

## **Request for Proposal**

### **Selection of Agencies for Livelihood Enhancement of Small and Marginal Farmers of Keonjhar District Through Orchard Plantation, under District Mineral Foundation Keonjhar**



**Deputy Director of Horticulture,  
Keonjhar, Government of Odisha**

April 2023

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## Disclaimer

This Request for Proposal (RFP) is issued by the Office of the Deputy Director Horticulture, Keonjhar, Govt. of Odisha, hereinafter referred to as DDH Keonjhar, Government of Odisha.

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither DDH Keonjhar nor any of its officers or employees, nor any of their advisors 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 DDH, Keonjhar who is 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 DDH, Keonjhar / 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.

DDH Keonjhar, Government of Odisha shall be the sole and final authority with respect to selection of an Agency/ Organisation for the purpose through this RFP.

## Section I: Letter of Invitation and Factsheet

### 1. Letter of Invitation

RFP No: 2520

Dated: 17.04.2023

**Name of the Assignment: “Selection of Agencies for Livelihood Enhancement of Small and Marginal Farmers of Keonjhar District Through Orchard Plantation” under District Mineral Foundation, Keonjhar**

1. The “Office of the Deputy Director of Horticulture, Govt. of Odisha” invites sealed proposal from eligible bidder under the process for “**Selection of Agencies for Livelihood Enhancement of Small and Marginal Farmers of Keonjhar District Through Orchard Plantation** under District Mineral Foundation Keonjhar”. More details on the proposed study are provided at Section-3: Terms of Reference (ToR) of this RFP Document.
2. A bidder will be selected under QBS procedure as prescribed in the RFP Document.
3. The proposal, complete in all respects 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 and a **Refundable amount towards EMD of INR 1,00,000/-** (Rupees One Lakh only) in form of **Demand Draft** in favour of “**Deputy Director of Horticulture, Keonjhar**” drawn from any Nationalized/Scheduled Bank payable at Keonjhar, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post / Registered Post only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **Dt. 11.05.2023 before 5.30 PM** and the date of opening of the technical proposal is **Dt. 12.05.2023** in the presence of the bidder/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.
6. 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. Annexure [Section – V]
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this 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.

**Deputy Director Horticulture, Keonjhar,  
Govt. of Odisha**

## 2. Bidder Data and Factsheet

Sr. No	Particular	Details
1	Name of the Client	Deputy Director of Horticulture, Keonjhar Government of Odisha Kashipur, P.O. Keonjhargarh – 758001 Email: ddhkeonjhar@gmail.com
2	Method of Selection	Quality Based Selection (QBS)
3	Availability of RFP Document	<a href="https://kendujhar.nic.in">https://kendujhar.nic.in</a>
4	Date of Issue of RFP	17.04.2023
5	Deadline for Submission of Pre-Proposal Query	24.04.2023 by email on (ddhkeonjhar@gmail.com)
6	Issue of Pre-proposal Clarifications	26.04.2023 via online mode on <a href="https://kendujhar.nic.in">https://kendujhar.nic.in</a>
7	Last Date for submission of Proposal	11.05.2023 by 05.30 PM
8	Date of opening of Technical Proposal	12.05.2023 at 11.00 AM
9	Date of Technical Proposal Presentations	To be intimated to selected bidders on later stage  (Only those Bidders who qualify in the Stage I of the evaluation {Pre-qualification Criteria})
10	Contact Person / Address for Submission of Proposal	Office of the Deputy Director of Horticulture, Keonjhar Government of Odisha Kashipur, P.O. Keonjhargarh – 758001 Email: ddhkeonjhar@gmail.com
11	Place of Opening of Proposal	Zilla Parishad Conference Hall, 2 <sup>nd</sup> Floor, Zilla Parishad Building, Collectorate, Keonjhar – 758001, Odisha
12	Mode of Submission	Speed Post / Registered Post 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.
13	Bid Processing Fee (Non-Refundable)	INR 10,000/- (Rupees Ten Thousand only) (including GST) in the form of demand draft drawn in favour of “ <b>Deputy Director of Horticulture, Keonjhar</b> ” drawn from any Nationalized/Scheduled Bank payable at Keonjhar.  The bid processing fee shall be submitted along with the 1 <sup>st</sup> Inner Envelope of the Technical Proposal.
14	Earnest Money Deposit (EMD) (Refundable)	INR 1,00,000/- (Rupees One Lakh only) in the form of demand draft drawn in favour of “ <b>Deputy Director of Horticulture, Keonjhar</b> ” drawn in any Nationalized / Scheduled Bank payable at Keonjhar.  The EMD shall be submitted along with the 1 <sup>st</sup> Inner Envelope of the Technical Proposal.

15	Performance Bank Guarantee	INR 12,00,000/- (Rupees Twelve Lakhs only)
16	Method of Selection	Quality Based Selection (QBS)

NOTE:

- The Client reserves the right to change any schedule. Please visit the website '<https://kendujhar.nic.in>' regularly for the same.
- Proposals must be submitted before the date, time and venue mentioned in the Factsheet through Speed/Registered Post. Proposals that are received after the deadline will not be considered.

**Deputy Director of Horticulture, Keonjhar,  
Govt. of Odisha**

## Section II: Instructions to the Bidders

### 3. 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.	Pre-Qualification Criteria	Specific Requirement	Documents Required
1.	Legal Entity	The Bidder/Agency shall be a not-for-profit organization and shall be in operation for the past Three (3) years as on submission of the bid and shall be registered under: a. Societies' Registration Act 1860 b. Indian Trust Act 1882 c. Companies Act 1956/2013	<ul style="list-style-type: none"> <li>● Certificate of Incorporation</li> <li>● Registration Certificate</li> <li>● PAN No.</li> <li>● GST No. / Form 12 AA Certificate along with 80G</li> <li>● Registration certificate of NGO Darpan Portal</li> </ul>
2.	Financial Capacity	The Agency shall have an average annual turnover of at least Rupees One (1) Crore over the last three FYs 2019-20, 2020-21 and 2021-22. This must be the individual Agency's turnover and not that of group companies/organizations.	Certificate from statutory auditor / Audited financial statements for the three previous financial years ending March 2022 i.e., FY 2019-20, 2020-21 and 2021-22.
3.	Consortium	No consortium / JVs / associations / subcontracting shall be allowed under this project.	Declaration of submitting as independent Agency from the Authorized Signatory.
4.	Blacklist	The Agency shall not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies.	Notarized Undertaking by the Authorized Signatory
5.	Experience	The Agency shall have prior experience in Implementing orchard plantation (either of the following): <ul style="list-style-type: none"> <li>● Implementation of WADI Model Plantation.</li> <li>● Implementation of Watershed Projects.</li> <li>● Implementation of Plantation activities in convergence of MGNREGA scheme or any other Government Plantation Scheme.</li> <li>● Community Mobilization and capacity building of CBOs.</li> </ul>	Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence shall be provided as proof. Documents in other languages shall be supplemented by an English translated copy.
6.	Authorized Representative	A Power of Attorney in the name of the person signing the proposal.	Original Power of Attorney (Notarized on a Rs. 100/- Non Judicial Stamp Paper)
7.	Cost of Tender/ Tender Fee	The Agency shall furnish a Tender Fee of Rs. 10,000.00 (Rupees Ten Thousand Only), in the form of Demand Draft in favor of 'Deputy Director of Horticulture, Keonjhar', and payable at Keonjhar.	Original Demand Draft

8.	Earned Money Deposit (EMD)	The Agency shall furnish an EMD of Rs. 1,00,000.00 (Rupees One Lakh) Only, in the form of Demand Draft in favor of 'Deputy Director of Horticulture, Keonjhar', and payable at Keonjhar.	Original Demand Draft
<b>NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, when asked for.</b>			

#### 4. 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 2019-20, 2020-21 and 2021-22)
- 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 favour 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)
- Duly filled in Technical Proposal Forms (**TECH 7 to 10**)

*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 completed in all respect, indexed and hard bound. 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 Rs. 10,000/- (Rupees Ten Thousand) Only in the shape of DD from any Nationalized/Scheduled Bank in favour of "Deputy Director of Horticulture, Keonjhar". Proposals received without a bid processing fee will be 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 1,00,000/- (Rupees One Lakh only) in shape of DD from any scheduled Nationalized/Scheduled bank in favour of "Deputy Director of Horticulture, Keonjhar" payable at Keonjhar.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

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

## 5. Validity of the Proposal

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

## 6. Pre-Proposal Queries

Bidders can submit their queries in respect of the RFP and other details, if any, to DDH Keonjhar through email at '[ddhkeonjhar@gmail.com](mailto:ddhkeonjhar@gmail.com)' till the date mentioned in the Bidders Data and Factsheet. Clarifications to the above will be uploaded in <https://kendujhar.nic.in> / of the respective bidders for the purpose of preparation of the proposal. Requests for alternation / change in existing terms and conditions of the RFP will not be considered / entertained. (Mention that subject title)

## 7. Submission of Proposal

Bidders 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 the proposal. The proposal must be submitted as mentioned below. Each part should be separately bound with no loose sheets. Each page should be 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 rightly rejected by the Client. Bidders should submit only 1 bid.

The procedure for submission of the proposal is described below:

### 1. Technical Proposal (Original):

The envelope containing technical proposal shall be sealed and superscripted as **"TECHNICAL PROPOSAL – SELECTION OF AGENCIES FOR LIVELIHOOD ENHANCEMENT OF SMALL AND MARGINAL FARMERS OF KEONJHAR DISTRICT THROUGH ORCHARD PLANTATION, ODISHA UNDER DISTRICT MINERAL FOUNDATION, KEONJHAR"** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information must be furnished as part of technical proposal.

The **"Technical Proposal"** must be submitted in a separate sealed envelope (with respective markings in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The envelope must be marked as **"TECHNICAL PROPOSAL (Selection of Agencies for Livelihood Enhancement of Small and Marginal Farmers of Keonjhar District Through Orchard Plantation, Odisha under District Mineral Foundation, Keonjhar)"**.

The above envelope must be sealed and placed inside a main envelope with proper labelling of following information in bold:

**NAME OF THE ASSIGNMENT:**

**RFP NUMBER AND DATE:**

**NAME OF THE BIDDER:**

**DEADLINE FOR SUBMISSION OF BID:**

**NAME AND ADDRESS OF THE BIDDER:**

**CONTACT NUMBER 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 must be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.*

## **8. Opening of the Proposal**

The ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder/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 a proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting.

## **9. Evaluation of Proposal**

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

**A. Preliminary Evaluation (1<sup>st</sup> 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 2019-20, 2020-21 and 2021-22**).
- 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 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 10**)

- 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 requirements, will be out rightly rejected at the discretion of the Client's authority.

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

<b>Sr. No.</b>	<b>Criteria</b>	<b>Maximum Marks</b>
<b>1</b>	<b>Experience of the Bidder***</b>	<b>40 Marks</b>
<b>1.1</b>	<p>Prior experience of implementing plantation projects (NABARD WADI, DMF WADI, OTELP, OTELP+, Horticulture, soil and water conservation, Forest Dept.) and other Govt. funded agencies)</p> <p>Project Implementation duration starting from FY 2006-07 to FY 2021-22.</p> <p>Years of experience Scoring Criteria</p> <ul style="list-style-type: none"> <li>• Up to one Year = 1 Marks</li> <li>• 1 year to 3 years = 5 Marks</li> <li>• 3 years to 5 years = 7 Marks</li> <li>• More than 5 years = 10 Marks</li> </ul>	<b>10 Marks</b>
<b>1.2</b>	<p>Prior experience of implementing plantation projects with CSR, Philanthropy, Multilateral agency and UN organizations or any donor agencies</p> <p>Project Implementation duration starting from FY 2006-07 to FY 2021-22.</p> <p>Years of experience Scoring Criteria</p> <ul style="list-style-type: none"> <li>• Up to one Year = 1 Marks</li> <li>• 1 year to 3 years = 2 Marks</li> <li>• 3 years to 5 years = 3 Marks</li> <li>• More than 5 years = 5 Marks</li> </ul>	<b>5 Marks</b>
<b>1.3</b>	<p>Prior experience of implementing plantation projects (NABARD WADI, DMF WADI, OTELP, OTELP+, Horticulture, soil and water conservation, Forest Dept.) and other Govt. agencies)</p> <p>Project Implementation duration starting from FY 2006-07 to FY 2021-22.</p> <p>Number of hac. under Plantation Scoring Criteria</p> <ul style="list-style-type: none"> <li>• Less than 100 Hac. = 1 Marks</li> <li>• 100 to 300 Hac. = 2 Marks</li> <li>• 300 to 600 Hac. = 5 Marks</li> <li>• 600 to 1000 Hac. = 7 Marks</li> <li>• More than 1000 Hac. = 10 marks</li> </ul>	<b>10 Marks</b>
<b>1.4</b>	<p>Experience of implementing Watershed projects under MoRD(GoI)/PR &amp; DW Dept(GoO), ST &amp; SC Development Department (GoO), Department of Agriculture and Farmers empowerment (GoO), CSR, Philanthropy, NABARD and UN organizations or any donor agencies</p>	<b>10 Marks</b>

	<p>Scoring Criteria</p> <ul style="list-style-type: none"> <li>● Up to one year = 1 Marks</li> <li>● 1 year to 3 years = 3 Marks</li> <li>● 3 to 5 years = 7 Marks</li> <li>● More than 5 years = 10 Marks</li> </ul>	
<b>1.5</b>	<p>Prior experience in formation and promotion of <b>Community based organizations</b> like Village level committee, Producer Organizations, Producer company, Cooperatives, federation etc..</p> <p>Scoring Criteria</p> <ul style="list-style-type: none"> <li>● Up to 10 CBO's = 1 Marks</li> <li>● 10 to 25 CBO's = 2 Marks</li> <li>● 25 to 50 CBO's = 3 Marks</li> <li>● More than 50 CBO's = 5 Marks</li> </ul>	<b>5 Marks</b>
<b>2</b>	<b>Personnel*</b>	<b>15 Marks</b>
<b>2.1</b>	<p>Project Manager (One person per block)*</p> <ul style="list-style-type: none"> <li>● Master's degree from any recognized University/Institute and minimum 5 years of working experience in concerned field</li> <li>● Good knowledge and experience of livelihood program implementation</li> </ul>	<p><b>5 Marks</b></p> <ul style="list-style-type: none"> <li>● 3 marks - for educational qualification</li> <li>● 2 marks - for work experience</li> </ul>
<b>2.2</b>	<p>Technical Expert (One person per 250 Ha.) *</p> <ul style="list-style-type: none"> <li>● Bachelor's degree/Diploma in Agriculture/Horticulture/Forestry/Science/Environmental Science/Agri business etc. from any recognized University/Institute and 0-2 years of working experience in a concerned field.</li> </ul> <p><i>*(Minimum of 2 CV's to be showcased)</i></p>	<p><b>10 Marks</b></p> <ul style="list-style-type: none"> <li>● 10 marks - for educational qualification</li> </ul>
<b>3</b>	<b>Awards and Recognition of the Bidder</b>	<b>5 Marks</b>
<b>3.1</b>	Recognised at District/State/National level (Specific to Livelihood projects)	5 Marks
<b>4</b>	<b>Technical Presentation</b>	<b>40 Marks</b>
<b>4.1</b>	<p><b>Presentation on Approach, Methodology and Work Plan</b></p> <p>1. Understanding of the Assignment and Issues/Challenges (20 Marks)</p> <p>2. Approach, Methodology and Work Plan (15 Marks)</p> <p>3. Similar Case Studies (5 Marks)</p>	<p>40 Marks</p> <p>Technical Presentation</p>
	<b>Total (1 + 2 + 3 + 4)</b>	<b>100 Marks**</b>
<p><b>Note:</b></p> <p>* Experiences between 2006 to 2022 only will be considered for evaluation. The CV submitted as a part of the RFP Bid submission are expected to be deployed full-time for a period of 3 years.</p> <p>** The minimum qualifying mark is: 60 (60%).</p> <p>*** Copies of work orders / original experience certificates from the clients / MoU / MoA / agreements etc must be submitted as a proof for each assignment. No assignment should be repeated across various categories of evaluation parameters. Ongoing assignments will be considered for evaluation only if 6 months of the project period have elapsed.</p>		

## **10. Final Selection of Agency**

All applicant Agencies who are technically qualified (i.e., obtain minimum 60 % in Technical Evaluation) shall be ranked based on marks obtained in the Technical Evaluation and the Agency scoring the highest marks in each block will be selected by the Client.

## **11. Contract Negotiation**

- A. Negotiations will be held (if necessary) at the office of DDH Keonjhar. The invited Agency will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Agency. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract.
  1. Technical Negotiations: Negotiations will include a discussion of the Technical Proposal including the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the selected Agency to improve the Terms of Reference. The Client and the selected Agency will finalize the Terms of Reference, staffing schedule, work schedule, and reporting. These documents will then be incorporated in the Contract as “Description of Services”. Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the selected Agency.
- B. Conclusions of Negotiations: Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the selected Agency will initial the agreed Contract. If negotiations fail, the Client will invite the next-ranked Agency to negotiate a Contract.

## **12. Award of Contract**

- A. After completing negotiations, the Client shall issue a Letter of Intent to the selected Agency, and promptly notify all applicant Agencies who have submitted proposals about the decision taken.
- B. The selected Agency will sign the contract after fulfilling all the formalities/pre-conditions including submission of the Performance Bank Guarantee within seven (7) working days of issuance of the Letter of Intent (LoI).
- C. 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 4 years from the date of signing of the contract.

## **13. Performance Bank Guarantee (PBG)**

- A. Within 7 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. 12,00,000.00 (Rs. Twelve**

**Lakhs Only**) from a Scheduled / Nationalized Bank in favour of “**Deputy Director Horticulture, Keonjhar**”, as per the format at Annexure- II, for a period of **60 days** beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of **60 days** beyond the contract period) as its commitment to perform services under the contract.

- B. The bank guarantee must be submitted after award of contract but before signing of contract. The successful bidder must renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any.
- C. Performance Bank Guarantee would be returned only after successful completion of tasks assigned to the selected Agency, and only after adjusting/recovering any dues recoverable/payable from/by the selected Agency on any account under the contract.
- D. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after two 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.
- E. On submission of this performance guarantee and after signing of the contract, demand draft submitted towards EMD would be returned in original. The format for the Performance Bank Guarantee is provided in Annexure II.

#### **14. Conflict of Interest**

Conflict of interest exists in the event of:

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

#### **15. Disclosure**

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

## **16. Anti-corruption Measure**

- A. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- B. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period, 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 Civil Court of Keonjhar 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 HR Cost paid to the agency**. The amount will be deducted from the subsequent payments. 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 Bidder/Agency of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions

of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the Bidder/Agency or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

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

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

DDH Keonjhar and DMF Keonjhar, Government of Odisha 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 Bidder/Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

## **25. Replacement of the Personnel**

- A. The key professionals (as requested in the technical bid proposal are to be deployed under this contract and are expected to be dedicated for the entire contract period. However, any the change shall be allowed under following circumstances only after due approval:
  - i. During start of engagement: Due to any unavoidable circumstances, if 1 CV (out of 2 CVs) submitted for evaluation can be replaced by the selected Agency during team deployment, duly notifying the circumstances necessitating the replacements, subject to approval of proposed replacement CVs by the DDH, Keonjhar.
  - ii. If both of the 2 CVs (out of 2) are replaced, at the start of engagement, the selected Agency during team deployment, the selected Agency shall duly notify the circumstances necessitating the replacements and seek approval of proposed replacement CVs by the DDH, Keonjhar.
  - iii. If any time of project period, any replacement of personnel is necessitated, the selected Agency shall seek approval of the proposed replacement CV from DDH, Keonjhar.

## **26. Force Majeure**

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a Force Majeure situation

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

## **27. Settlement of Disputes**

The Client and the Agency 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 Magistrate and Collector Keonjhar, Govt of Odisha shall be the final authority to resolve the dispute arising between the Client and the Agency.

## **28. Disqualification of Proposal**

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

- A. Proposal submitted without Bid Processing Fee & EMD as applicable.
- B. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- C. During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
- D. Proposal is received in incomplete form.
- E. Proposal is received after due date and time for submission of bid.
- F. Proposal is not accompanied by all the requisite documents / information.
- G. Bids with any conditional technical and financial offer.
- H. 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.
- I. Proposal is not properly sealed or signed.
- J. Proposal is not conforming to the requirement of the scope of the work of the assignment.
- K. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.
- L. 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.
- M. Any other condition / situation which holds the paramount interest of the Client during the overall section process.

## Section III: Terms of Reference

### Introduction

Keonjhar is an administrative district of Odisha state. The district comprises of 5.3 per cent of Odisha's landmass with about 4.24 per cent of the population of the state. The district has abundant mineral resources and large forest reserves. Despite the vast natural resources, the district continues to be economically backward. The poverty Head Count Ratio (HCR) of the district is 47 per cent.

More than 85 per cent of the population of the district live in rural areas. The district has high proportion of Scheduled Tribe (ST) and Schedule Caste (SC) population, of which ST accounts for 45.5 per cent and SC accounts for 11.6 per cent.

Traditionally, these tribal and forest dwelling communities were dependent on subsistence shifting agriculture and various forest produces for their livelihood. However, rapid degradation of land and forests over the last few decades, due to mining and other anthropogenic reasons, has severely affected their lives and livelihoods.

Today, small (1-2 ha) and marginal farmers (< 1 ha) constitute about 81% of the total number of cultivators in the district. The average size of land holding in the district is just 0.99 ha. Due to poor irrigation potential created, less than 15% of the total geographical area of the district is sown more than once. Agriculture is largely rain fed and limited to the kharif season only.

High population pressure on land, raising cost of inputs, informal sources of credit, growing vulnerability to climate change related extremities, low crop yields and lower than remunerative market prices has turned agriculture into an unprofitable and unsustainable occupation. Unable to ensure a decent quality of life, most male members in these areas resort to migration in search of wage employment for 6-8 months in a year, leaving their productive assets behind.

It is in this context that agro-horti-forestry based development model, presents itself as a promising and viable alternate land use system for sustainable livelihoods and is designed to help small and marginal farmers move towards better income security. The model, by being a source of food, fodder, fuel, medicine and timber helps to improve the overall quality of life of farmers besides being an assured and continuous source of additional revenue, year after year, once the trees reach maturity.

It is also well established that the agro-climatic condition, altitude and soil type of Keonjhar district provides a congenial atmosphere for growing a wide range of horti-forestry crops.

### Description of Orchard Planation

An **orchard** is an intentional plantation of trees or shrubs that is maintained for food production. Orchards comprise Fruit or Nut producing trees which are generally grown for commercial production. Orchards are also sometimes a feature of large gardens, where they serve an aesthetic as well as a productive purpose. A fruit garden is generally synonymous with an orchard, although it is set on a smaller non-commercial scale and may

emphasize fruit trees. Most temperate -zone orchards are laid out in a regular grid, with a grazed or mown grass or bare soil base that makes maintenance and fruit gathering easy.

Most modern commercial orchards are planted for a single variety of fruit. While the importance of introducing biodiversity is recognized in forest plantations, it would seem to be beneficial to introduce some genetic diversity in orchard plantations as well by interspersing other trees through the orchard. Genetic diversity in an orchard would provide resilience to pests and diseases just as in forests.

### **Project Objectives**

- To promote sustainable, participatory livelihood development of small and marginal farmers of Keonjhar district through Orchard plantation.
- To improve the socio-economic condition of project families leading to reduction in poverty and migration.
- To rejuvenate the local natural environment in an integrated and comprehensive manner.
- To build and strengthen Community based organisations/institutions which would enable the communities to aggregate and market the produces.

### **Project Intervention**

1. Establishment and Management of Orchard Plantation.
2. Adoption of in situ soil conservation measures to arrest soil degradation and development of land to make it suitable for establishment of orchard.
3. Establishment of orchard borders (fencing) for planting of multipurpose forestry species to meet the fodder, firewood and timber requirements.
4. Development of water resources, either individually or on a community basis to provide protective irrigation for orchard. The emphasis is on dry land horticulture and providing irrigation during the critical period only.
5. Raising intercrops with improved cultivation practices by building capacity of farmers through training, exposure visit, introduction of new technologies etc.
6. Establishment and Management of Farmers Producer Companies for value addition, processing and marketing of produce.

### **Steps in Project Implementation**

- Selection of Facilitating Agencies for project implementation
- Preparation and submission of Detailed Project Reports (DPR) by selected Agencies
- Administrative approval and sanctioning of funds from DMF, Keonjhar
- Execution of project activities by selected Agencies/Department
- Procurement of input materials through Farmers Producer Companies (FPO)
- Advance fund release to the selected Agencies in a phased manner by DDH, Keonjhar
- Review and monitoring of project by DDH, Keonjhar

## **Project Duration**

The projects involve several social processes, adopt a family-oriented approach and envisages voluntary participation of individual families. Therefore, the total programme of plantation may be phased **over 3 years** and each phase will be supported for a maximum period of **2 years** for maintenance of the orchard plantation.

During the plantation phase, the first two years of intervention will be directly supported by the selected agency and last year shall be facilitated by concerned FPOs promoted during the project period.

## **Project Coverage**

**The Orchard Plantation is proposed to be implemented in an area of Minimum of 200-500 Hac. in each of the 13 blocks of Keonjhar District. Orchard Plantation in each Blocks will be finalized after preparation of DPR's.**

### **Criteria to be adopted by the Agencies for selection of Area:**

- **A maximum of 2 blocks per agency shall be allocated.**
- **The project area shall be selected on a cluster approach. The minimum area of a cluster shall be 4 Hac.**
- Suitability of soil, its fertility, the nature of subsoil and soil depth.
- Site must have proper drainage and no water stagnation during rainy season.
- The climate of the site where fruits are to be grown on a commercial scale must be considered carefully. Factors like day and night temperature, rainfall (frequency, amount and intensity), wind, light, atmospheric humidity, hailstorm frost occurrence, etc.

### **Criteria to be adopted by the Agencies for selection of Family:**

- Small and marginal farmers are eligible for support.
- The beneficiaries should agree to implement the programme in his own land.
- The participating families should be agreeable to work together in groups and contribute labour for their individual farm activities and for community activities as well.
- The participants should commit themselves to make periodic, regular contributions to create a common village fund; and to constitute a representative body at the village/cluster/block level for project management and maintenance of all the valuable assets created by the project.
- Common interventions should cover all the socio-economically weak families in the project area so as to promote integrated development.
- It is expected that the FPO/CBOs will take over the project once the support period is over and the selected agencies exit from the project.

### **Detailed Project Report (DPR)**

- It is mandatory for the selected agencies to prepare and submit a Detailed Project Report. The DPR is a roadmap for the project over the implementing period and serves as a reference document for important purposes such as monitoring, evaluation, documentation etc.
- The preparation of DPR may be preceded by necessary baseline surveys, participatory rural appraisals, focused group discussions etc.
- The DPR should focus on wage employment generated in terms of person days and value of employment generated, development of institutions, people's participation in planning and executing the work envisaged,

improvement in their managerial, technical, book keeping and fund management capability etc.

- DPR should clearly spell out the sequencing and timing of the activities during the project period, activity wise necessary linkages and resource support.
- As the project draws to a close i.e., financial assistance and hand holding for the project concludes, it is necessary that the village level institutions take over the project. It is therefore necessary that a sustainability plan be prepared and reflected in the DPR
- The DPR will consist of necessary maps of the project area depicting the existing land use, topography of the land, available water resources, project interventions etc.
- The DPR shall also include a sustainable plan for regular maintenance, utilization of assets constructed under the project.
- DPR shall include details on input linkage - procurement and distribution of the stocking material, medicine, Chemical and fertilizer to farmers with Output linkage - market study on selling of produces, identification of potential traders and stakeholders for selling.
- DPR shall include value chain and activity mapping with market trends for demand and supply and involvement of key stakeholders in such activities.
- DPR shall provide details with budget breakup for activities namely 'Institution Building', 'Training & Capacity Building' along with details on 'Monitoring & Evaluation of the project'.
- DPR shall include intervention plan and revenue generation by FPO after the project period.
- DPR shall include Geo fencing/tagging
- Geographical Extent Marking
- Land Identification through Bhulekh Plotting
- Individual FRA (Forest Rights Act) Land shall be taken up under this project

### **Establishment and Management of orchard plantation**

Establishment of an orchard is a long-term investment and deserves very critical planning. The selection of proper location and site, planting system and planting distance, choosing the varieties and the nursery plants have to be considered carefully to ensure maximum production.

#### **A. Location and site selection**

Proper selection of sites is important. Selection may be made based on the following criteria:

- I. The location should be in a well-established fruit growing region because one shall get the benefit of experience of other growers and also get the benefit of selling the produce through Farmer Producer Organisations with other fruit growers.
- II. There should be a market close to the area.
- III. The climate should be suitable to grow the chosen fruit crops.
- IV. Adequate water supply should be available round the year.

## **B. Site Selection**

For establishing a new orchard, the grower must have assessed the following factors:

- I. Suitability of soil, its fertility, the nature of subsoil and soil depth.
- II. Site must have proper drainage and no water stagnation during rainy season
- III. Irrigation facilities shall be available; if not, irrigation potential shall be identified.
- IV. There must be proper transport facilities by road within the reach.
- V. Whether the climatic conditions are suitable for the fruits to be grown
- VI. Whether the site is free from the limiting factors such as cyclones, frosts, hailstorms and hot winds.
- VII. Whether there are seasonal gluts or over production in any particular period of the year.
- VIII. Whether there is assured demand in the market for the fruits to be grown.
- IX. Whether his orchard is a new venture or whether there are already other growers.
- X. Availability of labour.
- XI. Geo tagging of the site/ Geo fencing.
- XII. Land Identification through Bhulekh Plotting.

### **Preliminary operations**

After selecting the suitable location and site, some preliminary operations have to be done. Trees are felled without leaving stumps or roots. The shrubs and other weedy growth are also cleared. Deep ploughing is essential to remove big roots. The land should be thoroughly ploughed, levelled and manured. Levelling is important for the economy of irrigation and preventing soil wash. In the hills, the land should be divided into terraces depending upon the topography of the land and the levelling is done within the terraces. Terracing protects the land from erosion. If the soil is poor, it would be advisable to grow a green manure crop and plough it *in situ* so as to improve its physical and chemical conditions before planting operations are taken up.

### **Orchard planning**

A careful plan of the orchard is necessary for the most efficient and economic management. The following points should be taken into account while preparing the plan.

- Optimum spacing to accommodate maximum number of trees per unit area.
- Store cum shed in the orchard should be constructed at the centre for proper supervision.
- Irrigation facilities should be located at convenient places in different parts of the field for better distribution of water.
- Each kind of fruit/fruits should be assigned in a separate block.
- Fruits ripening at the same time should be grouped together.
- Pollinators should be provided in deciduous fruits. In deciduous fruit trees, there are some varieties which require pollen from another variety to set fruits in them, otherwise, they will be barren. Such pollen donors are known as pollinators. Every third tree in every third row should be planted with a pollinator.

- Irrigation channels should be laid along the gradients for most economical conduct of water. For every 30m length of channel, 7.5 cm slope should be given.
- Roads should occupy minimum space for the economy of transport. The clearance between wind break and first row of trees is advantageous for the road.
- Short growing trees should be allotted at the front and tall at the back for easy watching and to improve the appearance.
- Evergreen trees should be in the front and deciduous ones behind.
- Fruits attracting birds and animals should be close to the watchman's shed.
- A good fence is essential. It is proposed for wire mesh fencing
- Wind breaks, rows of tall trees planted close together around the orchard, are essential to resist velocity of wind which cause severe ill-effects particularly moisture evaporation from the soil. Since the wind breaks are very effective in reducing the wind velocity and minimizing the damage to the fruit trees and to other crops, their presence in regions where strong winds prevail is of paramount importance. A wind break ordinarily has its maximum effectiveness for a distance about four times as great as its height but has some effect over twice that distance.

The most effective windbreak is a double row of tall trees alternately placed. There should be at least as much space between the windbreak and the first row of the fruit trees as between fruit trees. It is preferable to dig a trench 90 cm deep at a distance of 3m from the windbreak trees and prune and cut all the roots exposed and again fill up the trenches. This may be repeated every 3 or 4 years in order to avoid the competition between the windbreaks and fruit trees for moisture and nutrition.

### **Laying out of orchards**

Any method of layout should aim at providing a maximum number of trees per hectare, adequate space for proper development of the trees and ensuring convenience in orchard cultural practices. The system of layout can be grouped under two broad categories viz. (a) vertical row planting pattern and (b) alternate row planting pattern. In the former planting pattern (e.g. square system, rectangular system), the trees set in a row are exactly perpendicular to those trees set in their adjacent rows. In the latter planting pattern (i.e., Hexagonal, Quincunx and Triangular), the trees in the adjacent rows are not exactly vertical instead the trees in the even rows are midway between those in the odd rows. In most of the cases square system is adopted but in case of apple ber rectangular method is adopted.

### **Planting Distance**

The minimum vertical distance between any two trees or plants is referred to as the planting distance and this varies depending upon many factors. The principles in deciding the planting distances are the following.

1. Trees when fully grown, the fringes of trees should touch each other but the branches should not interlock.
2. Tree roots will spread over a much larger area than top and there should be proper room for the roots to feed without competition.

**Factors which decide the planting distance are the following:**

- Kind of fruit trees - mangoes are planted at a distance of 10m x 10m, guavas at a distance of 6m x 6m while papayas are planted at a distance of 2m x 2m.
- Rainfall - wider spacing should be given in low rainfall areas than the high rainfall areas for a kind of tree.
- Soil type and soil fertility - in heavy soils less spacing should be given because the top and root growth are limited.
- Rootstocks - trees of the same variety grafted on different rootstocks will grow to different sizes and as such require different planting distances.
- Pruning and training - trees trained on the head system require closer spacing than the other type of training system.
- Irrigation system, In general, if the spacing is too wide, it is obvious that the yield per unit area would be greatly reduced. Only in very, exceptional cases would this be justifiable. Ordinarily it is more profitable to plant the trees closer together and supply the needed water and food materials.
- If the trees are too close together, the trees grow tall, rendering pruning. Spraying and harvesting is difficult. There is root competition and inadequate nutrition and the trees as such give less yield and produce smaller fruits of poor colour. Cultivation also becomes difficult in the closely planted orchards. Close planting results in a greater yield per unit area in the early life of the tree but less in the more important later years.

The total number of trees per hectare for various important horticultural crops planting are given below:

Sl No	Name of the Plant	Spacing (in m.)	No of Plant per Ha
1	Mango	7X7	200
2	Cashew	7X7	200
3	Guava	5X5	400
4	Apple Ber	3X4	800
5	Litchi	7X7	200
6	Pomegranate	5X5	400
7	Lemon	5X5	400
8	Sapota	5X5	400

**Planting season**

The season of planting varies with different fruits and local conditions. There are two seasons of planting in vogue in India.

Monsoon season (June-August) is the best for planting evergreen fruit trees like citrus, mango, sapota and guava. If the trees are planted early in the rainy season, they soon establish themselves and grow vigorously. Deciduous trees may be planted during the dormant period without shock. Care should be taken that planting is done before the growth starts, otherwise trees suffer severely and will be in poor condition to withstand the next hot weather.

## **Planting methods**

After locating the positions of the orchard trees, it is important that the trees are planted exactly where the stakes stood. It can be easily done with the help of a planting board. The planting board is usually 1.5 m long, 10 cm wide and 2.5cm thick with a central notch and one hole on either end, the central notch and the two holes (one on either end) are in a straight line. The planting board is placed in such a way that the stake (tree marker) fits into the central notch. Two small stakes are inserted, one in each end hole. The planting board along with the tree marker is then lifted straight up without disturbing the end stakes. A pit of about 1 m cube or of the desired dimensions at the position of the tree marker is then dug.

The pits are allowed to wither for a few weeks before planting in some cases. The pits are then filled with topsoil already mixed with red earth and well-rotted farmyard manure. Irrigation is then applied to enable the contents of the pits to settle down properly. In the event of depressions taking place as a result of irrigation, more soil should be added to the pits to fill them to the level of the land. The pits are then ready for planting.

## **Transplanting**

The trees should be planted approximately where the original pegs were placed. This is achieved by replacing the planting board in position with the help of the guide pegs and the stem of the trees is brought to the central notch with the help of a hand hoe.

One of the most common mistakes is that of planting the trees too deep. The plants should be sent in such a way that the bud union remains slightly above the ground level. The trees in the field should be planted as deep as they stood in the nursery. The trees are irrigated soon after planting. This consolidates the soil and helps the roots to establish contact with it and to secure a supply of water quickly. A small basin may be made around the tree for this purpose. Planting if taken up during the rains, this basin should be demolished within a day or two so that water will not collect around the tree. This is more dangerous on heavy than light soils.

Spring winds cause damage to the growing plants by giving a constant shaking. To prevent this, plants should be staked when planted. Some young plants are subject to considerable injury from sunburn particularly if they have been trained to single stem with no branches for 45cm or more from the ground. Such trunks can be protected by wrapping them with paper or other material or by painting them with white wash. The latter is probably best, as most materials wrapped around the trunk would be subject to termite attack.

## **2. Orchard cultivation**

Orchard cultivation refers to the careful management of the orchard soil in such a way that the soil is maintained in a good condition suitable to the needs of the tree with least expenses. This involves maintenance of the physical condition of the soil, its moisture and nutrient content. A good system of orchard cultivation should ensure:

1. Weed control and saving in moisture and nutrients
2. Very little disturbance to soil and preventing soil erosion and
3. Reduced cost of cultivation

## **Methods of soil management practices**

### **1. Clean culture**

This type of cultivation is extensively followed in India. This involves regular ploughing and removal of weeds. The clean culture has many disadvantages such as

- i. Humus will be completely depleted rapidly due to frequent cultivation.
- ii. Frequent cultivation causes injury to the feeding roots, the trees may be short lived or stunted in growth.
- iii. Clean cultivation aids in more aeration leading to the depletion of nitrogen.
- iv. Hard pan is created in the soil.
- v. Frequent cultivation causes more soil erosion.

The above-mentioned defects in clean cultivation can be minimized by avoiding deep and frequent cultivation and also cultivation when the soil is too wet.

### **2. Clean culture with cover crops**

This type of soil management involves raising of a cover crop or green manure after removing the weeds. If clean cultivation is attempted during the rains, considerable erosion is almost sure to occur. It is probably best to plant a green manure crop between the trees early in the rains and plough it into the soil towards the end of monsoon season. In India, green manure crops like Sunhemp, Cowpea, Dhaincha, Lupins etc. are more commonly used. Legume cover cropping in mango, guava and other fruit crops is becoming a common practice in the management of orchards. Cowpea and French beans grow well under guava and sapota trees. In some places to prevent soil erosion, certain permanent cover crops like *Calopogonium mucunoides*, *Centrosema pubescens* and *Pueraria phaseoloides* are raised in the alley spaces. They are leguminous crops, establish in a short period, dry up during summer to conserve moisture. With summer showers they come up again because of their profuse seeding habit and spread themselves as a vegetative mat by the time the heavy monsoon starts pouring in.

## **Mulching**

This is one of the important soil management practices adopted in certain countries. Crop residues like straw, cotton stalks, leaves, saw dust, pine needles, coir dust and other materials like polythene films or certain special kinds of paper are spread in the tree basins and in inter spaces between trees. Main objective of mulching is to conserve soil moisture and to control the weed growth. The other advantages of mulching are:

1. Keeps soil cool in day; warm at night hours
2. Reduces surface run-off
3. Adds humus to the soil
4. Prevents soil erosion
5. Fruits are protected and kept clean since they fall on the mulches
6. It allows the absorption of more rainwater and
7. It reduces irrigation frequency.

## Intercropping

In young orchards, the question of how best one can use the land between the trees arises. If the trees are properly spaced there is considerable land which will not be used by the permanent trees for several years. Similarly in the case of other long duration horticultural crops like tapioca, turmeric, ginger and banana some area between adjacent plants will be remaining unoccupied by the main crop for a few months. It naturally appeals to the grower to get some return from this vacant land especially when he is getting no return in the early periods. The practice of growing any economic crop in alley spaces of the fruit trees in the first few years or in the 'unoccupied spaces of the long duration crop in the early periods is referred as intercropping. They also act as a cover crop and the land benefits by the cultivation, irrigation, manuring given to the intercrops. The following important principles should be observed while growing intercrops.

1. Intercrops should not occupy the area where the roots of the fruit trees are concentrated.
2. Soil fertility should be maintained or improved when intercrops are grown.
3. Water requirements of the intercrops should not clash with those of the main fruit trees. The intercrop may require irrigation at a time when it would be detrimental to the trees.
4. Intercrops should be selected with reference to their effect on soil moisture. Grain crops remove excessive moisture to the detriment of fruit trees. The intercrops selected should not exhaust the soil water and nutrients and should not demand more water than is allowed for fruit trees.

Vegetables are the best inter crops when compared to millets. But whatever may be the intercrop grown, it should be kept well away from the main fruit trees and irrigated independently. The intercropping should be stopped when trees occupy the entire orchard space. Thereafter, green manuring or cover cropping should be only practiced. Many growers prefer some quick growing fruit trees to grow as intercrops. Satisfactory fruits are available for this purpose. In temperate regions peaches are often grown between apple trees. Similarly, in properly spaced mango orchard, guava trees can be planted to bear in two or three years and will produce a number of crops before it is necessary to remove them. Such short-lived trees are known as '**fillers**'. Papayas, bananas or phalsa may be well grown as fillers in orchards. The danger in using fillers is when they are allowed to remain in the orchard for too long periods. As normally root system makes a faster growth than the branches, the roots of the permanent trees come in contact with the roots of the fillers before there is any crowding above ground. Therefore, the fillers should be removed after a few years, usually immediately after the main fruit trees have commenced bearing.

The recommended intercrops for some important horticultural crops are given.

Crop	Age	Intercrop
Mango	Up to 7 years	Pulses, Shadow Crops, Vegetables, Cash Crops
Cashew	Up to 5 years	Pulses, Shadow Crops, Vegetables
Guava	Up to 3 years	Pulses, Shadow Crops, Vegetables
Apple Ber	Up to 2 years	Pulses, Shadow Crops, Vegetables
Litchi	Up to 2 years	Pulses, Shadow Crops, Vegetables
Pomegranate	Up to 3 years	Pulses, Shadow Crops, Vegetables
Lemon	Up to 2 years	Pulses, Shadow Crops, Vegetables, Cash Crops
Sapota	Up to 3 years	Pulses, Shadow Crops, Vegetables, Cash Crops

## 1. Adoption of in situ soil conservation measures

- Utilizing the land according to its capabilities.
- Draining out excess water with safe velocity and diverting it to storage ponds for future use.
- Avoiding gully formation & checking at suitable intervals to control soil erosion and recharge ground water.
- Ensure the sustainability of the ecosystem by efficient use of natural resources.

The suitability of a soil conservation treatment depends on slope, rainfall (amount and distribution), soil type and depth, Water holding capacity, location of impervious layer, agricultural practices, land use/land cover, and economics. The following interventions may be taken looking at the land condition.

**Earthen Bunds-** Bunds are small embankment type structures made up of locally available earth materials. Land slope and soil characteristics are considered for selection of bund type and design. Bunds help to check the velocity of the run-off, to carry excessive rainfall safely downstream and to let off stream flow in natural channels. Bunding increases the time of concentration of rainwater where it falls thereby allowing rainwater to percolate into the soil.

**Stone Pitched contour Bunds-** Stone Pitched contour bunds are constructed in contour at suitable intervals in slopes. The adoption of this intervention has led to reduction in soil erosion and increased water availability for crop plants. This type of construction is very suitable for laterite soil or wherever stone is available, up to 35% of slope areas can be protected by this way

**Graded Bunds-** Graded bunds are adopted in areas having low infiltration (< 8 mm/hr) and more than 800 mm rainfall. Graded bunds are laid along predetermined longitudinal grade instead of along the contours for safe disposal of excess runoff.

**Vegetative hedges-** Runoff velocity can be reduced drastically by planting vegetative hedges, bunch grass, or shrubs on the contour at regular intervals. These hedges can increase the time for water to infiltrate into the soil and facilitate sedimentation and deposition of eroded material by reducing the carrying capacity of the overland flow. Vegetative hedges or narrow grass strips serve as porous filters. These hedges may not reduce runoff amount but can drastically decrease soil loss.

**Trenches-** Contour trenches are used both on hill slopes as well as on degraded and barren wastelands for soil and moisture conservation and afforestation purposes. The trenches break the slope and reduce the velocity of surface runoff. It can be used on all slopes irrespective of rainfall conditions.

**Moisture Conservation Pits-** Any form of micro pit shall be constructed over the land surface to arrest excess surface runoff and silting and thus leading to ground water recharge. Pits of suitable dimension are constructed in the field which would impound water and contribute to groundwater recharge during the rainy season. The silt accumulated in the pits could be dug out and used in the farmer's field which would improve nutrient status of the soil.

**Drainage Line Treatment-** Drainage channels/gullies are the carriers of runoff and sediment in watersheds. Steep bed gradient (Slope) of a channel causes high runoff velocity with associated heavy sediment flow. Hence channel gradient needs to be reduced to being the runoff velocities within permissible limits. The Drainage Line treatments aim at betterment of the drainage lines and facilitate a better local production environment of the concerned areas by

providing the required basic infrastructure. Moderation of Floods and related damage, control of saline intrusion etc are the major areas which facilitate increased productivity.

**Percolation Ponds-** Percolation tanks are small water harvesting structures constructed across a natural stream or watercourse to artificially recharge ground water during lean months. These structures increase the availability of water in the wells of the surrounding area even during dry spells, which can be utilised by farmers for domestic as well as for irrigation purposes. They are constructed across nalas for checking velocity of runoff for increasing water percolation, improving soil moisture and promoting siltation.

## **2. Irrigation Infrastructure**

The frequency and amount of irrigation to be provided depends on the type of soil, prevailing climatic conditions, rainfall and its distribution and lastly the age of the trees. No irrigation is required during the monsoon months unless there are long spells of drought. Irrigation should be given at 50% field capacity. Generally inter-crops are grown during the early years of plantation and hence frequency and method of irrigation has to be adjusted accordingly. The method usually followed for irrigating Orchard plantation is basin irrigation, Micro irrigation, flood irrigation. However, use of Drip Irrigation will not only reduce the water requirements but will also help in fertigation in root zones of the plants.

Irrigation potential to be created in orchard plantation through

- Surface based solar lift irrigation
- Solar Based Deep Borewell
- Community Lift Irrigation
- Micro River Lift Irrigation
- Mega Lift Irrigation

## **3. Formation and strengthening Community Based Organisations/Institutions**

The following institutional set up is envisaged in the overall implementation of Orchard Plantation project:

- **Farmers' Group (FG)**

For better planning, execution and management at the grassroot level, individual participant farmers will come together and will be organised in small Farmers' Groups at the patch level.

- **Village Development Committee (VDC)**

Each project village will have a Village Development Committee (VDC), whose members will be nominated from the Farmers' Group at the patch level. This group actually plans, monitors and maintains the WADI project with respect to the village. To facilitate flow of funds at the project village level, the selected agencies shall take suitable measures to open a bank account in the name of the Village Development Committee. The bank account will be jointly operated by one representative of the selected agencies and one representative of the VDC (either the President or Secretary of the VDC). The selected agencies will also involve the VDC in distribution of inputs to the participating families and supervising project activities at the village level. The members of VDC will not be entitled to any monetary benefit.

- **Cluster Development Committee (CDC)**

The VDC of 10 to 12 villages will come together to form a Cluster Development Committee (CDC) for better coordination amongst themselves. The committee should consist of two members from each VDC. The CDC will function as the midpoint between VDC and Farmers Producer Company.

- **Farmers Producer Company**

A number of Cluster Development Committees (CDC) will federate and register as a Producer Company at district level. This will take shape once the base level institutions have fully stabilised and become functional. The company will have two representatives from each Cluster Development Committee (CDC). The Company will be instrumental in providing technical assistance to the project. Both Facilitating agency and Farmer Producer Organisation will be responsible for inputs procurement, processing and marketing of produce besides providing necessary guidance to the CDC for effective management.

### **Registration of FPO**

- The membership of FPOs will be restricted to real Primary Producers. National Policy (Policy and Process Guidelines for Farmer Producer Organization, 2013)
- A FPO must be a member-owned registered body, administered professionally and the organisation must be focused on activities in the agriculture and allied sectors and its related activities.

### **Services to be rendered by the FPO**

FPOs will provide end-to-end services to its members, covering all aspects of cultivation i.e., financial, input supply, technology transfer, procurement and packaging, marketing, insurance and networking services. Based on the emerging needs, the FPOs can add new services with approval of the Deputy Director of Horticulture, Keonjhar to ensure best interest of the farmer

- **Role of Board of Directors:** The Board will deal with key decisions like determination of dividend to be paid to members, appointment of CEO, formulate organizational policies, ensuring maintenance of books and responsibilities conferred in MoA (Memorandum of Association). The Board will be selected in the Annual General Body meeting.
- **Role of CEO:** He/She will be appointed by the Board. CEO is responsible for doing administrative work for the organization, assisting Board in planning and execution, and furnishing the members with periodic information to appraise them of the operation and functions of the Company.
- Land Development work to be taken up through Machinery like JCB through Invitation of Quotations.
- Procurement of Goods & Services to be carried out by FPO through Invitation of Quotations.

## **4. Monitoring and Evaluation**

The principle of monitoring and evaluation shall be based on the following:

- Physical and Financial progress viz-a-viz sanctioned
- Survival/Mortality of plant
- Extent of community participation and institutional set up

- Transparency in procurement processes and fund management
- Convergence with other Dept. schemes
- Quality of activities implemented under this project

A Joint Project Review (JPR) committee is constituted to undertake periodic assessment of the project to ensure the project achieves the desired objective. JPR shall comprise of the following members:

1. Chief Executive Officer, DMF (Member)
2. DDH, Keonjhar (Member-Convener)
3. PD, Watershed Keonjhar (Member)
4. CDAO, Keonjhar (Member)
5. EE, OLIC Keonjhar (Member)
6. KVK scientist, Keonjhar
7. MGNREGA Coordinator, Keonjhar (Member)
8. Representative of PMU, DMF (Member)
9. Representative of selected agency (Member)

**Yearly Financial Audit-** Annual Financial Audit shall be carried out by the selected agency through an independent auditor and the report shall be submitted to DDH, Keonjhar within three months of completion of a Financial Year. No additional funds shall be provided for these audits and evaluations. All assets, equipment and tools procured under the project will be property of the office of the DDH, Keonjhar and the Agency will have no right over it.

**Midterm evaluation-** DDH, Keonjhar will engage a third-party agency for evaluation of the project. NGO will support the agency for evaluation process.

It will include: (a) the relevance of the project components and activities for achievement of the defined objectives; (b) an assessment of progress made during the project period; (c) results achieved in executing the components; (d) deviations from the project execution plan; (e) lessons learned during project execution; (f) outcomes of project team training activities in terms of promoting and facilitating the inclusion of women in training and technical assistance activities; and (g) recommendations that are considered necessary to fine-tune project execution to achieve the defined goals.

**The final evaluation** will be carried out at the end of the project and will consider the following aspects in addition to those addressed in the midterm evaluation: (i) progress made in increasing the participation of beneficiary (ii) changes observed in the management of FG/VDC/CDC/FPO in terms of business and organizational management (iii) improvements in management of processing (iv) the project's achievements with respect to the indicators set out in the logical framework and conclusion as to achieving the defined impacts (v) lessons learned and recommendations for replication to other value chains.

To ensure effective monitoring the selected agencies will:

- Ensure Proper documentation and record keeping of the beneficiaries and Community Based Organisations
- Submit monthly MPR to DDH, Keonjhar defining the physical and financial progress
- Consolidation and submission of quarterly and yearly progress reports to DDH, Keonjhar
- Attend monthly review meeting convened by DDH, Keonjhar
- Submit yearly audit report to DDH, Keonjhar

## 5. Team Composition

The agencies shall engage such professionals and technical personnel as needed for effective implementation, monitoring and sustainability of Orchard Plantation.

Following are the composition for team deployment required for the project:

<b>Details of Manpower Requirement</b>			
<b>Sl.No.</b>	<b>Category of Manpower</b>	<b>Required Qualification/Experience/Skill</b>	<b>No of personnels</b>
1.	Project Manager (Full Time)	Master's degree from any recognized University/Institute and 5 years of working experience in concerned field	1 No for one Block
2.	Project Accountant (Full Time)	B. Com/M. Com from any recognized University/Institute and 2 years of working experience in concerned field	1 No for one Block
3.	Technical Expert (Full Time)	Bachelor's degree/Diploma in Agriculture/Horticulture/Forestry/Science/Environmental Science/Agri business etc. from any recognized University/Institute and 0-2 years of working experience in a concerned field.	1 no for each 250 Hac.
4.	Cluster Coordinator (Full Time)	Bachelor's degree in Arts/Science from any recognized University/Institute and 2-3 years of working experience in a concerned field.	1 no for each 50-75 Hac.
5	Community Resource Person	Minimum 10 <sup>th</sup> pass in any Board/Institutions and 0-2 years of working experience in the concerned field.	1 for each 25 Hac.

**\*Note – For Point no. 1 (If the area under plantation is less then 250 hac in one block, same resource/personnel shall be used as Project Manager & Project Accountant for 2 blocks at the same time.)**

## 6. Responsibilities of DDH, Keonjhar

DDH, Keonjhar will be the nodal department having overall responsibility for the project with following responsibilities:

- Selection of Agency for project implementation through this RFP and formulate the necessary committees for the same.
- Signing of MoU with the selected Agency, overview of the implementation and adherence to the project objectives.
- Approve the Detailed Project Report (DPR) formulated by the selected Agency and suggest changes, if any.
- Verify and payment of bills that are submitted by the selected Agency in a timely manner.

- Organise JPRC (Joint Project Review Committee) on a regular interval for overall assessment of the performance of the project and Agency.
- For Procurement of Goods & Services DDH, Keonjhar will provide the necessary support to agencies by coordinating with Govt Institutions/Agencies. Procurement that can be done through Govt. Departments/Agencies/Institutions shall be done by DDH, Keonjhar.

#### **7. Responsibilities of DMF Keonjhar**

- Administratively approve and sanction of funds for the project proposal as received from DDH, Keonjhar
- Participate in JPRC (Joint Project Review Committee) for performance assessment of the Agency
- Scrutiny and release of funds to the DDH, Keonjhar as per release request submitted and stipulated norms
- Monitor and Evaluate project progress periodically

#### **8. Responsibility of selected Agency**

- Shall prepare the DPR as mentioned in the ToR
- Mobilize community for orchard plantation
- Facilitate in suit soil conservation activities on ground
- Shall form Community Based Organisations (CBO) as mentioned
- Shall mobilize working capital for sustaining & establishing FPO as a business enterprise
- Shall place HR as mentioned in the ToR
- Shall coordinate and support FPO for backward and forward linkages
- Shall recruit and provide training to the staffs under the project
- Shall provide handholding support to FPO for procurement and input linkages

## Section IV: Technical Proposal Submission Forms

### Tech - 1 Covering Letter

(On Bidder's Letter Head)

[Location, Date]

To,  
**Deputy Director of Horticulture,**  
**At- Kashipur, Keonjhar**  
**P.O. Keonjhar District, Pin-758001**

**Subject: Selection of Agencies for Livelihood Enhancement of Small and Marginal Farmers of Keonjhar District Through Orchard Plantation, Odisha under District Mineral Foundation Keonjhar [TECHNICAL PROPOSAL]**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for RFP 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 **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. I remain,

Yours faithfully,

**Authorized Signatory with  
Date and Seal** :

**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

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

**Contact Number of Bidder** : \_\_\_\_\_

**Email id of Bidder** : \_\_\_\_\_

### Tech 2: Bidder's Organization (General Details)

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

**Authorized Signatory with** : \_\_\_\_\_  
**Date and Seal**  
**Name** : \_\_\_\_\_  
**Designation** : \_\_\_\_\_  
**Address of Bidder** : \_\_\_\_\_  
**Contact Number of Bidder** : \_\_\_\_\_  
**Email id of 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 3: Bidders Financial Details

**Annual Average Turnover Statement**  
*(To be furnished on the letter head of the Chartered Accountant)*

The Annual Turnover of M/s \_\_\_\_\_ for the last 3 FYS are given below and certified that the statement is true and correct.

<b>Financial Information (In INR)</b>				
Details	FY 2019-20*	FY 2020-21*	FY 2021-22*	Average
Consulting Turnover (in Crores)				
	<i>Page no in the bid proposal</i>	<i>Page no in the bid proposal</i>	<i>Page no in the bid proposal</i>	
<p><b>* Provisional audited statement shall not be considered.</b></p> <p><b>Supporting Documents:</b>                      Audited certified financial statements for the last three FYs (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form).</p> <p>Filled in information in this format shall 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.</p>				

Signature and Seal of the Company Auditor / Chartered Accountant with Date in original

Name of Chartered Accountant / Authorized Signatory of Company Auditor

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

Membership No. Chartered Accountant / Authorized Signatory of Company Auditor

**Authorized Signatory with** :  
**Date and Seal**  
**Name** : \_\_\_\_\_  
**Designation** : \_\_\_\_\_  
**Address of Bidder** : \_\_\_\_\_  
**Contact Number of Bidder** : \_\_\_\_\_  
**Email id of 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 on INR 100.00 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 of person executing attorney

Name of person executing :  
attorney

Designation of person :  
executing attorney  
Date and Seal

Address of Bidder :

Contact Number of Bidder :

Email id of Bidder :

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## Tech 5: Bidders Past Experience Details

1. Name of the Organization: *As mentioned in the Registration Certificate. Also attach the certification copy (along with page number in the proposal).*
2. Ownership details:
3. Date and Place of Registration/Establishment:
4. Address of Head Office:
5. Correspondence Address (if different from above):
6. Telephone Number and Email id:
7. Name, contact number and email id of Authorized person for this project:
8. Name, contact number and email id of the Chief Officer/Head of the Organization:
9. Work Experience for Operations and Management of 'Orchard Plantation and Watershed management'

Sr. No.	Name of the Project*	Area in Hectares	Name of the Funding Agency	Source of funding (Govt. / Private)	Project Start Date	Project End Date	Project Cost (In Lakhs)	Major Task Carried Out
1								
2								
3								

*(\*Photocopies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates of equivalent projects to be attached as documentary proof along with page number in the proposal. More lines can be added for enumerating experience as required.)*

10. Work Experience in field of Development Sector (Livelihood promotion, Community mobilization and institution building, Natural resource management and watershed promotion):

Sr. No.	Name of the Project**	Number of Beneficiaries	Name of the Funding Agency	Source of funding (Govt. / Private)	Project Start Date	Project End Date	Project Costs (In Lakhs)	Major Task Carried Out
1								
2								
3								

*(\*\*Photocopies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates of equivalent projects to be attached as documentary proof along with page number in the proposal. More lines can be added for enumerating experience as required.)*

11. Any award/recognition for execution of similar projects: *Attach copy and mention page number in proposal.*
12. Details of Tender Fees DD: *Attach copy and mention details here*
13. Details of EMD DD: *Attach copy and mention details here*

Note 1: Information provided in this form shall sufficiently support/justify the criteria of the Technical Qualification Form.

Note 2: All the claims shall be substantiated through production of supporting documents. All supporting documents shall have the period of execution, along with details of the project components clearly highlighted.

**Authorized Signatory with  
Date and Seal** :

**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

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

**Contact Number of Bidder** : \_\_\_\_\_

**Email id of Bidder** : \_\_\_\_\_

## Tech 6: Declaration of Conflict of Interest and Activities

Are there any activities carried out by your agency which are of conflicting nature. If yes, please furnish details of any such activities.

If no, please certify,

### **On Bidders Letter**

I hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities.

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 with  
Date and Seal** :

**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

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

**Contact Number of Bidder** : \_\_\_\_\_

**Email id of 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 Agency 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 considered 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 provided by the Client:**

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

**Authorized Signatory with  
Date and Seal** :

**Name** :

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**Designation** :

---

**Address of Bidder** :

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**Contact Number of Bidder** :

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**Email id of Bidder** :

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## **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 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, the bidder shall 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 viz ‘Technical Approach & Methodology, Work Plan, Organization & Staffing, Challenges Envisaged’]*

- a) **Technical Approach and Methodology:** In this chapter, you shall explain your understanding of the 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. You shall highlight the problems being addressed and their importance and explain the technical approach you shall adopt to address them. You shall also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) **Work Plan:** In this chapter, you shall propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates. The proposed work plan shall be consistent with the technical approach and methodology, **showing understanding of the TOR** and ability to translate and implement **each of the objectives, services, and care to be provided, and scope of work** into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, shall be included here. The work plan shall be consistent with the Work Schedule.
- c) **Organization and Staffing:** In this chapter, you shall propose the structure and composition of your team. You shall list the main disciplines of the assignment, the key expert responsible, and proposed staff. The details of these resources shall be given in Technical Form – 5 and 6.
- d) **Challenges Envisaged:** In this chapter, you shall list out some major challenges that could arise while implementation of the project. Also, the proposed action plan/road map and quality control mechanisms that you shall contemplate to follow while overcoming these challenges.

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

The agencies who are selected for technical presentation shall adhere to the following format while presentation:

<b>Maximum Number of Slides</b>	<b>Slide Heading</b>	<b>Maximum Marks (40)</b>	<b>Maximum Time for Presentation</b>
1 to 3	Understanding of the Assignment and Issues/Challenges	20	5 minutes
4 to 6	Work Plan and Staffing	15	5 minutes
7 to 10	Similar Case Studies	5	5 minutes
	Question & Answer Session		5 minutes

Note 1: Information provided in the form shall correspond to the Technical Presentation.

Note 2: All the claims shall be substantiated through production of supporting documents.

**Authorized Signatory with  
Date and Seal** :

**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

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

**Contact Number of Bidder** : \_\_\_\_\_

**Email id of Bidder** : \_\_\_\_\_

### Tech 9: Format of Curriculum Vitae (CV) for Proposed Key Professional

<b>1.</b>	<b>Proposed Position</b>			
<b>2.</b>	<b>Name of Agency</b>			
<b>3.</b>	<b>Name of Staff</b>			
<b>4.</b>	<b>Date of Birth</b>			
<b>5.</b>	<b>Education</b>			
<b>Name of Institution</b>		<b>Degree(s) or Diploma(s) obtained:</b>	<b>Date/Year of Qualifying</b>	
<b>6.</b>	<b>Membership in Professional Associations/ Trainings attended</b>			
<b>7.</b>	<b>Languages</b>			
<b>Language</b>		<b>Reading</b>	<b>Speaking</b>	<b>Writing</b>
<b>English</b>				
<b>Odia</b>				
<b>Hindi</b>				
<b>Any other</b>				
<b>8.</b>	<b>Employment Record</b>			
<b>From</b>			<b>To</b>	
<b>Employer</b>				
<b>Position/s held</b>				
<b>Responsibilities/ Activities performed:</b>				
<b>From</b>			<b>To</b>	
<b>Employer</b>				
<b>Position/s held</b>				
<b>Responsibilities/ Activities performed</b>				
<b>From</b>			<b>To</b>	
<b>Employer</b>				
<b>Position/s held</b>				
<b>9.</b>	<b>Work Undertaken that Best Illustrates Capacity to Handle the Tasks Assigned</b>			
<b>Name of assignment or project</b>				
<b>Year</b>				
<b>Location</b>				
<b>Client</b>				
<b>Main project features:</b>				
•				
<b>Position/s held</b>				
<b>Responsibilities/Activities performed</b>				

	•																		
	<table border="1"> <tr> <td><b>Name of assignment or project</b></td> <td></td> </tr> <tr> <td><b>Year</b></td> <td></td> </tr> <tr> <td><b>Location</b></td> <td></td> </tr> <tr> <td><b>Client</b></td> <td></td> </tr> <tr> <td colspan="2"><b>Main project features</b></td> </tr> <tr> <td colspan="2">•</td> </tr> <tr> <td><b>Position/s held</b></td> <td></td> </tr> <tr> <td colspan="2"><b>Responsibilities/Activities performed</b></td> </tr> <tr> <td colspan="2">•</td> </tr> </table>	<b>Name of assignment or project</b>		<b>Year</b>		<b>Location</b>		<b>Client</b>		<b>Main project features</b>		•		<b>Position/s held</b>		<b>Responsibilities/Activities performed</b>		•	
<b>Name of assignment or project</b>																			
<b>Year</b>																			
<b>Location</b>																			
<b>Client</b>																			
<b>Main project features</b>																			
•																			
<b>Position/s held</b>																			
<b>Responsibilities/Activities performed</b>																			
•																			
<b>10.</b>	<b>Certification</b>																		
	<p><b>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 my disqualification or dismissal, if engaged</b></p> <p><b>Signature of Key Professional</b></p> <p><b>Date</b></p>																		

**Name of Key Professional:** \_\_\_\_\_

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

**Name and Designation of Authorized Person:** \_\_\_\_\_

**Date and Seal:** \_\_\_\_\_

**Contact Number of Bidder:** \_\_\_\_\_

**Email id of Bidder:** \_\_\_\_\_

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

**Note:**

1. 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.
2. Information provided in the form shall correspond to the Key Personnel Criteria of the Technical Qualification form.
3. All the claims shall be mandatorily substantiated via production of the supporting documents by attaching photocopies of educational documents and experience certificates along with the technical proposal.
4. Experiences between 2006 to 2022 only will be considered for evaluation.
5. CVs submitted as a part of the RFP Bid submission are expected to be deployed full-time for a period of 3 years.

**Tech 10: Proposed Plan to Carry out the Assignment**

Month ▼	1	2	3	4
<b>Sequence of Activities / Sub Activities</b>				
↓				

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

**Authorized Signatory with  
Date and Seal** :

**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

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

**Contact Number of Bidder** : \_\_\_\_\_

**Email id of Bidder** : \_\_\_\_\_

## Tech 11: Non-Consortium Declaration

We, \_\_\_\_\_ <name of the Organisation>, having our registered office at \_\_\_\_\_, <HQ address of the Organisation> hereby certify and confirm that in the preparation and submission of our Proposal for \_\_\_\_\_ (name of the Project) under this RFP Reference No. \_\_\_\_\_, We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti-competitive. We declare that we are submitting this proposal as an independent agency, and not as a part of any consortium/Joint Venture/Associations.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

We also acknowledge that in case of misrepresentation of the information, our proposal / contract shall be rejected / terminated at any stage by the client, which shall be binding on us. Any loss or damage to the client, on this count will be compensated by us.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2023

**Authorized Signatory with  
Date and Seal**

**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

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

**Contact Number of Bidder** : \_\_\_\_\_

**Email id of Bidder** : \_\_\_\_\_

**TECH 12: Affidavit Format for Not Blacklisting**  
**(Notarized on Rs.100/- Non Judicial Stamp Paper)**

**Affidavit**

I, M/s. \_\_\_\_\_ (the name of the Organization) having our registered office at \_\_\_\_\_, <HQ address of the Organisation> hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by Social Security & Empowerment of Persons With Disabilities Department, Govt. of Odisha / Department of Health & FW, Govt. of Odisha / or any other entity of GoO or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the \_\_\_\_\_ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2023

**Authorized Signatory with  
Date and Seal** :

**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

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

**Contact Number of Bidder** : \_\_\_\_\_

**Email id of Bidder** : \_\_\_\_\_

## Section V: Annexures

### Annexure I: Bid Submission Checklist

Sr. No.	Description	Submitted (Yes/No)	Page No.
<b>Technical Proposal (Original)</b>			
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (TECH 1)		
3	Bid Processing Fee of Rs. 10,000/- in form to DD		
4	EMD of Rs. 1,00,000/- in form of DD		
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 (2019-20, 2020-21 & 2021-22)		
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 Potential Conflict of Interest (TECH 6)		
14	Comments and Suggestions (TECH 7)		
15	Description of Approach, Methodology & Work Plan (TECH 8)		
16	CV of Key Professionals (TECH 9)		
17	Work Plan (TECH 10)		
18	Non-Consortium Declaration (TECH 11)		
19	Affidavit Format for Not Blacklisting (TECH 12)		

**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 with** :

**Date and Seal**

**Name** :

**Designation** :

**Address of Bidder** :

**Contact Number of Bidder** :

**Email id of Bidder** :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Annexure II: Undertaking for Assignment

To,  
Deputy Director Horticulture  
At- Kashipur, Keonjhar  
P.O. Keonjhar District, Pin-758001

**Sub: Undertaking for Application of Selection of Agencies for Livelihood Enhancement of Small and Marginal Farmers of Keonjhar District Through Orchard Plantation under District Mineral Foundation Keonjhar**

Dear Sir,

With reference to your RFP document dated \*\*/\*\*/2023, We, having examined the Application Documents and understood their contents, hereby submit our Application for the Project. The Application is unconditional and unqualified.

i. The bidder can submit its application for one or multiple blocks. The Applicant has to clearly mention below under which block it intends to apply for.

SL. No	Block Name
1	
2	

*Note:*

*•The Authority reserves the Right to accept or reject any or all Applications, at any time prior to the award of the contract.*

*Signature of Authorized Signatory of Applicant*

*Seal Name:*

*Designation:*

*Place:*

*Date:*

**Annexure III: Performance Bank Guarantee Format**

[Location, Date]

To,

**Deputy Director Horticulture,  
At- Kashipur, Keonjhar  
P.O. Keonjhar District, Pin-758001**

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

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

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

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

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

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

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

Our branch at Keonjhar ..... (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 Keonjhar branch a written claim or demand and received by us at our Keonjhar branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....

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

.....

**Name and designation of the officer**

.....

.....

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

## Annexure IV: Budget and Fund Flow

### 1. Indicative Estimate of Different Fruit Crops for one Ha.

Sl No	Item/Description	Year 1 Plantation			Year 2 Maintenance			Year 3 Maintenance			Total Amount Amount (Rs)	MGNREGA	DMF,Keonjhar
		Unit (in Nos.)	Rate (Rs)	Amount (Rs)	Unit (in Nos.)	Rate (Rs)	Amount (Rs)	Unit (in Nos.)	Rate (Rs)	Amount (Rs)			
<b>(A) Machinery Work</b>													
1	Land development and soil conservation activities. LS	1	14000	14000	1	14000	14000				28000		28000
2	Digging of pits for 180 Mango/cashew plants and 400 Litchi/Guava/Berry plants (30 pit in 1 hour @ Rs.1500 per hour (Average= 300 Pits per Hac.)	10	1500	15000							15000		15000
<b>Sub- Total (A)</b>				<b>29000</b>	<b>1</b>	<b>14000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43000</b>		<b>43000</b>	
<b>(B) Labour Components</b>													
0													
1	Survey,Layout & demarcation of land for planting in rows (Labour)	5	222	1110	0		0		0		1110	1110	
2	Filling of pits, carrying organic manure/ product, mixing soil and basal dose of fertilizers.	42	222	9324		222	0		222	0	9324	9324	
3	Planting followed by watering	14	222	3108	10	222	2220	5	222	1110	6438	6438	
4	Mulching & Pruning Materials (L.S.)	19	222	4218	10	222	2220	10	222	2220	8658	8658	
5	Fixing of Staking materials	10	222	2220	5	222	1110	0	222	0	3330	3330	
6	Unforeseen Labour Work	20	222	4440	10	222	2220	10	222	2220	8880	8880	
<b>Sub-Total(B)</b>				<b>24420</b>		<b>7770</b>			<b>5550</b>	<b>37740</b>	<b>37740</b>		
<b>(C) Materials/inputs comp.</b>													
0													
1	Grafts Mango/Cashew (7.5X7.5) Grafts Litchi/Guava/Berry (5X5) ~ Average @ 300 Saplings	300	40	12000	28	40	1120	14	40	560	13680		13680
2	Nitrogen(N), Phosphorous (SSP), Potash(K) @ 200 gram per plant ~ Average 300 plants per Hac	300	30	9000	500	30	15000	700	30	21000	45000		45000
3	Cost of Vermi/FYM/Paper Slodge (@ 1 ton per Hac 1st Year,@ 2 ton 2nd year, @2 ton 3rd year)	1000	12	12000	2000	12	24000	2000	12	24000	60000		60000
4	Cost of Staking Materials	300	5	1500	150	5	750	50	5	250	2500		2500
5	Mulching Materials (L.S.) 1 sqm/ Palnt of 100 micron @ 300	300	30	9000			0	0	0	0	9000		9000
6	Pesticide & anti-termites	300	20	6000	300	20	6000	300	20	6000	18000		18000
7	Micro nutrient & Bio fertilizer	300	30	9000	300	30	9000	300	30	9000	27000		27000
8	Wire Mesh fencing for 1 Hac.	1	75000	75000	0	0	0	0	0	0	75000		75000
9	Intercropping seeds,plants,manure,fertilizer etc(LS), vegetables cultivation under drip and trellis	1	10000	10000	1	30000	30000	1	25000	25000	65000		65000
10	Irrigation facility (Borewell/surface based lift with Solar system) for 1 Hac.	1	250000	250000				0	0	0	250000		250000
11	Drip irrigation @ 1 Hac.	1	139390	139390	0	0	0	0	0	0	139390		139390
12	Watch and ward (Aug to March- 8 Months) @222 MD for 5 Hac. Patch	1	10656	10656	1	11000	11000	1	11650	11650	33306		33306
13	Display Board	1	5000	5000							5000		5000
<b>Sub-Total(C)</b>				<b>548546</b>		<b>96870</b>			<b>97460</b>	<b>742876</b>	<b>0</b>	<b>742876</b>	
14	Contingency @ 2.5 % of material / input cost			10971			2422			2437	15829		18738
<b>Grand Total</b>				<b>601966</b>		<b>118640</b>			<b>103010</b>	<b>839445</b>	<b>37740</b>	<b>804614</b>	

**Note-**

Training, capacity building and exposure cost shall be 1% of the Plantation Budget Cost.

Institution Building and monitoring cost shall be 1% of the Plantation Budget Cost.

**2. Details of HR Cost and Requirement for Each Block**

Sl.No.	Category of Personnel	Proposed cost per month (INR)	Proposed cost per annum (INR)	No of personnel's
1.	Project Manager (Full Time)	45,000/-	5,40,000/-	1 No for one Block
2.	Project Accountant (Full Time)	25,000/-	3,00,000/-	1 No for one Block
3.	Technical Expert (Full Time)	25,000/-	3,00,000/-	1 no for each 100 Hac.
4.	Cluster Coordinator (Full Time)	18,000/-	2,16,000/-	1 no for each 50 Hac.
5	Community Resource Person	9,000/-	1,08,000/-	1 for each 25 Hac.
6	One time office set cost (One time)	NA	1,80,000/-	NA
7	Office rent and stationery	15,000/-	1,80,000/-	NA
8	CB, documentation and dissemination cost	10,000/-	1,20,000/-	NA
9	Admin Cost (Lumpsum)		1,00,000/-	