

**District Fisheries officer- cum-CEO-FFDA  
Keonjhar**

**RFPNo:1**

**Date:13.09.2022**

**REQUEST FOR PROPOSAL**

**SELECTION OF AGENCIES FOR LIVELIHOOD ENHANCEMENT OF PEOPLE IN  
MINING AFFECTED AREAS OF KEONJHAR DISTRICT THROUGH AQUACULTURE**

**Issuer**

Office of the District Fisheries Officer-cum-CEO-

FFDA Keonjhar

Government of

Odisha

Email: dfokendujhar@gmail.com

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	13.09.2022
2	Last Date for Submission of Bid	11.10.2022, Till 5 PM
3	Date of Opening of Technical Bid	12.10.2022
4	Date of Technical Presentation	13.10.2022

The proposal complete in all respects must reach the undersigned by Speed Post/Registered Post only latest by 11.10.2022 before 5.00 PM in a sealed envelope clearly mentioning on the top of it "SELECTION OF AGENCIES FOR LIVELIHOOD ENHANCEMENT OF PEOPLE IN MINING AFFECTED AREAS OF KEONJHAR DISTRICT THROUGH AQUACULTURE".

The proposals received after completion of the last date and time will be forfeited. The competent authority reserves the right to reject any/all proposals without assigning any reason thereof.

**Address for Submission of Proposal:**

Office of the District Fisheries Officer-cum-CEO-FFDA

Keonjhar – 758001

Email: dfokendujhar@gmail.com

Office of the District Fisheries Officer-cum-CEO-FFDA

**Dist. Fisheries Officer  
Keonjhar  
-Cum-C.E.O., F.F.D.A, Keonjhar**

**INTENTIONALLY KEPT BLANK**

## Definition

- a) "Client" Office of the District Fisheries Officer-cum-CEO-FFDA, Keonjhar, Government of Odisha.
- b) "Agencies" means entities or persons that may provide or provides the Services to the Client under the Contract.
- c) "AQUACULTURE" is defined as the cultivation aquatic animal organisms in natural and artificial environment with fresh waters.
- d) "Day" means calendar day.
- e) "Instructions to Agencies" means the document which provides interested Agencies with the information needed to prepare their respective Proposals.
- f) "LOI" means the 'Letter of Invitation' being sent by the Client.
- g) "Personnel" means professionals and support staff provided by the Agencies and assigned to perform the Services or any part thereof.
- h) "Proposal" means Pre-Qualification Documents, Technical Proposal.
- i) "RFP" means the Request for Proposal circulated by the Client for the selection of Agencies.
- j) "Assignment / job" means the work to be performed by the Agencies pursuant to the Contract.
- k) "Terms of Reference" (TOR) means the information included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agencies.

**REQUEST FOR PROPOSAL**

**SELECTION OF AGENCIES FOR LIVELIHOOD ENHANCEMENT OF PEOPLE IN MINING AFFECTED AREAS OF  
KEONJHAR DISTRICT THROUGH AQUACULTURE**

**Office of the District Fisheries Officer cum CEO FFDA**

**Keonjhar, Government of Odisha**

**September 2022**

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### DISCLAIMER

This Request for Proposal (RFP) is issued by the **SELECTION OF AGENCIES FOR LIVELIHOOD ENHANCEMENT OF PEOPLE IN MINING AFFECTED AREAS OF KEONJHAR DISTRICT THROUGH AQUACULTURE.**

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 Fisheries Department nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Client. It does not claim to contain all the information that a recipient may require for the purposes for deciding 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.

Office of the District Fisheries Officer-cum-CEO-FFDA, Keonjhar, Government of Odisha, shall be the sole and final authority with respect to selection of an agency for the purpose through this RFP.

**BIDDER DATA SHEET**

SI No	Particular	Details
1.	Name of the Client	Office of the District Fisheries Officer-cum-CEO-FFDA, Keonjhar. Government of Odisha
2.	Method of Selection	Quality Cum Cost Based Selection (QCBS) Method
3.	Availability of RFP Document	<a href="https://kendujhar.nic.in/">https://kendujhar.nic.in/</a>
4.	Date of Issue of RFP	September 13, 2022
5.	Deadline for Submission of Pre-Proposal Query	September 21, 2022
6.	Queries Pre-proposal Clarifications	September 23, 2022
7.	Last Date for submission of Proposal	October 11, 2022, Till 5 PM
8.	Date of opening of Technical Proposal	October 12, 2022, at 11 AM
9.	Date of Technical Proposal Presentations	October 13, 2022
10.	Date of Financial Proposal Opening	To be communicated later to bidders
11.	Bid Processing Fee (Non-Refundable)	INR10,000/- (Rupees Ten Thousand) (including GST) in the form of demand draft drawn in favor of "Office of the District Fisheries Officer-cum-CEO-FFDA, Keonjhar." drawn from any /Nationalized/Scheduled Commercial Bank payable at Keonjhar.  The Bid Processing Fee shall be submitted along with the 1 <sup>st</sup> Inner Envelope of the Technical Proposal.
12.	Bid Security Declaration	All bidders will be required to submit a bid security declaration as provided in TECH 11 of this document
13.	Contact Person	Office of the District Fisheries Officer-cum-CEO-FFDA, Keonjhar. Government of Odisha Mining Road, Keonjhar Ph-0676625553
14.	Address for Submission of Proposal	Office of the District Fisheries Officer-cum-CEO-FFDA, Keonjhar. Government of Odisha Mining Road, Keonjhar PIN- 758001 <b>Speed Post / Registered Post</b> only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected.
15.	Place of Opening of Proposal:	DRDA Conference Hall 2 <sup>nd</sup> Floor DRDA office, Keonjhar Pin-758 001

For details please visit: <https://kendujhar.nic.in/>

SECTION:1

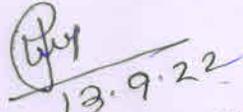
LETTER OF INVITATION

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

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

**Name of the Assignment: SELECTION OF AGENCIES FOR LIVELIHOOD ENHANCEMENT OF PEOPLE IN MINING AFFECTED AREAS OF KEONJHAR DISTRICT THROUGH AQUACULTURE**

1. Office of the District Fisheries Officer-cum-CEO-FFDA, Keonjhar Govt. of Odisha (The Client) invites sealed proposal from eligible bidder under the process for "SELECTION OF AGENCIES FOR LIVELIHOOD ENHANCEMENT OF PEOPLE IN MINING AFFECTED AREAS OF KEONJHAR DISTRICT THROUGH AQUACULTURE". More details on the proposed study are provided at Section-3: Terms of Reference (ToR) of this RFP Document.
2. The proposal completes in all respect as specified in the RFP Document must be accompanied with a non-refundable amount of Rs. 10,000/- (Rupees Ten Thousand only) towards Bid Processing Fee drawn in favor of "District Fisheries Officer-cum-CEO FFDA, Keonjhar", from any nationalized/scheduled commercial bank and payable at Keonjhar, Odisha
3. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post / Registered Post only. The Client shall not be responsible for postal 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 is Dt. 11.10.2022 till 5 PM and the Date of opening of the technical proposal is Dt. 12.10.2022 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 - 1]
  - b. Information to the Bidder [Section - 2]
  - c. Terms of Reference [Section - 3]
  - d. Technical Proposal Submission Forms [Section - 4]
  - e. Annexure (Section - 5)
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.

  
Office of the District Fisheries Officer-cum-CEO-FFDA  
Cum-C.E.O, F.F.D.A, Keonjhar

**INFORMATION TO THE BIDDER****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.

S.No	Basic Requirement	Specific Requirement	Documents Required
1.	Legal Entity	The Agency could be an organization registered under <ul style="list-style-type: none"> <li>• Societies' Registration Act 1860/1905</li> <li>• Indian Trust Act 1882/1905</li> <li>• Companies Act 1956/2013</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of incorporation</li> <li>• Registration Certificate</li> <li>• PAN No.</li> <li>• GST No.</li> </ul>
2.	Operation	The Agency should have been in operation for the past 3 years as on 31/08/22 and filed ITRs for the last 3 FYs	Last three FY's Audited Financial Statement duly signed by a Chartered Accountant
3.	Financial Capacity	The Agency should have an average annual turnover of at least Rs 50 Lakhs from the last three FYs (18-19, 19-20, 20-21). This must be the individual Agency's turnover and not that of group companies/organizations.	Last three FY's Audited Financial Statement duly signed by a Chartered Accountant
4.	Consortium	No consortium / JVs / associations / subcontracting shall be allowed under this project	Declaration of submitting as independent Agency from the Authorized Signatory
5.	Blacklist	The Agency should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies	Undertaking by the Authorised Signatory
6.	Experience	The Agency should have minimum 1 year of prior experience in implementing "AQUACULTURE". The cut off date for considering 1 year will be August 31, 2022	Copies of Relevant Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence should be provided as proof
7.	Authorized Representative	A Power of Attorney in the name of the person signing the proposal	Original Notarized Copy of Power of Attorney on Rs. 100 Non-Judicial Stamp Paper
8.	Cost of Tender/ Tender Fee	The Agency should furnish a Tender Fee of Rs 10,000 (Rupees Ten Thousand Only), in the form of Demand Draft in favour of <b>District Fisheries Officer-cum-CEO FFDA, Keonjhar.</b>	Original Demand Draft
9.	Earnest Money Deposit (EMD)	The Agency should furnish an EMD of Rs. 1,00,000/- (Rupees One Lakh Only), in the form of Demand Draft in favour of <b>District Fisheries Officer-cum-CEO FFDA, Keonjhar.</b>	Original Demand Draft

**1. Documents / Formats needs to be submitted along with TECHNICAL PROPOSAL :**

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

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee as applicable.
- Copy of Certificate of Incorporation/
- Registration. Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copies of Audited Financial Statements certified by CA for the last three financial years (**FY 2018-19, 2019-20 & 2020-21**).
- 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 completed assignments of similar nature (Past Experience Details, **TECH – 5**) along with copies of contracts / work orders / completion certificate from previous Clients.
- Self-Declaration regarding Conflict of Interest (**TECH - 6**)

*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. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and signed by the authorized representative.*

*Bidders who qualify in technical proposal will be called for presentation.*

**2. Bid Processing Fee :**

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs.10,000/- (Ten Thousand Rupees Only)** in form of DD from any scheduled nationalized/commercial bank in favor of "Office of the District Fisheries Officer-cum-CEO-FFDA, Keonjhar" payable at Keonjhar. Proposals received without bid processing fee will be out rightly rejected.

**3. Bid Security Declaration:**

All bidders will be required to submit a bid security declaration as provided in TECH 11 of this document. Any Bidder violating the stipulated conditions in the Bid Security Declaration will be suspended for a period of period of one year.

**4. 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.

**5. Pre - Proposal Queries:**

Bidders are allowed to submit their queries in respect of the RFP and other details if any Office of the District Fisheries Officer-cum-CEO-FFDA, Keonjhar Govt. of Odisha, to through e-mail at [dfokendujhar@gmail.com](mailto:dfokendujhar@gmail.com) till **Dt. 19.09.2022**. Clarifications to the above will be uploaded in the [kenduujhar.nic.in](http://kenduujhar.nic.in) 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.

**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. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Client.

The procedure for submission of the proposal is described below:

**i) Technical Proposal (Original 1 Copy):**

The envelope containing technical proposal shall be sealed and superscripted as "**Technical Proposal – Selection of Agency**" and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information have to be furnished as part of technical proposal.

The "**Technical Proposal**" must have to be submitted in separate sealed envelopes which are sealed and stamped (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 (SELECTION OF AGENCIES FOR LIVELIHOOD ENHANCEMENT OF PEOPLE IN MINING AFFECTED AREAS OF KEONJHAR DISTRICT THROUGH AQUACULTURE)**".

**NAME OF THE ASSIGNMENT:**

**RFP NUMBER AND DATE:**

**NAME OF THE BIDDER:**

**DEADLINE FOR SUBMISSION OF BID:**

**NAME AND ADDRESS OF THE BIDDER:**

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

**7. Opening of the proposal:**

The **FIRST ENVELOPE** containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting.

**8. Evaluation of Proposal:**

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

□ **Preliminary Evaluation (1<sup>st</sup> Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

- ✓ Filled in Bid Submission Check List in Original (**Annexure-I**)
- ✓ Covering letter (**TECH A – 1**) on bidder's letterhead requesting to participate in the selection process.
- ✓ Bid Processing Fee as applicable.
- ✓ Copy of Certificate of Incorporation/ Registration.
- ✓ Copy of PAN
- ✓ Copy of Goods and Services Tax Identification Number (GSTIN)

- ✓ Copies of Financial Statements for the last three Financial years (FY2018-19, 2019-20 & 2020-21).
- ✓ 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 favor of the person signing the bid on behalf of the bidder.
- ✓ List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients.
- ✓ Self-Declaration on Conflict of Interest (TECH - 6).
- ✓ Duly filled in Technical Proposal Forms (TECH - 7 to 11)
- ✓ 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 outrightly 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. No assignment should be repeated across various categories of evaluation parameters.

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

Sl.	Evaluation Criteria	Supporting Form	Max. Marks
1.	<b>Experience</b>	Tech Form 5	50
1.1	Prior experience of implementing AQUACULTURE projects >5 years: 10 Marks 3-4 Years: 7 Marks 1-3 Years: 3 marks		10
1.2	Prior experience of implementing AQUACULTURE project in Odisha with Govt. If Yes: 5 Marks No: 0 Marks		5
1.3	Prior experience of implementing AQUACULTURE project in Keonjhar district with Govt. If Yes: 10 Marks No: 0 Marks		10
1.4	Experience of working with multilateral agencies (like World Bank/ADB/UNDP/JICA etc.) 5 Marks for every assignment up to maximum 2 projects		10
1.5	Experience of promoting community owned enterprise in aquaculture   Mark for every Enterprise Promoted up to maximum 10 projects		10
1.6	Experience of Promoting: Feed plant, Fishery Nursery and Hatchery If Yes: 5 Marks No: 0 Marks		5
2	Presentation - Approach, Methodology and Work Plan		50
<b>Total Marks</b>			<b>100</b>

*\* Only bidders who secure above 60 marks in the technical evaluation will be considered for further evaluation.*

Details of Manpower Requirement			
S.No.	Category of Manpower	Required Qualification/Experience/Skill	Total
1.	Project Coordinator (Full Time)	Master's degree from any recognized University/Institute and 8 years of working experience in concerned field	1 Nos.
2.	Enterprise Expert (Full Time)	Master's degree from any recognized University/Institute and 5 years of working experience in concerned field	2 Nos.

3.	Fishery Technical Expert (Full Time)	Bachelor's degree in science mainly in Fisheries/Zoology etc. from any recognized University/Institute and 0-2 years of working experience in concerned field	3 Nos.
4.	Subject Matter Specialist (Full Time)	Bachelor's degree in Science from any recognized University/Institute and 2-3 years of working experience in Aquaculture Projects	3 Nos.

#### Evaluation of Financial Proposal

1. Financial Proposals of only those applicant Agencies who are technically qualified (i.e., obtain minimum 60 marks in Technical Evaluation) shall be opened.

The financial bid will be opened only of the shortlisted/qualified bidders. Accordingly, the financial score (F) for each of these shortlisted/qualified bidders will be calculated. The lowest bidder would be awarded a financial score of 100. The Cumulative score (C) will be evaluated based on the following ratio 70 (T): 30 (F).

Financial score (F)	(Lowest price quote/Price quote of the bidder) *100
Cumulative score (C)	{70 *(T) + 30* (F)}/100

The firm getting highest Cumulative score (C) based on technical and financial evaluation will be awarded the contract.

#### 9. Performance Bank Guarantee: (PBG) of contract value.

Within 15 days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to- **Rs. 20 Lakhs** from a nationalized/scheduled commercial bank in favor of "Office of the District Fisheries Officer-cum-CEO-FFDA, Keonjhar Govt. of Odisha", 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.

#### 10. 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, if any and availability of proposed professionals etc.

#### 11. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful 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 **3 years** from the date of effectiveness of the contract. Based on successful completion of tenure

additional 2 years can be extended with same terms and conditions of the proposal. *Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.*

#### **12. Conflict of Interest:**

Conflict of interest exists in the event of:

- (i) Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder;
- (ii) Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- (iii) Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

#### **13. Disclosure:**

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

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

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

#### **15. 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.

#### **16. 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.

**17. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of **District Session Court, Keonjhar only.**

**18. 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.

**19. Confidentiality:**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any 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.

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

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through 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.

**21. 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.

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

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

**23. Replacement of Key Personnel:**

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

1. In case of non-satisfactory performance of any of the assigned personnel, 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 14 days. On receipt of such CVs, the client must process the same within 7 days and communicate its approval / rejection. In case of failure to provide replacement personnel within 14 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 key personnel becoming unavailable / leave the project for any reason there off, the consultant must notify the client at least 30 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.

#### **24. 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 whatsoever reason.

#### **25. 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 Keonjhar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. District Collector cum Chairperson and Managing Trustee, District Mineral Foundation, Keonjhar Government of Odisha will be the final authority to resolve the dispute arising between and the Client and the Consultant.

#### **26. Disqualification of Proposal:**

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

- Proposal submitted without Bid Processing Fee as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid Proposal is
- not accompanied by all the requisite documents / information A commercial
- bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work of the assignment. Bidder
-

tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process

- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid; Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition / situation which holds the paramount interest of the Client during the overall *section process*.

## SECTION: 3

### TERMS OF REFERENCE (TOR)

#### 1. Introduction

Fish is an integral part of people life in terms of providing food, nutrition, livelihood, employment, recreation, culture, and many more. Fish is an excellent source of protein and it provides more than 25% of the world's dietary protein. Human population annually consumes over 100 million metric tons (MMT) of fish.

India is the second largest fish producing country in the world with the estimated fish production of 12.6 MMT during 2017-18. Fish and fish products have presently emerged as one of the largest groups in agricultural exports of India with 13.77 lakh tonnes in terms of quantity and Rs. 45,106.89 crore in value.

Although India is the second largest fish producer in world, domestic fish consumption in India is relatively low. Annual per capita fish consumption of the country is only 9 kg against the global per capita consumption 21 kg per annum. Annual per capita consumption of fish in Odisha is 13.49 kg, which is far below the world average i.e. 21 kg per annum. As far as Keonjhar District is concerned, annual per capita fish consumption is 9.1 kg which is far less than the state and world per capita fish consumption.

It is observed that fishes are imported to Keonjhar from other Districts and states to meet the high demand of fish as local production is unable to meet the demand. In the recent times, imported fishes have been found to contain carcinogenic compounds like formalin which is illegally used as a preservative. Hence, live fishes are commanding a higher price in the market. This directs that, it is important to increase the local production of fish in the district to make it self-sufficient, to provide cheap protein to the people, and offer an additional livelihood option to the rural poor, particularly those in mining affected areas. The activity will also increase the availability of fish for consumption in the district and will further open space for various direct or indirect linked livelihood opportunities.

#### 1. Background:

Odisha stands at 4<sup>th</sup> in terms of fish production after Andhra Pradesh, West Bengal and Gujrat with an annual fish production of 6.85 lakh MT (2017-18). Several initiatives have been taken up by the state government in inland Fishery Sector to increase the production of fish as mentioned below.

- . Promotion of Intensive Aquaculture through Introduction of Bio-floc Technology during the year 2020-21.
- . Popularization of Fishery Machinery Equipment's Implements for Intensive Aquaculture in Odisha during the year 2020-21.
- . Intensive Freshwater Aquaculture through Excavation of New Fish-Ponds (Construction of New Grow-out Ponds for Freshwater Fish Farming) during the year 2020-21.
- . Input Assistance to Women Self Help Groups for Pisciculture in Gram Panchayat Tanks during the year 2020-21.
- . Reactivation of Fisheries Cooperative Societies during the year 2020-21.
- . Support to Farmers/ Agri Entrepreneurs for setting up of Commercial Agri Enterprises (CAEs) under Mukhyamantri Krushi Udyog Yojana (MKUY) implemented by APICOL during the year 2020-21.
- . Fisheries and Aquaculture Infrastructure Development Fund (FIDF).
- . Cage Culture in Reservoirs by Private Entrepreneurs / Companies in partnership with Primary Fishermen Cooperative Societies (PFCS) and Self-Help Groups (SHG) in Odisha during the year 2020-21.

However, beneficiaries of the schemes altogether seem quite less considering the demand of fresh fish and potential of fish production of the District. The limited resources available with the department at district level is another constraint to go for large scale pisciculture. Many prospective farmers in the mining affected area are unable to avail the benefits of the schemes due to limited funds available with the Department. In this context, District Mineral Funds may be utilised to intervene in the sector on a large scale.

#### 2. Scope of the Assignment

The Agency will take up the following scope of work and activities towards strategic, time-bound and coordinated interventions towards achievement of project outcomes in 491 villages of 7 Blocks (Banspal, Joda, Jhumpura, Champua, Sadar, Harichandanpur, Hatadihi) of Keonjhar district.

- (i) **Baseline Report:** The agency will assist in preparation of comprehensive annual baseline report across all required indicators for the project monitoring and evaluation.

- i. Villages chosen in the cluster should be among the list of 491 village declared as mining affected villages.
- (ii) The agency will also prepare DPR for various interventions as envisaged in the scope of work

**DPR Preparation-** The preparation of DPR should be preceded by necessary base line surveys, participatory rural appraisals, focused group discussions with community, palli-sabha etc.

- DPR should clearly spell out the sequencing and timing of the activities during the project period, activity wise necessary linkages and resource support required
- The DPR should explain the revenue model of all the types of producers (Broiler, Layer and Pullet) along with the mechanisms to ensure sustainable incomes at producer's level
- The DPR should consist of necessary maps Of the project area with demarcation of the geography of each of the cluster and distances from different units set up in the project
- As the project draws to a close, it is critical that the POs take over the project. It is therefore necessary that a post project sustainability plan should be reflected in the DPR

### **Scope of Aquaculture in Keonjhar**

As per District Fishery office, 80% of the people in Keonjhar consume fish. Considering the population of the district 2071993, 1657594 numbers of people consume fish. This indicates that the annual demand of fish in Keonjhar is 15084 MT considering the present per capita fish consumption. However, imagining per capita consumption of fish to be equal to worlds per capita fish consumption, the annual requirement of fish in Keonjhar will be 34809 MT. As per data from the fishery department the annual production of fish in the district is about 20000 MT. This indicates that this sector demands a systemic long-term intervention to increase fish production in the district to meet the demand.

### **Hatchery & Nursery**

Quality Fingerling is one of the non-negotiated requisites of pisciculture. It is observed that small size fishes are more susceptible to mortality than the larger ones. Hence intensive care is needed during the fry to fingerling stage of growth of fishes. Further, quality fingerlings, if stocked in grow-out tanks grow at a faster rate thereby resulting in better yield. On the other hand, fry, if stocked in grow-out tanks, grows slowly thereby resulting poor yield. Hence exclusive fingerling production units are proposed to be promoted under the programme. These units will stock fry at a higher density (1.5 lakhs/Ha) and will supply fingerlings to the grow-out tanks of fish farmers proposed to be benefited under the scheme. In order to make quality fingerlings available to the fish farmers, 150 units of advanced fingerling producing units (0.2 Ha each) are proposed to be promoted under the scheme i.e. 75 Acres of WSA will be brought under advanced fingerling production unit. A detail of the activity is given here under.

- Preparing blueprint of the intervention
- Scoping study
- Area survey & selection of the beneficiaries
- Hatchery set up
- Kick Start the activities
- Enterprise development
- Setting up systems & Processes for the sustained business activities
- End to end marketing linkages

### **Excavation of new tanks for fish farming**

Keonjhar endowed with vast and varied inland fishery resources potential which if harnessed to the sustainable optimal level can bring about significant change in the fish production scenario. The demand of fish in the district is too high markets which can be met through creation of large water bodies. This will not only provide ample income generating avenue to the inland fish farmers and fishers but also supplement the protein requirement of malnourished population of Keonjhar.

- Preparing intervention plan
- Area survey & selection of the beneficiaries
- Fund routing through appropriate channel
- Capital asset creation (Pond)

- Training, capacity building & hand holding of the beneficiaries
- Financial Literacy of the beneficiaries
- Kick Starting the business activities
- Setting up systems & Processes for the sustained business activities
- End to end marketing linkages
- Ensuring promotion of a thriving, vibrant & sustainable community owned enterprise

#### **Development for intensive inland fisheries**

- Preparing intervention plan
- Scoping study
- Area survey & selection of the beneficiaries
- Perspective building of the producers
- Technical training of the farmers
- Financial Literacy of the beneficiaries
- Capacity building & handholding of the farmers
- Ensuring adoption of the improved practices
- Market linkages

#### **Bio-floc Intervention**

Bio-floc system was developed to improve the environmental control over the aquatic animal production. In aquaculture, the strong influential factors are the feed cost (accounting to 60% of the total production cost) and most limiting factor is the water/land availability. High stocking density and rearing of aquatic animals requires wastewater treatment. Biofloc system is a wastewater treatment which has gained vital importance as an approach in aquaculture. It is an innovative and cost-effective technology in which toxic materials to the fish and shellfish such as Nitrate, Nitrite, Ammonia can be converted to useful product, *ie.*, proteinaceous feed. It is the technology used in aquaculture system with limited or zero water exchange under high stocking density, strong aeration and biota formed by biofloc. The culture of biofloc will be productive in the case of culture tanks exposed to sun.

Though the system is quite energy intensive, but the empirical data shows that it could be run on a battery (used in inverters at home), thereby lowering the barriers of entry for the new producers.

- Preparing intervention plan
- Area survey & selection of the beneficiaries
- Identifying suppliers for the bio floc set up
- Kick Start the activities with defined timeline
- Enterprise development
- Setting up systems & Processes for the sustained business activities
- End to end marketing linkages

#### **Cage culture**

Cage culture is an aquaculture production system where fish are held in floating net pens. Cage culture of fish utilizes existing water resources but encloses the fish in a cage or basket which allows water to pass freely between the fish and the pond permitting water exchange and waste removal into the surrounding water. Cages are used to culture several types of shellfish and finfish species in fresh, brackish and marine waters. Cages in freshwaters are used for food fish culture and for fry to fingerling rearing. The origins of cage culture are a little vague. It can be assumed that at the beginning fishermen may have used the cages as holding structures to store the captured fish until they are sent to the market. The first cages which were used for producing fish. Wood or bamboos were used to construct these ancient cages and the fish were fed by trash fish and food scraps. In 1950s modern cage culture began with the initiation of production of synthetic materials for cage construction. Fish production in cages became highly popular among the small or limited resource farmers who are looking for alternatives to traditional agricultural crops.

- Preparing intervention plan
- Area survey & selection of the beneficiaries

- Identifying suppliers for the cage set up
- Kick Start the activities
- Enterprise development
- Setting up systems & Processes for the sustained business activities
- End to end marketing linkages

Sl.No.	Name of the MIP / Reservoir	Location	MWSA in Ha.
1	2	3	4
1	Ardei MIP	Kendujhargarh	60
2	Sana-machhakandana	Banspal	44
3	Sindhei	Ghasipura	42
4	Remal	Telkoi	153
5	Ramial	Telkoi	783
6	Kanjhari	Kendujhargarh	360
7	Hanumantia	Telkoi	41
8	Jagadala	Jhumpura	110
9	Salandi	Hatadihi	1947
			3540

#### FPO promotion

The Farmers' Produce TCFC Act 2020) Fish Farmers Producer Organization (FFPO) is a generic name, which means an association or group of fishers or fish farmers or of fisheries stakeholders, with the primary objective of carrying out sustainable fisheries value chain business.

Guidelines for formation of "producer organization" under the project:

- Each producer will become a member of the FPO, only after depositing towards the operational cost of the FPO and receiving share certificate
- The bylaw of the FPO will include (along with others) the following mandatory clauses related to membership of producers, formation of Governing Body represented by producers
- Formation of Executive Committee represented by producers and periodic rotation of representatives in Governing Body and Executive Committee
- Holding annual general meetings
- objectives of PO including activities and business related to the value chain of poultry production
- HR policy including staff selection, training, members and types of staff to be deployed. roles of staffs etc.
- Financial policy including share capital, source or capital.

FFPOs may provide and undertake following major services and activities across the fisheries value chain:

- Standardize the production & production processes
- Supply quality inputs like seed, fingerlings, brood stock, fish feed, fishing nets and such other inputs for production at reasonable rates
- Undertake Pond Culture, Pan Culture, Cage culture, RAS, Raceways, Bio-floc etc. related fish culture activities for both inland and marine regions
- Dissemination of Technology, Quality control and other fisheries related activities and innovations
- Aggregation of small farmer-members produce
- Post-Harvest Management and Infrastructure
- Marketing and Branding
- Backward integration

- Food Processing

### **Feed Plant**

It is estimated that the aqua feed consumption for shrimp and fish was 0.5 and 0.9 million tonnes, respectively in the year 2013-14, which is expected to reach 0.9 and 2.5 million tonnes in the year 2020. It is also estimated that the fish feed demand will increase by two times by 2025. Feed constitutes more than of the production cost and efficiency in the feed use has a strong bearing on the cost benefit ratio of the aquaculture operation. To meet the aqua feed demand in the State of Odisha, it is envisaged to encourage establishment of State-of-the-Art Fish Feed Plant providing financial assistance under this project.

### **Steps in Project Implementation**

- Selection of Agency for project implementation
- Signing of MOA between selected agencies and Dist. Fishery Officer
- Preparation and submission of Detailed Project Report (DPR) by selected Agency
- Administrative Sanction and Approval of DPR
- Execution of project interventions by selected Agency
- Fund release to the selected Agency in a phased manner, as per the actual physical progress made
- Review and monitoring of project

### **Project Duration**

The total project of shed construction and other related activities will be phased over two years. Each phase of shed construction will be supported for a period of subsequent one year for capacity building of respective producers whose shed has been constructed. Thus, the project with two phases including all the terms and conditions will be fully implemented in a total period of three years.

### **Project Coverage**

The project will be implemented in the mining affected villages of Joda, Jhumpura, Champua, Harichandanpur, Sadar and Banspal blocks in Keonjhar

### **Role of District Fisheries Officer**

- Selection of agency for project implementation
- Sign the MOU with the selected agency
- Approve the DPR submitted by the selected agency
- Verify the bills/requisitions submitted by the selected agency and pass it for payment
- Scrutinize and release funds as per actual bills and requisitions submitted
- Fund and facilitate the construction of backward linkage infrastructure
- Supervise the progress of the project, on a day-to-day basis

### **Roles of selected Agency during project period**

- Identify target beneficiaries of the project
- Prepare and submit the DPR for approval
- Mobilize farmers to deposit their share capital and other contributions to the respective FPOs to meet the operating cost
- Organize the farmers into producer organization
- Mobilize credit from financial institutions as on when required
- Build the capacity of Farmers and FPOs to carry out the business profitably
- Ensure that proper bookkeeping, accounting procedure and decision-making processes are followed in the POs
- Attend review meetings conducted by Dist. Fishery officer from time to time
- Will be fully responsible for the successful implementation of the project

- It is expected that the respective POs will take over the project from the Selected Agency, once the project period is over and the selected agency's role will be limited to those mentioned below

#### Roles of selected Agency in the long run

- The selected agency will execute a service agreement with FPOs to continue the intervention
- Provide long term techno-managerial services to ensure profitability and sustainability of the initiative.
- Ensure continuous backward and forward linkages to the FPOs
- Provide technology up-gradation support to the FPOs, from time to time
- Extend support in mobilizing credit from financial institutions, for further expansion of the initiative in the future
- Render services to producer organization around linkage with national/international organization
- The selected agency may charge the FPOs, a nominal service fee, as a percentage of the annual turnover, for providing the above services beyond the project period.

#### Activity Details

- No of units mentioned in the table are proposed under this project

SL No	Activities	No of units
1	Excavation of farm pond (Max- 1 Acre)	1000
2	Bio-Floc	300
3	Hatchery & Nursery	2
4	Cage Culture (Installation + Input)	250
5	Fish farming in existing inland water bodies	2000
6	Establishment and Management of FPO	1
7	Feed Unit Maximum capacity- 50 Tn/day	1
8	Post-harvest processing and value addition unit	7

**Note:** The technical specification of the above mentioned activities needs to be followed as per the Guidelines shared by Department of Fisheries, Govt of Odisha. Agency needs to keep checking for the updated guidelines to be followed.

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH - 1

COVERI

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LETTER

(ON BIDDER'S LETTER HEAD)

[Location, Date]

To

Office of the District Fisheries Officer-cum-CEO-  
FFDA, Keonjhar. Government of Odisha  
Mining Road,  
Keonjhar Ph-  
06766255553

**Subject: SELECTION OF AGENCIES FOR LIVELIHOOD ENHANCEMENT OF PEOPLE IN  
MINING AFFECTED AREAS OF KEONJHAR DISTRICT THROUGH AQUACULTURE**

Dear Sir,

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

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

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

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_ **Address of Bidder:** \_\_\_\_\_

**TECH - 2**

**Bidder's Organization (General Details)**

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

**Bidder Organization (Financial Details)**

<b>Financial Information in INR</b>				
<b>Details</b>	<b>FY2018 -19</b>	<b>FY2019 -20</b>	<b>FY2020-21</b>	<b>Average</b>
<b>Turnover (in Lakh)</b>				
<b>Supporting Documents:</b>				
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)				
<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>				

\_\_\_\_\_

*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]**

*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

(Notarized copy on Rs. 100 Non Judicial Stamp Paper)

I, \_\_\_\_\_, the \_\_\_\_\_ (Designation) of (Name of the Organization) in witness whereof 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:*

TECH - 5

(BIDDER'S 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

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THERE OF

*Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5). If yes, please furnish details of any such activities.*

If no, please certify,

IN BIDDER'S LETTER HEAD

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

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

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

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

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

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

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

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

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

## TECH - 8

### DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT

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

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

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

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

- Key guiding principles for the establishment
- Understanding of the concept of institutional set
- Review existing and Proposed framework
- Information matrix
- Highlight any challenges anticipated in delivering the expected outputs
- Approaches to overcome the challenges and meet the requirements of the assignment. Review Stakeholders Engagement/involvement
- Establishing system for Implementation Effectiveness
- Monitoring & Evaluation mechanism of programmes and interventions for better outcomes
- Check Validity and Reliability of results/outcome
- Dissemination of results to Policy Makers and other audiences
- Any other issues mentioned in the ToR

#### **C. Methodology to be adopted:**

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

- Overall research design for analysis of National Indicator Framework (NIF) and State Indicator Framework (SIF) Baseline documentation including thematic, goal wise, sector or area wise reports, presentation and other documents to be developed during the project period
- Checklist capturing specific information areas would be developed Assessment Framework (process, output-impact log frame) Understanding and Appreciation of the assignment
- Desk research on primary and secondary data and interaction with primary and secondary stakeholders
- Qualitative and quantitative suggestive tools for data collection and analysis Field process protocol control
- Analysis of field data survey and preparation of report

- Suggestive note with parameters for guiding the programme implementing Departments/agencies to improve its efficiency, efficacy and targeting in each thematic area of interventions
- Any other issues mentioned in the ToR

**D. Staffing and Study Management Plan:**

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

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

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

**TECH - 9**

**Format of Curriculum Vitae (CV) for Proposed Key Professional**

**1. Proposed Position:**

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

**2. Name of Firm:**

**3. Name of Staff:**

**4. Date of Birth:**

**5. Years with Firm:**

**6. Nationality:**

**7. Education:**

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

**8. Membership in Professional Associations:**

**9. Other Trainings:**

**10. Countries of Work Experience:**

**11. Languages:**

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

**12. Employment Record:**

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

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

**13. Work Undertaken that Best Illustrates Capability to Handle the 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.]*

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

**Certification:**

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

**Date:**

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

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

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

*NB: CV writeup restricted to 3 pages only with quality information relevant to the key professional requirements. The CVs needs to be jointly signed by the proposed professional and the authorized representative of the Bidder.*

TECH - 10

PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT

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

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

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

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

TECH - 11

BID SECURITY DECLARATION IN LIEU OF BID SECURITY

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

To

Office of the District Fisheries Officer -cum-CEO-FFDA, Keonjhar.  
Government of Odisha  
Mining Road, Keonjhar PIN- 758001  
Odisha

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 contractor 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)

SECTION-5

ANNEXURE

**BID SUBMISSION CHECK LIST**

S/no	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)</b>			
1	Filled in Bid Submission Check List (ANNEXURE-1)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. 10,000/- in form to DD		
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 FYs (18-19,19-20 & 20-21)		
8	General Details of the Bidder (TECH - 2)		
9	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		
10	Power of Attorney (TECH - 4) in favor of the person signing the bid on behalf of the bidder.		
11	List of completed assignments of similar nature (Past Experience Details) (TECH - 5) along with the copies of work orders for the respective assignments		
12	Self-Declaration on Potential Conflict of Interest (TECH - 6)		
13	Comments and Suggestions (TECH - 7)		
14	Description of Approach, Methodology & Work Plan (TECH - 8)		
15	CV of Key Professionals (TECH - 9)		
16	Work Plan (TECH - 10)		
17	Bid Security Declaration Template (TECH - 11)		

**Undertaking:**

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

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

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

PERFORMANCE BANK GUARANTEE FORMAT

To,

Office of the District Fisheries Officer -cum-CEO-FFDA, Keonjhar.  
Government of Odisha

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

AND WHEREAS it has been stipulated by.....(Name of the Client) in the said  
contract that the Consultant shall furnish you with a bank guarantee by a nationalized/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.....,

Our branch at ..... (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  
..... branch a written claim or demand and received by us at our ..... 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

**Format for Financial Bid on Bidders Letterhead**  
**(To be sealed, signed and stamped in separate envelope)**

Name of the Bidder:

S.No.	Category of Manpower	Qualification	Salary per annum	Taxes	Total Cost (INR)
1.	Project Coordinator (Full Time)				
2.	Enterprise Expert (Full Time)				
3.	Fishery Technical Expert (Full Time)				
4.	Subject Matter Specialist (Full Time)				
5.	Administrative Cost (Service Charge), If any				

Total Cost in Amount Rs.....

Total Cost in Words Rs.....