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ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର

Odisha Rural Development & Marketing Society

creating competence and values in rural Odisha

Panchayati Raj & Drinking Water Department, Government of Odisha

ORMAS

SIRD & PR Campus
Unit-VIII, Bhubaneswar
Odisha-751012, India
Tel:0674-2565870/71
Email:ormashq@gmail.com
Website:www.ormas.org

RFP No: 1654

Date: 19/5/2025

PT2-ORMAS-FIN-MISC-0001-2021

REQUEST FOR PROPOSAL

Selection of Agency for providing Manpower to ORMAS for "Formation and Promotion of 10000 FPOs" Scheme under ORMAS

Odisha Rural Development & Marketing Society (ORMAS), Panchayati Raj & DW Department, Govt. of Odisha invites sealed proposals from eligible bidders to carry out "**Selection of Agency for providing Manpower to ORMAS for "Formation and Promotion of 10000 FPOs" Scheme under ORMAS**". Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from www.ormas.org / panchayat.odisha.gov.in / www.tendersodisha.gov.in. The major events under the bid process are:

Sl.	List of Key Events	Critical Dates
1	Date of Issue of RFP	20.05.2025
2	Date of Pre-Bid Meeting	28.05.2025 - 11.30 AM
3	Last Date for Submission of Proposal	10.06.2025 – 2.00 PM
4	Date of Opening of Technical Proposal	11.06.2025 – 3.00 PM
5	Date of Opening of Financial Proposal	12.06.2025 – 3.00 PM

The bidders must apply their proposal through e-tender process www.tendersodisha.gov.in latest by 10.06.2025 by 2.00 PM. In case of any Addendum/ Clarification/ Corrigendum/ Extension regarding this tender, the same will be published in e tender portal. The proposals received beyond the last date and time will be rejected without assigning any reason. The authority reserves all the rights to reject any / all proposals at any stage without assigning any reason thereof.

Address for Submission of Proposal:

The Chief Executive Officer
ORMAS, SIRD & PR Campus
Unit-VIII, Bhubaneswar,
PIN-751012, Odisha

Memo No. 1655

Ratna
Chief Executive Officer

Date: 19/5/2025

- Copy to e-Governance Cell, PR&DW Department, Government of Odisha for publication on the website of the Department for wide publicity.
- Copy to Project Executive, ORMAS for publication in the Website and Notice Board of ORMAS for wide publicity.

Ratna
Chief Executive Officer

Request for Proposal

**Selection of Agency for providing Manpower to ORMAS for
“Formation and Promotion of 10000 FPOs” Scheme under
ORMAS**

Government of Odisha



Odisha Rural Development and Marketing Society
Panchayati Raj and Drinking Water Department

creating competence and values in rural Odisha

**Odisha Rural Development and Marketing Society
Panchayati Raj & Drinking Water Department, Government of Odisha**
SIRD & PR Campus, Unit – VIII, Bhubaneswar, Odisha – 751012
Tel # 0674-2565870/71, E-mail: ormashq@gmail.com URL: www.ormas.org

May 2025

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Disclaimer

This Request for Proposal (RFP) is issued by the Odisha Rural Development & Marketing Society (ORMAS), Panchayati Raj & Drinking Water Department, Govt. of Odisha.

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

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

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

The ORMAS under the Panchayati Raj & Drinking Water Department, Government of Odisha shall be the sole and final authority with respect to selection of a consultant for the purpose through this RFP.

Bidder Data Sheet

S. No	Particular	Details
1.	Name of the Client	Odisha Rural Development & Marketing Society (ORMAS), Panchayati Raj & DW Department, Govt. of Odisha
2.	Method of Selection & Bid Validity	Least Cost Selection (LCS) Method & Validity : 120 days
3.	Availability of RFP Document	www.ormas.org / panchayat.odisha.gov.in / www.tendersodisha.gov.in
4.	Date of Issue of RFP	20.05.2025
5.	Deadline for Submission of Pre-Proposal Query through email:- ormashq@gmail.com	26.05.2025 by 5.30 PM
6.	Pre-Bid Meeting	28.05.2025, at 11.30 am, Conference Hall of ORMAS, SIRD & PR Campus, Unit-8, Bhubaneswar
7.	Last Date for submission of Proposal	10.06.2025, by 02:00 PM
8.	Date of opening of Technical Proposal	11.06.2025 at 03:00 PM
9.	Date of opening of Financial Proposal	12.06.2025 at 03:00 PM
10.	Bid Processing Fee (Non-Refundable)	Rs.10,000/- INR + 18% = 11,800/- shall be deposited through online mode (www.tendersodisha.gov.in).
11.	Earnest Money Deposit (EMD) (Refundable)	INR 6,00,000/- (Rupees Six Lakhs only) only shall be deposited through online mode www.tendersodisha.gov.in .
12.	Performance Security	The performance security of 10% of Contract Value shall be submitted by the selected bidder and retained for contract period
13.	Contact Person / Address for Submission of Proposal	Address - SIRD & PR Campus, Unit-8, Bhubaneswar, Odisha, Pin Code: 751012.E-Contact person: Dy CEO , ORMAS (9437307271)
14.	Place of Opening of Proposal	Conference Hall of ORMAS, SIRD & PR Campus, Unit-8, Bhubaneswar
15.	Mode of Submission	Through online tender www.tendersodisha.gov.in .

NB:

- Application in Consortium, Franchising, outsourcing, subletting is not allowed for the Bid**
- Exemption of EMD and Performance security shall not be applicable as per the Odisha Govt rules.
- Submission of more than one bid by the bidder will be entirely rejected.
- For details, please visit: www.ormas.org / panchayat.odisha.gov.in / www.tendersodisha.gov.in

E-TENDERING

Procedure for Participation in e-tendering

1. Web address of E-tendering website: [https:// www.tendersodisha.gov.in](https://www.tendersodisha.gov.in).
The Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained eMudhra CA /GNFC/IDRBT/ Mtnl Trustline/ Safe Script.
2. Bidder then logs into the portal giving user id / password chosen during enrolment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot remap to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF formats. If there is more than one document, they can be clubbed together.
10. Bidder should arrange for the EMD as specified in the tender.
11. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
12. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
13. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
14. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client’s System as well as the Network bandwidth available at the Client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75- 100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
15. It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
16. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay, or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the eProcurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown

with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.

19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the bidder.
20. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
21. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
22. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
23. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time
24. (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
25. All the data being entered by the bidders would be encrypted at the client end and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual transferred over secured Socket Layer (SSL) with 256-bit encryption technology. Data encryption of sensitive fields is also done.
26. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

Section I: Letter of Invitation

Letter of Invitation

RFP No: _____

Date: _____

Name of the Assignment: “Selection of Agency for providing Manpower to ORMAS for “Formation and Promotion of 10000 FPOs” Scheme.

ORMAS, Govt. of Odisha (The Client) invites sealed proposal from eligible bidder under the process “**Selection of Agency for providing Manpower to ORMAS for “Formation and Promotion of 10000 FPOs”**”. More details on the proposed study are provided at Section-3: Terms of Reference (ToR) of this RFP Document.

1. A bidder will be selected under LCS Selection procedure as prescribed in the RFP Document in accordance with the procedures prescribed herewith circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Govt. of Odisha and OGFR 2023.
2. The proposal, complete in all respect as specified in the RFP Document must be accompanied with a non-refundable amount of INR Rs.10,000/- INR + 18% = 11,800/- towards Bid Processing Fee and a refundable amount towards EMD of INR 6,00,000/- (Rupees Six Lakhs only) through online mode only (www.tendersodisha.gov.in) failing which the bid will be rejected.
3. The proposal must be delivered at the specified address as per the Bidder Data Sheet. The Client shall not be responsible for delay or any consequence. Submission of proposal through any other mode will be rejected.
4. The last date and time for submission of proposal complete in all respects as mentioned in the Bidder Data Sheet and the date of opening of the technical proposal as mentioned in the Bidder Data Sheet in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
5. This RFP includes following sections:
 - a. Letter of Invitation [Section – I]
 - b. Instructions to the Bidder [Section – II]
 - c. Terms of Reference [Section – III]
 - d. Technical Proposal Submission Forms [Section – IV]
 - e. Financial Proposal Submission Form [Section –V]
 - f. Annexure [Section – VI]
6. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

**Chief Executive Officer
ORMAS**

Section II: Instructions to the Bidders

1. Pre-Qualification Criteria

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

Sr. No.	Basic Requirement	Specific Requirement	Documents Required
1.	Registration	Bidder must be a Company as registered under Indian Companies Act, 2013 or a Society registered under the Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 registered in India with a track record of providing manpower services for at least 5 years from the date of incorporation until the last date of submission of proposals	Copy of Registration/ Certificate of Incorporation, GST, PAN
2.	Manpower Experience	Bidder must have 3 nos on-going assignments of similar nature (outsourcing of professional manpower services) in any sector under Central / State Govt. / Externally Aided Govt Projects / Autonomous bodies operated under Govt. administrative <ul style="list-style-type: none"> • Of minimum contract value of INR 1 Crore each • Of minimum contract duration of 12 months each • [Bidders must have experience in providing professional manpower in the area of Marketing, Livelihoods or Skill Development projects.] 	Copy of Completion Certificate / Agreement/ Work Order
3.	Turnover	The Bidder should have an annual average manpower turnover of minimum INR 5 Crores (Rs. Five Crores) in three financial years (FY 21-22 , 22-23 & 2023-24)	Certificate from statutory auditor / Audited financial statements for the three financial years i.e., FY 2021-22, FY 2022-23, FY 2023-24 and Copies of IT Return for the last three financial years (FY 2021-22, 2022-23 & 2023-24
4.	Bid processing fee & EMD	Non- refundable amount of INR Rs.10,000/- INR + 18% = 11,800/- towards Bid Processing Fee and a refundable amount towards EMD of INR 6,00,000/- (Rupees Six Lakhs only) through online mode.	As mentioned in the Data Sheet. Exemption of EMD & performance security shall not be applicable as per the Odisha govt rules.
5.	Branch office in Odisha	Bidder must have a branch office functioning in Odisha.	Official documentation, such as a utility bill or lease agreement, indicating the physical address of our office located in Odisha
6.	Undertaking	The bidder should not have been blacklisted by Central / State Govt/ PSUs Institutions.	Self-Declaration from the Bidder as per the format enclosed

NB: Any kind of Consortium/ Joint Venture/ Sub-Contracting with/to other firms is not allowed

7. Documents / Formats for submission along with Technical Proposal

The bidder must furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH – 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & EMD as applicable.
- Copy of Certificate of Incorporation/ Registration.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copies of IT Return for the last three financial years (FY 2021-22, 2022-23 & 2023-24).
- General Details of the Bidder (TECH – 2).
- Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder or Board of Directors
- List of assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients.
- Self-Declaration regarding not have been blacklisted (TECH - 6)
- Duly filled in Technical Proposal Forms (**TECH 7 to 9**)

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP document. Each page should be numbered and signed by the authorized representative.

3. Bid Processing Fee

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to INR Rs.10,000/- INR + 18% = 11,800/- shall be through online mode only (www.tendersodisha.gov.in). Proposals received without bid processing fee will be out rightly rejected.

4. Earnest Money Deposit (EMD)

The bidder must furnish as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to INR 6,00,000/- (Rupees Six Lakhs only) shall be deposited through online mode only (www.tendersodisha.gov.in). Proposals received without EMD fee will be out rightly rejected. Exemption is not applicable.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD will be forfeited on account of the following reasons:

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

5. Validity of the Proposal

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

6. Pre-Proposal Queries

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to ORMAS through e-mail at ormashq@gmail.com as mentioned in the Bidder Data Sheet. Clarifications to the above will be uploaded in the ORMAS website / clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

7. Submission of Proposal

Bidder must submit their proposals through e-tender only 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 delay / any consequence in receiving of the proposal. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page.

8. Opening of the Proposal

The TECHNICAL PROPOSAL will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date specified in the Bidder Data Sheet. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. ORMAS will constitute an Evaluation Committee (EC) to evaluate the proposals submitted by bidders. The FINANCIAL PROPOSAL only of the technically eligible bidders will be opened after completion of eligibility evaluation stage.

9. Evaluation of Proposal

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

- **Preliminary Evaluation (1st Stage) ***: Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
 - Filled in Bid Submission Check List in Original (**Annexure-I**)
 - Covering letter (**TECH 1**) on bidder's letterhead requesting to participate in the selection process
 - Bid Processing Fee and EMD as applicable
 - Copy of Certificate of Incorporation/ Registration.
 - Copy of PAN
 - Copy of Goods and Services Tax Identification Number (GSTIN)
 - Copies of IT Return for the last three Financial years (**FY 2021-22, 2022-23 and 2023- 24**).
 - General Details of the Bidder (**TECH 2**).
 - Financial Details of the bidder (**TECH 3**) along-with all the supportive Documents as applicable duly signed and certified as per the instruction
 - Power of Attorney (**TECH 4**) in favour of the person signing the bid on behalf of the bidder

- List of assignments of similar nature (Past Experience Details, **TECH 5**) along with copies of contracts / work orders / completion certificate from previous Clients
- Self-Declaration on not have been blacklisted (**TECH 6**)
- Duly filled in Technical Proposal Forms (**TECH 7 to 9**)
- All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder

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

Copies of work orders/ agreement/ completion certificates must be submitted as a proof for each assignment.

All the team members of the agency are expected to be deployed full-time for a period of 2 years at ORMAS, Bhubaneswar, Odisha. They will be allowed to avail casual leave as per ORMAS Norms in a year. Office space with necessary facilities, including vehicle for official travel, shall be provided by ORMAS to the PMU team. None of the team members should engage in any other engagement while being deployed at the PMU.

In case ORMAS needs any additional resources with specific expertise on part-time/ full-time basis for the assignment towards successful achievement of the desired outcomes, the same shall be deployed by the selected bidder as per mutually agreed terms and conditions.

3. Financial Evaluation (2nd Stage): The financial proposals of only those bidders found to be eligible at 1st stage shall be opened at 2nd stage in the presence of the bidder’s representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along-with the quoted financial price will be announced during the meeting.

10.Evaluation Process (LCS)

Least Cost Selection method will be followed during the overall selection process. The financial bids of qualified bidders will be opened on the prescribed date in the presence of bidders’ representatives. The bidder, who submits the lowest financial price bid shall be adjudged as the L1 bidder and shall be called for further process leading to the award of the contract.

Price Tie-up

“In the event that two or more technically qualified bidders quote the same lowest price (L1), the final selection shall be made through a transparent lottery process to be conducted in the presence of the concerned bidders or their authorized representatives.

The lottery shall be drawn by the Procurement Committee on a specified date and time, with proper documentation and signature of all present members and bidders.”

11.Performance Bank Guarantee (PBG)

Within 15 days of notifying the acceptance of a proposal for award of contract, each qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **10% of the contract value** from a Scheduled Commercial Bank situated in Bhubaneswar in favour of “ORMAS”, as per the format at Annexure - II, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of 3 months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

12.Contract Negotiation

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

13.Award of Contract

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing 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 will be valid for 1 year from the date of effectiveness of the contract. The contract can be extended further 1 year based on requirement and satisfactory performance of the organisation.

14.Conflict of Interest

Conflict of interest exists in the event of:

1. Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder.
2. Consultants, agencies, or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly.
3. 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.
4. Conflicting assignments, typically working as Central Technical Support Agency (CTSA) or Project Implementing Agency (PIA) of skill scheme of ORMAS by the eligible bidder.

15.Disclosure

1. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
2. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency, or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
3. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - i. 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.
 - ii. corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
 - iii. failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16.Anti-corruption Measure

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.
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, disqualifying it from participating in any related bidding process for the said period.

17. Language of Proposals

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

18. Cost of Bidding

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

19. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Hon'ble High Court, Odisha, Cuttack, and Civil Court of Bhubaneswar only.

20. Governing Law and Penalty Clause

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

21. Confidentiality

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

22. Amendment of the RFP Document

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

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

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

24. Copyright, Patents and Other Proprietary Rights

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

25. Replacement of the Personnel

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

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

(A) During team deployment/ start of engagement

1. Due to any unavoidable circumstances, not more than 8 CVs submitted for evaluation may be replaced by the selected Agency during team deployment, duly notifying the circumstances necessitating the replacements, subject to approval of proposed replacement CVs.
2. If more than 8 CVs are replaced, a penalty of 1% of contract value per CV replaced shall be imposed on the selected Agency.
3. If CVs after the penalty imposed are replaced a penalty of 2% of contract value per CV replaced shall be imposed on the selected Agency.

(B) During the assignment

1. In case of non-satisfactory performance of any of the assigned personnel during the course of the assignment, the client reserves the right to request for a replacement. Once a request is raised, the consultant must provide the CV and other qualification and details of the replacement personnel so as to permit evaluation, within 30 days. On receipt of such CVs, the client must process the same within 15 days and communicate its approval / rejection. In case of failure to provide replacement CVs of personnel within 45 days of communication of the request for a change, to the satisfaction of the client, the client reserves the right to not make payment for the resource and the resource may be treated as withdrawn after communication of such rejection.
2. Under unavoidable circumstances of one or more personnel becoming unavailable / leaving the project for any reason during the course of the assignment, the consultant must notify the client at least 7 days in advance, explaining the circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. On being duly satisfied, the request for change may be approved / rejected by the client within 7 days of receipt of the same.
3. Once the proposal for replacement is accepted, the consultant must replace the professional within 45 days of the communication of such approval. Client reserves the right to invoke the right to claim liquidated damages in case of failure of the Consultant to provide replacement personnel to the satisfaction of the Client after 8 such attempts.
4. Further, acceptance of such replacement by the client shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Any change in personnel without due approval by the Authority will lead to implication of liquidated damages of up to 10% of the contract value.

26. Force Majeure

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

27. Settlement of Disputes

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within Thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Bhubaneswar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. THE SECRETARY, PANCHAYATI RAJ & DRINKING WATER DEPARTMENT AND CHAIRMAN, ORMAS, Govt of Odisha will be the final authority to resolve the dispute arising between and the Client and the Consultant.

28. Disqualification of Proposal

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

1. Proposal submitted without Bid Processing Fee & EMD as applicable.
2. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
3. During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
4. Proposal is received in incomplete form.
5. Proposal is received after due date and time for submission of bid.
6. Proposal is not accompanied by all the requisite documents / information.
7. Bids with any conditional technical and financial offer.
8. 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.
9. Proposal is not conforming to the requirement of the scope of the work of the assignment.
10. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.
11. If, any of the bid documents, 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 bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
12. Any other condition / situation which holds the paramount interest of the Client during the overall section process.

Section III:

Terms of Reference

Selection of Agency for providing Manpower to ORMAS for “Formation and Promotion of 10000 FPOs” Scheme under ORMAS

1. Introduction

Odisha Rural Development and Marketing Society’ (ORMAS) is a society under Panchayati Raj Department, Government of Odisha. Registered under Societies Registration Act-1860, has been rendering notable services in implementation of various schemes and projects in the state of Odisha including implementation of the national programme.

With the launch of National Rural Livelihood Mission, ORMAS has been promoting Producers’ Groups and Producers’ Companies in the districts for sustainable development in the field of Livelihoods. ORMAS had been supporting the Producers’ Groups with institution building, capacity building, value chain and marketing support.

2. Objective of the Proposal

Department of Agriculture, Cooperation & Farmers’ Welfare (DAC&FW), Government of India (Gol) has launched the scheme- Formation and Promotion of FPOs to promote 10,000 new FPOs in the Country. Foundation for Development of Rural Value Chain (FDRVC), a special purpose vehicle of MoRD, Gol for value chain intervention and formalization of community institutions has been designed as an Implementing Agency (IA) to promote FPOs allocated to the MoRD, Gol under the Scheme.

ORMAS has been empaneled as Cluster Based Business Organisation (CBBO) under the Scheme to form and nurture the FPOs till five years from the date of formation. A dedicated project team of the required domain experts and other professionals will be engaged by the ORMAS for the said activities.

3. Scope of Work

The expected deliverables of the manpower services will be to provide high quality services at state/districts through deployment of qualified manpower. The team will be deployed as agreed in the agreement. This dedicated team of experts / professionals would be appointed by the Agency for carrying out the assignment. The ‘Agency’ shall provide technical assistance for overall program management of various projects in the state and enabling effective implementation of various schemes or projects under ORMAS in each district / block level.

The scheme is aiming to alleviate rural poverty and create sustainable livelihoods opportunities among rural poor. To undertake the proposed activities, necessary to strengthen Panchayati Raj Institutions (PRIs) to enable them to discharge their functions in all levels. The proposed activities have planned to implement at grassroots level, involving the GP and Panchayat Samiti members. Moreover, the barefoot staff at GP / village level i.e. MBK and CRPs will be used for smooth implementation of the proposed projects or schemes

The project will be implemented by ORMAS under Panchayati Raj and Drinking Water Department, Govt of Odisha through the district offices of ORMAS. The proposed activities will be percolate to the grass root level through the District units of ORMAS as ORMAS has a professional approaches, the proposed activates will be performed by hiring the service providers through tender process.

Selection of Agency for providing Manpower to ORMAS for “Formation and Promotion of 10000 FPOs” Scheme under ORMAS

The project will be monitored and Coordinated by ORMAS under Panchayati Raj and Drinking Water Department, Govt of Odisha. The Agency will support in driving innovation through new initiatives or enhancement of new processes through following activities:

1. Annual Plan of Operation
2. Project Appraisal
3. Good Agricultural practice
4. Livelihoods Activities
5. Marketing Activities
6. Law and Financial management support services
7. Product development
8. MIS & IT Management support
9. Monitoring and Evaluations and Reporting:
10. File processioning
11. Project Reporting
12. Other Support Activities

4. Team Composition

The manpower agency and fixed consulting fee shall comprise of following team members:

SN	Name of the Position	Number of Staff	Monthly Consulting fee in INR	Total consulting fee for 12 months in INR.	Category of Professionals
1.	Crop Husbandry	1	60,000	7,20,000/-	Expert
2.	Value Addition, Processing, Marketing.	1	60,000	7,20,000/-	Expert
3.	Social Mobilization	1	60,000	7,20,000/-	Expert
4.	IT & MIS.	1	60,000	7,20,000/-	Expert
5.	Law & Accounts	1	60,000	7,20,000/-	Expert
6.	FPO Coordinator *	30	30,000	1,08,00,000/-	Coordinator (District Level)
7.	District Community Mobiliser	10	20,000	24,00,000/-	Mobiliser (District Level)
Grand Total Fee for 12 months		45 Positions		1,68,00,000/-	

*There will be a provision of Fixed TA (FTA) for the post of District Community Mobiliser @ 2,000/- per month. The FTA will be released by ORMAS based on minimum 15 days tour to the field. If the tour is less than 15 days, then 50% of FTA will be paid for the same month.

Qualifications and Experience of the Team members

Job Descriptions

A. Domain experts

1. Expert - Crop Husbandry

Location	Bhubaneswar
Roles	To promote Good Agricultural Practice (GAP) and low-cost sustainable technology among FPO members
Reporting	Deputy CEO, Livelihoods, ORMAS
Key Responsibilities	<ul style="list-style-type: none"> • Conducting Training Needs Assessment (TNA) and identifying area for capacity building for agri based, sustainable agri practices • Roping resource agencies specified in the scheme guidelines and coordinating training of BODs/farmers of FPOs on Good Agricultural Practices (including post-harvest management practices) and facilitation of farmer workshops • Providing on-field guidance to FPO members on Good Agricultural Practices • Ensuring farmer diaries and due transaction records are maintained • Guiding agri input business of FPOs; promote sale of sustainable inputs and extension services • Orienting farmers about low-cost sustainable technology and linking with available subsidy schemes through convergences to avail such technology • Documentation and preparation of case studies, best practices/ success stories etc. • Any other task assigned by reporting officer
Qualification	<ul style="list-style-type: none"> • Graduate in Agriculture from a recognized University
Experience	<ul style="list-style-type: none"> • 5+ years of relevant experience in crop production techniques, technology intervention and working with FPOs/Large Farmers' Groups etc.

2. Expert - Value Addition/ Processing & Agri. Marketing

Location	Bhubaneswar
Roles	To Manage sales and marketing activities of FPO with support from CEO-FPO
Reporting	Deputy CEO, Livelihoods, ORMAS
Key Responsibilities	<ul style="list-style-type: none"> Identifying potential markets, customer segments and different sales channels to bulk and retail sale of farm produce Making bulk business tie-ups for agro produce with traders, processors, retail chains, HoReCa and other institutional buyers Coordinating sale of retail/consumer produce distribution in general trade. Coordinating planned packaging, positioning and marketing/brand building activities of FPOs for retail/consumer packs Planning, designing and coordinating backward and forward market linkages for FPO's Ensuring planned agro produce sales target of FPOs are achieved Coordinating recording of daily business transactions (inventory management; order management, payment follow-up etc.) Any other task assigned by reporting officer
Qualification	<ul style="list-style-type: none"> MBA in Agribusiness Management or equivalent from a recognized University/ Institute
Experience	<ul style="list-style-type: none"> 3+ years of relevant experience in Agribusiness/ Agri Marketing/ Value Chain Development including Post Harvest Management and working with FPOs/Large Farmers groups etc.

3. Expert - Social Mobilization

Location	Bhubaneswar
Roles	To support and coordinate formation, capacity building and Governance systems of FPOs
Reporting	Deputy CEO, Livelihoods, ORMAS

Key Responsibilities	<ul style="list-style-type: none"> • Ensuring planned membership target of FPOs are achieved & share fee are collected as per target, with support from FPO Coordinators • Conducting Training Needs Assessment (TNA) and identifying area for capacity building around management, operations and skilling of members • Roping resource agencies specified in the scheme guidelines and coordinating training of BODs/farmers of FPOs as per the training calendar • Ensuring targeted FPO staff are empaneled and trained by resource agencies specified in the scheme guidelines as per the training calendar • Ensuring that the FPOs are abiding by defined roles, responsibilities of BODs and members as specified in AOA • Any other task assigned by reporting officer
Qualification	<ul style="list-style-type: none"> • Graduate in Rural Development/ Social Work or Graduate with Diploma in Rural Development/Social Work from a recognized University/ Institute
Experience	<ul style="list-style-type: none"> • 5+ years relevant experience in mobilization of farmers, field demonstrations, organizing village level meetings etc

4. Expert - IT/MIS

Location	Bhubaneswar
Roles	To verify, record and report activities of CBBO and FPOs at concerned levels as per demand
Reporting	Deputy CEO, Livelihoods, ORMAS
Key Responsibilities	<ul style="list-style-type: none"> Ensuring Activities of CBBOs and FPOs are diligently verified, recorded and reported in specified formats at concerned levels as per demand Coordinating with IA-FDRVC in desk and field appraisal of the information Guiding FPOs on- documenting name, address, land holding and other basic information of members; recording transaction of members via FPO and benefits obtained by them in assigned tools Monthly/Quarterly reporting dashboards are maintained as per assigned KPI's and performance tracking is complete as per due laid out procedures for FPO's assigned to the clusters Any other task assigned by reporting officer
Qualification	<ul style="list-style-type: none"> B. Tech / BCA in Computer Science/ Information Technology or equivalent from a recognized University/Institute
Experience	<ul style="list-style-type: none"> 3+ years of relevant experience of handling IT related assignments, MIS development, software development etc.

5. Expert - Law & Accounts

Location	Bhubaneswar
Roles	To support registration of FPOs and handle compliances of FPOs pertaining to Governance and Business
Reporting	Deputy CEO, Livelihoods, ORMAS
Key Responsibilities	<ul style="list-style-type: none"> Coordinating application to ROC and follow-up action for registration of FPO to be managed by external expert/ CA firm Coordinating Post Incorporation- Immediate Statutory Compliances of FPO

	<ul style="list-style-type: none"> Ensuring statutory compliance of FPOs pertaining to governance; such as- AGM, BOD meetings, BOD elections, engaging expert director etc. as per ROC norms and are diligently followed and maintained Ensuring statutory compliance of FPOs pertaining to business; such as- obtaining and renewing business specific licenses/permissions, finalizing annual accounts and fulfilling audit formalities, filing GST and income tax return with tax authority, filing annual accounts and annual return with ROC etc and due reporting thereof is diligently followed and maintained Ensuring recording of day-to-day business transactions of FPOs are done in designed accounting software/tool with support from Accountant-FPO Ensuring co-ordination with auditors for UTC's and other compliances of FPO for project fund management is diligently maintained as per defined SOP's and protocols Any other task assigned by reporting officer
Qualification	<ul style="list-style-type: none"> B. Com with 5+ years' experience / Chartered Accountant/Company Secretary
Experience	<ul style="list-style-type: none"> 5+ years of relevant experience in accounting, auditing, statutory compliance, legal matters, arbitration etc

B. FPO Coordinators (30 nos) – At District Level

Location	30 Districts of Odisha
Roles	Manage formation, capacity building, governance and business processes of FPOs
Reporting	Joint CEO / Dy. CEO, ORMAS (Respective Districts)
Key Responsibilities	<ul style="list-style-type: none"> Mobilizing farmers & forming farmer interest groups Identifying BODs & 1st subscribers & collecting due documents for application to ROC for FPO registration Collecting share fee and issue share certificates Organizing BOD meetings and elections and AGMs Coordinating capacity building training and exposure visit of FPOs Manage recruitment and training of FPO staff Aligning resources for starting FPO business activities Supervising day-to-day business activities of FPO Collecting data on FPO activities Ensuring FPOs are qualified and apply for equity grant, credit guarantee fund and composite loan from formal lending institutions

	<ul style="list-style-type: none"> Any other task assigned by reporting officer
Qualification and Experience	<ul style="list-style-type: none"> M.Sc. AG (OR) MBA (Agri Business Management) OR Diploma in Rural Development/Social work from a recognized University/ Institute with 2+ year experience in working with SHGs and their federations

B.2. District Community Mobiliser (15 nos) – At District Level

Location	Any 30 Districts of Odisha
Roles	To support and coordinate and mobilisation of farmers to include in the FPOs, formation, capacity building and monitoring the Governance systems of FPOs
Reporting	Joint CEO / Dy. CEO, ORMAS (Respective Districts)
Key Responsibilities	<ul style="list-style-type: none"> Visit to different villages/GPs for mobilisation of farmers & assist for forming farmer interest groups Coordinating capacity building training and exposure visit of FPOs Undertake regular field visits to ensure smooth implementation of FPO activities. Provide support on day-to-day business activities of FPO Facilitate linkages with KVKs, FIs or other organisation for organisation of training, technical support and market access. Collecting data on FPO activities Ensuring FPOs are qualified and apply for equity grant, credit guarantee fund and composite loan from formal lending institutions Any other task assigned by reporting officer
Qualification and Experience	<ul style="list-style-type: none"> BA/BSc/B.Com/Diploma in Engineering/Diploma in Rural Development from any recognised university with 6 months' work experience.

5. Deliverables and Payment Schedule

The assignment shall be for a period of 1-year duration from the date of effectiveness of the Contract.

The deliverable and payment schedule shall be as follows:

Sr. No.	Milestone	Timeline	Percentage of Fee
1	Monthly Progress Reports	Monthly	100% (Equally divided across 12 months payments)
	Total		100%

The invoices will be paid within 2 weeks of the submission of the same.

6. Reporting arrangements

The PMU will work under the direct supervision of The Chief Executive Officer and Additional Chief Executive Officer ORMAS, Government of Odisha.

7. Type of Contract / Service:-

This is a Time based Contract. The staff shall be deployed by the agency on full time basis at state offices of ORMAS. ORMAS will provide working space, stationaries, travel facilities etc. to the human resources engaged for PMU. The mode of the assignment is to provide techno-managerial support to ORMAS in project successful implementation at state level.

8. Services and Facilities to be provided by the Client (ORMAS)

- I. Provision of workstation for the Experts & FPO Coordinators at ORMAS State HQ & District Offices respectively.
- II. TA & DA during travel to outstation will be borne by ORMAS of the human resources engaged, with due approval from competent authority as per the rules of ORMAS. The TA claim of the Experts and FPO Coordinators will be at par with the Group B and Group C employees of ORMAS respectively.
- III. ORMAS will provide IT equipment i.e. desktop / laptop, Scanner, Printer, stationaries etc.

9. Other Terms & Conditions:

- I. The Domain Expert at state level to be stationed at Bhubaneswar. However, depending upon requirement they may be deputed to districts for field visits, etc. The staff deputed for the Project to follow the working hours, working days and holidays of Govt. of Odisha.
- II. The FPO Coordinators shall be posted across the districts.
- III. The Experts at State level shall get prior approval of Chief Executive Officer, ORMAS before leaving Head Quarter. Similarly, the FPO Coordinators shall get prior approval from the Joint CEO / Dy. CEO of the concern district before leaving district headquarter.
- IV. Leave entitlement and computation will be effective from date of start of project. A consultant (staff) can avail as per ORMAS norms per year on pro-rata basis. More than that proportionate deduction from respective man-month consultancy amount.
- V. Leave can't be claimed as right. Except in case of emergencies, all leave will be granted subject to organization's requirements. A situation will be considered an emergency on a case-by-case basis and will be decided by ORMAS
- VI. After selection of the agency, the Contract will be executed between ORMAS and Selected agency. The clauses of the Contract will be binding on the parties.
- VII. Deployment of Staff: The agency shall deploy the required staffs as per the requirement from time and time. The number of staff may increase or decrease at any point of time.
- VIII. The Experts & FPO Coordinators shall be hired on the basis of time-based contract and the nature of service shall be full time.

- IX. Travel and accommodation on official tour will be paid / reimbursed as per the norms of the ORMAS. Casual Leave provision only shall be made as per the ORMAS norms.
 - X. Review of the performance shall be conducted on periodical basis by a review committee
 - XI. The authority shall impose suitable penalty on the lapses/ non per performing deliverables
 - XII. The contract shall be terminated by giving one month notice from either side of the party.
 - XIII. The authority shall terminate the contract any point of time without giving notice by reviewing the gravity of the lapses of the organization.
 - XIV. The Experts / Coordinators shall follow the conditions of the Intellectual Property rights.
 - XV. The Authority shall assign any works based on the need of the organization.
10. **Additional Scope:** As per the need, the Client may assign additional scope at any point of time during the period of Contract or after closure of the Contract as the case may be. The consulting fee may be revised in future as per the need and gravity of the project cost proposed by the bidder. The cost of the additional scope shall be determined separately by the approval of the competent Authority.

Section IV: Technical Proposal Submission Forms

Tech - 1 Covering Letter

(On Bidder's Letter Head)

[Location, Date]

To,

**THE CHIEF EXECUTIVE OFFICER
Odisha Rural Development and Marketing Society
Panchayati Raj & Drinking Water Department,
Government of Odisha SIRD & PR Campus,
Unit – VIII, Bhubaneswar, Odisha – 751012**

Subject: Selection of Agency for providing Manpower to ORMAS for “Formation and Promotion of 10000 FPOs” Scheme under ORMAS [TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No.: _____, Dated: _____. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **120 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

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

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

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

Tech 2: Bidder’s Organization (General Details)

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

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Bidders should submit the required supporting documents as mentioned above. Non- submission of required documents as listed above will lead to rejection of the bid.

Tech 3: Bidders Financial Details

Financial Information (In INR)				
Details	FY 2021-22	FY 2022-23	FY 2023-24	Average
Average Turnover (in Rs.)				
<p>Supporting Documents:</p> <p>Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished along with the technical proposal failing which the proposal will be out rightly rejected.</i></p>				

Signature and Seal of the Company Auditor with Date in original

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

Communication Address of the Bidder: _____

Bidders should submit the required supporting documents as mentioned above. Non- submission of required documents as listed above will lead to rejection of the bid.

Tech 4: Format for Power of Attorney
(on Bidders Letter Head)

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

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

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

Note: Board resolution confirming the Authority of the signatory to submit the proposals could also be provided as a substitute to the Power of Attorney.

Tech 5: Bidders Past Experience Details

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

Tech 6:

Undertaking

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

I M/s. , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/ chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting exists as on the Proposal Due Date.

Dated thisDay of , 2025....

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

Tech 7:

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

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

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

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

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

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

Name and Designation with Date and Seal:

Tech 8:

Description of Approach, Methodology and Work plan to undertake the Assignment

[Technical Approach, Methodology and Work Plan are key components of the Technical Proposal. In this Section, bidder should explain their 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, they 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 three sections]

- A. Understanding of Assignment and Issues/ Challenges**
- B. Description of Approach, Methodology and Work Plan**
- C. Case study of handling similar PMU for various projects or schemes**

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Tech 9: Proposed Annual work Plan to Carry out the Assignment

Month →	1	2	3	4 to 12
Sequence of Activities / Sub Activities				
↓				

Indicate all main activities / sub activities of the proposed assignment and other associate sub-periodic activities.

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Section V: Financial Proposal Submission Forms

Fin 1: Covering Letter
(On Bidders Letter Head)

[Location, Date]

To,

THE CHIEF EXECUTIVE OFFICER
Odisha Rural Development and Marketing Society
Panchayati Raj & Drinking Water Department,
Government of Odisha SIRD & PR Campus,
Unit – VIII, Bhubaneswar, Odisha – 751012

Subject: Selection of Agency for providing Manpower to ORMAS for “Formation and Promotion of 10000 FPOs” Scheme under ORMAS. [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*]** without GST.

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

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **120 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:

Fin 2: Summary of Financial Proposal

Name of the Assignment:					
Sr. No.	Fee Particulars	Amount in INR will be evaluated without GST			
A	Remuneration of Key Professionals				
Description of Manpower		Qty	Monthly Fee (INR) fixed	Annual Fee (Fixed) in INR	Total Fee (INR) for 12 months
1.	Crop Husbandry	1	60,000	7,20,000/-	
2.	Value Addition, Processing, Marketing.	1	60,000	7,20,000/-	
3.	Social Mobilization	1	60,000	7,20,000/-	
4.	IT & MIS.	1	60,000	7,20,000/-	
5.	Law & Accounts	1	60,000	7,20,000/-	
6.	FPO Coordinator *	30	30,000	1,08,00,000/-	
7.	District Community Mobiliser	10	20,000	24,00,000/-	
	Total Professional fee	45 Nos		1,68,000,00/-	
B	EPF	13%			
C	Total Remuneration				
D	Service Charge (range between 3.85 to 7%)				
E	Total Consulting Fee (C+D)				
F	Taxes applicable as per GST from E				
Grant Total (INR) (E+F) including GST					
In Words					

NB:

1. Bidder shall not modify the fixed remuneration fee. Bid shall be evaluated without GST.
2. Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
3. Taxes will be paid by the Client as per the applicable rate under GST Act from time to time.
4. Bids with less than 3.85% and above 7% quoted service charges will be treated as “non-responsive” and will be rejected during the financial evaluation stage as per Rule of OGFR, 2023 (vide Finance Department , Govt of Odisha, OM No. 19595 dtd. 11.07.2023). The bidder shall not propose against the fixed consultancy fee as it is fixed structure.
5. "In the event that two or more technically qualified bidders quote the same lowest price (L1), the final selection shall be made through a transparent lottery process to be conducted in the presence of the concerned bidders or their authorized representatives. The lottery shall be drawn by the Procurement Committee on a specified date and time, with proper documentation and signature of all present members and bidders."

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

Section VI: Annexures

Annexure I: Bid Submission Checklist

Sr. No.	Description	Submitted (Yes/No)	Page No.
Technical Proposal (Original + 1 Copy)			
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (TECH 1)		
3	Bid Processing Fee of Rs. Rs.10,000/- INR + 18% = 11,800/-		
4	EMD of Rs. <u>6,00,000/-</u>		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (21-22, 22-23, 23-24)		
9	General Details of the Bidder (TECH 2)		
10	Financial details of the bidder (TECH 3) along with all the supportive Documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH 4) in favour of the person signing the bid on behalf of the bidder		
12	List of completed assignments of similar nature (Past Experience Details) (TECH 5) along with the copies of work orders for the respective assignments		
13	Self-Declaration on not have been black listed (TECH 6)		
14	Comments and Suggestions (TECH 7)		
15	Description of Approach, Methodology & Work Plan (TECH 8)		
17	Work Plan (TECH 9)		
FINANCIAL PROPOSAL (ORIGINAL)			
1	Covering Letter (FIN 1)		
2	Summary of Financial Proposal (FIN 2)		

Undertaking:

- All the information has been submitted as per the prescribed format and procedure.
- All pages of the proposal have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]:

Name and Designation with Date& Seal:

Annexure II: Performance Bank Guarantee Format

[Location, Date]

To,

THE CHIEF EXECUTIVE OFFICER
Odisha Rural Development and Marketing Society
Panchayati Raj & Drinking Water Department,
Government of Odisha SIRD & PR Campus,
Unit – VIII, Bhubaneswar, Odisha – 751012

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

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

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

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

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

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

This performance bank guarantee shall be valid until the day of..... (month and year),

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

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