



Government of Odisha

Directorate of Agriculture and Food Production

Notice No. DE-AGR- 1T-4/19-20 - 1537

Invitation for Expression of Interest (Eol)

**PHYSICAL VERIFICATION OF AGRO MACHINERIES &
EQUIPMENT POPULARISED UNDER AGRICULTURE POLICY
(FARM MECHANISATION) IN ODISHA**

Expression of Interest (Eol) is invited in sealed cover from eligible bidders to undertake "PHYSICAL VERIFICATION OF AGRO MACHINERIES & EQUIPMENT POPULARISED UNDER STATE AGRICULTURE POLICY (FARM MECHANISATION) IN ODISHA" Interested bidders fulfilling the prescribed eligibility criteria can access and download the ToR and other details from www.atiAa.rovin. The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of ToR	10.12.2019
2	Pre bid discussion at Krishi Bhawan	19.12.2019 at 3.30 PM
3	Last Date for Submission of Eol	26.12.2019 up to 5.00 PM
4	Date of Opening of Technical Proposal	27.12.2019 at 11.30 AM

The proposal (Eol) complete in all respect must reach the Development Engineer, OFMRDC, Satyanagar, Bhubaneswar by Speed Post / Registered Post only latest by 26.10.2019 up to 5.00 PM in a sealed envelope clearly mentioning on the top of it " Eol – PHYSICAL VERIFICATION OF AGRO MACHINERIES & EQUIPMENT POPULARISED UNDER STATE AGRICULTURE POLICY (FARM MECHANISATION) IN ODISHA'

Eols received beyond the last date and time will be rejected. The authority reserves the right to reject any / all proposals without assigning any reason thereof.

Address for Submission of Proposal:

Development Engineer, OFMRDC,
Satya Nagar, Bhubaneswar – 751007,
Phone: 0674-2571860,
Email: of mrdc.dageDnic.in


Director of Agriculture and Food Production, Odisha

**PHYSICAL VERIFICATION OF AGRO MACHINERIES &
EQUIPMENT POPULARISED UNDER AGRICULTURE POLICY
(FARM MECHANISATION) IN ODISHA**

INVITATION FOR EXPRESSION OF INTEREST

(BID DOCUMENT)



DIRECTORATE OF AGRICULTURE AND FOOD PRODUCTION, ODISHA

SEPTEMBER, 2019

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KEY INFORMATION SHEET

Sl. No.	Description	Details
1.	Name of the Client	DIRECTOR OF AGRICULTURE & FOOD PRODUCTION, ODISHA
2.	Method of Selection	Combined Quality and Cost Based Selection (CQCBS) Method
3.	Date of Issue of ToR	10.12.2019
4.	Proposal Due Date	26.12.2019 up to 5 PM
5.	Date of opening of Technical Proposal	27.12.2019 at 11.30 AM
6.	Expected Date of Commencement of Assignment	Within 15 days of issuance of the Work Order
7.	Proposal Submission Fee (Non-Refundable)	Rs. 1,000/- (One Thousand Rupees Only) in shape of Demand Draft in favour of "Development Engineer, OFMRDC" drawn in any scheduled commercial bank payable at Bhubaneswar.
8.	Earnest Money Deposit (EMD) (Refundable)	2% of the bid value in shape of Bank guarantee in favour of "Development Engineer, OFMRDC" drawn in any scheduled commercial bank payable at Bhubaneswar in prescribed format attached with EoI
9.	Address for Submission of Proposal	Development Engineer, OFMRDC, Satya Nagar, Bhubaneswar – 751007, Email: ofmrdc.dag@nic.in Mode of Submission: Speed Post / Registered Post / Courier only to the address as specified above during the office hour only. Submission of bid through any other mode and later than scheduled date and time will be rejected.
10.	Place of Opening of Proposal:	1 st floor Board Room, Krishi Bhawan, Bhubaneswar – 751001.

For Details please visit: www.odisha.gov.in

LETTER OF INVITATION
(LoI)

LETTER OF INVITATION

Name of the Assignment : **PHYSICAL VERIFICATION OF AGRO MACHINERIES & EQUIPMENT POPULARISED UNDER STATE AGRICULTURE POLICY (FARM MECHANISATION) IN ODISHA**

1. Director of Agriculture & Food Production, Odisha invites proposal / s expressing interest to undertake the assignment **“PHYSICAL VERIFICATION OF AGRO MACHINERIES & EQUIPMENT POPULARISED UNDER AGRICULTURE POLICY (FARM MECHANISATION) IN ODISHA”** from eligible organizations/agencies as part of the selection process of consultancy services. More details on the proposed assignment have been provided at **Section-3: Terms of Reference (ToR)** of this Bid Document.
2. An organization/agency will be selected through Combined Quality and Cost Based Selection (CQCBS) process as prescribed under the Guideline of Finance Department, Govt. of Odisha for **“Engagement of Consultants”** circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Govt. of Odisha.
3. The proposal complete in all respect as specified in the Bid Document must be accompanied with a Non- refundable amount of **Rs. 1,000/- (Rupees One Thousand only) towards Proposal Submission Fee in-shape of bank draft and a Refundable amount @2% of the bid value towards EMD in form of performance Bank guarantee in favour of “Development Engineer, OFMRDC”, Bhubaneswar** drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha. Failing to pay the aforesaid amounts, the proposal will not be accepted.
4. The proposal must be delivered at the specified address as indicated in the Key Information Sheet by **Speed post / Registered Post** only. Submission of proposal through any other mode will not be accepted and the authority (DA&FP, Odisha) shall not be responsible for postal delay or any consequence.
5. The last date and time for submission of proposal complete in all respects is **26.12.2019** up to **5:00 PM** and the date of opening of the technical proposal is **27.12.2019** at **11:30 AM** in the presence of bidders or their authorized representatives at the specified location as mentioned in the Key Information Sheet (Sl. no.13). Representatives of the bidders may attend the meeting with due authorization letter on behalf of their respective organization/agency.

6. This Bid Document includes followings:

- (a) Letter of Invitation
- (b) Terms of Reference
- (c) General Information for submission of Proposals (Part-A Technical and Part-B Financial)

7. The DA&FP, Odisha holds no responsibility for accuracy of information even though all information/data given in the Bid Document are accurate within the consideration of scope of the proposed assignment to the best of his knowledge. Hence, it is the responsibility of the bidder to check the validity of information/data included in this document. DA&FP, Odisha reserves the right to accept / reject any/all proposals / cancel the entire selection process at any stage without assigning any reason thereof.



Director of Agriculture and Food Production, Odisha

TERMS OF REFERENCE (ToR)

1. Introduction

The State Government with its priority on agriculture formulated and recalibrated the State Agriculture Policy during different periods (1996, 2008 & 2013). Govt. of Odisha has formulated the State Agriculture Policy in 2013 which was futuristic, flexible enough to address emerging trends, potential areas for agricultural development with emphasis on enterprise promotion and development. The Policy clearly emphasized to bring in a shift from subsistence agriculture to commercial agriculture, 2013 Policy laid lot of emphasis on increased farm power input in agriculture through popularization of self propelled and power driven machinery and equipment with subsidy provision ranging from 50% to 75% as farm power input was considerably low (1.02Kw/ha) as compared to national average of 1.78 Kw/ha in 2011. Over the years there has been accelerated growth and it has become 1.68 Kw/ha in 2019. It is expected that by 2020, the state will match the projected national average farm power input of 2.02 KW/ha.

A transformational reform in the process of supply of agricultural machinery and equipment and release of subsidy was made on- line mode and the farmers were given liberty to choose the desired machinery/equipment as well as the source of procurement by directly logging in to the portal Agrisnet Odisha farm mechanization > DBT IMPLEMENTS . Transfer of the admissible subsidy is done directly to the beneficiary's validated bank account. The details of machinery supplied i.e. make/ model, engine no., chassis No., name of the dealer, cost of the machinery, subsidy released etc. are saved in the system and can be viewed in the portal.

Over the years, large number of agricultural machinery and equipment has been acquired by the farmers of the state taking advantage of ease in the process. Decisions have been made for physical verification of the machineries to the extent of 50% to ascertain to what extent the envisaged objective of emphasizing farm mechanization has been achieved and the effectiveness in implementation of the programme along with the shortcomings if any through an independent organization/agency.

2. Objective of Physical Verification of Agro Machinery and Equipment

Physical Verification of Agro Machinery and Equipment will have the following objectives;

- To ascertain physical existence of the agro-machinery/equipment supplied to the beneficiary reported to have availed subsidy.
- To find out the means of funding (bank financed/ Self financed)
- To ascertain the genuineness of the specification of machinery/equipment physically available with the beneficiary.
- To find out the time gap between permit generation and supply of agro-machinery/equipment.
- The authenticity of supply of individual agro-machinery/equipment
- To find out the use pattern of the agro machinery/equipment.

3. Methodology (Outline of the task to be carried out)

The survey will be carried out in a participatory and consultative manner involving different farmer beneficiary purchased agro machinery / equipment with subsidy during 2017-18 and 2018-19. The study will use secondary data and primary field survey of the above beneficiaries on sampling basis. Samples to be selected on the basis of category of agro machinery / equipment from different districts / regions and the sample size should be at least 50% (Approx. 40000 beneficiaries throughout the State) of each of the category of agro machinery / equipment popularized in past two years. Separate set of analytic tools (questionnaire) will have to be used for each category of agro machinery / equipment to collect information from the individual beneficiaries. The sample size should be so finalized that every block of a district should be covered under the verification.

A mix of both qualitative and quantitative tools will be used during physical verification. Quantitative data will be collected from secondary sources such as MIS data of DA & FP, Odisha, and primary data through structured or semi-structured interviews with beneficiaries. Qualitative methods such as structured direct observation and in-depth interviews with beneficiaries should provide the critical data.

The study methodology, sample size and data collection tools will be finalized between the Consultant organization / agency and the DA & FP, Odisha.

A photograph of the machine with the beneficiary and investigator will be taken by the evaluator with mobile phone/camera and the soft copy has to be submitted along with the report indicating name of the beneficiary and farmers id.

At the conclusion of the field survey and completion of analysis, key findings will be shared with the DA & FP, Odisha in form of a draft report. Based on the feedback received from the DA & FP, Odisha, the draft report will be finalized and final report will be submitted. During evaluation the data will not be shared with any outside agency by the evaluator or his authorized person prior to submission of final report to DA & FP, Odisha.

4. Deliverables and Corresponding Time Frame

The organization / agency are expected to deliver the followings during the course of the assignment.

Inception report

- A note on the sampling methodology to identify the beneficiaries for intensive data collection. (Maximum 2 pages)
- A brief note on the overall study methodology and study tools to be used. (Maximum 2 pages)

- A note on the detailed plan for data collection with timelines for key milestones. (Maximum 2 pages)
 - Based on the feedback from the DA&FP, Odisha, an Inception Report mentioning final selection of districts/blocks/villages/key respondents to be included, final data collection plan, study methodology and tools. (Maximum 7 pages)
- **Draft Report**
- Detailed analysis of the study done and submission of the draft report. (A4 size paper written in Arial font, size 11 and 1.5 space including an Executive Summary of maximum 2-3 pages)
- **Final Study Report**
- Incorporating the feedback/suggestions from DA&FP, Odisha final report is to be submitted. (A4 size paper written in Arial font, size 11 and 1.5 space including 2-3 page Executive Summary)

5. Deliverables and Time Line (Schedule for completion of Task)

The organization / agency shall complete the assignment within a period of six (6) months from the effective date of the contract. The following Table summarizes the deliverables and corresponding time frame of the study.

Sl. No.	Description	Corresponding Time Frame (From Effective Date)
1	Conducting Inception Workshop and submission of Inception Report including finalized methodology and work plan in consultation with the Dept.	1 month
2	Submission of Draft report	5 Month
3	Submission of final report with final Intensive Case Analysis Report	6 Month

Note: *The organization / agency is required to submit to the DA&FP, Odisha Seven (7) hard copies along with CD/DVD in MS-Word format and the data sheets collected from individual beneficiaries in original.*

6. Eligibility Criteria

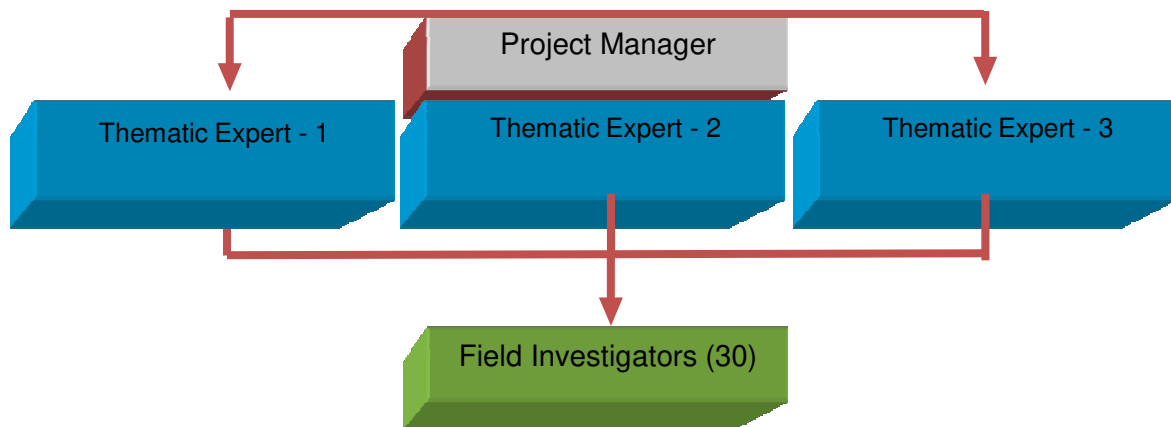
Interested organizations / agencies fulfilling the following eligibility criteria should only submit the proposal and to this effect must produce the copies of the required supportive documents /information as part of their technical proposal:

Sl. No.	Eligibility Criteria	Supporting document need to be submitted.
1	The organization / agency should be a single entity legally registered under appropriate authority in India. Consortium or Joint Venture is not allowed.	Certificate of incorporation / Registration
2	The organization / agency should have been in the consulting business for more than 5 years from the date of Incorporation up to the date of Advertisement inviting EoI.	
3	The organization / agency should have successfully completed at least 3 assignments of similar nature i.e. Baseline Survey / Impact evaluation in any social sector under Central / State Govt. / EAPs*/ Autonomous bodies operated under Govt. administrative control / International and National Organization during the last 5 years**.	Copies of work order / Contract Document
4	The average annual financial turnover of the organization / agency must be Rs. 25.00 lakh and out of which at least at least Rs. 10.00 Lakh from consulting business only during the last 3 financial years**.	Financial Details of the bidder 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	The organization / agency should be in a position to deploy technical manpower (Graduate Agricultural / Mechanical Engineers in addition to experienced professionals to undertake the assignment.	List of manpower (to be engaged) along with their individual CVs is required to be submitted along with

7. Composition of the Study Team

Besides having a Project Manager, the proposed team should have three thematic Experts (Agricultural / Mechanical Engineer) and thirty (30) Field Investigators. While the Project Manager will contribute maximum 30 person days time during the assignment, Thematic Experts will contribute maximum 540 person days in total. Each field investigator is expected to spare maximum 135 person days time during the assignment. The proposed staff structure is represented in Fig. 1.

Figure 1: Proposed staff structure for the present assignment



- A. Project Manager:** This key person should have project management and policy analysis experience of not less than 10-12 years involving baseline survey, evaluation and impact studies on issues pertaining to agriculture development, subsidy administration, and will have a proven track record of leading multi-disciplinary team of consultants / experts. The Project Manager should be at least MBA / MA in Economics / Bachelor Degree in Agriculture Engineering. Understanding and knowledge of Odia will be an advantage. The Project Manager is expected to devote minimum 30 person days for the assignment.
- B. Thematic Experts:** These key persons should have expertise in farm mechanization and should have five years of post-qualification experience. Conversant in speaking and writing Odia is a must.
- C. Field Investigators:** The persons should be at least a graduate in any discipline and good at speaking and writing Odia. MBA in Rural Management/ MBA in Entrepreneurship Development/ MA in Economics / Graduate Degree in Agriculture / Engineering will be preferred. They must have 3 years of working experience in primary data collection.

8. Procedure of submission of proposal

The proposal should be submitted in two parts, first part being the Technical Proposal, second part is the Financial Proposal. Both these proposals to be sealed in two separate envelopes and superscribed Part-A Technical Proposal and Part-B Financial Proposal on top of the 1st and 2nd Envelope respectively. Both these two envelopes along with the EMD are to be inserted in a bigger envelope containing both the sealed envelopes (Part-A & Part-B) and sealed. The said sealed envelope superscribed "EoI- Physical Verification of Agro Machinery/Equipment Popularized under State Agriculture Policy (Farm Mechanization) in Odisha" on top of it should be submitted to the Development Engineer, OFMRDC, Satya Nagar, Bhubaneswar - 751007 through Registered/Speed Post/Courier, so as to reach the addressee on or before the scheduled date and time. The details of proposals to be submitted have been provided in the document general instruction for submission of proposal.

9. Reporting Arrangements

The organization / agency shall work under the direct supervision of the DA&FP, Odisha or an officer authorized by him. The organization/ agency is required to coordinate with DA&FP, Odisha / the designated officer.

10. Roles and Responsibilities

• DA& FP, Odisha

- Approval of Invitation for EoI / ToR
- Conducting bidding process
- Constituting Bid Evaluation Committee
- Selecting the organization / agency
- Enter into agreement with the organization / agency
- Communication with the District Level Officers of DA & FP, Odisha as and when necessary
- Constituting Monitoring Committee
- Ensuring independence of work
- Ensuring release of funds on certification of Monitoring Committee
- Providing technical inputs on the study to the organization / agency from time to time

• Organization / Agency

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

11. Payment Terms and Schedule

Payment Terms and Schedule is indicated hereunder.

Sl. No.	Activity	Payment (%)
1	Submission of Draft Study Report and Intensive Case Analysis Report	40
2	Submission of Final Report including Final Case Analysis Report	60

12. Consultant Monitoring Committee (CMC)

A Consultant Monitoring Committee (CMC) will be constituted by the DA&FP, Odisha to monitor the activities and deliverables of the organization / agency 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 organization / agency accordingly.

General Instructions for Submission of Proposal (EoI)

**(Part-A: Technical Proposal and
Part-B: Financial Proposal)**

PART-A TECHNICAL PROPOSAL

(Covering Letter on Organization/Agency's Letter Head)

(Location, Date)

To

The Director of Agriculture & Food Production, Odisha
Bhubaneswar – 751001.

Subject: Physical Verification of Agro Machineries & Equipment Popularized under State Agriculture Policy (Farm Mechanization) In Odisha – Submission of Technical Proposal

Dear Sir,

We have the pleasure of submitting the proposal in accordance with your invitation for EoI No.:, Dated..... Our proposal includes Technical Proposal and Financial Proposal sealed in two separate envelopes.

We hereby declare that all the information and statements made in the Technical Proposal are true and correct to the best of our knowledge and we accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 180 Days and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

We hereby unconditionally undertake to accept all the terms and conditions as stipulated in the document (ToR / General Instruction). In case any provision of these documents are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the fully paid earnest money deposit.

We remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of the Bidder:

General details about Organization / Agency

SI No.	Description	Full Details
1	Name of the organization/agency	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the proposal on behalf of the organization / agency: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Proposal Processing Fee Details Amount : Rs. BD No: Date: Name of the issuing Bank/ Branch:	
7	EMD Details Amount : Rs. BG No.: Date: Name of the issuing Bank/Branch:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work outlined.	YES
11	Willing to accept all the terms and conditions as specified in document.	YES

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Financial Details of Organization / Agency

Financial Information in INR				
Details	FY 2016 -17	FY 2017 -18	FY 2018 -19	Average
Consulting Turnover (in Lakh)				
Net-worth (in Lakh)				

Supporting Documents:

- Audited certified financial statements for the last three FYs (2016-17, 2017-18 and 2018-19) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)
- 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.

Signature and Seal of the Company Auditor with Date in original

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

Communication Address of the Bidder:

[NB: No Scanned Signature will be entertained]

FORMAT FOR POWER OF ATTORNEY
(On Organization/Agency's Letter Head)

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

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

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the organization/agency:

PAST EXPERIENCE OF THE ORGANIZATION/AGENCY IN DETAILS

Table -1 (List of 2 completed assignments only of similar nature in any sector during last 3 years)**

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

Table -2 (List of completed assignments in any sector during last 3 years in Odisha)

Sl. no.	Period	Name of the Assignment with details thereof	Name of the Client	* Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Note: Organizations/Agencies are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (16-17, 17-18 & 18-19) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

*** Assignments having Contract Value of \geq Rs. 3 Lakh & Duration of \geq 2Month only will be taken into consideration.**

**** Organizations/Agencies are requested to refer to the eligibility criteria available at Clause – 6 of ToR.**

**Comments and Suggestions of the Organization / Agency
on the Terms of Reference / Scope of Work**

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

[The organization/agency 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 DA & FP, Odisha:

[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:

Description of Approach, Methodology and Work plan to Undertake the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, participating organization/agency 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 the 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 task and activities to deliver the expected output(s), and the degree of detail of such output. **Please do not repeat/copy from the ToR.**

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:

- a. Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:
- b. Detail sample design and data collection procedure.
- c. Field Process Protocol control for quality assurance.
- d. Suggestive tools for data collection.
- e. Analysis of field data and preparation of reports
- f. Any other issues

D. Staffing and Study Management Plan:

The organization/agency 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/ month wise). (Graphical representation)

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

NB: organizations/agencies are requested to furnish the above information limiting it up to 5-6 pages only with Arial Font Size-10.

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 detail CV (within 3 pages) of all the Key Professionals and Support Staff to be deployed for the proposed assignment.

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

PART-B FINANCIAL PROPOSAL
(Covering Letter in Organization/Agency's Letter Head)

(Location..... Date.....)

To
The Director of Agriculture & Food Production, Odisha
Bhubaneswar - 751001

Subject: Physical Verification of Agro Machineries & Equipment Popularized under Agriculture
Policy (Farm Mechanization) In Odisha – Submission of Technical Proposal

Sir,

We have the pleasure of submitting our Expression of Interest to undertake the assignment **“Physical verification of agro machineries & equipment popularized under agriculture policy (farm mechanization) in Odisha”** in accordance with your Invitation for EoI No., Dated:.....

We are submitting herewith our Financial Proposal for a sum of Rupeeslakh and and thousand only*]. This amount is inclusive of the taxes applicable as per GST Act. We 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 EoI documents.

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. We have carefully read and understood the terms and conditions of the EoI documents and do hereby undertake to provide the service accordingly.

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

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 Table B-1.**

Table: B-1: Summary of Financial Proposal

Sl. No.	Fee Particulars	Amount in INR
A	Remuneration for Key Professionals (B-2)	
B	Over Head Expenses (B-3)	
C	Miscellaneous Expenses (B-4)	
D	Consulting Fee (A+B+C)	
E	Taxes applicable as per GST Act @ % of Consulting Fee (D)	
Grand Total (INR) (D +E)		
In Words		

Taxes will be paid by the DA & FP, Odisha as per the applicable rate under GST Act from time to time. Consultancy fee/remuneration etc. proposed above shall remain fixed till completion of the contract.

Table – B-2: Details of remuneration to key professionals

SL. NO.	NAME OF THE KEY PROFESSIONAL	POSITION	UNIT RATE (MAN-DAY)(A)	PROPOSED MAN-DAY (B)	TOTAL AMOUNT IN INR (A*B)
1		Project Manager		30	
2		Thematic Expert - 1		180	
3		Thematic Expert - 2		180	
4		Thematic Expert - 3		180	
5		Field Investigators (18)		4050	
Grand Total in INR					
In Words					

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Table – B-3: Breakdown of Overhead Expenses

Sl. No.	Description	Unit	Quantity	Unit Price In INR	Total Amount in INR
1	Travel Expenses (Bus / Train)				
2	Local Travel Expenses				
3	Subsistence Allowances / Daily stay allowance				
4	Other expenses (specify)				
Grand Total					
In Word					

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

NB: It is the sole responsibility of the organization/agency to undertake the assignment conforming to the tentative estimation. Hence, organization/agency needs to propose the budget taking into consideration of all the above requirements in its financial proposal.

Table – B-4: Details of Miscellaneous Expenses

(It will include only such expenses which are directly chargeable to the assignment)

Sl. No.	Description	Unit	Quantity	Unit Price In INR	Total Amount in INR
1	Secretarial Staff				
2	Office contingency expenses				
3	Preparation of Reports / Documents / Formats etc.				
Grand Total					
In Words					

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Model Bank Guarantee Format for performance Security.

To

The Governor of Odisha

WHEREAS (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contact no.dated to supply (description of goods and services) (herein after called "the contract"),

AND WHEREAS it has been stipulated by you in the said contract that the supplier 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 supplier, 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 supplier to be in default under the contract and without cavil or argument, any sum or sums within the limit of (amount or 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 supplier 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 supplier 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 guarantee shall be valid until the, day of 20

Ourbranch * (Name & Address of the *branch) 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 "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 and address of the Branch

- * Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.,