

RFP No: 2181

Date: 16.03.2026



**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**SELECTION OF AGENCY FOR ESTABLISHMENT OF HERBAL NUTRACEUTICAL  
MINI-CLUSTER IN MINING-AFFECTED AREAS OF KEONJHAR DISTRICT**

**Issuer:**

**Chief District Agriculture Officer,  
Keonjhar, Government of Odisha  
Phone: 7894991084  
Email: ddakeonjhar.dag@od.gov.in**

**Address for Communication & Submission of Documents**

**Office of Chief District Agriculture Officer,  
Near Badbil Bus Stand, Keonjhar, Pin No- 758001, Odisha  
Phone: 7894991084  
Email: ddakeonjhar.dag@od.gov.in**

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## DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as 'tender') document provided to the Bidders, by the **Chief District Agriculture Officer**, Keonjhar, hereinafter referred to as KEONJHAR or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

The purpose of this tender document is to provide the Bidder(s) with information to implement the following assignment: **“selection of agency for establishment of herbal nutraceutical mini-cluster” in mining-affected areas of Keonjhar district**”. This tender document does not purport to contain all the information each Bidder may require. This tender document may not be appropriate for all people, and it is not possible for the CDAO, KEONJHAR, their employees, or advisors to consider the business/investment objectives, financial situation, and particular needs of each Bidder who reads or uses this tender document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this tender document and wherever necessary obtain independent advice from appropriate sources. CDAO, KEONJHAR, their employees, and advisors make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of the tender document.

CDAO, KEONJHAR may, in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information in this tender document.

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**DATA SHEET**

Sl. No.	Particulars	Details
1	Name of the Client	<b>Chief District Agriculture Officer, Keonjhar</b>
2	Method of Selection	Quality cum Cost Based Selection (QCBS) (Two Cover System)
3	Date of Issue of Request for Proposal (RFP)	16.03.2026
4	Proposal Due Date	04.04.2026 by 05.00 PM)
5	Deadline for Submission of Pre-Proposal Query	20.03.2026
6	Issue of Pre-proposal Clarifications	24.03.2026
7	Date of opening of Technical Proposal	07.04.2026 (at 11.00 AM)
8	Date of opening of Financial Proposal	To be intimated to the eligible bidder
9	Technical Presentation	To be intimated to the shortlisted bidder
10	Letter of Award	To be intimated to the selected agency
12	Bid Processing Fee (Non-Refundable)	<b>Rs.10,000/- (Rupees Ten Thousand only)</b> remitted through demand draft drawn in favour of "Chief District Agriculture Officer, Keonjhar" payable at "Keonjhar"
13	Earnest Money Deposit (EMD) (Refundable)	<b>Rs. 5,00,000/- (Rupees Five Lakh) only</b> in shape of DD/FD/Postal deposit duly pledged in favour of "Chief District Agriculture Officer Keonjhar" from any nationalized scheduled bank/Post office.
14	Contact Details	<b>Office of the Chief District Agriculture Officer, Keonjhar, 758031</b> Email: <a href="mailto:ddakeonjhar.dag@od.gov.in">ddakeonjhar.dag@od.gov.in</a>
15	Mode of Submission	Speed Post / Registered Post (India post)

**Note:**

1. The Client reserves the right to change any schedule. Please visit the website [www.Keonjhar.odisha.gov.in](http://www.Keonjhar.odisha.gov.in) regularly for the same.
2. Proposals must be submitted before the date, time, and venue mentioned in the Fact Sheet through Speed/Registered Post. Proposals that are received after the deadline will not be considered.
3. In case, it is not possible to open the financial proposals on the bid opening day, the date of opening of financial proposal will be communicated to eligible bidder through correspondence.



**SECTION – 1**  
**Letter of Invitation**

**Chief District Agriculture Officer  
Keonjhar,  
Government of Odisha**

**Address:**

**Chief District Agriculture Officer**  
Near Badbil Bus Stand, Keonjhar, Pin No- 758001, Odisha  
Phone: 7894991084  
Email: ddakeonjhar.dag@od.gov.in

**Subject: “Selection of agency for establishment of herbal nutraceutical mini-cluster” in mining-affected areas of Keonjhar district”**

1. **Chief District Agriculture Officer, Keonjhar, Govt. of Odisha (The Client)** invites sealed proposal from eligible bidders under the process for **““selection of agency for establishment of herbal nutraceutical mini-cluster” in mining-affected areas of Keonjhar district”**. More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. The proposal, completed in all respect as specified in the RFP document, must be accompanied by a non-refundable amount of Rs. 10,000/- (Rupees Ten Thousand only) towards Bid Processing Fee and a refundable amount of **Rs. 5,00,000/- (Rupees Five Lakh)** only (If applicable) towards EMD failing which the bid will be rejected.
3. The proposal must be delivered at the specified address as per the Data Sheet by Speed post/ Registered Post only. The Client shall not be responsible for postal delay or any consequence. Submission of the proposal through any other mode will be rejected.
4. The last date and time for submission of the proposal complete in all respects is **04.04.2026** till 5.00 PM and the date of opening of the technical proposal is **07.04.2026** 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.
5. This RFP includes the following sections:
  - a. Letter of Invitation [Section – 1]
  - b. Information to the Bidder [Section – 2]
  - c. Terms of Reference [Section – 3]
  - d. Technical Proposal Submission Forms [Section – 4]
  - e. Financial Proposal Submission Forms [Section – 5]
  - f. Annexure-I [Bid Submission Checklist and any other relevant project related material need to be provided]
6. While all information/data given in the RFP is accurate within the consideration of the



scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for the accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any/ all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

  
**Chief District Agriculture Officer**  
**Keonjhar**