



Office of the Block Development Officer
Harichandanpur, Odisha

RFP No: 01

Date: 10-04-2026

REQUEST FOR PROPOSAL

Selection of Implementing Agency for Skill Development and Livelihood Promotion through Nutrition-Sensitive Agricultural Enterprises

Office of the Block Development Officer, Harichandanpur, Government of Odisha, invites sealed proposals from eligible bidders for "Implementation of the project **"Skill Development and Livelihood Promotion through Nutrition-Sensitive Agricultural Enterprises"** under District Mineral Foundation.

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	10/04/2026
2	Deadline for Submission of Pre-Proposal Query	17/04/2026 by email
3	Issue of Pre-proposal Clarifications	21/04/2026 via online mode
4	Last Date for Submission of Bid	30/04/2026 by 5.00 PM
5	Date of Opening of Technical Bid	40/05/2026 at 10.00 AM
6	Date of Technical Presentation	To be intimated to shortlisted bidder in pre-criteria stage 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 **30/04/2026 before 5.00 PM** in a sealed envelope clearly mentioning on the top of it "Implementation of the project **"Skill Development and Livelihood Promotion through Nutrition-Sensitive Agricultural Enterprises in Harichandanpur Block"**". The proposals received beyond the last date and time will be rejected. **The authority reserves the right to reject any/ all proposals at any stage before awarding of contract without assigning any reason thereof.**

Address for Submission of Proposal:

Office of the Block Development Officer

10/4/2026

REQUEST FOR PROPOSAL

FOR

**Selection of Implementing Agency for Skill Development and Livelihood Promotion through
Nutrition-Sensitive Agricultural Enterprises**

Issuer

Block Development Officer, Harichandanpur

Government of Odisha

Email: ori-harichandanpur@nic.in

Address for Communication and Submission of Documents during Tender Period

Block Development Officer,

Office of Block Development Officer, Harichandanpur P.O.– 758028

Email: ori-harichandanpur@nic.in


07/11/2026

DISCLAIMER

The information contained in this Request for Proposal (RFP), hereinafter referred to either as 'Tender' or 'Bid Document' provided to the Bidders, by the Tender Issuing Authority (TIA) which is the Block Development Officer (BDO), Harichandanpur, 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 Implementing Agency for Skill Development and Livelihood Promotion through Nutrition-Sensitive Agricultural Enterprises

This Tender document does not purport to contain all the information each Bidder may require. This Tender document may not be appropriate for all persons, and it is not possible for the TIA, or its office staff, 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 shall conduct its own investigations and analysis and shall check the accuracy, reliability, and completeness of the information in this Tender document and wherever necessary obtain independent advice from appropriate sources. TIA i.e., BDO, Harichandanpur, or its office staff, 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.

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

Contents

Selection of Implementing Agency for Skill Development and Livelihood Promotion through Nutrition-Sensitive Agricultural Enterprises	0
Office of the Block Development Officer, Harichandanpur, Government of Odisha, invites sealed proposals from eligible bidders for “Implementation of the project “ Skill Development and Livelihood Promotion through Nutrition-Sensitive Agricultural Enterprises ” under District Mineral Foundation.	0
Selection of Implementing Agency for Skill Development and Livelihood Promotion through Nutrition-Sensitive Agricultural Enterprises	1
Selection of Implementing Agency for Skill Development and Livelihood Promotion through Nutrition-Sensitive Agricultural Enterprises	2
Section 1: Letter of Invitation	6
SUBJECT: Selection of Implementing Agency for Skill Development and Livelihood Promotion through Nutrition-Sensitive Agricultural Enterprises	6
Section 2: Factsheet	7
Section 4: Instructions to the Bidders	9
1. General Instructions	9
2. Eligibility Criteria	14
3. Preparation of Proposals/Bids	16
5. Evaluation of Financial Proposal	19
6. Final Selection of Agency and Negotiations	20
7. Award of Contract	21
8. Confidentiality	21
Section 5: Terms of Reference	22
1. Background and Rationale	22
2. Objectives of the Assignment	22
2.1 Overall Objective	22
2.2 Specific Objectives	22
3. Scope of Work	23
A. Preparatory & Planning Activities	23
B. Skill Development in Production Systems	23
C. Input Support as Skill Application Tools	23
D. Capacity Building & Training	23
E. Market exploration for Livelihood Enhancement	23

F. Documentation, Reporting & Compliance	24
4. Project Duration	24
5. Project Location	24
6. Expected Outputs and Livelihood Outcomes	24
A. Skill-Based Turmeric Livelihood Cluster - 50 farmers	24
B. Nutrition Crop-Based Livelihood Cluster - 100 farmers	24
C. Functional Producer Groups – 2 to 5 Producer Groups	24
D. Livelihood & Nutrition Outcomes	25
7. Monitoring and Reporting Framework	25
8. Roles and Responsibilities	25
A. Role of Executive Agency	25
B. Role of Project Implementing Agency	25
10. Payment, Audit & Compliance	26
Section 6: Standard Forms	27
Pre-Qualification Form 1	27
Pre-Qualification Form 2	28
Pre-Qualification Form 3	29
Section 7: Technical Proposal Forms	30
Technical Form 1: Letter of Proposal Submission	30
Technical Form 2 – Applicant Agency’s Organization and Experience	32
Technical Form 3 – Description of Approach, Methodology and Work Plan for Performing the Assignment	34
Technical Form 4 – Team Composition and Task Assignments	36
Technical Form 5 - Curriculum Vitae (CV) of Proposed Staff	37
Technical Form6 – Undertaking Regarding any Conflicting Activities and Declaration Thereof	40
Section 8: Financial Form	41
Section 9: Annexures	42
Annexure- I: Draft Performance Bank Guarantee	42

Section 1: Letter of Invitation

Block Development Officer (BDO), Harichandanpur
Government of Odisha

Address:

Block Development Officer (BDO),
At- Harichandanpur,
P.O. Harichandanpur
District - Pin-758028
Email: ori-harichandanpur@nic.in

SUBJECT: Selection of Implementing Agency for Skill Development and Livelihood Promotion through Nutrition-Sensitive Agricultural Enterprises

The Agency will be selected based on Quality Based Selection (QBS) criteria described in this RFP.

The RFP comprises the following sections:

Section 1 – Letter of Invitation

Section 2 – Definitions and Acronyms

Section 3 – Factsheet

Section 4 – Instructions to the Bidders

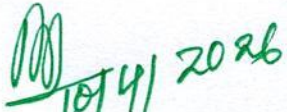
Section 5 – Terms of Reference

Section 6 – Standard Forms

Section 7 – Technical Proposal Forms

Section 8 – Financial Form

Section 9 – Annexures (I – Draft Performance Guarantee, Annexure II – Budget and Fund Flow, Annexure III – Space Plan for the Proposed Centre)


**Block Development Officer (BDO),
Harichandanpur**

Section 2: Factsheet

Request for Proposal (RFP) document made available to the applicants	_____
Last date for receiving queries	_____
Response to queries	_____
Last date for receipt of Proposals (Sealed Envelope)	_____ by 05.00 pm
Opening of Proposals received within the stipulated date	_____
Address for Opening of Proposals and Pre-qualification check	Panchayat Samiti Conference Hall, Harichandanpur, Harichandanpur – 758028, Odisha
Technical Presentation	Will be informed separately to shortlisted agency in pre-criteria stage
Address for Technical Presentation	Panchayat Samiti Conference Hall, Harichandanpur, Harichandanpur – 758028, Odisha
Letter of Award	To be intimated to the selected Agency
Project Start Date	To be intimated to the selected Agency
Cost of Tender / Tender Fees (Demand Draft)	INR 5,000/- (Rupees Five Thousand Only) non-refundable
Earnest Money Deposit (EMD) (Demand Draft)	INR 50,000/- (Rupees Fifty Thousand Only) Relaxation may be applicable to the agency as per OGFR 2023.
Performance Bank Guarantee	3% (Three percent) of the total contract value. Relaxation may be applicable to the agency as per OGFR 2023.
Method of Selection	Quality Based Selection (QBS)
Contact Details	Block Development Officer, At- P.O. Harichandanpur District- Pin-758028 Email: ori-harichandanpur@nic.in

Note:

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


10/4/2026

Section 4: Instructions to the Bidders

1. General Instructions

1. Interested Organizations /Agencies must submit the proposal document as per the prescribed guidelines of the RFP.
2. Name of Project: 'IMPLEMENTATION OF THE PROJECT "Selection of Implementing Agency for Skill Development and Livelihood Promotion through Nutrition-Sensitive Agricultural Enterprises at Harichandanpur. The detailed scope of the project has been described in the Terms of Reference in Section 4.
3. The Proposal consists of three parts (i) Pre-Qualification documents (ii) Technical Proposal (iii) Financial Proposal. Applicants shall submit self-certified hard copy of their Technical Proposal/Bid as well as the Financial Proposal/Bid in sealed envelope, super-scribed with name of the project, nature of document (Pre-Qualification documents/Technical Proposal/Financial Proposal), due date and time.
4. Only technically qualified bidders shall be allowed to participate in financial bid process.
5. Once quoted, the bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
6. The Price/ rates / quotes by the bidder shall be applicable for the entire contract period.
7. No Consortium or joint venture is allowed for bidding.
8. No subletting / subcontract is permissible.
9. The Proposal submission address is: Block Development Officer, At- Harichandanpur, P.O. Harichandanpur District, Keonjhar, Pin-758028, Email: ori-harichandanpur@nic.in
10. Last Date for Submission: The Proposal (comprising of Pre-Qualification documents, Technical Proposal and Financial Proposal) must be submitted by registered/speed post, which shall be received by the Client, no later than the _____ Time: 05:00 pm
11. The Proposal, technical presentation, and any clarifications provided by the applicant Agencies along with the Terms of Reference provided in the RFP will be the basis for selection and ultimately for a signed Contract with the selected agency.
12. Only One Proposal: An applicant Agency may only submit one proposal. If an applicant Agency submits or participates in more than one proposal, all such proposals shall be disqualified.

13. Proposal Validity: Proposals must remain valid for 90 days after the submission date. During this period, applicant Agencies shall maintain the availability of Professional staff nominated in the Proposal and fully commit to their financial proposal, unchanged. The Client will make its best effort to complete negotiations within this period. Shall the need arise; however, the Client may request applicant Agencies to extend the validity period of their proposals. Applicant Agencies who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, unchanged, or in their confirmation of extension of validity of the Proposal, applicant Agencies could submit new staff in replacement, who would be considered in the final evaluation for contract award. Applicant Agencies who do not agree, have the right to refuse to extend the validity of their Proposals, under such circumstances, the Client shall not consider such proposal for further evaluation.
14. Tender Fee of Rupees Five Thousand (Rs. 5,000/-), in the form of Demand Draft (DD) drawn in favour of "Block Development Officer, Harichandanpur" and payable at Harichandanpur, must be submitted along with the Proposal. Proposals not accompanied by Tender Fee shall be rejected as non-responsive.
15. Earnest Money Deposit (EMD): An Earnest Money Deposit (EMD) of Rupees Fifty Thousand only (Rs. 50,000/-), in the form of Demand Draft (DD) drawn in favour of "Block Development Officer, Harichandanpur" and payable at Harichandanpur, must be submitted along with the Proposal. Proposals not accompanied by Tender Fee and EMD shall be rejected as non-responsive. No interest shall be payable by the Client for the sum deposited as EMD and no bank guarantee will be accepted in lieu of the EMD. The EMD of the successful and unsuccessful bidders would be returned within one month of signing of the contract. The EMD shall be forfeited of the applicant Agencies in the following events:
 - a. If Proposal is withdrawn during the validity period or any extension agreed by the applicant Agencies thereof.
 - b. If the Proposal is varied or modified in a manner not acceptable to the Client after opening of Proposal during the validity period or any extension thereof.
 - c. If the applicant Agencies tries to influence the evaluation process.
 - d. If the selected Agency withdraws its proposal during negotiations.
16. Performance Bank Guarantee: The selected Agency shall be required to furnish a Performance Bank Guarantee of 3% of the total contract value in the form of an unconditional and irrevocable bank guarantee from a Nationalized/Scheduled bank in India in favour of "Block Development Officer,

Harichandanpur” valid for the entire period of contract i.e., one (01) years along with additional 90 days claim period. 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. Performance Bank Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the selected Agency on any account under the contract. 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 I.

17. Applicant Agencies shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the applicant Agencies.

18. Applicant Clarifications

- a. The Client invites queries from applicant Agencies (if any) as per the details mentioned in the Fact Sheet of this document.
- b. The Applicants must ensure that their queries shall reach BDO, Harichandanpur, on or before last date mentioned in Fact Sheet of this document only through the e-mail of the Client i.e., ori-harichandanpur@nic.in
- c. The queries shall necessarily be submitted in the following format:

Section/Page No.	Content of RFP requiring clarification	Change/clarification requested	Remarks

- d. Client shall not be responsible for ensuring that the Applicant's queries have been received by them.
- e. Any requests for clarifications post the indicated date and time may not be entertained by the Client.
- f. The purpose of query clarification is to provide the Applicants with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project.

- g. However, the Client reserves the right to hold or re-schedule the process.

Responses to Queries and Issue of Corrigendum:

- a. The Authorized Representative of the Client will endeavor to provide timely response to the queries. However, no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the Applicants.
 - b. At any time prior to the last date for receipt of Proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the RFP Document by a corrigendum.
 - c. The Corrigendum (if any) and clarifications to the queries from all Applicants will be uploaded on the website <http://kendujhar.nic.in>. Any such corrigendum shall be deemed to be incorporated into this RFP.
 - d. To provide prospective Applicants reasonable time for taking the corrigendum into account, the Client may discretionally extend the last date for the receipt of Proposals.
 - e. The Client's representative is: BDO Harichandanpur.
19. Conflict of Interest/ Conflicting Relationships:
- a. Client requires that the selected Agency shall perform the required services, provide professional, objective, and impartial advice and at all times hold the Client's interest's paramount, strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work. Without limitation on the generality of the foregoing, the agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below:
 - Applicant Agencies (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the Assignment, (ii) the selection process for such Assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.
 - b. Applicant Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be

perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the applicant / selected Agency or the termination of its Contract.

- c. No Agency or current employees of the Client shall work as Agency under their own ministries, departments, or agencies.
- **Unfair Advantage:** If an applicant Agency could derive a competitive advantage from having provided other services related to the assignment in question, the Client shall make available to all other applicant Agencies together with this RFP all information that would in that respect give such applicant Agency any competitive advantage over competing applicant Agencies.
- **Fraud and Corruption:** It is required that applicant Agencies participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract.

The Client:

- d. Defines the terms set forth below as follows:
 - i. "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution.
 - ii. "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract.
 - iii. "collusive practices" means a scheme or arrangement between two or more applicant Agencies with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels.
 - iv. "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a contract.
 - v. will reject a proposal for award, if it determines that the Agency recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question.
- e. Applicant Agencies shall be aware of the provisions on fraud and corruption stated in the specific clauses in the Contract.
- f. Applicant Agencies shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the applicant Agency is awarded the Contract.

2. Eligibility Criteria

• Pre-Qualification Documents

The Technical Proposals of only those applicant Agencies who meet the pre-qualification criteria in the table below will be opened. Applicant Agencies failing to meet these criteria or not submitting requisite proof for supporting pre-qualification criteria are liable to be rejected summarily. Applicant Agencies shall fill the Pre-Qualification Forms which are included in Section 6 of this RFP. The filled-up Pre-Qualification Form and the supporting documents shall be enclosed in a separate envelope marked as '**Pre-Qualification Documents**'.

Sl. No.	Basic Requirement	Specific Requirement	Documents Required
1	Legal Entity	Bidder/vendor should be an organization registered under any of the following: a. Companies Act 2013, b. Societies' Registration Act 1860, c. Indian Trust Act 1882, d. Indian Partnership Act 1932, e. Limited Liability Partnership Act 2008, f. A sole proprietorship or sole trader registered under GST act 2017.	Copy of - Certificate of incorporation/ Registration Certificate/ Partnership Deed/ Certificate of registration u/s 12A along with PAN Card, GST Registration Certificate (in Form GST REG-06)
2	Operation	The Agency should have been in operation for the past Three (03) years as on 30.01.2026 and filed ITRs for the last three FYs (i.e., 2022-23, 2023-24 & 2024-25)	Last three financial years Audited Financial Statements duly sealed & signed by a Chartered Accountant in practice along with ITR for the said periods
3	Financial Capacity	The Agency should have an average annual turnover from similar assignments or providing similar services should be of Rs.50 Lakhs (Rupees Fifty Lakhs) for the last three FYs (i.e., 2022-23, 2023-24 & 2024-25)	Financial Details of the bidder (TECH- 3) along with copies of last three FY's Audited Financial Statement duly signed by a Chartered Accountant in practice

4	Consortium	No Consortium/JVs/associations/ sub-contracting shall be allowed under this project	Declaration of submitting as independent agency from the Authorized Signatory on the Letterhead of the agency
5	Blacklisting	The Agency should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies	Undertaking by the Authorized Signatory on the Letterhead of the agency
6	Experience	The applicant agency must demonstrate proven experience in implementing similar development projects, particularly in agriculture, nutrition, and community-based interventions.	Copies of Relevant Work Orders/Sanction Orders/MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence should be provided as proof of exposure
7	Manpower	<ul style="list-style-type: none"> Availability of key professionals: 	Proof Documents
8	Authorized Representative	A Power of Attorney in the name of the person signing the proposal	Original Notarized Copy of the Power of Attorney on Rs.100 Non-Judicial Stamp Paper.
9	Cost of Tender Paper	The Agency should furnish a bid processing fee of Rs.5,000/- (Rupees Five Thousand Only) , in the form of Demand Draft in favour of "District Skill Development-cum-Employment Officer, DMF, Harichandanpur payable at "Harichandanpur"	Original Instrument
10	Earnest Money Deposit (EMD)	The agency should furnish EMD of Rs.50,000/- (Rupees Fifty Thousand Only) in the shape of DD/ FD/Postal deposit duly pledged in favour of "Block Development Officer, Harichandanpur" from any nationalized scheduled bank/Post office.	Original Instrument

NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, when required.

3. Preparation of Proposals/Bids

1. The Proposal as well as all related correspondence exchanged by the applicant Agencies and the Client, shall be written in English.
2. In preparing their Proposal, applicant Agencies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
3. The Proposal consists of three parts (i) Pre-Qualification documents (ii) Technical Proposal (iii) Financial Proposal.

• **Technical Proposal Format and Content**

Applicant Agencies are required to fill the **Technical Forms**. The filled-up Tech Forms (in Section 7) shall be enclosed in a separate envelope along with all necessary/supporting documents to justify the claims. The supporting documents must be produced in original by the applicant Agencies, when demanded by the Client. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.

The formats of the Technical Proposal (in Section 7) to be submitted as mentioned in the RFP.

• **Financial Proposals**

The Financial Proposal shall be prepared using the attached Financial Form (in Section 8). The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected.

• **Submission, Receipt and Opening of Proposals**

- a) The Proposals (Pre-Qualification, Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant Agencies themselves. The under-signee person for the proposal must provide his initial beside such corrections. Submission letters for the Technical Proposal and Financial Proposals shall respectively be in the format specified.
- b) An authorized representative of the applicant Agency shall initial all pages of the original Pre-Qualification, Technical and Financial Proposals. The authorization shall be in the form of an original written power of attorney accompanying the Technical and Financial Proposals.

- c) The Pre-Qualification forms and all documents (as listed in listed in Section 6 including the Tender Fee, EMD, declaration of submission as independent agency and power of attorney) shall be placed in a separate sealed envelope clearly marked "PRE-QUALIFICATION DOCUMENTS". The Technical Proposal including all the Technical Forms and supporting documents (listed in Section 7) shall be placed in a separate sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the Financial Proposal including the Financial Form (described in Section 8) shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" All the three sealed envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the submission address and shall be clearly marked "DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE scheduled Date.
- d) The Client shall not be responsible for misplacement, loss, or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may also be deemed as fit case for Proposal rejection. If the Proposal is not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive and deemed as fit case for Proposal rejection.
- e) The Proposals shall be sent to the address indicated and received by the Client no later than the time and the date of submission, or any extension to this date in accordance with corrigendum. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- f) From the time the Proposals are opened to the time the Contract is awarded, the applicant Agencies shall not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by applicant Agencies to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the applicant Agencies' Proposal.

4. Evaluation of Proposal:

1. A Two-stage evaluation process will be conducted as explained below for evaluation of the proposals:
 - a) **Preliminary Evaluation (1st Stage):**
2. Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and whether the requisite documents / information have been properly furnished by the bidder or not.
 - b) **Technical Evaluation (2nd Stage):**

3. Technical proposals will be opened and evaluated for those bidders who qualify for the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:
4. An Evaluation Committee (EC) will be constituted by the Client for the purpose of evaluating the proposals.
5. In the first stage of evaluation, only responsive proposals which satisfy the Pre-Qualification Criteria shall be further taken up for evaluation. A Proposal shall be rejected if it is found deficient as per the requirements indicated.
6. The EC shall then evaluate the Technical Proposals based on their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Table below.
7. The Evaluation Committee while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded, and the competent authority accepts the recommendation.
8. Agencies shall also make a presentation before the Evaluation Committee, which will be evaluated.
9. Each responsive Proposal will be given a technical score.
10. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated below.

• **Criteria, sub-criteria, and points system for the Evaluation of Technical Proposals**

Sl.	Evaluation Criteria	Supporting Form	Max. Marks
1.	Turnover	Average Annual Turnover Statement	10
1.1	Average annual turnover of the last three financial years must be Thirty (30) Lakhs i.e., 2022-23, 2023-24 and 2024-25		10
2.	Experience		50
2.1	The bidder must be a locally registered agency having an established office in Keonjhar District.		10
2.2	<input type="checkbox"/> Minimum 1 year of experience in implementation of projects related to: <ul style="list-style-type: none"> • Agriculture / Horticulture / Livelihood promotion • Nutrition-sensitive agriculture / food security / 		20

Sl.	Evaluation Criteria	Supporting Form	Max. Marks
	<p>anaemia reduction</p> <ul style="list-style-type: none"> Community-based rural development programmes <p><input type="checkbox"/> Preference shall be given to agencies with experience in tribal and mining-affected regions.</p>		
2.3	<p>Experience in Community Mobilisation & Institution Building</p> <p>Proven track record in:</p> <ul style="list-style-type: none"> Formation and strengthening of Producer Groups (PGs), SHGs, or Farmer Groups Capacity building and training of community institutions Experience in working with women farmers and marginalised communities shall be preferred. 	Technical Form 3	15
	<p><input type="checkbox"/> Experience in conducting structured training and capacity building programs on sustainable agriculture, nutrition, and post-harvest practices with demonstrated field outcomes.</p> <p><input type="checkbox"/> Proven ability to facilitate market linkages, collective marketing, and engagement with buyers, aggregators, or institutions.</p> <p><input type="checkbox"/> Experience in value chain development including aggregation, grading, packaging, and basic value addition initiatives.</p>		15
4	Presentation of Approach, Methodology and Work Plan before the evaluation committee	Technical Form 4	30
Total Marks =			100

* Experiences till 31st January 2026 only will be considered for evaluation.

5. Evaluation of Financial Proposal

- The Financial Proposal is only a declaration of acceptance of the proposed budget by the applicant Agencies and is non-evaluative in nature.

2. Financial Proposals will consider only after for those applicant/Agency who is technically qualified and secure the highest score.

6. Final Selection of Agency and Negotiations

All applicant Agencies who are eligible in pre-criteria stage and technically shall be ranked based on marks obtained in the Technical Evaluation and the Agency scoring the highest marks will be selected by the Client.

- **Negotiations**

Negotiations will be held (if necessary) at the office of BDO Harichandanpur. 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.
2. **Financial Negotiations:** After the technical negotiations are over, financial negotiations will be carried out to discuss any changes in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under ordinary circumstances, the financial negotiation shall not result in any increase in the proposed budget. However, in case of exceptional reasons/circumstances, the client may consider an increase/modification in the budget.
3. **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.

7. Award of Contract

1. 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.
2. 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.

8. Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the applicant Agencies 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 Agency of confidential information related to the process may result in the rejection of its Proposal.

Section 5: Terms of Reference

1. Background and Rationale

The District Mineral Foundation (DMF), Keonjhar proposes to implement a Skill Development and Livelihood Promotion Project with a focus on nutrition-sensitive agricultural production systems, targeting women farmers and small/marginal households in Harichandanpur block of Keonjhar district. The project responds to the dual challenges of:

- Limited livelihood opportunities and low farm incomes, and
- High prevalence of anaemia and poor dietary diversity

The intervention aims to build practical farming, enterprise, and collective marketing skills among women farmers, enabling them to adopt nutrient-rich crop-based livelihood options such as turmeric, banana, papaya, pumpkin, sweet potato, iron-rich green leafy vegetables, and other locally suitable crops. These crops are appropriate to local agro-climatic conditions, Capable of generating regular income, Aligned with household nutrition improvement.

The project integrates skill development, on-farm training, production system strengthening, group-based enterprise development, and market linkage facilitation, leading to sustainable livelihood outcomes beyond the project period.

2. Objectives of the Assignment

2.1 Overall Objective

To engage a competent Project Implementing Agency (PIA) to design and implement a skill development-oriented livelihood intervention that strengthens nutrition-sensitive agricultural enterprises among women and small/marginal farmers in Harichandanpur block.

2.2 Specific Objectives

1. Skill Development in Crop-Based Livelihoods
 - Build practical skills of farmers in turmeric and nutrition crop production, post-harvest handling, and basic farm enterprise management.
2. Promotion of Farm-Based Livelihood Clusters
 - One turmeric cultivation livelihood cluster (50 farmer families)
 - One nutrition-rich crop livelihood cluster (100 farmer families)
3. Strengthening of Producer Groups as Livelihood Institutions
 - Form and strengthen Producer Groups (PGs) as platforms for collective input access, capacity building, and marketing.
4. Income Enhancement through Market Linkages
 - Develop skills related to aggregation, quality management, pricing, and market engagement to improve price realization.
5. Sustainability beyond Project Period

- Equip PG members with technical, organisational, and leadership skills to continue livelihood activities independently.

3. Scope of Work

The selected Project Implementing Agency shall be responsible for the following:

A. Preparatory & Planning Activities

- Identification and mobilisation of eligible beneficiaries, with priority to women farmers, Small and marginal households
- Baseline assessment of skills, livelihood practices, and income sources
- Formation and strengthening of Producer Groups (PGs)
- Preparation and submission of a Detailed Project Report (DPR) focusing on: skill development plans, livelihood outcomes, financial projections, sustainability roadmap

B. Skill Development in Production Systems

- Development and promotion of recommended Packages of Practices (PoP)
- Practical, hands-on skill training on - nursery raising and crop establishment, Soil health and nutrient management, Integrated pest and disease management, water-efficient cultivation practices
- Demonstration plots and on-farm learning sessions
- Continuous technical handholding through field-level facilitators

C. Input Support as Skill Application Tools

- Procurement and distribution of quality inputs strictly as per approved DPR
- Inputs to be used as practical learning enablers, reinforcing training outcomes
- Input support shall be linked to: Demonstrated adoption of skills, Participation in training and group activities

D. Capacity Building & Training

Structured skill development programs for farmers and PG members on:

- Crop production and farm enterprise skills
- Group governance, leadership, and bookkeeping
- Post-harvest handling and primary value addition
- Collective marketing and negotiation skills
- Identification and development of farmer leaders / local resource persons

E. Market exploration for Livelihood Enhancement

- Skill building on: Quality grading and aggregation, Price discovery and market readiness

- Identification of local and institutional markets
- Connecting PGs with traders, aggregators, potential buyers
- Facilitation of collective marketing mechanisms

F. Documentation, Reporting & Compliance

- Maintenance of comprehensive records on training, input utilisation, group meetings, production and income outcomes
- Submission of monthly physical and financial progress reports, utilisation certificates, outcome documentation suitable for audit verification
- Facilitation of inspections and audits by DMF and designated authorities

4. Project Duration

- 12 months from date of agreement signing
- Focus on institutionalising skills and systems so that Producer Groups continue livelihood activities independently post-project

5. Project Location

Implementation will be carried out in the following villages under Budhakhaman Gram Panchayat, Harichandanpur Block, Keonjhar District:

- Budhakhaman
- Samagiri
- Talanadama
- Saharatangiri
- Nalapanga

6. Expected Outputs and Livelihood Outcomes

A. Skill-Based Turmeric Livelihood Cluster - 50 farmers

- Indicators: trained farmers adopting recommended practices, Improved yield and quality
- Verification: training attendance, PG records, production data

B. Nutrition Crop-Based Livelihood Cluster - 100 farmers

- Indicators: Households applying skills in nutrient-rich crop production
- Verification: Participation records, crop production and utilisation reports

C. Functional Producer Groups – 2 to 5 Producer Groups

- Indicators: Regular meetings, collective procurement/marketing activities

D. Livelihood & Nutrition Outcomes

- Indicators: Adoption of iron-rich crops, improved food consumption patterns

7. Monitoring and Reporting Framework

- Continuous field-level supervision
- Monthly review meetings by PIA
- Submission of physical and financial progress reports
- Periodic monitoring by DMF

8. Roles and Responsibilities

A. Role of Executive Agency

- Selection of PIA
- Approval of DPR
- Fund release on reimbursement basis
- Monitoring and evaluation

B. Role of Project Implementing Agency

- End-to-end implementation
- Training delivery
- PG strengthening
- Financial accountability
- Ensuring sustainability of livelihood systems

9. Budget and Financial Outlay

Sl. No.	Service Component	Payment Basis	Maximum Admissible Amount (Rs.)
1	Input support - nutritious food production	Based on actual expenditure as per approved budget	Up to 6,00,000
2	Input support-Turmeric	Based on actual expenditure as per approved budget	Up to 4,00,000
3	Exploration of market linkages for better price realisation	Based on actual expenditure as per approved budget	Up to 2,00,000

4	Training & Capacity Building Services	Actual expenditure supported by attendance, training reports, and bills	Up to 1,40,000
5	Documentation, MIS & Reporting Services	Actual expenditure supported by deliverables and invoices	Up to 70,000
6	Project Management & Administrative Support services	Actual administrative and operational expenditure	Up to 1,70,000
7	Project Management Professional services	Actual salary/remuneration paid to Project Manager	Up to 3,60,000
8	Field coordination & Cluster Facilitation Services	Actual salary/remuneration paid to Cluster Coordinator(s)	Up to 3,60,000
9	Financial Management & Accounting Services	Actual salary/remuneration and accounting-related expenses	Up to 1,80,000
10	Audit & Statutory Compliance Services	Actual audit and compliance expenditure	Up to 20,000
	Total Project Cost (Ceiling)	Reimbursement on actuals, subject to verification	25,00,000

10. Payment, Audit & Compliance

- Reimbursement strictly against actual expenditure
- Supported by: Bills, vouchers, attendance sheets, salary records, Bank transfer proofs
- Subject to internal and external audits

Section 6: Standard Forms

Pre-Qualification Form 1

AVERAGE ANNUAL TURNOVER STATEMENT

The Average Annual Turnover statement of <name of the organisation>, at<address of the organisation>, for the last three financial year are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in Crores (Rs.)
1	2022-23	
2	2023-24	
3	2024-25	
4	Average annual turnover statement	

Date:

Signature of Chartered Accountants

Place:

Seal:

Membership No:

Note:

1. To be issued in the letter head of the Chartered Accountant
2. The annual average turnover statement will be invalid without the membership number of the Chartered Accountant

Pre-Qualification Form 2

NON-CONSORTIUM DECLARATION

We, <name of the Organisation>, having our registered office at<HQ address of the Organisation> hereby declare that we are submitting this proposal in reference to the Request for Proposal for Selection of Implementing Agency for Skill Development and Livelihood Promotion through Nutrition-Sensitive Agricultural Enterprises.

We declare that we are submitting this proposal as an independent agency, and not as a part of any consortium/Joint Venture/Associations.

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.

Date:

Authorised Signature

Place:

Name and Title of Signatory

Seal:

Note:

1. To be issued on the letter head of the Organisation

Pre-Qualification Form 3

NON-BLACKLIST UNDERTAKING

We, <Name of the Organisation>, having our registered office at, <HQ address of the Organisation> hereby declare that we are submitting this proposal in reference to the Request for Proposal for the “Selection of an Agency for (Name of the project)

We declare that we have not been blacklisted by any Ministry / Department / Public Sector Undertaking or any other agency of the Central/State Government.

We declare that there are no proceedings, disputes or enquiries pending against us in connection with cheating, misappropriation of funds or exploitation of beneficiary.

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.

Date:

Authorised Signature

Place:

Name and Title of Signatory

Seal:

Note:

1. To be issued on the letter head of the Organisation

Section 7: Technical Proposal Forms

Technical Form 1: Letter of Proposal Submission

**To,
Block Development Officer,
At- Harichandanpur,
P.O. Harichandanpur , Pin-758028**

Dear Sir,

We, the undersigned, offer to execute the assignment - '**(Project Name)** in accordance with your Request for Proposal dated _____. We are hereby submitting our Proposal, which includes the Pre-Qualification Documents, Technical Proposal and Financial Proposal, sealed in separate envelopes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than the date indicated.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

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

Name and Title of Signatory: _____

Name of Agency: _____

Address: _____

Location: _____ Date: _____

Technical Form 2 – Applicant Agency’s Organization and Experience

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:

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
1						
2						
3						

(*Attach sanction order as documentary proof along with page number in the proposal and add more lines as required)

10. Work Experience as mentioned in the Technical Evaluation Parameters

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
1						
2						
3						

(*Attach sanction order as documentary proof along with page number in the proposal and add more lines 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.

Technical Form 3 – Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into four chapters 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.

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

Maximum Number of Slides	Slide Heading	Maximum Marks (30)	Maximum Time for Presentation
1 to 3	Technical Approach and Methodology	10	5 minutes

4 to 6	Work Plan and Staffing	10	5 minutes
7 to 10	Challenges Envisaged	10	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.

Technical Form 4 – Team Composition and Task Assignments

Professional Staff			
Name of Staff	Qualification	Position Assigned	Years of experience in similar Job Description

Note:

1. Information provided in the form shall correspond to Key Personnel criteria of the Technical Qualification form.
2. All the claims shall be substantiated through production of supporting documents.
3. Experiences between 1stApril 2015 to 31thJanuary 2026only will be considered.

Technical Form 5 - Curriculum Vitae (CV) of Proposed Staff

	Proposed Position			
	Name of Agency			
	Name of Staff			
	Date of Birth			
	Education			
Name of Institution		Degree(s) or Diploma(s) obtained:	Date/Year of Qualifying	
Membership in Professional Associations/ Trainings attended				
Languages				
Language	Reading	Speaking	Writing	
English				
Odia				
Hindi				
Any other				
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				
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	
	Certification	
	<p>I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.</p>	
	Signature	

Note:

1. Information provided in the form shall correspond to the Key Personnel Criteria of the Technical Qualification form.
2. All the claims shall be substantiated through production of supporting documents by attaching photocopies of educational documents and experience certificates.
3. Experiences between 1stApril 2015 to 31thJanuary 2026 only will be entertained.

Technical Form6 – Undertaking Regarding any Conflicting Activities and Declaration Thereof

Are there any activities carried out by your Agency which are of conflicting nature as mentioned in para 19 of Section 5. If yes, please furnish details of any such activities.

If no, please certify,

[We hereby declare that our Agency has not indulged in any such activities which can be termed as the conflicting activities under para 19 of the Section 5. We also acknowledge that in case of misrepresentation of the information, our proposals /contract shall be rejected / terminated by the Client which shall be binding on us.]

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Agency:

Address:

Section 8: Financial Form

[Location, Date]

To,
Block Development Officer,
At- Harichandanpur,
P.O. Harichandanpur , Pin-758028

Dear Sir,

We, the undersigned, offer to provide services for the assignment **‘(Project Name)** in accordance with your Request for Proposal (RFP) dated _____ and our Technical Proposal.

We fully accept the proposed budget (including the Management Fee) in the RFP. The proposed budget (including the Management Fee) shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand that the management fee will be released on the yearly audit as specified in Section 4 para 10 of the RFP documents.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act, 1988”.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Agency: _____

Address: _____

Section 9: Annexures

Annexure- I: Draft Performance Bank Guarantee

(To be issued by a Bank _____)

This deed of Guarantee executed at _____ by _____ (Name of the Bank) having its Head/Registered Office at _____ (hereinafter referred to as "the Guarantor") which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors, and assigns.

In favor of **Block Development Officer, Harichandanpur** having its office at (Harichandanpur) (hereinafter called BDO, Harichandanpur, which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors, and assigns).

Whereas _____, an organization registered/formed under _____ (specify the applicable law) and having its registered office at _____ (hereinafter referred to as the Agency) has been, consequent to conduct and completion of a competitive bidding process in accordance with the Request for Proposal (RFP) document No. ___ dated _____ issued by **Block Development Officer (BDO), Harichandanpur**, selected for the Agreement by Collector & Chairperson cum Managing Trustee, DMF Harichandanpur as more specifically defined in the aforementioned Document including statement of work and the Agreement executed between the **BDO, Harichandanpur** and Agency .

The Agreement requires the Agency to furnish an unconditional and irrevocable Bank Guarantee for an amount of ₹ _____/- Rupees _____ only) by way of security for guaranteeing the due and faithful compliance of its obligations under the Agreement.

Whereas, the Agency approached the Guarantor, and the Guarantor has agreed to provide a Guarantee being these presents.

Now this Deed witnessed that in consideration of the premises, we, _____ Bank hereby guarantee as follows:

The Agency shall implement the project- Implementation of the project "Selection of Implementing Agency for Skill Development and Livelihood Promotion through Nutrition-Sensitive Agricultural Enterprises at Harichandanpur" under District Mineral Foundation Harichandanpur in accordance with the term and subject to the conditions of the Agreement.

1. We, the Guarantor, shall, without demur, pay to **BDO, Harichandanpur** an amount not exceeding Rs. _____ (Rupees _____ only) within 7(seven) days of receipt of a

- written demand from **BDO, Harichandanpur** stating that the Agency has failed to fulfil its obligations as stated in Clause 1 above.
2. The above payment shall be made by us without any reference to the Agency or any other person and irrespective of whether the claim of the **BDO, Harichandanpur** is disputed by the Agency or not.
 3. The Guarantee shall come into effect from _____ (Start Date) and shall continue to be in full force and effect till the earlier of its expiry at 1700 hours Indian Standard Time on _____ (Expiry Date) (both dates inclusive) or till the receipt of a claim, from the **BDO, Harichandanpur** under this Guarantee, which is one month after the expiry of performance guarantee, whichever is earlier. Any demand received by the Guarantor from **BDO, Harichandanpur** prior to the Expiry Date shall survive the expiry of this Guarantee till such time that all the moneys payable under this Guarantee by the Guarantor to **BDO, Harichandanpur**.
 4. In order to give effect to this Guarantee, **BDO, Harichandanpur** shall be entitled to treat the Guarantor as the principal debtor and the obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Agreement or other documents by **BDO, Harichandanpur** or by the extension of time of performance granted to the Agency or any postponement for any time of the power exercisable by **BDO, Harichandanpur** against the Agency or forebear or enforce any of the terms and conditions of the Agreement and we shall not be relieved from our obligations under this Guarantee on account of any such variation extension forbearance or omission on the part of **BDO, Harichandanpur** to the Agency to give such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.
 5. The Guarantee shall be irrevocable and shall remain in full force and effect until all our Obligations under this guarantee are duly discharged.
 6. The Guarantor has power to issue this guarantee and the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under _____.

In witness, whereof the Guarantor has set its hands hereunto on the day, month and year first here-in-above written.

Signed and Delivered by _____ Bank by the hand of Shri _____
_____ its _____ and authorized office.

Authorized Signatory _____ Bank