

**REQUEST FOR PROPOSAL**

**Selection of Agency for Engagement of Extension  
functionaries at Blocks & Districts and setting up of PMU in  
IMAGE under Extension Reforms (ATMA) Scheme**



**GOVERNMENT OF ODISHA  
DEPARTMENT OF AGRICULTURE & FARMERS' EMPOWERMENT  
2022-23**

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## **DISCLAIMER**

This Request for Proposal (RFP) is issued by the **Institute of Management of Agricultural Extension (IMAGE) under the Department of Agriculture & Farmers' Empowerment, Government of Odisha.**

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

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

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

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

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

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## BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Institute on Management of Agricultural Extension (IMAGE)
2.	Method of Selection	Least Cost Selection Method
3.	Availability of RFP Document	Detail RFP documents are available in following website: <a href="http://www.agriodisha.nic.in">www.agriodisha.nic.in</a> & <a href="http://www.odisha.gov.in">www.odisha.gov.in</a>
4.	Date of Issue of RFP	21.04.2022
5.	Deadline for Submission of Pre Bid Query	29.04.2022 up to 5.30 PM
6.	Pre-Bid Meeting	04.05.2022 at 11.30 PM
7.	Publication of Pre-Bid Clarification through Website	07.05.2022
8.	Last Date and Time for submission of Bid	<b>12.05.2022 up to 5.30 PM</b>
9.	Date of opening of Technical Proposal	13.05.2022 at 11.30 AM
10.	Date of Technical Presentation	18.05.2022 at 11.30 AM
11.	Date of opening of Financial Proposal	20.05.2022 at 04.00 PM
12.	Expected Date of Commencement of Assignment	<b>01<sup>st</sup> June, 2022</b>
13.	Pre-Bid meeting	A pre-proposal meeting will be held at 11.30 AM on 04.05.2022 at IMAGE, Bhubaneswar. All queries should be received on or before indicated date, time on mail in word format. The name, address, and telephone number of the nodal officer is: <b>Designation: Director, IMAGE</b> <b>Dept. of Agriculture and FE</b> <b>Phone Nos: 0674-2974145</b> • <b>Email_id:</b> <a href="mailto:imagebbsr1999@gmail.com">imagebbsr1999@gmail.com</a>
14.	Bid Security/ Earnest Money Deposit	As per Finance Department Order No.8484 dt.05.04.2022, there is no provision regarding Bid Security/ Earnest Money Deposit should be kept in the Bid documents and only provision for <b>Bid Security Declaration</b> shall be kept in the bid document up to 31 <sup>st</sup> December, 2022.

Sl. No.	Particular	Details
15.	Bid Processing Fee (Non-Refundable) *	Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred only) (including 18% GST) in shape of Demand Draft in favour of <b>Director, IMAGE</b> drawn in any scheduled commercial bank payable at <b>Bhubaneswar</b>
16.	Performance Security	Performance Bank Guarantee amounting to one month remuneration including all statutory dues with service charges of manpower to be engaged from a Scheduled Commercial Bank situated in Bhubaneswar in favour of Director, IMAGE as per the format at <b><u>Annexure- III</u></b> , for a period of three months beyond the entire contract period
17.	Address for Submission of Proposal	<b>The Director, IMAGE Siripur, Bhubaneswar-751003</b> <b>Phone Nos: 0674-2974145</b> <b>Email_id: <a href="mailto:imagebbsr1999@gmail.com">imagebbsr1999@gmail.com</a></b>
18.	Mode of Submission of Proposal	Through <b>Speed Post / Registered Post latest by 12.05.2022 up to 5.30 PM.</b> Submission of bid through any other mode and late bid will be rejected.
19.	Place of Opening of Technical Proposal:	Conference Hall, IMAGE, Siripur, Bhubaneswar.

*For details on the selection process, please visit: [www.agriodisha.nic.in](http://www.agriodisha.nic.in)*

**SECTION: 1**

**LETTER OF INVITATION**

## **LETTER OF INVITATION**

RFP No: \_\_\_\_\_

Dated. \_\_\_\_\_

**Name of the Assignment:** Selection of Agency for “Manpower Service Provider & Establishment of Project Management Unit (PMU) under Extension Reforms (ATMA) Scheme **at Institute on Management of Agricultural Extension (IMAGE).**

**IMAGE (The client)** invites *sealed* proposal from eligible bidders for **Selection of agency for engagement of extension functionaries at Blocks & Districts and setting up of PMU in IMAGE under Extension Reforms (ATMA) Scheme** operated in 30 districts of the state as well as at IMAGE.

More details on the proposed assignment are provided at **Section-3: Terms of Reference** of this RFP Document.

- (i) An Agency will be selected under **Least Cost Selection** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Government of Odisha for “**Qualified Manpower & Engagement of Consultants**” circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Government of Odisha.
- (ii) The bid / proposal completes in all respect as specified in the RFP Document must be accompanied with a **non-refundable** amount of **Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred only)** towards **Bid Processing Fee** in the form of **Demand Draft** in favor of “**Director, IMAGE**” drawn in any Scheduled Commercial Bank and payable at Bhubaneswar, Odisha and a “**Bid Security Declaration**” towards **Bid Security**, failing which the bid will be rejected.
- (iii) The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post** only. The IMAGE shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
- (iv) The last date and time for submission of proposal complete in all respects is **05.30 PM up to 12.05.2022** and the date of opening of the technical bid is **11.30 AM on 13.05.2022 at IMAGE, Bhubaneswar** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
- (v) This RFP includes following sections:
  - a.** Letter of Invitation [**Section –1**]
  - b.** Instruction to the Bidder [**Section –2**]
  - c.** Terms of Reference [**Section –3**]
  - d.** Technical Proposal Submission Forms [**Section – 4**]
  - e.** Financial Proposal Submission Forms (**Section–5**)
  - f.** Annexures (**Section –6**)

- (vi) While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the IMAGE knowledge, the IMAGE 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 IMAGE reserves the right to accept / reject any/all proposals / terminate the entire selection process at any stage without assigning any reason thereof.

**Director, IMAGE**



**SECTION: 2**

**INFORMATION TO THE BIDDER**

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

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

<b>Sl. No.</b>	<b>Eligibility Criteria</b>	<b>Supporting Documents Required</b>
1	Single entity legally registered under appropriate authority in India. <b>Consortium or Joint Venture is not allowed.</b> <i>The Bidder must be a Company as registered under Indian Companies Act, 1956 / 2013 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008.</i>	Copy of certificate of Incorporation / Registration of the bidder
2	The bidder should have been in the business of providing Outsourcing services across India to the Central / State Government / Autonomous bodies for at least <b>5</b> years by the date of opening of the bid.	Copy of work orders in support of experience
3	The bidder should have an average annual turnover of more than <b>Rs. 20.00 cr from Outsourcing business</b> during the last three financial years ( <b>2018-19, 2019-20 &amp; 2020-21</b> ). <b>N.B.: The norm for average annual turnover shall not apply to Start-ups</b>  <i>(A company will be considered a startup if recognised by Government of India under startup India scheme)</i>	Copies of audited balance sheet / Income Expenditure Statement for last three financial years certifying that the firm had an average annual turnover more than <b>Rs.20.00 Cr from Outsourcing business only</b> during the three financial years ( <b>2018-19, 2019-20 &amp; 2020-21</b> ). ( <b>TECH A – 3</b> )
4	The bidder must have experience of at least <b>5 years</b> in “ <b>similar projects</b> ” (completed or ongoing) with annual contract value of the project being not less than <b>Rs.20.00 Cr.</b> project (s) during the last 3 years ( <b>2018-19, 2019-20 &amp; 2020-21</b> ) under Central / State Govt. / Autonomous bodies etc.	Copies of Work Orders / Contract Document / Completion Certificate from the previous Clients
5	The bidder should not have been blacklisted by the Central Government / any State Government or their agencies in India.	Self-Declaration by the authorised representative on the bidder’s letter head.
6	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder as per <b>prescribed format (TECH A-6)</b>

**NB:** For this purpose “Similar Project” means business of providing technical outsourcing services for State Level Technical Cell/ District Level Technical Manpower/ PMU/ State or District Technical Support Unit funded under any Central/ State Govt., Schemes/ externally aided projects during last 5 years.

## **B. 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:

- i) Filled in Bid Submission Check List in original (**Annexure-I**)
- ii) Covering letter (**TECH A – 1**) on bidder's letterhead requesting to participate in the bid process.
- iii) Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- iv) Copy of Certificate of Incorporation/ Registration
- v) Copy of PAN
- vi) Copy of Goods and Services Tax Identification Number (**GSTIN**)
- vii) Copies of IT Return for the last three financial years (**FY 2018-19, 2019-20 & 2020-21**).
- viii) General Details of the Bidder (**TECH A – 2**)
- ix) Financial Details of the bidder (**TECH A – 3**) along with all supportive documents such as Balance Sheet and Income/Expenditure Statement duly certified and signed as per the instruction.
- x) Power of Attorney (**TECH A – 4**) in favour of the person signing the bid on behalf of the bidder. In case of partnership firm, please attach the resolution of the partners regarding nomination of authorized representative for submission of the bid.
- xi) List of completed/ongoing assignments of similar nature (Past Experience Details, **TECH A – 5**) along with copies of contracts / work orders / completion certificate from previous Clients.
- xii) Self Declaration regarding an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client (**TECH A – 6**)
- xiii) "Bid Security Declaration" to be furnished by the bidder as per format in **Tech A-7**
- xiv) Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Body / International & National Organisation in the recent past.

**NB:**

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

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

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to **Rs. 11,800/- (Rupees Ten Thousand Only)** inclusive of GST in shape of DD/ BC from any Scheduled Commercial Bank in favour of “**Director, IMAGE**” payable at **Bhubaneswar**. Proposals received without bid processing fee will be rejected.

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

As per Finance Department Order No.8484 dt.05.04.2022, there is no provision regarding Bid Security/ Earnest Money Deposit should be kept in the Bid documents and only provision for Bid Security Declaration shall be kept in the bid document up to 31<sup>st</sup> December, 2022.

The successful bidder will furnish the required Performance Bank Guarantee (PBG) followed by signing of the Contract.

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

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

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

Proposals shall remain valid for a period of **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.

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

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to IMAGE through e-mail at [imagebbsr1999@gmail.com](mailto:imagebbsr1999@gmail.com) till **29.04.2022 up to 05.30 PM**. **Any request for clarification submitted beyond the above deadline will not be entertained during the pre-bid meeting.** Clarifications to the above will be uploaded in the DAFE website i.e, [www.agriodisha.nic.in](http://www.agriodisha.nic.in) / clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

Pre-proposal meeting will be held on **04.05.2022 at 11.30 AM at IMAGE**, Bhubaneswar Bhubaneswar. The bidders will have to ensure that their queries for pre-proposal meeting should reach by **29.04.2022 up to 05.30 PM**.

A pre-bid meeting will be organized by the Client to address the queries relating to the overall selection process and scope of the work. To this respect, bidders can submit their queries, as per the prescribed format provided at **(Annexure-II)**, to IMAGE through e-mail at [imagebbsr1999@gmail.com](mailto:imagebbsr1999@gmail.com) up to **29.04.2022 up to 05.30 PM** from the level of the authorized representative of the bidder only. **Any request for clarification submitted beyond the above deadline will not be entertained during the pre-bid meeting.** The pre-bid meeting will be held

on **04.05.2022 at 11.30 AM in** the Conference Hall of IMAGE, Siripur, Bhubaneswar-751003. Representatives (**maximum up to 2 members from each bidder**) with due authorization letter will be allowed to attend the pre-bid meeting. Clarifications to the submitted queries will be uploaded in the Department website for information of the bidders. Any such clarification / corrigendum shall be deemed to be part of this RFP. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

**5. Authentication of Proposal:**

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

**6. Submission of Proposal:**

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

The procedure for submission of the proposal is described below:

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

The envelope containing technical proposal (Part-A) and (Part-B) shall be **SEALED AND SUPERSCRIBED** as “**Technical Proposal – Selection of agency for engagement of extension functionaries at Blocks & Districts and setting up of PMU in IMAGE under Extension Reforms (ATMA) Scheme**” under IMAGE, Bhubaneswar, 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 Pendrive (**Part-B**) along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

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

The envelope containing financial proposal shall be **SEALED AND SUPERSCRIBED** as “**Financial Proposal – Selection of agency for engagement of extension functionaries at Blocks & Districts and setting up of PMU in IMAGE under Extension Reforms (ATMA) Scheme**”. 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 Pendrive 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:**

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

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute a Manpower Evaluation Committee (MEC) 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** of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The technically qualified bidders will attend the opening of the financial proposal on **20.05.2022 at 04.00 PM**.

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

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

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

- 8.1.1** Filled in Bid Submission Check List in Original (**Annexure-I**)
- 8.1.2** Covering letter (TECH A – 1) on bidder's letterhead requesting to participate in the selection process.
- 8.1.3** Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- 8.1.4** Copy of Certificate of Incorporation/Registration
- 8.1.5** Copy of PAN
- 8.1.6** Copy of Goods and Services Tax Identification Number (GSTIN)
- 8.1.7** Copies of IT Return for the last three assessment years (AY 2018-19, 2019-20, 2020-21).
- 8.1.8** General Details of the Bidder (TECH A – 2)
- 8.1.9** Financial Details of the bidder (TECH A – 3) along with all supportive documents as applicable duly signed as per the instruction.
- 8.1.10** Power of Attorney (TECH A – 4) in favour of the person signing the bid on behalf of the bidder.
- 8.1.11** 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.
- 8.1.12** Self Declaration regarding an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client (**TECH A – 6**)
- 8.1.13** "Bid Security Declaration" to be furnished by the bidder as per format in **Tech-A 7**.
- 8.1.14** Undertaking for not having been black-listed by any Central / State Government / Autonomous bodies/ International & National Organisation in the recent past.
- 8.1.15** All the pages of the proposal and enclosures are signed or not by the authorised representative.

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

**8.2 Technical Evaluation (2<sup>nd</sup> Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process will be adopted for evaluation of the proposals. The proposals will be evaluated as per the following parameters –

S.No.	Criteria	Sub Criteria	Marks
1	Annual Turnover	>25cr	<b>15</b>
		>20cr – 25cr	10
2	Experience in outsourcing manpower	>5years	<b>15</b>
		3 – 5years	10
3	No. of central govt/state/PSU projects executed for manpower services (value more than 5cr per year including ongoing projects)	> 10 Nos	<b>15</b>
		8-10 Nos.	10
		5-8 Nos.	5
<b>Team Evaluation</b>			
4	Team Lead <ul style="list-style-type: none"> <li>▪ MBA/PGDM from Top 100 Management Institute (as per NIRF, Ministry of Education, Gol Ranking 2020 for Management institutes) or master's from Top 50 ICAR Agriculture University (2020 rankings) or Masters from NIAM/MANAGE</li> <li>▪ Minimum 5 years of experience in PMUs in agriculture extension/rural development/ livelihood projects with Central Government/State Government/District level in managing GOI/State Sponsored Schemes</li> </ul>	5-8 yrs – 5 marks >8 yrs – 10 marks	10
5	Consultant – Monitoring and Evaluation <ul style="list-style-type: none"> <li>▪ MBA/PGDM from Top 100 Management Institute (as per NIRF, Ministry of Education, Gol Ranking 2020 for Management institutes) or Masters from Top 50 ICAR Agriculture University or Masters from NIAM/MANAGE</li> <li>▪ Minimum 2 years of experience in PMUs in monitoring and evaluation project in agriculture domain</li> </ul>	2-4yrs – 4 marks >4 yrs – 7.5marks	7.5
6	Consultant – Technical <ul style="list-style-type: none"> <li>▪ MBA/PGDM from Top 100 Management Institute (as per NIRF, Ministry of Education, Gol Ranking 2020 for Management institutes) or Masters from Top 50 ICAR Agriculture University or Masters from NIAM/MANAGE</li> <li>▪ Minimum 2 years of experience in PMUs in agriculture extension/rural development/livelihood projects with Central Government/State Government/District level in managing GOI/State Sponsored Schemes</li> </ul>	2-4yrs – 4 marks >4 yrs – 7.5marks	7.5
7	Technical Presentation		<b>30</b>
	<b>TOTAL</b>		<b>100</b>

**N.B: 1. During Technical Presentation, the bidder has to produce the documents of each consultant in support of their educational qualification as a proof.**

**2. Bidders who secure above 50 marks from the total (70 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 concerned 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 themselves available for the same. **The bidder whose technical proposal secures a score above the minimum qualifying mark of 70 (minimum qualifying marks of 50 in Technical Proposal & minimum qualifying marks of 20 in Technical Presentation) in the technical evaluation stage will be technically qualified for opening of the financial proposal.**

**8.3 FINANCIAL EVALUATION (3<sup>rd</sup> 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.

#### **9. Evaluation Process:**

Bidder quoting lowest price (includes monthly remuneration of manpower & service charges) as per the sanctioned strength of manpower in all the categories i.e, L1 among technically qualified bidders shall be selected as successful bidder.

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

Within 3 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 one month remuneration including all statutory dues with service charges from a Scheduled Commercial Bank situated in Bhubaneswar in favour of “**Director, IMAGE, Bhubaneswar**”, as per the format at **Annexure-III**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 6 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.

#### **11. Contract Negotiation:**

Contract Negotiation will be held at a date, time and address as intimated to the selected bidder. The invited bidder will, as a 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.

#### **12. Award of Contract:**

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the Contract and promptly notify all other bidders about the result of the selection process. The successful bidder will be asked to sign the Contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the Contract, no variation or modification of the terms of the Contract shall be made except by written amendment signed by both the parties. The Contract would be valid for **3 Years** from the date of effectiveness of the Contract subject to annual renewal on satisfactory performance. ***Sub-contracting is not allowed under this assignment under any circumstances.***



### **13. Selection Procedure**

The man power service provider is the sole authority to select for different categories of Technical & Non-Technical man power to be engaged as specified in sanctioned strength under Extension Reform Scheme. The brief description of Educational qualification prescribed for various categories of man power to be engaged at Field level by the service provider is indicated as per the Eligibility criteria given in the ToR.

### **14. Other Essential Criteria**

- She/ He must read, write & speak in Odia fluently
- She/ He should be in between 21 to 45 years of age
- Computer skills - MS Word, MS Excel, MS Powerpoint, Internet, Email etc.
- Should own a smart phone.

### **15. Selection of man power**

15.1 After signing of contract, the Service Provider will sponsor a list of eligible candidates in different categories of manpower **on or before 07.06.2022** as per the eligibility criteria in **1:2 ratio** to PD, ATMA-cum-CDAO with an intimation to Director, IMAGE along with the list of sponsoring candidates.

15.2 For State level ATMA functionaries i.e, Accountant-cum-Clerk & Computer Operator, a selection committee will be set up at IMAGE level under the chairmanship of Director, IMAGE for selection of the candidates.

15.3 A selection committee will be formed at the level of CDAO including following members

- |   |                   |
|---|-------------------|
| a. CDAO-cum-PD, ATMA                                  | : Chairman        |
| b. CDVO   | : Member          |
| c. DFO/ AFO   | : Member          |
| d. DDH/ ADH   | : Member          |
| e. PD/ APD, Watershed                                 | : Member          |
| f. Executive Engineer (Agril.)/ Asst. Executive Engg. | : Member          |
| g. DPD, ATMA  | : Member Convener |

The committee will verify the documents relating to educational qualification, experiences & certificates on basic computer skill i.e, MS Office, Internet, E-mail etc. Those who cannot produce the certificate on basic computer skill, they will have to undergo a basic computer skill test. After qualifying the computer test they will be eligible to appear before Personal Interview. Those who will produce the basic computer skill certificate, they will be directly eligible for Personal Interview. The entire selection process at district level will be completed on or before **20<sup>th</sup> June, 2022**. After completion of the selection procedure a common merit list of selected candidates and a separate list of candidates over 10% excess of sanctioned strength as waitlisted candidates in each categories of manpower will be prepared by the selection committee. The same will be intimated to the service provider agency **on or before 23<sup>rd</sup> June, 2022** for issue of offer letter to the selected candidates by the service provider. The list of waitlisted candidates i.e. 10% excess of sanctioned strength in each categories of manpower will be valid for 1 year. After completion of 1 year the same procedure will be followed for selection of candidates.

15.4 The waitlisted candidates will be replaced against the non-performing candidates.

15.5 The service provider will offer an appointment letter to the selected candidates with place of posting **on or before 30<sup>th</sup> June, 2022** to enable the candidates to join in their respective place of posting **w.e.f 01<sup>st</sup> July, 2022**.

15.6 The selected candidates will have to report **within 7 days .i.e, 07<sup>th</sup> July, 2022**. Failing which the service provider will replace another suitable candidate out of the waitlisted candidates.

15.7 The same procedure and dateline as specified above will be followed for the selection of state level ATMA functionaries.

The brief description of Educational qualification prescribed for various categories of man power to be engaged at PMU Cell is indicated as per the Eligibility criteria given in the ToR.

## **16. Working Hours:**

- 16.1 When engaged, the manpower will keep to the normal working hours of Govt of Odisha. However, in case of exigencies, they may be required to work in extended working hours, if required.
- 16.2 The manpower will follow the Holiday Schedule of Govt of Odisha. However, in case of exigencies, they may be required to work on weekends/ holidays, if required.
- 16.3 The manpower will be provided with 12 days proportionate leave in a year with prior permission.

## **17. Conflict of Interest:**

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

## **18. Disclosure:**

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

## **19. Anti-corruption Measure:**

- 19.1 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.
- 19.2 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.

## **20. Language of Proposals:**

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

## **21. 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.

## **22. Proposal Forms:**

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

## **23. Local Conditions:**

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

## **24. Legal Jurisdiction:**

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

## **25. Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Payment to the agency will be made on monthly basis on submission of Monthly Performance of engaged manpower based on their activities by the firm. The payment will be made based on the deliverables defined in ToR.

Overall performance of the team in a district will be looked at the quarterly level. In case of underachievement in a particular district, the agency will be asked for an explanation. In case the explanation is genuine and the under achievement is due to factors beyond the control of resource, the monitoring committee might not levy any penalty on the team. In case the

explanation is unsatisfactory, the agency will be charged a penalty on the quarterly fee for the resource deployed in the given quarter. Following is the rate of penalty that would be implied

S.No.	Achievement Levels at state level	Penalty
1	>90%	NA
2	>80-90%	2.5%
3	>70-80%	5%
4	>60-70%	7.5%
5	>50-60%	10%
6	Upto 50%	12.5%

The payment will be made at quarterly level.

The resources at PMU level needs to be placed within 7 days of awarding work order by government. In case of any delays, 5% penalty (of the resource cost) per week will be levied on the agency.

The District and Block resources needs to be placed within 30 days of awarding work order by government. In case of any delays, 5% penalty (of the resource cost) per week will be levied on the agency.

## **26. Confidentiality :**

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

## **27. Amendment of the RFP Document:**

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

## **28. 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. Misrepresentation/ improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Proposals have been opened and the highest

ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

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

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

**30. Replacement of Key Personnel:**

**For manpower engaged at PMU Cell & ATMA Functionaries:**

The Key professionals/ Technical personnel to be deployed at PMU level under this contract must be dedicated in nature. **No replacement of resources is allowed within the lock-in period of 1 Year from the date of effectiveness of the contract** unless both the parties agree that such substitutions unavoidable, and for reasons such as death or medical incapacity which is really beyond the control of bidder.

**Change in PMU personnel within the lock in period will attract a penalty of 10% of the contract value in case the reason for leaving is not satisfactory as decided by department committee.**

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 **Thirty (30) days** in advance and obtain the approval prior to making any substitution.

In notifying the Client, the Agency 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.

After written notification, the Agency will provide CV of appropriate candidates (1:3) for PMU team and (1:2) for BTMs/ATMs/ ACC/ CO within Fifteen **(15) days** for review and approval.

The Agency must replace the PMU personnel/BTMs/ATMs/ AcC/ CO within Fifteen (15) working days from the date of approval of replacement.

In case of PMU Cell, any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and must be submitted to the Client within 15 days of departure of original professional.

In case there is a gap in replacement of any PMU personnel/BTMs/ATMs/ AcC/ CO, no remuneration will be provided for that period corresponding to non-deployed personnel.

***The Client also reserves the right to request the Agency to replace the deployed key personnel/ Technical Personnel if they are not performing to a level of satisfaction of the Client.***

### **31. 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.

### **32. Arbitration:**

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

### **33. Disqualification of Proposal:**

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

- 33.1 Proposal submitted without Bid Processing Fee & EMD as applicable
- 33.2 Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- 33.3 During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- 33.4 Proposal is received in incomplete form
- 33.5 Proposal is received after due date and time for submission of bid
- 33.6 Proposal is not accompanied by all the requisite documents / information
- 33.7 A commercial bid submitted with assumptions or conditions
- 33.8 Bids with any conditional technical and financial offer
- 33.9 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
- 33.10 Proposal is not properly sealed or signed
- 33.11 Any deviation in the technical and financial proposal
- 33.12 Proposal is not conforming to the requirement of the scope of the work
- 33.13 Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process

- 33.14 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;
- 33.15 Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- 33.16 Failure to agree with terms and conditions of the RFP
- 33.17 Any other condition/ situation which holds the paramount interest of the client during the overall selection process

**SECTION: 3**

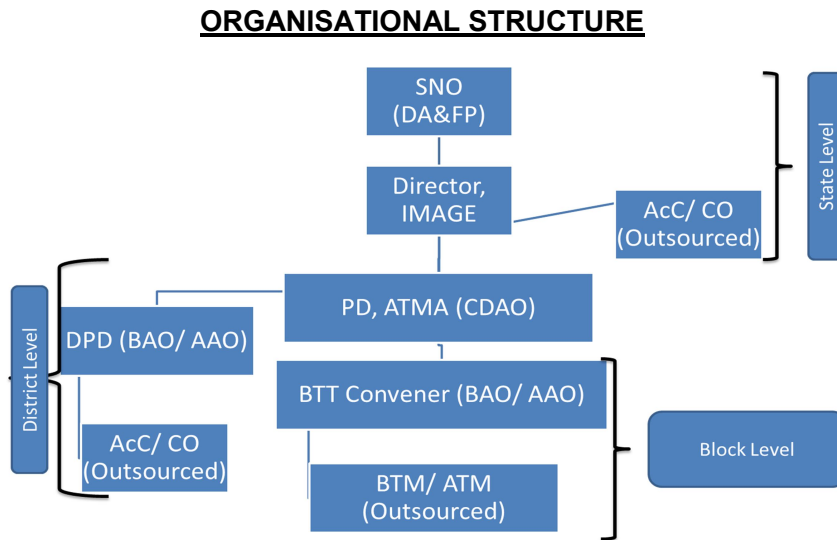
**TERMS OF REFERENCE**



## Terms of Reference

### 1. Introduction:

Institute on Management of Agricultural Extension, herein after referred as 'IMAGE' or an Autonomous Institute under DA & FE, Government of Odisha established under Indian Society Registration Act, 1860 to provide leadership in training facility in the field of Agricultural Management & Extension. IMAGE has also declared as State Nodal Agency for the scheme 'Support to State Extension Programmes for Extension Reforms (ATMA)'. This is a Centrally Sponsored Scheme with funding pattern of GoI : GoO @ 60:40 . Director of Agriculture & Food production, Odisha has been declared as State Nodal Officer for the scheme. The scheme is operated in all 30 districts of Odisha. IMAGE is monitoring for implementation of the scheme in the state as State Agricultural Management & Extension Training Institute (SAMETI). The detailed organizational structure from State to Block level is given below:



### 2. AIM

IMAGE aims at making the extension system farmers-driven & farmers accountable by disseminating technologies to farmers through ATMA (Agricultural Technology Management Agency- an Autonomous Registered Society) at district level to operationalize the Extension Reforms on a participatory mode.

### 3. OBJECTIVES

- 3.1 Encouraging multi-agency extension strategies involving public / private extension service providers
- 3.2 Ensuring an integrated, broad based extension delivery mechanism consistent with farming system approach with a focus on bottom up planning process.
- 3.3 Adopting group approach to extension in line with the identified needs & requirements of the farmers in the form of Community Interest Groups (CIG) & Farmers Interest Groups (FIG) & consolidate them as Farmers Producers Organization (FPO).
- 3.4 Facilitating convergence of farmers centric programmes in planning, execution & implementation.
- 3.5 Addressing gender concern by mobilizing farm women into groups & providing training to them
- 3.6 To support the present extension system for bridging the need based gaps.

The above objectives shall be made through strengthening institutional arrangements, dedicated manpower, Innovative Technology Dissemination component of cafeteria of major activities under ATMA.

The broad objectives of IMAGE is to require suitable manpower having requisite qualifications & experience to undertake the activities of ATMA at field level & need professionals for establishment of PMU Cell at State level i.e. IMAGE to monitor the said activity of ATMA & evaluate the performance of the engaged manpower.

### **3.7 The objectives of this assignment are as follows:**

- 3.7.1 The need & demand based field activities will be undertaken
- 3.7.2 Strengthen the delivery of extension services
- 3.7.3 Execution of ATMA activities by suitable manpower
- 3.7.4 Assisting the implementing agency to get real time feed back of activities
- 3.7.5 Strengthen the supervision & monitoring of ATMA functionaries on regular basis
- 3.7.6 Strengthen timely preparation of monthly reports & ensure report compliances
- 3.7.7 Evaluate the performance of manpower

## **4. Scope of work**

- 4.1 To meet the objectives and strengthened the activities of the Scheme, IMAGE needs professional organization who will provide Technical & Non-Technical Man powers having requisite qualification & Experience in relevant fields as per the scheme requirements for smooth implementation of the Scheme. The Technical (BTM/ATM) man powers will be engaged at different field offices of the State to assist the BTT (Block Technology Team) & FIAC (Farmer Information Advisory Centre) operated at Block level. The said man power will be assigned with a defined job chart to deliver the day to day services with proper guidance of BTT.
- 4.2 The Non-technical man powers (Accountant-cum-Clerk & Computer Operator) having requisite qualification & Experience will be suitably engaged in the District/State to assist for collection of the information, data compilation, report compliances, etc. for the district and State and submit the same to the Headquarters i.e. IMAGE.
- 4.3 To provide consultants for setting of PMU at IMAGE level for monitoring & evaluation of ATMA activities and performance of Man power engaged at field level.

## **5. Roles & Responsibilities of field level functionaries at Block level**

### **5.1 Block Technology Manager (BTM)**

- 5.1.1 The Block Technology Manager shall be responsible to co-ordinate the ATMA related activities of the Block Technology Team (BTT) and Block Farmers Advisory Committee (BFAC) & Organizing meetings of the BTT and BFACs.
- 5.1.2 He/ She shall work under the overall supervision of the BTT Convenor for all ATMA related activities.
- 5.1.3 He/ She shall assist the BTT in preparation and implementation of Block Action Plans (BAP) as per SREP.
- 5.1.4 Compilation of progress of implementation of the farmer Oriented Activities implemented by the BTT/FIAC and submit monthly Reports to the ATMA indicating the physical targets and financial achievements.
- 5.1.5 Preparation of Agenda Notes/ Minutes/ Discussion & Action points made on BTT/ BFAC meetings conducted at block level.
- 5.1.6 Keep liaison with all the Block level Officers of Agriculture and allied sectors and obtain specific proposals for intervention by BFAC/BTT under ATMA activities with particular reference to farmer oriented activities like Training, demonstration and Exposure visit.

- 5.1.7 Formation of Farmer Interest Groups/Commodity Interest Groups, in consultation with concerned line Departments and Farmers Organizations (FOs) and providing advice to them.
- 5.1.8 Coordinate the work of Asst. Technology Manager (ATM) with Block/Village level functionaries of line Departments and the Krushak Sathi provided for under the Scheme.
- 5.1.9 Organize Farm Schools on Agril. & allied sectors through progressive farmers, NGOs/Farmer Club of NABARD and other suitably selected agencies with the approval of FIAC in a systematic manner.
- 5.1.10 Preparation of Success Stories on ATMA activities both in Odia & English.
- 5.1.11 Organization of review meetings of Krushak Sathis regarding progress of BALARAM Scheme.
- 5.1.12 He/ She will attend GP Sitting and guide the ATMs to resolve the farmer's issues in consultation with line department officials and ensure to upload the same issues in ADAPT portal.
- 5.1.13 Identification and recommendation of potential agri-preneurs to APTT district coordinator in consultation with BTT and BFAC in MKUY.
- 5.1.14 Resolving all the issues raised by extension workers on Agri-Extension App & AMA KRUSHI in consultation with BTT.
- 5.1.15 Impart trainings to farmers/ groups on departmental schemes as Resource Person.
- 5.1.16 Conduct Crop Diversification programme of the block.
- 5.1.17 In addition, he/ she will monitor & supervise the activities of ATMs.
- 5.1.18 Any other work as may be assigned by Project Director, ATMA/DPD ATMA/BTT Convenor.

## **5.2 Assistant Technology Manager (ATM)**

- 5.2.1 He/ She shall work under the overall supervision of the BTM and report to the BTT Convenor through the BTM for all ATMA related activities.
- 5.2.2 Compilation of progress of implementation of the Farmer Oriented Activities implemented by the BTT/FIAC and submit monthly Reports to the BTM/BTT Convenor and through them to ATMA indicating the physical targets and financial achievements.
- 5.2.3 Keep liaison with all the Village level Officers of Agriculture and allied sectors and obtain specific proposals for intervention by BFAC/BTT under ATMA activities with particular reference to farmer oriented activities like Training, Demonstration and Exposure visit.
- 5.2.4 Formation of Farmer Interest Groups/Commodity Interest Groups, in consultation with concerned line Departments and FPOs and providing advice to them.
- 5.2.5 Organize crop specific and location specific demonstration programmes as approved by ATMA/BFAC either by themselves or through field functionaries of the agriculture and allied Departments.
- 5.2.6 Verification and Attending crop cutting experiments of the demonstrations of agricultural & horticultural crops of block.
- 5.2.7 Identifying & prepare a list of progressive farmers (100 nos. per GP per year) based on their activities in association with Krushak Sathis.
- 5.2.8 Promotion and involvement of WSHGs in different Agriculture & allied sector Schemes.
- 5.2.9 He/ She will attend the GP Sitting and resolve the issues of the farmers in consultation with line department officials and upload the same in ADAPT Portal.
- 5.2.10 He/ She will attend Mobile Veterinary Health Camps and facilitate the farmers to avail the benefit.
- 5.2.11 He/ She will verify and authenticate the records and confirmation to BTT Convenor for recommendation for release of assistance under Integrated Farming System programme.

- 5.2.12 Attending farmer's training at different level and field visit for authentication of different activities implemented in the farmers field under SPPIF scheme.
- 5.2.13 Updating the Krushak Odisha database in case of anomalies flagged by system in the GPs assigned by BAO
- 5.2.14 To monitor the overall activities of identified Krushak Sathis of the GPs
- 5.2.15 To materialize the progress and achievements of programmes undertaken by International/ National/ ICAR institutes.
- 5.2.16 Creating list of major traders present in the GPs.
- 5.2.17 Updating the prices of major commodities every fortnight by connecting with traders and farmers.
- 5.2.18 Any other work as may be assigned by Project Director, ATMA/DPD ATMA/BTT Convener/BTM.

### 5.3 Accountant-cum-Clerk (At District/State level)

- 5.3.1 To maintain upto date accounts of the scheme, prepare MPRs, QPRs, UCs, report, etc.
- 5.3.2 Custodian of all the records related to the Scheme.
- 5.3.3 To maintain Cashbook and all relevant registers of the scheme.
- 5.3.4 Process all the bills & vouchers pertaining to the cash related matter.
- 5.3.5 Compilation of information regarding Statutory dues of engaged man power on monthly basis. .
- 5.3.6 Any other works as assigned by PD/DPD (ATMA)/Director, IMAGE.

### 5.4 Computer Operator (At District/State level)

- 5.4.1 To maintain upto date information on target & achievement of the activities relating to the scheme.
- 5.4.2 To assist Accountant-cum-Clerk for preparation of all reports relating to the scheme.
- 5.4.3 To assist the Accountant-cum-Clerk for collection of information on scheme from FIAC (Block level).
- 5.4.4 Compilation of data for the scheme.
- 5.4.5 Any other jobs as assigned by PD/DPD, ATMA/Director, IMAGE.

## 6. Deliverables of field level functionaries

#	Roles & Responsibilities	KPIs	Recording Mechanism
<b>BTM (In addition to monitoring the work of ATMs)</b>			
1	Prepare Block Action Plan (BAP) as per SREP in consultation with BTT	Annually	Agri Extension App/ ADAPT Portal
2	The Agenda note/ minutes/ decision of action points of Bi-monthly meeting of BFAC to be prepared in consultation BTT Convener	6 Nos. (Once in 2 months)	
3	Preparation of Agenda Notes/ minutes/ discussions & action points made on decision of BTT meetings at block level	24 Nos. (Fortnightly)	
4	Preparation of Success Story on ATMA activities (Both in Odia & English) with photographs	24 Nos. (Fortnightly)	
5	Organization of review meeting of Krushak Sathis regarding progress of BALARAM Scheme	12 Nos. (Monthly)	

6	GP Sitting (wherever GP has been assigned by district committee)	Weekly once	
7	Identification and recommendation of 2 potential agripreneurs to APTT district coordinator in consultation with BTT and BFAC in MKUY	24 entrepreneurs (2 per month)	
8	Resolving all the issues raised by extension workers on Agri-Extension App in consultation with BTT	Average 80% within fortnight	
9	Resolving all the issues on ADAPT portal received through AMA Krushi in consultation with BTT	Average 80% in a month	
10	Resolving all the issues on ADAPT Portal raised by extension workers through Agri-Extension App in consultation with BTT	Average 80% in a month	Agri Extension App/ ADAPT Portal
11	Impart training to farmers/ groups as Resource Person & prepare PPT	As per the need, 100% of block target	
12	Conduct Crop Diversification programme of the block	100% of block target	
13	Organizing Farm School on Agriculture & allied sector	100% of block target	
14	Promoting pre-booking of non-paddy seeds	50% seeds pre-booked in the block	
15	Facilitate Crop Diversification Programme	100% of block target	
16	Ensuring the Distribution of Soil Health Card to farmers	100% of block target	

1. Block wise indicative targets (F.Y. 2021-22) are mentioned in **annexure-IV**. The variation in targets (for evaluation purpose) is capped to 10% of last year target. 2. Additional work may be assigned by BAO basis the requirement in the block in consultation with BTM.

#### ATM

1	Verification and Attending crop cutting experiments of the demonstrations of agricultural & horticultural crops of block	33% of the block target to each ATM	Agri Extension App/ ADAPT Portal/Krushak Odisha
2	Identifying & prepare a list of progressive farmers (100 nos. per GP per year) based on their activities in association with Krushak Sathis	33% of block target to each ATM	
3	Farmers Training/ Demonstrations/ Exposure visit within the block/ district/ state level & Farm School	Based on targets assigned under scheme (33% each)	
4	Promotion of WSHGs in Agriculture Schemes- 100% and 20% in Allied schemes	33% to each ATM	
5	Identification of potential WSHGs interested in Pisciculture in GP Tank on lease basis (20% of Block Target)	Each ATM will be assigned with 33% of target of total 20% of block target	
6	GP Sitting (wherever GP has been assigned by district committee)	Weekly once	

7	Hand holding support to FIGs/ CIGs to promote Agril. & allied scheme activities	33% of block target to each ATM	Agri Extension App/ ADAPT Portal
8	Creating list of major traders present in the GPs assigned	100%	
9	Updating the prices of major commodities every fortnight by connecting with traders and farmers	Fortnightly	
10	Scheme implementation (wherever assigned by BAO)	100%	
11	Attend Mobile Veterinary Health Camps and report the quality	12 (1 per month)	
12	Identifying & Facilitate the IFS beneficiaries	33% of block target	
13	Updating the Krushak Odisha database in case of anomalies flagged by system in the GPs assigned by BAO	100%	
14	To monitor the overall activities of identified Krushak Sathis of the GPs	100% of the allotted GPs to each ATM	
15	To materialize the progress and achievements of programmes undertaken by International/ National/ ICAR institutes	33% of block target	
<p>1. Block wise indicative targets (F.Y. 2021-22) are mentioned in <b>annexure-IV</b>. The variation in targets (for evaluation purpose) is capped to 10% of last year target. 2. Additional work may be assigned by BAOs/ AAOs on the basis of the requirement in the block in consultation with BTM.</p>			

#### 7. Qualification of ATMA functionaries

S.No.	Category	Qualification
1	Block Technology Manager (1 per block)	Graduate in Agriculture & Allied sector (Horticulture/ Veterinary/ Fishery/ Agril. Engineering/ Forestry) with computer skill having 5 years of experience in relevant field
2	Assistant Technology Manager (3 per block)	Graduate in Agriculture & allied sector (Horticulture/ Veterinary/ Fishery/ Agril. Engineering/ Forestry) with computer skill having 1 years of experience in relevant field Or Diploma in Agriculture & allied sector (Horticulture/ Veterinary/ Fishery/ Agril. Engineering/ Forestry) with computer skill having 3 years of experience in relevant field
3	Accountant-cum-Clerk (1 no. at State/ 1 no. at each District)	B.Com with Computer Knowledge having minimum 2 years of experience in accounting/ budgeting etc.
4	Computer Operator (1 no. at State/ 1 no. at each District)	Graduate with PGDCA/BCA with 1 year experience in relevant field

#### 8. Roles & Responsibilities of PMU Cell (Reporting & Monitoring of the programme)

- 8.1 Setting up review and monitoring mechanism for review of ATMA activities at state and district level
- 8.2 Preparing monthly report on performance of BTMs and ATMs for apprising DAFP and DAFE
- 8.3 Resolving any issues that BTMs and ATMs might be facing in coordination with IMAGE and DAFP (O)-cum-SNO (ER).

- 8.4** Inclusion of ATMs and BTMs in Dakshyata (performance management program), releasing monthly list of top performers and bottom performers, creation of scorecards for ATMs and BTMs
- 8.5** Development of mechanism to prepare the consolidated report on statutory dues i.e, remuneration, EPF & ESIC etc.
- 8.6** Compilation of MPRs, QPRs, UCs from district, data analysis & report preparation on regular basis
- 8.7** Development of a detailed information sheet on field activities for creation of documentation on ATMA
- 8.8** Compilation and publishing of success stories from field in coordination with JDA (Information) and media consulting firm

### **9. Deliverables of PMU Cell**

<b>#</b>	<b>Roles &amp; Responsibilities</b>	<b>KPIs</b>
1	Prepare State Extension Work Plan (SEWP) in coordination with department/districts	Within 15 days of every financial year
2	Facilitating Inter Departmental Working Group Meeting	Once every quarter
3	Facilitating meetings with major NGOs working in the state	Once every quarter
4	Submission of reports on NGO activities, their issues and recommendation	Once every quarter, within 1 week of conducting the meeting
5	Creating questionnaires to be discussed in BTT meetings (to be shared with ADAPT Cell)	Every 1 <sup>st</sup> and 3 <sup>rd</sup> week before Thursday
6	Create actionable summaries from the data collected through BTT meetings	Every 2 <sup>nd</sup> and 4 <sup>th</sup> week in a month
7	Facilitating monthly review of ATM/BTM activities	Once every month
8	Submission of scheme achievement reports (ATMA) with actionable insights	Once every month
9	Release of "Top Performer" and "Bottom Performer" ATMs/BTMs list as per the criteria defined in consultation with the department	Once every month
10	Meeting with Low Performing ATMs/BTMs to understand and record the bottlenecks	Once every month
11	Create actionable summaries from the data collected through ATMA Management Committee (District level)	Once every month
12	Facilitating convergence meeting with all the directorates to discuss issues related to extension	Once every month

### **10. Fund Management**

- 10.1** Management of funds received from the Central, and State Governments and disbursement of the funds to the implementing agencies.
- 10.2** Furnishing utilization certificates and quarterly physical & financial progress reports to the Department of Agriculture, Cooperation & Farmers Welfare, GoI
- 10.3** Ensure Strategic Resource Management including planning and tracking of available resources and monitoring of expenditure as per approved project work plan and budget
- 10.4** Maintain financial records and monitor systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day statutory requirements

- 10.5 Process payment requests from implementing agencies  
 10.6 Assist in financial review and financial utilisation report received from different districts  
 10.7 Assist in preparation of Audit compliances/follow up reports as and when required

#### 11. Composition and qualification of PMU

S.No.	Category	Qualification
1	Team Lead	<ul style="list-style-type: none"> <li>▪ MBA/PGDM from <b>Top 100 Management Institute</b> (as per NIRF, Ministry of Education, Gol Ranking 2020 for Management institutes) or master's from <b>Top 50 ICAR Agriculture University</b> (2020 rankings) or Masters from <b>NIAM/MANAGE</b></li> <li>▪ Minimum <b>5 years of experience</b> in PMUs in agriculture extension/rural development/livelihood projects with Central Government/State Government/District level in managing GOI/State Sponsored Schemes</li> </ul>
2	Consultant – Technical	<ul style="list-style-type: none"> <li>▪ MBA/PGDM from <b>Top 100 Management Institute</b> (as per NIRF, Ministry of Education, Gol Ranking 2020 for Management institutes) or Masters from <b>Top 50 ICAR Agriculture University</b> or Masters from <b>NIAM/MANAGE</b></li> <li>▪ Minimum <b>2 years of experience</b> in PMUs in agriculture extension/rural development/livelihood projects with Central Government/State Government/District level in managing GOI/State Sponsored Schemes</li> </ul>
3	Consultant – Monitoring and Evaluation	<ul style="list-style-type: none"> <li>▪ MBA/PGDM from <b>Top 100 Management Institute</b> (as per NIRF, Ministry of Education, Gol Ranking 2020 for Management institutes) or Masters from <b>Top 50 ICAR Agriculture University</b> or Masters from <b>NIAM/MANAGE</b></li> <li>▪ Minimum <b>2 years of experience</b> in PMUs in monitoring and evaluation project in agriculture domain with Central Government/State Government/District level in managing GOI/State Sponsored Schemes</li> </ul>

12. Mode of selection of agency: Least Cost Selection (LCS) method will be followed.

##### 12.1 Technical Evaluation

The bidder whose technical proposal secures a score above the minimum qualifying mark of 70 (minimum qualifying marks of 50 in Technical Proposal & minimum qualifying marks of 20 in Technical Presentation) in the technical evaluation stage will be technically qualified for opening of the financial proposal.

##### 12.2 Financial Evaluation

Bidder quoting lowest price (includes monthly remuneration of manpower & service charges) as per the sanctioned strength of manpower in all the categories i.e, L1 among technically qualified bidders shall be selected as successful bidder.

13. Duration of PMU: The operational period will be for 3 (three) years subjected to successfully deliver the jobs assigned to the manpower agency mentioned as per ToR. The project ay be extended by 2 years with an increase of 10% in the annual fee quoted by the agency, subject to approval from the government



#### **14. Monitoring Mechanism of IMAGE:**

To review the progress of activities and assignment of PMU and engaged manpower at field level a bi-monthly review meeting will be taken by Director, IMAGE and a quarterly review meeting shall be made by the DA&FP(O)-cum-SNO (ER).

#### **15. Performance linked payment terms & penalty**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Payment to the agency will be made on monthly basis on submission of Monthly Performance of engaged manpower based on their activities by the firm. The payment will be made based on the deliverables defined in ToR.

In case the block level resources/PMU are not able to achieve the targets defined in ToR, following penalty may be imposed –

S.No.	Achievement Levels	Penalty*
1	>90%	NA
2	>80-90%	2.5%
3	>70-80%	5%
4	>60-70%	7.5%
5	>50-60%	10%
6	Upto 50%	12.5%
1. In case of BTMs and ATMs, the penalty will be imposed on resource cost. 2. In case of PMU, the penalty will be imposed on overall PMU cost (combined cost of 3 resources deployed at state level)		

Whenever the achievement levels for certain resource is not upto the mark, the agency will be asked for an explanation. In case the explanation is genuine and the under achievement is due to factors beyond the control of resource, the monitoring committee might not levy any penalty on the team.

In case penalty is levied in a month (s), but the resource is able to cover up the targets semi-annually/annually, then the levied penalty will be paid to the agency.

**SECTION: 4**

**TECHNICAL PROPOSAL SUBMISSION FORMS**

**TECHNICAL PROPOSAL**

**(PART – A)**

**TECH A-1 COVERING LETTER**  
**(ON BIDDERS LETTER HEAD)**

[Location, Date]

To

**The Director, IMAGE**  
**Siripur, Bhubaneswar - 751003**

**Subject: Selection of Agency for Engagement of Extension Functionaries at Blocks & Districts and setting up of PMU in IMAGE under Extension Reforms (ATMA) Scheme. [TECHNICAL PROPOSAL: PART – A]**

Dear Sir,

I, the undersigned, offer to participate in the selection process for \_\_\_\_\_ in accordance with your Request for Proposal No.: \_\_\_\_\_, dated \_\_\_\_\_. I, hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **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	<b>Name of the Bidder</b>	
2	<b>Address for communication:</b> Tel : Fax: Email id :	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Odisha</b> <b>If Yes, Please furnish contact details in separate sheet</b>	Yes / No
6	<b>Bid Processing Fee Details</b> Amount : BC/DD No. : Date: Name of the Bank:	
7	<b>EMD Details</b> Amount : BC/DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignment as per the stipulated scope of work of the RFP	
11	Willing to accept all the terms and conditions as specified in the RFP	

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

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

**TECHA-3**

**Bidder Organisation (Financial Details)**

<b>Financial Information in INR</b>				
Details	FY2018-19	FY2019-20	FY2020-2021	Average
<b>Turnover from Service Providing Business only (in Cr.)</b>				
<p><b><i>Supporting Documents:</i></b></p> <p>Audited certified financial statements for the last three FYs (<b>2018-19, 2019-20 &amp; 2020-21</b>) (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><b><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></b></p>				

---

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

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_  
**Communication Address of the Bidder:** \_\_\_\_\_

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

**TECH A- 4**  
**FORMAT FOR POWER OF ATTORNEY**

**(To be provided in original on Bidder Letter Head as part of the Technical Proposal on Stamp Paper of value required under law duly signed by the competent authority of the bidder)**

Dated: \_\_\_\_\_

**POWER OF ATTORNEY**

**To Whom It May Concern**

Know all men by these presents, we \_\_\_\_\_(name and registered office address of the Applicant) do hereby constitute, appoint and authorise Mr. \_\_\_\_\_(Name of the Person(s)), domiciled at \_\_\_\_\_(Address), acting as \_\_\_\_\_(Name and Designation), as Authorised Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of contract under [ Name of the Assignment ] involving the deliverables as per agreement with, \_\_\_\_\_, vide Request of Proposal (RFP) Document dated \_\_\_\_\_, issued by Director, IMAGE, Siripur, Bhubaneswar under Agriculture & Farmers' Empowerment Department, Government of Odisha including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by the tender inviting authority or any representing us in all matters before the tender inviting authority and generally dealing in all matters in connection with our Proposal for the said assignment.

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

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

\_\_\_\_\_  
(Signature of the Authorized Representative with Date)

**ACCEPT:**

**Signature, Name & Designation of person executing attorney:**

**NB:**

*The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Also, wherever required, the executants (s) should submit for verification the extract of the charter documents and documents such as a board resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executants (s).*

**TECH A- 5**

**(BIDDER'S PAST EXPERIENCE DETAILS)**

Table -1 (Lists of completed/ ongoing Assignments of similar nature during last 3 years)

Sl. No.	Period	Assignment and Duration	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							
3							

*[\*Contract value more than Rs.5.00 Cr. and Duration more than 1 Year]*

***Note: Bidders are requested to furnish the list of the assignments undertaken/ completed during the last 3 Financial Years (2018-19, 2019-20 & 2020-21) having contract value more than Rs5.00 Cr. lakh each and duration more than 1 year each 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 of similar nature means providing technical manpower in any Central / State Government / Any other Autonomous Body / International & National Organisation.***

**Authorized Signatory [In full initials with Date and Seal]: \_\_\_\_\_**  
**Communication Address of the Bidder: \_\_\_\_\_**



**TECHA-6**

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

**Are there any activities carried out by your Agency which are of the nature as mentioned in Section 2: (Information to the Bidder] under Eligibility Criteria: Para (6))? If No, please certify.**

**IN BIDDER'S LETTER HEAD**

I, hereby declare that our agency is not having any conflict of interest due to prior, current or proposed agreements, engagements or affiliations with the Director of Agriculture & Food Production, Odisha which can be termed as of nature as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6)**.

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

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

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

**TECH – A 7**  
**BID Security Declaration**

Date:

To

Director, IMAGE  
Siripur  
Bhubaneswar

I/We understand that, according to the RFP conditions, bids must be supported by a Bid Security Declaration in lieu & Bid Security.

If I/We declare that if we withdraw or modify the Bids during the period of validity etc.

I/We will be suspended for the time specified in the RFP and if I/We are awarded the contract and fail to sign the contract or fail to submit a performance security before the deadline defined in the request for proposals (RFP) document, they will be suspended for the period of time specified in the request for proposals document from being eligible to submit Bids/Proposals for contracts with the Procuring Entity.

Signed:

in the capacity of: (insert legal capacity of person signing the Bid Securing Declaration) Dated on \_\_\_\_\_ day of (insert date of signing)

**TECHNICAL PROPOSAL**

**(PART – B)**

**TECH B -1**  
**COVERING LETTER**  
**(On Bidder's Letter Head)**

*[Location, Date*

To

**The Director, IMAGE**  
**Bhubaneswar - 751003**

**Subject: Selection of Agency for Engagement of Extension Functionaries at Blocks & Districts and setting up of PMU in IMAGE under Extension Reforms (ATMA) Scheme .[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. 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 are found deviated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that I have the authority to submit the proposal and to clarify any details on its behalf. I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

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

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

**TECH B -2**

**BIDDER ORGANISATION**  
**(Brief Profile)**

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

**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 Past Experience**

(Lists of Assignments of similar nature during last 3 years)

Sl. No.	Period	Assignment and Duration	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							
3							
4							
5							

**NB:**

- 1. Bidders are requested to furnish the information up to 5 best projects only under Table- 1. Projects having contract value > Rs. 5.00 Cr. and duration of more than 1 year during the last 3 years 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 failing which the assignment will not be taken into consideration for evaluation purpose.*
- 2. Assignments of "similar nature" means providing technical manpower in any Central / State Government / Any other Autonomous Body / International & National Organisation.*

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

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

**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 years**]

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

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

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

**[NB: Bidders are requested to provide the details about the lists of assignments as provided in TECH B - 3 (I) respectively]**

**TECH B -4**

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

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

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

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

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

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

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



**TECH B -5**

**DESCRIPTION OF APPROACH, METHODOLOGY STATEMENT**

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

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

Please explain your understanding of the scope and objectives of the assignment based on the Terms of Reference (ToR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

**B. Description of Approach and Methodology:**

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

**D. Staff Deployment Strategy:**

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.

**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-11.**

**TECH B - 6**

**Format of Curriculum Vitae (CV) for approved manpower to be engaged in PMU Cell & Field level**

**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]*

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

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

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

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

**Certification:**

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

**Date:**

**Signature of Key Professional with Date** \_\_\_\_\_

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

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

**NB:**

- 1. CV write-up should be restricted to 3 pages only with quality information relevant to key professional requirements.**
- 2. The bidder should submit CVs of minimum 10% of the sanctioned strength in each category of field functionaries and in case of PMU Cell the CVs to be submitted in 1:2 ratio as per sanctioned strength.**

**SECTION: 5**

**FINANCIAL PROPOSAL SUBMISSION FORMS**

**FIN-1**  
**COVERING LETTER**  
**(In Bidder's Letter Head)**

[Location, Date]

To

The Director, IMAGE  
Siripur, Bhubaneswar - 751003

**Subject: Selection of Agency for Engagement of Extension Functionaries at Blocks & Districts and setting up of PMU in IMAGE under Extension Reforms (ATMA) Scheme. [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 followed with modified agreement, 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.*

—

**FIN-2**

**SUMMARY OF FINANCIAL PROPOSAL**

Sl. No.	Category of Manpower	Sanctioned Strength	Monthly Basic Remuneration	Service Charges offered per manpower (in Rs.)	Total Price (in Rs.)
<b>A. For PMU Cell</b>					
1	Team Lead	1			
2	Consultant – Monitoring and Evaluation	1			
3	Consultant - Technical	1			
<b>Total</b>					
<b>B.</b>	<b>C. For Field Functionaries</b>				
1	BTM	314			
2	ATM	942			
3	Accountant-cum-Clerk	31			
4	Computer Operator	31			
<b>Total</b>					
<b>Total (A+B)</b>					
<b>In Words</b>					
<b>C.</b>		GST @ _____			

**NB:**

- 1. The evaluation will be done on the basis of Lumpsum amount i.e, Total Price quoted only. All the taxes and duties as admissible will be borne by the client.*
- 2. The PMU Cell will be provided with office space, furniture, IT equipment i.e, Computer, Printer & Internet etc. by IMAGE. The expenditure towards TAs / Misc. Expenditures to be incurred shall be borne by the Service Provider Agency.*
- 3. The deposit of statutory dues of the outsourced staff in-time is the responsibility of the Agency. The existing rules of TDS to be followed by the Client.*

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

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

**SECTION - 6**

**ANNEXURE**

**BID SUBMISSION CHECK LIST**

Sl no	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL</b>			
<b>(PART – A) (ORIGINAL)</b>			
1	Filled in Bid Submission Check List <b>(ANNEXURE-I)</b>		
2	Covering Letter <b>(TECH A -1)</b>		
3	Bid Processing Fee of <b>Rs.10,000/-</b> in form of DD/BC		
4	Copy of Certificate of Incorporation / Registration of the Bidder		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (GSTIN)		
7	Copies of IT Returns for the last 3 AYs (2018-19, 2019-20 & 2020-21)		
8	General Details of the Bidder <b>(TECH A - 2)</b>		
9	Financial details of the bidder <b>(TECH A - 3)</b> along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
10	Power of Attorney <b>(TECH A - 4)</b> in favour of the person signing the bid on behalf of the bidder.		
11	List of completed assignments of similar nature (Past Experience Details) <b>(TECH A - 5)</b> along with the copies of work orders / contract paper for the respective assignments		
12	Self Declaration pertaining to an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client <b>(TECH A – 6)</b>		
13	“Bid Security Declaration” to be furnished by the bidder as per format <b>(TECH A-7)</b>		
14	Undertaking for not have been black-listed by any Central / State Govt. /any Autonomous bodies during its business career.		
<b>(PART – B) (ORIGINAL +1 COPY+ SOFT COPY IN CD IN WORD FORMAT)</b>			
1	Covering Letter <b>(TECH B -I)</b>		
2	Bidder Organisation <b>(TECH B -2)</b>		
3	Bidder Experience <b>(TECH B - 3)</b>		
4	Comments and Suggestions <b>(TECH B –4)</b>		
5	Description of Approach, Methodology & Work Plan <b>(TECH B –5)</b>		
6	CV of Key Professionals <b>(TECH B –6)</b>		
<b>FINANCIAL PROPOSAL (ORIGINAL + 1 COPY + SOFT COPY IN PDF FORMAT)</b>			
1	Covering Letter <b>(FIN-1)</b>		
2	Summary of Financial Proposal <b>(FIN-2)</b>		



**Undertaking:**

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

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

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

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

- I. The bidders will have to ensure that their queries in soft copy for the pre-bid meeting should reach to Director, image, Siripur, Bhubaneswar-751003 through email at [imagebsr1999@gmail.com](mailto:imagebsr1999@gmail.com) latest by **29.04.2022 up to 5.30 PM** as per the prescribed format only as mentioned below.

<b>S. No.</b>	<b>RFP Document [Section &amp; Page Number]</b>	<b>Content of RFP requiring Clarification(s)</b>	<b>Clarification Requested</b>
1.			
2.			
3.			
4.			
5.			
6.			

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

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

**PERFORMANCE BANK GUARANTEE FORMAT**

To,  
**The Director, IMAGE**  
**Siripur, Bhubaneswar-751003**

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

AND WHEREAS it has been stipulated by \_\_\_\_\_(Name of the Client) in the said contract that the 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 declare 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..... , 20...

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

be discharged of all liabilities under this guarantee thereafter.

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

**Name and designation of the officer**

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

**Annexure-IV**

<b>Indicative schematic Targets of Blocks assigned to ATMA Functionaries (BTM/ ATM)</b>		
<b>Sl. No.</b>	<b>Activities</b>	<b>Physical Target (in Nos.) per block</b>
<b>ATMA Scheme</b>		
1	<b>Organizing Training of Farmers</b>	
	Inter State	2
	Within State	5
	Within Dist (Res.)	10
2	Within Dist (Non-Res.)	20
	<b>Conducting Demonstration Programme</b>	
	Agriculture Sector	15
3	Allied Sector	10
	<b>Organizing Exposure Visit of farmers</b>	
	Inter State	2
4	Within State	4
	Within Dist	4
5	Group Activity for FIG/ CIG/ WSHG/ FO (Seed Money/ Revolving Fund, Capacity Building Training)	20
6	Food Security Group	2
7	Development of Technology packages in digital form	2
8	Organization of Farm School	2
9	Low Cost Publication	4 publications
9	Organization of Kisan Gosthies to strengthen Research-Extension-Farmer Linkage	2
<b>Illustration of 3 years average indicative targets of district on different departmental schemes</b>		
1	Line sowing/ Transplanting in Rice	1150 Ha.
2	Green Manuring-cum-Seed Production of Dhanicha	450 Ha.
3	Training on Seed Treatment campaign (Rice & Pulses)	120 Nos.
4	Farmers-Scientist & Extension functionaries workshop on Technology Mission on Sugarcane	2 Nos.
5	Training-cum-Demonstration under Soil Health Card & Soil Health Management scheme	300 Nos.
6	No. of clusters under PKVY Scheme	25 Nos.
7	Demonstration to be conducted in 8 districts under NFSM-Rice (Rice transplanting, cropping system based demonstration, Cluster Demonstration)	1250 Ha.
8	Cropping system based training in 8 districts under NFSM (Rice)	30 Nos.
9	Demonstration to be conducted in 30 districts under NFSM-Pulses (Cluster Demonstration/ Cropping based demonstration etc.)	400 Ha.
10	Cropping system based training under NFSM (Pulses)	10 Nos.
11	Demonstration on improved package of practices (Maize) under NFSM-Course Cereal conducted in 8 districts	300 Ha.
12	Cluster Frontline demonstration of ragi in 8 districts under NFSM-Nutri cereals	450 Ha.
13	Cropping system based training on Ragi in 8 districts under NFSM-Nutri Cereals	12 Nos.
14	Demonstration to be organized both in Kharif & Rabi in 30 districts under NFSM (Oilseeds) includes Groundnut, Sessamum, Sunflower & Mustard	300 Ha.
15	Farmer training on NFSM (Oilseed)	3 Nos.
16	Facilitate to conduct cluster demonstration under BGREI (DSR/ LT/ ST/ CSBD)	1150 Ha.
17	Training on CSBD under BGREI	20 Nos.
18	Farmers Participatory Trial in pulses under BGREI	4 Nos.
19	Training & Capacity Building FFD under BGREI	4 Nos.
<b>N.B:</b>	1. The above targets are indicative and the district will allocate the target to block as per the target given by the Department.	
	2. All the schemes are not operated in the district. However, some of them are operated in specific districts.	
	3. The primary assignment of BTMs/ ATMs are to facilitate the training & demonstration to be conducted at block level under the supervision of AAOs/ BAOs.	