

TENDER DOCUMENT

REQUEST FOR PROPOSAL

FOR

**SELECTION OF AGENCY FOR STUDY ON ASSESSMENT OF WATER
YIELD ECOSYSTEM SERVICES AFFECTING AGRICULTURAL
PRACTICES AND ON-FARM LIVELIHOODS IN SIMILIPAL TIGER
LANDSCAPE, ODISHA**

Date of Publishing of RFP: **14/09/2022**

Last date for submission of Bids : **15/10/2022** Time **3:00PM**



Department of Agriculture & Farmers' Empowerment, Government of Odisha
Krusha Bhawan
Bhubaneswar

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DISCLAIMER

This Request for Proposal (**RFP**) is issued by IMAGE under the **Department of Agriculture and Farmer's Empowerment (DAFE), 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 Agency/Consultant 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 Agency/Consultant 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 Agency/Consultant 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 Agency/Consultant 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 Agency/Consultant 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 Agency/Consultant upon the statements contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Agency/Consultant or to appoint the Selected Agency/Consultant, 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. IMAGE shall be the sole and final authority with respect to selection of a Consultant/ Agency through this RFP.

BIDDER DATA SHEET

Sl. No.	Particulars	Details
1.	Name of the Department	Department of Agriculture and Farmers' Empowerment
2.	Method of Selection & Proposal Validity	Quality Cost-Based Selection (QCBS) 180 Days
3.	Date of Issue of RFP	14/09/2022
4.	Deadline for Submission of Pre-Proposal Query	23/09/2022
5	Pre-proposal meeting	27/09/2022
6.	Issue of Pre-proposal Clarifications	30/09/2022
7.	Proposal Due Date	15/10/2022 up to 3:00 PM
8.	Date of opening of Technical Proposal	15/10/2022 at 4:00 PM
9.	Date of opening of Financial Proposal	To be intimated later
10.	Expected Date of Commencement of Assignment	October, 2022
11.	Pre-proposal meeting	<p>A pre-proposal meeting will be held on 27/09/2022, 3:00 PM at IMAGE Conference Hall, Siripur, Bhubaneswar</p> <p>All queries should be received on or before 23/09/2022, 11:30 AM on mail in word format. The name, address, and telephone number of the nodal officer is:</p> <p>Name: Shri. Kalicharan Behera Designation: Deputy Director, IMAGE Address: IMAGE, Siripur Phone Nos: 9437059169 Email id: imagebbsr1999@gmail.com</p>

12.	Bid Processing Fee (Non-Refundable)	Rs. 5000/- (Rupees Five thousand only) in shape of Demand Draft in favour of Director, IMAGE in any scheduled commercial bank payable at Bhubaneswar.
13.	Earnest Money Deposit (EMD)	Bid Security Declaration is to be Furnished .
14.	Contact Person	Name : Shri. Kalicharan Behera Designation: Deputy Director, IMAGE Name of the Organization: Director, IMAGE, Siripur, Bhubaneswar Tel no.: 0674-2562151 Email: imagebbsr1999@gmail.com
15.	Address for Submission of Proposal	Director, IMAGE, Siripur, Bhubaneswar. Mode of Submission: Speed Post / Registered Post only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected.
16.	Place of Opening of Proposal:	IMAGE Conference Hall, Siripur, Bhubaneswar

SECTION: 1

LETTER OF INVITATION

RFP No: **4011**

Date: **14/09/2022**

Name of the Assignment: Selection of Agency for Study on assessment of water yield ecosystem services affecting agricultural practices and on-farm livelihoods in Similipal Tiger Landscape, Odisha.

1. IMAGE, Bhubaneswar invites sealed proposal from eligible bidder for “Selection of Agency for Study on assessment of water yield ecosystem services affecting agricultural practices and on-farm livelihoods in Similipal Tiger Landscape, Odisha. More details on the proposed study are provided at Section-3: Terms of Reference (ToR) of this RFP Document.
2. A bidder will be selected under Quality Cost-Based Selection (QCBS) procedure as prescribed in the RFP Document in accordance with the procedures prescribed herewith circulated vide Office Memorandum No.37323 , Dated: 30.11.2018 of Finance Department, Govt. of Odisha.
3. The proposal complete in all respect as specified in the RFP Document must be accompanied with a Non- refundable amount of **Rs.5000/-** (Rupees Five thousand only) towards Bid Processing Fee in form of Demand Draft in favour of “Director, IMAGE” drawn in any scheduled commercial bank payable at Bhubaneswar”, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the office of Director IMAGE, Siripur, Bhubaneswar as per the Bidder Data Sheet by **Speed post / Registered Post** only. IMAGE shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is 15/10/2022 up to 3:00 PM and the date of opening of the technical proposal is 15/10/2022 at 4:00 PM in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no. 15**). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a. Letter of Invitation [**Section - 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. Annexures [**Bid Submission Checklist & Performance Bank Guarantee Format and any other relevant assignment related material needs to be provided**]
7. While all information data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the IMAGE's knowledge, the IMAGE holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information data included in this RFP. IMAGE reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

Director, IMAGE

SECTION: 2

(INFORMATION TO THE BIDDER)

1. Pre-Qualification Criteria:

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce the copies of the required supportive documents / information as part of their technical proposal failing which the proposals will be rejected.

Sl. No.	Eligibility Criteria	Supportive Documents
1	Bidder <i>must be</i> a Company as registered under Indian Companies Act, 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008. No consortium/Joint Venture is allowed.	<i>Certificate of Incorporation/Partnership deed/ Certificate of Registration</i>
2	The bidder should have been in the consulting Business for more than 5 years from the date of Incorporation on the last date of submission of the proposal.	
3	The bidder must be have a registered/ branch office in Odisha	
4	Bidder must have successfully completed 2 Nos. of assignments of similar nature (Studies) (having Contract Value as per proposed project of Rs. 5 lakhs in any sector under Central / State Govt. / Externally Aided Projects / Autonomous bodies operated under Govt. administrative control / International and National Organisation during the last 3 Financial Years. (2019-20,2020-21 and 2021-22)	Copies of Work Order / Contract Document / Completion Certificate from the previous Departments/ organizations <i>The definition of similar work should be clearly defined with references to domain, sector or industry and functional area of scope of work.</i>

5	The average financial turnover must be Rs. 50 lakhs from consulting business only during the last 3 financial years (2019-20, 2020-21 and 2021-22).	Financial Details of the bidder (TECH- 3) along with copies of the audited balance sheet and Income & Expenditure Statement duly sealed and certified by the Chartered Accountant (CA) and the authorized representative of the bidder.
6	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 Department.	Self Declaration from the Bidder as per the format (TECH - 6)

2. Documents/ Formats needs to be submitted along with TECHNICALPROPOSAL: (2 copies)

The bidder has to furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original (**Annexure-I**).
- Covering letter (**TECH - 1**) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee as applicable.
- Copy of Certificate of Incorporation/ Registration Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last 3 assessment years (2019-20, 2020-21 and 2021-22).
- General Details of the Bidder (**TECH - 2**).
- Financial Details of the bidder (**TECH - 3**) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (**TECH - 4**) in favor of the person signing the bid on behalf of the bidder.
- List of 02 nos. completed assignments of similar nature (Past Experience Details, **TECH - 5**) along with copies of contracts / work orders / completion certificate from previous Departments.
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past.
- Self Declaration regarding Conflict of Interest (**TECH - 6**)

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and signed

by the authorized representative.

3. Bid Processing Fee :

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 5000 /- (Rupees Five thousand Only)** in shape of DD from any scheduled commercial bank in favor of “**Director, IMAGE**” payable at Bhubaneswar. Proposals received without bid processing fee will be out rightly rejected.

4. Bid Security Declaration:

The bidders are asked for a ‘Bid Security Declaration’ in lieu of bid security with stipulation that if they withdraw or modify their bids during period of validity etc, they will be suspended for the time specified in the tender document.

5. Validity of the Proposal:

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

6. Pre-Proposal Queries / Pre-Proposal Meeting:

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to IMAGE through e-mail at **imagebbsr1999@gmail.com** till clarifications to the above will be uploaded in the website of IMAGE **www.agri.odisha.gov.in** / clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

Pre-proposal meeting will be held on **27/09/2022 at 3:00 PM at IMAGE Conference hall, Siripur, Bhubaneswar**. The bidders will have to ensure that their queries for pre- proposal meeting should reach seven days before the pre-proposal meeting to the **Director, IMAGE**.

7. Submission of Proposal:

Bidder must submit their proposals by Registered Post / Speed Post only to the Director, IMAGE on or before 15/10/2022, up to 3:00 PM. IMAGE will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. IMAGE will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by IMAGE.

The procedure for submission of the proposal is described below:

I. Technical Proposal (Original + 1 Copy):

The envelope containing technical proposal shall be sealed and superscripted as **“Technical Proposal - “SELECTION OF AGENCY FOR STUDY ON ASSESSMENT OF WATER YIELD ECOSYSTEM SERVICES AFFECTING AGRICULTURAL PRACTICES AND ON-FARM LIVELIHOODS IN SIMILIPAL TIGER LANDSCAPE, ODISHA””** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, soft copy in word form in CD along with all the supportive documents and information have to be furnished as part of technical proposal.

II. Financial Proposal (Original + 1 Copy):

The envelope containing financial proposal shall be sealed and superscripted as **“Financial Proposal — SELECTION OF AGENCY FOR STUDY ON ASSESSMENT OF WATER YIELD ECOSYSTEM SERVICES AFFECTING AGRICULTURAL PRACTICES AND ON-FARM LIVELIHOODS IN SIMILIPAL TIGER LANDSCAPE, ODISHA”**. The duly filled-in financial proposal submission forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only along with soft copy in pdf form in CD as part of financial proposal.

The **“Technical Proposal”** and **“Financial Proposal”** must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as **“TECHNICAL PROPOSAL (SELECTION OF AGENCY FOR STUDY ON ASSESSMENT OF WATER YIELD ECOSYSTEM SERVICES AFFECTING AGRICULTURAL PRACTICES AND ON-FARM LIVELIHOODS IN SIMILIPAL TIGER LANDSCAPE, ODISHA)”**.

The second envelope must be marked as **“FINANCIAL PROPOSAL (SELECTION OF AGENCY FOR STUDY ON ASSESSMENT OF WATER YIELD ECOSYSTEM SERVICES AFFECTING AGRICULTURAL PRACTICES AND ON-FARM LIVELIHOODS IN SIMILIPAL TIGER LANDSCAPE, ODISHA)”** and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

SELECTION OF AGENCY FOR STUDY ON ASSESSMENT OF WATER YIELD ECOSYSTEM SERVICES AFFECTING AGRICULTURAL PRACTICES AND ON-FARM LIVELIHOODS IN SIMILIPAL TIGER LANDSCAPE, ODISHA” UNDER GREEN-AG PROJECT IN DEPARTMENT OF AGRICULTURE & FARMERS’ EMPOWERMENT.

RFP NUMBER AND DATE:

NAME OF THE BIDDER:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

Any deviation from the prescribed procedures/ informations/ formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

8. Opening of the proposal :

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by IMAGE in presence of the bidder's representatives at the location, date and time specified in the Data Sheet. IMAGE will constitute a Tender Evaluation Committee (TEC) 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** only of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

9. Evaluation of Proposal:

A Three stage evaluation process will be conducted 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 proposal comply with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

- ✓ Filled in Bid Submission Check List in Original (**Annexure-I**)
- ✓ Covering letter (**TECH - 1**) on bidder's letterhead requesting to participate in the selection process.
- ✓ Bid Processing Fee as applicable.
- ✓ Copy of Certificate of Incorporation Registration.
- ✓ Copy of PAN.
- ✓ Copy of Goods and Services Tax Identification Number (GSTIN)
- ✓ Copies of IT Return for the last 3 assessment years
- ✓ General Details of the Bidder (**TECH - 2**).
- ✓ Financial Details of the bidder (**TECH - 3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
- ✓ Power of Attorney (**TECH - 4**) in favour of the person signing the bid on behalf of the bidder.
- ✓ List of 02 nos. completed assignments of similar nature (Past Experience Details,

- (TECH - 5) along with copies of contracts / work orders / completion certificate from previous Departments.
- ✓ Self-Declaration on Conflict of Interest (TECH - 6).
 - ✓ Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Bodies/ International & National Organisation in the recent past.
 - ✓ Duly filled in Technical Proposal Forms (TECH - 7 to 10).
 - ✓ All the pages of the proposal and enclosures/attachments are signed by the authorised representative of the bidder.

**** Bids not complying to any of the above requirement, will be out rightly rejected at the discretion of the Department's authority.***

- II. **TECHNICAL EVALUATION (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals.

Sl. No.	Main Criteria & Weights out of Total 100 marks	Sub criteria	Marks
1	Financial Strength	a. Consultancy turnover (average 3 years): Above Rs 50 lakhs -5 marks For every additional Rs 10 Lakhs - 2 marks each subject to a maximum of 15 marks	15
		b. Net worth (average 3 years): Above Rs 5 Lakh-5 marks For every additional Rs 1 Lakh- 1 marks each subject to a maximum of 10 marks	10
2	Institutional Strength Supporting document as proof of -number of personnel in the payroll of the institution - EPF certificate/ burden of certificate	a. Quality of own expert in (Minimum three): The agency should have experienced personnel in their regular pay roll who will be involved in engagement & management of staff deployed under the scheme. (as mentioned at 7.B of ToR)	15

		b. Total number of personnel in the payroll of the institution: Above 25 Nos.- 5 marks, for every additional 10 nos.- 1 mark each subject to a maximum of 10marks	10
3	Similar Project/ Assignment (Project/ Contract for recruitment /outsourcing providing expert in social discipline)	a. Contract value above 5 lakhs (Minimum 2 similar projects)	10
		b. Additional Contract Value of 5 lakhs	10
4.	Project Understanding and Approach and Methodology etc for implementation of the assignment as per the bid document and Technical Presentation. *Attending of Technical Presentation is mandatory	a. Understanding Scope of Study, Approach and Methodology to be applied	15
		b. Effective Work plan against TOR	10
		c. Presentation Skill	5

*Percentile marking method will be adopted only for Sl No.2.a with marking for professionals as under:

A. Experience:- Above 20 years- 5 marks, 16-20 years- 3 marks, 11-15 years- 2 marks, 5-10 years- 1 marks

The bidder securing highest total mark under this heading will be given full marks of 15 & others in proportion to their total mark.

Based on the evaluation of the technical bids, the bidders shall be ranked highest to lowest Technical Score (ST) in accordance with the total marks obtained. The bidders with technical bid score of minimum 70% & above will be considered technically qualified for further process.

As an example, the following procedure can be followed. In a particular case of selection of consultant, it was decided to have minimum qualifying marks for technical qualifications as 75 (Seventy five) and the weight age of the technical bids and financial bids was kept as 70: 30 (Seventy: Thirty). In response to the RFP, three proposals, A, B & C were received. The technical evaluation committee awarded the following marks as under:

A: 75 Marks

B: 80 Marks

C: 90 Marks

The minimum qualifying marks were 75 thus; all the three proposals were found

technically suitable. Using the formula

$$ST = (100 * T / T_{high}),$$

Where ST = Technical Score

T_{high} = Highest technical score secured by the qualified bidder

T = Technical score of the proposal under consideration

The following technical points are awarded by the evaluation committee:

A: $100 * (75/90) = 83.33$ points

B: $100 * (80/90) = 88.88$ points

C: $100 * (90/90) = 100$ points

- III. **FINANCIAL EVALUATION (3rd Stage)**: The financial proposals of the bidders qualifying the technical evaluation (2nd Stage) 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 price bids of technically qualified bidders will only be opened for financial evaluation. The name of the bidder along with the quoted financial price will be announced during the meeting.

The maximum financial score shall be: 100

The formula for determining Financial Score is $SF = 100 Ft / Fe$ Where, SF means the financial score

Ft means lowest price offered

Fe means the total price offered by the bidder under consideration

The specific weights to be assigned to the technical & financial proposal shall be:

Weightage technical (WT) = 0.70 & Weightage financial (WF) = 0.30 respectively.

The successful bidder shall be the bidder scoring the highest score. The score shall be determined using the following formula:

$$\text{Total score obtained} = (ST * WT) + (SF * WF)$$

10. Evaluation Process:

In Quality and Cost Based Selection method (QCBS), minimum qualifying marks (70 out of maximum 100 marks) as a benchmark for quality of the technical proposal is prescribed and indicated in the RFP along with a scheme for allotting marks for various technical criteria/attributes. During evaluation quality score is assigned out of the maximum 100 marks to each of the responsive bids as per the scheme laid out in the RFP. Financial proposal are then opened for only eligible and responsive offers and are also given a cost-score based on relative ranking of prices, with 100 for the lowest and pro-rated lower marks for higher priced offers. The total score shall be obtained by weighting the quality and cost scores and adding them.

The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final, and shall not be subject to any modifications on any account whatsoever. The TEC (Tender Evaluation Committee) will correct any computational errors.

When correcting computational errors, in case of discrepancy between partial amount and the total amount, or between word and figures the former will prevail. All required items must be priced accordingly in the financial bid.

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which IMAGE will make payment to the consulting firm including overhead expenses, such as travel, accommodation, logistics, training/ workshop, preparation of reports / formats, printing & other secretarial expenses etc., which will be shown as part of service charges in the financial bid.

11. Performance Bank Guarantee: (PBG)

Within 7 days of notifying the acceptance of a proposal for award of contract, each qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **3% of the annual contract value** from a scheduled commercial bank situated in Bhubaneswar in favour of “**Director, IMAGE**” as per the format at **Annexure-II**, 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 3 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 and no exemption on PBG will be allowed.

12. Contract Negotiation:

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

13. Award of Contract:

After completion of the contract negotiation stage, IMAGE will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for 1 year from the date of effectiveness of the contract & will be extended subject to satisfactory performance. The agreement is co-terminus with the tenure of the scheme.

14. Conflict of Interest:

Conflict of interest exists in the event of:

- (i) Conflicting assignments, typically monitoring and evaluation/ environmental assessment of the same project by the eligible bidder;
- (ii) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with IMAGE 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 IMAGE as this would amount to their disqualification and breach of contract.

15. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
 - 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 others similar proceedings.
- b. 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.

16. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the IMAGE 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, IMAGE 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.

17. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and IMAGE shall be written in the **English** language. Supporting documents and printed literature that are part of

the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

18. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. IMAGE shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

19. Legal Jurisdiction:

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

20. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter IMAGE holds the option for cancellation of the contract for pending activities and completes the same from any other agency. IMAGE may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of IMAGE and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ **1% per 15 days subject to maximum of 20% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

21. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of IMAGE's antifraud and corruption policy. During the execution of the assignment except with prior written consent of IMAGE, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract. Agency will be held responsible in case of breach in confidentiality norms.

22. Amendment of the RFP Document:

At any time before submission of proposals, IMAGE may amend the RFP by issuing an addendum through www.agri.odisha.gov.in. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, IMAGE may, at its discretion, extend the deadline for the submission of the proposals.

23. IMAGE's right to accept any proposal, and to reject any or all proposal/s

IMAGE reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

24. Copyright, Patents and Other Proprietary Rights:

IMAGE 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 IMAGE's request, the Consultant shall take all necessary steps to submit them to IMAGE in compliance with the requirements of the contract.

25. Replacement of Key Personnel:

The key professionals to be deployed under this contract should have the requisite qualification as prescribed in the guidelines and must be dedicated in nature. However, IMAGE reserves the right to request the Consultant to replace the assigned personnel if they are not performing to a level of satisfaction. After written notification, the Consultant will provide CV of appropriate candidates within 14 days for review and approval. The Consultant must replace the personnel within 7 working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the Consultancy firm must notify IMAGE at least fourteen (14) days in advance, and obtain the approval prior to making any substitution. In notifying the IMAGE, the Consultancy firm shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the IMAGE shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. In case any HR takes long leave due to maternity leave or any medical or other reason, service providers shall temporarily substitute the person in leave in order to ensure continuity of service. Change in HR provided to IMAGE beyond the allowable limit of the contract leads to implication of liquidated damage of 10% of the contract value.

26. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion,

earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify IMAGE in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by IMAGE in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise IMAGE in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, IMAGE reserve the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

27. Settlement of Dispute:

IMAGE 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 **Director, Soil Conservation and Watershed Development/ Department of Agriculture & Farmers' Empowerment, Government of Odisha**. The arbitration proceeding shall be held in Bhubaneswar **within Odisha**.

28. Disqualification of Proposal:

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

- Proposal submitted without Bid Processing Fee as applicable.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid Proposal is not accompanied by all the requisite documents / information
- A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer
- 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
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/ fraudulent means at any point of time during the bid process
- 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;

- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition / situation which holds the paramount interest of the IMAGE during the overall section process.

SECTION: 3

TERMS OF REFERENCE (ToR)

**Hiring Services of Consultant/ Agency / Firm for Study on Assessment
of water yield ecosystem services affecting agriculture practices and on-
farm livelihoods in Similipal Tiger Landscape, Odisha**

**Green-Ag: Transforming Indian Agriculture for Global Environmental
Benefits and the Conservation of Critical Biodiversity and Forest
Landscapes**

**Prepared by
State Project Management Unit (SPMU),
Green- Ag Project, Odisha**

Contents

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7. Qualification of the Agency/Consultant & List of Key Professional Positions whose CV and experience would be evaluated.....	27
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01. Background

Ecosystem provides many basic services that make life possible on the earth. These services can be grouped into categories, *provisioning* (production of water and food), *regulating* (weather), *supporting* (nutrient cycle, oxygen generation) and *cultural* (spiritual and recreational benefits). Fresh water is important for function and sustenance of all forms of life i.e. the flora and fauna, including humans as well. Water is required not only for the drinking purpose but it is also necessary for food production, generating energy and other economic activities. It has been estimated that humans consume approximately 1000-1700 m³ of water per year and with the increasing population this demand for freshwater is going to increase. Additionally, the changing climate will also amplify the existing stress on water availability. Ecosystem services are used to assess the probable impacts of environmental change in societal and economic terms. Water services are one of the major ecosystem services offered by forests. Thus, water yield calculation of an area, specially the protected area helps in conservation planning and resource management.

The Green-Ag project is being implemented in the Mayurbhanj district of Odisha and is contiguous with the UNESCO recognized Similipal Biosphere Reserve. The project aims to mainstream biodiversity, climate change and sustainable land management objectives and practices into the Indian agricultural sector. The overall objective is to “catalyse transformative change of India’s agricultural sector to support achievement of national and global environmental benefits and conservation of critical biodiversity and forest landscapes”. The project seeks to harmonize priorities and investments between India’s agricultural and environmental sectors so that national and global environmental benefits can be fully realized without compromising India’s ability to provide and develop rural livelihoods and meet its food and nutrition security and social (particularly gender) goals.

Mayurbhanj is the target district which is largest among the thirty districts of Odisha spreading over an area of 10, 418 Sq. km lies between 21° 17’ North and 22° 34’ North and longitudes 85° 40’ East and 87°10’ East. Singhbhum district of Jharkhand and Midinapore district of West Bengal are boarding in the north whereas on the south it is surrounded by the district of Balasore and Keonjhar. Mayurbhanj occupies a unique position being endowed with lush green vegetation, diverse fauna and flora and a rich cultural heritage.

The important river of the district, Budhabalanga (also called Balanga River) flows through the districts of Mayurbhanj & Balasore and finally reaches the Bay of Bengal. The Budhabalanga river originated from Similipal hills and plunges through barehipani falls, the second highest waterfall in India located in Similipal National Park. The Budhabalanga is about 175 kilometers long and has a total catchment area of 4840 square kilometers.

The proposed study aims to examine different water yield ecosystems in the Similipal biosphere reserve, restoring and improving water and moisture regimes.

02. Objective of the Assignment

The overall objective of this assignment is to assess the water yield capacity of various ecosystems in the Similipal landscape and its impact on cropping pattern and livelihoods of the people living in the vicinity.

This study will focus on but is not limited to the following objectives.

- Mapping various ecosystem services within the Similipal Bio reserve impacting water yields both at surface and sub surface level.
- Influence of various meteorological factors, topography, soil and aquifer type, human interference and hydrologic factors on Water yield capacity of various ecosystems.
- Effects of climate change on catchment water yield including surface, lateral and groundwater.
- Impact of spatially distributed hydrological status on cropping pattern and farm livelihoods of the farming communities inhabited in the landscape.
- Identify key adaptation strategies to restore/manage/protect the water yield of the ecosystems.

The study should be completed within a period of nine months w.e.f. the date of contract agreement. The study will be carried out under the direct supervision of the State Nodal Officer i.e Director, Soil Conservation and Watershed Development, Odisha. The agency/ consultant need to be in regular contact with the SPMU and NPMU teams and shall provide fortnightly updates on the work progress. The final report will be submitted to the Director of Soil Conservation and Watershed Development, Odisha.

03. Scope of Work:

The agency/consultant will first map the different types of ecosystems within the Similipal landscape and then assess the water yield capacities of various ecosystems in the landscape, its impacts on cropping pattern and livelihood of people and conservation measures required for restoration and improvement in natural infrastructures for improved water yield. The scope of work includes but is not limited to:

- Secondary literature review, collecting and analyzing relevant articles, periodicals and reports etc. relevant to the study.
- Undertake consultations with important stakeholders like researchers, experts, local people, communities and officials of different line departments in the landscape that are relevant to the study.
- Field visits (need-based) in the landscape for interaction with the local communities and to visit some of the water sources in the landscape.

04. Area of Work:

The study area is simlipal biosphere comprising around 17 blocks and around 1650 villages.

05. Approach:

The agency must clearly outline the schedule of work with proper timelines, key staff deployment, methodology, results and discussions etc in its proposal and submit the same as desired. The agency/consultant needs to submit an annotated outline of the study clearly indicating the structure of the report. A tentative outline of the structure of the report is annexed (Annexure-1).

06. Expected deliverables, timelines and payment:

The activities to be undertaken and the outputs to be delivered by the agency/consultant shall include the following:

Expected Deliverables

1. This study will help in mapping of various water yield ecosystems and related information for the Similipal landscape.
2. Identify key meteorological factors, topography, soil and aquifer functionality, vegetation type, density and anthropogenic pressures etc. that impacts water yield of the ecosystems.
3. Trend analysis of status of various natural resources, ecosystem services vs changes in cropping pattern and livelihoods of people.
4. Impact of water yield ecosystems on agriculture, environment, and livelihoods of the people.
5. Interface of different ecosystems increasing surface water, recharge of water bodies and streams, moisture regimes in the landscape and surrounding agricultural lands and the importance of vegetation cover in the functioning of the water cycle.

6. Identify spatial distribution of water bodies and hydrological flow benefiting the agricultural production system in the landscape.
7. Identify and suggest agronomic, vegetative, management and other mechanical measures for water conservation.
8. Analysis of Spatio-temporal availability of surface and sub-surface water in the study area during monsoon and non-monsoon periods.
9. Mapping of different farm-based livelihoods undertaken by communities depending on water availability.
10. Change in the cropping pattern and agrobiodiversity in relation to water availability and affecting farm-based livelihoods.
11. Change in faunal and floral biodiversity in relation to water ecosystem services benefitting water availability.

Note: This is an indicative list and the agency/consultant may change it as per the objective and scope of the study.

Deliverables, timeline and payments

Deliverables	Description	Timing (from contract signing date)	Payments
Inception meeting with the Green-Ag project team (NPMU, SPMU and GLIU)	The introductory meeting will help the consultant/agency understand the project and expectations of the project team from the current study.	Within a week after signing of contract	NA
Submission of research proposal and annotated outline	A detailed research proposal outlining the activities to be undertaken along with timelines, data analysis process and an annotated outline of the report needs to be submitted to the Green-Ag project team.	Within 10 days after inception meeting	NA
Secondary data review	Secondary information related to department of Agriculture, irrigation, forest department, watershed development, animal husbandry etc. and literature available completed and draft findings presented to Green-Ag project team (NPMU and SPMU)	First six weeks	40% of the agreed cost.

Undertake consultation with experts, researchers, relevant officials and communities within the study area.	Based on the secondary literature review, the consultant/agency may undertake consultations with relevant stakeholders and key informants compilation of pieces of information gathered through consultative process and analysis.	Within 10 weeks from signing of contract.	
First Draft Report Submission*	Draft report submitted which will be review and examine by Green-Ag Project Team/Committee by IMAGE.	One month before end of contract agreement.	20% of the agreed cost
Final Report Submission	Final report submitted and approved by Green-Ag Project Team.	Before the Last week	20% of the agreed cost
End of contract	The finding may be presented before expert in the field and on successful presentation contract will end	Date will be fixed from SPMU	20% of the agreed cost

Note: The agency/consultant shall fortnightly update SPMU and NPMU on the work progress. The consultant should submit reports for subsequent release of fund in timely manner. Fund will be released only upon successful completion and acceptance of the work by SPMU and FAO as listed in the table shown above.

* *The agency/consultant need to share the single chapter as and when it is completed so that it is easy to review and suggestions may be provided during the period of work.*

07. Qualification of the Agency/consultant & List of Key Professional Positions whose CV and experience would be evaluated

A. Qualification of the Agency/consultant

- The agency / consultant should have prior and adequate experience in commissioning similar studies related to natural resources management, watersheds impact assessment, vegetation assessment, land and water management related studies, ecosystem services studies etc.
- Any University/ Institution/ Consultancy firm/ Consultant who has experience of working in the relevant field for the last five years and handled the task with high standard of quality.
- Proven track record in producing high-quality reporting, secondary research, desk analysis etc. for UN Agencies / Externally Aided Project / Similar Projects.
- Prior Experience (at least two similar assignments) in India specifically on issues of Agriculture, Agro biodiversity, Environment & Development, ecosystem services.
- Prior experience (at least two similar assignments) of working with relevant project related stakeholders including FAO, Department Agriculture and Farmers' Empowerment,

Directorate of Soil Conservation, Watershed, Community Level Institution, Agri and Environment work related departments, institutions and Civil Societies and Professionals.

- Prior experience of working with the Similar Programme/Projects is preferred.

B. CV of Key Professional and experience

The Agency/consultant is expected to provide a team of experts with relevant technical and professional qualifications including experience in secondary research, conducting effective consultation process, preparation of reports and on timely delivery of reports.

Position	Key Qualification / Experience
Team Leader	Post Graduate Environmental science/botany/forestry/natural science/natural resource management or any relevant subject with a minimum of seven (7) to ten (10) years of experience in relevant field with at least two years in lead positions.
Researchers/ consultants	He / she must be a post graduate in relevant field and have at least (5) years of experience in conducting field studies, data analysis, undertaking consultations and preparing study reports.
Field Surveyors/ Investigators	He/ She should be a graduate and have at least five (5) years of experience in conducting field surveys for the purpose of field visit, data analysis, compilation etc for final report

Note : Notwithstanding the qualifications to deliver the task listed above, the agency shall remain fully responsible to deliver the described project output .

08. Contract Execution

Institute on Management of Agricultural Extension (IMAGE), Department of Agriculture and Farmers' Empowerment, Govt. of Odisha is the contract offering agency. Therefore any of the procedures relating to contract management will be regulated by institutes established procedures for managing the contracts. Any disputes arise out of managing the contract will be dealt with in Bhubaneswar jurisdiction.

09. Reporting and ownership

- The draft reports should be submitted to the Director Soil Conservation & Watershed Development cum State Nodal officer, Green-Ag Project, Odisha for review, feedback and recommendations. The final report should have the revision, suggestions and recommendations incorporated.
- All the data and information collected in printed and electronic form should be submitted to the SPMU along with the final report.
- The reports will be accepted subject to the approval by NPMU, FAO
- FAO will be the absolute owner of the data collected (both in soft copy and hard copy) and will have exclusive copyright. The agency/consultant shall not replicate or reproduce or use any (or part thereof) datasets used for this assignment without prior consent of the owner i.e. FAO.

Annexure - 1

Proposed outline for the report

- Table of contents
- Abbreviations and Acronyms
- List of Tables, Figures etc.
- Measurement and Units
- Glossary (Description of important locally used terms)
- Acknowledgements
- Summary
- List of stakeholders
- 1. Introduction
- 2. Objective of study
- 3. Landscape description
- 4. Methodology
- 5. Review of literature
- 6. Data analysis
- 7. Discussion
- 8. Conclusion and recommendations
- 9. References

SECTION: 4

Technical Proposal Submission Forms

TECH -1
COVERING LETTER
(OF BIDDER'S LETTER HEAD)

[Bhubaneswar, Date]

To

**The Director, IMAGE
Siripur, Bhubaneswar - 751003**

Sub: Selection of Agency for study on assessment of water yield ecosystem services affecting agricultural practices and on-farm livelihoods in Similipal Tiger Landscape, Odisha

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. _____, Dated: _____.

I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your RFP and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have right 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 you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

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

Name and Designation with Date and Seal: _____

Address of Bidder: _____

TECH -2

Bidder's Organisation (General Details)

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

Authorized Signatory [in full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 3

Bidder Organization (Financial Details)

Financial Information in INR				
Details	FY _____	FY _____	FY _____	Average
Consulting Turnover (in Lakh)				
Net Worth (In Lakh)				
Supporting Documents:				
<p>Audited certified financial statements for the last 3 FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form) Bidder is requested to submit the GST return for last 3 financial years.</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the Chartered Accountant (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
(On Bidder's Letter Head)

I, _____, the _____ (Designation) of (Name of the Organisation) in witness whereof certify that <Name of person> is authorized to execute the attorney on behalf of <Name of Organisation>, <Designation of the person> of the company acting for and on behalf of the company under the authority conferred by the < Notification/ Authority order no.> Dated <date of reference> has signed this Power of attorney at <place> on this day of <day><month>, <year>.

The signatures of <Name of person> in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date):

CERTIFIED:

Signature, Name & Designation of person executing attorney: _____

Address of the Bidder: _____

TECH - 5

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of 2 Nos completed assignments only of similar nature in any sector during last 3 years i.e 2019-20, 2020-21, 2021-22)**

Sl. No.	Period	Name of the Assignment with details there of	Name of the Department	*Contract Value (in INR) 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							

Authorized Signatory [in full and initials]: _____

Name and Designation with Date and Seal: _____

Note: Bidders are requested to furnish the list limited to <Nos>assignments of similar undertaken during the last 3 Financial Years (to be decided accordingly) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Departments need to be furnished along with the above information.

* Assignments having **Contract Value of ≥ Rs. 5 Lakhs** during the last **3 years** only will be taken into consideration.

TECH - 6

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND
DECLARATION THEREOF**

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5). If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDER'S LETTER HEAD

I, hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in Section 2: **[Information to the Bidder] under Eligibility Criteria: Para (6).**

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

Authorized Signatory [in full initials with Date and seal]: _____

Communication Address of the Bidder: _____

TECH -7

Comments and Suggestions on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Department

A: On the Terms of Reference / Scope of Work:

[The consultant needs to present and justify in this section, if any modifications to the Terms of Reference he is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point, and incorporated in the technical proposal. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]

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

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -8

DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain 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 scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities 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:

- a. Key guiding principles for the study.
- b. Proposed Framework.
- c. Information matrix
- d. Any other issues

C. Methodology to be adopted:

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

- a. Detail research design including sample design and estimation procedure.
- b. Field Process Protocol control
- c. Suggestive tools for data collection.
- d. Analysis of field data and preparation of reports
- e. Any other issues

D. Staffing and Study Management Plan:

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. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities (week wise). (Graphical representation)

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

<<The bidder may be asked to submit the required information *within a certain number of pages, with font specified*>>

TECH - 9
Format of Curriculum Vitae (CV) for Proposed Key Professional

1. Proposed Position :

(For each position of key Professional separate form Tech -9 will be prepared)

2. Name of Firm:

3. Name of Staff:

4. Date of Birth:

5. Years with Firm:

6. Nationality:

7. Education:

(Indicate College University and other specialized education of staff member, giving names of Institutions, degrees obtained, and dates)

8. Membership in Professional Associations:

9. Other Trainings:

10. Countries of Work Experience:

11. Languages

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading and writing)

12. Employment Record:

(Starting with present position, list in reverse order every employment held by staff member since graduation, giving (or each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in last ten years, also give types of activities performed and Client references, where appropriate as per the prescribed format given below)

From [Year]	To [Year]
<i>Procuring Entity Name:</i>	
<i>Position Held:</i>	
<i>Details of the Task Assigned</i> <i>[List all tasks to be performed under this Assignment / job]</i>	

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks assigned

(Among the Assignment/jobs in which the staff has been involved, indicate the following information (or those Assignment /jobs that best illustrate staff capability to handle the tasks listed under point 12.)

Name of the Project	
----------------------------	--

<i>Year</i>	
Location	
Name of the Client	
Project Feature	
Position Held	
Activities Performed	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.

Date:

Signature of Key Professional with Date _____

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

<<NB: CV write up may be restricted to a certain number of pages with quality information relevant to the key professional requirements. This will be easy in evaluating the resumes for short listing. The CVs needs to be jointly signed by the proposed professional and the authorized representative of the Bidder>>

TECH - 10

PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT

Week	1	2	3	4	5	6
Sequence of activities						

Indicate all main activities/sub activities of the proposed assignment including delivery of reports (Inception and Final Reports) and other associate sub-activities

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

SECTION: 5

Financial Proposal Submission Forms

FIN - I

COVERING LETTER

(in Bidder's Letter Head)

[Bhubaneswar, Date]

To

**The Director, IMAGE
Siripur, Bhubaneswar, Odisha
PIN- 751003**

Sub: SELECTION OF AGENCY FOR STUDY ON ASSESSMENT OF WATER YIELD ECOSYSTEM SERVICES AFFECTING AGRICULTURAL PRACTICES AND ON-FARM LIVELIHOODS IN SIMILIPAL TIGER LANDSCAPE, ODISHA [FINANCIAL PROPOSAL]

Sir

I, the undersigned, offer to provide the consulting services for **SELECTION OF AGENCY FOR STUDY ON ASSESSMENT OF WATER YIELD ECOSYSTEM SERVICES AFFECTING AGRICULTURAL PRACTICES AND ON-FARM LIVELIHOODS IN SIMILIPAL TIGER LANDSCAPE, ODISHA** in accordance with your Request for Proposal No. _____, Dated: _____ . Our attached Financial Proposal is for the sum of *[insert amount(s) in words and figures*]*.

The above quoted amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in 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, up to expiration of the validity period of the proposal of **180 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. I remain,

Yours faithfully,

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Address of the Bidder : _____

**Amount must match with the one indicated in Fin-2.*

FIN-2
SUMMARY OF FINANCIAL PROPOSAL

Name of the Assignment	SELECTION OF AGENCY FOR STUDY ON ASSESSMENT OF WATER YIELD ECOSYSTEM SERVICES AFFECTING AGRICULTURAL PRACTICES AND ON-FARM LIVELIHOODS IN SIMILIPAL TIGER LANDSCAPE, ODISHA	
SI No.	Fee Particulars	Amount In INR
A	Fee for the Assignment	
B	GST	
Total(A)+ (B)		
In Words		

NB:

- *Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.*
- *Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Consultancy fee proposed for the assignment shall remain fixed till completion of the contract.*
- *Bid's mentioning unrealistic & unreasonable consulting fees & overhead expenses shall be liable to be rejected. Overhead charges & consulting fees is to be submitted in terms of 'Rupee' only, anything mentioned in "Paisa" will not be considered.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

FIN-3

Breakdown of OVERHEAD EXPENSES

SI No	Description	Unit	Quantity	Unit Price in INR	Total Amount in INR
1					
2					
3					
Grand Total in INR					
In Words					

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

SECTION: 6

Annexure-I

BID SUBMISSION CHECK LIST

SI No	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL(ORIGINAL + 1 COPY)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. _____/- in form to DD		
4	Bid Security Declaration		
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 yrs AYs		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit-Loss Statement and Balance Sheet for last 3 years		
11	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) (TECH - 5) along with the copies of work orders for the respective assignments		
13	Sell Declaration on Potential Conflict of Interest (TECH - 6)		
14	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business career.		
15	Comments and Suggestions (TECH - 7)		
16	Description of Approach, Methodology & Work Plan (TECH		

	- 8)		
17	CV of key Professionals (TECH-9)		
18	Work Plan (TECH - 10)		
	FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)		
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		
3	Breakdown of overhead expenses (FIN-3)		

Undertaking:

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each Page of all the two parts are Page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Annexure-II

PERFORMANCE BANK GUARANTEE FORMAT

To,
The Director, IMAGE
Siripur, Bhubaneswar, Odisha
PIN- 751003

WHEREAS _____ (Name and address of the Consultancy Firm) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFP No _____ dated _____ to undertake the service _____ (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 affirm 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 the _____ day of _____, <Year>

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 branch a written claim ordemand and received by us at our 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

<<Any Other assignment related Material may also be included in the Annexure for the bidder>>