



Request for Proposal (RFP)
Selection of Field Facilitating Agency (FFA) at District Level for the
State Sector Scheme:

“Revival and Sustainable Intensification of Forgotten Foods &
Neglected Crops in Odisha”
(2025-26 to 2029-30)

District: Bolangir

Issued By:

Office of the Chief District Agriculture Officer (CDAO), Bolangir
Department of Agriculture & Farmers’ Empowerment, Government
of Odisha

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1. DISCLAIMER

This Request for Proposal (RFP) is issued by the Chief District Agriculture Officer, Bolangir. The information contained herein is provided to assist interested bidders in the formulation of their proposals. This RFP is not an agreement, offer, or invitation by the authority to prospective applicants but is intended to provide information useful for the submission of bids. The Authority accepts no liability for any loss or damage arising from the use of this RFP.

2. BIDDER DATA SHEET

Sl. No.	Particulars	Details
1	Name of the Client	Chief District Agriculture Officer, Bolangir, Department of Agriculture & Farmers' Empowerment, Govt. of Odisha.
2	Method of Selection	Least Cost Selection (LCS) Method.
3	Scheme Name	Revival and Sustainable Intensification of Forgotten Foods & Neglected Crops in Odisha.
4	Project Duration	5 Years (2025-26 to 2029-30).
5	Bid Processing Fee	Rs. 5,000/- (Non-Refundable) in the form of DD/Banker's Cheque favoring "Chief District Agriculture Officer, Bolangir" payable at Bolangir.
6	Earnest Money Deposit (EMD)	Rs. 1,50,000/- (Refundable) in the form of DD/Banker's Cheque/Bank Guarantee favoring "Chief District Agriculture Officer, Bolangir".
4	Date of EOI floating	T (Date of floating the tender) 12.01.2025
5	Timeline for submission of Pre-Bid query	T + 5 days
6	Pre-Bid Meeting	T+ 7 days
7	Publication of Pre-Bid Clarification through website	T+10 Days
8	Last Date and time for submission of Bid through e-procurement Portal	T+21 days
9	Last Date & Time for submission of Technical Bid (Hard Copy)	T+26 days
10	Date of opening of Technical Proposal	T+30 days
11	Date of Technical Presentation	T+35 days
12	Date of Opening of Financial Proposal	T+ 40 days
13	Award of Contract	T+ 42 days
14	Availability of RFP	Website: tendersodisha.gov.in / agrinetodisha.ori.nic.in / bolangir.nic.in
15	Proposal Submission Mode	Online: NA Physical Copy (Technical Only): Speed Post/Registered Post to CDAO Office.
17	Address for Submission	Office of the Chief District Agriculture Officer, Bolangir, Odisha.



ଜିଲ୍ଲା ମୁଖ୍ୟ କୃଷି ଅଧିକାରୀ କ୍ଷ କାର୍ଯ୍ୟାଳୟ, ବଲାଙ୍ଗୀର
OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER, BOLANGIR
 At-Adarsha Pada, Near Govt. Cold Storage, Dist-Bolangir-767001
 Phone No- 06652 250195 E-Mail- ddabolangir.dag@nic.in

Letter No. 128

Date: 12.01.2026

SECTION-1: LETTER OF INVITATION (LOI)

To:

All Eligible Bidders

Sub: Engagement of Field Facilitating Agency at District Level for "Revival and Sustainable Intensification of Forgotten Foods & Neglected Crops in Odisha" in Bolangir District.

Dear Sir/Madam,

The Chief District Agriculture Officer, Bolangir, invites sealed applications from eligible agencies/organizations (NGOs/Trusts/Societies) for engagement as the Field Facilitating Agency (FFA) to implement the captioned scheme in **Khaprakhol Block** of Bolangir district.

The scheme aims to conserve landraces, support large-scale cultivation, and promote processing and marketing of neglected crops. The selected agency will function as the District Project Management Unit (DPMU) for a period of 5 years.

The selection will be conducted through a transparent bidding process (Technical & Financial) under the **Least Cost System (LCS)**.

Yours faithfully,


 Chief District Agriculture Officer,
 Bolangir

SECTION-2: INFORMATION TO THE BIDDER

1. Minimum Eligibility Criteria

To be eligible for technical evaluation, the bidder must meet the following:

- **Registration:** Registered under Societies Act, Trust Act, or Companies Act (Section 8/Section 25).
- **Office:** Must have a functional office in Bolangir district.
- **Experience:**
 - Minimum **5 years** of work experience with Govt./Govt. Agencies at District/State level.
 - Experience in crop coverage, conservation of landraces, and entrepreneurship development.
- **Financials:** Minimum Annual Turnover of **Rs. 2.00 Crore** in the last 3 financial years.
- **Legal:** The Chief Functionary must not be a member of any political party. The agency must not be blacklisted by any State/Central Govt. or Donor Agency.

2. Evaluation Process

- **Stage 1: Preliminary Evaluation:** verification of documents (Registration, PAN, GST, IT Returns, Audited Balance Sheets, EMD, Processing Fee).
- **Stage 2: Technical Evaluation (Score based):**

Category	Criteria	Max Score
Managing Facilitation work	At Least 5 years programme managing experience in any districts, Odisha	5
	Experience in Agriculture/Horticulture scheme	5
	3-5 years experience	3
Office	Own office at district level	5
	Rented office at district level	3
Turn Over	1.00 Cr above	5

	50 Lakh to 1.00 Cr	3
	20-50 Lakh	2
Conservation of Landraces	Above 100 germplasm	5
	50 to 100 germplasm	3
	10 to 50 germplasm	2
Multiplication of Landraces	Above 20 Ha (through community seed banks)	5
	10-20 Ha	3
	7-10 Ha	2
Capacity Building	Above 100 nos of Training/Exposure	10
	50 to 100 nos	7
	20 to 50 nos	4
Awareness Generation	Above 100 nos (Community events, social media, etc.)	10
	50 to 100 nos	7
	20 to 50 nos	4
Crop Area Coverage	Above 2000 Ha (Natural/organic/intercropping)	10
	1000 to 2000 Ha	7
	500 to 1000 Ha	4

Technical Presentation (Total 45 Marks)

- Past experience of the bidder: 15 marks
- Understanding of scope: 15 marks
- Implementation strategy: 15 marks
- **Qualifying Mark: 70 (Total of Proposal + Presentation).**

3. Financial Evaluation

- Method: LCS (Least Cost System).
- Only technically qualified bidders will have financial proposals opened.

SECTION-3: TERMS OF REFERENCE (ToR)

1. Objectives

- Germplasm collection and evaluation of neglected crops.
- Community conservation via seed banks.
- Promotion of cultivation, post-harvest processing, and value addition.
- Marketing through FPOs/WSHGs.

2. Scope of Work (Bolangir District)

- **Target Block:** Khaprakhhol
- **Target Area:** 800 Hectares (Minimum over 5 years).
- **Facilitation:** Manage the program under CDAO cum PD, ATMA.
- **Reporting:** Submit GPS-tagged photos, case studies, monthly reports, and financial utilization certificates.
- **Coordination:** Coordinate with ICAR, OUAT, KVK, and District Administration.

3. Staff Structure (Bolangir DPMU)

Position	No.	Location	Qualification Highlights
District Project Coordinator	1	District Level	Master's in Agri/Hort/Life Sciences/Social Work OR Bachelor's with 3 years exp.
District Accountant	1	District Level	Bachelor's in Accounting/Finance + 3 years NGO/Govt project experience.
Community Resource Person (CRP)	3*	Block Level	10th/12th Pass with local agriculture knowledge. (To be appointed after selection)

(Note: No "Associate/Additional District Coordinator" is sanctioned for Bolangir District).

SECTION-4: TECHNICAL PROPOSAL FORMS

(Bidders must submit the following on their letterhead)

1. Details of the Organization

- a) Name, Acronym, Address, Mailing Office, Visiting Office.
- b) Contact Person details (Name, Designation, Phone, Email).

- c) Identity/Legal Status (Society/Trust/Company).
- d) Years of Operation & Operational Area (State, Districts, Blocks).
- e) FCRA/Income Tax Registration.
- f) Governing Board details.
- g) Source of Funds.

2. Financial Status

- a) Audited Balance Sheet details for 2022-23, 2023-24, 2024-25.

3. Personnel Staff

- Total Staff, Technical Staff, Professional Staff (Male/Female breakdown).

4. Experience Tables (Last 5 Years)

- a) Community conservation/seed banks.
- b) Promotion of natural/organic farming/intercropping.
- c) Awareness programs/exposure visits.
- d) Value addition, grading, and marketing.

5. Declaration

- Self-declaration regarding non-blacklisting.

SECTION-5: FINANCIAL PROPOSAL

Instructions:

- a) The financial bid must be submitted **ONLINE ONLY**.
- b) The bid is for **5 Financial Years** (2025-26 to 2029-30).
- c) **Maximum Financial Cap for Bolangir:** The bid **MUST NOT exceed Rs. 13.50 Lakhs per year** (Total Rs. 67.50 Lakhs for 5 years). Bids exceeding this amount will be rejected.

Format for Financial Bid:

Sl. No.	Particulars	Qty	Unit Rate (Per Month)	Total Per Annum (INR)
A	Human Resources			
1	District Project Coordinator	1		
2	District Accountant	1		
B	Administrative Cost			
1	Travel Allowances			
2	Office Maintenance			
3	Overhead Expenses			
C	Taxes			
1	GST (As applicable)			
	GRAND TOTAL (A+B+C)			[Insert Total]

(Amount in Words: _____)

SECTION-6: ANNEXURES

List of Annexures:

- a) **Annexure-1:** Format for Power of Attorney
- b) **Annexure-2:** Affirmative Statement (Conflict of Interest)
- c) **Annexure-3:** Bank Guarantee Format for EMD
- d) **Annexure-4:** Performance Bank Guarantee Format
- e) **Annexure-5:** Bid Submission Checklist
- f) **Annexure-6:** Covering Letter Format
- g) **Annexure-7:** Format for Pre-Bid Queries
- h) **Annexure-8:** Financial Turnover Data

Annexure-1

FORMAT FOR THE POWER OF ATTORNEY

(To be provided in original as part of the technical proposal on stamp paper of value required under law duly signed by the competent authority of the bidder)

Date: _____
POWER OF ATTORNEY

To Whom It May Concern

Know all men by these presents, we _____ (name and registered office address of the bidder) do hereby constitute, appoint and authorize Mr./Ms.

_____ (name of the person(s)), domiciled at _____ (Address), acting as _____ (Name & Designation), as Authorized Signatory

and whose signature is attested below, as our attorney, to do in our name and on our behalf, Proposal for award of contract under **[Name of the Assignment: Engagement of Field Facilitating Agency for "Revival and Sustainable Intensification of Forgotten Food & Neglected crops in Odisha" in Bolangir District]** involving the deliverables as per agreement with the **Chief District Agriculture Officer, Bolangir**, under Department of Agriculture and Farmers Empowerment, Odisha, including signing and submission of all documents and providing information and responses to clarifications/enquiries etc. as may be required by the tender inviting authority or any representing us in all matters before the tender inviting authority and generally dealing in all matters in connection with our Proposal for the said assignment.

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

For _____
(Signature of the Authorized Representative with Date)

ACCEPT: _____
(Signature, Name & Designation of Person accepting Power of Attorney)

Annexure-2

AFFIRMATIVE STATEMENT AS TO THE EXISTENCE OF ANY POTENTIAL CONFLICT OF INTEREST

(To be submitted on Bidder's Letterhead)

To
The Chief District Agriculture Officer,
Bolangir, Odisha.

Sub: Declaration regarding Conflict of Interest for the scheme "Revival and Sustainable Intensification of Forgotten Food & Neglected crops in Odisha".

Sir,
I hereby declare that our agency is not having any conflict of interest due to prior, current, or proposed agreements, engagements, or affiliations with the **Chief District Agriculture Officer, Bolangir** which can be termed as of nature as mentioned in Section 2 (Information to the Bidder) under minimum eligibility criteria.

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

Yours faithfully,
(Signature of Authorized Signatory)

Name: _____

Designation: _____

Seal of the Agency:

Date:

Annexure-3

MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD

(See Rule- 212(ii) of OGFR)

Whereas _____ (hereinafter called the "tenderer") has submitted their offer dated _____ for the supply of _____ (hereinafter called the "tender") against the purchaser's tender enquiry No. _____ of _____

KNOW ALL MEN by these presents that WE _____ of _____ having our registered office at _____

are bound unto **The Chief District Agriculture Officer, Bolangir** (hereinafter called the "Purchaser") in the sum of **Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand Only)** for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this _____ day of _____ 20__.

THE CONDITIONS OF THIS OBLIGATION ARE:

1. If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
2. If the tenderer having been notified of the acceptance of his tender by the Purchase during the period of its validity:
 - a. If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - b. Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force upto and including **45 days after the period of tender validity** and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Name and designation of the officer: _____

Seal, name & address of the Bank and address of the Branch: _____

Annexure-4

PERFORMANCE BANK GUARANTEE FORMAT

(To be submitted by the Successful Bidder after Award of Contract)

To

The Chief District Agriculture Officer, Bolangir

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

AND WHEREAS it has been stipulated by **The Chief District Agriculture Officer, Bolangir** (Name of the Client) in the said contract that the agency 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 declare that we are guarantors and responsible to you, on behalf of the agency, 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 agency 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 agency before presenting us with the demand.

This performance bank guarantee shall be valid until the _____ day of _____, 20__.

(Signature of the authorized officer of the Bank)

Name and designation of the officer: _____

Seal, name & address of the Bank & Branch: _____

Annexure-5

BID SUBMISSION CHECKLIST

(Bidders must fill this checklist and submit it as the first page of the Technical Proposal)

SL No	Description	Submitted (Yes/ No)	Page No
Technical Bid			
1	Covering Letter (Annexure-6)		
2	Filled Bid Checklist (Annexure-5)		
3	Filled Application Form (Form T-2/T-3)		
4	Copy of Certificate of Incorporation/Registration		
5	Copy of PAN		
6	Copy of GST Registration		
7	Details of Bid Processing Fees (DD No., Date)		
8	Details of Bid Security/EMD (DD/BG No., Date)		
9	Copies of Audited Balance Sheet of Last Three Years (2022-23 ,2023-24 & 2024-25)		
10	Copies of IT Return for Last Three Financial Years (2022-23 ,2023-24 & 2024-25)		
11	Declaration to accept all terms and conditions of RFP		
12	Power of Attorney (Annexure-1) on Stamp Paper		
13	Affirmative Statement (Conflict of Interest) - Annexure-2		
14	Self-Declaration of not being Blacklisted by any Govt. Agency		
15	Details of Work Experience (as per Form T-3)		
Financial Bid			
16	Financial Bid (Submitted Online)		
17	Turnover Certificate from Chartered Accountant (Annexure-8)		

Annexure-6

COVERING LETTER

(On the Bidder's Letterhead)

Date: _____

To

The Chief District Agriculture Officer,
Bolangir, Odisha.

Subject: Submission of RFP application for the Engagement of Agency for District Project Management Unit for the scheme "Revival and Sustainable Intensification of Forgotten Food & Neglected crops in Odisha" in Bolangir District.

Ref: RFP No. _____ dated _____

Dear Sir,

I, the undersigned, offer to participate in the selection process in accordance with your Request for Proposal No. _____ dated _____. I am hereby submitting our proposal, which includes Technical Proposal and Financial Proposal (Online). I hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **90 days** from the last date of submission of the proposal and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP is found violated, then your Department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

(Signature of the Authorized Signatory)

Name: _____

Designation: _____

Address: _____

Seal:

Annexure-7

FORMAT FOR SUBMISSION OF PRE-BID QUERY

The bidder will have to ensure that their queries in soft copy for the pre-bid meeting should reach the respective CDAO Office positively as per the time line mentioned in the RFP.

Name of Bidder: _____

SL No	RFP Documents (Section & Page Number)	Content of RFP Requiring Clarifications	Clarification Required
1			
2			
3			

(Signature of Authorized Signatory)

Annexure-8

FINANCIAL DATA OF THE BIDDER

Name of the Bidder: _____

Financial Information in INR (Lakhs/Crores)

Details	FY 2022-23	FY 2023-24	FY 2024-25	Average
Annual Turnover				

Supporting Documents:

1. Audited Report of last three years.
2. Filled-in information in this format must be **jointly certified and sealed by the Chartered Accountant and the authorized representative of the bidder.**

Signature of Chartered Accountant:

Name: _____

Membership No: _____

Seal:

Signature of Authorized Representative:

Name: _____

Seal:

End of Document


Chief District Agriculture Officer,
Bolangir