

## **REQUEST FOR PROPOSAL**

### **END/FINAL IMPACT EVALUATION OF BATCH-IV PROJECTS/2012-13 UNDER PRADHAN MANTRI KRISHI SINCHAI YOJANA - WATERSHED DEVELOPMENT COMPONENT**



**GOVERNMENT OF ODISHA  
DEPARTMENT OF AGRICULTURE & FARMERS' EMPOWERMENT**

**SEPTEMBER, 2021**

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## **DISCLAIMER**

This Request for Proposal (RFP) is issued by the **Directorate of Soil Conservation and Watershed Development, Odisha, Bhubaneswar**

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 Agriculture & Farmers' Empowerment Department 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 **Agriculture & Farmers' Empowerment Department, Government of Odisha** shall be the sole and final authority with respect to selection of a consultant through this RFP.

**BIDDER DATA SHEET**

Sl. No.	Particular	Details
1.	Name of the Client	Agriculture & Farmers' Empowerment Department, Government of Odisha
2.	Method of Selection	Quality and Cost Based Selection (QCBS) Method
3.	Date of Issue of RFP	9 <sup>th</sup> September 2021 *
4.	Due Date for Submission of Pre-Proposal Query	16 <sup>th</sup> September 2021*
5.	Proposal <u>Submission</u> Due Date	30 <sup>th</sup> September 2021*
6.	Date of opening of Technical Proposal	8 <sup>th</sup> October 2021*
7.	Date of opening of Financial Proposal	Date and time will be intimated later on.
9.	Expected <u>time</u> of Commencement of Assignment	Within two weeks of financial bid opening.*
10.	Bid Processing Fee (Non-Refundable)	Rs. 10,000/- (Ten Thousand Rupees Only) in shape of A/C payee Demand Draft in favour of "E.O. , DTE OF SOIL CONSERVATION" drawn in any scheduled commercial bank payable at Bhubaneswar
11.	Earnest Money Deposit (EMD) ( <u>Bid Security Declaration</u> )	Bidder has to submit " <u>Bid Security Declaration</u> " of Rs. 200,000/- in lieu of Bid Security with stipulation that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents. (Ref: Letter No. 8943/F Dt. 18.03.2021). Details is in Annexure - IV
12.	Contact Person	<u>Director, Soil Conservation and Watershed Development, Krushi Bhawan, Bhubaneswar - 751001, Tel no: 0674 - 2391840 , E-mail: iwmporissa@gmail.com</u>
13.	Address for Submission of Proposal	<u>Director, Soil Conservation and Watershed Development, Krushi Bhawan, 1<sup>st</sup> Floor, Keshari Nagar ,Bhubaneswar-751001, Tel no: 0674-2391840 , E-mail: iwmporissa@gmail.com</u>  Mode of Submission: <b>Speed Post / Registered Post / Courier</b> only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected.
14.	Place of Opening of Proposal:	Conference Hall, <u>Department of Agriculture and Farmers' Empowerment</u> , Krushi Bhawan, Bhubaneswar-751001

\*1.The schedule indicated above is tentative and the Director, DSC&WD may change any or the entire schedule under intimation to the interested parties.

2.If any date specified falls on a holiday , then the next working day or any other day as fixed by the Director, DSC&WD will be considered for submission and opening of Bid.

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## **SECTION: 1**

### **LETTER OF INVITATION**

**LETTER OF INVITATION**RFP No: **01- / EE / 21-22**

Dated:

Name of the Assignment: **END/FINAL IMPACT EVALUATION OF BATCH-IV / 2012-13 PROJECTS UNDER PMKSY(WDC)- erst while IWMP**

1. **Agriculture & Farmers' Empowerment Department**, Govt. of Odisha (The Client) invites sealed proposal from eligible bidders under the selection process of consultancy services for "END/FINAL IMPACT EVALUATION OF BATCH-IV / 2012-13 PROJECTS UNDER PMKSY". More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document. **Bidders are also advised to visit the website of DSC&WD "<https://www.soilodisha.nic.in>". for any latest updates from time to time.**
2. A Consultant will be selected under **Quality and Cost Based Selection (QCBS)** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Govt. of Odisha for "**Engagement of Consultants and Outsourcing of Services**" circulated vide *Office Memorandum No. 37323/F, Dated: 30.11.2018* of 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. 10,000/- (Rupees Ten Thousand only)** towards **Bid Processing Fee** and **has to submit "Bid Security Declaration" in Annexure - IV** in form of **A/C Payee Demand Draft** in favour of "**E.O., DTE OF SOIL CONSERVATION**", drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha 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 **---30<sup>th</sup> September 2021--- (5.00PM)-----** and the date of opening of the technical bid is **----8<sup>th</sup> October 2021-----** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.13**). 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 (Part – A & B)**]
  - e. Financial Proposal Submission Forms [**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 document. 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/-

Director,

**Soil Conservation & Watershed Development,  
Department of Agriculture & Farmers' Empowerment .**

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## **SECTION: 2**

### **INFORMATION TO THE BIDDER**

**Eligibility Criteria:**

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

Sl. No.	Eligibility Criteria	Supportive Documents
1	Bidder as single entity to be a Company as registered under Indian Companies Act, 1956 / 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008. <b>Consortium is not allowed.</b>	Certificate of Incorporation / Registration
2	The Bidder should have been in the consulting business for more than <b>10 years</b> from the date of Incorporation on the last date of submission of the proposal.	
3	Successfully completed at least <b>3 assignments</b> of similar nature ( <b>having Contract Value <math>\geq</math> Rs. 50.00 Lakh and Duration <math>\geq</math> 3 Months</b> ), i.e. <b>Concurrent Evaluation / Impact Assessment / Process Monitoring / Baseline Survey / GIS based Survey and analysis</b> in any social sector under Central / State Govt. / EAPs* / Autonomous bodies operated under Govt. administrative control / International and National Organisation during the last <b>3 years**</b> .	Copies of Work Order / Contract Document / Completion Certificate from the previous clients
4	The average financial turnover must be <b>Rs. 5.00 Cr</b> from consulting business only during the last 3 financial years**.	Financial Details of the bidder ( <b>TECH -3</b> ) along with copies of the audited balance sheet and I/E Statement duly sealed and certified by the CA and the authorized representative of the bidder.
5	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder as per the format ( <b>TECH -5</b> )

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

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

- 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 & Earnest Money Deposit (EMD)\*\*** as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three assessment years (**AY 2018-19, 2019-20 and 2020-21**).
- General Details of the Bidder (**TECH – 2**)
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.



- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past.
- Self Declaration regarding Conflict of Interest (**TECH -5**)

\* Externally Aided Projects (EAP) funded through Ministry of Economic Affairs, Govt. of India by World Bank, DFID, JICA, ADB, KfW and European Commission etc.

\*\* Financial Years (17-18, 18-19 and 19-20)

\*\*\* Universities & Institutions under Central / State Government administrative control and Registered MSEs are also eligible for exemption towards submission of EMD subjects to furnishing of relevant valid certificates issued by MSME Department, Government of India. Bidders are requested to mention their names in capital letter behind the BC/ DDs for convenience.

**NB:**

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

**3. Bid Processing Fee :**

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 10,000/- (Ten Thousand Rupees Only)** in shape of A/C Payee Demand Draft from any scheduled commercial bank in favor of "**E.O. , DTE OF SOIL CONSERVATION**" payable at Bhubaneswar. Proposals received without bid processing fee will be out rightly rejected.

**4. Earnest Money Deposit (EMD) :**

The Bidders are exempted from paying EMD. It is mandatory for all Bidders to fill up and submit the Bid Security Declaration Form (Annexure -IV). The form shall be effective and in force until the bid validity period, or, until the selection of the Selected Bidder (whichever is earlier). In case a Selected Bidder is announced, the forms of all unsuccessful Bidders shall be deemed ineffective, while the form of the Selected Bidder shall continue to be effective until the Selected Bidder furnishes the performance Bank Guarantee (as per the provisions of the RFP).. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
  - provide clarifications
  - agrees to decisions of the contract negotiation meeting
  - sign the contract in time
  - furnish required Performance Bank Guarantee in time.
- Any other circumstance which holds the interest of the Client during the overall selection process.

**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 Clarifications:

Bidders can submit their queries as per the prescribed format provided at (**Annexure-II**) in respect to the RFP and other details if any, to Directorate of Soil Conservation and Watershed Development, e-mail at iwmporissa@gmail.com with a CC to PPOMU, Finance Department through e-mail at ppomufinance@gmail.com till **Dt. 16<sup>th</sup> September 2021 up to 5:00 PM**. Clarifications to the above will be uploaded in the Directorate of Soil Conservation and Watershed Development website for information of the bidders latest by **Dt...20<sup>th</sup> September.....2021**. Queries submitted beyond the above deadline will not be entertained. Request for alteration/change in existing terms and conditions of the RFP will not be considered /entertained.

## 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 outrightly rejected by the Client.

The procedure for submission of the proposal is described below:

i) **Technical Proposal (PART – A) (Original) (Original + 1 Copy + Soft Copy in word format in CD):**

The envelope containing technical proposal (Part-A) and (Part-B) shall be sealed and superscripted as “**Technical Proposal – END/FINAL IMPACT EVALUATION OF BATCH-IV / 2012-13 PROJECTS UNDER PMKSY (PART-A)**”. Two different parts i.e. **Part-A and Part-B** should be **bound together and furnished inside one envelope**. The duly filled-in technical proposal submission forms, soft copy in Word format in CD (Part-B) along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

ii) **Financial Proposal (Original + 1 Copy + Soft Copy in pdf form):**

The envelope containing financial proposal shall be sealed and superscripted as “**Financial Proposal – END/FINAL IMPACT EVALUATION OF BATCH-IV / 2012-13 PROJECTS UNDER PMKSY (PART-B)**”. The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format only along with soft copy in pdf form in CD as part of financial proposal.

The “**Technical Proposal**” and “**Financial Proposal**” must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as “**TECHNICAL PROPOSAL (END/FINAL IMPACT EVALUATION OF BATCH-IV / 2012-13 PROJECTS UNDER PMKSY)**” and it should contain Technical Proposal (Part- A).

The second envelope must be marked as “**FINANCIAL PROPOSAL END/FINAL IMPACT EVALUATION OF BATCH-IV / 2012-13 PROJECTS UNDER PMKSY)**” and it should contain Financial Proposal (PART-B) only. 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***

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**rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.**

## 8. Opening of the proposal :

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date and time specified in the Bidder Data Sheet. **The Client will constitute a 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 and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

## 9. Evaluation of Proposal:

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

- **Preliminary Evaluation (1<sup>st</sup> 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:
  - ✓ 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 & Earnest Money Deposit (EMD) as applicable
  - ✓ Copy of Certificate of Incorporation/ Registration
  - ✓ Copy of PAN
  - ✓ Copy of Goods and Services Tax Identification Number (GSTIN)
  - ✓ Copies of IT Return for the last three assessment years (**AY 2018-19, 2019-20 and 2020-21**).
  - ✓ General Details of the Bidder (**TECH – 2**)
  - ✓ Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
  - ✓ Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.
  - ✓ List of completed assignments of similar nature (Past Experience Details, **TECH – 5**) along with copies of contracts / work orders / completion certificate from previous clients.
  - ✓ Self Declaration on Conflict of Interest (**TECH -5**)
  - ✓ Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organisation in the recent past.
  - ✓ Duly filled in Technical Proposal Forms **TECH - 6 to TECH -13**.
  - ✓ All the pages of the proposal and enclosures / attachments are signed by the authorised representative of the bidder

***Bid not complying any of the above requirement, will be outrightly rejected.***

- **Technical Evaluation (2<sup>nd</sup> Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Technical evaluation of the proposals of the qualified bidders shall be made as per the following technical parameters:

Bid Evaluation Parameter	Maximum Mark
<b>Specific Experience of the bidder</b> (Prior experience in carrying out assignments of similar nature during <b>last 3 years</b> under Central / State Govt. / EAPs / Autonomous Bodies / National & International organization.	<b>20</b>
<b>Understanding, Approach &amp; Methodology</b> of the bidder in response to the RFP	<b>30</b>
<b>Key Professionals</b> proposed for the assignment	<b>40</b>
<b>Technical Presentation*</b>	<b>10</b>
<b>Grand Total</b>	<b>100</b>

*\* Bidders who secure above 60 marks from the total (90 marks) in the technical proposal will be called for technical presentation.*

Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the qualified bidders before 7 days from the date of technical presentation. The financial proposals of the technically qualified bidders will be opened on same day / subsequent working day. Hence, the bidder should make available for the same. The bidder whose technical proposal secures **a score above the minimum qualifying mark of 70** in the technical evaluation stage will be qualified for opening of the financial proposal.

- **FINANCIAL EVALUATION (3<sup>rd</sup> Stage):** The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

#### 10. Evaluation Process:

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

Proposal with the lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices with respect to the lowest offer. Similarly, proposal with the highest technical marks shall be given a score of 100 and other proposals be given technical score that are proportional to their marks with respect to the highest technical marks. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 bidder followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract. In the event two or more bids have the same score in final ranking, the bidder having higher technical score during the technical evaluation round will be considered as the H-1 bidder.

**Example:**

In a particular case of selection of consultant, it was decided to have minimum qualifying marks for technical qualifications as 70 (Seventy) and the weightage of the technical bids and financial bids were kept as 70:30. In response to the RFP, three proposals, A, B & C were received. The technical evaluation committee awarded the following technical score:

A: 75 Mark B: 80 Mark C: 90 Mark

So, all the above three proposals were found to be technically qualified.

The formula for determining the Technical scores (ST) of all the above proposals is calculated as per the following procedure:

$$ST = (100 \times T/TH)$$

Where "ST" = Technical score

"TH" = Highest Technical Score secured by the qualified bidder

"T" = Technical Score of the Proposal under consideration.

Using the above formula, the individual technical score secured by the individual bidder are as follows:

$$A = 100 \times (75/90) = 83.33$$

$$B = 100 \times (80/90) = 88.88$$

$$C = 100 \times (90/90) = 100$$

The financial proposals of the above bidders were opened and the evaluated quoted prices are as under:

A: 120 INR

B: 100 INR

C: 110 INR

The lowest evaluated Financial Proposal (FM) is given the maximum financial score (SF) of 100. The formula for determining the financial scores (SF) of all other Proposals is calculated as per the following procedure:

$$SF = 100 \times (FM / F)$$

Where "SF" = Financial score,

"FM" = Lowest Evaluated Financial Bid

"F" = Quoted Financial Bid under consideration

Using the above formula, the individual financial score secured by the respective bidder are as follows:

$$A = 100 \times (100/120) = 83.33$$

$$B = 100 \times (100/100) = 100.00$$

$$C = 100 \times (100/110) = 90.90$$

The weightage given to the Technical (T) and Financial (P) Proposals are: T = 0.7, and P = 0.3

Proposals are ranked according to their combined technical (ST) and financial (SF) scores using the weights (T = the weightage given to the Technical Proposal; P = the weightage given to the Financial Proposal): Where

$$S = (ST \times T) + (SF \times P)$$

Accordingly, the combine score secured by each bidder are as follows:

$$A = (83.33 \times 0.70) + (83.33 \times 0.30) = 83.32 = H3$$

$$B = (88.88 \times 0.70) + (100 \times 0.30) = 92.21 = H2$$

$$C = (100 \times 0.70) + (90.90 \times 0.30) = 97.27 = H1$$

The bidder **C** securing the highest evaluated Combined Score (S) with evaluated cost of Rs. 110.00 will be the preferred bidder and recommended for award of the contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the consultant including

expenses, such as travel, accommodation, logistics, training/ workshop, preparation of reports / formats, printing & other secretarial expenses etc.

#### 11. Performance Bank Guarantee: (PBG)

Within **7 days** of notifying the acceptance of proposal for the award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **3% of the contract value** from a scheduled commercial bank situated in Bhubaneswar in favour of “**E.O. , DTE OF SOIL CONSERVATION**”, as per the format at **Annexure-III**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

#### 12. Contract Negotiation:

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

#### 13. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notify all other bidders about the result of the selection process through its websites. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract would be valid for **6 month** from the date of effectiveness of the contract and will be extended on mutual consent. **Sub-contracting / outsourcing of any form shall not be allowed for any activities under the scope of the work as mentioned in this RFP.**

#### 14. Conflict of Interest:

Conflict of Interest exists in the event of: (i) conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with 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.

#### 15. Disclosure:

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

**16. 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.

**17. 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.

**18. Cost of bidding:**

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

**19. Legal Jurisdiction:**

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

**20. Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the

**REQUEST FOR PROPOSAL**

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 time line will enforce a penalty **@ 1% per week subject to maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

**21. Confidentiality:**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of 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.

**22. Amendment of the RFP Document:**

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through **Directorate of Soil Conservation and Watershed Developmen** website "<https://www.soilodisha.nic.in>". Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

**23. 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.

**24. Copyright, Patents and Other Proprietary Rights:**

Agriculture & Farmers' Empowerment Department, Government of Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Consultant shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

**25. Replacement of Key Personnel:**

The Key professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the Consultant to replace the assigned personnel if they are not performing to a



level of satisfaction. After written notification, the Consultant will provide CV of appropriate candidates within Seven (7) days for review and approval. The Consultant must replace the personnel within seven (7) working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the Consultant must notify the Client at least fourteen (14) days in advance, and obtain the approval prior to making any substitution. In notifying the Client, the Consultant shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the Client shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Change in key professionals beyond the allowable limit of the contract leads to implication of liquidated damage of **10% of the contract value**.

**26. Force Majeure:**

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify 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 what so ever reason.

**27. Settlement of Dispute:**

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. **Secretary to Government, Department of Agriculture & Farmers' Empowerment will be the final authority to resolve any dispute arising between Client and the Consultant.**

**28. Disqualification of Proposal:**

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

**REQUEST FOR PROPOSAL**

- Proposal submitted without Bid Processing Fee & EMD as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents / information
- A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work
- 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 selection process.***

## **SECTION: 3**

### **TERMS OF REFERENCE (ToR)**

## **END/FINAL IMPACT EVALUATION OF BATCH-IV PROJECTS/2012-13 UNDER PRADHAN MANTRI KRISHI SINCHAI YOJANA (PMKSY) - WATERSHED DEVELOPMENT COMPONENT (WDC)**

### **1. BACKGROUND**

Pradhan Mantri Krishi Sinchayee Yojana (PMKSY) has been formulated amalgamating ongoing schemes viz. Accelerated Irrigation Benefit Programme (AIBP) of the Ministry of Water Resources, River Development & Ganga Rejuvenation (MoWR, RD & GR), Integrated Watershed Management Programme (IWMP) of Department of Land Resources (DoLR) and the On Farm Water Management (OFWM) of Department of Agriculture and Cooperation (DAC). The scheme was operationalized in 2015 with the vision of extending the coverage of irrigation and improving water use efficiency in a focused manner with end to end solution on source creation, distribution, management, field application and extension activities. PMKSY is one of the flagship programmes of the Government of India.

The IWMP programme was launched in the year 2009-10. However, with IWMP subsumed as one of the components of PMKSY, it is now implemented as Watershed Development Component (WDC) under PMKSY. The PMKSY-WDC component is being implemented as per the Common Guidelines for Watershed Development Projects, 2008. It may be noted that this Common Guideline has been revised in 2011.

Since 2009, different projects covering a definite geographical area of manageable size are being undertaken in yearly batches under PMKSY-WDC (erstwhile IWMP). The programme has shifted from the narrow perspective of soil and water conservation to the overall upliftment of the rural society including enhancing quality and sustainability of livelihood support systems. Each project envisages several different activities to be undertaken during the project life cycle namely Preparatory Phase, Work Phase and Consolidation Phase.

### **2. OBJECTIVES OF PMKSY-WDC**

The main objectives of the PMKSY-WDC are to restore the ecological balance by harnessing, conserving and developing degraded natural resources such as soil, vegetative cover and water. The outcomes are prevention of soil run-off, regeneration of natural vegetation, rain water harvesting and recharging of the ground water table. This enables multi-cropping and the introduction of diverse agro-based activities, which help to provide sustainable livelihoods to the people residing in the watershed area.

The objectives are as follows:

- a. Increase the productive potential of degraded lands through various watershed interventions
- b. Improve the biomass through agro-horticulture, agro-forestry and silvi-pastoral systems
- c. Support to the assetless, small landholders and other vulnerable sections through income generating activities (IGA)
- d. Support the livestock sector and demonstrations in agriculture related sectors
- e. Improved production systems and micro enterprises
- f. Drought proofing of rain-fed agriculture

- g. Formation of vibrant and well informed community-based organizations resulting in overall improvement in the social capital
- h. Achieving sustainable agriculture production leading to overall improvement in the quality of life of farming community
- i. Create a sustainable institutional and natural resource base at the community level

### **3. CURRENT STATUS**

The fourth batch of PMKSY-WDC in Odisha was initiated during 2012-13 across 19 districts of the State. It comprises 39 projects and 352 micro watersheds covering an area of 212129 ha with an outlay of Rs. 31639.44 lakhs with a project span of 5-7 years. This batch of projects have completed more than seven years in its actual implementation period. The details of the projects/micro watersheds, corresponding treatment areas and project cost have been provided in a tabular form at Annexure – I.

In Odisha, Directorate of Soil Conservation and Water Shed Development (DSC & WD) is functioning as the State Level Nodal Agency (SLNA), under the Department of Agriculture and Farmers' Empowerment. The Project Implementing Agency (PIA) and Watershed Management Team (WMT) function at the project level. At the district level there are Project Directors supported by Assistant Project Directors and Technical Experts.

### **4. RATIONALE FOR THE PRESENT ASSIGNMENT**

Apart from the various project components and activities like Entry Point Activities, Watershed Development Activities and Production System Activities, Monitoring and Evaluation is an important component which needs to be undertaken through the Consultant. Since Batch-IV projects in Odisha are completed, comprehensive evaluation and impact study of project implementation during final/end phase is imperative.

The end impact evaluation of these Batch-IV projects is to be carried out to examine and explore the impact and status of the watershed projects, the implementation mechanism including analysis of institutional arrangements, bottlenecks if any in the process of implementation and recommend suitable measures for effective implementation. The said evaluation would check the achievement of each component in the DPR, assess ecological, economic, social impact, capture the best practices of the Batch-IV projects of PMKSY-WDC and suggest policy improvements. It is to be noted that the Work Phase Evaluation and Baseline Survey of Batch-IV projects has not been conducted.

### **5. SCOPE/OBJECTIVES OF THE EVALUATION**

The evaluation study is confined to the PMKSY-WDC projects under Batch-IV implemented under the support of DoLR and matching fund of Government of Odisha covering 39 projects in 19 districts of the State.

Specifically, the areas to be covered for the evaluation of the projects are:

#### **Section I: Impact Evaluation against key deliverables**

- a. To assess the impact created under the programme, including benefit to community through indicators (suggestive – to be added if needed) covering three broad areas of the programme, as listed in Table 1.

**Table 1: SUGGESTIVE INDICATORS FOR IMPACT EVALUATION****A) Household Level Impact Indicator**

Sl. No.	Parameters	Type of Primary Data Analysis required
1	Household Income	<ul style="list-style-type: none"> <li>○ Increase in income, expenditure, assets</li> <li>○ Diversification of income sources</li> </ul>
2.	Access to Services	<ul style="list-style-type: none"> <li>○ Access to markets opportunities -</li> <li>○ Access to credit facilities, inputs</li> <li>○ Access to and quality social services – Health, Education, Veterinary services</li> <li>○ Access to quality of infrastructure facilities</li> </ul>
3	Social Capital	<ul style="list-style-type: none"> <li>○ House involvement in local level institutions</li> <li>○ No. of households /people becoming members in CBOs</li> <li>○ Household participation in community affairs - CPR, EPA</li> </ul>
4	Self Sufficiency	<ul style="list-style-type: none"> <li>○ Food, fodder, fuel, drinking water, employment</li> </ul>
5	Farming	<ul style="list-style-type: none"> <li>○ Improvement in crop yield productivity</li> <li>○ Increase in use of organic manures, IPM</li> <li>○ Changes in cropping pattern</li> </ul>
6	Health condition	<ul style="list-style-type: none"> <li>○ General health condition of the household</li> <li>○ Improvement in nutritional intake of the household</li> </ul>

**B) Community /Village Level Impact Indicators**

Sl. No.	Parameters	Type of Primary Data Analysis required
1	Formation of village level local institutions	<ul style="list-style-type: none"> <li>○ SHGs, User Groups, Watershed Committees, Self-assessment by</li> <li>○ these CBOs</li> </ul>
2	Availability of important services	<ul style="list-style-type: none"> <li>○ Education, health, Infrastructure, Veterinary</li> </ul>
3	Access to services IGA- Initiated Bank and market linkage	<ul style="list-style-type: none"> <li>○ Credits, Markets, Banks, Inputs</li> </ul>
4	Participation in community programmes	<ul style="list-style-type: none"> <li>○ Increase in knowledge,</li> <li>○ Increase in capacity to execute works</li> <li>○ Increase in capacity for decision making</li> </ul>
5	Employment opportunities	<ul style="list-style-type: none"> <li>○ Increase in employment opportunities</li> <li>○ Increase in wage rates</li> <li>○ Reduction in migration</li> </ul>
6	Involvement in the project	<ul style="list-style-type: none"> <li>○ Participation in planning, implementation and monitoring</li> <li>○ Upkeep of community works/assets</li> </ul>
7	Livestock	<ul style="list-style-type: none"> <li>○ Increase in the number of high yielding breeds of cattle</li> <li>○ Improvement/increase in milk output</li> <li>○ Increase in poultry farming</li> <li>○ Increase in fisheries</li> </ul>
8	Empowerment and equity	<ul style="list-style-type: none"> <li>○ Opportunities for women and vulnerable groups</li> </ul>
9	Drinking water facilities	<ul style="list-style-type: none"> <li>○ Increase in no. of days of drinking water</li> </ul>

		availability within the vicinity of the habitation
10	Effective development and management of CPRs and sharing of benefits	<ul style="list-style-type: none"> <li>○ Identification of CPRs and beneficiary selection</li> <li>○ Management of CPRs by SHGs</li> <li>○ Activities proposed and undertaken in CPRs</li> <li>○ Signing of Agreement for usufructs sharing mechanism and utility to the community</li> <li>○ Actual usufruct sharing instances.</li> </ul>
11	Conflict management, unity and integrity among people, maintenance of assets	<ul style="list-style-type: none"> <li>○ Instances and type of conflict resolution through group action</li> <li>○ Transparency and social auditing conflict management</li> </ul>
12	Representation and participation of community in decision making at local government level	<ul style="list-style-type: none"> <li>○ Involvement of PRI members and all sections of the community in PRA exercises</li> <li>○ Presentation of DPR before the Grama Sabha for final approval</li> </ul>
13	Migration	<ul style="list-style-type: none"> <li>○ Change in no of people migrating for wage</li> <li>○ Alternate employment opportunities (micro-enterprises)</li> </ul>
14	School attendance	<ul style="list-style-type: none"> <li>○ No. of enrolments of students at the different levels,</li> <li>○ School dropouts, if any</li> <li>○ Re-enrollment of school dropouts</li> </ul>

### C) Impact Indicators at Micro-watershed/Sub-watershed level (Natural Resources)

Sl. No.	Parameters	Type of Primary Data Analysis required
1	Crop Yield	<ul style="list-style-type: none"> <li>○ Increase in the cropped area</li> <li>○ Adoption of new package of practices</li> <li>○ Adoption of Soil and moisture conservation measures</li> </ul>
2	Diversification of Cropping pattern	<ul style="list-style-type: none"> <li>○ Change in the cropping pattern and diversification</li> <li>○ Shift to commercial, food, fodder crops</li> <li>○ Shift to agro-horticulture, agro-forestry</li> <li>○ Shift from mono-cropping to intercropping/mixed cropping</li> </ul>
3	Ground Water	<ul style="list-style-type: none"> <li>○ Increase in the cropping intensity</li> <li>○ Changes in the cropping pattern</li> <li>○ Diversification into high value crops</li> <li>○ Increase in the irrigated area</li> <li>○ Improvement in the Ground water level and yield</li> </ul>
4	Productivity of non-arable land	<ul style="list-style-type: none"> <li>○ Extent of reduction in wastelands/degraded lands</li> <li>○ Extent of increase in forest cover/plantations/silvi-pasture</li> <li>○ Improvement in bio-diversity/canopy cover</li> <li>○ Area of fallow lands brought under cultivation</li> </ul>
5	Soil erosion	<ul style="list-style-type: none"> <li>○ Reduction in soil loss, run-off, silt deposition</li> </ul>
6	Livestock	<ul style="list-style-type: none"> <li>○ Increase in number of improved breeds of cattle/buffaloes</li> <li>○ Increase in milk production/dairy activities</li> <li>○ Reduction in disease outbreaks in animals</li> <li>○ Increase in number of households having cattle shed/sheep shed</li> <li>○ Self-sufficiency in fuel wood and fodder</li> </ul>

7	CPRs/pasture lands	<ul style="list-style-type: none"> <li>○ Fodder development/silvi-pasture</li> </ul>
8	Surface Water Resources	<ul style="list-style-type: none"> <li>○ Increase in number of water bodies</li> <li>○ Increase in surface water supply</li> <li>○ Transformation from seasonal to perennial crops (using these as irrigation source)</li> </ul>
9	Environmental aspects	<ul style="list-style-type: none"> <li>○ Hazardous industrial activity (including mining)</li> <li>○ Rare/endemic/endangered species of flora and fauna</li> <li>○ Indigenous knowledge, artifacts, traditional values, indigenous people</li> <li>○ Wild life sanctuary, National park</li> <li>○ Cultural heritage/archaeologically important sites</li> </ul>
10	Bio-diversity	<ul style="list-style-type: none"> <li>○ Increase in non-browsable tree species</li> <li>○ Planting of minor, traditional fruit and medicinal, silvi pastoral systems</li> <li>○ Rejuvenation of local species of trees</li> </ul>

- b. To ascertain the impact of Watershed Development using Photographic image analysis (RS and GIS) for assessing the changes in various biophysical indicators like land use / land cover condition and overall bio-mass change.

### **Section II: Evaluation of project related components**

- a. To assess the administrative machinery system and its adequacy at SLNA, District and PIA levels
- b. To assess the Training and Capacity Building activities at all levels by type, status and impact
- c. To assess the M&E system in the project
- d. To assess the fund flow status, financial progress and impediments, if any
- e. To assess the exit protocol strategy adopted and put to practice
- f. Any other activities realised through the programme
- g. Recommend process and policy measures for effective implementation of the scheme and enhanced outcome

### **Section III: Case Study, Thematic Reports and Video Documentation**

- a. To capture best practices adopted in the intervention area by means of case study, video documentation and thematic reports of project progress, enabling factors contributing to community participation, sustainability of the watershed structures and changes in beneficiary's socio economic conditions

## **6. METHODOLOGY**

As already mentioned, the study involves both process and impact evaluation of the Batch-IV watershed projects in Odisha. The first part of the study will seek to analyse the impact of the projects as mentioned in the Section-I of the objectives. The impact evaluation would be carried out following the standard approach of collection and comparison of data pertaining to pre and post treatment period and treated v/s non-treated areas (i.e. control). Sampled micro-watersheds should be considered for the survey in addition to the control areas, to be selected outside the project area in the assessment. Ideally the analysis is to be carried out in comparison with related baseline values (i.e. before the project status) collected during the initiation of project. In case of non-availability



of such data, the analysis should be made in comparison from other sources such as DPR, data from government websites, and research articles.

Data will have to be collected on micro watershed basis from a variety of sources eg: households, community, NGOs and SLNA and use household surveys, focus group discussions, MIS, satellite data and other requisite data.

In case of natural resource analysis i.e. for land use, land cover and biomass changes use of Remote Sensing Technology would be adopted for a pre and post project situational analysis. The Consultant will have to procure and **compare LISS-IV 5.8m resolution (or any other equivalent or better resolution). The procurement of the satellite imageries of project area will be the responsibility of the Consultant.** The analysis of natural resources, agricultural and allied sectors, and economic analysis should include both - before and after; with and without comparative analysis.

With regard to the process evaluation, the Consultant shall have the responsibility of studying and analysing the process of implementation, finding out gaps in the process and suggesting measures for improvement of the system. This part will be carried out in a participatory and consultative manner involving different stakeholders and will try to seek answers to Section-II of the objectives. Feedback and input from all stakeholders has to be solicited for assessing the impact.

Section III requires case studies, thematic reports and video documentation along with photographs of implementation activities undertaken in the project area and, opinions/interviews of all stakeholders such as beneficiaries/Govt. officials/SLNA staff/public representatives.

The video documentaries (long and short) must be in accordance with the objectives of the evaluation and the programme. The videos must highlight purpose and goal of the PMKSY-WDC, including: interviews with local people, document impact on biodiversity, agriculture, ground water and local communities, importance of watersheds for all community groups including women. The videos must showcase success stories and lessons learnt related to the watershed ecosystem. The consultant is to develop the documentaries and the script in English language. Final documentaries shall have voice-overs and subtitles in English language.

## **7. SAMPLE SIZE AND AREA COVERAGE**

- a. The impact study will be confined to 39 no. of watershed projects sanctioned during the year 2012-13. Details in Annexure – I.
- b. Post project data for the total Micro watersheds is to be collected and comparison is to be made only with the micro watersheds chosen in the baseline/preparatory phase evaluation.
- c. From each project / micro watershed three villages representing ridge, middle and valley portion will be selected for household survey.
- d. The study will cover 25% of households from a sample village, with representation from all the socio-economic sections. (No less than 90 households will be covered from each project for statistical purposes.

- e. In addition to the above, same number of households in the control area (micro watersheds) also need to be surveyed to compare changes with and without project scenario. The control area can be selected from nearby areas with similar topographic and socioeconomic conditions. Table 2 suggests the proposed sample to be minimum 7,020 households.

**Table 2: Proposed sample**

No. of districts to be covered	No. of projects to be covered	Minimum no. of HHs to be covered in household survey (treated areas)	Minimum no. of HHs to be covered in household survey (control area)	Total no. of sample households
19	39	3510	3510	7020

- f. Satellite Imageries of pre and post project implementation for 25% of the project area (for the sampled projects/micro watersheds) will be required.

Overall the study will involve collection of both qualitative and quantitative data and their analysis. Further, data will be collected from both primary and secondary sources. Besides, the Consultant shall make efforts to elicit information from different stakeholders like government officials and PIAs involved in implementation of the scheme at different levels. The number of respondents is suggested in Table 3.

**Table 3: Distribution of respondents**

Respondents/ Officials from institutions/ department/agencies	State	District	Total number of respondents
Agriculture and Farmers' Empowerment Department	5		5
District Collectors		19	19
District Officials (Project Director/Assistant Project Director)		19	19
Project Implementing Agency officials			39
<b>Total respondents</b>	<b>5</b>	<b>38</b>	<b>82</b>

The study methodology, sample size and data collection tools will be finalized between the Consultant and the Client i.e. [Directorate of Soil Conservation and Watershed Development](#) and Finance Department/PPOMU in the Inception Workshop.

[Similarly](#), the draft report of the study will be discussed in a State Level Sharing Workshop with a larger audience involving all stakeholders and based on the feedback received from the stakeholders, the draft report will be finalised. Conducting and managing both Inception Workshop and Final Sharing Workshop will be the responsibility of the Consultant.

## 8. DELIVERABLES

The Consultant is expected to deliver the following during the course of the assignment.

### ❖ Inception Report (Maximum 20 pages)

- A note on the sampling methodology to identify the watersheds/micro watersheds/villages that needs to be studied.
- A brief note on the study methodology and study tools to be used
- A note on the detailed data collection plan with timelines for key milestones
- To organise and conduct a State Level Inception Workshop involving Finance Department/PPOMU, Department of Agriculture and Farmers' Empowerment and other stakeholder agencies and submit a report on the workshop proceeding including the feedback points
- Based on the feedback from the Client/PPOMU, an Inception Report mentioning final selection of districts/blocks/micro watersheds to be studied, final data collection plan study methodology and tools.

### ❖ Draft Impact Evaluation Report (Maximum 50 pages)

- Detailed analysis of the study done and submission of the draft study report. Before writing the draft study report, the Consultant is required to share the chapter plan with the Client / PPOMU and take their approval

The draft Impact evaluation report should contain the clusterwise impact evaluation study as per Annexure-B attached.

### ❖ Draft Case Studies, Thematic Reports and Video Documentation (Maximum 200 pages)

- Initial structure and content of 39 case studies along with good quality photographs (with GPS coordinates). One case study per project.
- Initial structure and content of 5 thematic reports. Themes may be jointly decided by Client, PPOMU and Consultant
- A primary rough cut of the footage/script for the video documentation will be reviewed for further editing and enhancing before the finalization of the video material.

### ❖ Draft Report on Satellite Imagery Analysis (Maximum 50 pages)

- A preliminary report based on the satellite imaging analysis has to be submitted.

### ❖ Final Workshop on sharing study findings (Maximum 20 pages)

- A note for discussion with stakeholders including study objectives, methodology, sample covered and major study findings to discuss the draft study report in the state(stakeholders) workshop for feedback and suggestion
- To organise and conduct a state level sharing workshop with various stakeholders and a report on the workshop proceeding including the feedback points

### ❖ Final Impact Evaluation Report (Maximum 200 pages)

- Incorporating the feedback/suggestions from state workshop and submission of final report
- Final Report should contain:
- Executive Summary

- Introduction, detailing the background of scheme, methodology of study, sample size and analytical frame work.
- Changes observed in final data with respect to baseline and work phase data and its trend analysis with respect to whole population data
- Impact on Natural Resources
- Impact on Agriculture and Allied Sectors.
- Impact on Economic Aspects
- Impact on Institutional Systems
- Impact on the Society especially with Gender and Equity Analysis
- Overall Impact- A summary of analysis.
- Best practices, Limitation if any and lessons learnt with suggestions for future alternative policy linkages
- Filled in Proforma (Annexure – B)

❖ **Final Submission of Case Studies, Thematic Reports and HD Video Documentation (Maximum 200 pages)**

- Final Compilation of 39 case studies based on feedback from the Client/PPOMU. Each case study should have good quality photographs.
- Final Compilation of 5 Thematic Reports based on feedback from the Client/PPOMU
- Final One Video HD Documentary of 20 mins duration to be finalized based on feedback from the Client/PPOMU.
- Final One Short Video Summary HD Documentary of 3 mins duration to be finalized based on feedback from the Client/PPOMU.

❖ **Final Report on Satellite Imagery Analysis (Maximum 50 pages)**

- A final report based on the satellite imaging analysis has to be submitted.

Note: All reports should be in A4 size paper written in Arial font, size 11 and single space.

## 9. **DELIVERABLES AND TIMEFRAME**

The Consultant shall complete the assignment within a period of six (6 months) from the date of the effectiveness of the contract.

Sl. No.	Description	Corresponding Time Frame (from the date of the effectiveness of the contract)
1	Conducting Inception Workshop and Submission of Inception Report including finalized methodology and work plan	Month 1.0
2	Submission of Draft Impact Evaluation Report	Month 1.0 - 4.0
3	Submission of Draft Case Studies, Thematic Reports and Video Documentation	Month 1.0 - 4.0

4	Submission of Draft Report on Satellite Imagery Analysis	Month 1.0 - 4.0
5	Conducting Final Workshop on sharing study findings	Month 4.0 - 6.0
6	Submission of Final Impact Evaluation Report	Month 4.0 - 6.0
7	Submission of Final Case Studies, Thematic Reports and Video Documentation	Month 4.0 - 6.0
8	Submission of Final Report on Satellite Imagery Analysis	Month 4.0 - 6.0

**Note:** For each deliverable, 12 copies will be required i.e. 12 copies of impact evaluation report, case studies, thematic reports, satellite imagery analysis. Five soft copies of the report deliverables (MS-Word and PDF) will be required on CD drive. A Master copy of the video documentary with English sub-titles in full high quality video in CD ROM, HD, AVI and MP4 formats will be required.

#### 10. **COMPOSITION OF CONSULTING TEAM**

Besides having a Project Manager, the Consultant team should have one Social Development Specialist, one GIS/RS Technical Expert, one Natural Resource Management Expert, one Data Analyst and a Documentation Specialist.

The Human Resources qualification and experience requirement for the proposed study is mentioned below:

Sl. No.	Key Resources	Qualification
1	Project Manager (1)	This key person should have at least 10 years' experience in project planning management and monitoring and evaluation. Experience of working on evaluation of watershed projects with state / central governments will be desired. The Project Manager should have at least a Masters'/Post Graduate degree in a Management or Social Sciences from a recognized University/Institution. Understanding and knowledge of Odia will be an advantage
2	Social Development Specialist(1)	This person should have at least 8 years' experience in social/rural development including institutional analysis and monitoring and evaluation. The Social Development Specialist should have at least a Masters'/Post Graduate degree in a Management or Social Sciences from a recognized University/Institution.
3	GIS/RS Technical Expert(1)	This person should have at least 8 years' experience in Remote sensing and GIS application for watershed planning and monitoring. The GIS/RS Technical Expert should have at least a Masters'/Post Graduate degree in Natural Sciences

		with GIS/RS expertise from a recognized University/Institution.
4	Natural Resource Management Expert(1)	This person should have at least 8 years' experience in watershed planning, monitoring and soil conservation activities. The NRM expert should have at least a Masters'/Post Graduate degree in Agriculture/Forestry Sciences/ Agricultural Engineering from a recognized University/Institution.
5	Documentation Specialist (1)	This person should have at least 5 years' experience in documenting development projects. Experience of working on corporate communication, print media and audio-visual media will be desired. The Documentation Specialist should have at least a Masters'/Post Graduate degree in Journalism/Mass Communication from a recognized University/Institution.
6	Data Analyst(1)	This person should have atleast 5 years' experience in sampling techniques, analytical methods, quality control, data management and analysis particularly of qualitative data. Experience of usage of statistical package like SPSS will be desired. The Data Analyst should have at least a Masters'/Post Graduate degree in Statistics/Mathematics/Economics from a recognized University/Institution.
7	Field Supervisor(4)	The Field Supervisors should have at least three years of experience and be familiar with data collection tools/technique, knowledge on participatory monitoring and PRA. Additional supervisory role in data collection and survey work will be desired. The Field Supervisors' should have at least a Bachelor's degree.
8	Field Investigator(40)	The Field Investigators should have at least three years of experience and be familiar with data collection tools/technique and field surveys .The Field Investigator' should have at least a Bachelor's degree.

The proposed deployment plan for the key resources is as below:

**REQUEST FOR PROPOSAL**

	Proposed Minimum Person Days	Proposed Minimum Person Days in Field
Project Manager (1)	35	16
Social Development Specialist(1)	65	32
GIS/RS Technical Expert(1)	60	32
Natural Resource Management Expert(1)	70	32
Documentation Specialist (1)	85	40
Data Analyst(1)	30	7

Besides the Field Supervisors and Field Investigators are expected to devote a minimum time of 60 and 40 person days in conducting field work and collecting data respectively.

## 11. REPORTING ARRANGEMENT

The Consultant shall work under the direct supervision of the Principal Secretary to Government, Department of Agriculture and Farmers' Empowerment, Government of Odisha and will report to [Director, Soil Conservation and Watershed Development](#), Government of Odisha. The Consultant is expected to coordinate with Finance Department/PPOMU and the designated personnel from the Department of Agriculture and Farmers' Empowerment for execution of the assignment.

## 12. ROLES AND RESPONSIBILITIES OF CLIENT(S)/CONSULTANT

### ❖ Department of Agriculture and Farmers' Empowerment

- ✓ Concurrence to and approval of the ToR and the RFP
- ✓ Conducting bidding process
- ✓ Constituting and convene the Consultant Evaluation Committee
- ✓ Enter into agreement with Consultant
- ✓ Constituting Consultant Monitoring Committee
- ✓ Providing secondary data, issuing letters to sample districts to facilitate the study
- ✓ Providing technical inputs on the study to the Consultant from time to time
- ✓ Follow-up mechanism put in place for implementation of study recommendations
- ✓ Ensuring release of funds on certification of Finance Department/PPOMU

### ❖ Finance Department/PPOMU

- ✓ Preparation of TOR
- ✓ Preparation of RFP
- ✓ Bid Process Management
- ✓ Representation in selection process

- ✓ Administrative facilitation and coordination with Department of Agriculture and Farmers' Empowerment
- ✓ Quality check of survey methodology, instruments, indicators, performance monitoring tools and data outputs
- ✓ Providing technical inputs on the study to the Consultant from time to time
- ✓ Certification of the outputs
- ✓ Coordinate timely payment to the Consultant
- ✓ Close follow up, technical inputs and close coordination with the Consultant
- ✓ Ensuring independence of work

❖ **Consultant**

- ✓ Undertake the assignment and complete different tasks/outputs in accordance with agreed ToR / Scope of Work and contract obligation.

### 13. **PAYMENT TERMS AND SCHEDULE**

Under this assignment, the % of payment of the Contract value to the Consultant will be made based on the achievement of milestones indicated for each activity as listed below in Table 4.

**Table 4: Payment Terms and Schedules**

Sl. No.	Description	Payment (%)
1	Conducting Inception Workshop and Submission of Inception Report including finalized methodology and work plan	10%
2	Submission <u>and acceptance</u> of Draft Impact Evaluation Report	15%
3	Submission <u>and acceptance</u> of Draft Case Studies, Thematic Reports and Video Documentation	15%
4	Submission <u>and acceptance</u> of Draft Report on Satellite Imagery Analysis	15%
5	<u>On successful</u> Conducting <u>of</u> Final Workshop on sharing study findings	15%
6	Submission <u>and acceptance</u> of Final Impact Evaluation Report	10%
7	Submission <u>and acceptance</u> of Final Case Studies, Thematic Reports and Video Documentation	10%
8	Submission <u>and acceptance</u> of Final Report on Satellite Imagery Analysis	10%



**14. CONSULTANT MONITORING COMMITTEE (CMC)**

A Consultant Monitoring Committee (CMC) will be constituted by the Principal Secretary to Government, Department of Agriculture and Farmers' Empowerment consisting of officials from stakeholder Department/ Agencies to monitor the activities and deliverables of the Consultant for the proposed assignment from time to time. Monitoring in each phase of the assignment will be done by the Committee and comments provided by the Committee must have to be complied by the Consultant accordingly.

**ANNEXURE – A: DETAILS OF THE PROJECTS SANCTIONED UNDER IWMP DURING 2012-13(Batch-IV)**

Name of the District	Name of the Project	Name of the Block	No. of MWs	Proposed project area (Ha.)	Cost/ha. (in lakh Rs.)	Project cost (Rs. in lakh)
Gajapati	IWMP-VI / 2012-13	Gosani	12	5077	15000	761.55
Gajapati	IWMP-VII / 2012-13	Gosani	11	5107	15000	766.05
<b>Gajapati Total</b>			<b>23</b>	<b>10184</b>		<b>1527.60</b>
Ganjam	IWMP-VI / 2012-13	Bhanjanagar	12	6000	15000	900.00
Ganjam	IWMP-VII / 2012-13	Jagannathprasad	10	5010	15000	751.50
<b>Ganjam Total</b>			<b>22</b>	<b>11010</b>		<b>1651.50</b>
Kalahandi	IWMP-XI / 2012-13	M. Rampur	8	4485	15000	672.75
Kalahandi	IWMP-XII / 2012-13	Bhawanipatna	8	5515	15000	827.25
<b>Kalahandi Total</b>			<b>16</b>	<b>10000</b>		<b>1500.00</b>
Kandhamal	IWMP-XVII / 2012-13	Phulbani	10	5200	15000	780.00
Kandhamal	IWMP-XVIII / 2012-13	Tumudibandha	11	5350	15000	802.50
<b>Kandhamal Total</b>			<b>21</b>	<b>10550</b>		<b>1582.50</b>
Koraput	IWMP-X / 2012-13	Kundra	5	4270	15000	640.50
Koraput	IWMP-XI / 2012-13	Koraput	6	4623	15000	693.45
<b>Koraput Total</b>			<b>11</b>	<b>8893</b>		<b>1333.95</b>
Malkangiri	IWMP-IV / 2012-13	Malkangiri	7	5030	15000	754.50
Malkangiri	IWMP-V / 2012-13	Mathili	7	5060	15000	759.00
Malkangiri	IWMP-VI / 2012-13	Podia	8	5297	15000	794.55
Malkangiri	IWMP-VII / 2012-13	Korukunda	9	5847	15000	877.05

<b>Malkangiri Total</b>			<b>31</b>	<b>21234</b>		<b>3185.10</b>
Nawarangpur	IWMP-X / 2012-13	Nawarangpur	7	5716	15000	857.40
Nawarangpur	IWMP-XI / 2012-13	Kosagumuda	8	5526	15000	828.90
<b>Nawarangpur Total</b>			<b>15</b>	<b>11242</b>		<b>1686.30</b>
Nuapada	IWMP-XV / 2012-13	Khariar	10	4879	15000	731.85
Nuapada	IWMP-XVI / 2012-13	Sinapali	7	5985	15000	897.75
<b>Nuapada Total</b>			<b>17</b>	<b>10864</b>		<b>1629.60</b>
Rayagada	IWMP-XI / 2012-13	Muniguda	7	5850	15000	877.50
Rayagada	IWMP-XII / 2012-13	Ramanguda	5	5610	15000	841.50
<b>Rayagada Total</b>			<b>12</b>	<b>11460</b>		<b>1719.00</b>
Bolangir	IWMP-IX / 2012-13	Belpada	8	4600	15000	690.00
Bolangir	IWMP-X / 2012-13	Khaprakhhol	8	4600	15000	690.00
<b>Bolangir Total</b>			<b>16</b>	<b>9200</b>		<b>1380.00</b>
Deogarh	IWMP-VI / 2012-13	Reamal	10	5990	15000	898.50
Deogarh	IWMP-VII / 2012-13	Reamal	9	5995	15000	899.25
<b>Deogarh Total</b>			<b>19</b>	<b>11985</b>		<b>1797.75</b>
Keonjhar	IWMP-XI / 2012-13	Harichandanpur	12	6239	15000	935.85
Keonjhar	IWMP-XII / 2012-13	Jhumpura	10	5862	15000	879.30
<b>Keonjhar Total</b>			<b>22</b>	<b>12101</b>		<b>1815.15</b>
Sambalpur	IWMP-IX / 2012-13	Rengali	11	5980	15000	897.00
<b>Sambalpur Total</b>			<b>11</b>	<b>5980</b>		<b>897.00</b>
Sonepur	IWMP-II / 2012-13	Ulunda	8	5350	15000	802.50
Sonepur	IWMP-III / 2012-13	Sonepur	6	5600	15000	840.00
Sonepur	IWMP-IV / 2012-13	Biramaharajpur	9	5804	15000	870.60
<b>Sonepur Total</b>			<b>23</b>	<b>16754</b>		<b>2513.10</b>
Sundargarh	IWMP-XIV / 2012-13	Nuagaon	12	5250	15000	787.50
Sundargarh	IWMP-XV / 2012-13	Kuarmunda	14	5820	15000	873.00
<b>Sundargarh Total</b>			<b>26</b>	<b>11070</b>		<b>1660.50</b>
Cuttack	IWMP-VI / 2012-13	Tigiria	10	5997	12000	719.64
<b>Cuttack Total</b>			<b>10</b>	<b>5997</b>		<b>719.64</b>

Jajpur	IWMP-IV / 2012-13	Korei	7	5115	15000	767.25
Jajpur	IWMP-V / 2012-13	Sukinda	8	5090	15000	763.50
<b>Jajpur Total</b>			<b>15</b>	<b>10205</b>		<b>1530.75</b>
Mayurbhanj	IWMP-XV / 2012-13	Thakurmunda	12	5995	15000	899.25
Mayurbhanj	IWMP-XVI / 2012-13	G.B. Nagar	10	5939	15000	890.85
<b>Mayurbhanj Total</b>			<b>22</b>	<b>11934</b>		<b>1790.10</b>
Nayagarh	IWMP-IX / 2012-13	Nuagaon	10	5858	15000	878.70
Nayagarh	IWMP-X / 2012-13	Odagaon	10	5608	15000	841.20
<b>Nayagarh Total</b>			<b>20</b>	<b>11466</b>		<b>1719.90</b>
<b>Grand Total</b>			<b>352</b>	<b>212129</b>		<b>31639.44</b>

**ANNEXURE –B: SUMMARY OF THE EVALUATION OF OUTCOMES OF PMKSY-WDC PROJECT****1. PROJECT DETAILS**

Project Details:

Name of Block:

Sanctioned Area (ha):

Sanctioned Cost (Rs. In lakh):

Name of villages included in project:

**2. IMPACT DETAILS**

Sl. No.	Items	Unit	Pre-project status	Status at end of project	Remarks
1	Average depth of water table in dug-wells	m			
2	Average depth of water table in tube wells	m			
3	Number of ground water structures (dug-wells + tube-wells + hand-pumps) rejuvenated	nos			
4	Increase in Irrigation Potential				
5	Area of Wasteland brought under productive use(like agriculture, plantation, fodder)				
6	Change in cropping/land use pattern i) Area under agriculture ii) Area under plantation/forest cover (iii) Area under waste lands				
7	Area under Agriculture crop (i) Area under Kharif crop (ii) Area under rabi crop (iii) Area under double crop				
8	Cropping intensity				
9	Increase in yield/ha. of crops (i) Rabi crop (ii) Kharif Crop				
10	Area of horticulture crop				
11.	Employment in agriculture related activities among beneficiaries				
12.	Employment in non-agricultural sectors				
13.	Fodder production				
14.	Fuel production				

15.	Number of milch cattle				
16.	Milk production				
17.	Duration of flow of water in streams(upto November/December/January/February....May)				
18.	Improvement of drinking water facility				
19.	No. Of persons engaged in ancillary activities like fisheries, poultry, rural craftsmanship				
20.	Number of children enrolled in schools in the project area				
21.	Reduction in migration from rural to urban area in the project area				
22.	Annual mean household income				
23.	Any other measureable indicator of Evaluation				

## SECTION: 4

### TECHNICAL PROPOSAL SUBMISSION FORMS

**TECH -1**

**COVERING LETTER**

**(ON BIDDERS LETTER HEAD)**

[Location, Date]

To:

**The Director**  
**Directorate of Soil Conservation and Watershed Development,**  
**Government of Odisha**  
**Krushi Bhawan**  
**Bhubaneswar - 751001**

**Subject: END/FINAL IMPACT EVALUATION OF BATCH-IV / 2012-13 PROJECTS UNDER PMKSY. [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 department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

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

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation: \_**

**Address of Bidder: \_\_\_\_\_**

**REQUEST FOR PROPOSAL**

**TECH -2****Bidder's Organisation (General Details)**

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

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_



**TECH -3****Bidder Organisation (Financial Details)**

<b>Financial Information in INR</b>				
<b>Details</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2019 -20</b>	<b>Average</b>
<b>Consulting Turnover (in Lakh)</b>				
<p><b>Supporting Documents:</b></p> <p>Audited certified financial statements for the last three FYs (2017-18, 2018-19 and 2019-20) (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><b>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</b></p>				

**Signature and Seal of the Auditor with Date and Seal (In original)**

Name of the Audit Firm:

Unique Document Identification Number (UDIN):

ICAI Membership No:

Address with Contact Details:

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

Communication Address of the Bidder: \_\_\_\_\_

**[NB: No Scanned Signature will be entertained]****REQUEST FOR PROPOSAL**

**TECH - 4****FORMAT FOR POWER OF ATTORNEY**

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

Dated: \_\_\_\_\_

**POWER OF ATTORNEY****To Whom It May Concern**

Know all men by these presents, we \_\_\_\_\_ (name and registered office address of the Bidder) do hereby constitute, appoint and authorise Mr. \_\_\_\_\_ (Name of the Person(s)), domiciled at (Address), acting as \_\_\_\_\_ (Name and Designation), as Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal with respect to award of contract under [ Name of the RFP] involving the deliverables as per agreement with, vide Request of Proposal (RFP) Document No. \_\_\_\_\_ Dated \_\_\_\_\_, issued by Agriculture & Farmers' Empowerment Department, Government of Odisha including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by the tender inviting authority or any representing us in all matters before the tender inviting authority and generally dealing in all matters in connection with our Proposal for the said assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Authorized Representative with Date)

**ACCEPTED:**

**Signature, Name & Designation of person executing attorney:**

**NB:**

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

**TECH - 5**

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

***Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6). If yes, please furnish details of any such activities.***

If no, please certify,

**IN BIDDERS LETTER HEAD**

I, hereby declare that our agency as Individual / as a member of any consortium is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5)**.

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

Authorized Signatory [*In full initials with Date and Seal*]: \_\_\_\_\_

Communication Address of the Bidder: \_\_\_\_\_

**TECH - 6**

**BIDDER ORGANISATION**  
**(Brief Profile)**

*[Provide here a brief description regarding professional background of the organisation]*

Authorized Signatory [*In full and initials*]: \_\_\_\_\_  
Name and Designation with Date and Seal: \_\_\_\_\_

*[NB: Bidder needs to restrict the above information within 3-5 pages only]*

**TECH - 7****Bidder's Experience****CATEGORY -I**

Table - I

(List of completed assignment of similar nature in any sector other than the relevant sector during last 3 FYs)

Sl. No.	Period	Name of the Assignment with details thereof	Name of the Client	Contract Value in INR	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

**CATEGORY -II**

Table - II

(List of completed assignments of similar nature in the relevant sector only during last 3 FYs)

*(Impact Assessment on Agriculture / Watershed & Allied Sector, / Agro Climatic Survey using GIS or any other Tools/ Livelihood, Water Resources Value Chain Development in Agri-commodities)*

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

Authorized Signatory [In full and initials]: \_\_\_\_\_  
 Name and Title of Signatory with date and seal

**NB:** Bidders are requested to furnish the information up to 5 projects only from each category. Completed Projects having contract value  $\geq$  Rs. 50 Lakh and duration  $\geq$  3 Months during the last 3 FYs (17-18, 18-19 & 19-20) will be taken into consideration for evaluation. Copies of Work Order / Contract Document / Completion Certificate for the respective assignments need to be furnished along with the technical proposal.

**REQUEST FOR PROPOSAL**

**TECH -8****Bidder Experience**

[Using the format below, provide information on each assignment for which your organisation was legally contracted as **single entity** for carrying out consulting services similar to the ones requested under this assignment during last **three financial years**]

**FORM – I**

(Assignment of similar nature in any sector other than the **relevant sector**)

<b>Assignment name:</b>	<b>Value of the contract (in INR):</b>
<b>Location:</b>	<b>Duration of assignment (months):</b>
<b>Name of Client:</b>	<b>Total No. of staff-months of the assignment:</b>
<b>Address:</b>	
<b>Start date (month/year):</b>	<b>No of professional staff-months provided by associated Consultants:</b>
<b>Completion date (month/year):</b>	
<b>Narrative description of Project:</b>	
<b>Description of actual services provided by your staff within the assignment:</b>	

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**[NB: 5 Best Assignments in any sector other than the relevant sector, write up restricted to 1 page only]**

**TECH -8****Bidder Experience**

[Using the format below, provide information on each assignment for which your organisation was legally contracted as **single entity** for carrying out consulting services similar to the ones requested under this assignment during last **three financial years**]

**FORM – II****Assignment of similar nature in relevant sector only**

**(Impact Assessment on Agriculture / Watershed & Allied Sector, / Agro Climatic Survey using GIS or any other Tools/ Livelihood, Water Resources, Value Chain Development in Agri-commodities)**

<b>Assignment name:</b>	<b>Value of the Contract (in INR):</b>
<b>Location:</b>	<b>Duration of assignment (months):</b>
<b>Name of Client:</b>	<b>Total No. of staff-months of the assignment:</b>
<b>Address:</b>	
<b>Start date (month/year):</b>	<b>No. of professional staff-months provided by associated Consultants:</b>
<b>Completion date (month/year):</b>	
<b>Narrative description of Project:</b>	
<b>Description of actual services provided by your staff within the assignment:</b>	

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**[NB: 5 Best Assignments in the relevant sector, write up restricted to 1 page only]**

**TECH - 9**

**Comments and Suggestions of the Consultant 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 -10****DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT**

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

**A. Understanding of Scope, Objectives and Completeness of response**

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

**B. Description of Approach and Methodology:**

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

**C. Methodology to be adopted:**

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

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

**D. Staffing and Study Management Plan:**

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities (week wise). (Graphical representation)

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-10.**

**TECH - 11****Format of Curriculum Vitae (CV) for Proposed Key Professional**

*[For each position of key professional separate form Tech -11 will be prepared]*

1. **Proposed Position:**
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]*

<b>From [Year]</b>	<b>To [Year]</b>
<b>Employer Name:</b>	
<b>Position Held:</b>	
<b>Details of the Task Assigned</b>  <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.]*

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

**Certification:**

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

**Date:****Signature of Key Professional with Date** \_\_\_\_\_**Authorized Signatory [In full and initials]:** \_\_\_\_\_**Name and Designation with Date and Seal:** \_\_\_\_\_

**NB: CV write-up restricted to 3 pages only with quality information relevant to the key professional requirements.**

**TECH - 12****Team Composition and Task Assignment**

Sl. No.	Name of Key Professional / Staff	Position Assigned	No. of Input Days			Task assigned
			*Field	Office	Total	
1						
2						
3						
4						
5						

**(Please provide the details of all the Key Professionals and Support Staff to be deployed for the proposed assignment as per the format. \*It is preferred for all key professionals to spare at least 60% of their assigned time in fieldwork.)**

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**TECH – 13**

**WORK SCHEUDLE FOR THE PROPOSED ASSIGNMENT**

**PROPOSED WORKPLAN**

<b>Week</b> →	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b><u>Sequence of Study Activities / Sub Activities</u></b> ↓						

**Indicate all main activities and related sub activities under the proposed assignment including delivery of reports (Inception, and Final Reports).**

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

## SECTION: 5

### FINANCIAL PROPOSAL SUBMISSION FORMS

**FIN-1**

**COVERING LETTER**

**(In Bidders Letter Head)**

[Location, Date]

**To**

**Director**  
**Directorate of Soil Conservation and Watershed Development.**  
**Government of Odisha**  
**Krushi Bhawan**  
**Bhubaneswar - 751001**

**Subject: END/FINAL IMPACT EVALUATION OF BATCH-IV / 2012-13 PROJECTS UNDER PMKSY. [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\*]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **180 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

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

I remain,

Yours faithfully,

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

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

—

\*Amount must match with the one indicated in FIN-2

**FIN-2****SUMMARY OF FINANCIAL PROPOSAL**

<b>Name of the Assignment:</b>				
<b>Sl. No.</b>	<b>Fee Particulars</b>	<b>Amount in INR</b>		
<b>A.</b>	<b>Remuneration for Professional and Support Staff</b>			
	<b>Description of Manpower</b>	<b>Qty</b>	<b>Unit Rate (INR)</b>	<b>Total ( INR)</b>
A1				
A2				
A3				
A4				
<b>B</b>	<b>Sub Total</b>			
<b>C</b>	Overhead Expenses			
<b>D</b>	<b>Consulting Fee (B+C)</b>			
<b>E</b>	Taxes applicable as per GST Act @ 18% of Consulting Fee			
<b>Grand Total (D+E)</b>				
<b>In Word</b>				

- *Bidders shall submit the financial proposal as per the prescribed format. Any conditional offer will be outrightly rejected by the Client. The proposal needs to be signed by the **authorized** representative of the bidder. In the event of any difference between figures and words, the amount indicated in words shall prevail.*
- *Taxes will be paid by the Client as per the applicable rate under GST Act from time to time.*
- *Consultancy fee proposed for the assignment shall remain fixed till completion of the contract.*
- *Any conditional bid will be rejected.*

\*

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date & Seal: \_\_\_\_\_



**FIN-3****BREAKDOWN OF REMUNERATION OF KEY PROFESSIONALS**

SL. NO.	NAME OF THE EXPERTS	POSITION	REQUIREMENT	UNIT RATE (MAN-DAY) (A)	PROPOSED MAN-DAY (B)	TOTAL AMOUNT IN INR (A*B)
1						
2						
3						
4						
<b>Grand Total in INR</b>						
<b>In Words</b>						

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**FIN-4****BREAKDOWN OF OVERHEAD EXPENSES**

Sl. No.	Description	Unit	Quantity	Unit Price In INR	Total Amount in INR
1					
2					
3					
4					
<b>Grand Total</b>					
<b>In Word</b>					

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

## SECTION - 6

### ANNEXURE

**Annexure – I****BID SUBMISSION CHECK LIST**

SI No	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL (PART-A) (ORIGINAL +1 COPY+ SOFT COPY IN CD IN WORD FORMAT)</b>			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. 10000/- in form <a href="#">A/C payee Demand Draft(DD)</a>		
4	EMD <a href="#">Bid Security Declaration Form (Annexure – IV)</a>		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 AYs (18-19 , 19-20 and 20-21)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
12	Self Declaration on Potential Conflict of Interest (TECH - 5)		
13	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business career.		
14	Bidder Organisation (TECH - 6)		
15	Bidder Experience (TECH - 7) (TABLE-I & II)		
16	Bidder Experience in Details (TECH- 8) (FORM - I & II)		
17	Comments and Suggestions (TECH - 9)		
18	Description of Approach, Methodology & Work Plan (TECH - 10)		
19	CV of Key Professionals (TECH - 11)		
20	Team Composition and Task Assignment (TECH -12)		
21	Work Plan (TECH - 13)		
<b>FINANCIAL PROPOSAL (PART-B) (ORIGINAL + 1 COPY + SOFT COPY IN PDF FORMAT)</b>			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		
3	Breakdown of Remuneration of Key Professionals (FIN-3)		
4	Breakdown of Overhead Expenses (FIN-4)		

**Undertaking:**

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

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Annexure – II****FORMAT FOR SUBMISSION OF PRE-PROPOSAL QUERY**

The bidders will have to ensure that their queries in soft copy should reach to [Directorate of Soil Conservation and Watershed Development](#) through email at [iwmporissa@gmail.com](mailto:iwmporissa@gmail.com) with a CC to [ppomufinance@gmail.com](mailto:ppomufinance@gmail.com) latest by [16<sup>th</sup> September 2021](#) as per the prescribed format mentioned below.

Sl. No.	Page Number / Section of RFP Document	Current Provision / RFP Text	Query from the Bidder
1.			
2.			
3.			
4.			
5.			
6.			

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

*[Any deviation to the above prescribed format will not be taken into consideration for clarification. The Client shall not responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post submission date and time as per the Bidder Data Sheet of the RFP, shall not be entertained by the Client. The purpose of pre proposal clarification is to provide the bidders with information regarding the RFP terms and conditions, selection process and terms of reference for the assignment. The Client will endeavour to provide timely response to the queries by uploading the same in its website. No individual responses to be provided and its responsibility of the bidder to acknowledge the clarification from the reliable sources prior to preparation of its proposal. However, the client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been submitted by the bidders.]*

**PERFORMANCE BANK GUARANTEE FORMAT**

To,

**The Director, Soil Conservation and Watershed Development,  
Department of Agriculture & Farmers' Empowerment  
Government of Odisha  
Krushi Bhawan  
Bhubaneswar – 751001, ODISHA**

WHEREAS..... (Name and address of the Consultant) (hereinafter called "the Consultant") has undertaken, in pursuance of RFP No..... Dated ..... to undertake the service of ..... (description of services) (herein after called "the contract").

AND WHEREAS it has been stipulated by \_\_\_\_\_(Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby 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 ....., 2021

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**

## Bid Security Declaration Form

### FORMAT FOR BID SECURITY DECLARATION (On Bidder's Letter Head)

I, \_\_\_\_\_, the \_\_\_\_\_ (Designation) of (Name of the Organisation) in witness whereof agree to submit this Bid Security Declaration Form as a part of or Technical Proposal. We understand that we shall be liable under this declaration to comply with all terms and conditions of the RFP. This declaration shall be in force, until the Selected Bidder is announced by the Client or in case we are declared as the Selected Bidder, this declaration shall be in force till we submit the Performance Bank Guarantee as per the provisions of the RFP.

While this declaration is in force, we understand that the Client may reject our Proposal and / or blacklist us from participating in any further tendering process in the State for a period as may be deemed fit under the following reasons:

1. We withdraw our Proposal during the bid validity period as specified in the RFP.
2. We do not respond to requests for clarification on our Proposal.
3. We fail to provide required information during the evaluation process or are found to be non-responsive or have provided false information in support of our qualification.
4. If we fail to:
  - a) Provide any clarifications to client:
  - b) Agree to the decisions taken during any contract negotiations.
  - c) Sign the Services Agreement within the prescribed time period (15 days)
  - d) Furnish the required Performance Bank Guarantee in time
5. Any other circumstance which holds the interest of the client during the overall selection process.

Name of the Authorised Representative:

\_\_\_\_\_

\*Signature of the Authorised Representative with Date)

Address of the Bidder: