

**Tender Document
Request for Proposal (RFP)
for
Selection of Agency for Product Development & Capacity Building
under
"Mahua – Beyond the Bottle Project"**

ORMAS

ZILLA PARISHAD, SUNDARGARH

**ODISHA RURAL DEVELOPMENT AND MARKETING SOCIETY,
PANCHAYATI RAJ & DRINKING WATER DEPARTMENT, GOVERNMENT OF ODISHA**



ଜିଲ୍ଲା ପରିଷଦ, ସୁନ୍ଦରଗଡ଼

ZILLA PARISHAD, SUNDARGARH

ORMAS, SUNDARGARH

(Sundargarh-770001, Email:ori-dsundargarh@nic.in, Tel.No. 06622-273873)
(Under Panchayati Raj & Drinking Water Department, Odisha, Bhubaneswar)

No. 105 /ZP (ORAMS)

Dated the 21st May, 2026

INVITATION OF THE TENDER

**Selection of Agency for Product Development & Capacity Building under
"Mahua – Beyond the Bottle Project"**

Chief Development Officer-cum- Executive Officer, Zilla Parishad, Sundargarh ORMAS under the Panchayati Raj & Drinking Water Department, Government of Odisha (The Client) invites sealed proposals (under two bid systems) from the eligible bidders through tender process for **Selection of Agency for Product Development & Capacity Building under "Mahua – Beyond the Bottle Project"**. Bidders fulfilling the prescribed eligibility criteria of the tender can access and download the complete the tender Document and other details from sundargarh.odisha.gov.in
The major events under the bid process are:

Sr. No.	List of Key Events	Critical Dates
1	Date of Issue of Tender	21.05.2026
2	Last Date for Submission	11.06.2026
3	Last Date and Time for Submission of queries	28.05.2026
4	Last date for providing clarifications in response to queries by ORMAS	01.06.2026
5	Date of Opening of Technical Bid & Technical presentation	12.06.2026 (10:00 AM)
6	Date of Opening of financial proposal	12.06.2026 (12:00 PM)
7	Method of Selection	Quality cum Cost Based Selection (QCBS)

The bidders must apply their proposal through the Speed post / Registered Post only latest by 11.06.2026 at 05:00 P.M. clearly mentioning **"TENDER DOCUMENTS – Selection of Agency for Product Development & Capacity Building under "Mahua – Beyond the Bottle Project"**. The proposals received beyond the last date and time will be rejected without assigning any reason. The authority reserves all the rights to reject any/ all proposals at any stage without assigning any reason thereof.

[Signature]
Chief Development Officer-cum-
Executive Officer, Zilla Parishad, Sundargarh

Date: 21/05/2026

Memo No. 106

- Copy forwarded to the DeGM, Sundargarh for information and necessary action. He is requested to upload the tender document in the district website for wide publications among the bidders.
- Copy to the Notice Board of all Government office of Sundargarh for the wide publication.

[Signature]
Chief Development Officer-cum-
Executive Officer, Zilla Parishad, Sundargarh

TABLE OF CONTENTS

SL NO	BRIEF DESCRIPTION	PAGE
1	DATA SHEET	
2	SECTION -I : LETTER OF INVITATION (LOI)	
3	SECTION -II : INFORMATION TO THE BIDDER	
4	SECTION-III : SCOPE OF WORK	
5	SECTION- IV: TECHNICAL BID SUBMISSION FORMS	
6	SECTION-V: FINANCIAL PROPOAL SUBMISSION FORMS	
7	SECTION-VI : ANNEXURES	

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DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Chief Development Officer-cum-Executive Officer, Zilla Parishad, Sundargarh ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	Quality & Cost Based Selection (QCBS) (70:30 weightage basis)
3.	Mode of Submission	Speed post / Registered Post only
4.	Date of Issue of Tender	21.05.2026
5.	Last Date and Time for Submission of quires (through mail only)	28.05.2026
6.	Last date for providing clarifications in response to queries by the ORMAS (through mail only)	01.06.2026
7.	Last Date and Time for submission of Bid	11.06.2026 (05:00 PM)
8.	Date & Time for opening of Technical Bid and Presentation	12.06.2026 (10:00 AM)
9.	Date & Time for opening of Financial Bid	12.06.2026 (12:00 PM)
10.	Bid Processing Fee (Non-Refundable)	Rs. 5000/- (Rupees Five Thousand Only) in shape of Banker's Cheque / Demand Draft in favor of "DSMS Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh.
11.	Earnest Money Deposit (EMD) (Refundable)	Rs.10,000/- (Rupees Ten Thousand Only) in shape of Banker's Cheque / Demand Draft in favour of "DSMS Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh.
12.	Place of Opening of Technical & Financial Bid	Office of the ORMAS, Sundargarh, Zilla Parishad, Sundargarh-770001
13.	Address of the Client/ Address for Submission of Bid	Chief Development Officer-cum-Executive Officer, Zilla Parishad, Near Collectorate Campus, Sundargarh, Odisha, 770001 E-mail: ormassundergarh@gmail.com Contact person: 1. Dy. Chief Executive Officer ORMAS, Ph. No. - 7849051546

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Note:

- Amendments/ Corrigendum(a) to the TENDER document, if any, would be published on the website only. Please visit the website: www.sundargarh.odisha.gov.in regularly for the same.
- All tender-related queries must be submitted through email only (ormassundergarh@gmail.com), and the responses will be sent to the respective bidder's email ID.
- Proposals must be submitted before the date, time and venue mentioned in the Factsheet through Speed Post/ Registered Post only. Proposals that are received after the deadline will not be considered.
- The Chief Development Officer-cum-E.O, Zilla Parishad, Sundargarh reserves all the rights to cancel the Selection Process and reject any or all the proposals at any point of time.

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SECTION I: LETTER OF INVITATION


Tender Notice No. 107 /ZP (ORAMS)

Dated the 21st May, 2026

Assignment: Selection of Agency for Product Development & Capacity Building under "Mahua – Beyond the Bottle Project"

- 1. Chief Development Officer-cum-Executive Officer, Zilla Parishad, Sundargarh, ORMAS under the Panchayati Raj & Drinking Water Department, Government of Odisha (The Client) invites Bid from eligible bidders for Selection of Agency for Product Development & Capacity Building under "Mahua – Beyond the Bottle Project", Odisha". More details on the proposed assignment are provided at Section-III: Scope of Work of this bid document.**
2. Agency will be selected under **Quality & Cost Based Selection (QCBS)** procedures as prescribed in the TENDER Document.
3. The Bid complete in all respect as specified in the TENDER document must be accompanied with a **Non-refundable** amount of **Rs. 5,000/- (Rupees Five Thousand)** towards **Tender Processing Fee** and a **refundable amount of Rs. 10,000/- (Rupees Ten Thousand only)** towards **EMD** failing which the bid will be rejected. Exemption of EMD shall not be applicable.
4. All tender-related queries must be submitted through email only (ormassundergarh@gmail.com) on or before 25.05.2026 (by 05:00 P.M.) and the responses will be sent to the respective bidder's email ID by 01.06.2026
5. The last date and time for submission of Bid complete in all respects is **11.06.2026 (5:00 PM)** and the date of opening of the technical proposal, Technical Presentation & Financial bid is on **12.06.2026 (10:00 A.M.)** onwards in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet . Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
6. This TENDER includes following sections:
 - a. Letter of Invitation [**Section – I**]
 - b. Information to the Bidder [**Section – II**]
 - c. Scope of Work [**Section – III**]
 - d. Technical Bid Submission Forms [**Section – IV**]
 - e. Financial Bid Submission Forms (**Section –V**)
 - f. Checklist [**Section – VI**]
7. While all information/data given in the TENDER 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/specifications/narrations included in this document. No claim whatsoever shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejection. In case of any dispute/ ambiguity arising in the process relating to documents, the decision of the Tender calling authority shall be final, binding and cannot be challenged.
8. **The Client reserves the right to accept / modify/ reject any/all Bids / cancel the complete tender or part of it at any stage without assigning any reason thereof.**


Chief Development Officer-cum-

 Executive Officer, Zilla Parishad, Sundargarh

SECTION II: INFORMATION TO THE BIDDER

L14

Eligibility Criteria:

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification 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.

Sr. No.	Pre-Qualification Criteria	Specific Requirement	Documents Required
1	Legal Entity	The Bidder should be a registered Legal entity including educational institutes, society registered under the Societies Registration Act, 1860, a company under the Companies Act or Partnership firm registered under the Partnership Act of 1932 or registered (converted to) under the Indian Limited Liability Partnership Act, 2008. The Bidder should have been registered at least 3 years prior to the Bid Due Date.	Registration documents of the Bidder as a duly registered legal entity in India along with: <ul style="list-style-type: none"> • Registration document showing incorporation of the Bidder; • Copy of the Registration Deed and by laws, in case of Society reflecting the current partners of the Firm. • Certified copy of Trust Deed in case of Trust • Certified copy of registered Partnership Deed; • PAN Card of the registered legal entity • GST certificate of the registered legal entity • Any other supporting document, as may be required
2	Operation	The Bidder should have at least 3 Work Order/Purchase order/completion certificates from client (of INR 10 lakhs or more) in organizing and conducting similar training workshops for any state/central Govt. agencies/Department/Public Sector undertakings within last five financial years, i.e. 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25	At least 3 Work Order/Purchase order/completion certificates from clients of INR 10 lakhs or more shall be submitted for the same
3	Financial Capacity	The Bidder shall have an average annual turnover of at least Rs.20 LAKHS (Rupees twenty lakhs only) over the last three FYs 2022-23, 2023-24 & 2024-25. This must be the individual Bidder's turnover and not that of group companies/ organizations.	Financial Details of the bidder (TECH - 3) along with copies of last three FY's Audited Financial Statement, P/L, I/E, B/S sheets. duly sealed & signed by a Chartered Accountant in practice. Avg. annual turnover certificate should duly be issued by concern Chartered Accountant only.
4	Experience	The Agency in previous five financial Years from F.Y 2020-21 onwards must have the experience of	Copies of Relevant Letter of Award/ Work Orders/ Sanction Orders/ MoUs/ Engagement

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Signature

		<p>successfully completion of Mahua processing, value addition & production related Work, undertaken for any agency under Central or State Government or Union territories or Public Sector Undertakings or Corporate Bodies or National/ International Organisations in India, should be either of the following:</p> <p>i. Three Similar completed works/ assignments costing not less than the amount equal to Rs.10 lakhs (Rupees Ten Lakhs.) each OR</p> <p>ii. Two similar works costing not less than the amount equal to Rs.5 Lakhs (Rupees Five Lakhs) each OR</p> <p>iii. One similar works costing not less than the amount equal to Rs.2 Lakhs (Rupees Two Lakhs) each.</p>	<p>Letters/ Completion Certificates or equivalent documentary evidence, duly certified by the authorized signatory should be provided as proof (TECH-4). The attached document must be reflecting the total value of the assignment for organizing the event within the required period</p>
5	Trainer Capacity	The Bidder should have at least 05 trainers on panel as on proposal due date	HR Certificate along with the profile of the trainers
6	Blacklist	The Bidder shall 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 (TECH-5)
7	Consortium	No consortium/ JVs/ associations/ subcontracting shall be allowed under this project.	Declaration of submitting as independent Bidder from the Authorized Signatory (TECH-6)
8	Cost of Tender/ Tender Fee	The Bidder shall furnish a Tender Fee of Non-refundable amount of Rs. 5000/- (Rupees Five Thousand Only)	In shape of Banker's Cheque / Demand Draft in favour of "DSMS Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh.
9	Earned Money Deposit (EMD)	The Bidder shall furnish EMD for a sum of Rs.10,000/- (Rupees Ten Thousand Only)	In shape of Banker's Cheque / Demand Draft in favour of "DSMS Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh.

Documents to be submitted along with TECHNICAL BID (PART-A):

The bidders have to furnish the following documents duly signed in along with their Technical Bid:
 The bidder must 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 & EMD as applicable
- Copy of Certificate of Incorporation/ Registration

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- 112
- Copy of PAN
 - Copy of Goods and Services Tax Identification Number (GSTIN)
 - Copies of IT Return for the last three financial years FY, 2022-23, 2023-24 & 2024-25 and the latest GST Return (in GSTR-3B) till February 2026.
 - General Details of the Bidder (TECH – 2)
 - Financial Details of the bidder (TECH – 3) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
 - List of completed assignments of similar nature (Past Experience Details, TECH – 4) along with copies of contracts / work orders / completion certificate from previous Clients
 - Self-Declaration from the Bidder on not blacklisted (TECH-5)
 - Non-Consortium Declaration (TECH-6)

Note:

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 TENDER document. The proposal must be completed in all respect, indexed. Each page should be numbered and signed by the authorized representative. Client at its own discretion reserves the right to ask for clarifications/ supporting documents at any time during evaluation. The bidder must self-attested each & every document submitted along with the tender documents

1. Bid Processing Fee:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 5,000/- (Rupees Five Thousand)** in shape of Banker's Cheque / Demand Draft in favour of "ORMAS Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh only. Proposals received without bid processing fee will be out rightly rejected.

2. Earnest Money Deposit (EMD) :

The bidder must furnish as part of technical proposal, the required Earnest Money Deposit (EMD) amounting to **Rs.10,000/- (Rupees Ten Thousand only)** (refundable to unsuccessful bidders after completion of selection process) in shape of Banker's Cheque / Demand Draft in favour of "ORMAS Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh only. Proposals received without EMD fee will be out rightly rejected. Exemption as applicable.

The EMD of all the bidders shall be refunded through online process. The EMD of the successful bidder will be released only after receipt of Performance Security. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its Bid during the bid validity period as specified in TENDER
- Bidder does not respond to requests for clarification of its Bid.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - agree to decisions of the contract negotiation meeting
 - sign the contract in time
- Any other circumstance which holds the interest of the Client during the overall selection process.

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Validity of the Proposal:

Proposals shall remain valid for a period of **180 days (One Hundred Eighty Days)** from the floating of proposal. The Client reserves the right 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.

4. Submission of Bid:

The bid paper should be submitted through Speed Post/ Registered Post only to the specified address on or before the last date and time for submission of Bids as mentioned in Data Sheet. The Authority will not be responsible for postal delay / any consequence in receiving of the Bid. Any Bid received after the deadline will be out rightly rejected.

5. Evaluation of Proposals:

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

A. Preliminary Evaluation (1st Stage):

Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of documents/ information as per Pre-Qualification/Eligibility Criteria will be verified.

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.

B. Technical Evaluation (2nd Stage):

Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

Sl. No.	Technical Bid Evaluation Parameters	Maximum Mark	Documents Required
1	<i>Average annual turnover of past three years INR ≥1 and <20 Lakhs – 10 Marks INR ≥20 and <35 Lakhs – 15 Marks INR ≥3 Lakhs and Above – 20 Mark</i>	20	Financial details of the Bidders in TECH-3 duly signed by the CA
2	The Bidder should have at least 1 Work Order/Purchase order/completion certificates from client (of INR 10 lakhs or more) in organising and conducting similar training workshops for Urban Local Bodies/Govt./Organisation/Institution/Firm. • Each work order of maximum 20 lakhs is 05 marks in the last 5 FY (2020-21, 2021-22, 2022-23, 2023-24, 2024-25)	20	Work orders/ Contract Document/ Completion of Work Certificates mentioning contract value from the Clients to be submitted.

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3	No. of training programmes conducted third party exclusively in last 3 FY (2022-23, 2023-24, 2024-25) ≥ 5 and < 8 – 2.5 marks ≥ 8 and < 10 – 5 marks ≥ 10 and < 12 – 8 marks ≥ 12 and above – 10 marks	20	Presentation for 10 mins for each bidder. The bidder shall present the item as specified herewith.
4	Detailed profile of trainers on panel of the bidder ≥ 5 and < 10 – 2.5 marks ≥ 10 and < 15 – 5 marks ≥ 15 and < 20 – 7.5 marks ≥ 20 and above – 10 marks	10	Based on qualification & relevant experience.
5	(1) Functioning Model -5 (2) Collaborations :(University/Institutions) & Government and other agencies -5 (3) Initiatives -5 (4) Methodology -5 (5) Team and trainers' profile -5 (6) SWOT Analysis-5	30	Presentation
Grand Total		100	
Qualifying Mark for Opening of Financial Bid		70	

Selection of Bidder for Financial Proposal

The Financial Proposals of only those applicant firms, qualifying the technical evaluation i.e. the 2nd stage who are scoring at least **70 marks** out of 100 total marks only, shall be considered for opening of financial proposals. The financial proposals shall be opened in the presence of the bidder/bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

C. Evaluation of Financial Proposal (3rd Stage)

- 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.
- Financial Proposals of only those applicant Agencies who are technically qualified (i.e., obtain minimum **70 marks** in Technical Evaluation) shall be opened.
- The financial bid will be opened only of the shortlisted/qualified bidders. Accordingly, the financial score (F) for each of these shortlisted/qualified bidders will be calculated. The lowest bidder would be awarded a financial score of 100. The Cumulative score (C) will be evaluated based on the following ratio 70 (T.S.): 30 (F.S.). (70% of T.S. + 30% of F.S. = Cumulative Score C.S.)

Financial score (F)	:	(Lowest price quote/Price quote of the bidder) * 100 * 30
Cumulative score (C)	:	{70 *(T) + 30*(F)}/100

- The firm getting highest Cumulative score (C) based on technical and financial evaluation will be awarded the contract.
- For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client shall make payment to the Bidder including overhead expenses. No extra charges at any cost will be sanctioned to the bidder on and above the quoted price (except in case of additional work assigned by the authority which has not been mentioned in the tender paper)

6. Negotiations:

- Negotiations (if required) will be held at the address indicated in the Data Sheet. The aim shall be to reach to an agreement before issuance of the work order.
- If negotiations fail, the ORMAS will invite the firm whose proposal received the second highest score to negotiate a Contract.

7. Award of Contract:

The Client will notify the successful bidder in writing by issuing an offer letter/ work order.

Sub-contracting is not allowed under this assignment.

8. 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:
 - 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.

9. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial Bids, and recommendation for award of contract, will result in the rejection of the Bid.
- 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.

10. Force Majeure

"Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations here under impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

Force Majeure shall not include: (i) any event which is caused by the negligence or intentional action of a Party or agents' employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to take into account or avoid or overcome in the carrying out of its obligations during the subsistence of this Agreement. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

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11. **Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of competent court of Sundargarh only.

12. **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 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 Govt of India. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty of **5% of the total contract value**. The amount will be deducted from the subsequent payment.

13. **Client's right to accept any Bid, and to reject any or all Bid/s**

The Client reserves the right to accept or reject any Bid, and to annul or amend the bidding / selection / evaluation process and reject all Bids at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation/improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Bids have been opened and the highest-ranking bidder gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

14. **Number of Bids:**

Each Bidder shall submit only one (1) Bid, in response to this TENDER. Any Bidder who submits or participates in more than one Bid shall be disqualified. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process.

15. **Advances**

No advances will be given to the successful bidder during the period of Event.

108


SECTION III: SCOPE OF WORK

About the work –SELECTION OF AGENCY FOR PRODUCT DEVELOPMENT & CAPACITY BUILDING UNDER "MAHUA – BEYOND THE BOTTLE PROJECT":

The ORMAS, Sundargarh intends to promote sustainable livelihood opportunities and enhance income generation among rural and tribal communities through the value addition of Mahua-based products under the initiative titled "**Mahua – Beyond the Bottle Project.**"

Mahua flowers, being a prominent NTFP in the tribal-dominated regions of Sundargarh district, are abundantly available and play a significant role in the traditional socio-economic fabric of local communities. Traditionally, these flowers have been utilized primarily for household consumption and local brewing practices. However, such usage limits the economic potential of Mahua and does not fully capitalize on its nutritional and commercial value. In the current context, there exists a substantial and largely untapped opportunity to transform Mahua flowers into a range of diversified, value-added food and allied products such as confectioneries, beverages, health supplements, and other innovative consumables. With the growing demand for natural, organic, and traditional food products in modern markets, Mahua possesses strong potential for commercialization at both regional and national levels.

The initiative aims to bridge this gap by introducing scientific processing techniques, product innovation, and standardized production practices, ensuring compliance with applicable food safety and quality regulations, including those prescribed by the Food Safety and Standards Authority of India. Furthermore, the project seeks to build the capacity of local stakeholders, including Self Help Groups (SHGs), primary collectors, and producer groups, by equipping them with the necessary skills in collection, handling, processing, value addition, packaging, and marketing of Mahua-based products.

Through this intervention, ORMAS envisions creating a sustainable ecosystem for Mahua-based enterprises, thereby enhancing rural incomes, reducing dependency on traditional low-value uses, and promoting inclusive economic development in the district,

The Service Provider/Agency Should Provide the Following Services

1. Product Development Training

- A. Develop innovative Mahua-based products, such as:
 - a) Mahua Laddoo
 - b) Mahua Chocolate
 - c) Mahua Health Drinks
 - d) Mahua-based bakery or confectionery products
 - e) Any other suitable product.
- B. Ensure that all products:
 - a) Follow food safety standards.
 - b) Obtain required certification from Food Safety and Standards Authority or other relevant authorities.
 - c) Follow applicable food processing norms and hygiene standards.
- C. Conduct product testing and standardization.
- D. Once the product is approved, provide hands-on training to beneficiaries on:



102

- a) Product preparation
- b) Ingredients and formulation
- c) Processing methods
- d) Packaging and labeling
- e) Shelf life and storage.

2. Mahua Collection and Primary Processing Training

This training will focus on raw material handling and quality management.

- a) The agency will train participants on:
 - b) Scientific collection of Mahua flowers from trees.
 - c) Proper sorting and grading.
 - d) Hygienic washing and drying methods.
 - e) Proper storage techniques to avoid spoilage.
 - f) Pre-processing methods required for product development.
 - g) Quality control practices.

3. Training Coverage

Component	Details
Total Participants	200-300
Batch Size	35-40 participants
Blocks Covered	10 blocks
Total Duration	06 months
Target Groups	SHGs, Producers, Tribal Collectors, Community Institutions

4. Expected Deliverables

The selected agency must deliver:

- A. Development of at least 3–5 Mahua-based products.
- B. Training modules and manuals.
- C. Conducting training sessions across identified blocks.
- D. Demonstration of product preparation.
- E. Quality and safety guidelines.
- F. Final training report including:
 - a) participant list
 - b) photographs
 - c) training materials
 - d) outcome assessment.

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105

SECTION IV: TECHNICAL BID SUBMISSION FORMS

TECH -1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To

**The Chief Development Officer-cum-
Executive Officer, Zilla Parishad, Sundargarh**

Sub: Selection of Service Provider/Agency for Selection of Agency for Product Development & Capacity Building under "Mahua – Beyond the Bottle Project"- 2026 in Rourkela, Odisha. [TECHNICAL BID]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your TENDER No.: _____, dated _____. We are hereby submitting our Bid, which includes Technical Bid and Financial Bid (separately).

I hereby declare that all the information and statements made in this Technical Bid and Financial Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I confirm that this Bid 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 TENDER document. In case any provision of this TENDER is found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our Bid including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____



Bidder's Organisation (General Details)

Sl. No.	Description	Full Details
1.	Name of the Bidder	
2.	Address for communication: Tel: Fax: 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.	Bid Processing Fee	
6.	EMD	
7.	PAN & Latest GST return	
8.	Goods and Services Tax Identification Number (GSTIN)	
9.	Willing to carry out the assignment as per the scope of work of TENDER	YES
10.	Accept all the terms and conditions as specified in the TENDER	YES

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

[Handwritten signature]

Bidder Organisation (Financial Details)

Financial Information in INR			
Details	FY 2022-23	FY 2023-24	FY 2024-25
Annual Turnover in INR			
<p>Supporting Documents:</p> <p>Audited certified financial statements for the last three (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for any of the FYs is not acceptable.</p> <p><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 Bid failing which the Bid will be out rightly rejected.</i></p>			

Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal)

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

Communication Address of the Bidder: _____

Handwritten initials and signature

(BIDDER'S PAST EXPERIENCE DETAILS)

(List of completed assignments only of similar nature during last 5 years)

As on bid due date

Sl. no.	Period	Nature of the assignment with details there of	Name of the Client with complete address	Contract Value (in INR)	Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E		F	G	H
1								
2								
3								
4								
5								

Note: 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. Bidders are requested to attach at least 5 best photographs of their creative from each assignment.

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

Communication Address of the Bidder: _____

Handwritten signature and initials

Undertaking Format for Not Blacklisting

(In Bidders Letter Head)

I, M/s. _____ (the name of the Organization) having our registered office at _____, <HQ address of the Organisation> hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by any State Government or Central Government / Department / Organization in India or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the _____ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this _____ Day of _____, 2026

Yours sincerely,

Authorized *Signatory with Date and Seal:*

Name and Designation of the Signatory:

Name of the Bidder and Address:



Non-Consortium Declaration

(In Bidders Letter Head)

We, _____ <name of the Organization>, having our registered office at _____, <HQ address of the Organisation> hereby certify and confirm that in the preparation and submission of our Proposal for _____ (name of the Project) under this TENDER Reference No. _____, We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti-competitive.

We declare that we are submitting this proposal as an independent Bidder, and not as a part of any consortium/Joint Venture/Associations.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

We also acknowledge that in case of misrepresentation of the information, our proposal / contract shall be rejected / terminated at any stage by the client, which shall be binding on us. Any loss or damage to the client, on this count will be compensated by us.

Dated this _____ Day of _____, 2026

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

[Handwritten signature] *[Handwritten mark]*

SECTION V: FINANCIAL BID

FIN-1

COVERING LETTER
(In Bidders Letter Head)

[Location, Date]

To,
Chief Development Officer-cum-
Executive Officer, Zilla Parishad,
Sundargarh

Sub: Selection of Service Provider/Agency for Selection of Agency for Product Development & Capacity Building under "Mahua – Beyond the Bottle Project"-2026 in Rourkela, Odisha [FINANCIAL BID]

Sir,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your TENDER No. _____, Dated: _____. Our attached Financial Bid is for the sum of [*Insert amount(s) in words and figures*']. This amount is excluding 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 TENDER document. Segment wise rate as per format (**Annexure-A to Annexure-B**) given in the TENDER documents are given below:

TENDER for Selection of Service Provider/Agency for Selection of Agency for Product Development & Capacity Building under "Mahua – Beyond the Bottle Project"-2026 in Rourkela, Odisha	
Deliverable Headers	Total Cost (INR)
Service Provider/Agency Works	
Total Quoted amount (excluding GST)	
Add: GST (CGST + SGST) (As applicable)	
Grand Total Quoted Amount (including GST)	
Rupees in words	
_____ including GST	

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:



FIN-2
SUMMARY OF FINANCIAL PROPOSAL
(on Bidders Letterhead)

Name of the Bidder: _____

SI	Items	Unit	Rate per batch	Quantity (Batch)	Total Amount [In Rs.] Excluding GST
1	Mahua Product Development Training	Per batch		10	
2	Mahua Collection and Primary Processing Training	Per batch		10	
Total Quoted Amount excluding GST					
Add: GST (CGST + SGST)					
Grand Total Quoted Amount including GST					
Rupees		in		words	
_____					only
including GST.					

Note: The Service Provider/Agency will be responsible for providing services according to the scope of work described in the TENDER. The Agency will be paid based on the rates quoted for the items listed in the financial bid. If the quantity or size of any specified item changes during the event, payment will be adjusted accordingly. For any additional items not listed in the list of quantity, payment will be made as per the negotiated cost, with a markup not exceeding 30% from the total project cost. The authority will decide the limit (as a percentage of the total project cost) for these extra items based on the event's needs. The bidder must comply with any additional activities required by the authority to ensure the event's success.

I have carefully read and understood the terms and conditions of the TENDER and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

Name and Designation of the Signatory:

Name of the Bidder and Address:

[Handwritten signature] *[Handwritten signature]*

SECTION VI: Annexures

97

BID SUBMISSION CHECK LIST

S/no	Description	Submitted (Yes/No)	Page No.
Technical Proposal (PART – A)			
1	Filled in Bid Submission Check List (SECTION-6)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. 5,000 /- including GST (date and DD/BC number)		
4	EMD of Rs. 10,000/- (date and DD/BC number)		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details (Turnover) of the bidder (TECH – 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
11	List of completed assignments of similar nature (Past Experience Details) (TECH – 4) along with the copies of work orders for the respective assignments		
12	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career. (TECH-5)		
13	Non-Consortium Declaration (Tech-6)		
Financial Proposal (PART -B)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

Undertaking:

- All the information has been submitted as per the prescribed format and procedure.
- All pages of the Bid have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

97
62/05/26
M.Y.
4/5/26

Checked & verified.
Dr. Anjali
4/5/2026