

OFFICE OF CHIEF DISTRICT AGRICULTURE OFFICER, SAMBALPUR

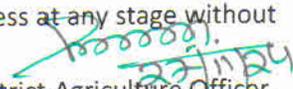
Letter No. 5851

Date: 28.11.2024

**Letter of Invitation for engagement of Facilitating Agency (Agency/ Organisation) under
Comprehensive Project on Rice Fallow Management during Rabi 2024-25 in Sambalpur District.**

The Chief District Agriculture Officer, Sambalpur, Government of Odisha (The Client) invites sealed proposal from eligible bidders (Agencies/organizations) for **Engagement of Facilitating Agency for Comprehensive Project on Rice Fallow Management for All 9 nos. of Blocks** of Sambalpur district **during Rabi 2024-25**. More details on the proposed environment are provided in Section-3: Terms of Reference of this RFP Documents.

- (i) The Agency/Organization having a headquarter or regional office in Odisha will be selected under Quality and Cost Based Selection (QCBS) procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Government of Odisha circulated vide Office Memorandum No. 37323/F, Dated 30.11.2018 of Finance Department, Govt. of Odisha for project formulation, preparation of comprehensive action plan from production to marketing of non-paddy crops and its execution monitoring and coordinating with all allied departments for smooth implementation of the programme under "Comprehensive Project on Rice Fallow Management, Rabi 2024-25"
- (ii) The proposal completes in all respects as specified in the RFP Document must be accompanied with a non-refundable amount of **Rs.10,500/- (Rupees Ten thousand five hundred only)** including GST @ 18% towards Bid Processing Fee and a refundable amount of **Rs.2,10,000/- (Rupees two Lakh ten thousand)** towards EMD in form of Demand Draft/Banker's Cheque in favour of "**Chief District Agriculture Officer, Sambalpur**" drawn in any Scheduled Commercial Bank and payable at **Sambalpur** Odisha failing which the bid will be rejected.
- (iii) The proposal must be delivered at the specified address as per the Bidder Data Sheet **by Speed post only**. Proposals in e-mail would not be entertained in this regard. The authority shall not be responsible for any sort of postal delay and the RFP received beyond scheduled date and time shall not be entertained and out rightly be rejected.
- (iv) The last date and time for submission of proposal complete in all respects is **09.12.2024 up to 5 PM and the date of opening of the technical bid is 11.12.2024 at 3 PM** under the Chairmanship of Chief District Agriculture Officer, Sambalpur in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (Sl no. 18). Representatives of the bidders any attend the meeting with a due authorization letter on behalf of the bidder.
- (v) 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 Forms [Section -5]
 - f. Annexure [Section-6]
- (vi) While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information /data included in this document. The Client reserves the right to accept/reject any / all proposals/terminate the entire selection process at any stage without assigning any reason thereof.


Chief District Agriculture Officer,
Sambalpur