



Office of the Assistant Director of Sericulture,
Keonjhar, Odisha

RFP No: 01/2023

Date: 26.04.2023

REQUEST FOR PROPOSAL

SELECTION OF AGENCIES FOR LIVELIHOOD ENHANCEMENT OF SMALL AND MARGINAL FARMERS OF KEONJHAR DISTRICT THROUGH PLANTATION OF TASAR HOST TREES (ASAN & ARJUN)

Office of the Assistant Director of Sericulture, Keonjhar, Government of Odisha, invites sealed proposals from eligible bidders for "Selection of Agencies for Livelihood Enhancement of Small and Marginal Farmers of Keonjhar District Through Plantation of Tasar Host Trees (Asan & Arjun)" under District Mineral Foundation Keonjhar

Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from <https://kendujhar.nic.in>.

The major events under the bid process are:

Sr. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	26.04.2023
2	Deadline for Submission of Pre-Proposal Query	02.05.2023 by email
3	Issue of Pre-proposal Clarifications	04.05.2023 via online mode
4	Last Date for Submission of Bid	17.05.2023 by 05.00 PM
5	Date of Opening of Technical Bid	18.05.2023 at 11.00 AM
6	Date of Technical Presentation	To be intimated to selected bidders at later stage
7	Method of Selection	Quality Based Selection

The proposal complete in all respects must reach the undersigned by **Speed Post/Registered Post** only latest by **17.05.2023 before 5.00 PM** in a sealed envelope clearly mentioning on the top of it "**Selection of Agencies for Livelihood Enhancement of Small and Marginal Farmers of Keonjhar District Through Plantation of Tasar Host Trees (Asan & Arjun) under District Mineral Foundation Keonjhar**". The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Address for Submission of Proposal:

Office of the Assistant Director of Sericulture,
Park Lane, Keonjhar,
Pin – 758001, Odisha

Request for Proposal

**Selection of Agencies for Livelihood Enhancement of Small and
Marginal Farmers of Keonjhar District Through Plantation of Tasar
Host Trees (Asan & Arjun) under District Mineral Foundation
Keonjhar**



**Office of the Assistant Director Sericulture,
Keonjhar, Government of Odisha**

April 2023

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Disclaimer

This Request for Proposal (RFP) is issued by the Office of the Assistant Director Sericulture, Keonjhar, Govt. of Odisha, hereinafter referred to as ADS 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 ADS Keonjhar nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the ADS, 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 ADS, 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.

ADS 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: 01/2023

Dated:24.04.2023

Name of the Assignment: "Selection of Agencies for Livelihood Enhancement of Small and Marginal Farmers of Keonjhar District Through Plantation of Tasar Host Trees (Asan & Arjun)" under District Mineral Foundation Keonjhar

1. The "Office of the Assistant Director of Sericulture, 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 Plantation of Tasar Host Trees (Asan & Arjun) under District Mineral Foundation Keonjhar". More details on the proposed study are provided at Section-III: 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 Lakhs only)** in form of **Demand Draft** in favour of "Assistant Director Sericulture, 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. 17.05.2023 before 5.00 PM** and the date of opening of the technical proposal is **Dt. 18.05.2023** 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.


Office of the Assistant Director Sericulture, Keonjhar,
Assistant Director Sericulture, Govt. of Odisha
Keonjhar

2. Bidder Data and Factsheet

Sr. No	Particular	Details
1	Name of the Client	Office of the Assistant Director of Sericulture, Keonjhar Park Lane, Keonjhar, Pin – 758001, Odisha Email: adskeonjhar@yahoo.com
2	Method of Selection	Quality Based Selection (QBS)
3	Availability of RFP Document	https://kendujhar.nic.in
4	Date of Issue of RFP	24.04.2023
5	Deadline for Submission of Pre-Proposal Query	02.05.2023 by email on (adskeonjhar@yahoo.com)
6	Issue of Pre-proposal Clarifications	04.05.2023 via online mode on https://kendujhar.nic.in
7	Last Date for submission of Proposal	17.05.2023 by 05.00 PM
8	Date of opening of Technical Proposal	18.05.2023 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 1 of the evaluation {Pre-qualification Criteria})
10	Contact Person / Address for Submission of Proposal	Office of the Assistant Director of Sericulture, Keonjhar Park Lane, Keonjhar, Pin – 758001, Odisha Email: adskeonjhar@yahoo.com
11	Place of Opening of Proposal	Zilla Parishad Conference Hall, 2 nd 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 “Assistant Director Sericulture, Keonjhar” drawn from any Nationalized/Scheduled Bank payable at Keonjhar.

		The bid processing fee shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.
14	Earnest Money Deposit (EMD) (Refundable)	INR 1,00,000/- (Rupees One Lakhs only) in the form of demand draft drawn in favour of "Assistant Director Sericulture, Keonjhar" drawn in any Nationalized/Scheduled Bank payable at Keonjhar. The EMD shall be submitted along with the 1 st 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.


 Office of the Assistant Director of Sericulture, Keonjhar,
 Govt. of Odisha
 Assistant Director Sericulture
 Keonjhar

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	<ul style="list-style-type: none"> • Certificate of Incorporation • Registration Certificate • PAN No. • GST No. / Form 12 AA Certificate along with 80G • Registration certificate of NGO Darpan Portal
2.	Financial Capacity	The Agency shall have an average annual turnover of at least Rupees One (1) Crores 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"> • Implementation of Sericulture/WADI Model Plantation. • Implementation of Watershed Projects. • Implementation of Plantation activities in convergence of MGNREGA scheme or any other Government Plantation Scheme. • Community Mobilization and capacity building of CBOs. 	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 favour of 'Assistant Director Sericulture, 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 Lakhs Only), in the form of Demand Draft in favour of 'Assistant Director Sericulture, Keonjhar', and payable at Keonjhar.	Original Demand Draft
NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, when asked for.			

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-1)
- 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)
- TECH - 7 till TECH -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 complete 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/- (Ten Thousand Rupees Only) in the shape of DD from any Nationalized/Scheduled

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 Lakhs only) in shape of DD from any scheduled Nationalized/Scheduled bank in favor of "Assistant Director Sericulture, 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 ADS Keonjhar through email at 'adskeonjhar@yahoo.com' till the date mentioned in the Bidders Data and Factsheet. Clarifications to the above will be uploaded in <https://keonjhar.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. Bidder shall 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 Plantation of Tasar Host Trees (Asan & Arjun), 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 Plantation of Tasar Host Trees (Asan & Arjun), 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 (1st Stage)*: Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

- Filled in Bid Submission Check List in Original (**Annexure-1**)
- 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 (2nd 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:

Sr. No.	Criteria	Maximum Marks
1	Experience of the Bidder***	40 Marks
1.1	Prior experience of implementing plantation projects (Department of Sericulture, NABARD Wadi, DMF WADI, OTELP, OTELP+, Horticulture, soil and water conservation, Forest Dept.) and other Govt. funded agencies) Project Implementation duration starting from FY 2006-07 to FY 2021-22. Years of experience Scoring Criteria	10 Marks

	<ul style="list-style-type: none"> ● Up to one Year = 1 Marks ● 1 year to 3 years = 5 Marks ● 3 years to 5 years = 7 Marks ● More than 5 years = 10 Marks 	
1.2	<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"> ● Up to one Year = 1 Marks ● 1 year to 3 years = 2 Marks ● 3 years to 5 years = 3 Marks ● More than 5 years = 5 Marks 	5 Marks
1.3	<p>Prior experience of implementing plantation projects (Department of Sericulture, 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"> ● Less than 100 Hac. = 1 Marks ● 100 to 300 Hac. = 2 Marks ● 300 to 600 Hac. = 5 Marks ● 600 to 1000 Hac. = 7 Marks ● More than 1000 Hac. = 10 marks 	10 Marks
1.4	<p>Experience of implementing Watershed projects under MoRD(GoI)/PR & DW Dept(GoO), ST & SC Development Department (GoO), Department of Agriculture and Farmers empowerment (GoO), CSR, Philanthropy,NABARD and UN organizations or any donor agencies</p> <p>Scoring Criteria</p> <ul style="list-style-type: none"> ● Up to one year = 1 Marks ● 1 year to 3 years = 3 Marks ● 3 to 5 years = 7 Marks ● More than 5 years = 10 Marks 	10 Marks
1.5	<p>Prior experience in formation and promotion of Community Based Organizations like Village level committee, Producer Organizations, Producer company, Cooperatives, federation etc..</p> <p>Scoring Criteria</p> <ul style="list-style-type: none"> ● Up to 10 CBO's = 1 Marks ● 10 to 25 CBO's = 2 Marks ● 25 to 50 CBO's = 3 Marks ● More than 50 CBO's = 5 Marks 	5 Marks

2	Personnel*	15 Marks
2.1	Project Manager (One person per block)* <ul style="list-style-type: none"> ● Master's degree from any recognized University/Institute and minimum 5 years of working experience in concerned field ● Good knowledge and experience of livelihood program implementation <i>*(1 CV to be showcased)</i>	10 Marks <ul style="list-style-type: none"> ● 5 marks - for educational qualification ● 5 marks - for educational qualification
2.2	Technical Expert (One person per block)* <ul style="list-style-type: none"> ● Bachelor's degree/Diploma in Sericulture/Agriculture/Horticulture/Forestry/Science/Environmental Science/Agri business etc. from any recognized University/Institute and minimum of 3 years of working experience in a concerned field. <i>*(1 CV to be showcased)</i>	5 Marks <ul style="list-style-type: none"> ● 3 marks - for educational qualification ● 2 mark - for work experience
3	Awards and Recognition of the Bidder	5 Marks
3.1	Recognised at District/State/National level (Specific to Livelihood projects)	5 Marks
4	Technical Presentation	40 Marks
4.1	Presentation on Approach, Methodology and Work Plan <ol style="list-style-type: none"> 1. Understanding of the Assignment and Issues/Challenges (20 Marks) 2. Approach, Methodology and Work Plan (15 Marks) 3. Similar Case Studies (5 Marks) 	40 Marks Technical Presentation
	Total (1 + 2 + 3 + 4 + 5)	100 Marks**

Note:

* 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 4 years.

** The minimum qualifying mark is: 60 (60%).

*** 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.

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 ADS 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 “**Assistant Director Sericulture, 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

ADS 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 ADS 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 ADS 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 ADS 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

Keonjhar is an administrative district of Odisha state. The district comprises of 5.3 per cent of Odisha's landmass with about 4.2 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 Schedule Caste (SC) and Scheduled Tribe (ST) population, of which SC accounts for 11.6 per cent and ST accounts for 45.5 per cent.

Tasar sericulture has been a traditional practice and a major source of livelihood for the people living in forest fringe areas of this region. The Bengal District Gazetteers of 1910 mentions that Tasar rearing was the traditional occupation of forest dwellers and one of the important Minor Forest Produces (MFPs) in Bonai, Bamra, Dhenkanal, Gangpur, Mayurbhanj, Narsingpur, Nilgiri, Pallahara, Rairakhol and Sonpur states. Tasar was considered an 'inferior' form of occupation and was primarily carried out by people from the Scheduled Castes (Doms, Ghasis and Pans) and indigenous communities like the Gonds. Asan (*Terminalia tomentosa*) is the primary host plant for Tasar rearing in this region. Asan is a large deciduous tree with a clean bole and full crown. It is one of the common Indian forest trees; it attains a girth of 12 feet (3.65 m) or more and grows above 100 feet (30.4 m) in favourable clayey soils but is stunted in dry rocky ground and other unfavourable conditions. Asan is usually found in the Sal (*Shorea robusta*) forests along with other associates of *Lagerstroemia parviflora*, *Terminalia bellirica* (Bahera), *Adina cardifolia* (Haldu) etc. Asan is an important companion species in the Moist Peninsular Sal Forests in the north western Odisha Tasar rearing tracts. Due to its lower gestation period to attain maturity, Arjun (*Terminalia Arjuna*) is primarily preferred for Plantation and gap filling in forest rearing plots over Asan. A typical Tasarrearer may require 1500-2000 Arjun plants planted in an area of 1 hectare to undertake a commercial rearing of Tasarsilk worms in her fields.

According to Central Tasar Research and Training Institute (CTR&TI), Ranchi, Odisha was third largest producer of raw silk during year 2015-16. In the northern part of Odisha, Tasar silkworm rearing is part of traditional cultures of the tribal communities. Especially in the district of Keonjhar, Tasar rearing is an important source of livelihood for a significant number of tribal families. The agro climatic conditions and natural resources are suitable for Tasar Silkworm rearing. Tasarrearers are spread over the Blocks of Banspal, Harichandanpur, Telkoi, Jhumpura, Sadar in Keonjhar district. Tasar silkworms are reared mainly in the natural forests in the Protected Forest areas. Asan is the dominant species of silkworm host tree in the forests of Keonjhar. On an average, the entire family of the rearer spends upto 80-90 days in silkworm rearing in the forestland. In a good cropping season, a rearer can earn up to Rs.18,000/- (inclusive of her labour) by rearing 100 Disease Free Laying (DFL) in one hectare of Tasar host tree Plantation. This engagement is available during a period of the year when other opportunities for earning/wage employment is hardly available.

Government of Odisha has made systematic efforts to promote Tasar Producers' Cooperatives as a means to strengthen the livelihoods of producers across the value chain. Since the late '70s the state government has taken various initiatives to bring all the producers within the fold of collectives. The Cooperatives (TRCS) today are fully responsible for organizing DFL supply, offering extension services and buying bulk of the cocoons from the rearers at fair prices. Subsidies from the Government for setting up infrastructure, conducting training and for product promotion are also routed through the cooperatives. The Government has brought changes in the policies that prevent transportation of cocoons outside the state. This was done to ensure supply of adequate amount of raw materials (cocoons) for the weavers at fair rates. A total of 5,000 families are engaged in seed or commercial rearing to earn their livelihood in Keonjhar and they are organised across 13 TRCS in the district.

CSB under their Catalytic Development Programme (CDP) has invested in building Tasar pre-cocoon sector under their various plan phases. Mahila Kisan ShashakikaranPariyojna (MKSP) project (2013-2016) of Ministry of Rural Development (MoRD) was the first value chain intervention in the district in Tasar pre-cocoon sector. The project was supported by CSB and implemented by NGOs and it was successful in achieving the following set goals.

- Total Family Coverage under the Project :2,654
- Total Families mobilized into SHGs :748
- Total Area (Ha.) of Plantation raised :80
- Total Area (Ha.) of Natural Forest rejuvenated :940

DFLs production capacity built

- Basic Seed DFLs (Lakh Units) :0.50
- Commercial DFLs (Lakh Units) :15
- Annual Cocoon Production capacity built :265 Lakh Pieces

In spite of all these efforts, Odisha continues to be a deficit state with a shortfall of more than 400 metric tonnes of raw silk every year. In the past three decades, Tasar sericulture has seen steady decline, adversely affecting the livelihood earnings of a large number of marginalized families. The decline is caused by factors such as shortage of good quality Disease Free Layings (DFL) supply, lack of extension support from the government, a general lack of institutional mechanism for promoting seed organisations and lack of credit. Tasarrearers in the district continue to suffer due to lack of availability of critical inputs like adequate number of Tasar host trees, quality Disease Free Laying (DFL) etc. Most of the rearing takes place in Asan patches in the forest, called *pahi*. Each rearer has about 150 to 300 trees in Banspal block and 200 to 700 trees in Harichandanpur block. Most of the trees currently being used for rearing are over 25 years old, on an average. Depending upon proper plant management practices, these plants have a productive life span of 40 years, considering the soil and climatic context of Keonjhar. Recent decades have seen reduction in number of host trees due to degradation of forests and conversion of large areas under forests into agriculture land to meet the ever-increasing food needs. However, there are patches of fallow revenue wasteland in these areas which can be utilised for raising Tasar host tree Plantation.

After successful implementation of Tasar host trees Plantation in 600 ha. of revenue waste land in Banspal and Harichandanpur block with funding support from DMF, there is huge demand for perusing host tree plantation. In this context, ADS proposes to undertake Tasar host tree Plantation in 3000 ha. of fallow revenue wasteland land available in the Tasar rearing areas with financial support from DMF, Keonjhar. This will help Tasar rearing families resume their traditional livelihood and increase their income along with preserving the local ecology.

A.Description

Asan and Arjun are the primary host trees for feeding Tasar silkworms. Tasar host tree Plantation shall be taken up in contiguous patches of revenue wasteland. A block Plantation of one hectare holds 1852 plants of Arjun and Asan in the ratio of 70:30. The intermediate space can be utilized for taking intercropping activities. Any innovation in the above recommendation to increase the per hectare economic yield is encouraged.

B.Project objectives

1. To promote sustainable, participatory livelihood development in the mining affected areas of Keonjhar through Plantation of TASAR Host Trees

2. To create dependable Plantation of TASAR Host Trees asset base for Tasarrearer in a cluster approach in the Tasar growing areas of the district
3. To improve the standard of living of beneficiaries families by enhancing access to natural resources leading to reduction in poverty
4. To increase Plantation of TASAR Host Trees cover in the district by utilising revenue wasteland
5. To rejuvenate the local natural environment in an integrated and comprehensive manner
6. To build and strengthen local institutions which would enable the communities to be partners in programme execution and bringing improvement in their social and economic status

C.Project Intervention

1. Raising Tasar host tree Plantation in fallow revenue wastelands in forest fringe areas by raising block Plantation
2. Adopting in situ soil conservation measures to arrest soil degradation and development of land to make it suitable for Tasar host tree Plantation
3. Developing water resources, either individually or on a community basis to provide protective irrigation for the Plantation
4. Raising intercrops with improved cultivation practices by building capacity of farmers through training, exposure visits, introduction of new technologies etc
5. Promoting and strengthening of community level institutions like Tasar Vikash Samiti (TVS) and TRCS
6. Building a cadre at community level who will support the above-mentioned activities in the long run

D.Steps in Project Implementation

1. Selection of Agencies for project implementation through the RFP process
2. Signing of MOA between selected agencies and DoS
3. Preparation and submission of Detailed Project Reports (DPR) by selected Agencies to ADS
4. ADS will request for sanction/approval of DPR to DMF
5. Administrative Sanction/Approval of DPRs by DMF
6. Execution of project measures by selected Agencies with active participation of project communities
7. Fund release to the selected Agencies in a phased manner, as per the standard procedure
8. Review and monitoring of project

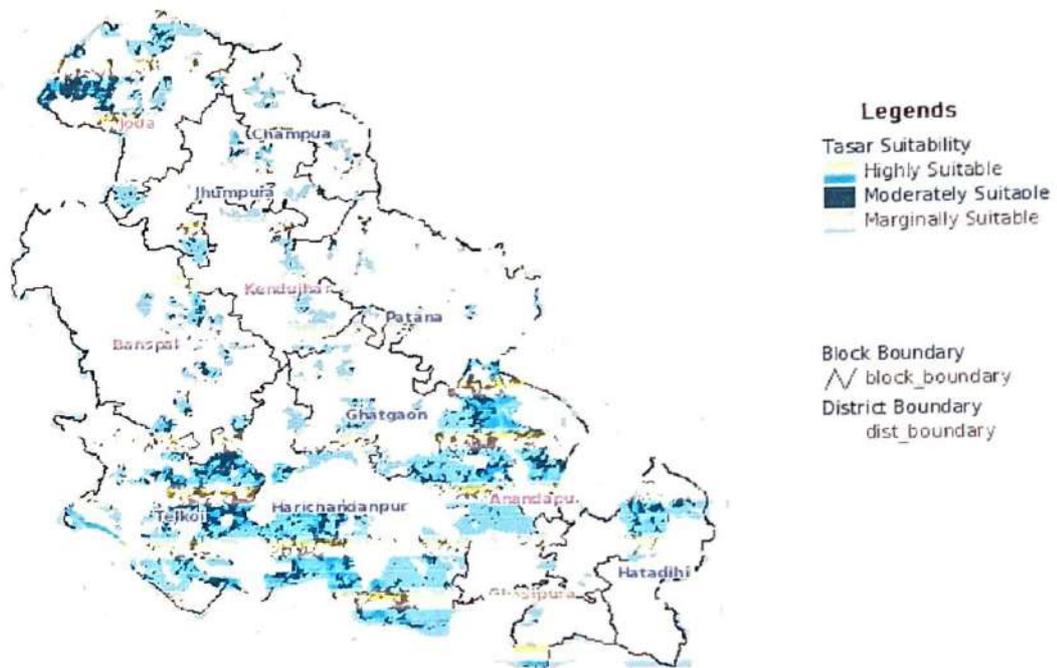
E.Project Duration

The project involves several social processes, adopts a family oriented approach and envisages voluntary participation of individual families. **Therefore, the total programme of Plantation of TASAR Host**

Trees will be phased over 4 years and each phase will be supported for a maximum period of subsequent 3 years considering the gestation period of the plant species. Thus, the project with 3 phases will be fully implemented in a total period of 6 years.

F. Project Coverage

Central Silk Board (CSB) in collaboration with North Eastern Space Application Centre (NESAC), Umiam, Meghalaya conducted a scientific study to identify the potential area to be taken under Tasar sericulture in Keonjhar district. Following map and table depicts the findings of NESAC:



Reference: Keonjhar Tasar

sericulture map, NESAC,

<http://silks.csb.gov.in/keonjhar/potential-sites-for-silkworm-food-plants/>

Suitable area (in ha) for Tasar in project blocks

BLOCK	High	Moderate	Marginal	Total
Jhumpura	767.97	2122.42	2001.75	4892.14
Banspal	2022.92	3843.27	4409.89	10276.08
Harichandanpur	12053.21	11707.17	17933.21	41693.60
Ghatagaon	2659.07	8497.89	9238.16	20395.13
Telkoi	14542.28	11218.08	9727.24	35487.61
Total	32045.45	37388.83	43310.25	112744.56

The Tasar host tree Plantation is proposed to be implemented across an area of 1500 hectares in the potential villages of Jhumpura, Banspal ,Telkoi, Ghatagaon and Harichandanpur blocks in Keonjhar.

- **Note: Tasar Host Tree Plantation area in each block shall be finalized after preparation of DPR's.*
- *A maximum of 2 blocks per agency shall be allocated. However, it may be changed as per the scenario and selection committee recommendation.*

G.Criteria to be adopted for selection of area:

The area for implementing the project should be selected on a cluster approach. The minimum area of a contiguous patch should be 4 hectares and lie within the area identified to be suitable by NESAC study for taking Tasar sericulture Plantation of TASAR Host Trees.

1. The viability of project investment, sustainability of the interventions and adoption of plant management practices should be borne in mind by DoS and the agencies while selecting suitable area.
2. Each cluster should have a potential of 100-200 beneficiary families within 1-2 GPs.
3. Villages with a known history of coming together for common causes and villages that have shown concern for resource conservation should be given priority.
4. The topography of the terrain i.e., ridge/valley/plains should be critically looked into while finalizing the specific interventions.

H.Criteria to be adopted by the Agencies for selection of beneficiary families

1. Beneficiary families must belong to ST/SC category only.
2. At least one of the members of the beneficiary family should be a member of TRCS. In case the selected family is not the member of TRCS they must be immediately enrolled to the respective TRCS.
3. Priority should be given to landless families taking sub-optimal Tasar rearing in forest fringes.
4. The beneficiary families should commit themselves to make periodic, regular contributions to create a common village interest group fund; for activities under Plantation and maintenance of all the valuable assets created by the project.
5. The support towards Tasar host tree Plantation activities covered under this project will be extended for **one hectare of land per beneficiary family only.**
6. The participating families should be agreeable to work together in groups and contribute labour for their individual Plantation activities and for community activities as well.

I.Role of DMF

- Selection of agencies for project implementation

- Facilitating MoA between DoS and the selected agencies
- Scrutiny and release of funds as per actual bill submitted
- Monitoring and evaluating the project from time to time

J.Role of Department of sericulture (DoS)

- DoS in consultation with selected agencies will identify suitable revenue land for Tasar host tree Plantation conforming to above criteria and take possession of the land from revenue department for Plantation activity.
- DoS will in turn hand over the land to the selected agencies to develop Tasar host tree Plantation of TASAR Host Trees.
- The handing over of land for each Plantation year by DoS to the agencies should be completed by the preceding December month.
- DoS will verify the consent letter submitted by beneficiary families identified by the agencies for taking Tasar host tree Plantation of TASAR Host Trees.
- DoS will enrol all the bonafide beneficiary families identified by the agencies into the fold of respective TRCS.
- DoS will confer tree patta @ Re1/hectare to the beneficiary families by the end of three years of starting Plantation activities in the respective patch.

K.Roles of selected Agencies

- The selected agencies will coordinate with DoS to identify the suitable beneficiary families confirming to above criteria before beginning any intervention on the land identified. The selected agency and DoS will jointly delineate the land for tree *pattas* to beneficiary families at the time of beginning of new Plantation itself.
- The selected agencies will facilitate beneficiary families (both male and female beneficiaries from the family) to submit a consent letter for undertaking Plantation during the project period.
- The selected agencies will organise beneficiaries into hamlet level Plantation committee named Tasar Vikash Samiti (TVS).
- The selected agencies will ensure that proper book keeping, accounting procedure, meeting processes etc. are followed in all the TVS during the entire project period.
- The selected Agencies will be fully responsible for implementation of the project successfully.
- It is expected that the communities will take over the project once the support period is over and the selected agencies exit from the project.

L.Detailed Project Report (DPR)

1. The maximum of 2 blocks per agency shall be allocated.

2. 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.
3. The preparation of DPR may be preceded by necessary base line surveys, participatory rural appraisals, focused group discussions etc.
4. 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 capabilities etc.
5. DPR should clearly spell out the sequencing and timing of the activities during the project period; activity wise necessary linkages and resource support.
6. 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.
7. 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.

M. Institutional set up

The following institutional set up is envisaged in the overall implementation of Tasar host tree Plantation project:

Tasar Vikash Samiti (TVS)

- For better planning, execution and management at the grass root level, all the beneficiary families (preferably represented by women from the family) will come together and will be organised at patch level into a Tasar Vikash Samiti
- TVS will function as an informal body for managing Plantation at patch level and will unanimously nominate its office bearer namely President, Secretary and Treasurer
- TVS will conduct periodic meeting related planning, executing, procurements, distribution and utilisation of input materials at their level
- TVS will mobilise regular contributions from the members to create and maintain a separate fund for any contingent activity under Plantation and maintenance of all the valuable assets created under the project

TasarRearers' Cooperative Society(TRCS)

- All the beneficiaries will take membership in the respective TasarRearers' Cooperative Society
- TRCS will provide cluster level leadership to the TVS

- TRCS will liaison with various government departments/functionaries and assist TVS in convergence activities
- TRCS will link Plantation beneficiaries with various welfare schemes run by DoS including health insurance, availing rearing equipments etc
- TRCS will closely work with the selected agencies to contribute towards fulfilment of project goals
- TRCS will promote Tasar rearing with the beneficiary families in the raised Plantation of TASAR Host Treess when the Plantation is matured for undertaking rearing by the end of the project period

N.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 Plantation of TASAR Host Treess
- Extent of community participation
- Transparency in processes and fund management
- Convergence with programmes of other agencies

General indicator for raising Tasar host tree Plantation

1. Average height of saplings used for transplantation should be 30 inch and thickness (girth) should be 1 inch
2. Survival percentage after one year should be more than 95%
3. Survival percentage after two years should be more than 90%
4. Survival percentage after three years should be more than 80%
5. Average height of plants should be more than 8ft after the second hoeing in the third year

The mechanism to undertake monitoring and evaluation are as following:

Midterm evaluation 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 beneficiaries (ii) changes observed in the management of TVS in terms of business and technical management (iii) linkage with TRCS/Seed organisations (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 learnt and recommendations for replication.

The midterm and final evaluation will be carried out by a committee constituted for the purpose by the District Collector cum Management Trustee of DMF Keonjhar.

To facilitate effective monitoring the selected agencies will:

1. Ensure Proper documentation and record keeping of the beneficiaries and groups
2. Ensure field visit of at least 10 days a month to project villages by staff
3. Consolidation and submission of monthly, quarterly and yearly progress reports to ADS, Dept of Sericulture
4. Attend review meetings conducted by DoS or DMF as and when required

NOTE:

All assets and properties created under the project will be the property of the community under necessary institutional arrangement and neither DoS nor the selected agency will have any right over it.

O.Team Composition

The agencies will engage such professionals and technical personnel as needed for effective implementation, monitoring and sustainability of the project.

Following are the minimum team deployment required for the project:

SL No	Designation	No of Staff	Block/Area (In Ha.)
1	Program Manager	1	Per Block
2	Technical Expert	1	Per Block
3	Accountant	1	Per Block
4	Supervisor	1	100
5	TasarSathy	1	25
6	Cattle Guard (Watch & Ward)	1	4

**Note – For Point no. 1, 2 &3 (If the area under plantation is less than 200 hac in one block, same resource/personnel shall be used as Program Manager, Technical Expert and Accountant for 2 blocks at the same time.)*

Section IV: Technical Proposal Submission Forms

Tech - 1 Covering Letter

(On Bidder's Letter Head)

[Location, Date]

To,
Assistant Director, Sericulture
Park Lane,
P.O. Keonjhar District, Pin-758001

Subject: Selection of Agencies for Livelihood Enhancement of Small and Marginal Farmers of Keonjhar District Through Plantation of Tasar Host Trees (Asan & Arjun), 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	Name of the Bidder	
2	Address for communication: Tel: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id:	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount: DD No.: Date: Name of the Bank:	
7	EMD Details 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 No. 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.

Financial Information (In INR)				
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><i>* Provisional audited statement shall not be considered.</i></p> <p>Supporting Documents:</p> <p>Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form).</p> <p>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 :

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*	Number of 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 phrasing 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 : _____

Designation : _____

Address of Bidder : _____

**Contact Number of
Bidder** : _____

Email id of Bidder : _____

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:

Maximum Number of Slides	Slide Heading	Maximum Marks (40)	Maximum Time for Presentation
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

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

	•
	Position/s held
	Responsibilities/Activities performed
	•
	Name of assignment or project
	Year
	Location
	Client
	Main project features
	•
	Position/s held
	Responsibilities/Activities performed
	•
10.	Certification
	I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to my disqualification or dismissal, if engaged
	Signature of Key Professional
	Date

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 4 years.

Tech 10: Proposed Plan to Carry out the Assignment

Month ▾	1	2	3	4
Sequence of Activities / Sub Activities				
↓				

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.
	Technical Proposal (Original)		
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)		
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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: Performance Bank Guarantee Format

[Location, Date]

To,
**Assistant Director Sericulture,
At- 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 III: Budget and Fund Flow

1. Abstract of Budget

Budget for 1st year of Tasar host tree plantation for 1hectare (1894 plants)								
Sl no	Particulars/Activities	Unit	Qty/(vol of work) Number	MGNREGA Component (A)		DMF Component (B)		Grand Total Amt (Rs)
				No of man days/Qty	Amt (Rs)@222/MD	No.	Amount (in Rs)	
SOIL AND EARTH WORK COMPONENT								
1	Land Cleaning	Sq. meter	10000			40	8880	8880
2	Soil conservation							
a)	Stagger trench(2'x1.5'x1'=3cft)of 6' length- 800units or field bunding or contour trenches	Cu. meter	151.2	89	20025			20025
b)	Cattle Proof Trench (CPT) to be excavated at the outside of the plot throughout the perimeter in hard soil (Top width=6', Bottom width=5' & Depth=5'); So, the volume of the unit CPT per running ft of the CPT=(6+5)/2*5*1=27.5cft including Labour required for clods breaking & rough dressing of the construction of bund (Excavated earth to be staged and compacted at the innerside of the plot with bund's top width=3', Bottom width=7.5' & Height=5')	Cu. meter	457			213	47286	47286
3	Pit digging(1.5'x1.5'x1.5'=3.375cft) 1894 nos	Cu. meter	181			118	26196	26196
4	Pit filling with specified doses of inputs et.all @ 1.5 kg of Vermi compost and mixing up with soil at pits as per the direction of field supervisor @ 50 pits/1 Uskd	No	1894			38	8436	8436
5	Transplanting including the carriage of the saplings upto the pit as per the direction of the field supervisor @ 40 saplings/1 Uskd	No	1894			47	10434	10434
6	Labour cost for Watering of plants	No	1894	19	4218			4218
7	Labour cost for Basin formation & weeding	No	1894	38	8436			8436
8	Labour cost for application of termiticides (Pyretrum or equivalant, e.g. Biflex TC) @ 200 pits /1 Uskd (2 times ; once at the time of pit filling & once at the time of interculture in Nov.)	No	1894	19	4218			
9	Labour cost for spraying of insecticides (Azadiractin 3000PPM @ 200 saplings/1 Uskd) @ 2 times	No	1894		0			
10	Labour cost for spraying of Copper mixed fungicide like Blue copper (CuOCl) @ 1 gm /sapling with water as solvent @ 200 saplings/1 Uskd) @ 2 times	No	1894	19	4218			

8	Inter-cropping within the space of host plants	Cubic Metcr	7500	15	3330			3330
10	Watch & ward (Aug to march 8 months) @ 222/MD for 4 hectare patch					48	10656	10656
12	TasarSathi (April to March) @ 326/day	One/ 25 Hectare				37	12062	12062
11	Engagement of person @10 hec patch for supply of drinking water to the labourers during working period 1 Uskd per 25 Uskd			30	6660			6660
	Sub total (A)			229	51105	541	123950	166619
MATERIAL COMPONENT								
1	Cost of Asan/Arjun seedlings and seedlings for wind break including 10% mortality @ Rs9.45/-	No				2083	19684	19684
2	FYM/compost 1.5 Kg per plant or 0.25cft per plants @ Rs 25/-cft or Vermi compost 0.5 Kg per plant @ Rs 12 /Kg	Cft				474	11850	11850
3	Cost of sulphala(i.e NPK or 10:26:26) or equivalent @50 gms/sapling i.e required at the time of interculture @ 50 gms/interculture (including cost of carriage/trnsportation upto the plot area) as per present local market rate	Kg				95	3325	3325
4	Cost of Bifenthrin 2.5% EC (likeBiflex TC or equivalent) for spraying in pits (@ 2-3ml/2 sapling for 2 times a year first before pit filling and rest as per requirement) to prevent termites as per present local market rate (taking 3ml for quantity calculation)	Ltr				6	4200	4200
5	Cost of 3000 PPM Azdiractin based insecticide or equivalent @ 2 ml/2 saplings spray for 2 times	Ltr				4	3000	3000
6	Cost of Copper based fungicide like Blue copper (CuOC1) @ 2 gms/ 2 plant for spray on the saplings for 2 times as per present local market rate	Ltr				4	3000	3000
7	Transportation of sapling from nursery site to plantation site over an average of 20 to 40 kms @4/seedling for 2083 nos.	No.s				2083	8332	8332
8	Cost of farm implements	Lump sum					117008	11700
9	Seed material for intercropping/bund crop	Lump sum					2500	2500
10	Cost of ploughing of field for intercropping & bush cleaning within the tasar host plants	Lump sum					4000	
11	Photographs, documentation ,shed preparation, first aid, preparation of display board	Lump sum					2500	2500

12	Protective Irrigation (Bore Well with 3 Hp solar pumping system/ Dug well with 2 hp Solar pumping system/Flow irrigation or river lift irrigation with 5hp pumping system)	One / 4 Hectare					107000	107000
Sub Total (B)							181091	177091
Grand Total (A+B)				229	51105	541	305041	343710

Budget for 2nd year maintenance of Tasar host tree plantation for 1 hectare (1894 plants)								
Sl no	Particulars/Activities	Unit	Qty / (vol of work) Number	MGNREGA Component (A)		DMF Component (B)		Grand Total Amt (Rs)
				No of man days/ Qty	Amt (Rs)@22 2/MD	No.	Amount (in Rs)	
SOIL AND EARTH WORK COMPONENT								
1	Replacement of casualty 10% of the plantation of 1894 nos. @ 20 saplings per 1 Uskd	No	189	0	0	9	1998	1998
2	Labour cost for application of termiticides (Pyretrum or equivalanet, e.g. Biflex TC) @ 200 plants /1 Uskd (2 times ; once at Feb-March & once at the time in Nov- Dec)	No	1894	19	4218			4218
3	Labour cost for spraying of insecticides (Azadiractin 3000PPM @ 200 plants/1 Uskd) @ 2 times	No	1894	19	4218			4218
4	Labour cost for spraying of Copper mixed fungicide like Blue copper (CuOCl) @ 1 gm /sapling with water as solvent @ 200 plants/1 Uskd) @ 2 times	No	1894	19	4218			4218
5	Labour cost for Application of vermincompost/ FYM @ 100 Plants per 1 Uskd	No	1894	19	3458			3458
6	Basin formation & weeding (2 times)							
	a)1st Hoeing and basin formation in July	No	1894	38	6916			6916
	b)2nd Hoeing in September to October	No	1894	32	5824			5824
7	Maintenance of trench/staggered trench /fencing			26	5772			5772
8	Watch & ward (365 MD per 4 ha patch) @ Rs.233/day (5% enhance from previous year)	-	-			73	17009	17009
9	Tasarsathi(April to March)@ Rs.342/day (5% enhance from previous year)	One/ 25 Hectare				37	12654	12654
10	Engagement of person @10 hec patch for supply of drinking water to the labourers during working period 1 Uskd per 25 Uskd			12	2664			2664
Sub Total (A)				184	37288	119	31661	68949
MATERIAL COMPONENT								

1	Cost of Asan/Arjun Seedling of 10% mortality i.e 185 nos.@ Rs 9.45/- (Prepared within the plantation itself so no transportation is required)	No.			189	1786	1786		
2	Cost of sulphur(i.e NPK or 10:26:26) or equivalent @100gms/sapling i.e required at the time of interculture for 2 times @ 50 gms/interculture (including cost of carriage/transportation upto the plot area) as per present local market rate	Kg			189	6615	6615		
3	Cost of Bifenthrin 2.5%.EC (like Biflex TC or equivalent) for spraying in pits (@ 2-3ml/2 sapling for 2 times a year first before pit filling and rest as per requirement) to prevent termites as per present local market rate (taking 3ml for quantity calculation)	Ltr			6	4200	4200		
4	Cost of 3000 PPM Azadiractin based insecticide or equivalent @ 2 ml/2 saplings spray for 2 times	Ltr			4	3000	3000		
5	Cost of Copper based fungicide like Blue copper (CuOCl) @ 2 gms/ 2 plant for spray on the saplings for 2 times as per present local market rate	Ltr			4	3000	3000		
6	Cost of FYM/compost @ 0.20/cft per plants @ Rs. 25/-cft or Vermi compost @ 0.4 kg per plant	Cft			379	9475	9475		
7	Cost of ploughing of field for intercropping & bush cleaning within the tasar host plants	Lump sum				4000			
8	Photographs, documentation, shed preparation, First aid etc	Lump sum				300	300		
Sub total (B)						32376	28376		
Total(A+B)					184	37288	119	64037	97325

Budget applicable for 3rd and 4th year maintenance of Tasar host tree plantation for 1 hectare (1894plants)								
Sl no	Particulars/Activities	Unit	Qty/(vol of work) Number	MGNREGA Component (A)		DMF Component (B)		Grand Total Amt (Rs)
				No of man days/ Qty	Amt (Rs)@22 2/MD	No.	Amount (in Rs)	
SOIL AND EARTH WORK COMPONENT								
1	Labour cost for application of termiticides (Pyretrum or equivalant, e.g. Biflex TC) @ 200 plants /1 Uskd (2 times ; once at Feb-March & once at the time in Nov- Dec)	No	1894	19	4218			4218
2	Labour cost for spraying of insecticides (Azadiractin 3000PPM @ 200 plants/1 Uskd) @ 2 times	No	1894	19	4218			4218

3	Labour cost for spraying of Copper mixed fungicide like Blue copper (CuOCl) @ 1 gm /sapling with water as solvent @ 200 plants/1 Uskd @ 2 times	No	1894	19	4218			4218	
4	Labour cost for Application of vermincompost/ FYM @ 100 Plants per 1 Uskd	No	1894	19	3458			3458	
Basin formation & weeding (2 times)									
5	a) 1st Hoeing and basin formation in July	No	1894	38	6916			6916	
	b) 2nd Hoeing in September to October	No	1894	32	5824			5824	
6	Maintenance of trench/ staggered trench /fencing			26	5772			5772	
7	Watch & ward (365 MD per 4 ha patch) @ Rs.244/day (5% enhance from previous year)					73	17812	17812	
8	Tasarsathi(April to March)@ Rs.359/day (5% enhance from previous year)	One/ 25 Hectare				37	13283	13283	
9	Engagement of person @10 hee patch for supply of drinking water to the labourers during working period 1 Uskd per 25 Uskd			11	2442			2442	
Sub Total (A)					183	37066	110	31095	68161
MATERIAL COMPONENT									
1	Cost of suphala(i.e NPK or 10:26:26) or equivalent @100gms/sapling i.e required at the time of interculture for 2 times @ 50 gms/interculture (including cost of carriage/transportation upto the plot area) as per present local market rate	Kg				189	6615	6615	
2	Cost of Bifenthrin 2.5% EC (likeBiflex TC or equivalent) for spraying in pits (@ 2-3ml/2 sapling for 2 times a year first before pit filling and rest as per requirement) to prevent termites as per present local market rate (taking 3ml for quantity eaculation)	Ltr				6	4200	4200	
3	Cost of 3000 PPM Azdiractin based insecticide or equivalent @ 2 ml/2 saplings spray for 2 times	Ltr				4	3000	3000	
4	Cost of Copper based fungicide like Blue copper (CuOCl) @ 2 gms/ 2 plant for spray on the saplings for 2 times as per present local market rate	Ltr				4	3000	3000	
5	Cost of FYM/compost @ 0.20/cft per plants @ Rs. 25/-cft or Vermi compost @ 0.4 kg per plant	Cft				379	9475	9475	
6	Cost of ploughing of field for intercropping & bush cleaning within the tasar host plants	Lump sum					4000		
7	Photographs, documentation, shed preparation, First aid etc	Lump sum					300	300	
Sub total (B)							30590	26590	

Total(A+B)		183	37066	110	61685	94751
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Grand Total per Ha.		596	125459	770	430763	630537
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2. Detailed HR Cost and Other Requirement(Per Block, Minimum 200 Hac.)

Sl.No	Category of Personpower	Proposed cost per month (INR)	Proposed cost per annum (INR)	No of personnel's
1.	Project Manager (Full Time)	50,000/-	6,00,000/-	1 No for one Block
2.	Accountant (Full Time)	25,000/-	3,00,000/-	1 No for one Block
3.	Technical Expert (Full Time)	40,000/-	4,80,000/-	1 No for one Block
4.	Supervisor (Full Time)	22,000/-	2,64,000/-	1 no for each 100 Hac.
5.	One time office set cost (One time)	NA	2,50,000/-	NA
6.	Training and Capacity Building	NA	16,00,000/-	NA
7.	Institution Building	NA	5,00,000/-	NA
8.	Monitoring and Evaluation	NA	14,00,000/-	NA
9.	Admin Cost	NA	5,00,000/-	NA
10.	Contingency Cost	NA	2,50,000/-	NA

***If the area exceeds more than 200 hac., the amount will increase proportionately at the block level**

***Per year minimum 75 hac. Plantation to be taken up in each block till the targeted area coverage achieved**

3. Area Coverage

Block Wise Area Coverage (In Hac.)		
1	Banspal	300
2	Jhumpura	200
3	Harichandanpur	400
4	Ghatagaon	200
5	Telkoi	400
TOTAL		1500

Annexure IV: Undertaking for Assignment

To,
Assistant Director Sericulture,
Park Lane,
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 PLANTATION OF TASAR HOST TREES (ASAN & ARJUN)

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 in the order of preference:-

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: