



Letter No.- ୧୫୫

Date:- 31/03/2026

## “Request for Proposal”

Engagement of Research Agency under Extension of Special program for promotion of integrated farming (SPPIF+) under SETU scheme in Swabhiman Anchal, Chitrakonda, Malkangiri for 3 years (2025-26 to 2027-28)

Under

Government of Odisha  
Department of Agriculture & Farmers' Empowerment 2025-26

Office of the Chief District Agriculture Officer, Malkangiri

  
Chief District Agriculture Officer,  
Malkangiri

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## **DISCLAIMER**

This Request For Proposal (RFP) is issued by the Chief District Agriculture Officer, Malkangiri under Department of Agriculture & Farmers' Empowerment, Government of Odisha.

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

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

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

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

RFP.

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

*A. Z. Khan*  
3/03/26

**Chief District Agriculture Officer,  
Malkangiri**

## BIDDER DATA SHEET

SL No.	Particulars	Details
1	Name of the Client	Chief District Agriculture Officer, Malkangiri under the Department of Agriculture & Farmers Empowerment, Government of Odisha
2	Method of Selection	<b>The selection shall be done in QCBS ( Quality and cost based system) method.</b>
3	Availability of RFP Documents	Detail RFP documents are available in following website: <a href="https://tendersodisha.gov.in/nicgep/app">https://tendersodisha.gov.in/nicgep/app</a> , <a href="https://malkangiri.odisha.gov.in/en">https://malkangiri.odisha.gov.in/en</a>
4	Date of Floating of RFP	2.04.2026
5	Timeline for submission of Pre-Bid query	7.04.2026
6	Date of Pre-Bid Meeting	8.04.2026 <b>Office of the undersigned at 12:30 PM- 1:30 PM</b> and virtual mode on <a href="https://meet.google.com/zzi-nvow-jzy">https://meet.google.com/zzi-nvow-jzy</a>
7	Publication of Pre-Bid clarification through Website	9.04.2026
8	Last Date and Time for submission of Bid through e-Procurement Portal	17.04.2026
9	Last Date and time for submission of Technical Bid (Hard Copy)	21.04.2026
10	Date of Opening of Technical Proposal	22.04.2026 <b>Office of the undersigned at 11:00 AM</b>
11	Date of Opening of Technical Presentation	24.04.2026
12	Date of Opening of Financial Proposal	28.04.2026
13	Award of Contract	30.04.2026
14	Pre Bid Meeting	All queries should be received on or before <b>7.04.2026 on Email: <a href="mailto:ddamal.dag@nic.in">ddamal.dag@nic.in</a> CDAO in MS Word format as Annexure 7 of the RFP.</b> Pre-bid meeting will be held on <b>8.04.2026</b> in the office of the undersigned, Malkangiri.
15	Bid Processing Fee ( Non-refundable)	<b>Rs 5,000/- INR ( Five thousand only) in shape of banker's Cheque/Demand Draft in favour of "Chief District Agriculture Officer, Malkangiri "</b> drawn in any scheduled commercial Bank Payable at Malkangiri district.

16	Bid Security/ Earnest Money Deposits (Refundable)	<b>Earnest Money Deposit (EMD) amounting Rs 1,35,000/- (Rupees one lakh thirty five thousand only) in the shape of Demand draft/ Banker's Cheque / Insurance Surety bond/ bank guarantee with validity for 45 days beyond final bid validity period in favour the Chief District Agriculture Office, Malkangiri . The EMD of unsuccessful bidders shall be refunded within 1 month from the date of award of Contract.</b>
16	Address for submission of Bid Document	Chief District agriculture office, MV-2, At/PO- , Lathiguada, Malkangiri, Pincode-764045.
17	Mode of Submission of Bid	<b>Online- through tendersodisha.gov.in by 17.04.2026. However, the physical copy of Technical Proposal including original processing fee BC/DD &amp; original Bid Security must reach the undersigned through Speed Post / Registered Post in the designated address as mentioned in the RFP latest by 21.04.2026 .</b>
18	Place of Opening of Technical Proposal	Office of the Chief District Agriculture Officer, Malkangiri.

## SECTION-1

### LETTER OF INVITATION

Letter No.-----

Dated.-----

Name of the Assignment: **Engagement of research agency under the Extension of special program for promotion of integrated farming (SPPIF+) under SETU Scheme in Swabhiman Anchal, Chittrakonda, Malkangiri.**

The Chief District Agriculture Officer (The Client) invites sealed applications from eligible bidder (Agencies/ Organization) for engagement as Research agency for the state sector scheme Extension of special program for promotion of integrated farming (SPPIF+) under SETU Scheme in Swabhiman Anchal, Chittrakonda, Malkangiri. More details on the proposed RFP are provided in **Section-3** Terms of Reference of this RFP document.

An experienced bidder will be selected through the procedure as prescribed in the RFP document in accordance with the policies and procedures accompanying the guidelines of Finance Department, Government of Odisha circulated vide office Memorandum No. 37323/F, Dated 30.11.2018 of Finance Department, Government of Odisha. The scheme activities will be implemented in the 17 Gram panchayat of Swabhiman Anchal of Chittrakonda block and one Gram Panchayat of Korukonda block of Malkangiri District. The agency will be responsible for undertaking the baseline survey, mid-term evaluation, endline assessments and any other studies of the scheme as per the scheme guidelines.

The proposal completed in all respects as specified in the RFP document must be accompanied with a **non-refundable amount of Rs.5,000/- (Rupees Five Thousand only) towards Bid Processing fee and a refundable amount of Rs 1,35,000/- (Rupees One Lakhs Thirty Five Thousand) towards EMD** in shape of Demand Draft/ Bankers cheque/ Insurance Surety Bond/ Bank Guarantee with validity for 45 days beyond final bid validity period in favour of the "Chief District Agriculture Officer, Malkangiri drawn in any scheduled commercial bank payable at Malkangiri failing which the bid will be rejected.

For purpose of tender submission, only public e-Procurement portal to be accessed by tenderer at <https://tendersodisha.gov.in/nicgep/app>. Alternatively, the Bidding Documents can also be viewed from the website <https://malkangiri.odisha.gov.in/en>, for the sole purpose of viewing and it shall not be entertained as valid download of the Bidding Document. To participate in the Bidding Process, the Bidder should complete all stages of registration, download from the e-Procurement Portal and final bid submission through the e-Procurement Portal. Bids which are submitted on the e-

Procurement Portal alone will be accepted by the Authority. The Bidders are advised to download the Bidding Documents at least one day prior to the Bid Due Date to safeguard their participation and avoid any delay. The Bidders are advised to upload the Bid sufficiently before the specified time on the Bid Due Date to avoid any technical issues or malfunction in the network caused by heavy internet traffic on the Bid Due Date. The Bidders are required to register on e- Procurement Portal. Bidders are required to obtain digital signature to upload the Technical and Financial bid. Bidders are requested to visit e-Procurement Portal for the details related to online registration and submission of Bids.

**The Technical Bid and Financial bids complete in all respect must be submitted in both online modes i.e. at e- procurement portal (tendersodisha.gov.in) and offline mode at the specified address and date, time as mentioned in the RFP. If there is any difference between the offline (physical) and online versions of the Technical proposal, the version submitted through online mode shall prevail and be treated as final. Both technical and financial bids shall be submitted should be submitted in both online mode and offline mode prior to the last date of bid submission.**

The RFP includes the following sections

Section-1: Letter of Invitation (LOI)
Section-2: Information to the Bidder
Section-3: Term of Reference
Section-4: Technical proposal submission forms
Section-5: Financial proposal submission forms
Section-6 Annexures

The bidder shall submit the application as per the enclosed format under this RFP by Registered/ Speed post only. Proposals in e-mail will not be entertained in this regard. The authority shall not be responsible for any sort of postal delay and proposals received beyond scheduled date and time shall not be entertained & out rightly be rejected. The authority reserves the right to cancel / reject any or all the RFP without assigning any reason thereof.

A-1000  
21/03/20

**Chief District Agriculture Officer,  
Malkangiri**

## SECTION-2

### INFORMATION TO THE BIDDER

A bidder shall carefully go through the terms and conditions, parameters of selections mentioned under this RFP. The application should have all the desired information as mentioned in the RFP document. All the undertakings shall be submitted, and all the pages should be signed by the authorized person of the bidder.

Following are the criteria of bidder selection: -

#### **1. Bidder shall fulfil the minimum eligibility criteria as follows:**

- a. The bidder shall be a registered body under Societies Act/ Trust act, Company Act (section 8 (2013)/ Section 25 1956). Limited Liability Partnership, registered under UGC. It shall provide a self-attested copy of registration, GST, PAN or relevant registration document and details as per their legal status. Should be registered under GST act.
- b. Should have experience in conducting at least one scheme/ programme of any of the government department/ Private sector impact evaluation studies from the baseline to endline completion reports.
- c. Should have experience of working with various organizations related to the Agriculture & allied sectors, national level NGOs, Government body central & state level.
- d. Should have a minimum experience as a research partner with any state level government program.
- e. Should have a minimum 5 years of work experience with government/ private agencies at state/ national level as a research partner.
- f. Should have a minimum annual turnover of Rs 50 Lakhs in last 3 consecutive years.
- g. Should not have more than one-third of the Governing Body members related to each other and no staff members related to each other should be supervising each other.
- h. Bidders participating in the tender must be registered under GST act, having valid GSTIN.

- i. Should not have been blacklisted by the Government of India, State government of Odisha, any other state governments, any Indian or international donor and provide a self-declaration by the authorized representative to this effect.

## **2. Document to be submitted by the Bidders**

The bidders have to furnish the following documents duly signed by the authorized person in along with their Technical and Financial Proposal

- a. Covering letter on the letterhead submission of the RFP and requesting to participate in the bid process.
- b. Bid Submission checklist
- c. Copy of the certificate of incorporation/ registration
- d. Copy of PAN
- e. Copy of GST
- f. Copies of IT Return for the last three-year financial years (2022-23, 2023-24 & 2024-25)
- g. Declaration to carry out the assignment as per the stipulated scope of work of the RFP
- h. Details of Bid processing fees Fee Rs. 5000/- (DD, date) – Non refundable
- i. Details of Bid Security/ Earnest Money declaration Rs. 1,35,000/- (DD, date)
- j. Declaration to accept all the terms and conditions as specified in the RFP
- k. Copies of the Audited Balance Sheet of Last Three years (2022-23, 2023-24 & 2024-25)
- L. Power of Attorney in favour of the person signing the bid documents and making a presentation on behalf of the bidder. (stamp paper)
- m. Details of work experience as asked in the application ( Copy of MoA, Contract)
- n. Undertaking for not having been blacklisted by any central/ State Government/ Any other Autonomous Body/ International& National Organization in the recent past.

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

Proposal must remain valid for 90 (Ninety) days after the submission date. The client reserves the right to reject a proposal valid for a shorter period/ till the selection process is completed 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.

### **4. Submission of the Proposal**

a. The proposal as well as all related correspondence exchanged by the bidder and the client shall be in English language.

b. In preparing the proposal, the bidder is expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in the rejection of a proposal.

c. While preparing the Technical Proposal, the bidder gives particular attention to the estimated number of professional staff.

d. Submission of the wrong type of proposal will result in the proposal being deemed to be non-responsive.

e. A brief description of the bidder will be provided in the technical bid. The bidder should provide details of experience of assignments which are similar to the proposed assignment/job as per the TOR.

f. Information should be provided only for those assignments/jobs for which the bidder was legally contracted by a client/Donor.

g. Bidder should authenticate the claimed experience along with the proposal and must submit a letter of award/ copy of contract for all the assignments mentioned in the proposal.

h. The technical proposal shall not include any financial information. A technical proposal containing financial information shall be declared as non-responsive.

i. Financial Proposals: The financial proposal shall be prepared using the prescribed forms in financial bid format. The Financial bid shall be submitted only through e-procurement portal ([tendersodisha.gov.in](http://tendersodisha.gov.in)), no hard copy is required to submit. It shall list all costs associated with the assignment/ job, including (a) remuneration for staff and (b) expenses such as travel cost, applicable taxes etc. The financial proposal shall be rejected summarily, if not found in the prescribed forms. (Section -5 Technical Bid).

j. The proposals should come in a sealed envelope super-scribed as "TECHNICAL PROPOSAL" for application for engagement of agency for the role of Research Agency for the Special Programme for Promotion of Integrated Farming in the Tribal Areas (SPPIF+) under SETU Scheme as per the enclosed application format by speed/ registered post.

k. The technical proposal must be submitted and 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 as per the requirement.

**l. An authorized representative of the bidder shall initial all pages of the original Technical and Financial Proposals. The signed Technical and Financial Proposals shall be marked "ORIGINAL".**

m. The proposals should come in sealed envelope super-scribed as "TECHNICAL PROPOSAL for application for Engagement of Research Agency under the " Extension of special program for promotion of integrated farming (SPPIF+) under SETU Scheme in Swabhiman Anchal, Chitrakonda, Malkangiri" as per the enclosed application format by registered/ speed post. The Technical proposal has two different parts, i.e Part-A (Technical Application) and Part-B (Financial Bid). Both Part-A and Part-B envelopes have to be sealed and placed inside the main envelope (Technical Proposal) with proper labelling of following information in bold.

n. For submission of application the bidder should have valid DSC (Digital Signature Certificate). The Bidder should register in the e-procurement portal, government of Odisha well in advance. Once the bidder has registered successfully, he can submit the proposal as per the prescribed formats.

**Name of the assignment**

**RFP Letter no & Date**

**Name of the Bidder**

**Deadline for submission of Bid**

**Name and address of the Bidder**

## 5. Pre-Bid Meeting

A pre-bid meeting will be organized by the client to address the queries relating to the overall selection process and scope of the work. To this respect, bidder can submit their queries, as per the prescribed format provided at (Annexure-6) to the Chief District Agriculture Officer, Malkangiri e-mail to [ddamal.dag@nic.in](mailto:ddamal.dag@nic.in) from the level of authorized representative of the bidder only. Any request for clarification submitted beyond the above deadline will not be entertained during the pre-bid meeting. The pre-bid meeting will be held as per the scheduled mentioned in the bidder data sheet. Representatives (Maximum up to 2 members from each bidder) with due authorization, the details of whom are communicated via mail, will be allowed to attend the pre-bid meeting at the scheduled venue, date and time. Clarification to the submitted queries will be uploaded in the website for information of the bidder. Any such clarification/ corrigendum shall be deemed to be part of this RFP. Requests for alteration/ change in existing terms and conditions of the RFP will not be considered/ entertained.

## 6. Bid Security or Earnest Money Deposit ( EMD)

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit(EMD) amounting **Rs 1,35,000/- (Rupees one lakh thirty five thousand only) in the shape of Demand draft/ Banker's Cheque / Insurance Surety bond/ bank guarantee with validity for 45 days beyond final bid validity period in favour of the Chief District Agriculture Officer, Malkangiri.** The EMD of unsuccessful bidders shall be refunded within 1 month from the date of award of Contract.

**The successful bidder will furnish the required Performance Security 3% followed by signing of the Contract.**

**The Bid document will be forfeited on account of the following reasons:**

- 6.1 Bidder withdraws its proposal during the bid validity period as specified in the RFP.
- 6.2 Bidder does not respond to requests for clarification of its proposal.
- 6.3 Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- 6.4 If the bidder fails to
  - a. Provide clarification
  - b. Agree to attend the contract negotiation meeting,
  - c. Sign the contract in time,
  - d. Furnish required Performance Security.

- e. Any other circumstance which holds the interest of the Client during the overall selection process.

### **7. Bid Processing Fees:**

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to **Rs. 5,000/-** (Rupees Five Thousand Only) in the shape of DD/ BC from any Scheduled Commercial Bank in favour of the **Chief District Agriculture Officer, Malkangiri**, drawn in any scheduled commercial Bank Payable at concerned District. Proposals received without bid processing fee will be rejected.

### **8. Opening and Evaluation of the Proposal:**

The envelope containing "**TECHNICAL PROPOSAL**" will be opened in the initial stage by the client in presence of the bidder's representatives at the location, date and time specified in the bidder data sheet. The client will constitute a screening committee to evaluate the proposals submitted by bidders. Only one representative with a proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The qualified bidders will participate in the next round of selection process as per the mentioned under RFP.

### **9. Evaluation of the Proposal:**

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

#### **9.1 Preliminary Evaluation (1<sup>st</sup> Stage):-**

Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not. Submission of following documents/ information will be verified:

1. The documents submitted as per the criteria mentioned in the application and minimum eligibility criteria and documents to be submitted of the RFP document shall be reviewed thoroughly.
2. Filled in bid submission check list in original (**Annexure-5**)
3. Covering letter (**Annexure-6**) on bidder's letterhead requesting to participate in the selection process
4. Bid Processing fee as mentioned in RFP
5. Bid security fee (EMD) as applicable

Chief District Agriculture Officer, Malkangiri				
Score Sheet for evaluation of Technical proposal for Research Agency				
Special Programme for Promotion of Integrated Farming (SPPIF+) under SETU Scheme in Swabhiman Anchal, Chittrakonda, Malkangiri for 3 years (2025-26 to 2027-28)				
SL No	Criteria	Sub – Criteria	Max.	Marks
1	Experience in Implementation of any research based projects in last 5 years	Experience in Implementing at least 3 nos of research projects in collaboration with Govt. of Odisha	10	10
		Experience in Implementing at least 3 nos of research projects in collaboration with private sector/Donor.		5
2	Experience in conducting baseline & evaluation on Agricultural/ Horticulture sector in last 5 year	Experience in conducting baseline & evaluation of crop production, consumption & value addition with Dept. of Agriculture, Odisha	10	10
		Experience in conducting baseline & evaluation of crop production, consumption & value addition with any Department of Govt of Odisha.		5
3	Experience in conducting baseline to end line evaluation.	Experience in conducting baseline to end line evaluation of any livelihood based scheme/ projects. more than 5project in last three years	10	10
		Experience in conducting baseline to end line evaluation of any livelihood based scheme/ projects. Between 2 to 5 project in last three years		5
4	Scale of community level survey sample in last 5 years	Above 100 villages	10	10
		In between 50 to 100 villages		5
5	Publication of last Five years	More than 10 publications	5	5
		Between 5 to 10 publications		3
6	Turnover in last 3 years	Above 1.00 Crore	5	5
		Between 50 Lakhs to 1 Crore		3

Chief District Agriculture Officer, Malkangiri				
Score Sheet for evaluation of Technical proposal for Research Agency				
Special Programme for Promotion of Integrated Farming (SPPIF+) under SETU Scheme in Swabhiman Anchal, Chitrakonda, Malkangiri for 3 years (2025-26 to 2027-28)				
SL No	Criteria	Sub – Criteria	Max.	Marks
7	Research collaboration with ICAR/ CGIAR/ SAU/ Any other State Research Bodies in Last 5 years	Collaboration with at least 5 or more institution/ Research Bodies	5	5
		Collaboration with at least 3 to 5 institutions/ Research Bodies		3
8	Research professional associated with the agency	PhD researcher with one position or more	5	5
		Post graduates in Research Professional with two position or more		3
<b>Total</b>			<b>60</b>	

### 8.2 Technical Evaluation ( 2<sup>nd</sup> Stage)

After the preliminary documents verification, the bidders whose documents are correct and complete in nature shall be invited for the presentation round.

Bidders will make a presentation before the client during the technical evaluation stage. The objective of the presentation is to enable the client to evaluate the work experiences of bidders in different fields as per the scheme requirement. The evaluation of the technical presentation will be based on the following criteria:

- a. Past experience of the bidder (Organization background/ journey and current achievement for ongoing projects details preferably with the Agriculture Department.)
- b. Understanding of the scope of the project/ Area and key deliverables, Output, Outcomes, constraints etc.
- c. Strategy, Methodology and implementation framework.
- d. Any other information as per client's requirement- (**District** level project implementation strategy)

The organization/agency whose technical evaluation secures a score above the **minimum qualifying mark of 70 (maximum marks of 60 in Technical Proposal & maximum marks of 40 in Technical Presentation)** in the technical evaluation stage will be technically qualified for opening for the financial evaluation.

### 8.3 Financial Evaluation ( 3<sup>rd</sup> Stage)

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

### 8.4 Method of Selection:

**The selection shall be done in QCBC (Quality and Cost based selection) method.**

This method follows both the technical quality of a proposal, and the cost of the services are considered. It involves evaluating the technical proposal first and then comparing them based on a combination of technical scores and financial bids.

a. The short-listed bidder will be invited to present their proposals before the selection committee.

b. In deciding the final selection of the bidder, the technical quality of the proposal will be given a weightage of 70% on the basis of criteria for evaluation. The price bids of only those bidders who qualify technically will be opened. The proposal with the lowest cost will be given a financial score of 100 and the other proposal given financial scores that are inversely (in reverse) proportional to their prices. The financial proposal shall be allocated a weightage of 30%.

For working out the combined score, the client will use the following formula:

***Evaluated Bid Score:  $(0.7 \times 100 \times T/T \text{ (high)}) + (0.3 \times 100 \times C \text{ (Low)}/C)$ , Where, T stands for Total marks obtained in technical proposal, T(high) stands for highest marks obtained in technical proposal, C stands for Evaluated Bid Price of the Bidder, C (Low) stands for Lowest of the evaluated bid prices among the responsive bids.***

Example: If in response to this EOI, three proposals, A, B & C were received and the EOI Screening Committee (ESC) awarded them 75, 80 and 90 mark respectively, all the three proposals would be technically suitable. Then the following points for technical proposals may be given:

Proposal A:  $100 \times 75/90 = 83.33$  points

Proposal B:  $100 \times 80/90 = 88.88$  points

Proposal C:  $100 \times 90/90 = 100$  points

Further, if the quoted price of proposals A, B & C were Rs.120, Rs.100 &Rs.110 respectively, then the following points for financial proposals may be given:

Proposal A:  $100 \times 100 / 120 = 83.33$  points

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

Proposal C:  $100 \times 100 / 110 = 90.90$  points

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

Proposal A:  $(0.7 \times 83.33) + (0.3 \times 83.33) = 83.33$

Proposal B:  $(0.7 \times 88.88) + (0.3 \times 100) = 92.216$

Proposal C:  $(0.7 \times 100) + (0.3 \times 90.90) = 97.27$

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

From the time the proposals are opened to the time the contract is awarded, the Organization/Agency/ bidder should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Organization/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 Organization/Agency's proposal. Chief District agriculture officer, Malkangiri may cancel the bid and reject all proposals without assigning any reasons at any stage of the tender process.

## **9. Performance Security**

**The selected bidder shall be required to furnish a performance Security, equal to 3 % in the form as per Rule 213& annexures of amended OGFR, of the contract Indian rupees, in favour of Chief District Agriculture Officer, Malkangiri.** Performance security must be valid for a period of 60 days beyond the date of completion of all contractual period/ obligations. **Micro and Small Enterprises (MSEs) and start-ups are allowed concessional payment of performance security @ 25% of performance security prescribed for normal bidders.** The performance security must be submitted after award of contract but before signing of contract. Performance security would be returned only after successful completion of tasks assigned to them and only after adjusting/ recovering any dues recoverable/ payable from/ by the bidder on any account under the contract.

## **10. Contract Negotiation**

Contract Negotiation will be held at a date, time and address as intimated to the selected bidder. The incited bidder will, as a prerequisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment, the Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering

technical and financial aspects, if any and availability of proposed professionals etc.

## 11. Award of Contract

After completion of the contract negotiation stage, the client will notify the successful bidders in writing by issuing an offer letter for signing the contract and promptly notify all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 7(seven) working 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 a written amendment signed by both the parties. ***Subcontracting is not allowed under this assignment under any circumstances.***

## 12. Conflict of Interest

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

## 13. Disclosure

1. 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.

2. 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.

3. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:

a. 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.

b. corruption including the offer or receipt of an inducement of any kind in relation to

obtaining any contract.

c. Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

#### **14. Anti- Corruption Measures**

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

#### **15. Cost of Bidding**

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

#### **16. Proposal Forms**

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

#### **17. Local Conditions**

Each bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the contract and/ or the cost. The bidder is expected to know all conditions and factors, which may have any effect on the execution of the contract after issue of letter of Award. The client shall not entertain any request for clarification from the bidder regarding such local conditions. It is the bidder

's responsibility that such factors have been properly investigated and considered before submitting the proposal. No claim, whatsoever, including that for financial adjustment to the contract awarded under the bidding document will be entertained by the client, neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted on account of failure of the bidder to know the local laws/ conditions. The bidder is expected to visit and examine and study the location of Government offices and its surroundings and obtain all information that may be necessary for preparing the proposal at its own interest and cost.

## **18. Legal Jurisdiction**

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

## **19. Confidentiality**

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

## **20. Amendment of the RFP Document**

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

## **21. Client's Right to accept any proposal and to reject any or all proposals**

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 the award of contract award, without assigning any reason thereof and thereby incurring any liability to the bidders. Misrepresentation/ improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/ rejection occurs after the proposals have been opened and the highest-ranking applicant gets disqualified/ rejected, then the client reserves the right to consider the next best bidder or take any other measure as may be deemed fit in the sole discretion of the client,

including cancellation of the selection process.

## **22. Copyright, patents and other proprietary Rights**

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

## **23. Force Majeure**

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

## **24. Arbitration**

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

## **25. Termination of Contract**

The selected bidder can be terminated if,

1. Breaches conditions of the agreement and misrepresents facts and data.
2. The performance of the agency does not cater to the requirements of the Programme.
3. Is blacklisted by any Govt. or any other Agency.
4. Fails to engage prescribed and qualified Technical Staff.
5. Any other terms & conditions as mentioned in the MoU/ Contract.

## **26. Conditions for Blacklisting**

The Agency/selected Agency will be blacklisted for 3 years or less as would be decided by appropriate authority if,

1. Involvement in any sort of tender/Contract fixing.
2. Persistent and intentional violation of important conditions of contract.
3. Submission of false/fabricated/forged documents for consideration of tender.
4. Fails to implement the key programme deliverables as per the contract.

## **SECTION-3**

### **TERMS OF REFERENCE**

#### **1. Introduction**

The Extension of Special Programme for Promotion of Integrated Farming (SPPIF+), implemented under the SETU Scheme, is a flagship initiative by the Department of Agriculture and Farmer's Empowerment, Government of Odisha. The program is being executed by the Chief District Agriculture Officer, Malkangiri at the district level by leveraging the agriculture, allied departments and other departments as per the requirement under the project. The program's core objective is to enhance the income of farm families through a holistic and sustainable integrated farming system, incorporating agriculture, horticulture, livestock, and fishery activities.

The initiative seeks to strengthen the rainfed farming system with a primary focus on crop diversification, vegetable cultivation and organic cluster certification to enhance climate resilience, sustain productivity, and improve farmers' income. The program further supports animal healthcare and management through the establishment of poultry night shelters, goat shelters, indigenous chick production units, etc along with the provision of vaccination and healthcare services. In addition, the fisheries component encourages the promotion of indigenous fish culture and crop fish integrated models. These interventions focus on confining the local agro-climatic conditions, ensuring better adaptability and resilience to climate related risks and shocks. The initiative will also focus on comprehensive value chain management for crops, commodities, and livestock by engaging various grassroots stakeholders and farmer centric institutions. Alongside this, capacity-building programs will be organized to equip farmers with knowledge and skills on improved and sustainable agricultural practices.

The scheme will be implemented in 18 GPs from 2025-26 to 2027-28 under SETU Scheme, in Swabhiman Anchal, Chitrakonda, Malkangiri. This is the second phase of implementation so duplication of the activities and beneficiaries for the said scheme will be avoided. Priority shall be given to the extended gram-panchyats of Swabhiman Anchal.

#### **2. Objective of the scheme**

- a. Optimum utilization of available natural resources with principles of Reduce, Recycle, Reuse & Recovery.
- b. Promotion of site specific and landscape-based farming systems through diversification, intensification, and integration in cluster approach.
- c. To improve livelihoods and income of farmers through enterprises, marketing, and value chain interventions by WSHGs/FPOs.

### 3. Scale of the Scheme

Name of Cluster	OLD GPs	NEW GPs
Chitrakonda	1. Badapada	1. Nuaguda
	2. Jodambo	2. Doraguda
	3. Dhuliput	3. Gunthawada
	4. Papermetla	4. Kapatuti
	5. Andrapalli	5. Badapadar
	6. Panasput	6. Nakamamudi ( Korukonda)
	7. Jantri	7. Populur
	8. Ralegada	8. Kurumanuru
	9. Gajalmamudi	9. Chitrakonda

### 4. Scope of Work

- a. The research agency should work as a knowledge, evidence, technical guidance and evaluation partner that support the programme with scientific analysis, data and learning to improve the outcome of the initiative.
- b. Conduct base line, mid line and end line evaluation studies in the project villages to understand the socio-economic status of rural households, natural resources, farming system, cropping system. Livestock management, production system and market with which the income is directly and indirectly associated. Also, identify key challenges, opportunities and development gaps in the region.
- c. Designing evidence-based intervention with research-based recommendation for the program design, identify suitable livelihood models, practices and value chains for the local context. Develop a strategy for scaling of sustainable agriculture practices, income diversification and resource management.
- d. Develop scientifically designed package of practices with a focus on the new varieties, cropping models, productivity enhancement in crop, livestock and fishery and sustainable farming practices through evidence based field trials. Provide recommendation based on the soil, climate and resource.
- e. Collect and analyses quantitative and qualitative data from villages and communities. Access the effectiveness of project interventions and institutional models for FPOs, WSHGs and other local institutions.
- f. Identification of market demand for the produces, price trends, quality standards, processing technologies for each crop and commodities etc.

- g. Design indicators, matrix and monitoring framework to conduct pre assessment as base line, midline assessment to track progress and identify necessary gaps. Carry out the endline impact evaluations to measure changes in the income, productivity, quality of natural resources and livelihood etc.
- h. Document the best practices and learning document along with research reports, policy briefs and knowledge products to support scaling and replication.
- i. Identify the key constraints and opportunities in the community based integrated farming system.
- j. Track key parameters such as crop yield, livestock productivity, fishery productivity, water use efficiency, farming practices focuses on organic and natural farming, soil health, farm income etc.
- k. Trends in the farmer income with key changes and employment in the sector.
- l. Provide evidence-based recommendation to improve programme design, successful models for further scaling up and inform policy and institutional strategies for key decisions.
- m. Enter into tripartite MoA with the DPMU under the program and Chief District Agriculture Officers Malkangiri.

## SECTION-4

### TECHNICAL BID

**Application Format for engagement of Research agency under the “Extension of Special program for promotion of integrated farming (SPPIF+)” under SETU Scheme in swabhiman Anchal, Chitrakonda, Malkangiri**

Details of the Organization:

1. Name of the Organization/Agency-

2. Acronym, if any –

3. Address –

4. Mailing / Correspondence office-

5. Visiting Office-

6. Contact Person-

i. Name-

ii. Designation–

iii. Telephone No -

Landline –

iv. Mobile –

v. Email-

vi. Address, if different from (3)-

7. Identify/ Legal Status

	Is the organization registered	Yes	No
	If Yes. under which Category		
i	Society Act		
ii	Trust Act		
iii	Company Act		
iv	Any other (Please Specify)		

8. Year of registration-

9. Since how long it has been operational ( No of years)-

10. Operational area of the organization-

SL No	Locations	Nos
1	State	
2	Districts	
3	Blocks	
4	Gram Panchayats	
5	Villages	

( Only indicate the number)

11. Whether the Agency is registered under FCRA. Yes No

12. Whether it is registered under Income Tax. Yes No

13. What are sources of fund for the organization ( Please mark yes)

Corpus	Endowment	Donation	Govt. Grant
Donor's grant	Other	if Others specify	

14. Management / Administration

Briefly Mention administration set up below chief executive- Add Flow chart

15. Whether accounts are audits by external auditors. Yes No

16. Attach last three assessment years income tax return receipt

17. Audited Balance sheet

Financial Year	Audit of Balance sheet (Yes/ no)	Remarks
2022-23		
2023-24		
2024-25		

18. Area of Expertise of the Agency ( Only in bullet points )

a. Thematic areas of intervention

b. Core competency Areas

19. Experience in implementation of any research-based projects in last 5 years.

SL No	Name of the Project/ Scheme	Name of the donor / Agency	Period and scale	Role & Responsibilities	Remarks if any

**\*\*Please add additional rows as per requirements\*\***

20. Experience in conducting baseline and evaluation on agriculture and allied sectors in last 5 years

SL No	Name of the Project/ Scheme	Name of the Donor and agency	Period and scale	Role & Responsibilities	Remarks if any

21. Experience in conducting baseline to end line evaluation in last 5 years

SL No	Name of the Project/ Scheme	Name of the Donor / Agency	Period and scale	Role & Responsibilities	Remarks if any

**\*Please add additional rows as per requirements\***

22. Scale of community level survey samples in last 5 years

SL No	Name of the Project/ Scheme	Name of the Donor/ Agency	Period and scale	Role & Responsibilities	Remarks if any

**\*Please add additional rows as per requirements\***

23. Total no of publications based on research survey information done by the agency with reputed journals, agriculture magazines, newspapers, any other acclaimed publishing house with impact rate in last 5 years.

SL No	Name of the Publication	Name of the Journal, Magazine and others	Date of Publication	Author Details	Remarks if any

**\*Please add additional rows as per requirements\***

24. Experience in collaboration / coordination with ICAR, OUAT, NGO, CSIR, ICMS, CGAIR, Research institution/Certified Bodies etc in last 5 years

SL No	Name of the institution / University	Name of the collaboration project	Period and scale	Role & Responsibilities	Remarks if any

**\*Please add additional rows as per requirements\***

25. Recognition through any international/ national events & donor partner for the research related work. Nomination and awards received for excelling the research assignment in last 5 years .

SL No	Name of the award received	Name of the government department/ agency given the award	Dare of award received	The work in which agency excelled	Remarks if any

**\*Please add additional rows as per requirements\***

## 26. Declaration

The organization has not been blacklisted at any level by any government of any there donor/partner organization in the past. All the Information mentioned on the Application is true to the best of my knowledge. If anything is found incorrect or false, the authority may have the right to take necessary action.

**Signature of the authorized**

**Person of institution with seal**

## SECTION-5

## Annexure-1

### Financial Bid

“Application format for engagement of research agency under the the Extension of special program for promotion of integrated farming (SPPIF+) under SETU Scheme in Swabhiman Anchal, Chitrakonda, Malkangiri”

#### A. Programme Management Cost

SL No	Particulars	Proposed cost of research for Three year (Amount in Lakhs)
1	Human resources cost of institution/ Field investigator/ Research Assistant/ Research Associate/ Consultancy etc.	
2	Programme Implementation cost (Training of field staff/ others, workshop etc. Printing of questionnaire & reports etc, conduct filed survey/ FGD etc, reports, Travel, DA, etc)	
3	Administrative cost (Audit cost, office stationery, utilities, equipment etc.)	
4	Overhead/ miscellaneous cost	
5	Taxes and Duties (if applicable)	
	Total	
<i>(please mention in Words)</i>		

#### B. Break-ups of the remuneration of the proposed staff

SI No	Position	Units	Unit Cost per month (in Rs.)	Total Amount per annum (in Rs.)
	Total Amount in INR			
	<i>(please mention in Words)</i>			

### C. Break-ups of the Overheads

Sl No	Details	Units	Unit Cost (in Rs.)	Total Amount per annum (in Rs.)
	Total Amount in INR			
	<i>(please mention in Words)</i>			

**\*\* The programme management cost should be clearly indicated in Section A, while the detailed breakup of the sub-components under Sections B and C should also be provided, as they form part of Section A. Separate costing should not be presented for these sections. Section A will include the total cost, whereas Sections B and C will represent the detailed breakdown of the same.\*\***

i. Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.

ii. Taxes will be paid by the Client as per the applicable rate under GST Act from time to time.

iii. The consultancy fee proposed for the assignment shall remain fixed till completion of the contract.

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

Authorized signatory ( In full and initials):

Name and Designation with Date & Seal:

**Financial Data of Bidder**

**Name of the Bidder**

Financial information in INR				
Details	FY2022-23	FY2023-24	FY2024-25	Average
Turnover (in Cr)				
<p>Supporting Documents: Audited Report of last three years.</p> <p>Filled -in information in this format must have to be jointly certified and sealed by the Chartered Accountant and the authorised representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected.</p> <p><b>N.B:-No scanned copy will be entertained</b> <b>No scanned signature will be entertained</b></p>				

**(\*\* Both Annexure-1 and Annexure-2 under section-5 should be submitted through both online and offline modes in Financial Bid (Part-B) as per the criteria specified in the RFP )**

**SECTION-6**

**ANNEXURES**

**Annexure-1**

**FORMAT FOR THE POWER OF ATTORNEY**

(To be provided in original as part of the technical proposal on stamp paper of value required under law duly signed by the competent authority of the bidder)

Date: \_\_\_\_\_

**POWER OF ATTORNEY**

**To Whom it May Concern**

Know all men by these presents, we \_\_\_\_\_ (name and registered officer address of the bidder) do hereby constitute, appoint and authorise Mr. \_\_\_\_\_ (name of the person (s), domiciled at \_\_\_\_\_ (Address)), acting as \_\_\_\_\_ (Name & Designation), as Authorized signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, Proposal for award of contract under [ Name of the Assignment ] involving the deliverables as per agreement with \_\_\_\_\_ vide RFP document dated, \_\_\_\_\_ issued by Chief District Agriculture Officer under Department of Agriculture and Farmers Empowerment, Odisha including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by the tender inviting authority or any representing us in all matters before the tender inviting authority and generally dealing in all matters in connection with our Proposal for the said assignment.

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

**For:**

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

**ACCEPT:**

**Signature, Name & Designation of Person**

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

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

IN BIDDER'S LETTERHEAD

I hereby, declare that our agency is not having any conflict of interest due to prior current or proposed agreement, engagements of affiliations with the **Chief District Agriculture Officer, District**, which can be termed as of nature as mentioned in Section 2: (Information to the Bidder) under minimum eligibility criteria.

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

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

Communication Address of the Bidder

Annexure-C

See Rule- 212 (ii)

Model Bank Guarantee Format for furnishing EMD

Whereas ..... (hereinafter called the "tenderer") has submitted their offer dated..... for the supply of ..... (hereinafter called the "tender") against the purchaser's tender enquiry No.....KNOW ALL MEN by these presents that WE..... of ..... having our registered office at..... are bound unto .....(hereinafter called the "Purchaser) in the sum of for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the

Common Seal of the said Bank this..... day of .....20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

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

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

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date. Our..... branch at.\*.....(Name & Address of the.....\* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our.....\* branch a written claim or demand and received by us at our.....\* branch on or before Dt. .... of ..... otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....

(Signature of the authorized officer of the Bank)

.....N

ame and designation of the officer

.....

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

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

**PERFORMANCE BANK GUARANTEE / PERFORMANCE SECURITY**

**( Annexure-D under Rule- 213 (ii) of OGFR, 2023)**

To

The Chief District Agriculture Officer, Malkangiri

WHEREAS ..... (Name and address of the Agency) (hereinafter called "the Agency") has undertaken, in pursuance of RFP no..... dated ..... to undertake the service ..... (description of services) (hereinafter called "the contract").

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

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

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

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

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

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

Our branch at XXXXXX (Name & Address, Branch 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 xxxx branch a written claim or demand and received by us at our xxxxxxxx branch on or before Dt

..... otherwis  
e 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

CHECK LIST

SL No	Description	Submitted Yes/ No	Page No
	<b>Technical Bid</b>		
1	Covering Letter		
2	Filled bid checklist		
3	Filled Application form		
4	Copy of the certificate of incorporation/ registration		
5	Copy of PAN		
6	Copy of GST		
7	Details of Bid processing fees- <b>Rs. 5,000 ( Five thousand only)</b> (DD, date)		
8	Details of Bid Security/ Earnest Money <b>Rs.1,35,000 ( One lakh thirty five thousand)</b> . (DD, date)		
9	Copies of the Audited Balance Sheet of Last Three years (2022-23, 2023-24 & 2024-25)		
10	Copies of IT Return for the last three-year financial years (2022-23, 2023-24 & 2024-25)		
11	Declaration to accept all the term and conditions as specified in the RFP		
12	Power of Attorney in favour of the person signing the bid documents and making a presentation on behalf of the bidder. (on stamp paper)		
13	Affirmative Statements – As per the Annexure-2 of the Bid Application		
14	Self-Declaration that the bidder has not black listed by any govt/private agency/ institutions.		

15	The chief functionary/head of the institution should not be a formal member of any political party and furnish an undertaking to this effect		
16	Details of work experience/ Completed assignments as asked in the application.		
	<b>FINANCIAL BID (PART-B) – Section 5</b>		
17	Financial Proposal		
18	Turnover Certificate from chartered accountant and chief functionary of the agency.		

**\*\*Please add rows as per requirement\*\***

**COVERING LETTER**

**( On the Bidders Letter Head)**

**Letter No :**

**Date:**

To

The Chief District Agriculture Officer, Malkangiri

Subject: - Submission of RFP application for the Engagement as research agency under the Extension of Special program for promotion of integrated farming (SPPIF+) under SETU Scheme in Swabhiman Anchal, Chitrakonda, Malkangiri.

Dear Sir,

I, the undersigned, offer to participate in the selection process in accordance with your Request for Proposal No.:XXXXXX ,dated .I, hereby submitting our technical proposal through both online and offline modes, and the financial proposal has only been submitted in tenderodisha.gov.in Portal.

I, hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days from the last date of submission of the proposal and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP is found violated, then your Department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Your's Faithfully

### Format for Submission of Pre Bid Query

The bidder will have to ensure that their queries in soft copy for the pre-bid meeting should reach to respective CDAO Office Positively as per the time line mentioned in the RFP.

SL No	RFP Documents ( Section & Page Number)	Content of RFP Requiring Clarifications	Clarification required

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

Authorized Signatory ( In full and initials)

Name and Designation with Date and Seal

**Abbreviations**

RFP	Request for Proposal
DPMU	District Project Management Unit
CDAO cum PD ATMA	Chief District Agriculture officer cum Project Director, ATMA
DA & FE	Department of Agriculture and Farmers Empowerment
FPO	Farmers Producer Organization
WSHG	Women Self Help Group
DA & FP(O)	Director of Agriculture and Food Production
OUAT	Orissa University of Agriculture and Technology
FFA	Field Facilitating Agency
PAN	Permanent Account Number
TAN	Tax Deduction and Collection Account Number
GST	Goods and Services Tax
ToR	Terms of Reference
VC	Video Conferencing
OGFR	Odisha General Financial Rules
QCBS	Quality cum Cost Based Selection
ESC	Eol Screening Committee

  
 31/03/26.  
**Chief District Agriculture Officer,  
Malkangiri**