

No.313

Date:06.03.2026

REQUEST FOR PROPOSAL

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM), Department of Mission Shakti

Odisha Livelihoods Mission, Department of Mission Shakti, Govt. of Odisha invites sealed proposals from eligible bidders to carry out “**Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)**”. Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from missionshakti.odisha.gov.in

The tentative key timeline is given below:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	08.03.2026
2	Last Date for Submission of Bid	30.03.2026,3.30 PM
3	Date of Opening of Technical Bid	30.03.2026,4.00 PM
4	Date of Opening of Financial Bid	Will informed to the qualified bidders

The proposal complete in all respects must reach the undersigned by **Speed Post/ Registered Post/Courier** only latest by **30.03.2026, 3.30 PM** in a sealed envelope clearly mentioning on the top of it “**REQUEST FOR PROPOSAL – Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)**”. The proposals received beyond the last date and time will be rejected. In case of any Addendum/ Clarification/ Corrigendum/ Extension regarding this tender, the same will be published in the above-mentioned official websites only. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Contact Person: Shri Rabi Prasad Mishra, Dy CEO (Admin & Procurement), OLM
Contact No:9937462008

-Sd-

**State Mission Director-cum-CEO
Odisha Livelihoods Mission**

Memo No: 314 Date:06.03.2026

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

-Sd-

**State Mission Director-cum-CEO
Odisha Livelihoods Mission**

REQUEST FOR PROPOSAL

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)

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

08.03.2026

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DISCLAIMER

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

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

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

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

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

BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Odisha Livelihoods Mission
2.	Method of Selection	Quality and Cost Based Selection(QCBS) Method
3.	Availability of RFP Document	missionshakti.odisha.gov.in
4.	Date of Issue of RFP	08.03.2026
5.	Deadline for Submission of Pre-Proposal Query	16.03.2026,3.30 PM
6.	Pre-Bid Meeting through virtual/ Offline mode	16.03.2026,4.00 PM
7.	Issue of Pre Proposals Clarifications	18.02.2026,5.30 PM
8.	Last Date for submission of Proposal	30.03.2026,3.30 PM
9.	Date of opening of Technical Proposal	30.03.2026,4.00 PM
10.	Date of Technical Proposal Presentations	Will be informed
11.	Date of opening of Financial Proposal	Will be informed to the tech qualify bidders
12.	Issue of Work Order	15.04.2026
13.	Expected Date of Commencement of Assignment	4 th week of April-2026
	EMD(Refundable) & Bid Processing Fee (Non-Refundable)	<p>EMD- Rs. 11,50,000/- (Eleven Lakh Fifty Thousand only) & Bid Processing fee- 5500/-(Five Thousand Five Hundred only) (including GST) in favour of “Odisha Livelihoods Mission NRLM EFMAS” drawn in any Scheduled Commercial Bank payable at Bhubaneswar in shape of DD/BC</p> <p>The EMD & Bid Processing Fee shall be submitted along with the 1st Inner Envelope of the Technical Proposal.</p>
14.	Contact Person	Shri Rabi Prasad Mishra, Dy CEO (Admin & Procurement), OLM Mob No: 9937462008
15.	Address for Submission of Proposal	State Mission Director, Odisha Livelihoods Mission, SIRD & PR Campus, Unit-8, Bhubaneswar, Odisha, Pin Code: 751012 E-mail:- procure.olm@gmail.com
16.	Place of Opening of Proposal:	Conference Hall of OLM

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

SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

RFP No:315

Dated: 06.03.2026

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM).

1. **OLM**, Mission Shakti Dept, Govt. of Odisha (The Client) invites sealed proposal from eligible bidder under the process for “**Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)**”. More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. A bidder will be selected under **QCBS Selection** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of “**Guidelines for Engagement of Consultants and Outsourcing of Services**” circulated vide Office Memorandum No. 25914/F, Dated: 13.09.2023 of Finance Department, Govt. of Odisha.
3. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **Non- refundable** amount of **Rs. 5500/- (Rupees Five Thousand Five Hundred only)** towards **Bid Processing Fee** and **refundable** amount of **Rs. 11,50,000/- (Rupees Eleven Lakh Fifty Thousand only)** towards **Bid Security** in favour of “ **Odisha Livelihoods Mission NRLM EFMAS**”, drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha in the shape of DD/BC, failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post/ Registered Post/ Courier** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **Dt 30.03.2026, 3.30 PM** and the date of opening of the technical proposal is **Dt 30.03.2026, 4.00 PM** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a. Letter of Invitation [**Section – 1**]
 - b. Information to the Bidder [**Section – 2**]
 - c. Terms of Reference [**Section – 3**]
 - d. Technical Proposal Submission Forms [**Section – 4**]
 - e. Financial Proposal Submission Form (**Section –5**)
 - f. Annexure (**Section – 6**)
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

Sd/-
State Mission Director-cum-CEO
Odisha Livelihoods Mission

SECTION: 2

INFORMATION TO THE BIDDER

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)

1. Eligibility Criteria:

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

Table-1

Sl. No.	Eligibility Criteria	Supporting Documents
i.	The Bidder must be a company incorporated under the Companies Act or a limited liability Partnership Firm registered under Limited Liability Partnership Act 2008/ Partnership / society registration Act registered in India under relevant law with a track record of providing services for at least 7 years as on March 31, 2025. In India.	Registration Certificates
ii.	The bidder must be registered with GST, PAN and up-to-date IT return for three year.	<ul style="list-style-type: none"> • GST Registration Certificate • PAN copy • IT Return for last 3 Years as on 31.03.2025
iii.	The Bidder should have an average turnover of minimum INR 100 Crore during three financial years as on 31.03.2025 in India.	Copy of the Audited Balance sheet and Profit & Loss Account; Showing the Consulting services for last three FY as on 31.03.2025
iv.	The Bidder must have overall 7 years of experience of PMU setup/TSA in Govt. Sector in Promotion of Farm Livelihoods and related products, having at least 1 similar assignment not less than Rs. 2 Cr in last five years as on bid due date.	Copy of Work Oder/MoU /Certificate.
v.	The bidder must have completed at least one assignment of minimum value Rs. 2 Cr. From externally aided project/ Multi-lateral project in last five years as on bid due date.	Copy of Work Oder/MoU /Certificate.
vi.	Bidder should not have been blacklisted by any Govt. Organization/ Government Entity/ Government Company in the last 5 years.	Self-declaration must be attached.
vii.	Consortium/ Joint Venture	Not Allowed/ Not Applicable
viii.	Bidder must submit the EMD (Bid Security) of Rs 11,50,000/- and Bid Processing Fees of Rs. 5,500/- including GST. Bid Processing fee is non-	Bid Processing fee must be furnished in shape of DD/BC from any scheduled Commercial Bank in favour of "Odisha Livelihoods

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)

Sl. No.	Eligibility Criteria	Supporting Documents
	refundable.	Mission NRLM EFMAS” payable at Bhubaneswar, Odisha

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

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

- Proposal:Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH – 1**) on bidder’s letterhead requesting to participate in the selection process.
- Bid Processing Fee & Bid Security as applicable.
- Copy of Certificate of Incorporation/
- Registration.Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copies of IT Return & Turn over for the last three years (**2022-23, 2023-24 & 2024-25**).
- General Details of the Bidder (**TECH – 2**).
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (**TECH – 4**) in favor of the person signing the bid on behalf of the bidder or Board of Directors
- List of assignments of similar nature (Past Experience Details, **TECH – 5**) alongwith copies of contracts / work orders / completion certificate from previous Clients.
- Self-Declaration regarding Conflict of Interest and Bidder should not have been blacklisted by any Govt. Organization/ Government Entity / Government Company in the last 5 years. (**TECH - 6**)
- Comments and Suggestions (**TECH – 7**)
- Description of Approach, Methodology & Work Plan (**TECH – 8**)
- Curriculum Vitae (CV) for Proposed Key Professional (**TECH – 9**)
- Work Plan (**Tech-10**)

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

3. Bid Processing Fee :

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs.5500/- (Five Thousand Five Hundred Only)** including GST in shape of DD/BC from any scheduled commercial bank in favour of “**Odisha Livelihoods Mission NRLM EFMAS**” payable at Bhubaneswar, Odisha. Proposals received without bid processing fee will be out rightly rejected.

4. Bid Security :

The bidder shall furnish bid security of Rs. 11,50,000/- (Eleven Lakh Fifty Thousand Only) in the shape of DD/BC in favour of “Odisha Livelihoods Mission (NRLM)”. Any bid submitted without bid security will be rejected. The above bid security will be forfeited if a bidder withdraws its bid during the period of bid validity. The EMD of the unsuccessful bidder will be returned without any interest after finalization of the tender.

5. **Validity of the Proposal:**

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

6. **Pre -Proposal Meeting**

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to OLM through e-mail at procure.olm@gmail.com till 16.03.2026, 3.30 PM. Clarifications to the above will be uploaded in the OLM website / clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

The Pre-proposal meeting shall be held on 16.03.2026, 4.00 PM. (The link will be shared in the OLM website in case of virtual meeting.)

7. **Submission of Proposal:**

Bidder must submit their proposals by **Registered Post / Speed Post/ Courier** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be outrightly rejected by the Client.

The procedure for submission of the proposal is described below:

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

The envelope containing technical proposal shall be sealed and superscripted as **“Technical Proposal – “Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM).”** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information have to be furnished as part of technical proposal.

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

The envelope containing financial proposal shall be sealed and superscripted as **“Financial Proposal – “Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM).”** The duly filled-in financial proposal submission forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only.

The **“Technical Proposal”** and **“Financial Proposal”** must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document.

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

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

Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. 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 specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting.

The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** only of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

9. Evaluation of Proposal:

A Three stage evaluation process will be conducted as explained below for evaluation of the proposals:

- **Eligibility Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
 - ✓ 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 & 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 & Turn over for the last three years (**2022-23, 2023-24, 2024-25**).
 - ✓ 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 favor of the person signing the bid on behalf of the bidder.
 - ✓ List of assignments of similar nature (Past Experience Details, **TECH – 5**)

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along with copies of contracts / work orders / completion certificate from previous Clients.

- ✓ Self-Declaration regarding Conflict of Interest and Bidder should not have been blacklisted by any Govt. Organization/ Government Entity / Government Company in the last 5 years. **(TECH - 6)**
- ✓ Duly filled in Technical Proposal Forms **(TECH - 7 to 10)**
- ✓ All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.

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

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

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

Table-2

Sl. No.	Parameters	Total/ Maximum Marks
1	Bidder's average annual turnover in India in these three financial years ending 31 March 2025 shall be minimum INR 100 Crores or above in India. INR >100 Cr – INR 150 Cr – 5 Marks INR > 150 Cr- INR 200 Cr- 7 Marks More than INR 200 - 10 Marks	10
2	The Bidder must have overall 7 years of experience of PMU setup in Govt. Sector in Promotion of Farm Livelihoods and Non-Farm related products, having at least 1 similar assignment not less than Rs. 2 Cr in last five years as on bid due date. For Farm Livelihoods Experience: Each relevant assignment shall carry 5 marks, maximum 15 Marks For Non-Farm Livelihoods Experience: Each relevant assignment shall carry 5 marks, maximum 15 Marks (Note: If a single assignment includes both farm and non-farm livelihoods , it shall be treated as one assignment only and shall be awarded 5 marks in total .)	30
3	The bidder must have completed at least one assignment of minimum value Rs. 2 Cr. From externally aided project/ Multi lateral project in last last five years as on bid due date. If yes = 5 marks , If no = 0 mark	5

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Sl. No.	Parameters	Total/ Maximum Marks
4	<p>Relevant experience and qualification of Staff proposed/Professionals for this assignment as per the ToR ,</p> <p>Team Leader (1 Nos):</p> <ol style="list-style-type: none"> If the minimum qualification is met: 0.5 mark; if not met: 0 marks. 0.5 mark for each additional year of experience beyond the minimum experience required as per the ToR (maximum 2.5 marks). <p>Other Key Professionals (18 Nos):</p> <ol style="list-style-type: none"> If the minimum qualification is met: 0.5 mark; if not met: 0 marks. 0.25 mark for each additional year of experience beyond the minimum experience required as per the ToR (maximum 1 marks per professional, for 18 key professionals). 	25
5	Presentation	30
	<p>The bidders may be invited for a Power Point presentation in front of the committee to be formed by OLM to evaluate the presentation. Presentation should highlight;</p> <ol style="list-style-type: none"> One Best practice in past for Farm Livelihoods Promotion. (5 Marks) One Best practice in past for Non-Farm Livelihoods Promotion. (5 Marks) Review mechanism for completion of key deliverables as per the time line fixed. (10 Marks) Models to secure and retain professionals. (5 Marks) One model (methodology) to be adopted in this project for Livelihoods Promotion (5 Marks) 	
	Total	100

Note:

- Similar assignment: The Technical Support experiences shall be considered for this model of assignment. Supply of Manpower/ recruiting/ outsourcing/ staffing shall not be considered.
- Extension/ renewal of original Contract after expiry shall not be treated as multiple assignment and multiple years of experience.
- In case the original contract is made for up to 5 years with an annual renewal basis, the project value shall be considered up to the renewal year as single project/ assignment.

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)

- d. The bids found insufficient/ unsatisfactory/ indicative proof of documents during scrutiny shall be rejected. No clarification shall be sought from the Client in this regard for any addition or deletion.
- e. The work Order/ Agreement/ Contract in form of LoA/ LOI/ Consent Letter/ Offer letter without value and time period shall not be considered for evaluation.
- f. Projects/ assignments repeating in multiple section shall be considered once in their respective section/ criteria

*** Bidders who secure minimum 70 marks from the total (100 marks) in the technical proposal will be considered for financial evaluation.**

□ **FINANCIAL EVALUATION (3rd Stage):**

- a. The bidders qualified in the Technical Bid will be eligible to participate in the Financial Bid. The names of the bidders along with their quoted financial price will be announced during the meeting.
- b. Quality and Cost Based Selection (QCBS): This method will be followed during the overall selection process with **80 % weightage** to technical score and **20% weight** age to financial score. The bidders securing the highest evaluated scores will be ranked H1 and thereafter others will be ranked in the order of H2, H3 and so on. OLM may further negotiate on the technical component, if needed, and thereafter the H1 bidder will be awarded the contract, observing due procedure. The detail procedure has been laid down in the RFP document.

10. Evaluation Process:

QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives. In the RFP the technical proposal carries 80% weightage and the financial proposal carries 20 % weightage.

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

$$\text{TS} = \frac{\text{TQ} \times 80}{100}$$

II. Financial: The bidder quoting lowest price will be assigned as Lowest Financial Quote(LFQ). Then the price of other financial bids quoted by other different bidders will be assigned as Financial Quote(FQ). The financial Score(FS) will be arrived as: $\text{FS} = \frac{\text{LFQ} \times 20}{\text{FQ}}$

The bidder, who has the highest score in the QCBS and shall be called for further process leading to the award of the contract. Prices quoted in the bid must be firm and final, and shall not be subject to any modifications on any account whatsoever.

In case of a tie, the bidder having higher technical score will be considered the preferred bidder.

In case tie in technical score the bidder having highest number of similar project as per the eligibility fixed in the RFP shall be considered.

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)

For the purpose of evaluation, the total evaluated cost shall be inclusive of Remuneration cost and overhead expenses for which the Client will make payment to the consultant.

11. Performance Bank Guarantee: (PBG)

Within 7 days of notifying the acceptance of a proposal for award of contract, each qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **5% of the contract value** from a scheduled commercial bank situated in Bhubaneswar in favor of “**Odisha Livelihoods Mission(NRLM)**”, as per the format at **Annexure- II**, for a period of three months beyond the entire contract period (i.e. PBG must be valid for 24 months from the date of effectiveness of the contract and a claim period of 12 months over and above the BG expiry date as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

12. Contract Negotiation:

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

13. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. ***Sub-contracting / outsourcing of any form shall not be allowed for any activities under 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 organizations) who have a business or family relation with the Client directly or indirectly; and
- (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

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

19. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of 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 Client holds the option for cancellation of the contract for pending

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activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty **@ 0.5% per week subject to maximum of 5% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

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

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 Intellectual Proprietary Rights:

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

25. 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

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necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

26. Settlement of Disputes:

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

27. Disqualification of Proposal:

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

- Proposal submitted without Bid Processing Fee & Bid Security as applicable.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP during validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
- Proposal is received in incomplete form.
- Proposal is received after due date and time for submission of bid Proposal is not accompanied by all the requisite documents / information and commercial bid submitted with assumptions or conditions Bids with any conditional technical and financial offer.
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value Proposal is not properly sealed or signed.
- Proposal is not conforming to the requirement of the scope of the work of the assignment. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process.
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid; Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition / situation which holds the paramount interest of the Client during the overall *section process*.

SECTION: 3

TERMS OF REFERENCE (ToR)

Terms of Reference (ToR) for

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)

1. Introduction: -

Odisha Livelihoods Mission (OLM) is an autonomous society under the aegis of the Department of Mission Shakti, Government of Odisha. OLM serves as the nodal agency for implementation of the National Rural Livelihoods Mission (NRLM) in the state.

OLM has established a dedicated and responsive institutional support structure to enable rural poor households to move out of poverty through capacity building, financial inclusion, institutional development, and sustainable livelihoods promotion. Through Self-Help Groups (SHGs), their federations, and value-chain institutions such as Producer Groups and Producer Companies, OLM is building a sustainable livelihoods ecosystem across the state.

OLM has a presence in all 30 districts of Odisha through both intensive and non-intensive implementation modes. Hereinafter, OLM will be referred to as the “Client.”

Key Achievements of OLM

- Mobilization of more than 60.36 lakh households into SHGs across Odisha.
- Formation of 5.87 lakh SHGs.
- Establishment of 55,119 Cluster Level Forums (CLFs) and 6,732 Gram Panchayat Level Federations (GPLFs).
- Coverage across all 314 blocks in the state.
- Creation of a strong resource pool of over 60,000 community professionals and community resource persons.

OLM has established a dedicated Livelihoods Cell for the promotion of Farm and Non-Farm Livelihoods across the state.

Under the Farm Livelihoods segment, OLM invests more than **₹450 Crores annually**, with a mandate from the Department to generate at least **twice the return on investment (₹900 Crores)**. Additionally, OLM is committed to doubling farmers' and SHG women's incomes and enabling them to become “Lakhpatis Didis.”

To achieve these ambitious targets, high-quality technical and managerial human resources are required. Therefore, OLM proposes to engage a Technical Support Agency (TSA)/Public Sector Undertaking (PSU) to provide comprehensive implementation support without disrupting ongoing operations.

2. Objectives of Engaging the Technical Support Agency (TSA)

The objectives of hiring the TSA are as follows:

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I. Strengthening Farm & Non-Farm Livelihood Services

- Support OLM in preparing a comprehensive rollout plan for effective implementation of major livelihood interventions.
- Establish systems and processes to ensure smooth functioning of livelihood components.
- Deploy a qualified technical team to support implementation in coordination with OLM officials.

II. Full-Scale Implementation Support

- Facilitate statewide implementation of Farm and Non-Farm livelihood interventions in a structured and mission-mode approach.
- Establish and operationalize a dedicated Support Team for effective field-level execution.

III. Marketing and Branding Support

- Provide technical assistance in marketing, branding, value addition, packaging, and market linkages.
- Support development of sustainable business models and institutional strengthening of Producer Groups and Producer Companies.

IV. Demonstration and Learning Platforms

- Establish practical demonstration sites to create experiential learning opportunities for farmers and project beneficiaries.
- Develop model farms and non-farm enterprise demonstration units for replication.

V. Technology Transfer and Capacity Building

- Engage actively with lead farmers and community professionals to facilitate transfer of technology and best practices.
- Organize knowledge-sharing sessions, exposure visits, and technical training programs for improved activity management.

3. Scope of work

- I. Handhold the staff and cadres through intensive capacity building and exposures on the operation, management and functions of different livelihoods models
- II. Support in identification of demo location, catchment, business planning and system development for the enterprises to be promoted along the selected value chains linked with the models
- III. Ensuring well-established functional Models with Livelihood demonstration prototypes with training, input /aggregation facility and common facilitation centre.
- IV. Assessment and handholding of existing PGs and support in formation of new PGs.
- V. Assist in creating sustainable livelihood and food security for Mahila Kisan through various sustainable agriculture livelihood prototype based interventions.

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)

- VI. The TSA is expected to carry out feasibility analysis for mapping of potential products for promotion under the department of Mission Shakti.
- VII. Prepare detailed project report and proposals for implementation of new programs/ schemes related to Livelihoods.
- VIII. Develop guidelines, SOP, Advisory etc. on schemes / programmes to be implemented under the Mission.
- IX. Design capacity building programs for the project staff, front line workers and CBOs.
- X. Develop thematic training modules and training materials to be used during different training programmes
- XI. Carry out short studies and surveys on behalf of OLM/Dept. of MS as per requirement.
- XII. Identify potential agencies and departments for partnership and convergence to add value to the present intervention of the Mission.
- XIII. Facilitate tie ups with national and international markets for promotion of women SHG made handicrafts and handloom products.
- XIV. Prepare case studies and documents on best practices for dissemination among all stakeholders.
- XV. Prepare report and documents of different schemes and programmes of the Mission.
- XVI. Facilitate certification process of different products/Commodities such as Udyam Adhar, PGS,FSSAI, GST,ISO,ISI, etc
- XVII. Explore new livelihoods activities, prepare the plan and budget estimate, as per the suitability and feasibility of the specific area/location/population.

4. Tentative Deliverables for Three years

4.1 Integrated Farming Cluster (IFC): Facilitate establishment of 500 IFCs. TSA will provide the following technical supports.

i. Baseline Assessment & Cluster Planning

- Cluster Resource Mapping: Comprehensive mapping of landholding size, soil type, irrigation sources, existing crops, livestock, fisheries, and horticulture activities at GP and cluster level.
- Value Chain & Enterprise Diagnostics: Assessment of crop, livestock, fisheries, horticulture, and NTFP value chains to identify gaps, risks, and income enhancement opportunities.
- IFC Development Plan: Preparation of a 5-year Integrated Farming Cluster Plan aligned with Lakhpati Didi goals, covering crop diversification, allied enterprises, and convergence pathways.

ii. Technical Designing & Capacity Building

- Integrated Farm Models (IFMs): Development of location-specific farm models and Prototypes integrating crops, livestock, fisheries, horticulture, and backyard enterprises for small and marginal farmers.

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- Package of Practices (PoP): Preparation and dissemination of localized SOPs for climate-resilient agriculture, organic/natural farming, integrated pest management (IPM), and nutrient management.
- Exposure Visits & Trainings: Facilitation of inter-district and inter-state exposure visits, farmer field schools(FES)
- Model IFC Demonstration: Establishment of at least one integrated model farm per block as a learning and replication site.
- Development of IEC materials (leaflets, posters, videos) on different prototypes.

iii. Production Enhancement & Risk Management

- Input Planning & Timely Assessment : Ensuring availability of quality seeds, planting materials, livestock breeds, fish fingerlings, and bio-inputs through community-managed systems.
- Climate Resilience Measures: Promotion of drought-tolerant varieties, water-saving technologies, farm ponds, mulching, and mixed cropping systems.
- Crop & Livestock Insurance: Coverage of crops and allied activities under PMFBY and relevant livestock/fisheries insurance schemes.
- Digital Monitoring: Use of MIS/mobile-based tools for tracking cropping patterns, productivity, and service delivery at IFC level.
- Knowledge Management: Documentation of best practices, success stories, and Lakhpati Didi case studies from IFCs.
- Impact Assessment & Learning: Periodic evaluation of income, productivity, nutrition, and resilience outcomes.

iv. Aggregation, Value Addition & Market Linkages

- Farmer Collectives & Producer Groups: Strengthening of women-led Producer Groups, FPOs, and Producer Companies within IFCs.
- Primary Processing & Value Addition: Establishment of grading, sorting, cleaning, drying, milling, and basic processing units at cluster level.
- Market Convergence: Linkages with Mission Shakti outlets, local haats, mandis, institutional buyers, and e-NAM platforms.
- Branding & Packaging: Development of IFC-level brands for farm produce (e.g., millet products, vegetables, spices, fish, milk) with standardized packaging.
- Institutional Procurement: Facilitation of supply to ICDS, hostels, schools, and other government nutrition programs.

v. Sustainability, Governance & Impact

- Convergence Framework: Leveraging schemes like MGNREGS, RKVY, MIDH, PMKSY, NLM, NFDB, and state agriculture/horticulture missions.

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- Revolving Funds & Credit Linkage: Strengthening CIF, enterprise revolving funds, and SHG-bank linkage for working capital and expansion
- IFC Governance Structure: Establishment of cluster-level committees for planning, monitoring, and grievance redressal.
- Knowledge Management: Documentation of best practices, success stories, and Lakhpati Didi case studies from IFCs.
- Impact Assessment & Learning: Periodic evaluation of income, productivity, nutrition, and resilience outcomes.

4.2 Organic & Natural Farming

i. Inception Phase

- Inception Report detailing objectives, approach, methodology, timelines and staffing
- Cluster profiling and situational analysis for Organic & Natural Farming
- Baseline survey framework and tools (soil, crops, inputs, institutions)

ii. Planning & Design Phase

- Crop-wise Organic / Natural Package of Practices (PoPs)
- Cost-benefit analysis of organic and natural farming systems
- Value Chain Development Plans for organic commodities

iii. Capacity Building & Handholding Support

- Training modules and manuals for CRPs, Krushi Sakhis and farmers.
- Farmer Field School (FFS) session plans and implementation reports
- Exposure visit and cross-learning programme reports
- Continuous field-level handholding and advisory notes
- IEC materials (leaflets, posters, videos) on organic and natural farming practices

iv. Production Enhancement & Certification Support

- Season-wise organic input planning and advisory notes
- On-farm organic input preparation plans (Jeevamrut, Beejamrut, compost, bio-inputs)
- PGS/Organic certification facilitation and compliance reports
- Soil health monitoring and crop performance reports
- Climate resilience and risk mitigation action plans

v. Market Linkage & Enterprise Development

- Aggregation and collective marketing strategy
- Business plans / DPRs for value addition and processing units
- Market linkage reports with buyers, FPOs and institutions

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- Branding, packaging and labeling strategy for organic produce
- Facilitation of organic fairs, buyer–seller meets and exhibitions

vi. Monitoring and Documentation

- Digital MIS updates and dashboards
- Outcome and impact assessment reports
- Documentation of best practices, innovations and success stories
- Knowledge compendium on organic and natural farming

4.3 NTFP

The TSA shall provide comprehensive technical and implementation support for NTFP value chain development as well as medicinal plants and VDVK implementation at State, District, and block levels.

i. Assessment, Planning & Models

- Identify priority NTFP districts, clusters, and commodities. Also explore districts suitable for implementation of medicinal plants cluster as well as VDVK
- Conduct value chain mapping, diagnostic, and feasibility studies for identified components.
- **Certification:** Working towards obtaining certifications (like FSC or PEFC) to verify sustainable practices and access premium markets.
- Prepare commodity-wise and cluster-wise implementation plans.
- Develop, pilot, and standardize enterprise and cluster-level models.

ii. Institutional & Technical Support

- Provide technical handholding to PGs, FPCs/PCs, and federations on governance, business planning, costing, and compliance.
- Develop SOPs for sustainable harvesting, processing, value addition, storage, and quality control.
- Introduce improved technologies, tools, and processing practices. Also link with VDVK and LSC if available

iii. Capacity Building & Market Development

- Develop training modules and deliver trainings, ToTs, and on-site handholding.
- Support Farmer Field Schools, create demonstration plot in progressive block.
- Promote sustainable harvesting and biodiversity management along with waste management

iv. Monitoring, Documentation & Sustainability

- Operate MIS, submit periodic reports, and provide analytical insights.

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- Issue policy directives, operational guidelines, IC materials, audio and video documentation
- Documentation of best practices, success stories, and scalable models.
- Facilitate exposure visits, learning exchanges, and dissemination of best practices.
- Build institutional capacities and develop sustainability and exit strategies, including policy recommendations.

v. Market Linkage

- Facilitate **end-to-end market linkage**, including aggregation planning and volume assurance, quality standardization and grading protocols, buyer-aligned processing and packaging
- Identify, engage, and onboard **bulk buyers, processors, exporters, pharmaceutical companies, herbal companies, institutional buyers, e-commerce platforms, and ONDC-enabled channels.**
- Facilitate **buyer–producer agreements**, MoUs, and long-term procurement arrangements to reduce price volatility.
- Support **branding, labeling, packaging, barcoding, traceability systems**, and development of SHG/FPC-owned brand

4.4 Common Facility Centre, post harvest management and integration of drones and renewable energy

The TSA shall provide end-to-end technical, operational, and innovation support for SHG-managed CFCs integrated with precision farming, cold chain, and logistics services.

i. Technical Assessment & Planning

- Conduct feasibility and demand assessments for:
 - District wise demand of Farm mechanization and drone services
 - Cold storage, warehousing, and post-harvest infrastructure
 - Precision farming and digital advisory services
- Promote integrated CFC models combining farm services with post-harvest and digital infrastructure.

ii. Model Development (CFC/ cold storage) & Innovations

- Design and pilot innovative CFC models including:
 - Integrated CFC + Cold Storage + Warehouse hubs
 - Solar-powered and hybrid cold storage units
 - Mobile and container-based cold storage for perishables

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- Village-level warehouses linked to e-NAM and other platforms
- Precision farming + post-harvest service bundles
- Develop standardized prototypes for replication.
 - Warehouses and scientific storage units
 - Sorting, grading, and primary packhouse facilities

iii. Capacity Building & Skill Development

- Develop training modules and SOPs for:
 - Precision tools, sensors, and data-based advisory
 - Cold storage, warehouse management, grading, and inventory control
 - Business management, pricing, and digital record-keeping
- Conduct ToTs, hands-on trainings, and on-site handholding.
- Support certification of SHG women as CFC managers, drone pilots, cold storage operators, and warehouse supervisors.

4. Technology, Equipment & Digital Enablement

- Support selection and deployment of machinery, drones, precision tools, cold storage systems, and warehouse equipment.
- Facilitate linkages with agri-tech start-ups, cold-chain providers, and maintenance agencies.
- Support digital solutions for booking, inventory tracking, warehouse receipts, billing, and performance monitoring.

5. Market Development & Service Integration

- Facilitate service contracts and market linkage with farmers, FPOs, traders, processors, e-NAM and institutional buyers.
- Promote bundled service models such as:
 - Mechanization + drone spraying + Precision advisory
 - Harvesting + cold storage + market linkage
- Support prototype on value preservation, price realization, and reduction of post-harvest losses.
- Promote women leadership in high-value services including post-harvest management and agri-logistics.

6. Monitoring, Documentation & Sustainability

- Operate MIS tracking utilization, income, asset performance, storage occupancy, and livelihoods.

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- Document (Audio visual and IC material etc.) best practices, innovations, and women-led success stories.
- Support policy facilitation for post harvest storage licensing, warehouse/cold storage receipt systems, drone permissions, and service rate standardization.

(B) Non-Farm Livelihoods

- I. Provide end to end support in establishing 2 .5 lakh micro, small and medium enterprises under the SVEP umbrella i.e. One Stop Facility Centre (OSF), Micro Enterprise Development (MED) and Start Up Village Enterprise Programme (SVEP) support of MoRD, GoI.
- II. Identify potential livelihoods in non-farm sector and help establishing at least 100 artisan clusters in the handloom, handicraft and other non-farm sectors over a period of three years.
- III. Promotion of at least 3,000 Higher order Enterprises in convergence with schemes like, PMEGP, PMFME, SFURTI etc.
- IV. Strengthening at least 3,000 non-farm Producers Groups, both existing and new and promote at least one Producers Enterprise in each district.
- V. Facilitate enterprise financing to at least 3 lakh entrepreneurs under MUDRA, PMFME, Stree Shakti etc.
- VI. Facilitate partnership with Technical Support Agencies empanelled by MoRD, such as CFTRI, NIFT, Patanjali etc. in desired interventions.
- VII. Organizing skill training for nearly 1 lakh artisans in tie up with training and capacity building agencies of national and international repute.
- VIII. Develop a robust monitoring mechanism and MIS for tracking of programme objectives and outcomes.
- IX. Provide technical support for brand building and design development, and undertake innovative initiatives to explore marketable new products and establish market tie-ups.
- X. Facilitate new product development based on market demand, including fusion products and Gen-Z-oriented designs.
- XI. Explore and expand market opportunities for rural artisans by developing an efficient product supply chain from artisan to market, ensuring proper marketization of products.
- XII. Ensure that all products are branded in accordance with the branding requirements and guidelines of OLM.

5. Contract Period:

Initially the project cycle is for 5 years. The Contract shall be executed for three years. The contract period shall be renewed annually based on the review of performance and need. The client reserves the right to reduce or increase the project cycle period at any point of time as per the need of the organization.

6. Payment Modalities

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I. Total Contract Value

The total Contract Price shall be as specified in the Agreement and shall remain firm for a period of three (3) years from the Effective Date (T), unless otherwise provided in the Contract.

All payments shall be made in accordance with the milestones and conditions specified herein, subject to certification by the Competent Authority / Review Committee.

II. Payment Schedule

The payment schedule for the three-year contract period shall be as follows:

Sl. No.	Milestone	Timeline (T = Date of Signing of Agreement)	Percentage of Contract Value
1	Submission of detailed 3-Year Action Plan (covering Year 1, Year 2 & Year 3) professionals	Within T + 30 days	5%
	Deployment of all approved PMU	Within T + 90 Days	
2	Monthly payments based on approved Monthly Progress Reports and certification of continued deployment of PMU professionals	Monthly for 36 months (T + 1 month to T + 36 months)	75% (equally divided across 36 months)
3	Submission and approval of Year 1 Performance Report (Target vs Achievement) and Annual Work Plan for Year 2	Upon completion of 12 months (T + 12 months)	5%
4	Submission and approval of Year 2 Performance Report (Target vs Achievement) and Annual Work Plan for Year 3	Upon completion of 24 months (T + 24 months)	5%
5	Submission and approval of Final Performance Report for Year 3 (Target vs Achievement)	Upon completion of 36 months (T + 36 months)	5%
6	Performance Retention (to be released after successful completion and final acceptance of all deliverables)	Within 60 days of contract closure and acceptance	5%
	Total		100%

III. Conditions for Monthly Payments

1. Monthly payments shall be subject to:
 - Submission of Monthly Progress Reports;
 - Certification of continued deployment of all approved PMU personnel;
 - Verification of deliverables as per approved scope of work.
2. In case any approved professional position remains vacant for more than 15 days in a month, proportionate deduction shall be made from the monthly payment.
3. In case of replacement of personnel, payment for the concerned position shall be admissible only after approval and deployment of the replacement professional.

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IV. Performance-Linked Payments

1. Annual milestone payments (as specified above) shall be released only upon:
 - Submission of Target vs Achievement Report;
 - Certification of satisfactory performance by the Review Committee;
 - Approval of subsequent year's Action Plan.
2. In case of partial achievement of agreed annual targets, the Competent Authority reserves the right to proportionately reduce the milestone payment.

V. Performance Retention

1. An amount equivalent to 5% of the Contract Value shall be retained as Performance Retention.
2. The Performance Retention shall be released upon:
 - Successful completion of the full contract period;
 - Submission and approval of Final Performance Report;
 - Settlement of all contractual obligations;
 - Submission of No Claim Certificate by the Agency.

VI. Invoicing and Payment Process

1. The Agency shall submit GST-compliant invoices as per the milestone schedule.
2. All invoices shall be accompanied by supporting documents as required under the Contract.
3. The Review Committee shall examine the deliverables and recommend payment.
4. Payment shall be released within 15 (fifteen) working days from the date of receipt of complete and correct invoice, subject to certification of satisfactory performance.

VII. Taxes and Statutory Deductions

All applicable statutory deductions including TDS and other taxes shall be deducted at source as per prevailing laws.

7. Review and Reporting Requirements

I. Consultant Evaluation Committee (CEC)

i. The Client shall constitute a **Consultant Evaluation Committee (CEC)** for monitoring and reviewing the performance of the Technical Support Agency (TSA).

ii. The CEC shall conduct a formal performance review of the TSA on a **quarterly basis**. The review shall assess:

- Progress against agreed deliverables;
- Deployment and availability of approved personnel;
- Quality and timeliness of outputs;
- Compliance with contractual obligations; and
- Achievement of agreed Key Performance Indicators (KPIs), if applicable.

iii. Within thirty (30) days from the date of signing of the Contract (T), the TSA shall submit a **Draft**

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Annual Work Plan for Year 1, along with an indicative work plan for Years 2 and 3.

iv. For subsequent years, the TSA shall submit the Draft Annual Work Plan at least thirty (30) days prior to the commencement of the respective contract year.

v. The Annual Work Plan shall clearly specify:

- Year-wise and month-wise deliverables;
- Timelines and milestones;
- Resource deployment plan;
- Expected outputs and measurable targets.

vi. The Annual Work Plan shall become effective only upon written approval by the Client. The TSA shall perform its obligations strictly in accordance with the approved Work Plan.

vii. The Client reserves the right to modify, amend, or reprioritize the Work Plan in writing, based on organizational requirements, policy changes, or administrative needs. Such modifications shall be mutually discussed and formally recorded.

II. Reporting Requirements

i. The TSA shall submit:

- Monthly Progress Reports (MPRs);
- Quarterly Performance Reports;
- Annual Performance Reports (Target vs. Achievement);
- Any other reports as required by the Client.

ii. All reports shall be submitted in formats prescribed by the Client and within timelines specified in the approved Work Plan.

iii. Payments shall be subject to submission and acceptance of required reports.

III. Non-Performance and Penalty

i. In the event that the TSA fails to meet agreed deliverables or performance standards during any quarterly review, the CEC shall record the deficiencies in writing.

ii. The Client may:

- Issue a written notice requiring corrective action within a specified time period; and/or
- Impose penalties as specified under the Penalty Clause of the Contract.

iii. In case of continued non-performance or failure to take corrective action within the stipulated time, the Client reserves the right to:

- Impose proportionate financial deductions;
- Withhold milestone or monthly payments;
- Invoke Performance Security; or
- Initiate termination proceedings as per Contract provisions.

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)

iv. Imposition of penalty shall not relieve the TSA of its contractual obligations.

8. Details of Professionals and their responsibility:

SI No	Professional required	Experience & Qualification
1	Team Leader(1 Nos)	A seasoned professional with a Master's Degree in Agriculture/Veterinary/Fishery/Forestry/Horticulture with at least 10 years' experience in Livelihoods, Value Chain Development, understanding the issues of Livelihoods, identification of the gaps in the Livelihoods activities, analyzing and developing effective strategies for Multifarious Livelihoods, Strong understanding on different Govt Schemes and models. Develop a robust Convergence Matrix, for facilitating beneficiaries in accessing different entitlements and schemes. He /She will Lead the Team of TSA and Provide Support to the Livelihoods Cell. He/ She will responsible for overall achievement of team.
2	Consultant-Organic Farming (2 Nos)	A seasoned professional with a Master's Degree in Agriculture and allied Science with the specialization of Organic Farming/Agronomy/Soil Science/ Agri Business management with at least 5 years' experience in Agriculture Science and at least 3 years' experience in organic certification, understanding the concept of Organic farming in accordance with PGS system and 3 rd Party Certification by developing effective strategies for Pro-poor Value Chain development. Strong understanding on different Govt. Schemes and models. Develop a robust Convergence Matrix, for facilitating beneficiaries in accessing different entitlements and schemes. Having Leadership and Coordination Skills. Preference will be accorded to candidates having prior work experience in the relevant sector under Odisha Livelihoods Mission (OLM).
3	Consultant-Natural Farming (1 Nos)	A seasoned professional with a Master's Degree in Agriculture and allied Science with the specialization of Natural Farming/Agronomy/Soil Science/ Agri Business management & Agriculture Chemistry with at least 5 years' experience in Agriculture Science w.r.t. Natural Farming through Certification process, understanding the concept of natural farming in accordance with PGS system by developing effective strategies for Pro-poor Value Chain development. Strong understanding on different Govt. Schemes and models. Develop a robust Convergence Matrix, for facilitating beneficiaries in accessing different entitlements and schemes. Having Leadership and Coordination Skills. Preference will be accorded to candidates having prior work experience in the relevant sector under Odisha Livelihoods Mission (OLM).
4	Consultant-Horticulture (1 Nos)	A seasoned professional with a Master's Degree in Horticulture Science/ Agriculture science with more than 5 years' experience in the subject domain. Sound knowledge on Package of practices on Horticulture based Interventions. Preference will be accorded to candidates having prior work experience in the relevant sector under Odisha Livelihoods Mission (OLM).
5	Consultant- Plant Protection (2 no.)	A seasoned professional with a Masters Degree in Agriculture Entomology with Specialization of Apiculture with at least 5 years' experience in the subject domain. Sound knowledge on set up of Apiaries, Management of Honey Bee Colonies, and versatile for promotion and day to day management of Apiculture Clusters. In addition to these activities plant protection activities may also be taken for all Agriculture/ Horticulture/Livelihoods Clusters. Preference will be accorded to candidates having prior work experience in the relevant sector under Odisha Livelihoods Mission (OLM).

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)

		A seasoned professional with a Masters Degree in Plant Pathology/ Entomology with Specialization of Mushroom and plant pathology diagnosis and guidance measures with at least 5 years' experience in the subject domain. Sound knowledge on set up of Mushroom Clusters, Mushroom Spawn unit, and Mushroom related activities. In addition to these activities plant pathology activities may also be taken for all Agriculture/ Horticulture/ Livelihoods Clusters. Preference will be accorded to candidates having prior work experience in the relevant sector under Odisha Livelihoods Mission (OLM).
6	Consultant-IFC(2 Nos)	A seasoned professional with a Masters Degree in Agriculture/Agri MBA/Horticulture/Agriculture Engineering at least 5 years' experience in the subject domain. Sound knowledge on set up of Integrated Farming Clusters in field. Good liasioning with line department for convergence. Responsible for management of IFC Clusters related to Planning, Monitoring, Coordination and Training. Able to manage MIS, Fund tracking and Coordination among Cluster based activities with proper documentation. Preference will be accorded to candidates having prior work experience in the relevant sector under Odisha Livelihoods Mission (OLM).
7	Consultant-Livestock and Animal Science(1 nos)	A seasoned professional with a Bachelors Degree in Veterinary Science with specialization of Dairy/Poultry/Goat Rearing/Animal Science at least 5 years experience in the subject domain. Sound knowledge on Convergence with Govt/NGO/CSR and also management of partnership and market linkage activities related to Livelihoods. Preference will be accorded to candidates having prior work experience in the relevant sector under Odisha Livelihoods Mission (OLM).
8	Consultant-Fisheries and Aquaculture (1 nos)	A seasoned professional with a Bachelors Degree in Fishery Science (Providing core technical expertise) and masters degree in Agri business management/ Fishery science with specialization of Tank Pisciculture, BioFloc,Hatchery Management, at least 5 years' experience in the subject domain. Sound knowledge on Convergence with Govt/NGO/CSR, and also management of partnership and market linkage activities related to Livelihoods. Preference will be accorded to candidates having prior work experience in the relevant sector under Odisha Livelihoods Mission (OLM).
9	Consultant-NTFP & Forest based Intervention(1nos)	A seasoned professional with a Masters Degree in Forestry with specialization of NTFP, Forest based livelihoods activity, more than 5 years' experience in the subject domain. Sound knowledge on Convergence with Govt/NGO/CSR and also management of partnership and market linkage activities related to Livelihoods. Preference will be accorded to candidates having prior work experience in the relevant sector under Odisha Livelihoods Mission (OLM).
10	Consultant-Agricultural Engineering(1nos)	A seasoned professional with a Master's Degree in Agricultural Engineering with specialization in Farm Machinery and Power (FMP), at least 5 years' experience in the subject domain. Sound knowledge on Custom Hiring Centres (CHC), renewable energy, Drone didi and agriculture allied activities. Sound knowledge on Convergence with Govt/NGO/CSR, and also management of partnership and market linkage activities related to Livelihoods. Preference will be accorded to candidates having prior work experience in the relevant sector under Odisha Livelihoods Mission (OLM).
11	Monitoring ,Evaluation & Documentation (M E & D Expert)	A master's degree in a relevant field such as Agri business management, statistics, economics, social sciences, or public policy will be preferred. Relevant work experience in monitoring and evaluation, data analysis, and documentation with a minimum 5 years of experience. Proficiency in using statistical software packages such as SPSS as well as data visualization tools such as Tableau, is required. Knowledge of monitoring and evaluation frameworks and methodologies is essential. Responsible for managing monitoring and evaluation

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)

		activities and ensuring that they are completed on time and within budget.
12	Enterprise Development Expert (ED Expert)	A master's degree in Agri business management, economics, or a related field is essential. Candidates with a degree in a technical field, such as engineering or computer science, may also be considered if they have relevant business experience. Candidates should have at least 5 years of experience in business development, entrepreneurship, or related fields. Experience working with small and medium-sized enterprises (SMEs) will be preferred. Strong understanding of business operations, including finance, marketing, sales, and customer service, is essential. Candidates should be able to identify market trends and analyze data to inform business decisions. As enterprise development often involves working with businesses in different communities and cultural contexts, candidates should be able to work effectively in diverse cultural environments. Preference will be accorded to candidates having prior work experience in the relevant sector under Odisha Livelihoods Mission (OLM).
13	Market Linkage Expert (2 Nos.)	A master's degree in Agri business management/ Business administration or a related field is required. A minimum of 5 years of experience in market research, market development, or business development is essential. Experience in the agriculture sector or rural development will be preferred. Knowledge of market analysis, business planning, and financial management is necessary to design and implement successful market linkages programs. Preference will be accorded to candidates having prior work experience in the relevant sector under Odisha Livelihoods Mission (OLM).
14	Design Development Expert (DDE)	Candidate should have a bachelor's or master's degree in a relevant field such as design, engineering, agricultural engineering, architecture, or industrial design. A higher degree or additional certifications can be an added advantage. The candidate should have relevant work experience with minimum 5 years in design development, preferably in a related industry. The candidate should have a strong technical background in design software, such as CAD, SolidWorks, or other design tools. Knowledge of design principles, materials, and manufacturing processes will be preferred. Preference will be accorded to candidates having prior work experience in the relevant sector under Odisha Livelihoods Mission (OLM).
15	Food Processing Expert (FPE)	The candidate should have a minimum educational qualification of bachelor's or master's degree in food science, food technology, agricultural engineering or a related field is often required. The candidate should have at least 5 years of experience in food processing, including experience in areas such as food safety, quality control, and production management. Experience in areas such as food manufacturing, food packaging, or food research and development will also be preferred. The candidate should have a knowledge of food processing equipment, as well as a good understanding of food microbiology, food chemistry, and food engineering principles. Familiarity with local and national regulations governing food safety, labelling, and quality is important for food processing experts. Preference will be accorded to candidates having prior work experience in the relevant sector under Odisha Livelihoods Mission (OLM).

Note: The requirement of the Key staffs may be increase or decrease as per the need of the projects.

9. Replacement of Key Personnel

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)

The key professionals to be deployed under this contract must be dedicated for the contract period. 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 **(15) 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 without due approval by the Authority will lead to implication as below;

- a. The agency may change a maximum of 5% staff with the prior consent of the Client in accordance with the Contract and in such case; a replacement staff shall have equal or better qualifications and experience as those of the originally proposed Key Expert. If the agency proposes to change more than 10% staff in a year, a penalty of 5% of the remuneration cost fixed for that particular staff shall be deducted by the Client.
- b. In case, agency proposes the replacement of the staff in 3rd year, If so extended, the 10% of remuneration cost for that particular staff shall be deducted by the Client.
- c. Replacement penalty shall not be applicable for MIS associates staff.

10. Services and Facilities to be Provided by the Client:

OLM will provide the following:

- a. Provision of work station for the staff at OLM state team will be provided.
- b. Office communication materials for all the Agency will be provided.
- c. OLM will provide IT equipment's to the Agency
- d. Causal leave, Travel & accommodation during field visit are applicable to professionals as per OLM Norms which shall be reimbursed to the professionals directly after scrutiny by finance OLM

11. Other Terms & Conditions:

- i. After selection of the agency, the Contract will be executed between OLM and Selected agency. The clauses of the Contract will be binding on the parties.
- ii. Amendment: The Amendment will be affected after the execution of Contract by both the parties. In this case, 30 days written notice will be served by any of the party to the other party.
- iii. Termination Notice: In case of termination of Contract, 60 days written notice will be served by any of the party to the other party. The OLM has sole discretion to terminate with immediate effect without giving notice depending upon the gravity of the lapses of the organisation.
- iv. The TSA shall use the service of quality resources in this assignment for implementation of the project.
- v. The requirement of professionals may increase or decrease during the period of contract. The payment shall be made accordingly as per the deployed professionals.

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)

- vi. Additional Scope: As per the need, The Client may assign additional scope at any point of time during the period of Contract or after closure of the Contract as the case may be. The cost of the additional scope shall be determined separately by the approval of the competent Authority.

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)

TECH - 1

COVERING LETTER

(ON BIDDER'S LETTER HEAD)

[Location, Date]

To

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

Subject: Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM) [TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. _____, Dated: _____. I hereby submitting the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

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

I understand you are not bound to accept any proposal you

receive. I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)

TECH - 2

Bidder's Organization (General Details)

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____ Bidders should submit the required supporting documents as mentioned above. Non- submission of required documents as listed above will lead to rejection of the bid.

TECH-3

Bidder Organization (Financial Capabilities Details)

Financial Information in INR				
Details	FY 2022-23	FY 2023 - 24	FY 2024-25	Average
Average Turnover (in Lakh) in India				
<i>Supporting Documents:</i> Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form) <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i>				

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]

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

TECH - 4

FORMAT FOR POWER OF ATTORNEY

(On Bidders Letter Head)

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

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

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

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

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)

TECH - 5

(BIDDER'S PAST EXPERIENCE DETAILS)

(Previous Assignment Details in last 7 years)

Sl. no .	Name of the Client	Name of the assignments	Assignment is externally aided project/ Multi-lateral project/Other	Assignment is Farm/ Non Farm Livelihoods	Cost of the assignment	Date and year of receiving the Assignment/Work order	Date and year of Assignment completed	Page No in which Supporting documents attached
A	B	C	D	E		F	G	H
1								
2								
3								
4								
5								

Note: Bidders are requested to furnish the list of the assignments undertaken during the last 7 Financial Years 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.

TECH - 6

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THERE OF

Are there any activities carried out by your agency which are of conflicting nature. If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDER'S LETTER HEAD

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

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.

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

Affidavit

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

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

Dated this Day of , 2026....

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

Name and Designation with Date and Seal: _____

Signature : _____

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

TECH - 7

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

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

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

B: On Input and Facilities to be provided 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 - 8

DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT

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

A. Understanding of Scope, Objectives and Completeness of response

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

B. Description of Approach and Methodology:

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

C. Methodology to be adopted:

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

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

NB: Bidders are requested to furnish the above information limiting it up to 3 pages only with Arial Font Size-12.

TECH - 9

Format of Curriculum Vitae (CV) for Proposed Key Professional(All the 16 nos CVs required to submit)

1. Proposed Position:

[For each position of key professional separate form Tech B-6 will be prepared]

2. Name of Firm:

3. Name of Staff:

4. Date of Birth:

5. Years with Firm:

6. Nationality:

7. Education:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]

8. Membership in Professional Associations:

9. Other Trainings:

10. Countries of Work Experience:

11. Languages:

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

12. Employment Record:

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

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

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

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

Name of the Project	
Year	
Location	
Name of the Client	
Project Feature	
Position Held	
Activities Performed	

Certification:

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

Date:

Signature of Key Professional with Date _____

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

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

TECH – 10

PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT

Month → (1 to 36 months)	1	2	3	4	5	6 to 36
<u>Sequence of Activities / Sub Activities</u>						
↓						

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

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

Name and Designation with Date and Seal: _____

SECTION: 5

FINANCIAL PROPOSAL

FIN-1
COVERING LETTER
(In Bidders Letter Head)

[Location, Date]

To

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

Subject: **Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM) [FINANCIAL PROPOSAL]**

Sir

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal No._____, Dated:_____. Our attached Financial Proposal is for the sum of [***Insert amount(s) in words and figures***].

The above quoted amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

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

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

Yours faithfully,

Authorized Signatory [*In full and initials*]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

—

FIN-2

SUMMARY OF FINANCIAL PROPOSAL

Name of the Assignment :				
Sl. No.	Fee Particulars	Amount in INR		
A	Remuneration for Key Professionals			
	Description of Manpower	Qty	Monthly Rate(in INR)	Total for 36 months
1	Team Leader	1		
2	Consultant Organic Farming-1	1		
3	Consultant Organic Farming -2	1		
4	Consultant-Natural Farming	1		
5	Consultant-Horticulture	1		
6	Consultant- Plant Protection-1	1		
7	Consultant- Plant Protection-2	1		
8	Consultant-IFC-1	1		
9	Consultant-IFC-2	1		
10	Consultant-Livestock and Animal Science	1		
11	Consultant-Fisheries and Aquaculture	1		
12	Consultant-NTFP & Forest based Intervention	1		
13	Consultant-Agricultural Engineering	1		
14	Monitoring, Evaluation & Documentation (M E & D Expert	1		
15	Enterprise Development Expert	1		
16	Market Linkage Expert-1	1		
17	Market Linkage Expert-2	1		
18	Design Development Expert	1		
19	Food Processing Expert	1		
Total Remuneration for KeyProfessionals				
B	Overhead Cost			
C	Consulting Fee(A+B)			
D	Taxes applicable as per GST Act@ _____ % of Consulting Fee (C)			
Grand Total (INR) (C+D)				
In Words				

NB:

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)

1. *Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.*
2. *Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Consultancy fee proposed for the assignment shall remain fixed till completion of the contract.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

Selection of Technical Support Agency (TSA) to provide implementation support in promotion of Farm & Non-Farm Livelihoods across the state under Odisha Livelihoods Mission (OLM)

FIN-3

DETAIL BREAK-UP OF FEE OF KEY PROFESSIONALS

Sl.No	Position	Requirement	Name of Key Person	Monthly Fee in INR	Yearly Fee in INR	Total Fee in 36 months (INR)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
Total						
In Words						

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

FIN-4

BREAKDOWN OF OVERHEAD EXPENSES

<u>Sl.No</u>	<u>Description</u>	<u>Unit nos</u>	<u>Unit Price in INR</u>	<u>Lump sum Total Amount in INR for 36 months</u>
1			Lump sum	
2				
3				
Grand Total in INR				
In Word				

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

SECTION - 6

ANNEXURE

BID SUBMISSION CHECK LIST

Slno	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL)			
1.	Filled in Bid Submission Check List (ANNEXURE-I)		
2.	Covering Letter (TECH -1)		
3.	Bid Processing Fee of Rs. 5500/- including GST & Bid Security of Rs 1150000/- in form to DD/ BC		
4.	Copy of Certificate of Incorporation / Registration of the Bidder		
5.	Copy of PAN		
6.	Copy of Goods and Services Tax Identification Number (GSTIN)		
7.	Copies of IT Returns & Turn over for the last 3 years (2022-23,2023-24 & 2024-25)		
8.	Copies of turnover Certificate		
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	List of assignments of similar nature (Past Experience Details) (TECH - 5) along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest and not having black listed (TECH - 6)		
14	Comments and Suggestions (TECH – 7)		
15	Description of Approach, Methodology & Work Plan (TECH - 8)		
16	Curriculum Vitae (CV) for Proposed Key Professionals (Tech-9)		
17	Work Plan (TECH – 10)		
FINANCIAL PROPOSAL (ORIGINAL)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposals (FIN-2)		
3	Details break up of fees 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.
- All pages of the proposal have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

PERFORMANCE BANK GUARANTEE FORMAT

To

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

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

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

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

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

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

This performance bank guarantee shall be valid until the day of . ,

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

.....
.... **Name and designation of the officer**

.....
Seal, name & address of the Bank & Branch