



Odisha Livelihoods Mission

Department of Mission Shakti, Government of Odisha
SIRD & PR Campus, Unit-VIII, Bhubaneswar-751012, Odisha
Tel: (0674) 2560166/2560126, E-mail: smmu.olm@gmail.com



No. 831

Date: 14.11.2024

File No: OLM-FLIV-CON-0020-2023

To

The Director
I & PR Department
Bhubaneswar

Sub: Release of RFP for "Empanelment of Agencies for Assessment of Producer Groups & Producer Companies under Odisha Livelihoods Mission, Department of Mission Shakti"

Sir:

In inviting a reference to the subject cited above, I am to enclose herewith the copy of advertisement for "Empanelment of Agencies for Assessment of Producer Groups & Producer Companies under Odisha Livelihoods Mission, Department of Mission Shakti" in one leading National English and one leading Odia daily latest by **18.11.2024**. The payment will be borne by OLM.

You are also requested to send a complimentary copy to smmu.olm@gmail.com containing the advertisement to this office after its publication.

Encl :As above

Yours faithfully,

State Mission Director
Odisha Livelihoods Mission
Dept. of Mission Shakti



Odisha Livelihoods Mission

Department of Mission Shakti, Government of Odisha
SIRD & PR Campus, Unit-VIII, Bhubaneswar-751012, Odisha
Tel: (0674) 2560166/2560126, E-mail: smmu.olm@gmail.com



No.OLM/RFP/02/832

Date:14.11.2024

REQUEST FOR PROPOSAL

Empanelment of Agencies for Assessment of Producer Groups under Odisha Livelihoods Mission, Department of Mission Shakti

Odisha Livelihoods Mission, Mission Shakti Department, Govt. of Odisha invites sealed proposals from empaneled agency of GoO/MoRD/NRLM/Gol to carry out “**Empanelment of Agencies for Assessment of Producer Groups under Odisha Livelihoods Mission**”. Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from missionshakti.odisha.gov.in

The tentative key timeline is given below:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	18.11.2024
2	Last Date for Submission of Bid	11.12.2024, 3.30 PM
3	Date of Opening of Technical Bid	11. 12. 2024, at 4.00 PM
4	Date of Opening of Financial Bid	Will informed to the qualified bidder

The proposal complete in all respects must reach the undersigned by **Speed Post/ Registered Post/Courier** only latest by 11.12.2024, **3.30 PM** in a sealed envelope clearly mentioning on the top of it “**Empanelment of Agencies for Assessment of Producer Groups under Odisha Livelihoods Mission, Department of Mission Shakti**”. The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

**Sd/-
State Mission Director**

Copy to Joint Secretary, Department of Mission Shakti, for kind information of Commissioner cum Secretary, Department of Mission Shakti. Further, it is requested to publish the advertisement in the website of Department of Mission Shakti for wide publicity.

**Sd/-
State Mission Director**

No.OLM/RFP/02/832

Date:14.11.2024

REQUEST FOR PROPOSAL

Empanelment of Agencies for Assessment of Producer Groups under Odisha Livelihoods Mission, Department of Mission Shakti

Odisha Livelihoods Mission, Mission Shakti Department, Govt. of Odisha invites sealed proposals from empaneled agency of GoO/MoRD/NRLM/Gol to carry out “**Empanelment of Agencies for Assessment of Producer Groups**”. Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from missionshakti.odisha.gov.in

The tentative key timeline is given below:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	18.11.2024
2	Last Date for Submission of Bid	11.12.2024,3.30 PM
3	Date of Opening of Technical Bid	11. 12. 2024, at 4.00 PM
4	Date of Opening of Financial Bid	Will informed to the qualified bidder

The proposal complete in all respects must reach the undersigned by **Speed Post/ Registered Post/Courier** only latest by 11.12.2024, **3.30 PM** in a sealed envelope clearly mentioning on the top of it “**Empanelment of Agencies for Assessment of Producer Groups under Odisha Livelihoods Mission, Department of Mission Shakti**”. The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

**Sd/-
State Mission Director**

Copy to Joint Secretary, Department of Mission Shakti, for kind information of Commissioner cum Secretary, Department of Mission Shakti. Further, it is requested to publish the advertisement in the website of Department of Mission Shakti for wide publicity.

**Sd/-
State Mission Director**

REQUEST FOR PROPOSAL

Empanelment of Agencies for Assessment of Producer Groups under Odisha Livelihoods Mission, Department of Mission Shakti

Odisha Livelihoods Mission
Department of Mission Shakti, Government of Odisha
SIRD & PR Campus, Unit – VIII, Bhubaneswar, Odisha – 751012
Tel # 0674-2560166, E-mail: procure.olm@gmail.com

14th Nov 2024

INDEX

SL NO	BRIEF DESCRIPTION	Page No
1	BIDDER DATA SHEET	1-5
2	SECTION -1: LETTER OF INVITATION (LOI)	6-8
3	SECTION -2: INFORMATION TO THE BIDDER	9-19
4	SECTION- 3: TERMS OF REFERENCE (ToR)	20-27
5	SECTION- 4: TECHNICAL PROPOSAL SUBMISSION FORMS	28-38
6	SECTION- 5: FINANCIAL PROPOSAL SUBMISSION FORMS	39-41
7	SECTION- 6: ANNEXURES	42

DISCLAIMER

This Request for Proposal (RFP) is issued by the **Odisha Livelihoods Mission, Department of Mission Shakti, Government of Odisha.**

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither OLM nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Client. It does not claim to contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty.

The Odisha Livelihoods Mission, Dept of Mission Shakti, Government of Odisha shall be the sole and final authority with respect to selection of a consultant for the purpose through this RFP.

BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Odisha Livelihoods Mission
2.	Method of Selection	Quality and Cost Based Selection(QCBS) Method
3.	Availability of RFP Document	https://missionshakti.odisha.gov.in/
4.	Date of Issue of RFP	18.11.2024
5.	Deadline for Submission of Pre-Proposal Query	25.11.2024,3.30 PM
6.	Pre-Bid Meeting through virtual/ Offline mode	25.11.2024 ,4.00 PM (will be conducted at OLM conference hall)
7.	Issue of Pre-Proposals Clarifications	27.11.2024
8.	Last Date for submission of Proposal	11.12.2024 by 03:30 P.M.
9.	Date of opening of Technical Proposal	11.12.2024 by 04:00 P.M.
10.	Date of opening of Financial Proposal	Will informed to the qualified bidder
11.	EMD(Refundable) & Bid Processing Fee (Non-Refundable)	EMD- Rs. 1,00,000/- (One Lakh only) & Bid Processing fee- 1,180/-(One Thousand One Hundred Eighty) (including GST) in favour of “Odisha Livelihoods Mission-NRLM” drawn in any Scheduled Commercial Bank payable at Bhubaneswar in shape of DD The EMD & Bid Processing Fee shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.
12.	Contact Person	Sri Durga Prasad Panda, Project Executive, Procurement, OLM Mob No:9861442151
13.	Address for Submission of Proposal	State Mission Director, Odisha Livelihoods Mission, SIRD & PR Campus, Unit-8, Bhubaneswar, Odisha, Pin Code: 751012 E-mail:- procure.olm@gmail.com
14.	Place of Opening of Proposal:	Conference Hall of OLM

For details please visit: missionshakti.odisha.gov.in

SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

RFP No:OLM/RFP/02/832

Dated: 14.11.2024

Empanelment of Agencies for Assessment of Producer Groups under Odisha Livelihoods Mission, Department of Mission Shakti.

To,

- i. **Foundation for MSME Clusters (MSME)**
 - ii. **Indian Institute of Entrepreneurship (IIE) Guwahati.**
 - iii. **National Institute of for Micro, Small & Medium Enterprises (NI MSME) Hyderabad.**
 - iv. **National Institute for Entrepreneurship & Small Business Development (NISBUD), Noida.**
 - v. **Kudumbashree, Kerala**
 - vi. **EDII, NRO, Ahmadabad**
 - vii. **M/s Ipsos Research Pvt Ltd,301,3rd Floor, Vipul Square, B Block, Sushantloak, Part-I, Gurgaon-122003**
 - viii. **M/s IPE Global Limited, B-84, Defence Colony, New Delhi-110024**
 - ix. **M/s Sambodhi Research & Communication Pvt Ltd,C-126,C Block,Sector-2,Noida, Uttar Pradesh-201301**
 - x. **Any other agencies who have been empanelled for assessment/study/survey in any field related to farm/non-farm livelihoods work by GoO/NRLM/MoRD/Gol but not mentioned above can participate in the bidding process by attaching their empanelment letter of Govt.**
1. **OLM, Mission Shakti Dept, Govt. of Odisha (The Client) invites sealed proposal from empaneled agency of MoRD/NRLM/Gol for “Empanelment of Agencies for Assessment of Producer Groups under Odisha Livelihoods Mission, Department of Mission Shakti”.** More details are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
 2. More than one bidder will be selected and empanelled under the QCBS method as prescribed in the RFP Document, in accordance with the policies and procedures outlined in the OGFR-2023, circulated vide Office Memorandum No. 25914/F, dated 13.09.2023, of the Finance Department, Government 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. 1180/- (Rupees One Thousand One Hundred Eighty)** towards **Bid Processing Fee** and **refundable** amount of **Rs. 100000/- (Rupees One Lakh only)** towards **Bid Security** in favour of “**Odisha Livelihoods Mission-NRLM**”, drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha in the shape of DD, failing which the bid will be rejected.
 4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post/ Registered Post/Courier** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
 5. The last date and time for submission of proposal complete in all respects is **Dt.11.12.2024, 3.30 PM** and the date of opening of the technical proposal is **Dt 11.12.2024 , 4.30 PM** 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.

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 Form (**Section –5**)
 - f. Annexure (**Section – 6**)

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

Sd/-
State Mission Director
Odisha Livelihoods Mission

SECTION: 2

INFORMATION TO THE BIDDER

1. Eligibility Criteria:

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following Eligibility 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.

Table-1

Sl. No.	Eligibility Criteria	Supporting Documents
i.	Bidder should not have been blacklisted by any Govt. Organization/ Government Entity/ Government Company in the last 5 years.	Self-declaration must be attached.
ii.	Bidder must submit the EMD (Bid Security) of Rs 1,00,000/- and Bid Processing Fees of Rs. 1,180/- including GST. Bid Processing fee is non-refundable.	Bid Processing fee must be furnished in shape of DD from any scheduled Commercial Bank in favour of "Odisha Livelihoods Mission-NRLM" payable at Bhubaneswar, Odisha
iii.	Must submit the empanelment certificate or letter of GoO/MoRD/NRLM/Gol.	MoU with GoO/MoRD/NRLM must be submitted.
iv.	Financial Bid	In a separate sealed envelope
v.	CVs of proposed key professionals	CVs as per the prescribed format
vi.	A power of attorney	As per the prescribed format
vii.	The bidder must have experience in carrying out at least one completed/ongoing assessment/ Study/Survey in any field related to farm/non-farm livelihoods assignment in Govt Sector in last 5 years as on bid due date.	Support documents like copy of work order, contract, agreement (in case of ongoing assignments) and Completion certificate (completed assignment).

2. Documents / Formats needs to be submitted along with TECHNICAL PROPOSAL :

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

- 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 & Bid Security as applicable.
- General Details of the Bidder (**TECH – 2**).
- Power of Attorney (**TECH – 3**) in favor of the person signing the bid on behalf

of the bidder/directors

- Assignment of similar nature (Past Experience Details, **TECH – 4**) alongwith copies of contracts / work orders / completion certificate from the Clients.
- Self-Declaration regarding Bidder should not have been blacklisted by any Govt. Organization/ Government Entity / Government Company in the last 5 years. (**TECH - 5**)
- Comments and Suggestions (**TECH – 6**)
- Description of Approach, Methodology & Work Plan (**TECH – 7**)
- Curriculum Vitae (CV) for Proposed Key Professional (**TECH – 8**)
- Work Plan (**Tech-9**)

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 completed in all respect, indexed, paged and spiral 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. 1180/- (One Thousand One Hundred Eighty Only)** including GST in shape of DD from any scheduled commercial bank in favour of “**Odisha Livelihoods Mission-NRLM**” payable at Bhubaneswar, Odisha. Proposals received without bid processing fee will be out rightly rejected.

4. Bid Security :

The bidder shall furnish bid security of Rs. 1,00,000/- (One Lakh Only) in the shape of DD in favour of “Odisha Livelihoods Mission (NRLM)”. Any bid submitted without bid security will be rejected. The above bid security will be forfeited if a bidder withdraws its bid during the period of bid validity. The EMD of the unsuccessful bidder will be returned without any interest after finalization of the tender. Any penalty arise due to nonperformance / non fulfillment of Deliverables will be adjusted against EMD of Agencies.

5. Validity of the Proposal:

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

6. Pre -Proposal Meeting

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to OLM through e-mail at procure.olm@gmail.com till **25.11.2024, 3.30 PM** , Clarifications to the above will be uploaded in the website / 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.

The Pre-proposal meeting shall be held **25.11.2024 @ 4.00 P.M.** (The link will be shared in the OLM website in case of virtual meeting.)

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 for submission of proposals as mentioned in Bidder Data Sheet. The Client 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. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Client.

The procedure for submission of the proposal is described below:

i) **Technical Proposal (Original):**

The envelope containing technical proposal shall be sealed and superscripted as “**Technical Proposal – “Empanelment of Agencies for Assessment of Producer Groups under Odisha Livelihoods Mission, Department of Mission.”**” and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information have to be furnished as part of technical proposal.

ii) **Financial Proposal (Original):**

The envelope containing financial proposal shall be sealed and superscripted as “**Financial Proposal – “Empanelment of Agencies for Assessment of Producer Groups under Odisha Livelihoods Mission, Department of Mission”**”. 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.

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.

Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

**NAME OF THE ASSIGNMENT:
RFP NUMBER AND DATE:
NAME OF THE BIDDER:
DEADLINE FOR SUBMISSION OF BID:
NAME AND ADDRESS OF THE BIDDER:**

Any deviation from the prescribed procedures / information / 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.

8. **Opening of the proposal:**

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 specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with 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 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:

- **Eligibility Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal comply to 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:
 - ✓ 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 & Bid Security as applicable.
 - ✓ General Details of the Bidder (**TECH – 2**).
 - ✓ Power of Attorney (**TECH – 3**) in favor of the person signing the bid on behalf of the bidder/directors
 - ✓ Assignment of similar nature (Past Experience Details, **TECH – 4**) along with copies of contracts / work orders / completion certificate from the Clients.
 - ✓ Self-Declaration regarding Bidder should not have been blacklisted by any Govt. Organization/ Government Entity / Government Company in the last 5 years. (**TECH - 5**)
 - ✓ Comments and Suggestions (**TECH – 6**)
 - ✓ Description of Approach, Methodology & Work Plan (**TECH – 7**)
 - ✓ Curriculum Vitae (CV) for Proposed Key Professional (**TECH – 8**)
 - ✓ Work Plan (**Tech-9**)

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

- **TECHNICAL EVALUATION (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the Eligibility evaluation stage.

Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals.

Table-2

Sl. No.	Parameters	Total/ Maximum Marks (100)
1	Approach	20
2	Methodology	20
3	Work plan	10
4	Qualification & Experience of Team Leader 1.Team Leader Having minimum qualification as per ToR (If yes 5 Marks if No 0 marks) 2.Team Leader Having Minimum Experience as per the ToR. (If yes 5 Marks if No 0 marks) 3. Team Leader having more than minimum experience, more than 5 years each year of experience for 1 marks maximum 10 marks.	20
5	The bidder must have experience in carrying out at least one completed/ongoing assessment/ Study/Survey in any field related to farm/non-farm livelihoods assignment in Govt Sector in last 5 years as on bid due date. More than one assignment for each assignment 5 marks will be provider to the agency, maximum up to 30 marks.	30
	Total	100
<i>Bidders who secure minimum 60 marks from the total (100 marks) in the technical proposal will be considered for opening of financial proposal.</i>		

□ FINANCIAL EVALUATION (3rd Stage):

- The bidders qualified in the Technical Bid will be eligible to participate in the Financial Bid. The names of the bidders along with their quoted financial price will be announced during the meeting.
- Quality and Cost Based Selection (QCBS): This method will be followed during the overall selection process with 70 % weightage to technical score and 30% weight age to financial score. The bidders securing the highest evaluated scores will be ranked H1 and thereafter others will be ranked in the order of H2, H3 and so on. To empanel more than one agency for rapid assessment work across all districts simultaneously, OLM will negotiate with other bidders to provide services at the H1 price.

Evaluation Process QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives. In the RFP the technical proposal carries 70% weightage and the financial proposal carries 30 % weightage.

I. Technical: The bidder scoring 70 marks out of 100 marks will be eligible and the secured mark will be assigned as Technical Quote(TQ). Then the Technical Score (TS) will be arrived as: $TS=TQ \times 70$

II. Financial: The bidder quoting lowest price will be assigned as Lowest Financial Quote(LFQ). Then the price of other financial bids quoted by other different bidders will be assigned as Financial Quote (FQ). The financial Score (FS) will be arrived as:
$$FS = \frac{LFQ \times 30}{FQ}$$

To empanel multiple agencies for expedited assessment of PGs across all districts at once, OLM will negotiate with other bidders to offer their services at the H1 price. Agencies that do not accept the H1 price will not be included in this assignment.

10. 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 **5% of the contract value** from a scheduled commercial bank situated in Bhubaneswar in favor of “**Odisha Livelihoods Mission(NRLM)**”, as per the format at **Annexure- II**, for a period of three months beyond the entire contract period (i.e. PBG must be valid for 24 months from the date of effectiveness of the contract and a claim period of 12 months over and above the BG expiry date 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.

11. 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.

12. Award of Contract:

After deriving H1 price, OLM will negotiate with other qualified bidders to provide their services with H1 price. Those bidders ready to agreed with H1 price will be empanelled for this assignment. The Client will notify the empanelled bidders in writing by issuing an offer letter for signing the contract. The empanelled 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.

13. 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 organizations) who have a business or family relation with 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.

14. 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.

15. 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.

16. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

17. Cost of bidding:

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

18. Legal Jurisdiction:

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

19. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ **0.5% per week subject to maximum of 5% 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.

20. 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 the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, 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.

21. Amendment of the RFP Document:

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

22. 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.

23. Copyright, Patents and Other Intellectual Proprietary Rights:

OLM, Department of Mission Shakti, 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 Consultant shall take all necessary

steps to submit them to the Client in compliance with the requirements of the contract.

24. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

25. Settlement of Disputes:

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Bhubaneswar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. Commissioner-cum-Secretary, Mission Shakti Department will be the final authority to resolve the dispute arising between and the Client and the Consultant.

26. Disqualification of Proposal:

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

- Proposal submitted without Bid Processing Fee & Bid Security 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 the 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 and 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 Client during the overall *section process*.

SECTION: 3

TERMS OF REFERENCE (ToR)

Terms of Reference (ToR) for

Terms of Reference (ToR) on Engagement of Empaneled Agencies for Assessment of Producer Groups under Department of Mission Shakti

1. Background

Producer groups (PG) represent business organizations, owned and managed by poor and marginal producers or small entrepreneurs, with the objective of mutually benefiting from increased production and productivity, as well as gaining access to essential facilities such as infrastructure, capacity building, handholding, financial support, and market linkages on a sustainable basis. Producer Groups are being promoted by the Department of Mission Shakti, that include Women Self-Help Group (SHG) members, with an intention to provide opportunities for product aggregation and collectivization, skill development, resource access, improved market connectivity, thereby augmenting their business activities. Leveraging the collective strength and entrepreneurial spirit of these groups will lead to women entrepreneurship. One Producer Group shall be formed for one commodity/activity only (for example: floriculture, poultry, goat etc. The Producer Group can be formed in any geography based on feasibility and scope.

There are more than 3,000 such Producer Groups formed so far under the Dept. of Mission Shakti, including Odisha Livelihoods Mission, a society constituted under this department for implementation of the Deendayal Antyodaya Yojna – National Rural Livelihoods Mission (DAY-NRLM). Besides, Dept. of Mission Shakti has been providing financial support to Producer Groups and Producer Companies formed under the Agriculture Production Cluster under Directorate of Horticulture and Mukshya Mantri Makka Mission. All these PGs are formed adhering to a comprehensive guideline issued by this department, enclosed at Annexure-I.

All these PGs are provided funds for promotion, management and business operation, based on set parameters. They have to undergo a third-party assessment before releasing the working capital. Therefore, Odisha Livelihoods Mission (OLM) is looking forward to engage suitable organizations, empaneled under any State Government Department of Odisha or Technical Agency/National Resource Organization/National Support Organization under the Ministry of Rural Development (MoRD), Govt. of India for assessment of the Producer Groups / Producer Companies formed / supported by the Dept. of Mission Shakti. As the universe is entire 30 districts

Empanelment of Agencies for Assessment of Producer Groups under Odisha Livelihoods Mission, Department of Mission of Odisha, more than one agency may be engaged at a particular time or at different period of time.

2. Objective:

To hire services of empaneled agencies of Govt. of Odisha/ Ministry of Rural Development (MoRD), Govt. of India for assessment of Producer Groups (PG) formed / supported by the Dept. of Mission Shakti, as per criteria mentioned in the respective guidelines.

3. Scope of Work

- i. The agency will refer to relevant guidelines and documents related to Producer Group / Producer Companies developed under the Dept. of Mission Shakti and other associate departments to get clarity on the roles and functioning of PGs in the state
- ii. It will develop suitable methodology and data collection instruments/tools and/or customize the existing tools, in consultation with the department/s.
- iii. It will pre-test the assessment tools/ instruments and make suitable changes before administering it for the purpose. As per requirement of the Department/ Government, there may be changes in the tools from time to time, which need to be incorporated by the agency.
- iv. It will engage required number of staff/professionals and supervisor for completion of the task.
- v. It will carry out two types of assessments as per set parameters, prior to release of 1st and 2nd instalment of working capital, as per list provided by the office of the CDO-cum-EO, Zilla Parishad.
- vi. It will conduct the assessment by adhering to the guidelines of the Department of Mission Shakti.
- vii. After assessment, the agency will submit the report both in hard and soft copy to the EO/ Deputy Commissioner or Additional Commissioner in case of urban area and tot the CDO-cum-EO, Zilla Parishad within stipulated timeline as mentioned at Para-4 of this ToR.
- viii. It will maintain confidentiality of the information and any deviation in this regard may be liable for relevant legal/formal proceedings as per law of the land.
- ix. Any data/information/report generated on account of this assignment will be the sole property of the Dept. of Mission Shakti and the agency cannot make it public or share with anybody, without consent of the Department.

4. Tentative Deliverables with Timeline

Sl. No.	Deliverables	Timeline (from the date of signing of MoU between OLM & Agency)
i.	Submission of Workplan	1 st week
ii.	Engagement of required manpower and their orientation	3 rd week
iii.	Submission of the draft assessment tools/ instruments	3 rd week
iv.	Field testing and finalization of the assessment tools/instruments	4 th week
v.	Assessment of PG (as per agreed work plan)	5 th week onward
vi.	Submission of draft assessment report	Within 7 days of completion of assessment
vii.	Work Completion Report	On completion of assessment of PGs, assigned for a particular period.

5. Key Professional/ Manpower Engagement

Key Professional/ Manpower	Required Number	Qualification	Experience	Other
Team Leader	1	Post Graduate in any Discipline/ MBA	<ul style="list-style-type: none"> Minimum 5 years of experience in promotion/ management of Producer Collectives like PG/PC/PE/FPO and on the production system including market. Fair understanding on functioning of Self Help Group and their federations. 	Preference to be given to persons having working experience in Odisha or a native of Odisha
Supervisor	1 or 2 (need based)	Graduate in any discipline	<ul style="list-style-type: none"> Minimum 5 years of experience in supervising/ conducting 	Speaking, reading, writing in Odia

Empanelment of Agencies for Assessment of Producer Groups under Odisha Livelihoods Mission, Department of Mission

Key Professional/ Manpower	Required Number	Qualification	Experience	Other
			survey/research/ evaluation/ impact assessment etc. <ul style="list-style-type: none"> • Supervised at least 3 assignment of similar nature. • Fair understanding on functioning of PGs and SHGs. 	Language is a must.
Assessor (2 to 3 per team) Pool	8 to 10 (need based)	Graduate in any discipline	<ul style="list-style-type: none"> • Minimum 3 years of experience in conducting survey/research/ evaluation/ impact assessment etc. • Participated in at least one survey/ assessment of similar nature. 	Speaking, reading, writing in Language is a must. Preference to be given to native people.

6. Support to be provided by the Dept. of Mission Shakti/OLM

- i. Relevant guidelines, documents on PG/PC, list of PGs to be assessed with geographic details will be provided to the agency.
- ii. Participate in the orientation/ training programme of the Supervisors and Assessors and provide required thematic inputs.
- iii. Verify each and every survey/assessment tool and provide critical inputs and feedback.
- iv. Issue relevant letter / instruction to districts to facilitate the work of the agency.
- v. Required support to the agency by respective DMMU will be ensured.
- vi. Ensure timely release of funds based on deliverables.

7. Monitoring and Review of the Work of the Agency

A technical review committee will be constituted at district level under the Chairpersonship of CDO-cum-EO, Zilla Parishad to review the progress and performance of the assignment. It will

Empanelment of Agencies for Assessment of Producer Groups under Odisha Livelihoods Mission, Department of Mission have other members like:

- District Social Welfare Officer
- Executive Officer, Municipality/ Deputy or Additional Commissioner, Municipal Corporation
- District Project Coordinator, Mission Shakti
- Dy. CEO, ORMAS
- District Project Manager, OLM, Convener

This team will meet on periodic basis to monitor the progress of the assignment, verification of the report submitted by the agency and for any other decision related to work of this agency of assessment of PG. DPM, OLM and DPC, Mission Shakti will supervise the work on day to day basis on matters related to movement of the team, identification of PGs, communication to PGs etc.

Dy. CEO, Livelihoods will be the contact person from OLM to coordinate with the agency/s for matter related to the assignment.

8. Quality Control

- i. Quality of data gathered is of utmost importance and so the agency is expected to design quality control protocols for ensuring quality data collection.
- ii. The agency will deploy quality manpower as per profile mentioned at Para-5 of this ToR.
- iii. The Supervisor is expected to verify all the assessment and accordingly forward to the Team Leader for report preparation.
- iv. The Team Leader is expected to have random check of at least 5% of the assessment formats and suggest necessary corrections.

9. Duration of the Assignment

More than one of the empaneled agencies like TSA/NRO/NSO etc. may be selected for this purpose and each of them will be assigned specific geography. There will be an MoU between OLM and the agency/s initially for a period of one year, which may be extended as per requirement of the Department on satisfactory performance of the agency/s.

10. Budget and Payment Modalities

Payment to agency will be assignment based and reimbursable after completion of given amount of task. This is divided into two part, first which is to be borne by OLM and second is payment to agency, based on delivery of specific tasks.

A. Expenditure at OLM level

Sl. No.	Deliverable	Activity	Cost to Agency
A1.	Finalization of Assessment Tools	Consultation with representatives of all agencies in a workshop mode	i. Travel in air economic class/ / 2 tier AC in train x 1 person from each selected agency ii. Lodging and boarding of participating agency to be borne by OLM
A2.	Field Testing of assessment tools	One representative from each agency along with members of OLM/Mission Shakti to test the tools in one or two PGs	Travel, food, printing of assessment tools etc. to be borne by OLM
A3.	Finalization of Survey tools	In house with the feedback of agencies	NIL

B. Payment to Agency towards Assessment

B1. Deliverable based Cost:

The amount will be fixed after determining the competitive price, specifically the H1 price agreed upon by all empaneled agencies for this assignment. This derived amount will apply to one PG and will cover the entire cost of the assessment, including resource fees, lodging and boarding, and travel for a minimum of two assessors per PG. The contract amount will be calculated accordingly, and payments will be released according to the payment modalities outlined in the table below.

Sl. No.	Deliverables	Timeline (from the date of signing of MoU between OLM & Agency)	Payment Modalities
i.	Submission of Workplan	1 st week	20% of the contract Value/ work order will be released on receipt of invoice and supporting document if any.
ii.	Engagement of required manpower and their orientation	3 rd week	
iii.	Submission of the draft assessment tools/ instruments	3 rd week	
iv.	Field testing and finalization of the assessment tools/instruments	4 th week	
v.	Assessment of PG (as per agreed work plan)	5 th week onward	
			30% of contract value will be released after completion of 50% of PG

Empanelment of Agencies for Assessment of Producer Groups under Odisha Livelihoods Mission, Department of Mission

			assessment report recommended by CDO-cum-EO. Payment will be release on submission of invoice and reports.
vi.	Submission of draft assessment report	Within 7 days of completion of assessment	50% of contract value will be released after completion of rest 50% of PG assessment report recommended by CDO-cum-EO. Payment will be release on submission of invoice and reports.
vii.	Work Completion Report	On completion of assessment of PGs, assigned for a particular period.	

B2. Reimbursable cost:

The Team Leader and Surveyor/s will be paid separately according to the number of days of their engagement, as per following norm. This shall be decided jointly by the Agency and OLM, considering the number of PGs to be assessed.

Sl. No.	Budget Head	Per Dime cost	Travel	Lodging & Boarding
1.	Team Leader	Rs. 5,000/- per day	Out station: By Air Economy Class / AC 2 tier train/ AC Bus Local: Rs. 1000/- per day	Rs. 5,000/- per day
2.	Supervisor	Rs. 3,000/ - per day	Out station: By AC 3 tier train/ AC Bus Local: Rs. 500/- per day	Rs.3,000/- per day

This amount will be Reimbursable on submission of claims with supporting documents in every quarter.

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH - 1

COVERING LETTER

(ON BIDDER'S LETTER HEAD)

[Location, Date]

To

Empanelment of Agencies for Assessment of Producer Groups under Odisha Livelihoods Mission, Department of Mission
State Mission Director,
Odisha Livelihoods Mission
Mission Shakti Dept.
SIRD & PR Campus, Unit-8, Bhubaneswar
Odisha, Pin Code: 751012
E-mail: procure.olm@gmail.com

Subject: **Empanelment of Agencies for Assessment of Producer Groups under Odisha Livelihoods Mission, Department of Mission [TECHNICAL PROPOSAL]**

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

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

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your authority shall have rights to reject our proposal. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

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

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH - 2

Bidder's Organization (General Details)

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.:Email id:	
4	Registration / Incorporation Details Registration No:Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee & EMD Details Amount: DD No. : Date: Name of the Bank:	
7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
9	Willing to carry out assignments as per the scope of work of the RFP	YES
10	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: ____ Bidders should submit the required supporting documents as mentioned above. Non- submission of required documents as listed above will lead to rejection of the bid.

TECH - 3

FORMAT FOR POWER OF ATTORNEY

(On Bidders Letter Head)

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

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

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

Note: Board resolution confirming the Authority of the signatory to submit the proposals could also be provided as a substitute to the Power of Attorney.

TECH - 4

(BIDDER'S PAST EXPERIENCE DETAILS)

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No of Staff:
Address:		No of Staff-Months:
Start Date:	Completion Date:	Approx. Value of Services (in INR):
Name of Associated Consultants, If Any:		No of Months of Professional Staff Provided by Associated Consultants: NA
Name of Senior Staff Involved and Corresponding Positions:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

TECH - 5

UNDRTAKING THAT BIDDER IS NOT BLACKLISTED

I M/s. , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/ chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware this RFP would be liable for rejection in case any material misrepresentation is made or discovered at any stage of selection and/or thereafter during the term of the Contract.

Dated thisDay of , 2023....

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

Name and Designation with Date and Seal: _____

Signature : _____

Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

TECH - 6

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

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

[The 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 provide by the Client:

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

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

TECH - 7

DESCRIPTION OF APPROACH AND METHODOLOGY 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:

- Key guiding principles for the assessments
- Understanding of the concept of PG
- Approaches to overcome the challenges and meet the requirements of the assignment.
- Review Stakeholders Engagement/involvement
- Monitoring & Evaluation mechanism of programmes and interventions for better outcomes
- Any other issues mentioned in the ToR

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:

- Qualitative and quantitative suggestive tools
- Suggestive to improve its efficiency, efficacy and targeting in each thematic area of interventions
- Any other issues mentioned in the ToR

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 3 pages only with Arial Font Size-12.

TECH - 8

Format of Curriculum Vitae (CV) for Proposed Key Professional(All CVs required to submit)

1. Proposed Position:

[For each position of key professional separate form Tech B-6 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 of obtainment]

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 for 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]
Employer Name:	
Position Held:	
Details of the Task Assigned <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 for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of the Project	
Year	
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 writeup restricted to 3 pages only with quality information relevant to the key professional requirements. The CVs needs to be jointly signed by the proposed professional and the authorized representative of the Bidder.

TECH – 9

PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT

Month → (1 to 12 months)	1	2	3	4	5	6 to 24
<u>Sequence of Activities/ Sub Activities</u>						
↓						

Indicate all main activities / sub activities of the proposed assignment including delivery of reports (Inception, Periodic Reports) and other associate sub-periodic activities tentatively for more than 200 PGs

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

SECTION: 5

FINANCIAL PROPOSAL

FIN-1
COVERING LETTER
(In Bidders Letter Head)

[Location, Date]

To

State Mission Director,
Odisha Livelihoods Mission
Mission Shakti Dept.
SIRD & PR Campus, Unit-8, Bhubaneswar
Odisha, Pin Code: 751012
E-mail: procure.olm@gmail.com

Subject: **Empanelment of Agencies for Assessment of Producer Groups under Odisha Livelihoods Mission, Department of Mission** [FINANCIAL PROPOSAL]

Sir

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] 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 exclusive 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 of Signatory with Date and Seal:

Address of the Bidder:

—

FIN-2
SUMMARY OF FINANCIAL PROPOSAL

SNo	Details	Amount in INR
1.	Consulting Fee for assessment of 200 PGs	
2.	Any Other Cost/Overhead cost for assessment of 200 PGs	
3.	Sub Total in INR (1+2)	
4.	Total GST 18%	
5.	Grand Total including GST in Words _____	
The PG assessment cost for one PG is comes Rs _____ (SI No 3/200 PGs)		

NB:

1. Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
2. 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.
3. **To empanel multiple agencies for expedited assessment of PGs across all districts at once, OLM will negotiate with other bidders to offer their services at the H1 price. Agencies that do not accept the H1 price will not be included in this assignment.**
4. **The No of PGs may be increases or decreases during the allotment of assignment, but the contract cost will be calculated based on the PG assessment cost for one PG.**

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

SECTION - 6

ANNEXURE

Annexure – I

BID SUBMISSION CHECK LIST

S/no	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL)			
1.	Filled in Bid Submission Check List (ANNEXURE-I)		
2.	Covering Letter (TECH -1)		
3.	Bid Processing Fee of Rs. 1180/- including GST & Bid Security of Rs 100000/- in form to DD		
4.	Support documents like copy of work order, contract (in case of ongoing assignments and Completion certificate (completed assignment)		
5.	General Details of the Bidder (TECH - 2)		
6.	Power of Attorney (TECH - 3) in favour of the person signing the bid on behalf of the bidder.		
7.	Assignments of similar nature (Past Experience Details) (TECH - 4) along with the copies of work orders for the respective assignments		
8.	Self-Declaration not having black listed (TECH- 5)		
9.	Comments and Suggestions (TECH – 6)		
10.	Description of Approach & Methodology (TECH - 7)		
11.	Curriculum Vitae (CV) for Proposed Key Professional (Tech-8)		
12.	Work Plan (TECH – 9)		
FINANCIAL PROPOSAL (ORIGINAL)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposals (FIN-2)		

Undertaking:

- All the information have been submitted as per the prescribed format and procedure.
- 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: _____

PERFORMANCE BANK GUARANTEE FORMAT

To

**The State Mission Director,
Odisha Livelihoods Mission,
Mission Shakti Department. Govt. of Odisha,
SIRD & PR Campus, Unit-8, Bhubaneswar
Odisha, Pin Code: 751012
E-mail: procure.olm@gmail.com**

WHEREAS (Name and address of the Consultant) (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. ,

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 or demand 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

Annexure-III

**Guidelines for formation and financing to Producer Groups under
Mission Shakti.**



**GUIDELINES FOR FORMATION AND
FINANCING TO PRODUCER GROUPS UNDER
MISSION SHAKTI**

2024

**Odisha Livelihoods Mission
Department of Mission Shakti, Government of Odisha**

CONTENTS

1. Introduction	1
2. Objectives of formation of a Producer Group	1
3. Formation Of Producer Group	1
3.1 Criteria of PG	2
3.2 Membership In PG	2
4. Areas of Intervention	3
5. Institutional Structure And Governance	3
5.1 Executive Committee	4
5.1.1 Role of President	4
5.1.2 Role of Secretary	4
5.1.3 Role of Treasurer	5
5.1.4 Sub committees	5
5.2 PG Facilitator	5
5.2.1 Roles and responsibility	6
5.2.2 Selection Process	6
5.2.3 Performance Incentives	6
5.2.4 Non-utilization of Services	7
6. Maintenance Of Books of Records.....	7
7. Opening Of Bank Account	7
8. Financial Support	8
8.1 Types of Financial Support.....	8
8.1.1 Start Up Fund	8
8.1.2 Working Capital (1 st Instalment)	8
8.1.3 Working Capital (2 nd Instalment)	8
8.2 Amount of Funds to be Released to PG	9
8.3 Modalities of Support of Working Capital	9
8.4 Fund Mobilization in Convergence with Other Departments.....	10
9. Eligibility of the Producer Group to Receive Funds	10
9.1 Types of assessment:	10
9.1.1 First Assessment	10
9.1.2 Second Assessment.....	10
9.1.3 Third Assessment	11
9.2 Assessment Process	11
10. Fund Flow Mechanism	12

10.1	PGs Supported Under Mission Shakti	12
10.2	PGs Supported Under NRLM.....	13
11.	Capacity Building & Strengthening of PGs	14
	Annexure-I: Start-up Kit	i
	Annexure-II: Items To be Procured / not Procured under Equipment Cost	ii
	Annexure-III : Format for Self-Declaration & First Assessment	iii
	Annexure- IV Format for the Second Assessment of PG	vi
	Annexure- V Format for the Third Assessment of PG.....	viii
	Annexure- VI: Sample MoU to Be Signed Between PG & GPLF/ BLF	x

1. INTRODUCTION

Producer groups (PG) represent business organizations owned and managed by poor and marginal producers or small entrepreneurs, with the objective of mutually benefiting from increased production and productivity, as well as gaining access to essential facilities such as infrastructure, capacity building, handholding, financial support, and market linkages on a sustainable basis. In the context of uplifting the livelihoods of SHG members, the significance of producer groups cannot be overstated. Producer Groups are being promoted by the Department of Mission Shakti, that include Women Self-Help Group (SHG) members, with an intention to provide opportunities for product aggregation and collectivisation, skill development, resource access, improved market connectivity, thereby augmenting their business activities. Leveraging the collective strength and entrepreneurial spirit of these groups will lead to women entrepreneurship.

2. OBJECTIVES OF FORMATION OF A PRODUCER GROUP

A Producer Group is intended to bring women farmers/producer SHGs under the umbrella of economic organizations/ business organizations and aim to take care of their product aggregation, processing, value addition, social and economic needs and marketing support. The objectives of promotion of Producer Groups are:

- To intrinsically cover backward, forward, and horizontal integration.
- To provide business development services and enterprise promotion incentives such as market intelligence, agribusiness, setting up agro-industries, micro-enterprises, processing units and small and medium enterprises over times.
- To act as an interface between systems and producers for transfer of technology, access to market information and other related advice with regard to farm and non-farm activities.
- To act as a platform for knowledge and technology transfer by ensuring necessary techno-managerial support and critical inputs to the farmers.
- To provide necessary inputs for production enhancement and financial leveraging.
- To strengthen collective action and cohesiveness among primary producers, collectors, and value chain actors.
- To provide a basic institutional architecture for higher-order interaction with apex institutions like Producer Companies and marketing agencies through sub-sector development approach.

3. FORMATION OF PRODUCER GROUP

One Producer Group shall be formed for one commodity/activity only (for example: floriculture, Goatery etc.). The Producer Group can be formed in any geography based on feasibility and scope. Producer Group, with produce of high volume may ultimately help to achieve a better price realization. Block and ULB can be selected on the basis of

availability of products, where there is scope of value addition and marketing. An SHG or a product Cluster, that meets basic criteria, can later be transformed into a Producer Group.

A committee will be constituted at the block level/ urban local bodies. Formation of Producer Group will be preceded by a scoping study, which will assess the potential of the productivity of the proposed Producer Group in the respective area. In case of rural areas, the committee will consist of 2 Executive Committee (EC) members of the Gram Panchayat Level Federation (GPLF), preferably members of the Livelihood Sub-committee, Community Resource Person- Community Mobilizer (CRP-CM) of the concerned village, 1 EC member of the Block Level Federation (BLF), Block Project Coordinator (BPC) & Block Project Manager (BPM), Mission Shakti. In case of Urban Local Bodies (ULBs), the committee will consist of 2 EC members of the Area Level Federation (ALF) constituted the headquarters, 2 EC members of concerned BLF and BPC, Mission Shakti. This committee can further undertake this responsibility of PG formation as per the scope of the product and target. BPC/BPM will submit the recommendation of the newly formed PG with member details to the concerned Block Development Officer (BDO)/Executive Officer (EO) / Dy. Commissioner or Additional Commissioner, Corporation for approval.

For the formation of the Producer Group (PG), Rs. 4,000/- (Rupees four thousand only) will be released to the GPLF in rural area and BLF in urban area for facilitating the formation activity. Out of this, Rs. 3,000/- will be spent towards travel and refreshment of the EC members of GPLF, ALF, BLF and Rs. 1,000/- towards stationary and contingency.

3.1 CRITERIA OF PG

- Membership criteria: Women SHG members who are primary producers are eligible.
- Nature of Organisation: Unregistered, informal entities who take up a common activity for backward and forward linkage
- Area of Operation: Will be contained to GPs or Wards of the same block/ULB, which are adjacent to each other.
- Promoting organizations: Mission Shakti, ORMAS, DUDA, other Departments of State Govt. & it's agencies/cooperatives & their societies
- Management structure: PG shall have its own governance structure and manage the general operations of the PG (aggregation, sorting, grading, transport to market etc.).

3.2 MEMBERSHIP IN PG

- Group size shall be minimum 20 members and maximum 150 members in case of farm PG and minimum 20 and maximum 50 members in case of non-farm PG.
- Member must belong to a Women SHG under the Mission Shakti department.
- Member should be of minimum 18 years of age.
- Differently abled, destitute women producer can be given priority.
- Members must be willing to become a part of the Producer group.

- Member must be engaged in different operations of the activity around which PG is formed.
- The member should be from the GPs or Wards of the same block/ULB, which are adjacent to each other.
- Initially, only one PG, either in farm or non-farm sector shall be formed. In case, there is requirement of more than one PG in a village, prior approval shall be obtained from BDO.

4. AREAS OF INTERVENTION

A Producer Group will necessarily be involved in the following interventions:

- Pre-production support like input supply, extensions support, capacity building of producers etc.
- Post-production activities such as product aggregation, primary processing, value addition, marketing etc.
- Technology extension including handholding support and information dissemination through Information and Communication Technology (ICT) for market information, price information, technology etc.
- Risk management like Crop insurance and livestock insurance.
- Procurement of agricultural & allied commodities.
- Storage/ warehousing/ preservation of products.
- Input linkages for fertilizers, manure, irrigation & equipment.
- Capacity building of producers
- Fund mobilization and credit linkage
- Linking the members of the Producer Group to the Producer Company.
- Fulfil merit of statutory compliances like registering the PGs, URN for producers, Udyog Aadhaar, FSSAI, GST etc.

5. INSTITUTIONAL STRUCTURE AND GOVERNANCE

The Producer Groups are mainly formed with the intent of developing business acumen and bringing a business orientation in the current livelihood activities. For smooth management of the activities of PG, it will have one Executive Committee (EC), selected from among all the member producers. The EC will select three Office Bearers (OB), President, Secretary and Treasurer, from among the EC members to look after the day to day affairs including finance. In addition to the OBs, a PG shall select the concerned CRP-CM to maintain its accounts and books of records and also to help the PG in different business operations. The detailed roles and responsibilities of the Office Bearers, Executive Committee and sub-committees are as follows:

5.1 EXECUTIVE COMMITTEE

The Executive Committee will comprise of minimum 7 and maximum 11 members. For PG having less than 50 members, the EC shall constitute of 7 members, and for EC having 50 or more members, it shall have 11 members. There shall be representation from Extremely poor and vulnerable groups (EPVG) /Poor/ Tribal in the EC, if available in the PG. The EPVG/ Poor/ Tribal shall occupy at least one of the three positions i.e. President, Secretary or Treasurer, only in case of rural areas. In the absence of EPVG/Poor/ tribal members in the EC of the PG formed in the urban areas, other members of the EC may be considered for the Office Bearers. They will be chosen on the basis of selection or voting process. The tenure of the EC shall be for a period of 2 years. The same member can be selected in the PG maximum for two consecutive terms, i.e. for 4 years. The Executive Committee shall meet at least twice in each month. Besides, special meetings can be organized with prior intimation to EC members. Only one member from a household can be member in the EC or sub-committee.

The functions of Executive Committee are as follows:

- Approval of business plans and review of program implementation
- Approval of annual statement of accounts
- Organize meetings of the producer group
- Taking all key policy and business decisions like aggregation of products, market tie up etc. for day to day management
- Coordinating the work of sub committees & Facilitating business linkages including input supply and output marketing
- Preparing action plans and budgets
- Liaison with stakeholder
- Organizing trainings and exposure visits for members.

5.1.1 Role of President

- Convene meetings and facilitate agenda setting
- Chair the meetings and facilitate discussions engaging all members
- Help the group arrive at decisions on group activities
- Coordinate with Secretary and Treasurer to achieve group objectives
- Support conflict resolution efforts
- Operate PG bank account jointly with the Secretary of PG.
- Ensure utilisation of funds for the specified purpose of release.

5.1.2 Role of Secretary

The Secretary shall be in charge of all correspondence and records of the PG and keep the minutes of all the meetings. The Secretary shall exercise general supervision over the staff and affairs of the PG

- Assist the President in conducting meetings of the Producer group
- Ensure attendance and participation of members

- Accountable for recording minutes of discussions and ensuring proper book keeping.
- Ensure that the group norms and decisions are implemented
- Facilitate linkage with public and private agencies
- Share reports with external agencies at periodic intervals as agreed
- Represent the PG in different forums, along with or in the absence of the President.
- Authenticate reports and agreements for and on behalf of the PG
- To sue and be sued on behalf of the PG
- Submit reports and statements in time to the concerned.
- Operate PG bank account jointly with the President of PG
- Ensure maintenance of asset register and all other records.

5.1.3 Role of Treasurer

- Safeguarding and accounting for all funds received by the PG
- Arrange up-to-date record keeping
- Present financial picture of the PG from time to time
- Maintain cash book
- Finalize accounts at the end of each fiscal year and facilitate timely audit

5.1.4 Sub committees

Each PG will have two sub-committees, i) Planning & Monitoring committee and ii) Procurement & Marketing committee. Each committee would consist of 5 members who will be selected by the EC through selection or voting process.

i. Planning and Monitoring Committee

- Take necessary steps in planning by doing a market survey, preparing calendars for pre-crop planning, procurement of raw materials and any other inputs.
- Plan for minimizing the cost of production and strategize the production size.
- Check the Books of records on weekly basis and physically verify the stock.
- Prepare reports and submit to the Office Bearers for further action.

ii. Procurement and Marketing Committee

- Facilitate availability of inputs for the Producer group members
- Ensure insurance of the crops, production unit and produce.
- Responsible for procurement of the produce and marketing of the same.
- Take appropriate steps for sorting, grading, packaging, transit facility, fixation of rate & final marketing, receipt of sale proceeds and also distribution of the profit.

5.2 PG FACILITATOR

The PG shall utilize services of the concerned CRP-CM of the village/cluster for providing handholding support to the Producer Group & members. She shall coordinate among the PG members for all business activities.

5.2.1 Roles and responsibility

- Collection of necessary information of each producer member and update the data as per the requirement.
- Facilitate in organizing capacity building training programs for the PG and members.
- To participate in different training programmes and learn about sustainable harvesting practices, value addition and cultivation techniques, business plan preparation, market analysis etc.
- Facilitate training to the PG members on sustainable harvesting, value addition and updated cultivation practices.
- Facilitate post-production support to the PG (aggregation, storage, grading, cleaning, packaging etc.).
- Ensure timely supply of inputs required for smooth production.
- Preparation of monthly activity plan and reports as per requirement.
- Ensure monthly meeting of the PGs are held on time.
- Ensure follow up action taken by the PG members after each training.
- Handholding to producers for marketing of their produce at appropriate price.
- Coordinate participation of PG members along with their produces in different exhibitions, fair, both inside and outside state.
- Provide market information to the producers and negotiating price with markets for sale of produces at reasonable price.
- Any other activity as assigned by the PG.

5.2.2 Selection Process

The PG shall utilize the services of the CRP-CM of the concerned village to facilitate different activities in the PG, as per roles & responsibilities mentioned at para-5.2.2. In case there are more than one CRP-CM in a village, then one of them shall be selected as per following order:

1. CRP-CM with higher educational qualification
2. CRP-CM with higher Age (whoever is older)
3. CRP-CM with higher marks secured in 10th class

The services of the CRP-CM, other than her primary responsibility as CRP-CM shall be utilized as PG Facilitator. In a village, if the services of the existing CRP-CM are already utilized in another secondary responsibility such as; CRP-Enterprise Promotion (CRP-EP)/ Business Development Support Provider (BDSP)/ Gender CRP etc., then services of one of the Krishi Mitras/ Prani Mitras can be utilized, following the above-mentioned selection process.

5.2.3 Performance Incentives

- The PG Facilitator will be paid a fixed performance incentive of Rs. 1,000/- (rupees one thousand only) per month for the initial three years to deliver different roles and responsibilities as mentioned at Para-5.2.1 and Rs. 500/- per month towards travel,

telephone allowance etc. The PG will get support towards performance incentives from the Dept. of Mission Shakti for a period of three years.

- She will prepare her activity plan and work report every month and submit to the President/ Secretary of PG for release of performance incentives.
- In case her services are utilized for training and handholding support for other Producer groups outside the jurisdiction of her own PG, she shall be entitled to receive the resource person fees as per block level norms.
- Beyond initial 3 years, PGs will take decision at their level.

5.2.4 Non-utilization of Services

On the ground of non-performance, fraudulent practices or any other reason that goes against the interest of the concerned PG, then the concerned EC shall discontinue the services of the PG Facilitator.

6. MAINTENANCE OF BOOKS OF RECORDS

The PG Facilitator shall be responsible to update the books of records in the initial period. Subsequently, she will handhold the Secretary to maintain on her own. The PG will maintain the following books of records.

- i. Individual Producer's Profile
- ii. Meeting Resolution register (For Executive Committee & 2 Sub Committees)
- iii. Asset and stock Register (Both Fixed & Consumable)
- iv. Cashbook
- v. Purchase & Sale register
- vi. Production and Procurement Details
- vii. Pass Books (Savings & IB-CB Accounts and Business Account)

7. OPENING OF BANK ACCOUNT

- The PG will open two savings bank accounts in the nearby bank branch. One for deposit of their own savings and IB-CB fund (Savings & IB-CB Account) and the other for deposits of working capital, other outside support and income generated (Business Account).
- These accounts will be operated jointly by the President & Secretary of the Producer Group.
- The accounts will be maintained in a transparent manner. For withdrawal of funds, a resolution will be passed in the EC meeting and will be submitted in the concerned bank branch.
- The PG Facilitator shall ensure updation of Pass Books, prepare the bank reconciliation statement every month and produce during the EC meeting.
- All payments made by the PG above Rs. 500/- shall be made through cheque payment or NEFT.

- The bank passbooks and cheque book shall remain in the custody of President/ Secretary of the PG.

8. FINANCIAL SUPPORT

For initial set-up and strengthening of the Produce Group, it will be provided with different types of funds by the Department of Mission Shakti, based on certain eligibility criteria. Besides, the PG may also generate funds towards membership and service charges. It may also receive denotation, grant from other government and non-government organizations.

8.1 TYPES OF FINANCIAL SUPPORT

8.1.1 Start Up Fund

- A One-time start-up fund will be provided towards initial office set-up and management and purchase of equipment & machineries. This fund will be provided after the first assessment, as details mentioned at Para-9.1.1
- Under Start-up fund, financial support will be provided towards a) furniture & fixture, stationary and office contingency; b) performance incentives to the PG Facilitator for three years and c) equipment/machinery cost.
- The start-up fund shall be released to the PG as grant, directly from the district. List of items to be procured under the office set-up cost is mentioned at **Annexure-I**.
- Tentative list of equipment allowed or not allowed to be purchased out of the equipment support fund is enclosed at **Annexure-II**.
- Equipment & machineries, as per the requirement, will be purchased from reputed firms with after sale services for a minimum period of 3 years.

8.1.2 Working Capital (1st Instalment)

This working capital (1st Instalment) is provided to PG to enhance the capital base and to meet the business requirements on a sustainable basis. Based on assessment report, financial assistance up to rupees three lakh fifty thousand will be provided to PG towards working capital support after meeting the eligibility criteria as mentioned at Para-9.1.2 of this guideline. Besides, one lakh rupees will be provided towards equipment cost.

8.1.3 Working Capital (2nd Instalment)

For further scale-up and expansion of the activity, the working capital (2nd Instalment) will be provided on successful rotation/utilization of the working capital (1st Instalment). PG will be eligible to get the working capital (2nd Instalment) on fulfilment of the criteria laid down at Para-9.1.3 and approval of the Detailed Project Report (DPR)/ Business Plan. This fund will be provided to PG as a loan through concerned GPLF in case of rural areas and BLF in case of urban areas, after

undergoing an assessment by a third-party agency empanelled and engaged by the Department of Mission Shakti.

8.2 AMOUNT OF FUNDS TO BE RELEASED TO PG

Sl. No.	Budget Head	Amount in Rs.
I. FIRST TRANCHE		
1.	Start-up Fund	
i	Start-up Kit	50,000.00
	a. Furniture & Fixture-Rs. 35,000	
	b. Stationaries - Rs. 5,000	
	c. Contingencies -Rs. 10,000	
ii	Performance Incentive to PG Facilitator (for 3 years)	54,000.00
iii	Equipment cost	1,00,000.00
	Sub-total	2,04,000.00
II. SECOND TRANCHE		
2.	Working Capital (1 st Instalment)	Up to 3,50,000.00
3.	Equipment cost	1,00,000.00
	Sub-total	Up to 4,50,000.00
Total		Up to 6,54,000.00
III. THIRD TRANCHE		
4.	Working Capital (2 nd Instalment)	As per DPR/Business Plan

8.3 MODALITIES OF SUPPORT OF WORKING CAPITAL

Working capital will be released to the PG as per following procedures:

- It is a grant to the concerned GPLF/BLF. The GPLG/BLF will give this to the PG/Producers as loan.
- It will be given as a loan to the PG @1% rate of interest per annum on reducing balance.
- This fund can be utilized mostly for purchase of inputs, small equipment, labour payment etc. and for collective actions like production, procurement, primary processing, packaging, branding, marketing etc.
- In case of working capital requirement of producers towards individual level operations, PG can lend them @2% interest per annum on reducing balance.
- Modality of repayment of loan from PG to producers will be decided by the PG-EC at the time of loan disbursement.
- Similarly, the GPLF/BLF, based on the nature of operations of the PG will decide the repayment schedule, maximum within a period of 36 months.

8.4 FUND MOBILIZATION IN CONVERGENCE WITH OTHER DEPARTMENTS

Other than the support received from the Department of Mission Shakti, the PG can be facilitated to receive financial and technical support from other departments; such as Agriculture & Farmers' Empowerment, Fishery & Animal Resource Development, Handloom & Handicrafts, MSME etc. Infrastructure requirement can be met by leveraging other department scheme like ITDA, MGNREGS etc. Besides, for training and capacity building support linkage can be established with KVK, ATMA, RESETI etc.

9. ELIGIBILITY OF THE PRODUCER GROUP TO RECEIVE FUNDS

The PG has to undergo the assessment process before receiving any funds from the Department of Mission Shakti or any other Government organizations. Besides, there would be periodic assessment to monitor the performance of the PG.

9.1 TYPES OF ASSESSMENT:

9.1.1 First Assessment

Within one month of formation of the Producer Group, the first assessment will be carried out as per procedure laid down at Para-9.2.1. On fulfilling the following criteria, the PG will be eligible to get the Start-up Fund from the Department of Mission Shakti.

- PG constituted as per the guidelines and approved by the BDO/EO
- Formation of both the sub- committees
- Opening of Bank Account in the name of the PG

9.1.2 Second Assessment

The second assessment will be done to find out utilization of the Start-up fund and eligibility of the PG to receive the working capital support. If the PG fulfils required eligibility criteria, it will be eligible to receive the working capital (1st Instalment) and equipment support.

If it does not meet any eligibility parameter, it will be further strengthened with regular handholding and capacity building support under the guidance of the BMMU/ DMMU. The assessment will be repeated after a reasonable time period, not less than 30 days since the second assessment was done. Eligibility of the PG to undergo the second assessment are as follows:

- Period of existence of the PG (not less than 45 days)
- Start-up fund received and at least 40% of the amount is utilized for the purpose it was given for.
- Regularity in PG meeting
- Participation of members in group meeting

9.1.3 Third Assessment

The third assessment will be mostly evaluation of the DPR/business plan submitted by the PG to see the proposal as to whether it is technically and financially viable or not. It will enable the PG to receive the working capital (2nd instalment) to scale up its business operation and enter into higher order interventions like value addition, packaging, branding, big market tie up, establishment of ICT system etc. Eligibility of the PG to undergo the third assessment are as follows:

- After one year of release of the working capital (1st instalment)
- Utilization of the working capital (1st instalment) for the business operation.
- At least 50% members of the PG are involved in business operation
- EC meetings are conducted regularly
- Members received training on both the modules.
- Both the sub-committee members have received training.
- Have at least one market tie-up
- All books of record in place

9.2 ASSESSMENT PROCESS

9.2.1 In case of first assessment, the PG will submit a self-declaration along with request for release of Start-up fund to concerned BDO/EO/ Deputy Commissioner or Additional Commissioner, Corporation, on fulfilling all criteria as mentioned at Para-9.1.1. After receiving the same, a committee constituting the BPC, BPM, President or Secretary of concerned BLF, President or Secretary of concerned GPLF will make an assessment based on the information provided by the PG. Then they will forward the request to BDO /EO/ Deputy Commissioner or Additional Commissioner, Corporation to recommend to the CDO-cum-EO, Zilla Parishad for fund release to the PG. A format for self-declaration and 1st assessment is enclosed at **Annexure-III**.

9.2.2 On utilization of the Start-up fund and completion of minimum 45 days of its formation, the PG will submit proposal for the working capital support indicating the amount of loan required, to the concerned BDO/EO/ Deputy Commissioner or Additional Commissioner, Corporation for submission to the CDO-cum-EO, Zilla Parishad. Second assessment will be done with the support of a third-party agency, empanelled by the Department of Mission Shakti. A tentative assessment tool for the 2nd assessment is enclosed at **Annexure-IV**.

9.2.3 For the third assessment, the PG shall submit a DPR/Business Plan, indicating the activities, after one year of release of the working capital (1st instalment) to the BDO/EO/ Deputy Commissioner or Additional Commissioner, Corporation for submission to the CDO-cum-EO, Zilla

Parishad for fund support. After receiving the DPR/ Business Plan of the PG, the CDO-cum-EO, Zilla Parishad will examine the plan and may forward this to the Department of Mission Shakti for the 3rd assessment. A tentative assessment tool is enclosed at **Annexure- V**.

- 9.2.4 The Department of Mission Shakti will empanel one or more agencies to carry out the second and third assessment. These agencies may be preferably from government educational institutions, National Resource Organization (NRO) / Technical Support Agency (TSA) empanelled by MoRD or by any other State Government Department. After receiving the business plan/ DPR, the Department of Mission Shakti, shall engage one of these agencies to carry out the assessment, with the support of their state office/ local offices.
- 9.2.5 In case of second and third assessment, the agency shall submit report to the Dept. of Mission Shakti, based on which fund shall be sanctioned and released adhering to the appropriate fund flow mechanism.

10. FUND FLOW MECHANISM

The following modalities shall be followed for release of funds to the PGs:

10.1 PGs SUPPORTED UNDER MISSION SHAKTI

- i. Funding provisions shall be made in the annual action plan of Mission Shakti.
- ii. Fund shall be released to the account of the Chief Development Officer-cum-Executive Officer, Zilla Parishad at district level.
- iii. The assessments, shall be verified by the EO/ Deputy Commissioner or Additional Commissioner, Corporation and recommend to the CDO-cum-EO, Zilla Parishad for fund release.
- iv. Start-up fund is a grant to the PG and the CDO-cum-EO, Zilla Parishad shall release funds to respective BLF. The BLF shall release the funds to the account of PG vide electronic fund transfer.
- v. Working capital is a loan to the PG. The CDO-cum-EO, Zilla Parishad shall release funds to the respective BLF.
- vi. The BLF, in turn shall release the funds to the concerned Producer Groups vide electronic fund transfer with execution of Memorandum of Understanding between the BLF and PG.
- vii. BLF shall rotate the fund @ 1% per annum on simple interest (PA) with its affiliated PGs to enhance the capital base and meet the business requirement on a sustainable basis. PGs after receiving the fund shall release the fund to the PG members @2% per annum on simple interest (PA).
- viii. The BLF shall open a separate bank account in the nearby bank branch to receive the Start-up Fund and Working capital.

- ix. The PG shall repay the loan in instalments, maximum within a period of 36 months, by depositing in the specific account of the BLF.
- x. In case of individual producer availing loan from the PG, she will deposit the amount in the Business account of the PG, and the PG in turn shall deposit the amount in the BLF account.
- xi. Proper books of records shall be maintained both at the BLF and PG level, which shall be open for audit and verification.
- xii. The BLF shall undertake periodic monitoring of the PGs on its performance and fund utilization.
- xiii. District and block level staff of Department of Mission Shakti shall provide required handholding and facilitation support to the BLF and PG.

A sample MoU to be signed between PG and BLF is enclosed at Annexure-VI.

10.2 PGs SUPPORTED UNDER NRLM

- i. Funding provisions shall be made in the annual action plan of NRLM.
- ii. Fund shall be released to the account of Chief Development Officer-cum-Executive Officer, Zilla Parishad at district level.
- iii. The assessments, shall be verified by the BDO for release to concerned PGs and recommend to the CDO-cum-EO, Zilla Parishad for fund release.
- iv. Start-up fund is a grant to the PG and the Chief Development Officer- cum-Executive Officer, Zilla Parishad shall release funds directly to the account of PG vide electronic fund transfer.
- v. Working capital is a loan to the PG. The CDO- cum- EO, Zilla Parishad shall release funds to the respective GPLF.
- vi. The GPLF, in turn shall release the funds to the concerned Producers Groups vide electronic fund transfer with execution of Memorandum of Understanding between the GPLF and PG.
- vii. GPLF shall rotate the fund @ 1% per annum on simple interest (PA) with its affiliated PGs to enhance the capital base and meet the business requirement on a sustainable basis. PGs after receiving the fund shall release the fund to the PG members @2% per annum on simple interest (PA).
- viii. The GPLF shall open a separate bank account in the nearby bank branch to receive the working capital.
- ix. The PG shall repay the loan in instalments, maximum within a period of 36 months, by depositing in the specific account of the GPLF.
- x. In case of individual producer availing loan from the PG, she will deposit the amount in the Business account of the PG, and the PG in turn shall deposit the amount in the GPLF account.
- xi. Proper books of records shall be maintained both at the GPLF and PG level, which shall be open for audit and verification.
- xii. The GPLF shall undertake periodic monitoring of the PGs on its performance and fund utilization.

- xiii. District and block level staff of Department of Mission Shakti shall provide required handholding and facilitation support to the GPLF and PG.

A sample MoU to be signed between PG and GPLF is enclosed at Annexure-VI.

11. CAPACITY BUILDING & STRENGTHENING OF PGs

Emphasis will be given on strengthening of Producer Group from the day of its inception. Structured institution building and capacity development inputs will be designed based on the requirement of the Producer group. Following trainings shall be conducted for the PG/members:

Topic	Training Module to be followed	Duration of training	When will the training be imparted	Trainer
Producer Group Organization and management, book keeping and financial Management to the EC members	Module I	2 days	After 30 days of formation of PG	Empanelled Training Agencies
Skill Development including Collective Marketing, Supply Chain Management and Value Addition to potential members of the PGs.	Module-II	Trade Specific	After receiving the first working capital support	Do
Training to Sub-Committees	Module-III	1 day each	Within 60 days of formation of PG	Do

It will be the responsibility of the District/ Block Mission Shakti Officials to organize training for the PGs. They will engage professional agencies like ATMA, KVK, RSETI etc. for skill upgradation of the PG members. Besides, specialized training programmes may be organized by the department from time to time as per requirement.

ANNEXURE-I: START-UP KIT

Sl. No	Item	Amount in Rs.
I	Furniture and fixtures	35,000
i.	Chair @ Rs. 500/- per chair x 12 pieces	6,000.00
ii.	Table – 1	5,000.00
iii.	Almirah -1	14,000.00
iv.	Dari	5,000.00
v.	Office board and other display board	5,000.00
II	Office Stationary (Lump sum) Marker, Pen, Pencil, Stapler, Papers, Erasers, Stamp pad, Files, Books, etc.	5,000.00
III	Office Contingency (Lump sum)	10,000.00
	Total (I+II+III)	50,000.00

ANNEXURE-II: ITEMS TO BE PROCURED / NOT PROCURED UNDER EQUIPMENT COST

Sl.No.	Item
A.	Items allowed (Indicative)
1	Weighing scale
2	Moisture meter
3	Plastic sheets/tarpaulin sheets
4	Plastic crates
5	Sieves for cleaning/grading
6	Low cost primary processing machines such as: solar dryer, de-seeder, rice hullers, packing machine, grinder, dal mill etc.
7	Storage shelf
8	Solar lighting
9	Low cost craft machines such as pottery wheels, heating equipment, welding machines etc.
B.	Items non allowed
1	Milk chilling centres/bulk milk coolers
2	Pre-cooling units/chillers
3	Integrated pack houses
4	Civil construction work
5	Consumables such as stationary
6	Fuel, consumables, spares and stores
7	Transport vehicles

ANNEXURE-III : FORMAT FOR SELF-DECLARATION & FIRST ASSESSMENT

A. General Information

a. Name of the Producer Group & Address _____

b. Village/Street _____ c. GP/Ward _____

d. Block/ULB/Corporation _____ e. District _____

B. Specific Information related to the PG

Sl. No.	Parameters						
1.	Date of formation of Producer Group						
2.	Name of the Activity						
3.	Total No. of Members in PG		SC	ST	OBC	Gen	Others
4.	Members belonging to PwD & PVTG		PwD-		PVTG-		
5.	No. of BPL / Poor (meeting the compulsory inclusion and deprivation criteria as per SECC,2011)						
6.	About the Office Bearers						
i.	President	Name & Address					
		Contact No.					
ii.	Secretary	Name & Address					
		Contact No.					
iii.	Treasurer	Name & Address					
		Contact No.					
7.	About the PG Facilitator	Name & Address					
		Name of the CLF					
		Contact No.					
		Primary Responsibility	CRP-CM/Krishi Mitra/Prani Mitra				
8	Sub Committee Formation	(Yes/No)	Name of the Members				
i	Planning & Monitoring Committee		1. 2. 3. 4. 5.				

ii	Procurement & Marketing Committee		1. 2. 3. 4. 5.
9.	Details of Savings & IB-CB Account	Name of the Bank Name of the Branch IFSC Code A/c No. Name of the Signatory with Designation <i>(Xerox copy of First page of pass book will be attested by the team)</i>	
10.	Details of Business Account	Name of the Bank Name of the Branch IFSC Code A/c No. Name of the Signatory with Designation <i>(Xerox copy of First page of pass book will be attested by the team)</i>	

We, the EC members of the _____ Producer Group, do hereby affirm and declare that the information given above and the in the enclosed documents are true and correct to the best of our knowledge and belief. In case of producing any false information or concealment of facts, we will be liable of penalty or punishment as per the law. We also undertake that the benefits availed by us by furnishing such false information or concealment of the facts shall be liable to be summarily withdrawn.

Name & Signature of the EC members

Sl. No	Name	Designation	Signature
1.		President	
2.		Secretary	
3.		Treasurer	
4.		Member	
5.		Member	
6.		Member	
7.		Member	
8.		Member	
9.		Member	
10.		Member	
11.		Member	

Date:

Place:

C. Recommendation of the Assessment Committee

a. Date of Assessment:

b. Recommended for Start Up Fund (Yes/No):

c. Recommended with suggestion for incorporation _____

d. Not recommended: Reasons _____

e. _____

President / Secretary
GPLF

President / Secretary
BLF

Block Project Coordinator
Mission Shakti

Block Project Manager
OLM

Approved by:

BDO /EO/ Dy. Commissioner or Additional Commissioner

Date:

ANNEXURE- IV FORMAT FOR THE SECOND ASSESSMENT OF PG

A. General Information

- a. Name of the Producer Group & Address _____

- b. Village/Street _____ c. GP/Ward _____
- d. Block/ULB _____ e. District _____
- f. Activity of Producer Group (Agri/horticulture/ Livestock/NTFP/Non-farm), specify

B. Assessment Parameters

Sl. No.	Parameters	Achieved or not (Yes/No)	Reference/Remarks
1.	Has completed minimum 45 days since the day of its formation		Verify the Date of Formation form the PG resolution book
2.	EC meetings are conducted regularly		Verify from the resolution book.
3.	Members of the EC are regularly attending meeting		Verify from the resolution book. If the average attendance of EC members is minimum 90%, then it will be treated as regular.
4.	PG members received training on Module-I		Training report, photograph, participant list etc. to be referred at the district level.
5.	At least 40% of amount received under Start-up fund is utilized		Verify the asset register and cash book to ascertain the same.
6.	Books of record like the individual producer's profile, meeting resolution register and asset & stock register are in place and updated		Books of accounts as suggested in the guidelines.

Recommendation of the Third-Party Agency

- a. Recommended for Working Capital – 1st Instalment (Yes/No):
- b. Recommended with suggestion for incorporation _____

- c. Not recommended, reasons _____
- d. Amount Recommended : Rs _____ In word (_____)

Remarks, if any:

Signature of the Assessors:

Name:
Designation:

Name:
Designation:

Name of the Agency:
Date:

ANNEXURE- V FORMAT FOR THE THIRD ASSESSMENT OF PG

B. General Information

a. Name of the Producer Group & Address _____

b. Village/Street _____ c. GP/Ward _____

d. Block/ULB _____ e. District _____

f. Activity of Producer Group (Agri/horticulture/ Livestock/NTFP/Non-farm), specify

B. Assessment Parameters

Sl. No.	Parameters	Achieved or not (Yes/No)	Reference/Remarks
7.	Has completed one year after receipt of the 1 st Working capital		Verify from the bank account when the 1 st working capital was received
8.	At least 50% members of the PG are involved in business operation		Check from the resolution book, loan ledger or business operation records
9.	EC meetings are conducted regularly		Verify resolution book. If 75% or more number of EC meetings are conducted in last one year, then consider this as regular.
10.	PG members Received training on both the modules		Training report, photograph, participant list etc. to be referred at the district level.
11.	Both the sub-committees are trained		Training report, photograph, participant list etc. to be referred at the district level.
12.	At least 75% of amount received under 1 st Working capital is utilized for the business purpose		Verify the business operation register and loan ledger to ascertain the same.
13.	PG is repaying loan to GPLF/BLF on time		Verify the loan repayment performance of last one year from loan ledger and cash book.
14.	PG/ members mobilized loan from other sources like bank and utilized it for the business		Total fund invested in the business vs. working capital received
15.	Having at least one market tie up		Agreement or any partnership document with the agency.
16.	All books of record are in place and updated		Books of accounts as suggested in the guidelines.

Recommendation of Business Plan/DPR by the Third-Party Agency

- a. Recommended for Working Capital – 2nd Instalment (Yes/No):
- b. Recommended with suggestion for incorporation _____

- c. Not recommended: Reasons _____

Remarks, if any:

Signature of the Assessor/s:

Name:
Designation:

Name:
Designation:

Name of the Agency:
Date:

ANNEXURE- VI: SAMPLE MOU TO BE SIGNED BETWEEN PG & GPLF/ BLF

This AGREEMENT entered into on this day of 20..... between Gram Panchayat Level Federation (GPLF)/ Block Level Federation (BLF), having its registered office at under Block of..... District as the **First party**.

And

.....Producer Group having its office at under Block of..... District as the **Second party**.

This FINANCIAL AGREEMENT is entered between the aforesaid parties on the following terms and conditions:

- i. The released Working Capital support by the 1st Party to the 2nd Party will be considered as loan with 2% interest per annum at reducing balance and will be charged for the period for which the working capital will be used. The rate of interest is subject to change in future as per the order of Department of Mission Shakti.
- ii. Before the release of the Working Capital, the 2nd Party shall submit a Business Plan mentioning the purpose for which the fund will be utilized. They have to submit details of the Executive Committee members with their photographs in specified format developed by the 1st Party with Xerox copy of Bank Pass Book of the producer Group, Voter Identity Card / Aadhaar Card or any identification Card of the EC members.
- iii. The total sanctioned Working Capital amount to the 2nd Party is Rs. (Rs.) only. The sanctioned Working Capital amount may be released in a single phase or different phases as required / as mentioned in the note by the 2nd Party.
- iv. The 2% interest per annum at reducing balance will be calculated on the loan amount received by the 2nd party from the date of receiving to the date of refund with diminishing Principal amount.
- v. All transactions will be made through electronic fund transfer only.
- vi. The Progress Report, both physical and financial of the business will be submitted by the 2nd Party to the 1st Party on monthly basis. The 2nd Party shall submit details of business activities and profit and loss out of the business activity before the 1st Party at the time of final Repayment.
- vii. The 2nd Party will have no right to ask for any subsidy / waiver of loan amount before the 1st Party.
- viii. The 1st Party has the right to enquire / verify the status of loan released and its utilization at any point of time.

- ix. The released Working Capital may be used only for the betterment of livelihood activities of the concerned Producer Group. The Fund should not be utilized by any individual producer or for any other purpose, the loan is sanctioned for.

Signature of President / Secretary of BLF/GPLF

With Seal

Witness

1)

2)

Signature of President / Secretary of PG

With Seal

Witness

1)

2)