

**DEPUTY DIRECTOR OF HORTICULTURE,  
SUNDARGARH  
INVITES EXPRESSION OF INTEREST**

**FOR**

**ENGAGING FACILITATING AGENCY  
FOR CONDUCTING BASE LINE SURVEY IN  
SUNDARGARH DISTRICT, ODISHA**

**UNDER**

**“AGRICULTURE PRODUCTION CLUSTER (APC)  
PROJECT IN SUNDARGARH DISTRICT UNDER  
DMF”.**

**Deputy Director of Horticulture, Sundargarh,**

**At -Ranibagicha, Dist.-Sundargarh,**

**Odisha, PIN- 770001**

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**DEPUTY DIRECTOR HORTICULTURE, SUNDARGARH.**



**Deputy Director Horticulture, Sundargarh**

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Letter No. 2377 /

Dated 11<sup>th</sup> November 2021

1	Deputy Director Horticulture, Sundargarh on behalf of Government of Odisha invites Expression of Interest (EoI) from reputed Agencies / Farms / Institutions / Organizations of State and National repute for “ENGAGEMENT AS FACILIATATING AGENCY FOR CARRY OUT BASE-LINE SURVEY IN SUNDARGARH DISTRICT, ODISHA UNDER PROMOTION OF AGRICULTURE PRODUCTION CLUSTER (APC) PROJECT IN SUNDARGARH DISTRICT UNDER DMF” as detailed in the scope of work in this EoI.  The interested and eligible Agencies / Farms / Institutions / Organizations with valid Registration Certificate as a society / Trust/ Cooperative, as detailed in EoI, may participate in this EoI process for the same in OFF-LINE mode. (For details visit <a href="http://www.sundergarh.nic.in">www.sundergarh.nic.in</a> / <a href="http://www.apcodisha.net">www.apcodisha.net</a> )		
2	Places where works will be executed	:-	Sundargarh District in Odisha.
3	Availability of EoI in the website	:-	12 <sup>th</sup> November 2021
4	Last date of receipt of bid	:-	27 <sup>th</sup> November 2021
5	Presentation	:-	29 <sup>th</sup> November 2021 (2:30PM) in Collector’s Conference Hall.
6	Date of opening of EoI	:-	On 29.11.2021 (11.00 A.M.) In the office of DDH, Sundargarh.
7	Mode of Receipt of EoI	:-	Through Speed Post/ Registered Post (India Post) and in no other means.

*Open 11.11.21*  
**Deputy Director of Horticulture,  
Sundargarh**

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Section 1 : EoI Data Sheet

1	EoI Identification No.	<b>EoI Identification Notice No</b>
2	Name of work	<b>“ENGAGEMENT FOR BASE-LINE STUDY IN PROMOTION OF AGRICULTURE PRODUCTION CLUSTER (APC) UNDER DMF, SUNDARGARH</b>
3	Contacting authority	The Deputy Director Horticulture, Sundargarh.
4	Availability & downloading of EoI documents from the Website.	12.11.2021 (03.00 PM) to 27.11.2021 (05.00 PM) Website: <a href="http://www.sundargarh.nic.in">www.sundargarh.nic.in</a> / <a href="http://www.apcodisha.net">www.apcodisha.net</a>
5	Last date of EoI submission	27.11.2021 (by 5 PM) through SPEED / REGD post (Indian Post) only and no other means.
7	Presentation	29.11.2021 at 2:30PM at Collectorate Conference Hall, Sundargarh
8	Opening of EoI	29.11.2021 (11.00 AM.) In the Office of DDH Conference Hall, Sundargarh.
9	Validity of Proposal	120 days from the date of submission.
10	Mode of submission	Through Speed Post/ Registered Post (Indian Post) and in no other means.
11	Address for submission of Proposals.	The Deputy Director of Horticulture, At- Ranibagicha District – Sundargarh, PIN- 770001 (Odisha)

## **Section 2: About the APC project, under which the EoI is going to be invited**

The project “Special Program on Promotion of Agriculture Production Clusters (APCs) in tribal regions of Odisha” originated from a partnership between Department of Agriculture and Farmers’ Empowerment in collaboration with Panchayati Raj and Drinking Water Department, Govt. of Odisha for promotion of Agriculture Production Clusters in tribal regions in partnership with Bharat Rural Livelihoods Foundation (BRLF), an independent society promoted by Govt. of India and PRADAN (Professional Assistance for Development Action), a national level NGO. The available schemes with Directorate of Horticulture, Agriculture, OLM, Mission Shakti, ST & SC Development Department, OAIC, OLIC, MGNREGS, APICOL, FARDD, ATMA and other relevant departments will be converged for creation of livelihood infrastructures in the proposed regions.

The project will trigger growth in farm sector with the objective of sustainably doubling income of one lakh small and marginal farmers by establishing Agriculture Production Clusters (APCs) in 40 backward blocks of 12 highland districts in the state.

The program was launched with signing of the aforementioned 4 party MOU on 6<sup>th</sup> November 2018 in the auspicious presence of Honorable Chief Minister of Odisha. **The details of the APC project can be found in the website: [www.apcodisha.net](http://www.apcodisha.net) in the quick link section of Directorate of Horticulture website: [www.odihort.nic.in](http://www.odihort.nic.in).**

**District Administration of Sundargarh** is now implementing the APC program in Sundargarh District funded by District Mineral Foundation, Sundargarh as per the MOU Signed on 16<sup>th</sup> March 2021.

### **The major outcomes envisaged under the project for each of the block are as follows:**

- ▲ 3000 Smallholder farmers would be mobilized into Producer Groups (PG) & Producer Companies (PC)
- ▲ At least 25 PGs would be formed out of which 80% would meet Grade A & B category
- ▲ High value crops would be selected and would cover at least 1000 acres per block per year
- ▲ At least 20 Agriculture Entrepreneurs (AEs) would provide critical quality services
- ▲ 400 acres of area would be brought under irrigation
- ▲ 200 acres of area would be brought under new horticulture plantation
- ▲ Grading, Sorting & Packaging would be done at the PG level.
- ▲ Around 2100 farmers would have access to farm mechanization
- ▲ 40% of farmers would adopt Non-Pesticide Management (NPM) practices
- ▲ 1000 families would take up improved livestock rearing out of which 750 families would have sheds with intensive rearing
- ▲ Income would be doubled for 2100 families (70% of the total families)
- ▲ Promoted PC would be vibrant and providing services to its members

Note: Additional components may be converged from other relevant sources as per the requirement.

### **Duration of the Project:**

The time period of the project is 5 years; starting from 2021 to 2026 for Sundargarh District.

### **Objective of the study & Scope of work for the agencies applying for conducting the Baseline study:**

As the project is for 5 years with an objective of doubling the income of small and marginal farmers, a reference study of baseline status followed by end line evaluation will help to measure the quantum of change happened within the program implementation period. The study will be used as a reference document for the implementing partners, DMF and the administration for project purposes. The study aims to map the current socio-economic scenario of the context assigned and baseline to help in develop in farm & off-farm based livelihood promotion strategy to cater the specific needs of local area economy. The agencies / institutions / organization are required to conduct the survey process by following scientific data collection and by following appropriate research methods with proper statistical measures.

As part of the baseline evaluation, the Baseline Agency would map the existing scenarios of agriculture at the community / individual level. The team will adopt a mix of quantitative as well as qualitative indicators at the systemic as well as operational level that are vital to gauge the efficacy and effectiveness of the service delivery.

The team will conduct primary as well as secondary research to arrive at key baseline indicators for the initiative. Secondary research will be leveraged to establish key systemic level indicators at the district level. The performance of the program is expected to be evaluated with after a period of 5 years. The main objectives of the baseline are:

- ✓ To assess the existing conditions of the population and act as a benchmark during the end line assessments.
- ✓ To serve as a guiding tool for strategic decision making in the formation of APCs.

The key terms which have been adopted as part of the baseline assessment have been indicated below;

**1. Village Selection:** Baseline Agency would select 10 - 12 villages in a block and would select 70 – 90 farmers/individuals in a village to arrive at a sample of 800 per block

- a. **Selecting the Villages:** The villages to be covered under the survey will be finalized based on another framework which will have three parameters/filters to select the final list of villages.

Village	Small Holder Farmer Concentration	Preference of NGO	Preference of DDH, Sundargarh	Selected
V 1	60%	High	High	Yes
V 2	40%	High	Low	No
V 3	70%	Medium	High	Yes
V 4	40%	Low	Medium	Yes
V 5	50%	Medium	Low	No
V 6	80%	High	Medium	Yes

Table 1: Selecting the Villages (Sample)

2. **House Hold Selection:** Baseline Agency shall adopt a methodology for household selection based on the Participatory Rural Appraisal Tools. A set of these tools will be used in conjugation of each other to finalize the list of households at the village level to be surveyed. The tools are:
  - a. **Focused Group Discussion:** To understand the demography of the village and gather knowledge about social and economic distribution of population in the village
  - b. **Wealth Ranking:** To understand the dwelling pattern of the village based on the resourcefulness and economic status of the households.
  - c. **Transect Walk:** To understand and triangulate the habitation pattern of the village and its hamlets collected.
3. **Survey Methodology:** A team of enumerators would conduct household surveys with a heterogeneous group of individuals, selected through stratified random sampling using the above steps. The team will ensure that the sample selected is heterogeneous.

We will create control group respondents from non-participating villages. A total of 10% of the beneficiaries shall be tracked under the program as the control group. A selection criterion for non-participatory villages / respondents will be developed in collaboration with the program team.

#### **Questionnaire Design and Digitization**

The questionnaires will be prepared in collaboration with Deputy Director of Horticulture and APC Program Secretariat PRADAN. The questionnaires thus designed will be uploaded on tablets using a Platform. Baseline Agency will be responsible for the digitization of the questionnaire with the help from any agency or by own capacity. The enumerators will be trained by Baseline Agency before the survey exercise starts to work on the digitized version of the surveys. The questionnaire would include the following components (Indicative)

- Personnel information (Information on farmer/Agri-Entrepreneur)
- Major crops (Fruits and Vegetables) grown along with productivity
- Availability of inputs required (seeds, fertilizers, pesticides etc.)
- Demand and supply of various crops in the markets nearby
- Technology and mechanization used in agriculture & allied sectors.
- Income levels of farmers (classified by farm and non-farm income)
- Support provided to the farmers by various stakeholders (Government, NGO's etc.)
- Marketing & sales channels of agricultural products
- Postharvest management of agriculture produce
- Status of women in the villages and the status of women's control over income

A village level semi-structured questionnaire will also be designed to facilitate Focused Group Discussions with a group of 10 -15 Small Holder Farmers and understand the overall farming practices, market linkages and crop pattern in the region.

In addition, the study should bring out key features of community institutions PGs, SHGs and their federations including the followings:

- ❖ inclusiveness;
- ❖ governance and accountability features and practices;
- ❖ functional effectiveness;
- ❖ credit /financial and non-financial intermediation facilitated including role played in promoting the livelihoods of the members;
- ❖ financial and managerial self-reliance;
- ❖ sustainability features;
- ❖ relationship with federations and federating units;
- ❖ relationship with PRIs

- **Data Collection**

The data collection shall be conducted by a third party or by the agency who is fully aware about the local dialect and conditions. However, Baseline Agency team shall provide training to the enumerators. The data collected by the enumerators would be digitized and provided to Baseline Agency. Baseline Agency would then verify the veracity of the data and proceed with the baseline assessment and hand it over to Deputy Director of Horticulture, Sundargarh.

- **Data Collection Accuracy**

Baseline Agency will also do a test run along with the training of the enumerators to ensure that the digitized survey forms are capturing data as required and also that the enumerators are collecting data accurately. This will be followed by a two-step verification for the data collected. During the field visit, randomly selected surveys will be triangulated by a team of experts from Baseline Agency for Data Validation and Accuracy Check

During or after the survey, 15% of the respondents (randomly selected) will be contacted over phones to check and verify the data collected as a part of the survey. While the data accuracy will be tested at the backend on daily basis, the team will also make field visit to few locations during the data collection process (for 3 - 4 days) to undertake validation.

- **Data Analysis**

The data thus collected will be analyzed (using verified tools) and tested by Baseline Agency to share the final outcome analysis and Survey Report. Baseline Agency would perform a detailed analysis on the data collected through primary surveys and provide a report incorporating the following

- i. Age, gender, and primary occupation of the surveyed population
- ii. Average income generated from farm and non-farm activities
- iii. Availability of agricultural inputs, farm mechanization, and other storage facilities
- iv. Availability of technical know-how amongst farmers
- v. Level of support provided by various government and non-government agencies
- vi. Level of marketing support currently being provided
- vii. Availability of finance among low-income farmers

- viii. Existing Agricultural interventions in the region (Private / Government)
- ix. Challenges faced by farmers
- x. Other areas of support required
- xi. Key recommendations on potential interventions

This approach will be able to:

- 1) Help to attribute changes at the programmatic level
- 2) Allow to say that the sample is a true representation for the attribution of impact for the total population of all the blocks put together but not a single block

Though the approach comes with a set of assumptions. They are indicated in the table.

Sl. NO.	Assumptions
A1	Set of households (10%) shall be included in the <b>Control Group</b> from villages not included under the intervention.
A2	A selection criterion for non-participatory villages / respondents will be developed in collaboration with Deputy Director of Horticulture
A3	The same set (assuming zero migration, death etc.) of households will be surveyed as a part of the end line
A4	Data will be collected for all the household members which may affect the indicators of impact assessment at the time of the end line
A5	Each household size will be taken as 5 members

### Work-plan/Strategy

Following activities will be undertaken to complete the Base line survey

1. Selection of agency to conduct Base line survey
2. Collection of primary information from the partner NGOs (List of villages, basic information about the village from secondary sources)
3. Identification of enumerators: Criteria for the candidate will be shared to the partner NGOs. Partner NGOs will identify the person as per the criteria and who does not have any linkage with the project.
4. Finalization of questionnaire, entering it into the digital format through any app / tool and field trial of the sample questionnaire.
5. Training to the enumerators
6. Conducting the survey
7. Back end checking of the data on a regular manner and field checking with some enumerators on a random basis
8. Data analysis

9. Draft Report preparation and presentation

10. Final report preparation

It is expected that baseline agency shall be engaged for 45-person days and the enumerators would conduct the primary surveys for the remaining 15 days.

**Period of the assignment:**

The period of completion of the baseline study will be within 120 days of signing of the contract.

**Outputs/Deliverables:**

- ✓ An Inception report with detailed work plan of the assignment must be submitted within 15 days of signing of the contract.
- ✓ All the reports submitted will have block level analysis and as well as wise District level analysis.
- ✓ Mid-term progress report on 60 days of signing of the contract.
- ✓ Draft baseline report with required information specified in the scope of work, after 90 days of signing of contract.
- ✓ Final report within 120 days, from the date of signing the contract.
- ✓ For delay in completion of the projects, Penalty will be imposed as decided by the Competent Authority.

**Eligibility criteria:**

- ✓ The invitation is open to any Agency / Organization / Entity / Institutions / NGOs with expertise in conducting analytical and qualitative study by using scientific processes and research methodologies accepted by.
- ✓ Having work experience with bilateral projects/ State Govt./ Govt. of India / CSR in any districts of Odisha.
- ✓ The entity should have done similar types of assignments / surveys / studies in recent and within in last 3 years.
- ✓ The annual turnover of the organization must be more than 50 lakhs.
- ✓ The entity must have adequate professionals to conduct the study.
- ✓ The entity should not be black-listed by any authorities (Departments of state govt. & central govt.)

### **Section 3: Instructions for submitting EOI**

- 1) Expression of interest is available in the district website <https://sundargarh.nic.in> and in <https://www.apcodisha.net/> under the circular section.
- 2) Process of Selection:
  - Stage 1: Applicant Agencies will submit all the relevant documents as mentioned in the Eoi form. After verification, the shortlisted Agencies will be invited for further processes.
  - Stage 2: Presentation by shortlisted Agencies before District Level Selection Committee (DLSC) under the Chairmanship of the Collector / Representative of the Collector & District Magistrate, Sundargarh and document verification of the Agencies about the facts presented in their respective EOI.
  - Stage 3: MoA will be signed between DDH, Sundargarh and selected Agency for partnering in carry out the study.
- 3) The filled EOI application with all relevant documents must be mandatorily delivered in a written format to the address below by (India Post) Speed Post/Registered Post and by no other means in a sealed envelope super-scribed as **“Eoi for Carry out Base-Line study in Sundargarh District under “Promotion of Agriculture Production Cluster (APC) under DMF, Sundargarh” latest by 5.00 p.m. dated 27<sup>th</sup> November 2021** to the address “ Office of the Deputy Director of Horticulture- Sundargarh .At/- Ranibagicha, Sundargarh-770001.

The applicant Agencies have to be present **on 29<sup>th</sup> November 2021 ,11 AM at Conference Hall in the Deputy Director of Horticulture, Sundargarh** for opening of bid. The Agencies have to come prepared with the Power point presentation in the Suggestive format available in Sundargarh NIC and APC website (covering the aspects of EOI presentable in 20 mins). Any further information in this regard will be updated in Sundargarh NIC and APC website, and by no other means of communications.

- 4) Preparation of EOI
  - a) The EOI as well as all related correspondence exchanged by the Agencies and the DDH, shall be written in English
  - b) In preparing their EOI, the agencies are expected to examine in detail the documents comprising the EOI. Material deficiencies in providing the information requested may result in rejection of expression.

of originals, if and when required.

6) EOI form

Applicant Agency are required to fill the **EOI form (Annexure A)**. The filled up EOI form should be enclosed in a separate envelope along with all necessary/supporting documents to justify the claims. The supporting documents have to be produced in original by the Agencies during the document verification process by the selection committee or when demanded. Submission of the wrong type of EOI will result in it being deemed non-responsive.

7) Submission, receipt and opening of EOI

- a) The Eoi Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Agencies themselves. The under-signee person for the EOI must provide his initial beside such corrections.
- b) An authorized representative of the Agency shall initial (put her/his signature) all pages of the original EOI form. The authorization shall be in the form of a written power of attorney.
- c) The envelope shall bear the submission address and shall be clearly marked **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED”**. DDH Sundargarh will not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may also be deemed as fit case for Proposal rejection. If the forms are not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the submissions non-responsive.
- d) All the documents as mentioned above must be sent to the address indicated and received by the DDH no later than the time and the date of submission, or any extension to this date in accordance with corrigendum. Any documents received by DDH, Sundargarh after the deadline for submission will not be considered.
- e) From the time the envelopes are opened to the time the Contract is awarded, the Agency should not contact DDH Sundargarh on any matter related to their EOI submission. Any effort by Agency to influence DDH Sundargarh or who so ever concerned in the examination, evaluation, ranking of expressions, and recommendation for award of Contract may result in the rejection of the Agency's Proposal.

8) General Instructions

- a) Agencies need to apply in the specified format only.
- b) Information furnished with “Expression of Interest” should be accompanied by facts and documents of any related activities implemented by the Agencies within the state of Odisha **on or after 01.04.2016**.
- c) Information furnished with Qualification form and EOI form should be substantiated with relevant supporting documents separately and the **all the supporting documents attached should be marked/tagged and highlighted with a clear mention of concerned Sl. No. of the respective forms**. If a document pertains to more than one criterion of the same form, the respective Sl. Nos.

should be clearly marked on that supporting document. The claim of the Agencies will not be considered unless the marking of supporting documents is done as above.

- d) The applicant Agencies must submit any other document(s) as and when required.
- e) The PPT template for Technical Presentations can be downloaded from <https://sundargarh.nic.in> and [www.apcodisha.net](http://www.apcodisha.net).
- f) Agencies with experience of project / assignments under District Mineral Foundation in the district or other adjacent districts would be preferred.
- g) Should commit to implement the project deliverables as per the timelines in their respective blocks as mentioned in the EOI and further agreed upon in the MOA signed for the purpose.
- h) Date of signing of the MoA will be the beginning of the contract for the assignment.

*Deputy Director Horticulture, Sundargarh retains the right to withdraw the expression of interest or change the date of presentation at any point of time without citing explanation to the notice.*

Selection criteria for Agency Conducting Baseline:

**Technical Evaluation Criteria-**

The agency will be evaluated and selected basing on the following criteria's:

Sl. No.	Particulars
1	Organization Financial turnover (INR) Last FY 2017-18 >50 lakhs but < 100 lakhs >100 lakhs and above
2	Agency Should have experience in similar type of work 1 no Assignment 2 no Assignment 3 no and more Assignment
3	Works experience related to government assignment.
4	C.V.: Proposed Professional team members engaged in Baseline Survey. (CV Must be enclosed)
5	Technical presentation (Approach and Methodology)
	Total Mark: 100

- (i) Deputy Director of Horticulture, Sundargarh will open the Financial Quotation of those Agency who will achieve minimum score of 70 marks in technical evaluation
- (ii) Documentary evidence (Citation, copy of completion / ongoing client certificate and work order / Contract) is required for all project experience.
- (iii) Deputy Director Horticulture, Sundargarh (or a nominated party) reserves the right to check/validate the authenticity of the information provided by the Bidder for Technical Evaluation criteria and the requisite support must be provided by the Bidder.

## **Financial Evaluation-**

In the second stage, the financial evaluation will be carried out as per this Clause. Each Financial Proposal will be assigned a financial score (SF). For financial evaluation, the total cost indicated in the Financial Proposal and Illustration given in Annexure.

The Deputy Director of Horticulture, Sundargarh will determine whether the Financial Proposals are complete and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the ToR within the total quoted price shall be that of the Agency. The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

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

(F = Amount of Financial Proposal)

Provided that the bid is substantially responsive, the Authority shall correct arithmetical errors on the following basis:

If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

- If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.
- Any conditional quotation shall be summarily rejected.

## **Final Evaluation of Bid (QCBS Method)-**

Deputy Director of Horticulture, Sundargarh will award the Contract to the Bidder based on Quality Cum Cost Basis (QCBS). All the bids will be scrutinized/evaluated as per the criteria given in the EoI documents and a list of successful bidders will be evaluated on the QCBS pattern of 75:25 (Technical Bid - 75% weightage, Financial Bid - 25% weightage). Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times TW + SF \times FW$$

Where S is the combined score, and T and F are weights assigned to Technical Proposal and Financial Proposal that shall be 0.75 and 0.25 respectively.

**Annexure A:  
Qualification Form**

Sl. No	Basic Requirement	Specific Requirement	Documents Required	Document submitted (Yes/No)
1	Legal Entity	The agency should be a not-for-profit organization registered under <ul style="list-style-type: none"> <li>• Societies' Registration Act 1860</li> <li>• Indian Trust Act 1882</li> <li>• Companies Act 1956</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of incorporation</li> <li>• Registration Certificate</li> <li>• PAN No.</li> <li>• GST Certificate</li> </ul>	
2	Operation	The Agency should have been in operation for the past 3 years as on 31/03/2021 and filed ITRs for the last 3 FYs	Last three FY's (2018-19,2019-20,2020-21) Annual Report and ITR copy of the respective Assessment Year	
3	Financial Capacity	The Agency should have an average annual turnover of at least Rs 50 lakhs over the last three (2018-19,2019-20,2020-21).	Last three FY's Audited Financial Statement along with a statement of Average Annual Turnover duly signed by a Chartered Accountant	
4	Blacklist	The Agency should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies	Undertaking by the Authorized Signatory	
5	Experience of Agency relevant to Baseline study (Government Assignments)	Must have done Baseline or any similar work for Government projects.	Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates/ or equivalent documentary evidence should be provided as proof	
6	Experience of Agency relevant to Baseline study (Others Assignments)	Must have done Baseline or any similar work	Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates/ or equivalent documentary evidence should be provided as proof	
7	Authorized Representative	A Power of Attorney from Executive head of the organisation / Board Resolution in the name of the person signing the proposal	Original Power of Attorney or Board Resolution Copy	
8	Declaration of Non - political entity	The chief functionary of the institution should not be formal member of the political party	Furnish an undertaking to this effect issued by the Authorized Representative	
9	Declaration of Good Governance	The organization should have good governance practices on-board, governed by independent persons with no more than one third persons in the Governing body are related to one another	Furnish an undertaking to this effect issued by the Authorized Representative	

**Annexure B:**

**Expression of Interest for Agencies to Carry out baseline study under the Special Program for Promotion of APC in Sundargarh district under DMF in Odisha**

1. Introduction

- a. Name of the Organization / Agency:
  - b. Acronym of the Organization / Agency (If any):
  - c. Address of the Organization / Agency
    - i. Mailing/Correspondence office:
    - ii. Visiting office:
  - d. Contact Person
    - i. Name:
    - ii. Designation / Title:
    - iii. Contact details:
- Landline:  
Mobile:  
Email:

2. Identity/Legal status

- a. Is Organization registered- Yes  No
- b. If yes, Under Society Act  Trust Act   
Company Act (Sec.8/ Sec. 25)   
If any other, Specify
- c. Year of registration
- d. Since how long it is operational, (No of years)
- e. Operational area of the Organization - State/s  
(Indicate Numbers) District/s  
Block/s  
Village/s
- f. Whether Organization registered under FCRA - Yes  No
- g. Whether it is registered under Income tax Yes  No
- h. Was the Organization blacklisted any time by Government of India, Government of Odisha, other state governments, agencies, any Indian or international donor? If yes, provide the details along with its effective dates.

3. Governance of the Organization-

- a. Vision, Mission, Goal of the Organization – Attach Annual reports / or similar documents for the previous 3 years 2018-19, 2019-20, 2020-21
- b. Sources of fund for the Organization-

Corpus  Endowment  Donation   
 Govt. Grant  Donor's grant   
 Others specify- (Foreign)

4. Management/Administration:

- a. Briefly mention administrative set up below the Chief Executive- (Flow chart)  
 b. Are role and responsibility of staff clearly defined? Yes  No   
 c. Are the records of human resources properly maintained including their appointment letters/Contract? Yes  No

5. Financial Management

- a. Whether accounts are audited by external auditor annually. Yes  No   
 b. Do you have system of internal control? Yes  No   
 c. If yes, specify  
 d. What financial statements are prepared for the Organization?

Balance sheet  Receipt & Payment  Income and Expenditure   
 Cash flow statement  Fund flow statement  others

Financial particulars of the Agency

Financial year*	Turnover from Professional services	Turnover from other activities	Total turnover	Income tax return filed ** (yes /no)
2018-19				
2019-20				
2020-21				

\*Attach copies of receipt and payments, Income and expenditure and Balance Sheet for these years

\*\* Please attach the concerned assessment years Income tax receipts

Audited balance sheet

Financial year	Audit of balance sheet (yes/no)	Remarks
2018-19		
2019-20		
2020-21		

6. Relevant experience in Baseline Study (Government Assignments)

Sl.No	Month & Year starting the project	Name and address of client	Client Level (Block/District/State)	Nature & Name of Project	Project duration and location of work	Work order Letter No & Date	Completion certificate letter no and date	Remarks/ Specific Achievement

7. Relevant experience in Baseline Study (Others Assignment)

Sl.No	Month & Year of starting the project	Name and address of client	Client Level (Block/District/State)	Nature & Name of Project	Project duration and location of work	Work order Letter No & Date	Completion certificate letter no and date	Remarks/ Specific Achievement

8. Personnel / Staff (Current status)

- a. Total number of staff- (M/F)
- b. No. of permanent staff-(M/F)
- c. No. of temporary staff-(M/F)
- d. No. of technical/professional staffs (M/F) please specify:

Details of staff to be appointed for the assignment under the Baseline study

Name	Position	Engaged Since (Year)	Qualification

Please give 3 reasons why your organization / Agency is the best for taking up the study under the APC program for the proposed assignment.

**Section 4: Payment Schedule**

Payments shall be made to the Agency as per the following Schedule:

Sr.	Milestone Description	% of payment
1	An Inception report with detailed work plan of the assignment within 15 days of signing of the contract (After Approval of Competent Authority)	30% of the Total Cost
2	Mid-term progress report on 60 days of signing of the contract (After Approval of Competent Authority)	30 % of Total Cost
3	Draft baseline report with required information specified in the scope of work after 90 days of signing of contract (After Approval of Competent Authority)	20 % of Total Cost
4	Final report by 120 days after signing the contract (After Approval of Competent Authority)	20 % of Total Cost

**Section 5: Sample application for financial quotation**

To,

Letter No:

Date:

**The Deputy Director of Horticulture,  
Sundargarh**

Dear Sir,

We the undersigned offer to provide services for the assignment “**For Base Line in Sundargarh District, Odisha**” under District Mineral Foundation, in accordance with your Expression of Interest (EoI).

Our Financial Proposal is as per below mentioned

Sl. No.	Particulars	Unit Cost (Per Block)
1	Total Cost including all Expenses i.e. Administrative, Travelling & Stationary cost, cost for development of software, mobile application and devices for tracking, etc.	
2	Applicable Tax (GST)	
3	Total cost including all taxes	

We fully accept the proposed cost with reference to the EoI. The Proposed Total cost including all taxes (Sl. No. 3) Shall be binding upon us subject to the modification resulting from contract negotiations,

Thanking You,

Yours Sincerely,

Authorized Signature

Name and Designation of Signatory:

Name of Agency:

Address: