



Government of Odisha
Finance Department

RFP No: 09/ PPOMU /17-18

Date: 21/04/2018

REQUEST FOR PROPOSAL

**IMPACT ASSESSMENT OF CAPITAL INVESTMENT SUBSIDY FOR COMMERCIAL
AGRI – ENTERPRISES UNDER AGRICULTURE POLICY IN ODISHA**

Finance Department, Govt. of Odisha invites sealed proposals from eligible bidders to carry out “**IMPACT ASSESSMENT OF CAPITAL INVESTMENT SUBSIDY FOR COMMERCIAL AGRI – ENTERPRISES UNDER AGRICULTURE POLICY IN ODISHA**”. Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from www.odisha.gov.in/finance/index.htm and www.devnetjobsindia.org.

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	21.04.2018
2	Last Date for Submission of Bid	14.05.2018 up to 5:00 PM
3	Date of Opening of Technical Bid	15.05.2018 at 11:30 AM
4	Date of Opening of Financial Bid	06.06.2018

The proposal complete in all respect must reach the undersigned by **Speed Post/ Registered Post / Courier** only latest by **14th May 2018 up to 5:00 PM** in a sealed envelope clearly mentioning on the top of it “**REQUEST FOR PROPOSAL - IMPACT ASSESSMENT OF CAPITAL INVESTMENT SUBSIDY FOR COMMERCIAL AGRI – ENTERPRISES UNDER AGRICULTURE POLICY IN ODISHA**”. The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Address for Submission of Proposal:

**Additional Secretary to Government,
Finance Department
Programme Performance & Outcome Monitoring Unit (PPOMU)
Ground Floor, State Resource Persons Guest House
MDRAFMCampus, Near XIMB Square, Chandrasekharpur
Bhubaneswar-751023, Phone: 0674-2303692
Email: ppomufinance@gmail.com**

**Additional Secretary to Government
Finance Department**

REQUEST FOR PROPOSAL

IMPACT ASSESSMENT OF CAPITAL INVESTMENT SUBSIDY FOR COMMERCIAL AGRI – ENTERPRISES UNDER AGRICULTURE POLICY IN ODISHA



**GOVT. OF ODISHA
FINANCE DEPARTMENT**

APRIL, 2018

[LUMP-SUM CONTRACT]

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DISCLAIMER

This Request for Proposal (RFP) is issued by the **Finance Department, Government of Odisha**.

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither Finance Department nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Client. It does not claim to contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty.

The Finance Department, Govt. of Odisha shall be the sole and final authority with respect to selection of a consultant through this RFP.

BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Finance Department, Govt. of Odisha
2.	Method of Selection	Combined Quality and Cost Based Selection (CQCBS) Method
3.	Date of Issue of RFP	21.04.2018
4.	Due Date for Submission of Pre-Proposal Query	01.05.2018 up to 5:00 PM
5.	Proposal Due Date	14.05.2018 up to 5:00 PM
6.	Date of opening of Technical Proposal	15.05.2018 at 11:30 AM
7.	Date of opening of Financial Proposal	06.06.2018
9.	Expected Date of Commencement of Assignment	July, 2018
10.	Bid Processing Fee (Non-Refundable)	Rs. 5,000/- (Five Thousand Rupees Only) in shape of Banker's Cheque / Demand Draft in favour of "Under Secretary to Govt. (DDO), Finance Department" drawn in any scheduled commercial bank payable at Bhubaneswar
11.	Earnest Money Deposit (EMD) (Refundable)	Rs. 50,000/- (Fifty Thousand Rupees Only) in shape of Banker's Cheque / Demand Draft in favour of "Under Secretary to Govt. (DDO), Finance Department" drawn in any scheduled commercial bank payable at Bhubaneswar
12.	Address for Submission of Proposal	<p>Additional Secretary to Government Finance Department, Govt. of Odisha Programme Performance & Outcome Monitoring Unit (PPOMU), Ground Floor, State Resource Persons Guest House, MDRAFM Campus, Near XIMB Square, Chandrasekharapur, Bhubaneswar-751023, Tel no.: 0674 - 2303692 Email: ppomufinance@gmail.com</p> <p>Mode of Submission: Speed Post / Registered Post / Courier only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected.</p>
13.	Place of Opening of Proposal:	Conference Hall, Programme Performance & Outcome Monitoring Unit (PPOMU), Finance Department, Ground Floor, State Resource Persons Guest House, MDRAFM Campus, Near XIMB Square, Chandrasekharapur, Bhubaneswar-751023

For Details please visit: www.odisha.gov.in/finance/index.htm and www.devnetjobsindia.org

SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

RFP No: 09 / PPOMU / 17-18

Dated: 21.04.2018

Name of the Assignment: IMPACT ASSESSMENT OF CAPITAL INVESTMENT SUBSIDY FOR COMMERCIAL AGRI – ENTERPRISES UNDER AGRICULTURE POLICY IN ODISHA

1. **Finance Department**, Govt. of Odisha (The Client) invites sealed proposal from eligible bidders under the selection process of consultancy services for “**IMPACT ASSESSMENT OF CAPITAL INVESTMENT SUBSIDY FOR COMMERCIAL AGRI – ENTERPRISES UNDER AGRICULTURE POLICY IN ODISHA**”. More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. A Consultant will be selected under **Combined Quality and Cost Based Selection (CQCBS)** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Govt. of Odisha for “**Engagement of Consultants**” circulated vide *Office Memorandum No. 42280/F, Dated: 26.09.2011* of Finance Department, Govt. of Odisha.
3. The proposal complete in all respect 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. 50,000/- (Rupees Fifty Thousand only)** towards **EMD** in form of **Demand Draft / Banker’s Cheque** in favour of “**Under Secretary to Govt. (DDO), Finance Department**”, drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post / Courier** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **Dt.14.05.2018 up to 5:00 PM** and the date of opening of the technical bid is **Dt.15.05.2018 at 11:30 AM** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.13**). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a. Letter of Invitation [**Section – 1**]
 - b. Information to the Bidder [**Section – 2**]
 - c. Terms of Reference [**Section – 3**]
 - d. Technical Proposal Submission Forms [**Section – 4 (Part – A & B)**]
 - e. Financial Proposal Submission Forms (**Section –5**)
 - f. Annexure (**Section – 6**)
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The Client reserves the right to accept / reject any/all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

**Additional Secretary to Government,
Finance Department**

SECTION: 2

INFORMATION TO THE BIDDER

Eligibility Criteria:

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

Sl. No.	Eligibility Criteria	Supportive Documents
1	Single entity legally registered under appropriate authority in India. Consortium or Joint Venture is not allowed.	Certificate of Incorporation / Registration
2	The Bidder should have been in the consulting business for more than 5 years from the date of Incorporation on the last date of submission of the proposal.	
3	Successfully completed at least 2 assignments of similar nature (having Contract Value ≥ Rs. 10.00 Lakh and Duration ≥ 3 Months), i.e. Concurrent Evaluation / Impact Assessment / Process Monitoring / Baseline Survey in any social sector under Central / State Govt. / EAPs*/ Autonomous bodies operated under Govt. administrative control / International and National Organisation during the last 3 years** .	Copies of Work Order / Contract Document / Completion Certificate from the previous clients
4	The average financial turnover must be Rs. 1.00 Cr and Net-Worth Rs. 25.00 Lakh from consulting business only during the last 3 financial years**.	Financial Details of the bidder (TECH A – 3) along with copies of the audited balance sheet and I/E Statement duly sealed and certified by the CA and the authorized representative of the bidder.
5	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current or proposed agreements, engagements, or affiliations with the Client.	Self Declaration from the Bidder as per the format (TECH A-6)

2. Documents to be submitted along with TECHNICAL PROPOSAL (PART-A):

The bidders have to furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH A – 1**) on bidder's letterhead requesting to participate in the selection process.
- **Bid Processing Fee & Earnest Money Deposit (EMD)***** as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three assessment years (**AY 2015 -16, 2016-17 & 2017-18**).
- General Details of the Bidder (**TECH A – 2**)
- Financial Details of the bidder (**TECH A – 3**) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (**TECH A – 4**) in favour of the person signing the bid on behalf of the bidder.
- List of completed assignments of similar nature (Past Experience Details, **TECH A – 5**) along with copies of contracts / work orders / completion certificate from previous clients.
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past.
- Self Declaration regarding Conflict of Interest (**TECH A-6**)

* Externally Aided Projects (EAP) funded through Ministry of Economic Affairs, Govt. of India by World Bank, DFID, JICA, ADB, KfW and European Commission etc.

** Financial Years (14-15, 15-16 & 16-17)

*** Universities & Institutions under Central / State Government administrative control are exempted from submission of EMD. Bidders are requested to mention their names in capital letter behind the BC/ DDs for convenience.

NB:

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

3. Bid Processing Fee :

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 5000/- (Five Thousand Rupees Only)** in shape of DD / BC from any scheduled commercial bank in favor of “**Under Secretary to Govt. (DDO), Finance Department**” payable at Bhubaneswar. Proposals received without bid processing fee will be out rightly rejected.

4. Earnest Money Deposit (EMD) :

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 50000/- (Fifty Thousand Rupees Only)** in shape of DD/BC from any scheduled commercial bank in favour of “**Under Secretary to Govt. (DDO), Finance Department**” payable at Bhubaneswar. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - provide clarifications
 - agrees to decisions of the contract negotiation meeting
 - sign the contract in time
 - furnish required Performance Bank Guarantee in time.
- Any other circumstance which holds the interest of the Client during the overall selection process.

5. Validity of the Proposal:

Proposals shall remain valid for a period of **180 (One Hundred Eighty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. Pre -Proposal Clarifications:

Bidders can submit their queries in respect to the RFP and other details if any, to PPOMU, Finance Department through e-mail at ppomufinance@gmail.com till **01.05.2018 up to 5:00 PM**. Clarifications to the above will be uploaded in the Finance Department website for information of the bidders. Queries submitted beyond the above deadline will not be entertained.

7. Submission of Proposal :

Bidder must submit their proposals by **Registered Post / Speed Post / Courier** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be outrightly rejected by the Client.

The procedure for submission of the proposal is described below:

i) **Technical Proposal (PART – A) (Original) & (PART –B) (Original + 1 Copy + Soft Copy in word format in CD):**

The envelope containing technical proposal (Part-A) and (Part-B) shall be sealed and superscripted as **Technical Proposal – Impact Assessment of Capital Investment Subsidy for Commercial Agri-Enterprises under Agriculture Policy in Odisha**". Two different parts i.e. **Part-A and Part-B** should be **bound together and furnished inside one envelope**. The duly filled-in technical proposal submission forms, soft copy in Word format in CD (Part-B) along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

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

The envelope containing financial proposal shall be sealed and superscripted as **"Financial Proposal – Impact Assessment of Capital Investment Subsidy for Commercial Agri-Enterprises under Agriculture Policy in Odisha"**. The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format only along with soft copy in pdf form in CD as part of financial proposal.

The **"Technical Proposal"** and **"Financial Proposal"** must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as **"TECHNICAL PROPOSAL (NAME OF THE ASSIGNMENT)"** and it should contain Technical Proposal (Part- A) and (Part - B).

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

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

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

8. Opening of the proposal :

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders.

Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** only of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

9. **Evaluation of Proposal:**

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

- **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
 - ✓ Filled in Bid Submission Check List in Original (**Annexure-I**)
 - ✓ Covering letter (**TECH A – 1**) on bidder's letterhead requesting to participate in the selection process.
 - ✓ Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
 - ✓ Copy of Certificate of Incorporation/ Registration
 - ✓ Copy of PAN
 - ✓ Copy of Goods and Services Tax Identification Number (GSTIN)
 - ✓ Copies of IT Return for the last three assessment years (**AY 2015 -16, 2016-17 & 2017-18**).
 - ✓ General Details of the Bidder (**TECH A – 2**)
 - ✓ Financial Details of the bidder (**TECH A – 3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
 - ✓ Power of Attorney (**TECH A – 4**) in favour of the person signing the bid on behalf of the bidder.
 - ✓ List of completed assignments of similar nature (Past Experience Details, **TECH A – 5**) along with copies of contracts / work orders / completion certificate from previous clients.
 - ✓ Self Declaration on Conflict of Interest (**TECH A-6**)
 - ✓ Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organisation in the recent past.
 - ✓ All the pages of the proposal and enclosures/attachments are signed or not by the authorised representative

Bid not complying to any of the above requirement, will be outrightly rejected.

- **Technical Evaluation (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Technical evaluation of the proposals of the qualified bidders shall be made as per the following technical parameters:

Bid Evaluation Parameter	Maximum Mark
Specific Experience of the bidder (Prior experience in carrying out assignments of similar nature during last 3 years under Central / State Govt. / EAPs / Autonomous Bodies / National & International organization. *	20
Understanding, Approach & Methodology of the bidder in response to the RFP	30
Key Professionals proposed for the assignment	40
Technical Presentation**	10
Grand Total	100

* ***Bidders having prior experience in Odisha will have added advantages***

** ***Bidders who secure above 60 marks from the total (90 marks) in the technical proposal will be called for technical presentation.***

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 bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the qualified bidders before 7 days from the date of technical presentation. The financial proposals of the technically qualified bidders will be opened on same day / subsequent working day. Hence, the bidder should make available for the same. The bidder whose technical proposal secures **a score above minimum qualifying mark of 70** in the technical evaluation stage will be qualified for opening of the financial proposal.

- **FINANCIAL EVALUATION (3rd Stage):**The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

10. Evaluation Process:

Combined Quality and Cost Based Selection (CQCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (S_T) in accordance to the marks obtained during the technical evaluation stage. There shall be **70 %** weightage to technical score and **30 %** weightage to financial score.

The individual bidder's financial score (S_F) will be evaluated as per the formula given below:

$$S_F = [F_{min} / F_b] * 100 \text{ (rounded off to 2 decimal places)}$$

where,

S_F = Normalized financial score of the bidder under consideration

F_{min} = Minimum financial quote among the technically qualified bidders

F_b = Financial quote of the bidder under consideration

$$\text{Combined Score (S)} = S_T * 0.7 + S_F * 0.3$$

Where S_T = Technical score secured by the bidder

The bidder securing the highest evaluated **Combined Score (S)** will be awarded the contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the consultant including overhead expenses, such as travel, accommodation, logistics, training/ workshop, preparation of reports / formats, printing & other secretarial expenses etc.

11. Performance Bank Guarantee: (PBG)

Within 7 days of notifying the acceptance of proposal for the award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **10% of the contract value** from a scheduled commercial bank situated in Bhubaneswar in favour of "**Under Secretary to Govt. (DDO), Finance Department**", as per the format at **Annexure-II**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of

expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

12. Contract Negotiation:

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

13. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly 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 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract would be valid for **6 month** from the date of effectiveness of the contract and will be extended on mutual consent. ***Sub-contracting / outsourcing of any form shall not be allowed for any activities under the scope of the work as mentioned in this RFP.***

14. Conflict of Interest:

Conflict of interest exists in the event of: (i) conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with 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.

15. Disclosure:

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

16. Anti-corruption Measure:

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

17. Language of Proposals:

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

18. Cost of bidding:

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

19. Legal Jurisdiction:

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

20. Governing Law and Penalty Clause:

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

21. Confidentiality :

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

consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

22. Amendment of the RFP Document:

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

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

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

24. Copyright, Patents and Other Proprietary Rights:

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

25. Replacement of Key Personnel:

The Key professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the Consultant to replace the assigned personnel if they are not performing to a level of satisfaction. After written notification, the Consultant will provide CV of appropriate candidates within Seven (7) days for review and approval. The Consultant must replace the personnel within seven (7) working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the Consultant must notify the Client at least fourteen (14) days in advance, and obtain the approval prior to making any substitution. In notifying the Client, the Consultant shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the Client shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Change in key professionals beyond the allowable limit of the contract leads to implication of liquidated damage of **10% of the contract value**.

26. Force Majeure:

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

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

27. Arbitration:

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

28. Disqualification of Proposal:

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

- Proposal submitted without Bid Processing Fee & EMD as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents / information
- A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- ***Any other condition / situation which holds the paramount interest of the client during the overall section process.***

SECTION: 3

TERMS OF REFERENCE (ToR)

1. Introduction

Odisha economy has grown between 2011-12 and 2015-16. The state strives consistently to pick up growth momentum in major economic sectors to maintain higher growth trajectory over the years. Endeavours are being made to address issues of sustainable and inclusive growth, reduction in regional disparities, faster poverty reduction, effective delivery mechanisms and appropriate and adequate infrastructure development.

Employment of human resources is the precondition for sustainable livelihoods, food security and rising standards of living of people. Odisha has the advantage of having higher proportion of active population in the age group of 15-49 years. Gainful employment generation has been the priority policy issue before the state over the plan periods.

Agriculture continues to be the single largest employer with 62 per cent share of total workforce in 2011. The livelihoods dependence of rural people on agriculture, both direct and indirect, still remains very high even after significant structural shift towards non-farm and services sector noticed in the economy in recent years.

The share of agriculture to GSDP has been declining from an overwhelming 60 per cent in the 1960's to 20 per cent between **2011-12 to 2014-15**. There are inherent constraints to stepping up agriculture production. However, the State Government has kept its priority on agriculture, formulated and recalibrated the State Agriculture Policy (1996, 2008 and 2013). The Policy clearly pronounced to move towards commercialisation and industrialisation of agriculture: from subsistence agriculture to commercial venture. The Agriculture Policy is designed to be futuristic, flexible enough to anticipate and address emerging trends, identify potential areas for development and chalk out a clear agenda for agricultural development with due emphasis on enterprise promotion and development.

The objectives of this policy are as follows:

- To bring in a shift from the present level of subsistence agriculture to a profitable commercial agriculture;
- To promote sustainable agricultural development;
- To enhance productivity of important crops by enhancing seed replacement, availability of quality planting materials, INM, IPM, water management, farm mechanization and technology transfer;
- To encourage crop substitution particularly in uplands and medium lands;
- To focus on horticultural crops including dry-land horticulture;
- To focus on poultry, dairy and fisheries to augment the income of the farmers;
- To encourage modern farming system approach;
- To encourage organic farming;
- To enhance water use efficiency through peoples' participation;
- To facilitate increased long term investment in agricultural sectors (on farm as well as off farm) both by private sector, public sector and private & public partnership (PPP), particularly for post harvest management, marketing, agro processing and value addition, etc;
- To encourage contract as well as compact farming; To increase access to credit for small and marginal farmers;
- To facilitate appropriate market linkages for agricultural produce with respect to which the State has competitive advantages;
- To improve the marketing facilities and access to market information;
- To implement integrated watershed development programs in watershed areas for Natural Resource Management (NRM), increased crop production as well as on-farm and non-farm income;
- To create appropriate institutions / facilities to undertake regulatory, enforcement and quality assurance activities matching to the emergent needs.
- To redefine the roles and responsibilities of the agricultural extension machinery by suitably restructuring the field extension set up.

2. Role of APICOL in implementation of State Agriculture Policy

As a strategy for greater capital formation in the agriculture sector, particularly in the agri-enterprises, the government provides subsidy for capital investment and agro-service centres. Agricultural Promotion and Investment Corporation Ltd (APICOL) was established as a promotional organisation promoting commercial agri-enterprises including agro-based and food processing industries in the State. Besides, there are many other schemes which offer subsidy to farm and non-farm enterprises depending on the size of the enterprise.

APICOL provides necessary information regarding the scope of commercial and export oriented agriculture in the State of Odisha. It formulates schemes for bankable projects, identifies entrepreneurs and guides and trains them. It also provides escort services to houses engaged in agri-business and acts as a nodal agency for providing incentives to agro and food processing industries.

APICOL provides subsidy under the framework of agriculture policy for 63 types of projects in agriculture, horticulture, fisheries and animal resources development. APICOL has received no applications by entrepreneurs for 22 projects since inception. Three projects – poultry, dairy and Agro Service Centres – have witnessed significant multi-fold demand from entrepreneurs. An impact assessment is due to understand the functioning and contributions made by these three projects for further policy changes/decisions.

Besides, Odisha has diverse agro climatic zones (10 Agro Climatic Zones) with very good natural resources that offer significant opportunities to promote agriculture enterprises. It is important to assess the promotional activities APICOL has undertaken for speeding up agri-enterprises tapping the potentials offered by the agro-climatic zones in Odisha.

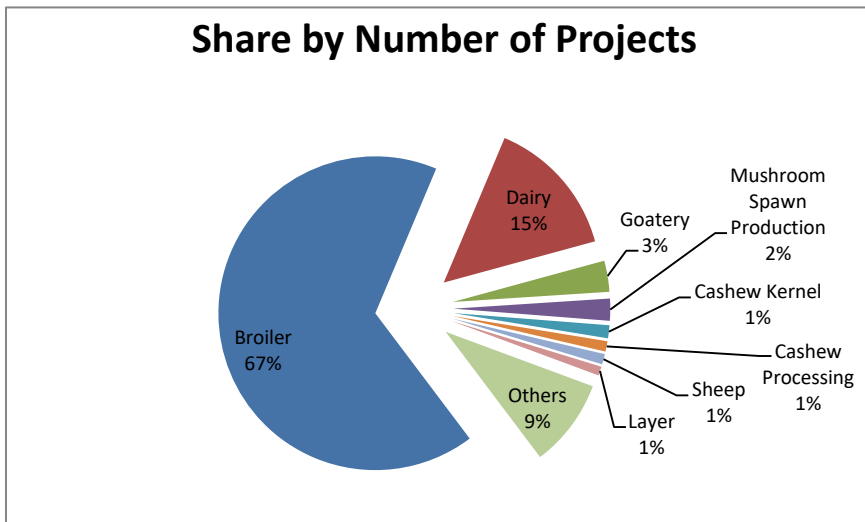
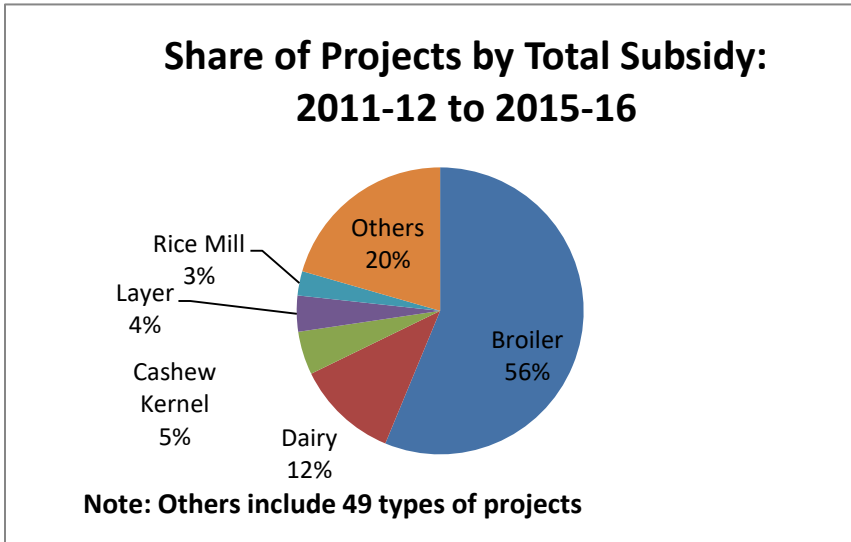
3. Implementation of capital investment subsidy for CAE

Based on the State Agriculture Policy, capital investment subsidy is being provided to agro-entrepreneurs at 40% of the capital cost, and at 50% for SC/ST/Women/Graduates of Agriculture and allied disciplines, excluding the cost of land subject to a limit of 50.00 lakh rupees. It is envisaged that the entrepreneur should get net income of 10% of the project cost minimum to Rs. 2 lakh per annum.

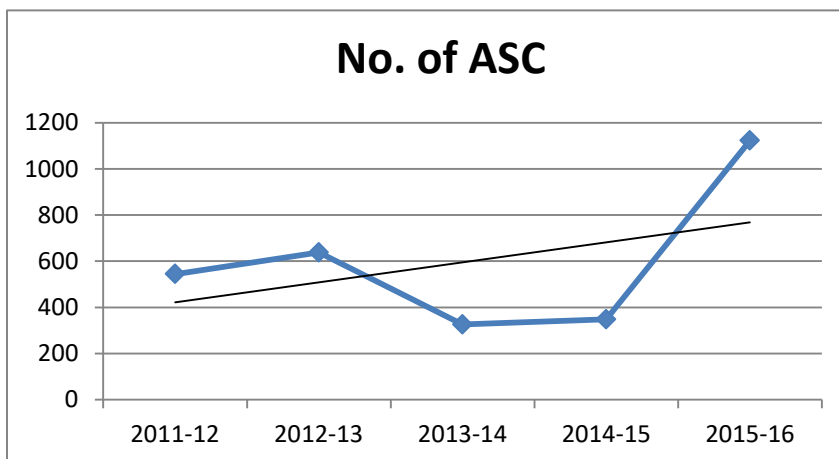
Land based activities like short duration crops and working capital are not permissible for subsidy, however, CIS is allowed for expansion/modernisation if the capacity is increased by more than 50 % of the existing capacity.

Projects valued at less than one crore rupees is scrutinised at the district level, and projects valued more than one crore rupees is scrutinised and approved at APICOL level. For sanction of subsidy, independent evaluations are done by District Nodal Officer/APICOL and the lending bank. The lowest of the evaluation is tabled for sanction of subsidy.

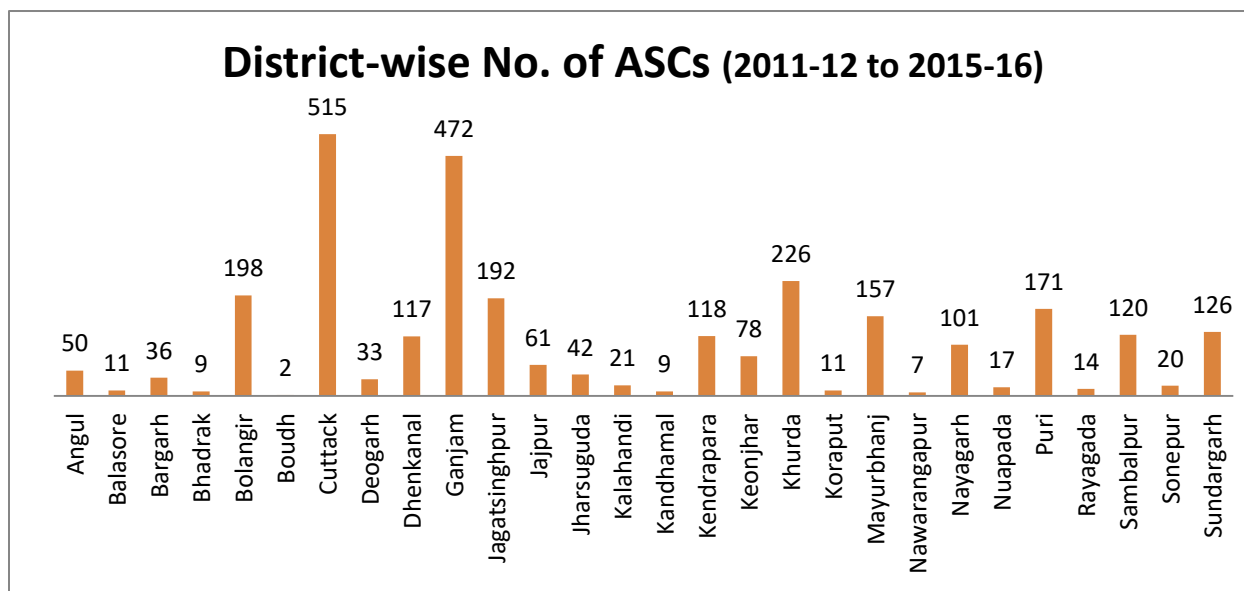
One thousand one hundred fifty one (1,151) agri-enterprises have been provided with capital investment subsidy from 2003-04 to 2015-16. As the data reflects from 2011-12 to 2015-16, there is great variation in the sub-sector composition of the enterprises; poultry and dairy projects pre-dominate the enterprises both by share of the total subsidy and by number of enterprises.



Agro Service Centre is one of the 63 projects covered for capital investment subsidy. Subsidy was provided to only 2,150 units from 2003-04 to 2013-14. This project has seen a spurt: 358 units have been subsidised in 2014-15 and 1,122 units have been sanctioned subsidy in 2015-16.



There is also regional disparity in the uptake of the subsidy for capital investment. The major share of the capital investment subsidy for both CAE and ASC has gone into Cuttack, Puri, Khordha, Angul, Dhenkanal and Ganjam districts whereas some districts like Gajapati and Malkangiri have not utilised any subsidy. The following chart illustrates this in case of ASC subsidy distributed from 2011-12 to 2015-16.



4. Relevance of the present assignment

The potential for commercialisation of agricultural sector of Odisha is immense. It is endowed with good water resources and 10 agro-climatic zones, making it possible to grow various crops. There is also a lot of scope for agro industries for value addition in the agricultural sector which has largely remained undeveloped. The State has an agriculture policy since 1996 and has been revised twice to shape the sector development in a strategic and focussed manner. The policy has lots of scope to provide subsidies to the farmers to enhance farm income and bring enterprise in agriculture and allied sector.

Capital investment for growth of enterprises is a key concern for entrepreneurs. This concern is more accentuated in case of agri-enterprises given the nature of agriculture produce and its variability in production. The dynamism of an agrarian economy like Odisha depends largely on emergence of vibrant agri-enterprises. The State is providing capital investment subsidy for such enterprises to attract private and commercial capital investment in the enterprises.

No matter which sector, subsidies have remained a contentious issue in every aspect- from design of the subsidy programme to its administration, relative impact and sustained contribution to the stated goal.

Capital investment subsidies have been provided to stimulate investments in agri-enterprises and push for a positive enterprise growth trajectory. This also aimed at increased economic impact at the enterprise level: increased production, enhanced income, secondary employment, efficient linkages in the value chain. Given the amount of public resources provided, understanding the impact of such subsidy is paramount.

Who and which region gains from such public investments are a critical area of understanding. While data on disbursement of subsidies do reflect such disparity, what can be done to reorient such distortion needs reflection and policy discourse. There is a need to look at good practices from within and outside for policy formulation to address this issue.

Design and the way the subsidy programme is implemented provides space for leakages, fraudulent practices and increased access to public resources by elites. These reduce the effectiveness of the subsidy programme both in outreach and impact. Performance audit report on Jala Nidhi from 2011-12 and 2012-13 reports “ .. subsidy provided for PLIPs has made contributions to the desired objective, but significant loopholes in the implementation like fictitious projects, inadequate due diligence by the concerned authorities for project identification, collusion between executants and officials to misappropriate subsidy...”. There is a need to understand existence of such dimensions in the implementation process and what systemic remedies can be taken to improve the effectiveness and outreach of the scheme.

5. Objectives of the Present Assignment

The Impact Assessment will have the following objectives:

- To assess impact on income level of the entrepreneur, growth of output and employment generated through the subsidy scheme/enterprises
- To assess the structure, operation, growth path and long term viability of the enterprise promoted under the scheme
- To study the relative contributions/ impacts of bank financed enterprises, self financed enterprises and similar enterprises which have not received any subsidy
- To assess the relative impacts of enterprises of different sizes having received different amounts of subsidies
- To examine the uptake of subsidy against the potentials available in the agro-climatic zones, regional disparity in administration of subsidy and the different policy options available for practical policy making
- To examine convergence of the scheme with other schemes under agriculture policy and other government programme
- To examine implementation of capital investment subsidy vis-a-vis guideline, compare with similar subsidy schemes to identify areas for improvements, and suggest modifications/changes for improving effectiveness and efficiency of the scheme

6. Methodology

The study will be carried out in a participatory and consultative manner involving different stakeholders. The study will use secondary research and primary field survey. A logframe capturing the key areas of study, related sample for each study area, tools to be used for each study area and analytical framework will be developed for the study. MIS data from different levels will be used along with the field survey data.

An inception workshop will be conducted to share the research logframe, tools to be used, and responsibilities of different stakeholders for successful completion of the study. Similarly, at the conclusion of the field survey and completion of analysis, key findings will be shared with the stakeholders in a state level sharing workshop with due participation of key field functionaries.

Preliminary secondary data suggests that the sample will be drawn from poultry, dairy and agro service centres.

A mix of both qualitative and quantitative tools will be used for impact evaluation. Quantitative data will be collected from secondary sources, APICOL and KSK MIS data, banks financing the enterprises, and through structured or semi-structured interviews with entrepreneurs. Qualitative methods such as focus group discussions, structured direct observation, case study and in-depth interviews with entrepreneurs and key informants should provide critical insights into enterprise perspectives, and the dynamics of subsidy administration, reduction in regional / sectoral disparity in utilisation of the subsidy for fostering / strengthening commercial agri-enterprises, and sustainability of the enterprise impact on income, output and employment.

Only secondary data will be used for analysis of regional/project disparity in the administration of the subsidy, comparative analysis of different capital investment subsidy schemes, good practices by other state governments/agencies. The following tables provide details of samples to be covered in the study.

Table 1: Proposed Sample Size

Description	Poultry Enterprises	Dairy Enterprises	Agro-Service Centres
Number of Units (2013-14 to 2015-16) *	338	63	1790
Intensive Case Analysis**	20	10	30

Note: *The proposed sample covers all the units receiving subsidy from 2013-14 to 2015-16.

** Purposive sample to be drawn from the total population from 2013-14 to 2015-16.

The Consultant is also expected to elicit responses from different level functionaries using structured questionnaire method. The number of respondents is suggested in Table 2.

Table 2: Distribution of other stakeholder respondents

Levels/selection criteria	Total no. of respondents
Implementing Agency Level:	
State Level Officials: Key Department & Govt. Agencies: Principal Secretary/ Secretary, A & FE Dept., F &ARD Dept, MD and Technical Officers, APICOL, Bank Officials, Industry, MSME, Tourism, PPP Cell and any other department administering capital investment subsidy	10
District Level Officials: KSK Officials, Bank Managers, NABARD	60
Total	70

The study methodology, sample size and data collection tools will be finalized between the Consultant and the Client i.e., Finance Department, Government of Odisha/Programme Performance and Outcome Monitoring Unit (PPOMU), APICOL, Public Enterprises Department, Agriculture and Farmer Empowerment Department, F & ARD Department, Government of Odisha. Similarly, the draft report of the study will be discussed in a workshop with a larger audience involving all stakeholders and based on the feedback received from the stakeholders the draft report will be finalized.

7. Deliverables and Corresponding Time Frame

The Consultant is expected to deliver the followings during the course of the assignment.

➤ Inception report

- A note on the sampling methodology to identify the enterprises for intensive case analysis. **(Maximum 2 pages)**
- A brief note on the overall study methodology and study tools to be used. **(Maximum 2 pages)**
- A note on the detailed plan for data collection with timelines for key milestones. **(Maximum 2 pages)**
- To organise and conduct a **State Level Inception Workshop** involving Finance Department, PPOMU, APICOL, Public Enterprises Department, Agriculture and Farmer Empowerment Department, F & ARD Department and submit a report on the workshop proceeding including the feedback points. **(Maximum 2 pages)**
- Based on the feedback from the Client, an Inception Report mentioning final selection of districts/blocks/villages/key respondents to be studied, final data collection plan, study methodology and tools. **(Maximum 10 pages)**

- **Draft Study and Draft Intensive Case Analysis Report**
 - Detailed analysis of the study done and submission of the draft study report. **(Maximum 60 pages in A4 size paper written in Arial font, size 11 and 1.5 space including an Executive Summary of maximum 2-3 pages)**

Note: Before writing the Draft Study/Intensive Case Analysis report, the Consultant is required to share the chapter plan with the Client and take their approval.

- **Final Study Report**
 - A note for discussion with stakeholders to discuss the draft study report in the state (stakeholders) workshop for feedback and suggestion. **(Maximum 2 pages)**
 - To organize and conduct the state level final sharing workshop with various stakeholders and a report on the workshop proceeding including the feedback points. **(Maximum 2 pages)**
 - Incorporating the feedback/suggestions from state level final sharing workshop and submission of final report. **(Maximum 60 pages in A4 size paper written in Arial font, size 11 and 1.5 space including 2-3 page Executive Summary)**

8. Deliverables and Time Line

The Consultant shall complete the assignment within a period of **six (6) months** from the effective date of the contract. **Table 3** summarizes the deliverables and corresponding time frame of the study.

Table 3: Deliverables and Corresponding Time Frame

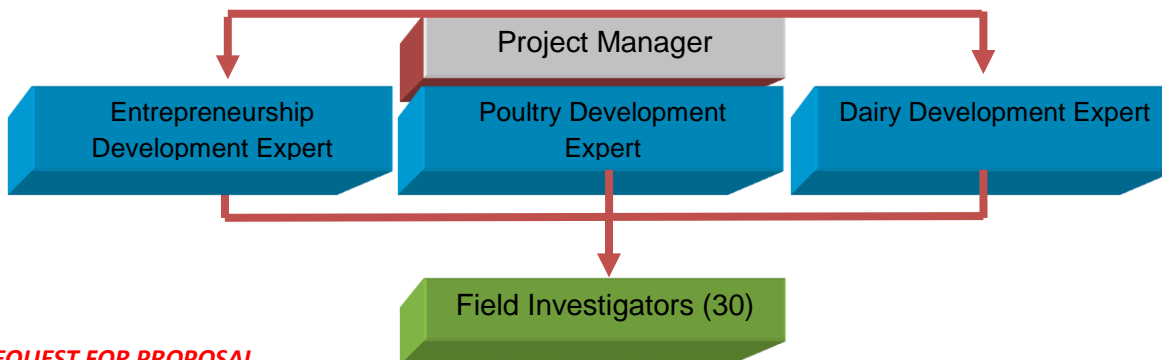
Sl. No.	Description	Corresponding Time Frame (From Effective Date)
1	Conducting Inception Workshop and submission of Inception Report including finalized methodology and work plan	1 month
2	Submission of Draft study report, Draft Intensive Case Analysis Report and conducting final workshop	5 Month
3	Submission of final report with final Intensive Case Analysis Report	6 Month

Note: The Consultant is required to submit to the Client(s) Seven (7) hard copies along with CD/DVD in MS-Word format.

9. Composition of the Consulting Team

Besides having a **Project Manager**, the proposed team should have one **Entrepreneurship Development (ED) Expert**, one **Poultry Development (PD) Expert**, one **Dairy Development (DD) Expert** and thirty (30) **Field Investigators**. While the Project Manager will contribute minimum 30 person days time during the assignment, ED Expert, PD Expert and DD Expert will contribute minimum 180 person days in total. Each field investigator is expected to spare minimum 50 person days time during the assignment. The proposed staff structure is represented in Fig. 1.

Figure 1: Proposed staff structure for the present assignment



- A. Project Manager*:** This key person should have project management and policy analysis experience of not less than 10-12 years involving evaluation and impact studies on issues pertaining to commercial agriculture enterprise development, subsidy administration, public enterprise management policies, institutional building and will have a proven track record of leading multi-disciplinary team of consultants. The Project Manager should be at least MBA / MA in Economics / Bachelor Degree in Agriculture/ Veterinary Science. Understanding and knowledge of Odia will be an advantage. The Project Manager is expected to devote minimum 30 person days for the assignment.
- B. ED Expert*:** This key person should have expertise in domains of enterprise and entrepreneurship development particularly in commercial agriculture enterprises. The persons should have at least MBA in Rural Management/ MBA in Entrepreneurship Development/ MA in Economics / Graduate Degree in Agriculture/ Veterinary Science. He must have 8 years of working experience in the relevant skill domain.
- C. PD Expert*:** This key person in the project is required to have at least 8 years of experience in promotion and establishment of poultry enterprises, understanding of poultry sector and policies, conducting research and policy analysis in poultry sector development domain. S/he must have a graduate degree in veterinary science.
- D. DD Expert*:** This key person in the project is required to have at least 8 years of experience in promotion and establishment of dairy enterprises, understanding of dairy sector and policies, conducting research and policy analysis in dairy sector development domain. S/he must have a graduate degree in veterinary science.

***It is mandatory for all key professionals to spare minimum 66% of their assigned time in fieldwork for intensive case analysis and management of quality data collection. Knowledge of Odia (Speak, Read & Write) is preferred.**

Besides, the Consultant shall engage **30 field investigators** who should possess a Bachelor's degree and should have at least three years of experience of similar assignment. Each field investigator is expected to devote minimum of 50 person-days time in conducting field work and collecting data.

10. Reporting Arrangements

The Consultant shall work under the direct supervision of the Principal Secretary to Government, Finance Department, Government of Odisha and will report to the Special Secretary to Government, Finance Department. The Consultant is required to coordinate with PPOMU and the designated personnel from Agriculture and Farmers Empowerment Department / Fisheries and Animal Resources Development Department/ Public Enterprises Department/ APICOL for execution of the assignment.

11. Roles and Responsibilities of Client(s)/Consultant

• Finance Department

- ✓ Approval of RFP / TOR
- ✓ Conducting bidding process
- ✓ Constituting Consultant Evaluation Committee
- ✓ Selecting the Consultant
- ✓ Enter into agreement with the Consultant
- ✓ Administrative facilitation and coordination meetings with Agriculture and Farmers Empowerment/ Fisheries and Animal Resources Development Department/ Public Enterprises Department/ APICOL
- ✓ Constituting Consultant Monitoring Committee
- ✓ Ensuring independence of work
- ✓ Ensuring release of funds on certification of PPOMU
- ✓ Providing technical inputs on the study to the Consultant from time to time

- **PPOMU**
 - ✓ Communication with Finance Department, Agriculture and Farmers Empowerment/ Fisheries and Animal Resources Development Department/ Public Enterprises Department/ APICOL
 - ✓ Preparation of RFP & ToR
 - ✓ Bid Process Management
 - ✓ Representation in selection process
 - ✓ Quality check of survey methodology, instruments, data outputs
 - ✓ Certification of the outputs
 - ✓ Coordinate timely payment to the Consultant
 - ✓ Close follow up, technical inputs and close coordination with the Consultant
- **Agriculture and Farmers Empowerment/ Fisheries and Animal Resources Development Department/ Public Enterprises Department/ APICOL**
 - ✓ Concurrence to the RFP
 - ✓ Party to the selection of Consultant being part of the Consultant Evaluation Committee
 - ✓ Act as a link between PPOMU and the Consultant in providing all administrative support to the Consultant
 - ✓ Being a part of the Consultant Monitoring Committee
 - ✓ Providing secondary data, issuing letters to sample districts to facilitate the study
 - ✓ Providing technical inputs on the study to the Consultant from time to time
- **Consultant**
 - ✓ Undertake the assignment and complete different tasks/outputs in accordance with agreed TOR / Scope of Work and contract obligation.

12. Payment Terms and Schedule

Table 5 provides details of payment terms and schedule.

Table 5: Payment Terms and Schedule

Sl. No.	Activity	Payment (%)
1	Conducting Inception Workshop and submission of Inception Report including finalized methodology and work plan	30
2	Submission of Draft Study Report	25
3	Submission of Draft Intensive Case Analysis Report	25
4	Completion of Final Workshop and submission of Final Report including Final Case Analysis Report	20

13. Consultant Monitoring Committee (CMC)

A **Consultant Monitoring Committee (CMC)** will be constituted by the Principal Secretary to Government, Finance Department consisting of Officials from stakeholder departments/ agencies to monitor the activities and deliverables of the Consultant for the proposed assignment from time to time. Monitoring in each phase of the assignment will be done by the Committee and comments provided by the Committee must have to be complied by the Consultant accordingly.

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECHNICAL PROPOSAL

(PART – A)

TECH A-1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The Additional Secretary to Government,
Finance Department
Government of Odisha
Odisha State Secretariat
Bhubaneswar - 751001**

Subject: IMPACT ASSESSMENT OF CAPITAL INVESTMENT SUBSIDY FOR COMMERCIAL AGRI – ENTERPRISES UNDER AGRICULTURE POLICY IN ODISHA. [TECHNICAL PROPOSAL: PART – A]

Dear Sir,

I, the undersigned, offer to participate in the selection process to provide consultancy services for _____ in accordance with your Request for Proposal No.: _____, Dated _____. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Proposal 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 **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

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

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

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

SI No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details Amount : BC/DD 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: _____

TECH A -3

Bidder Organisation (Financial Details)

Financial Information in INR				
Details	FY2014 -15	FY2015 -16	FY2016 -17	Average
Consulting Turnover (in Lakh)				
Net-worth (in Lakh)				
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last three FYs (2014-15, 2015-16 and 2016-17) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>				

Signature and Seal of the Company Auditor with Date in original

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

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

REQUEST FOR PROPOSAL

TECH A- 4

FORMAT FOR POWER OF ATTORNEY

(On Bidders Letter Head)

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

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

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

TECH A- 5

(BIDDER'S PAST EXPERIENCE DETAILS)

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

Sl. no.	Period	Name of the Assignment with details thereof	Name of the Client	* Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							

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

Sl. no.	Period	Name of the Assignment with details thereof	Name of the Client	* Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							

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

Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (14-15, 15-16 & 16-17) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

*Assignments having Contract Value of ≥ Rs. 10 Lakh & Duration of ≥ 3Month only will be taken into consideration.

** Bidders are requested to refer to the eligibility criteria available at Section: 2 - Information to the Bidder.

REQUEST FOR PROPOSAL

TECH A- 6

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6). If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDERS LETTER HEAD

I, hereby declare that our agency as Individual / as a member of any consortium is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5)**.

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

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

Communication Address of the Bidder: _____

TECHNICAL PROPOSAL

(PART – B)

TECHB -1

COVERING LETTER

(On Bidders Letter Head)

[Location, Date]

To

**The Additional Secretary to Government,
Finance Department
Government of Odisha
Odisha State Secretariat
Bhubaneswar - 751001**

Subject: IMPACT ASSESSMENT OF CAPITAL INVESTMENT SUBSIDY FOR COMMERCIAL AGRI-ENTERPRISES UNDER AGRICULTURE POLICY IN ODISHA. [TECHNICAL PROPOSAL: PART - B]

Dear Sir,

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

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

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

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

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

REQUEST FOR PROPOSAL

TECH B -2

BIDDER ORGANISATION
(Brief Profile)

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

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

[NB: Bidder needs to restrict the above information within 3-5 pages only]

TECH B - 3 (I)

Bidder's Experience

CATEGORY -I

Table -1

(List of completed assignment of similar nature in any sector other than the relevant sector during last 3 FYs)

Sl. No.	Period	Name of the Assignment with details thereof	Name of the Client	Contract Value in INR	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

CATEGORY -II

Table -2

(List of completed assignments of similar nature in the relevant sector only during last 3 FYs)

(Agri- Business & Allied Sector, Agriculture, Poultry / Dairy / Agro-Service Based Livelihood, Value Chain Development in Agri-commodities)

Sl. No.	Period	Name of the Assignment with details	Name of the Client	Contract Value in INR	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

Authorized Signatory [*In full and initials*]: _____
 Name and Title of Signatory with date and seal

NB: Bidders are requested to furnish the information up to 5 projects only from each category. Completed Projects having contract value ≥ Rs. 10 Lakh and duration ≥ 3 Months during the last 3 FYs (14-15, 15-16 & 16-17) will be taken into consideration for evaluation. Copies of Work Order / Contract Document / Completion Certificate for the respective assignments need to be furnished along with the technical proposal.

REQUEST FOR PROPOSAL

TECH B -3 (II)

Bidder Experience

[Using the format below, provide information on each assignment for which your organisation was legally contracted as **single entity** for carrying out consulting services similar to the ones requested under this assignment during last **three financial years**]

FORM – I

(Assignment of similar nature in any sector other than the relevant sector)

Assignment name:	Value of the contract (in INR):
Location:	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment:
Address:	
Start date (month/year):	No. of professional staff-months provided by associated Consultants:
Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

[NB: 5 Best Assignments in any sector other than the relevant sector, write up restricted to 1 page only]

TECH B -3 (III)

Bidder Experience

[Using the format below, provide information on each assignment for which your organisation was legally contracted as **single entity** for carrying out consulting services similar to the ones requested under this assignment during last **three financial years**]

FORM – II

Assignment of similar nature in relevant sector only

(Agri- Business & Allied Sector, Agriculture, Poultry / Dairy / Agro-Service Based Livelihood, Value Chain Development in Agri-commodities)

Assignment name:	Value of the Contract (in INR):
Location:	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment:
Address:	
Start date (month/year):	No. of professional staff-months provided by associated Consultants:
Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

[NB: 5 Best Assignments in the relevant sector, write up restricted to 1 page only]

REQUEST FOR PROPOSAL

TECH B -4

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

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

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

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

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

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

TECH B -5

DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT

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

A. Understanding of the Scope, Objectives and Completeness of response

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

B. Description of Approach and Methodology:

- a. Key guiding principles for the study.
- b. Proposed Framework.
- c. Information matrix
- d. Any other issues

C. Methodology to be adopted:

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

- a. Detail research design including sample design and estimation procedure.
- b. Field Process Protocol control
- c. Suggestive tools for data collection.
- d. Analysis of field data and preparation of reports
- e. Any other issues

D. Staffing and Study Management Plan:

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

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

TECH B -6

Format of Curriculum Vitae (CV) for Proposed Key Professional

1. Proposed Position:

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

2. Name of Firm:

3. Name of Staff:

4. Date of Birth:

5. Years with Firm:

6. Nationality:

7. Education:

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

8. Membership in Professional Associations:

9. Other Trainings:

10. Countries of Work Experience:

11. Languages:

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

12. Employment Record:

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

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

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

REQUEST FOR PROPOSAL

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

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

Certification:

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

Date:

Signature of Key Professional with Date _____

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

NB: CV writeup restricted to 3 pages only with quality information relevant to the key professional requirements.

TECH B -7

Team Composition and Task Assignment

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

(Please provide the details of all the Key Professionals and Support Staff to be deployed for the proposed assignment as per the format. *It is preferred for all key professionals to spare at least 66% of their assigned time in fieldwork.)

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

TECH B – 8

WORK SCHEUDLE FOR THE PROPOSED ASSIGNMENT

PROPOSED WORKPLAN

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

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

SECTION: 5

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

COVERING LETTER

(In Bidders Letter Head)

[Location, Date]

To

The Additional Secretary to Government,
Finance Department
Government of Odisha
Odisha State Secretariat
Bhubaneswar - 751001

Subject: IMPACT ASSESSMENT OF CAPITAL INVESTMENT SUBSIDY FOR COMMERCIAL AGRI-ENTERPRISES UNDER AGRICULTURE POLICY IN ODISHA. [FINANCIAL PROPOSAL]

Sir

I, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposal No. _____, Dated: _____. Our attached Financial Proposal is for the sum of ***[Insert amount(s) in words and figures*]***. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **180 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

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

I remain,

Yours faithfully,

Authorized Signatory *[In full and initials]*:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

—

**Amount must match with the one indicated in Fin-2 (Table-1).*

FIN-2

SUMMARY OF FINANCIAL PROPOSAL

[TABLE – 1]

Sl. No.	Fee Particulars	Amount in INR
A	Remuneration for Key Professionals (FIN-3)	
B	Over Head Expenses (FIN-4)	
C	Miscellaneous Expenses (FIN-5)	
D	Consulting Fee (A+B+C)	
E	Taxes applicable as per GST Act @ _____ % of Consulting Fee (D)	
Grand Total (INR) (D +E)		
In Words		

***N.B. Taxes will be paid by the client as per the applicable rate under GST Act from time to time.
Consultancy fee proposed above shall remain fixed till completion of the contract.***

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

Name and Designation with Date& Seal: _____

REQUEST FOR PROPOSAL

FIN-3

BREAKDOWN OF REMUNERATION OF KEY PROFESSIONALS

SL. NO.	NAME OF THE KEY PROFESSIONAL	POSITION	UNIT RATE (MAN-DAY)(A)	PROPOSED MAN-DAY (B)	TOTAL AMOUNT IN INR (A*B)
1		Project Manager		30	
2		Entrepreneurship Development Expert (ED Expert)		60	
3		Poultry Development Expert (PD Expert)		60	
4		Dairy Development Expert (DD Expert)		60	
5		Field Investigators (30)		1500	
Grand Total in INR					
In Words					

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

Name and Designation with Date and Seal: _____

FIN-4

BREAKDOWN OF OVERHEAD EXPENSES

Sl. No.	Description	Unit	Quantity	Unit Price In INR	Total Amount in INR
1	Travel Expenses (Bus / Train / Flight)				
2	Local Travel Expenses				
3	Subsistence Allowances				
4	Office Rent / Accommodation Allowances				
5	# Training / Workshops (2 Numbers) (Inception and Final Workshop (25 pax / (50 pax tentative)				
Grand Total					
In Word					

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

Name and Designation with Date and Seal: _____

NB: It is the sole responsibility of the consultant to organize and conduct the Inception and final Sharing workshops conforming to the tentative estimation. The above workshops needs to be organized in a lucrative environment taking into consideration of the expenses towards workshop materials , logistics, working lunch/ snacks and other incurred expenses. Hence, consultant needs to propose the budget taking into consideration of all the above requirements in its financial proposal.

FIN -5

BEARKDOWN OF MISCELLANIOUS EXPENSES

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

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

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

Name and Designation with Date and Seal: _____

SECTION - 6

ANNEXURE

BID SUBMISSION CHECK LIST

Sino	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
(PART – A)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH A -1)		
3	Bid Processing Fee of Rs. 5000/- in form to DD/ BC		
4	EMD of Rs. 50000/- in form of DD/BC		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 AYs (15-16, 16-17 & 17-18)		
9	General Details of the Bidder (TECH A - 2)		
10	Financial details of the bidder (TECH A - 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH A - 4) in favour of the person signing the bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) (TECH A - 5) along with the copies of work orders for the respective assignments		
13	Self Declaration on Potential Conflict of Interest (TECH A - 6)		
14	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business career.		
(PART – B) (ORIGINAL +1 COPY+ SOFT COPY IN CD IN WORD FORMAT)			
1	Covering Letter (TECH B -I)		
2	Bidder Organisation (TECH B -2)		
3	Bidder Experience (TECH B - 3) FORM – (I, II&III)		
4	Comments and Suggestions (TECH B -4)		
5	Description of Approach, Methodology & Work Plan (TECH B -5)		
6	CV of Key Professionals (TECH B -6)		
7	Team Composition and Task Assignment (TECH B -7)		
8	Work Plan (TECH B -8)		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY + SOFT COPY IN PDF FORMAT)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		
3	Breakdown of Remuneration of Key Professionals (FIN-3)		
4	Details of Reimbursable Expenses (FIN-4)		
5	Details of Misc. Expenses (FIN-5)		

Undertaking:

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

PERFORMANCE BANK GUARANTEE FORMAT

To,

**The Under Secretary to Government (DDO)
Finance Department, Govt. of Odisha
Odisha State Secretariat
Sachivalaya Marg.
Bhubaneswar – 751001, ODISHA**

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

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

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

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

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

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

This performance bank guarantee shall be valid until the day of, 2018

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

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

.....
Name and designation of the officer

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