGA component
- Any other project related work assigned by Program manager

M. Supply of grainage equipment and consumables

- The agency shall raise a material requisition to the District Mineral Foundation (DMF) for the materials and equipment required for running of the project well in advance.

- DMF will procure and supply the agency the materials so requisitioned within the timeline.
- The agency shall verify the items so supplied in respect of the quantity and quality of supplied items as per the requisition so raised.
- The agency shall receive the materials and certify the receipt of the materials.
- The payment to the supplier shall be made on the basis of above.

N. Payment terms:

- The agency shall raise a payment request periodically (preferably once in a month) to DMF, Jajpur
- The agency shall send MPR for the month with details of works done, along with documentary evidence of the same i.e. documents, photographs etc.
- DMF, Jajpur shall make payment on satisfactory performance of the works so accomplished with a period of 7 days of the request so raised.

Section 5: Instruction to Agency

1.1 The Collector and Managing Trustee, District Mineral Foundation (DMF), Jajpur will select Agency, in accordance with the method of selection specified below.

Name of the Client: Collector and Managing Trustee, District Mineral Foundation (DMF), Jajpur

Method of selection: Pre-Qualification of eligible Agency followed by Quality cum Cost Based Selection [QCBS]

1.2 Interested agencies are invited to submit a Proposal, for the assignment named below.

Name of the Project: 'Selection of Agency for Strengthening of Tasar sericulture and livelihood through value addition in Jajpur District'

The detailed scope of the project has been described in the Terms of Reference in Section 5.

1.3 The address for submission of the proposal is:

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

1.4 The Proposal (Comprising of Pre-Qualification documents, Technical Proposal and Financial Proposal which should be sealed in three separate envelop and sealed with subject superscripting on the top of the outer envelope Tender Paper for '**Selection of Agency for Strengthening of Tasar sericulture and livelihood through value addition in Jajpur District**' "**CONFIDENTIAL NOT TO BE OPENED**") must be submitted by registered/speed post or Courier service which should be received by the Client, no later than the date and time mentioned in the factsheet.

1.5 The Proposal, technical presentation, and any clarifications provided by the Agency along with the Terms of Reference provided in the RFP will be the basis for selection and ultimately for a signed Contract with the selected Agency.

1.6 Clarifications to the Applicant:

- a) The Client shall invite queries from Applicant Agency as per the details mentioned in the Fact Sheet of this document
- b) The Applicants must ensure that their queries should reach DMF, Jajpur, on or before last date mentioned in Fact Sheet of this document only through the e-mail of the Client i.e. dmfjajpur@gmail.com

- c) The queries should necessarily be submitted in the following format:

Section/ Page No.	Content of RFP requiring clarification	Change/clarification requested	Remarks

- d) Client shall not be responsible for ensuring that the Applicant's queries have been received by them.
- e) Any requests for clarifications post the indicated date and time may not be entertained by the Client
- f) The purpose of query clarification is to provide the Applicants with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project.
- g) However, the Client reserves the right to hold or re-schedule the process.

Responses to Queries and Issue of Corrigendum

- a) The Authorized Representative of the Client will endeavour to provide timely response to the queries. However, no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the Applicants.
- b) At any time prior to the last date for receipt of Proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the RFP Document by a corrigendum.
- c) The Corrigendum (if any) & clarifications to the queries from all Applicants will be uploaded on the website <http://www.jajpur.nic.in>. Any such corrigendum shall be deemed to be incorporated into this RFP.
- d) In order to provide prospective Applicants reasonable time for taking the corrigendum into account, the Client may discretionally extend the last date for the receipt of Proposals.
- e) The Client's representative is: Project Director, District Rural Development Agency (DRDA) cum Chief Executive and Nodal officer, District Mineral Foundation, Jajpur.
- 1.7 Agency shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Agency.

1.8 Conflict of Interest

Client requires that Agency shall perform the required services, provide professional, objective, and impartial advice and at all times hold the Client's

interest's paramount, strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work. Without limitation on the generality of the foregoing, Agency, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below:

Conflicting Relationships:

- a) An Agency (including its Personnel and Sub-Agency) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the Assignment, (ii) the selection process for such Assignment or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.
- b) Agency have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Agency or the termination of its Contract.
- c) No Agency or current employees of the Client shall work as Agency under their own ministries, departments, or Agency.

1.9 Unfair Advantage

If an Agency could derive a competitive advantage from having provided other services related to the assignment in question, the Client shall make available to all other Agency together with this RFP all information that would in that respect give such Agency any competitive advantage over competing Agency.

1.10 Fraud and Corruption

It is required that Agency participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract.

The Client:

- a) Defines the terms set forth below as follows:
 - i. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution;
 - ii. "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract.

- iii. "Collusive practices" means a scheme or arrangement between two or more Agency with or without the knowledge of the Client, designed to establish prices at artificial, non- competitive levels.
 - iv. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a contract.
- b) Will reject a proposal for award, if it determines that the Agency recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

Applicant Agency should be aware of the provisions on fraud and corruption stated in the specific clauses in the Contract.

Agency shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Agency is awarded the Contract.

1.11 Only one Proposal

An Agency may only submit one proposal. If an Agency submits or participates in more than one proposal, all such proposals shall be disqualified.

1.12 Proposal Validity

Proposals must remain valid for 90 days after the submission date. During this period, Agency shall maintain the availability of Professional staff nominated in the Proposal and fully commit to their financial proposal, unchanged. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request Agency to extend the validity period of their proposals. Agency who agrees to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, unchanged, or in their confirmation of extension of validity of the Proposal, Agency could submit new staff in replacement, who would be considered in the final evaluation for contract award. Agency who does not agree, have the right to refuse to extend the validity of their Proposals, under such circumstances, the Client shall not consider such proposal for further evaluation.

1.13 Preparation of Proposals

- a) The Proposal as well as all related correspondence exchanged by the Agency and the Client, shall be written in English
- b) In preparing their Proposal, Agency are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

The Proposal consists of three parts (i) Pre-Qualification documents (ii) Technical Proposal (iii) Financial Proposal

1.14 Pre-Qualification Documents

The Technical Proposals of only those Agency who meet the pre-qualification criteria in the table below will be opened. Agency failing to meet these criteria or not submitting requisite proof for supporting pre-qualification criteria are liable to be rejected summarily. Applicant Agency should fill the Pre-Qualification Form which is included in Section 7 of this RFP. The filled-up Pre-Qualification Form and the supporting documents should be enclosed in a separate envelope marked as 'Pre-Qualification Documents'

Sl. No.	Basic Requirement	Specific Requirement	Documents Required
1.	Legal Entity	The Agency should be a not-for-profit organization registered under: <ul style="list-style-type: none"> • Societies' Registration Act, 1860, • Indian Trust Act, 1882, • Companies Act, 1956. 	<ul style="list-style-type: none"> • Certificate of incorporation • Registration Certificate • PAN No. • GST No.
2.	Operation	The Agency should have been in operation for the past 3 (three) years as on 28.02.2025 and filed ITRs for the last three FYs (i.e., 2021-22, 2022-23 & 2023-24)	Last three FY's Audited Financial Statements duly certified by a Chartered Accountant
3.	Financial Capacity	The Agency should have an average annual turnover of at least Rs.50 lakhs over the last three years FYs (2021-22, 2022-23 and 2023-24). This must be the individual Agency's turn over and not that of group companies/ organizations.	Last three FY's Audited Financial Statement duly signed by a Chartered Accountant
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.	Blacklist	The Agency should not have been blacklisted by any Central /State Government Ministry in India or Public Sector Undertakings or any Government Agency	Undertaking by the Authorized Signatory
6	Experience	The Agency should have prior experience in implementing Tasar sericulture projects	Copies of 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/ Board Resolution in the name of the person signing the proposal	Original Power of Attorney (Notarized on a Rs.100/- Non-Judicial Stamp Paper)
8	Cost of Tender/ Tender Fee	The Agency should furnish tender fee of Rs.5,000/- (Rupees Five Thousand Only), in the form of Demand Draft in favour of “Collector and Managing Trustee, District Mineral Foundation, Jajpur”, payable at Jajpur	Original Demand Draft
9	Earned Money Deposit (EMD)	The Agency should furnish an EMD of Rs.50,000/- (Rupees Fifty Thousand Only), in the form of Demand Draft or Bank Guarantee in favour of “Collector and Managing Trustee, District Mineral Foundation, Jajpur”, payable at Jajpur Town	Original Demand Draft/ or Bank Guarantee

NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, if and when required.

1.15 Technical Proposal Format and Content

Applicant Agency are required to fill the Technical Evaluation Form. The filled up Technical Evaluation Form and the corresponding Tech Forms (in Section 7) should be enclosed in a separate envelope along with all necessary/supporting documents to justify the claims. The supporting documents have to be produced in original by the Agency, if and when demanded by the Client. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.

The formats of the Technical Proposal (in Section 7) to be submitted are:

- a) Tech Form-1: Letter of Proposal Submission
- b) Tech Form-2: Agency's Organization and Experience
- c) Tech Form-3: Description of Approach, Methodology and Work plan for Performing the Assignment
- d) Tech Form-4: Team Composition
- e) Tech Form-5: Curriculum Vitae (CV) for proposed staff
- f) Tech Form-6: Undertaking regarding any Conflicting Activities and Declaration thereof.

The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared non responsive.

1.16 Financial Proposals

The Financial Proposal shall be prepared & submitted using the attached form (in Section 7). The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected.

1.17 Tender Fee, Earnest Money Deposit (EMD) and Performance Guarantee

Tender Fee

Tender Fee of Rupees Five Thousand (Rs.5,000), in the form of Demand Draft (DD) drawn in favour of “Collector and Managing Trustee, District Mineral Foundation (DMF)”, payable at Jajpur Town, must be submitted along with the Proposal

1.18 Earnest Money Deposit

An Earnest Money Deposit (EMD) of Rupees Fifty Thousand (Rs. 50,000/-), in the form of Demand Draft (DD) or bank guarantee (BG) drawn in favour of “Collector and Managing Trustee, District Mineral Foundation (DMF)”, payable at Jajpur Town, must be submitted along with the Proposal.

Proposals not accompanied by Tender Fee and EMD shall be rejected as non-responsive. No interest shall be payable by the Client for the sum deposited as EMD and no bank guarantee will be accepted in lieu of the EMD. The EMD of the successful and unsuccessful bidders would be returned within one month of signing of the contract.

The EMD shall be forfeited by the Agency in the following events:

- a) If Proposal is withdrawn during the validity period or any extension agreed by the Agency thereof.
- b) If the Proposal is varied or modified in a manner not acceptable to the Client after opening of Proposal during the validity period or any extension thereof.
- c) If the Agency tries to influence the evaluation process.
- d) If the selected Agency withdraws its proposal during negotiations

1.19 Performance Bank Guarantee

The selected Agency shall be required to furnish a Performance Bank Guarantee of Rs 5,00,000/- (Rupees Five Lakhs Only) in the form of an unconditional and irrevocable bank guarantee from a Nationalized/Scheduled bank in India in favour of “District Collector and Managing Trustee, District Mineral Foundation (DMF), Jajpur” for the entire period of contract with 90 days claim period. The bank guarantee must be submitted after award of contract but before signing of contract. The successful bidder must renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any. Performance Bank Guarantee would be returned only after successful completion of tasks assigned to them and only after

adjusting/recovering any dues recoverable/payable from/by the Agency on any account under the contract. On submission of this performance guarantee and after signing of the contract, demand draft submitted towards EMD would be returned in original. The format for the Performance Bank Guarantee is the same as the "Format of Bank Guarantee" provided in as part of the RFP in Annexure I.

1.20 Submission, receipt and opening of proposals

a) The Proposals (Pre-Qualification, Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Agency themselves. The under-signee person for the proposal must provide his initial beside such corrections. Submission letters for the Technical Proposal and Financial Proposals should respectively be in the format specified.

b) An authorized representative of the Agency shall initial all pages of the original Pre-Qualification, Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Technical and Financial Proposals or in any other form demonstrating that the representative has been duly authorized to sign.

c) The Pre-Qualification form and all documents (listed in 1.14) including the Tender Fee, EMD, declaration of submission as independent agency and power of attorney shall be placed in a separate sealed envelope clearly marked "PRE QUALIFICATION DOCUMENTS". The Technical Proposal including all the Tech Forms and supporting documents (listed in 1.15) shall be placed in a separate sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the Financial Proposal including the Fin Form (described in 1.16) shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" All the three sealed envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the submission address and shall be clearly marked "DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED. The Client shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may also be deemed as fit case for Proposal rejection. If the Proposal is not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

d) The Proposals must be sent to the address indicated and received by the Client no later than the time and the date of submission, or any extension to this date in accordance with corrigendum. Any proposal received by the Client after the deadline for submission shall be returned unopened.

e) From the time the Proposals are opened to the time the Contract is awarded; the Agency should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by 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 Agency' Proposal.

1.21 Evaluation of Technical Proposal

- a) An Evaluation Committee (EC) will be constituted by the Client for the purpose of evaluating the proposals.
- b) In the first stage of evaluation, only responsive proposals which satisfy the Pre-Qualification Criteria shall be further taken up for evaluation. A Proposal shall be rejected if it is found deficient as per the requirements indicated.
- c) The EC shall then evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Table below.
- d) The Evaluation Committee while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded, and the competent authority accepts the recommendation.
- e) Agency shall also make a presentation before the Evaluation Committee, which will be evaluated.
- f) Each responsive Proposal will be given a technical score.
- g) A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated below:

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

Sl.	Evaluation Criteria	Supporting Form	Max. Marks
1.	Experience	Tech Form 2	60
1.1	Prior experience of implementing sericulture/ horticulture/forestry plantation project) <i>as delineated by the erstwhile Planning Commission of India.</i> (Marks awarded would be proportional to the years of experience)		10
1.2	Prior experience of implementing sericulture projects (Marks awarded would be proportional to the years of experience)		20
1.3	Prior experience of partnering with Central Silk Board (CSB), State Departments of Sericulture and National/ State Rural Livelihood Missions around Tasar sericulture (Years) (Marks awarded would be proportional to the total years of working experience with mentioned partners)		10
1.4	Experience of implementing plantation project(s) with MGNREGA convergence (Marks awarded would be proportional to the years of experience and number of acres under plantation)		10

1.5	Experience in post-cocoon activities such as yarn processing, reeling of tasar yarn, value addition, market linkages developed, including partnerships with silk industry players, cooperatives, or government agencies (Marks awarded would be proportional to the years of experience)		10
2	Personnel	Tech Form 4	20
2.1	Program Manager cum Technical Expert (1) (Full time)		5
2.2	Production & Marketing Manager (1) (Full time)		5
2.3	Supervisors (4) (Full time)		10
3	Presentation of Approach, Methodology and Work Plan before the evaluation committee	Tech Form 3	20
Total Marks			100

Note: The minimum qualifying mark is: 60 (60%)

1.22 Evaluation of Financial Proposal

- a) The Financial Proposal is only a declaration of acceptance of the proposed budget (including Management Fee) by the Agency and is non-evaluative in nature.
- b) Financial Proposals of only those Agency who are technically qualified (i.e., obtain minimum 60% in Technical Evaluation) shall be opened.

1.23 Final Selection of Agency

All Agency who are technical qualified (i.e., obtain minimum 60% in Technical Evaluation) shall be ranked on the basis of marks obtained in the Technical Evaluation and a **maximum of 2 Agency shall be selected** by the Client **to carry out sericulture activity.**

1.24 Expected date and address for contract negotiations

Date to be communicated later.

Address:

District Collector and Managing Trustee,
District Mineral Foundation (DMF), Jajpur
First Floor, DMF Cell, Collectorate Building
Jajpur – 755001

Email: dmfajpur@gmail.com

Expected date and place for commencement of services

Expected date and place for commencement of services to be communicated later.

1.25 Negotiations

Negotiations will be held at the address indicated above. The invited Agency will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Agency. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract.

a) Technical Negotiations

Negotiations will include a discussion of the Technical Proposal including the proposed technical approach and methodology, DPR preparation, work plan, organization and staffing, and any suggestions made by the Agency to improve the Terms of Reference. The Client and the Agency will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the Agency.

b) Financial Negotiations

After the technical negotiations are over, financial negotiations will be carried out in order to discuss any changes in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under ordinary circumstances, the financial negotiation shall not result in any increase in the proposed budget. However, in case of exceptional reasons/circumstances, the client may consider an increase/modification in the budget.

c) Conclusions of Negotiations

Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Agency will initial the agreed Contract. If negotiations fail, the Client will invite the next-ranked Agency to negotiate a Contract.

1.26 Award of Contract

a) After completing negotiations, the Client shall issue a Letter of Intent to the selected Agency, and promptly notify all Agency who have submitted proposals about the decision taken.

b) The Agency will sign the contract after fulfilling all the formalities/pre-conditions including submission of the Performance Bank Guarantee within 7 working days of issuance of the Letter of Intent.

1.27 Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Agency 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 the rejection of its Proposal.

Section 6: Standard Forms**Pre-Qualification criteria evaluation form**

Sl. No.	Basic Requirement	Specific Requirement	Documents Required	Document Submitted (Yes/No)
1.	Legal Entity	The Agency should be a not-for-profit organization registered under: <ul style="list-style-type: none">• Societies' Registration Act, 1860,• Indian Trust Act, 1882,• Companies Act, 1956.	<ul style="list-style-type: none">• Certificate of incorporation• Registration Certificate• PAN No.• GST No.	
2.	Operation	The Agency should have been in operation for the past 3 (three) years as on 28.02.2025 and filed ITRs for the last three FYs (i.e., 2021-22, 2022-23 & 2023-24)	Last three FY's Audited Financial Statements duly certified by a Chartered Accountant	
3.	Financial Capacity	The Agency should have an average annual turnover of at least Rs.50 lakhs over the last three years FYs (2021-22, 2022-23 and 2023-24). This must be the individual Agency's turn over and not that of group companies/ organizations.	Last three FY's Audited Financial Statement duly signed by a Chartered Accountant	
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.	Blacklist	The Agency should not have been blacklisted by any Central /State Government Ministry in India or Public Sector Undertakings or any Government Agency	Undertaking	
6	Experience	The Agency should have prior experience in implementing Tasar sericulture projects	Copies of Work Orders/ Sanction Orders/MOU/	

			Engagement Letters/ Completion Certificates or equivalent documentary evidence should be provided as proof	
7	Authorized Representative	A Power of Attorney/ Board Resolution in the name of the person signing the proposal	Original Power of Attorney (Notarized on a Rs.100/- Non-Judicial Stamp Paper)	
8	Cost of Tender/ Tender Fee	The Agency should furnish tender fee of Rs.5,000/- (Rupees Five Thousand Only), in the form of Demand Draft in favour of “Collector and Managing Trustee, District Mineral Foundation, Jajpur”, payable at Jajpur	Original Demand Draft	
9	Earned Money Deposit (EMD)	The Agency should furnish an EMD of Rs.50,000/- (Rupees Fifty Thousand Only), in the form of Demand Draft or Bank Guarantee in favour of “Collector and Managing Trustee, District Mineral Foundation, Jajpur”, payable at Jajpur Town	Original Demand Draft/ or Bank Guarantee	

Technical proposal Evaluation Form:

Sl.	Evaluation Criteria	Supporting Tech Form	
1.	Experience	Tech Form 2	
	Prior experience of implementing sericulture/ horticulture/ forestry plantation project) as delineated by the erstwhile Planning Commission of India (Marks awarded would be proportional to the years of experience)		<i>[Provide project wise details of year of start, year of completion etc]</i>
1.2	Prior experience of implementing sericulture project (Marks awarded would be proportional to the years of experience)		<i>Enter no. of years</i>
1.3	Prior experience of partnering with Central Silk Board, State Departments of Sericulture and National/ State Rural Livelihood Missions around Tasar sericulture (Years) (Marks awarded would be proportional to the total years of working experience with mentioned partners)		<i>[Provide details regarding name of block, no. of GPs, no. of villages etc.</i>
1.4	Experience of implementing plantation project(s) with MGNREGA convergence (Marks awarded would be proportional to the years of experience and number of acres under plantation)		
2	Personnel	Tech Form 4	
2.1	Program Manager cum Technical Expert (1) (Full time)		<i>Meets all eligibility requirements (Yes/No)</i>
2.3	Supervisors (4) (Full time)		<i>Meets all eligibility requirements (Yes/No)</i>
3	Presentation of Approach, Methodology and Work Plan before the evaluation committee	Tech Form 3	

Technical proposal submission forms:

Form Tech 1: Letter of Proposal Submission

To,

The Collector and Managing Trustee,
District Mineral Foundation (DMF), Jajpur

Subject: Selection of Agency for Strengthening of Tasar sericulture and livelihood through value addition in Jajpur District [TECHNICAL PROPOSAL]

Dear Sir,

We, the undersigned, offer to execute the assignment - '**Selection of Agency for Strengthening of Tasar sericulture and livelihood through value addition in Jajpur District**' in accordance with your Request for Proposal dated _____. We are hereby submitting our Proposal, which includes the Pre-Qualification Documents, Technical Proposal and Financial Proposal, sealed in separate envelopes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than the date indicated.

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

We remain,

Yours sincerely,

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Name of Agency: _____

Address: _____

Location: _____ Date: _____

Form Tech 2: Bidder's Organization (General Details)

S. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel: 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: DD/Bank Guarantee No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Form Tech 3 - Agency Organization and Experience

A – Agency’s Organization

[Provide here a brief description of the Agency’s background including ownership details, date and place of registration, objectives etc. Provide an outline of experience/assignments of similar nature including name of assignment, duration, contract amount, client details, staff involved, tasks carried out etc. Apart from this, also provide details and supporting information/documents under the Pre-qualification criteria and Evaluation criteria].

Note 1: Information provided in this form should sufficiently support/justify the criteria of the Technical Qualification Form.

Note 2: All the claims should be substantiated through supporting documents

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Form Tech 4 – Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing]*

a) **Technical Approach and Methodology:** In this chapter, you should explain your understanding of the 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. You should highlight the problems being addressed and their importance, and explain the technical approach you should adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) **Work Plan:** In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate and implement each of the objectives, scope of work into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule.

c) **Organization and Staffing:** In this chapter, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed staff. The details of these resources shall be given in Form TECH – 4

Note 1: Information provided in the form should correspond to the Technical Presentation

Note 2: All the claims should be substantiated through production of supporting documents

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Form Tech 5 – Team Composition and Task Assignments for Service Assignment

Professional Staff			
Name of Staff	Area of Expertise	Position Assigned	Task Assigned

Note1: Information provided in the form should correspond to Key Personnel criteria of the Technical Qualification form.

Note 2: All the claims should be substantiated through supporting documents

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Form Tech 6 - Curriculum Vitae (CV) for Proposed Staff

1.	Proposed Position			
2.	Name of Agency:			
3.	Name of Staff:			
4.	Date of Birth			
5.	Nationality			
6.	Education			
	Name of Institution	Degree(s) or Diploma(s) obtained:	Date	
7.	Membership in Professional Associations/ Trainings attended			
8.	Languages			
	Language	Reading	Speaking	Writing
	English			
	Odia			
	Anyother			
9.	Employment Record:			
	FROM:		TO:	
	EMPLOYER			
	POSITION/S HELD			
	FROM:		TO:	
	EMPLOYER			
	POSITION/S HELD			

FROM:	TO:
EMPLOYER	
POSITION/S HELD	

--	--

10.	Work Undertaken that Best Illustrates Capacity to Handle the Tasks Assigned
-----	---

	Name of assignment or project:	
	Year:	
	Location:	
	Client:	
	Main project features:	
	<input type="checkbox"/>	
	Position/s held:	
	Activities performed:	
	<input type="checkbox"/>	
	Name of assignment or project:	
	Year:	
	Location:	
	Client:	
	Main project features:	
	<input type="checkbox"/>	
	Position/s held:	
	Activities performed:	
	<input type="checkbox"/>	
	Name of assignment or project:	
	Year:	

	Location:	
	Client:	
	Main project features:	

	Positions held:	
	Activities performed:	
11.	Certification	
	<p>I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification nor dismissal, if engaged.</p>	
	<p>Full name of authorized representative:</p>	

Note1: Information provided in the form should correspond to the Key Personnel Criteria of the Technical Qualification form.

Note 2: All the claims should be substantiated through supporting documents.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Form Tech 7 – Undertaking Regarding any Conflicting Activities and Declaration Thereof

Are there any activities carried out by your Agency which are of conflicting nature as mentioned in para 1.8 of section 6. If yes, please furnish details of any such activities.

If no, please certify,

[We hereby declare that our Agency has not indulged in any such activities which can be termed as the conflicting activities under para 1.8 of the section 6. We also acknowledge that in case of misrepresentation of the information, our proposals /contract shall be rejected / terminated by the Client which shall be binding on us.]

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Name of Agency:

Address:

Section 7: Financial proposal submission forms

[Location, Date]

To,
Collector and Managing Trustee,
District Mineral Foundation (DMF), Jajpur

Subject: Selection of Agency for Strengthening of Tasar sericulture and livelihood through value addition in Jajpur District [FINANCIAL PROPOSAL]

Dear Sir,

We, the undersigned, offer to provide services for the assignment ‘**Selection of agency for revival of Tasar sericulture and livelihood enhancement of Tasar rearer of Jajpur district**’ in accordance with your Request for Proposal (RFP) dated _____ and our Technical Proposal.

We fully accept the proposed budget (including the Management Fee) in the RFP. The proposed budget (including the Management Fee) shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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.
We remain,

Yours sincerely,

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Name of Agency: _____

Address: _____

ANNEXURE- I

DRAFT PERFORMANCE BANK GUARANTEE

(To be issued by a Bank _____)

This deed of Guarantee executed at _____ by _____ (Name of the Bank) having its Head/ Registered Office at _____ (hereinafter referred to as "the Guarantor") which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors and assigns.

In favour of Collector and Managing Trustee, District Mineral Foundation, Jajpur having its office at (Jajpur) (hereinafter called DMF, Jajpur, which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors and assigns);

Whereas _____, an organisation registered/formed under _____ (specify the applicable law) and having its registered office at _____ (hereinafter referred to as the Agency) has been, consequent to conduct and completion of a competitive bidding process in accordance with the Request for Proposal (RFP) document No. ___ dated _____ issued by Collector & Managing Trustee, District Mineral Foundation, Jajpur, selected for the Agreement by Collector & Managing Trustee, DMF Jajpur as more specifically defined in the aforementioned Document including statement of work and the Agreement executed between the Collector & Managing Trustee, District Mineral Foundation, Jajpur and Agency .

The Agreement requires the Agency to furnish an unconditional and irrevocable Bank Guarantee for an amount of Rs. _____/- Rupees _____ only) by way of security for guaranteeing the due and faithful compliance of its obligations under the Agreement.

Whereas, the Agency approached the Guarantor and the Guarantor has agreed to provide a Guarantee being these presents.

Now this Deed witnessed that in consideration of the premises, we, _____ Bank hereby guarantee as follows:

1. The Agency shall implement the project - **'Selection of Agency for Strengthening of Tasar sericulture and livelihood through value addition in Jajpur District'** in accordance with the term and subject to the conditions of the Agreement and fulfil its obligations there under.
2. We, the Guarantor, shall, without demur, pay to Collector & Managing Trustee, District Mineral Foundation, Jajpur an amount not exceeding Rs. _____

(Rupees _____ only) within 7(seven) days of receipt of a written demand therefore from Collector & Managing Trustee, District Mineral Foundation, Jajpur stating that the Agency has failed to fulfil its obligations as stated in Clause 1 above.

3. The above payment shall be made by us without any reference to the Agency or any other person and irrespective of whether the claim of the Collector & Managing Trustee, District Mineral Foundation, Jajpur is disputed by the Agency or not.

4. The Guarantee shall come into effect from _____ (Start Date) and shall continue to be in full force and effect till the earlier of its expiry at 1700 hours Indian Standard Time on _____ (Expiry Date) (both dates inclusive) or till the receipt of a claim, from the Collector & Chairperson cum Managing Trustee, District Mineral Foundation, Jajpur under this Guarantee, which is one month after the expiry of performance guarantee, whichever is earlier.

Any demand received by the Guarantor from Collector & **Managing Trustee, District Mineral Foundation, Jajpur** prior to the Expiry Date shall survive the expiry of this Guarantee till such time that all the moneys payable under this Guarantee by the Guarantor to **Collector& Managing Trustee, District Mineral Foundation, Jajpur**.

5. In order to give effect to this Guarantee, **Collector & Managing Trustee, District Mineral Foundation, Jajpur** shall be entitled to treat the Guarantor as the principal debtor and the obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Agreement or other documents by **Collector & Managing Trustee, District Mineral Foundation, Jajpur** or by the extension of time of performance granted to the Agency or any postponement for ant time of the power exercisable by **Collector & cum Managing Trustee, District Mineral Foundation, Jajpur** against the Agency or forbear or enforce any of the terms and conditions of the Agreement and we shall not be relieved from our obligations under this Guarantee on account of any such variation extension forbearance or omission on the part of **Collector & Managing Trustee, District Mineral Foundation, Jajpur** to the Agency to give such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

6. The Guarantee shall be irrevocable and shall remain in full force and effect until all our Obligations under this guarantee are duly discharged.

7. The Guarantor has power to issue this guarantee and the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under _____.

In witness, whereof the Guarantor has set its hands hereunto on the day, month and year first here-in- above written.

Signed and delivered by _____ Bank by the hand of Shri _____ its _____ and authorized office.

Bank Authorised Signatory

Statement of proposed budget for sericulture activities for the period of 3 financial years

(Amount in Rs.)

Sl No	Activities	Unit	Physical Target for Financial support				Unit Cost (Rs.)	Financial Target							
			Yr. 1	Yr. 2	Yr. 3	Total		Year 1		Year 2		Year 3		Total	
								DMF	Community Contribution	DMF	Community Contribution	DMF	Community Contribution	DMF	Community Contribution
1	Promotion of Reeling & Spinning activities in the Tasar corridor	No.	50	50	50	150	91,124	45,56,200	-	45,56,200	-	45,56,200	-	1,36,68,600	-
2	Nucleus seed cocoon production Support with plantation based rearers	No.	14	14	0	28	Yr1-17540, Yr2-2690	2,45,560	-	37,660	-	-	-	2,83,220	-
3	Sustenance of Seed cocoon production, Silkworm seed production & Commercial cocoon production	No.	1	0	0	1	9,41,500	9,41,500	9,60,000	-	9,60,000	-	9,60,000	9,41,500	28,80,000
	Sub Total							57,43,260	9,60,000	45,93,860	9,60,000	45,56,200	9,60,000	1,48,93,320	28,80,000
4	HR Cost							35,28,000	-	36,08,400	-	36,79,680	-	1,08,16,080	-
5	Training & Capacity Building cost							6,70,000	-	6,65,000	-	5,22,000	-	18,57,000	-
6	Monitoring & evaluation cost							3,52,000	-	2,52,000	-	2,52,000	-	8,56,000	-
	Sub Total							45,50,000	-	45,25,400	-	44,53,680	-	1,35,29,080	-
	Grand Total							1,02,93,260	9,60,000	91,19,260	9,60,000	90,09,880	9,60,000	2,84,22,400	28,80,000

Note: The above abstract is for a total project duration of 3 years

PAYMENT SCHEDULE

CRITERIA FOR RELEASE OF PROGRAM COST AND MANAGEMENT FEE TO AGENCIES

The fund for a particular FY/Project Year will be released:

1. Based on field Intervention payment of fees will be made to the agency in an interval of 30 days.
2. After assessing the physical performance and through field verification management fee will be released to the selected agency linked to the Physical Achievements against annual outreach.