



**JOINT DIRECTOR OF AGRICULTURE (INFORMATION),
DIRECTORATE OF AGRICULTURE & FOOD PRODUCTION, ODISHA, BHUBANESWAR
REQUEST FOR PROPOSAL**

RFP No. 2680

Dated: 14.12.2023

Request for proposals are invited from eligible bidders for “Documentation of Comprehensive Project on Rice Fallow Management 2023-24” under Directorate of Agriculture and Food Production (Odisha). Hence, Joint Director of Agriculture (Information), Bhubaneswar on behalf of Director of Agriculture and Food Production (Odisha) invites sealed proposal from the eligible bidders for “Documentation of Comprehensive Project on Rice Fallow Management 2023-24” under the administrative control of Director of Agriculture & Food Production, Odisha, Bhubaneswar.

The RFP Document containing **details of scope of work, professional requirements, selection criteria and other bidding parameters** can be accessed and downloaded from the website of Agriculture & Farmers Empowerment Department at <https://agriodisha.nic.in>, agrisnetodisha.ori.nic.in & tendersodisha.gov.in

Important dates for the bidding process:

SINo.	Critical Events	Time Line
1	Date of Issue of RFP	15.12.2023
2	Submission of Pre-Bid Queries	18.12.2023, 5.30 PM
3	Pre-Bid Meeting	20.12.2023, 11.30 AM
4	Publication of Pre-Bid Clarification	21.12.2023
5	Last Date and Time for Submission of Bid	01.01.2024, 5.30 PM
6	Opening of Technical Bid	02.01.2024, 11.30 AM
7	Technical Presentation	05.01.2024
8	Opening of Financial Bid	06.01.2024

The proposal complete in all respect in a sealed envelope clearly mentioning on the top of it “Documentation of Comprehensive Project on Rice Fallow Management 2023-24” must reach the undersigned through **Speed Post / Registered Post/ Courier only to Joint Director of Agriculture (Information) Baramunda, Bhubaneswar** latest by **01.01.2024 up to 5.30 PM**. The proposals received beyond the scheduled last date and time shall not be considered and will be out rightly rejected. Further, the authority reserves the right to reject any/all proposals without assigning any reason thereof.

**Joint Director of Agriculture (Information),
OUAT Farm Road, Baramunda, Bhubaneswar - 751003
Website: <https://agri.odisha.gov.in> / agrisnetodisha.ori.nic.in & tendersodisha.gov.in
Phone: 0674-2354843, Email: jdainfo.dag@nic.in**

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DISCLAIMER

This Request for Proposal (RFP) is issued by the Joint Director of Agriculture (Information), Bhubaneswar **under the Department of Agriculture & Farmers' Empowerment, Government of Odisha.**

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidders, whether verbally or in documentary or any other form by on behalf of the Authority or any of their employees or advisors, is provided to Bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information provided. This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person.

The purpose of this RFP is to provide interested bidders with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the objectives, technical expertise and particular needs of each part who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained therein or deemed to form part of this RFP or arising in any way in the Selection process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any Applicant upon the statements contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for service and the Authority reserves the right to reject all or any of the Proposals without assigning any reason whatsoever. The client under the Department of Agriculture & F.E, Government of Odisha shall be the sole and final authority with respect to selection of a Consultant/ Agency through this RFP.

BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Joint Director of Agriculture (Information)
2.	Method of Selection	Quality and Cost Based Selection (QCBS) Method
3.	Availability of RFP Document	Detail RFP documents are available in following website: https://agri.odisha.gov.in/ agrisnetodisha.ori.nic.in/ tendersodisha.gov.in
4.	Date of Issue of RFP	15.12.2023
5.	Deadline for Submission of Pre Bid Query	18.12.2023, 5.30 PM
6.	Pre-Bid Meeting	20.12.2023, 11.30 AM
7.	Publication of Pre-Bid Clarification through Website	21.12.2023
8.	Last Date and Time for submission of Bid	01.01.2024, 5.30 PM
9.	Date of opening of Technical Proposal	02.01.2024, 11.30 AM
10.	Date of Technical Presentation	05.01.2024
11.	Date of opening of Financial Proposal	06.01.2024
12.	Expected Date of Commencement of Assignment (Tentative)	To be intimated
13.	Pre-Bid meeting	<ul style="list-style-type: none"> ● Date : 20.12.2023 , 11.30 AM ● Venue- Board Room, Ground Floor, Krushi Bhawan, Gopabandhu Marg, Bhubaneswar. ● All queries received on or before 18.12.2023, 5.30 PM in the Email: jdainfo.dag@nic.in in MS Word format shall be clarified, if necessary, through suitable amendment to the RFP latest by 21.12.2023
14.	Bid Processing Fee (Non-Refundable)	Rs 10000/- INR in shape of Demand Draft drawn in favour of “Joint Director of Agriculture (Information), Baramunda, Bhubaneswar in any Scheduled Commercial Bank payable at Bhubaneswar.

15.	Earnest Money Deposit (EMD) (Refundable)	Rs 2,00,000/- (Rupees Two Lakhs Only) shape of Demand Draft drawn in favour of Joint Director of Agriculture (Information), Baramunda, Bhubaneswar in any Scheduled Commercial Bank payable at Bhubaneswar.
16.	Performance Bank Guarantee(PGB)	Performance Bank Guarantee amounting to 10% of the contract value from a scheduled Commercial Bank payable at Bhubaneswar in favour of Joint Director of Agriculture (Information), Baramunda, Bhubaneswar, as per the format at Annexure-III for a period of 03 months beyond the entire contract period.
16.	Address for Submission of Proposal	Joint Director of Agriculture (Information), Baramunda, Bhubaneswar, Odisha, Pin-751003 jdainfo.dag@nic.in ,
17.	Mode of Submission of Proposal	Through Speed Post / Registered Post/Courier only to Joint Director of Agriculture (Information), Baramunda, Bhubaneswar-pin-751003 latest by 01.01.2024, 5.30 PM during office hour only. Submission of bid through other mode and late bid will be out rightly rejected.
18.	Place of Opening of Technical Proposal:	Board Room no-1, Ground Floor, Krushi Bhawan, Department of Agriculture & Farmers Empowerment, Odisha, Gopabandhu Marg, Bhubaneswar

For details on the selection process, please visit:

**agri.odisha.gov.in, agrisnetodisha.ori.nic.in,
tendersodisha.gov.in**

SECTION – 1
LETTER OF INVITATION

LETTER OF INVITATION

No. 2680

Date: 14.12.2023

Name of the Assignment: Selection of Agency for documentation of Comprehensive Project on Rice Fallow Management 2023-24" under Department of Agriculture & Farmers Empowerment, Government of Odisha officiating at Director of Agriculture & Food Production, Odisha.

1. Joint Director of Agriculture (Information), Bhubaneswar Odisha invites sealed proposal from eligible bidders for Selection of Agency for Documentation of Comprehensive Project on Rice Fallow Management 2023-24 under administrative control of Director of Agriculture & Food Production, Odisha of the Department of Agriculture & Farmers Empowerment, Odisha. The details on the proposed assignment are provided at Section-3: Terms of Reference of this RFP Document.
2. An Agency will be selected under Quality and Cost Based Selection (QCBS) procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Government of Odisha issued vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Government of Odisha.
3. The proposal should be complete in all respect as specified in the RFP Document must be accompanied with a non-refundable amount of Rs 10,000/- (Rupees Ten thousand Only) towards Bid Processing Fee and a refundable amount of Rs 2,00,000/- (Rupees Two Lakhs Only) towards EMD in shape of Demand Draft drawn in favour of "Joint Director of Agriculture (Information), Odisha, Bhubaneswar" drawn in any Scheduled Commercial Bank and payable at Bhubaneswar, Odisha, failing which the bid shall be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed Post / Registered Post/Courier only within the timeline i.e dt 01.01.2024 5.30PM.
5. The Joint Director of Agriculture (Information), Odisha, Bhubaneswar shall not be responsible for postal delay or any consequence.
6. The last date and time for submission of proposal complete in all respects is 01.01.2024, up to 5.30 PM and the date of opening of the bid is 02.01.2024 at 11.30 AM in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
7. This RFP includes following sections:
 - a. Letter of Invitation [Section -1]
 - b. Information to the Bidder [Section -2]
 - c. Terms of Reference [Section -3]
 - d. Technical Proposal Submission Forms (Section - 4)
 - e. Financial Proposal Submission Forms (Section-5)
 - f. Annexure (Section -6)

8. While all information/ data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the **Joint Director of Agriculture (Information), Bhubaneswar Odisha** knowledge. Further, **Joint Director of Agriculture (Information), Bhubaneswar Odisha** 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 document. The **Joint Director of Agriculture (Information), Bhubaneswar Odisha**, reserves the right to accept / reject any/all proposals / terminate the entire selection process at any stage without assigning any reason thereof.

Cemp
4.12.23
Joint Director of Agriculture (Information),
Bhubaneswar

SECTION – 2
INFORMATION TO THE BIDDER

PRE-QUALIFICATION /ELIGIBILITY CRITERIA:

Bidders must confirm to the eligibility criteria given below and to this effect must produce the required supportive documents/information as indicated against each as part of their technical proposal:

Sl. No	Eligibility Criteria	Supporting Documents Required
1	The bidder should be a Company (private/ public) registered in India under Indian Companies Act 1956 or 2013. Supporting documents to be provided against this point. <ul style="list-style-type: none">- Should be reputed one with experience & expertise in IEC activities like AV Production and designing creatives- Should have experience of working Govt department- Proprietorship and partnership firms with GST, PAN registration will also be allowed given that they have the necessary experience and documentation (Consortium or Joint Venture is not allowed.)	Copy of certificate of Incorporation / Registration of the bidder
2	The bidder should have minimum average annual turnover of Rs. 50.00 lakhs from relevant IEC activities during the last Three years as reflected in last 3 years Audited balance sheet (FY-2020-21, 21-22, 22-23) & finance reports submitted to the concerned regulating authorities.	Certificate from a Statutory auditor(TECH-03).
4	The bidder should have experience in minimum 5 similar IEC Campaign/Production of AV Contents, Coffee Table Book for Central/ State Government/PSUs during the last 5 financial years. (Minimum value-4 lakh)	Copies of Work Orders / Contract Document / Experience Certificate
5	The bidder should not have been debarred/ blacklisted by any State Government or Central Government or their agencies at the time of submission.	Self-Declaration by the authorized representative on the bidder's letter head.
6	The bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder as per prescribed format (TECH -8)
7	The bidder must have a dedicated team for Video script writing, content writing, graphic and animation designing, sound and music production as well as for professional photography.	certified list to be provided
8	The Chief Functionary of the organization should not be a formal member of any political party and furnish on undertaking to the effect.	Self-Declaration by the authorized representative on the bidder's letter head.
9	Bidders participating in the tender must be registered under Odisha GST (OGST) act.	copy of GSTIN

A. Documents to be submitted along with TECHNICAL PROPOSAL (PART-A):

The bidders have to furnish the following documents duly signed in along with their Technical Proposal:

- i) Filled in Bid Submission Check List in original (**Annexure-I**)
- ii) Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the bid process.
- iii) Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- iv) Copy of Certificate of Incorporation/Registration
- v) Copy of PAN
- vi) Copy of Goods and Services Tax Identification Number (**GSTIN**)
- vii) Copies of IT Return for the last three assessment years (**FY 2020-21, 2021-22 and 2022-23**).
- viii) General Details of the Bidder (**TECH –2**)
- ix) Financial Details of the bidder (**TECH – 3**) along with all supportive documents such as Balance Sheet and Income/Expenditure Statement duly certified and signed by the bidder.
- x) Power of Attorney (**TECH – 4**) in favor of the person signing the bid on behalf of the bidder.
- xi) List of completed/ongoing assignments of similar nature (Past Experience Details, **TECH – 5**) along with copies of contracts / work orders / experience certificate.
- xii) Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Body / International & National Organisation at the time of submission (**TECH – 9**).
- xiii) The Chief Functionary of the organization should not be a formal member of any political party and furnish on undertaking to the effect. (Declaration to be submitted.
- xiv) Comments and Suggestions of the Agency on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client (**TECH-6**)
- xv) Description Of Approach, Methodology Statement (**TECH-7**)
- xvi) Self declaration regarding Conflict of Interest (**TECH-8**)

NB: 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 summary 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 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 certified by the authorised representative. Failure to comply with the RFP requirements will result in outright rejection of the proposal.

2.2 BID PROCESSING FEE:

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to **10,000/- INR(Rupees ten thousand Only)** in shape of DD from any Scheduled Commercial Bank drawn in favour of “**Joint Director of Agriculture (Information), Odisha, Bhubaneswar**” payable at Bhubaneswar. Proposals received without bid processing fee will be out rightly rejected.

2.3 Earnest Money Deposit (EMD):

The bidder must furnish as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs 2,00,000/- (Rupees Two Lakh Only)** in shape of DD from any Scheduled Commercial Bank drawn in favour of **“Joint Director of Agriculture (Information), Odisha, Bhubaneswar”** payable at Bhubaneswar. The EMD of unsuccessful bidders shall be refunded within 1 month from the date of 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 fortified on account of the following reasons-

2.3.1 Bidder withdraws its proposal during the Bid validity period mentioned in the RFP

2.3.2 Bidder does not respond to requests for clarification of its proposal

2.3.3 Bidder fails to provide required information during the evaluation process or it is found to be non-responsive or has submitted false information in support of its qualification

2.3.4 If the bidder fails to

- I. Provide clarifications
- II. agree to decisions of the contract negotiation meeting
- III. sign the contract in time
- IV. furnish required PBG

2.4 Validity of the Proposal:

Proposals shall remain valid for a period of **90 (Ninety) 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.

2.5 Pre-Bid Meeting:

A pre-bid meeting will be organised to address the queries relating to the overall selection process and scope of the work. To this respect, bidders can submit their queries, as per the prescribed format provided at **(Annexure-III)**, to Director of Agriculture & Food Production, Odisha through e-mail at **jdainfo.dag@nic.in** up to **18.12.2023 (5.30PM)** from the level of the authorized representative of the bidder only. **Any request for clarification submitted beyond the above deadline will not be entertained during the pre-bid meeting.** The pre-bid meeting will be held on **20.12.2023 at 11.30 AM** in the Board Room-1, Ground Floor of Krishi Bhawan, Agriculture & F.E Department, Odisha. Representatives (*maximum up to 2 members from each bidder*) with due authorization letter will be allowed to attend the pre-bid meeting. Clarifications to the submitted queries will be uploaded in the Department website for information of the bidders. Any such clarification / corrigendum shall be deemed to be part of this RFP. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained thereafter. The pre-bid meeting can also be attended remotely. The link will be shared at a later stage.

2.6 Authentication of Proposal:

The proposal should be accompanied by a power-of-attorney in the name of the signatory of the proposal as per the format **TECH -4** as provided in the RFP.

2.7 Submission of Proposal:

Bidder must submit their proposals by **Registered Post / Speed Post / Courier only** to the specified address on or before the last date and time during office hours of working days for submission of proposals as mentioned in Bidder Data Sheet. **The Joint Director of Agriculture (Information), Bhubaneswar** will not be responsible for postal delay / any consequence in receiving the proposal after the deadline as prescribed in the Bidder Data Sheet.

Any Proposal received after the deadline shall not be accepted and will be out rightly rejected.

The procedure for submission of the proposal is described below:

i) Technical Proposal (PART-A) & (PART-B):

The envelope containing technical proposal, should be shall be **SEALED AND SUPERSCRIBED** as “**Technical Proposal – “Documentation of Comprehensive Project on Rice Fallow Management 2023-24”**”. The duly filled-in technical proposal submission forms along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

ii) Financial Proposal

The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format only. The envelope containing financial proposal shall be **SEALED AND SUPERSCRIBED** as “**Financial Proposal – “Documentation of Comprehensive Project on Rice Fallow Management 2023-24”**”.

Both the above envelopes have to be sealed and placed inside a **third main envelope**, which has to be **SEALED AND SUPERSCRIBED** as “**Documentation of Comprehensive Project on Rice Fallow Management 2023-24 “under Director of Agriculture & Food Production, Odisha”** and submitted to the **Joint Director of Agriculture (Information), Baramunda, Bhubaneswar**.

2.8 Opening & Evaluation of the proposal:

- a. The **FIRST ENVELOPE** containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder’s representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute a Technical Committee (approved by Govt) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The **SECOND ENVELOPE** containing **FINANCIAL PROPOSAL** of the **technically qualified bidders** will be opened after completion of technical evaluation stage by the evaluation screening Committee formed (approved by Govt.). The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

2.9 Evaluation of Proposal:

A **three stage** process will be adopted as explained below for evaluation of the proposals. :

- I. **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete, and the requisite documents have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
- i) Filled in Bid Submission Check List in Original (**Annexure-I**)
 - ii) Covering letter (TECH – 1) on bidder’s letterhead requesting to participate in the selection process.
 - iii) Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
 - iv) Copy of Certificate of Incorporation/Registration
 - v) Copy of PAN
 - vi) Copy of Goods and Services Tax Identification Number (GSTIN)
 - vii) Copies of IT Return for the last three assessment years (**FY 2020-21,2021-22,2022-23**).
 - viii) General Details of the Bidder (**TECH –2**)
 - ix) Financial Details of the bidder (**TECH – 3**) along with all supportive documents as applicable duly signed as per the instruction.

- x) Power of Attorney (**TECH – 4**) in favor of the person signing the bid on behalf of the bidder.
- xi) List of completed assignments of similar nature (Past Experience Details, TECH A – 5) along with copies of contracts / work orders / experience certificate from previous clients.
- xii) Self Declaration regarding an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client (**TECH -8**)
- xiii) Undertaking agency or consortium partner is not blacklisted by any Central / State Government / Autonomous bodies/ International & National Organisation (**TECH-9**)
- xiv) All the pages of the proposal and enclosures are signed or not by the authorized representative.
- xv) Undertaking the Chief Functionary of the organization should not be a formal member of any political party and furnish on undertaking to the effect.

Any deviation from the prescribed procedures/formats/conditions/requirements shall result in outright rejection of the proposal. Bids with conditional offer shall be outrightly rejected. All the pages of the proposal must have to be sealed and signed by the authorized representative of the bidder.

- II. **Technical Evaluation (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process will be adopted for evaluation of the proposals. The proposals will be evaluated as per the parameters vide **Score Sheet** detailed below.

S.N.	Selection Criteria	Max. Marks
1.	Financial Capacity (<i>i.e., Average Annual turnover for last three financial years the Bidder must submit annual turnover certificate of last three years duly certified by the Chartered Accountant</i>) <ul style="list-style-type: none"> • From-50 Lakhs to 1.00 Crore-05 marks • More than-1.00 Crore to 1.50 Crore-10 marks • Above-1.50 Crore-15 marks 	15
2.	Experience in last five years in production of Video Spots, Documentaries, event documentation, Telefilms production, Coffee Table Book preparation, printing and professional photography made for Central/ State Government/ PSUs and International Organizations (Minimum value-04 lakhs) <ul style="list-style-type: none"> • 5-10 projects-05 Marks • 10-20 projects-10 Marks • More than 20 projects- 20 Marks (The bidder must submit the work orders in support of work completion)	20
3.	Experience in last five years executing similar works in different Districts of Odisha. <ul style="list-style-type: none"> • 0 to 05 Districts-0 Marks • 06 to 10 Districts-5 Marks • 11 to 20 Districts-10 Marks • 21-30 Districts-15 marks • (Proof to be submitted) 	15
4.	Skilled Manpower for undertaking Audio and Video Spot/Documentaries/Tele films/ Professional Photography/Content writing/Designing of Coffee Table Book <ul style="list-style-type: none"> • At least 10 skilled manpower with 02 years of work experience-05 marks 	10

	<ul style="list-style-type: none"> • More than 10 skilled manpower with 02 years of work experience-05 marks (CV to be provided) 	
	SUB TOTAL	60
5.	Approach, Methodology and Work plan-The bidders who qualify the minimum conditions of eligibility shall also be called for a presentation on their approach/methodology and work plan as mentioned in the bid. <ul style="list-style-type: none"> • Concept-20 marks • Treatment of the subject-10 marks • Implementation-10 marks 	40
	GRAND TOTAL	100

Bidders securing 70% marks or above out of Total 60 marks (Sl.No.-1 to 4) will be called for Technical Presentation.

- III. Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the concerned bidders before 7 days from the date of technical presentation. Hence, the bidder should make themselves available for the same. **The bidder whose technical proposal secures a score above the minimum qualifying mark of 70 out of 100 in the technical evaluation criteria (SINo-1 to 5) stage will be technically qualified for opening of the financial proposal.**
- IV. **FINANCIAL EVALUATION (3rd Stage):** The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

1. Evaluation Process:

Quality and Cost Based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (**S_T**) in accordance to the marks obtained during the technical evaluation stage. There shall be **70 %** weightage to technical score and **30 %** weightage to financial score.

The individual bidder's financial score (**S_F**) will be evaluated as per the formula given below:

$$S_F = [F_{min} / F_b] * 100 \text{ (rounded off to 2 decimal places)}$$

where,

- S_F = Normalized financial score of the bidder under consideration
- F_{min} = Minimum financial quote among the technically qualified bidders
- F_b = Financial quote of the bidder under consideration

$$\text{Combined Score (S)} = S_T * 0.7 + S_F * 0.3$$

Where, S_T = Technical score secured by the bidder

The bidder securing the highest evaluated **Combined Score (S)** will be awarded the Contract observing due procedure. For evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the Consultant including overhead expenses, such as travel, accommodation, logistics, report preparation, printing & other secretarial expenses.

2. Performance Bank Guarantee (PBG) :

Within 7 days of notifying the acceptance of proposal for the award of Contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **10% of the contract value** from a Scheduled Commercial Bank situated in Bhubaneswar in favour of “**Joint Director of Agriculture (Information), Baramunda, Bhubaneswar**” as per the format **Annexure-VII**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of Contract provided there is no breach of Contract on the part of the qualified bidder. No interest shall be paid on the PBG.

3. Contract Negotiation:

Negotiation if required will be held at a date, time and address as intimated to the selected bidder. The invited bidder will, as a pre-requisite for attendance at the negotiations confirm availability of all the propose staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiations will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

4. Award of Contract:

- i. The contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other Firms on the shortlist that they were unsuccessful and return the unopened Financial Proposals of those Firms who did not pass the technical evaluation.
- ii. The firm is expected to commence the assignment on the date and at the location as specified by the Client during issue of work order.
- iii. *Sub-contracting is not allowed under this assignment under any circumstances***

5. Terms of Payment

Payment will be made on conclusion of assignment basis, where vendor shall raise the bill in triplicate and submit the same to JDA (Information),Bhubaneswar.

6. Conflict of Interest:

Conflict of interest exists in the event of: (i) conflicting assignments, including implementing, providing consultation, monitoring and evaluation/environmental assessment of the same scheme / project at a different level by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with officials of the Client directly or indirectly; and (iii) practices prohibited under the anti- corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

7. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial

standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
- a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

8. Anti-corruption Measure:

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

9. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language only. 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.

10. 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 are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

11. Proposal Forms:

Wherever a specific form is prescribed in this Request for Proposal (RFP) document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form, additional sheets shall be used to convey the required information. For all other cases, the bidder should design a form to hold the required information. ***Any deviation to the prescribed format of the RFP results in rejection of the proposal.***

12. Local Conditions:

Each bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the contract and/ or the cost. The bidder is expected to know all conditions and factors, which may have any effect on the execution of the Contract

after issue of letter of Award. The client shall not entertain any request for clarification from the bidder regarding such local conditions. It is the bidder's responsibility that such factors have been properly investigated and considered before submitting the Proposal. No claim, whatsoever, including that for financial adjustment to the Contract awarded under the bidding document will be entertained by the Client. Neither any change in the time schedule of the Contract nor any financial adjustments arising thereof shall be permitted on account of failure of the bidder to know the local laws/ conditions. The Bidder is expected to visit and examine and study the location of Government offices and its surroundings and obtain all information that may be necessary for preparing the Proposal at its own interest and cost.

13. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.

14. Governing Law and Penalty Clause:

Indemnity and Liability provisions will be mutually agreed by the parties before the release of the work order. This shall be final and binding upon the parties. In any case the aggrieved party has the right to approach the court for claiming damages in case of breach.

- **Penalty** : In case there is any deviation found as per the deliverables and timelines(as issued in the work order),there will be a penalty deduction@0.5% of the work order cost per week against each activity upto a maximum of Rs 50,000/- on each occasion. This amount of penalty would be adjusted against the payment.

15. Confidentiality:

Both Parties agree that the information provided under this Agreement is confidential and neither Party shall at any time during the Term or upon early termination, divulge to any person(s), firm or company, business entity, or other organisation whatsoever, any Confidential Information that the Party may acquire during the course of such association concerning the other Party's business, property, contracts, clients or affairs, except to its employees and third parties on a need to know basis for services under this Agreement.

16. Amendment of the RFP Document:

At any time, prior to the date of submission of RFP, JDA (Information),Bhubaneswar may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP. The amended RFP shall be notified by JDA (Information) ,Bhubaneswar on the following website – <https://agriodisha.nic.in/agrisnetodisha.ori.nic.in/tendersodisha.gov.in> These amendments will be binding on the bidders. In order to afford prospective bidders reasonable time to take these amendments into account in preparing their bids, JDA (Information) may, at its discretion, extend the deadline for the submission of bids.

17. 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. Misrepresentation/improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Proposals have been opened

and the highest ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

18. Copyright, Patents and Other Proprietary Rights:

Agriculture & Farmers Empowerment Department, Government of Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, Copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract. However, it is agreed that all the rights relating to the trademarks and copyrights in the materials which are created by the Agency and submitted with the Proposal, shall vest with the Client upon receipt of full payment by the Agency.

19. 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. Indemnity and liability provisions pertaining to force majeure circumstances will be mutually agreed by the parties before the release of the work order. This shall be final and binding upon the parties. In any case the aggrieved party has the right to approach the court for claiming damages in case of breach

20. Arbitration:

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Addl. Chief Secretary to Govt., Agriculture & Farmers Empowerment Department, Government of Odisha. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Bhubaneswar and the language of Arbitration shall be English.

21. Disqualification of Proposal:

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

- i) Proposal submitted without Bid Processing Fee & EMD declaration as Annexed
- ii) Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- iii) During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices

- iv) Proposal is received in in complete form
- v) Proposal is received after due date and time for submission of bid
- vi) Proposal is not accompanied by all the requisite documents /information
- vii) A commercial bid submitted with assumptions or conditions
- viii) Bids with any conditional technical and financial offer
- ix) 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
- x) Proposal is not properly sealed or signed
- xi) Any deviation in the technical and financial proposal
- xii) Proposal is not conforming to the requirement of the scope of the work
- xiii) Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- xiv) If any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- xv) Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- xvi) Failure to agree with terms and conditions of the RFP
- xvii) *The quoted professional fee not within the prescribed limit of the RFP.*
- xviii) Any other condition/ situation which holds the paramount interest of the client during the overall selection process.**

22. Termination of Contract:

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 he bidders.

SECTION - 3
TERMS OF REFERENCE

Comprehensive Project on Rice Fallow Management system, Rabi 2023-24

3.1. Introduction:

"Comprehensive Project on Rice Fallow Management is a flagship initiative of the Department of Agriculture & Farmers Empowerment, Govt of Odisha. The available report of OUAT and IRRI indicates that more than 16 lakh ha of rice fallow area is available in Odisha that can be leveraged to boost production of non-paddy crops. Now, the State is surplus in rice production but deficit in that of pulses and oilseeds. There is ample scope for up-scaling of Pulses & Oilseeds production during Rabi season in the existing rice fallow areas. Around 50,000 Ha of rice fallow is being covered by pulses under Targeting Rice Fallow Area (Pulses) scheme of Govt of India. Similarly, about 4000 ha is covered under Targeting Rice Fallow Area (Oilseeds). Taking into account the total rice fallow area, these interventions are quite limited to have any tangible impact as far as Rice Fallow Management is concerned. In order to increase the cropping intensity and enhancing the income & nutritional security of farming community, up scaling of interventions through demonstration programme of pulses & oilseeds in the State is highly required under State Plan apart from the scheme being implemented by Gol. Accordingly, during 2022-23 Comprehensive Project on Rice Fallow Management was implemented in about 70,000 ha across 30 districts. Taking a cue from the success of the programme and experiential learning, this year (2023-24) it has been planned to cover 4 lakh ha under the programme. The required inputs like quality seeds, bio-fertilizer, PP chemicals, IPM devices will be provided to the farmers to achieve better productivity. Out of 4 lakh ha, it has also been planned to take up "Acid Soil Management Programme" in 1.30 lakh ha for which soil ameliorant will be provided to the farmers. This will not only help in better utilisation of residual moisture and boosting production of pulses & oilseeds but act as a regenerative agricultural practice especially in the fields where pulse crops are grown.

Scheme Objectives:

- i. Exploitation of residual soil moisture
- ii. Increasing cropping intensity by targeting crop demonstration in four lakh ha during Rabi 2023-24 and in successive years.
- iii. To upscale cultivation of Pulses and Oilseeds in Rice fallow area
- iv. Production of more food with less water
- v. Restoration of soil health by increasing the soil biomass and organic carbon content
- vi. Establishment of Community Managed Seed System
- vii. Improving the livelihood of farmers through enhancement of income and nutritional security.

Coverage and Duration:

The scheme is being implemented in all 314 Blocks spreading across 30 Districts of Odisha.

Duration-5 months.

3.2 SCOPE OF WORK

The selected Bidder shall undertake following activities by engaging qualified man power for the following works as mentioned as below:

a. Video Spots/Documentary Production.

- Production of **two (02) nos.** Audio Video visual films of 5-10 mins duration both in English and Odia language which will cover various agricultural operations under the Comprehensive Project on Rice Fallow-2023-24 covering **all three RDC zones of Odisha**. The agency must visit **minimum 4 times covering all critical stages of the crop**. (Sowing Stage, Vegetative Stage, Flowering Stage and Harvesting Stage)
- **Production of 30 nos.** of success stories under Rice fallow Management of 3-4 mins duration **@ 1 per** district.
- Re-recording and Re-editing of creative video if script is changed after production is carried out as per the approved script.

- The Agency should submit soft copies of uncompressed high resolution JPEG video data with properly labeled mentioning title of spot, subject/theme, duration, language, name of the Agency and year of production.
- The shortlisted agency will have to travel to the sites with its equipment and manpower and conduct the required shoot bearing all said expenses of their own.
- Submission of final approved audio-visuals in 4K quality(Full HD)

b. Coffee Table Book (90-100 Pages)

The agency would work under the instructions and overall supervision of DA&FP (O) Officials for High quality photography, designing and development of one coffee table book as per the following requirements-

- I. Content writing and editing, preparing the design/layout
- II. Ensuring quality(editorial and production)
- III. Effective coordination with content and reference material and design
- IV. Ensuring high quality works
- V. Type settings
- VI. Organization of content
- VII. Photos
- VIII. Headings
- IX. Setting of the book
- X. Delivery of soft copies in DVDs

Design and Specification

- I. Quantity-100 Copies
- II. Paper size- 12.5x10 inches(landscape)
- III. No.of pages-90-100 pages (approximately)
- IV. Interior paper quality-170GSM Mont Blanc imported art paper
- V. Bookbinding-Hardbound with section sewing

c. Project Documentation(90-100 pages)

A brief report to be prepared by the agency highlighting the implementation and success of the scheme as per the requirement mentioned in the Coffee Table Book. The document would contain brief writing and some high quality photographs.

Design and Specification

- I. Quantity-100 Copies
- II. Paper size- 1/4 Demy size
- III. No.of pages-90-100 pages (approximately)
- IV. Interior paper quality-130GSM mat paper
- V. Cover paper quality-220 GSM glossy art paper with Mat Lamination

- The Agency should submit soft copies of uncompressed high resolution JPEG raw format photo data with properly labeled mentioning title of spot, subject/theme, name of the Agency and year of production.
- The agency will submit 500 nos. high quality good field photographs **covering all Districts** for record purpose.

3.3 Key Deliverable:

Rushes (Audio Video) of the film should be in **4K** quality. The videos are required to be submitted to JDA (Information), Bhubaneswar in stipulated time period.

The Agency will be responsible for the following;

- Ensuring timely delivery of all the end products.
- Ensuring correct technical requirements should be followed.
- Ensuring pre-production, filming and post production at highest quality(4K) and working with highest professional ethical standard.
- Ensuring submission of soft copy of final documentary in 4K & FHD9 (in MOV & MP-4 Format).All rushes visuals, Photo data, final complete project file.
- Ensuring co-ordination with various stakeholders agencies for appropriate content, reference material and design.
- Prior to printing/preparation of required quantity of Coffee Table Book(CTB),the agency has to submit a draft proof copy for necessary approval of the same from the Client for which no extra payment shall be made to the agency.

SECTION - 4
TECHNICAL PROPOSAL SUBMISSION
FORMS

TECH - 1

COVERING LETTER

(On Bidder's Letter Head)

[Location, Date]

To

The Joint Director of Agriculture (Information)

Baramunda, Bhubaneswar

Pin - 751003

Subject: Selection of Agency for "Documentation of Comprehensive Project on Rice Fallow Management 2023-24" under the Director of Agriculture & Food Production, Odisha, Bhubaneswar of the Department of Agriculture & Farmers Empowerment, Odisha.

[TECHNICAL PROPOSAL: PART - B]

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal. I hereby submitting the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **90 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 are found deviated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that I have the authority to submit the proposal and to clarify any details on its behalf. I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH -2

BIDDER ORGANISATION
(General Details)

SI.No.	Description	Full Details
1.	Name of the Bidder	
2	Address for communication Tel. Fax. Email. ID:	
3	Name of the authorized person signing and 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 : BC/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 (GSTN)	
10	Willing to carry out the assignment as per the stipulated scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -3

Bidder Organisation (Financial Details)

	Financial Information in INR		
Details	FY 2020-21	FY 2021-22	FY2022-23
Turnover from similar business (in Lakhs)			
	<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last two FYs (2020-21, 21-22, 22-23) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled-in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>		

Signature and Seal of the Company Auditor with Date in original

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH - 4

FORMAT FOR POWER OF ATTORNEY

(To be provided in original on Bidder Letter Head as part of the Technical Proposal on Stamp Paper of value required under law duly signed by the competent authority of the bidder)

Dated: _____

POWER OF ATTORNEY

To Whom It May Concern

Know all men by these presents, we _____ (name and registered office address Of the Applicant) do hereby constitute, appoint and authorize Mr. _____ (Name of the Person(s)), domiciled at _____ (Address), acting as _____ (Name and Designation), as Authorised Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of contract under [Name of the Assignment] involving the deliverables as per agreement with, _____, vide Request of Proposal (RFP) Document dated, issued by Director of Agriculture & Food Production, Odisha under Agriculture & Farmers' Empowerment Department, Government of Odisha including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by the tender inviting authority or any representing us in all matters before the tender inviting authority and generally dealing in all matters in connection with our Proposal for the said assignment. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For: _____

(Signature of the Authorized Representative with Date)

ACCEPT:

Signature, Name & Designation of person executing attorney:

NB:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Also, wherever required, the executants (s) should submit for verification the extract of the charter documents and documents such as a board resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executants (s).

TECH – 5

Bidder's Past

Experience Table -1

(Lists of Assignments of similar nature during last 05 years)

Sl. No.	Period	Assignment and Duration	Name of the Client	Contract Value (in INR) and Duration In Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

(*Work Orders of more than 04 Lakhs)

NB:

- *Bidders are requested to furnish the information of the similar assignments undertaken/completed during the last 5 financial years(2018-19,19-20, 20-21, 21-22,& 22-23) having having value more than 04 lakhs. each as per the above prescribed format only.up to 5 best projects only under Table- 1. Projects having contract value > Rs. 4 lakhs. Copies of Work Order / Contract Document / Experience Certificate for the respective assignments need to be furnished along with the technical proposal failing which the assignment will not be taken into consideration for evaluation purpose.*

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:_____

Communication Address of the bidder:_____

TECH - 6

Comments and Suggestions of the Agency 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:

[Present and justify here any modifications to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your technical proposal.]

B: On Input and Facilities to be provided by the Client:

[Comment here on inputs and facilities to be provided by the Client according to Information to the Consultant and Scope of Work]

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 7

DESCRIPTION OF APPROACH, METHODOLOGY STATEMENT

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

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the Terms of Reference (ToR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

B. Description of Approach and Methodology:

C. Project Management Plan for the Client:

D. Staff Deployment Strategy:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-12.

TECH-8

AFFIRMATIVE STATEMENT AS TO THE EXISTENCE OF ANY POTENTIAL CONFLICT OF INTEREST ON THE PART OF THE BIDDER DUE TO PRIOR, CURRENT, OR PROPOSED AGREEMENTS, ENGAGEMENTS, OR AFFILIATIONS WITH THE CLIENT. DECLARATION THEREOF

Are there any activities carried out by your Agency which are of the nature as mentioned in Section 2: (Information to the Bidder] under Eligibility Criteria: Para (6))? If No, please certify.

IN BIDDER'S LETTER HEAD

I, hereby declare that our agency is not having any conflict of interest due to prior, current or proposed agreements, engagements or affiliations with the Joint Director of Agriculture (Information), Bhubaneswar which can be termed as of nature as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6)**.

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

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

TECH – 9

UNDERTAKING

I, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Department / Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours Sincerely,

Authorized Signature
[In full and initials]

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

Name and Designation with Date and Seal: _____

SECTION: 5
FINANCIAL PROPOSAL
SUBMISSION FORMS

FIN-1
COVERING LETTER
(In Bidder's Letter Head)

[Location, Date]

To:

The Joint Director of Agriculture(Information)
Baramunda,Bhubaneswar
Pin-751003

Sub: RfP for Selection of Agency for Documentation of Comprehensive Project on Rice Fallow Management 2023-24.

Having gone through the RFP and having fully understood the scope of work for the captioned assignment as set out in the RFP No..... dated.....; Our attached financial Proposal is for the sum of (Insert amount(s) in words and figure).This amount is inclusive the tax applicable as per the GST act.I do hereby undertake that, in the event of acceptance of our bid,the services shall be provided is respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, upto the expiration of the validity period of the proposal of 90 days. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory [In full and initials]:_____

Name and Designation with Date and Seal:_____

FIN-2

SUMMARY OF FINANCIAL PROPOSAL (in INR)

SINo.	Item	Quantity	Price per Unit	Total Price	GST(....) %	Total Price
A	B	C	D	E=C*D	F	G=E+F
1	AV Production of documentary films(05-10) mins	02				
2	AV Production of Success Stories (03-04) mins	30				
3	Photography, designing and printing of One Coffee Table Book.(90-100 pages)approx.	100				
4	Designing, developing and printing of one Project Documentation book. (90-100 pages)approx.	100				
GRAND TOTAL (Rupees in words)						

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

Name and Designation with Date and Seal: _____

SECTION -6
ANNEXURES (I to III)

ANNEXURE – I**BID SUBMISSION CHECK LIST**

SI no	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (PART – A)(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 of DD		
4	EMD Rs 2,00,000.00 (Rupees Two Lakh) only 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		
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 Income-Expenditure 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 / contract paper for the respective assignments		
13	Undertaking for not have been black-listed by any Central / State Govt. /any Autonomous bodies during its business career. (TECH – 9)		
14	Self Declaration of Conflict of interest (TECH – 8)		
14	The Chief Functionary of the organization should not be a formal member of any political party and furnish on undertaking to the effect.		
15	Comments and Suggestions (TECH-6)		
16	Description of Approach, Methodology & Work Plan (TECH-7)		

FINANCIAL PROPOSAL			
1	Covering Letter (FIN-1)		
2	Summary of Finance Proposal (FIN-2)		

Undertaking:

- 1) *All the information has been submitted as per the prescribed format and procedure.*
- 2) *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.*
- 3) *All pages of the proposal have been sealed and signed by the authorized representative of the bidder.*

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

FORMAT FOR SUBMISSION OF PRE-BID QUERY

The bidders will have to ensure that their queries in soft copy for the pre-bid meeting should reach to Director of Agriculture & Food Production, Odisha Department through email at jdainfo.dag@nic.in latest by **15.12.2023 up to 5.30 PM** as per the prescribed format only as mentioned below.

S. No.	RFP Document [Section & Page Number]	Content of RFP requiring Clarification(s)	Clarification Requested
1.			
2.			
3.			
4.			
5.			
6.			

- Any other form of submission will not be entertained.
- The Client shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post the indicated date and time as per the Instruction sheet of the RFP shall not be entertained by the Client.
- The purpose of query clarification is to provide the bidders with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project.
- The Client will endeavor to provide timely response to the queries by uploading in website. No individual response to be given. However, the client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been proposed by the bidders.

Authorized Signatory [In full and initials]:_____ Name and Designation with Date and

Seal:_____

PERFORMANCE BANK GUARANTEE FORMAT

To,
The Joint Director of Agriculture (Information)
Baramunda, Bhubaneswar

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

AND WHEREAS it has been stipulated by _____ (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a 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 declare that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

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

This performance bank guarantee shall be valid until theday of _____, 20...

Our branch at Bhubaneswar (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 Bhubaneswar branches a written claim or demand and received by us a tour. Bhubaneswar 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