



ସହକାରୀ ନିର୍ଦ୍ଦେଶକ, ରେଶମ ଶିଳ୍ପ, ସୁନ୍ଦରଗଡ଼ ଜାତୀୟାଳୟ  
OFFICE OF THE ASST. DIRECTOR OF SERICULTURE, SUNDARGARH

RFP No: 481 /2026

Date: 02.06.2026

**REQUEST FOR PROPOSAL (RFP)**

**Selection of Agency for Post Harvest Cocoon Value Chain Development and Market Linkage Integration of Tasar Fabric/Yarn at Khuntagaon Tasar Silk Park, Lahunipara, Sundargarh under District Mineral Foundation, Sundargarh**

Assistant Director of Sericulture (ADS), Sundargarh, Govt. of Odisha, invites sealed proposals from eligible bidders for “**Selection of Agency for Post Harvest Cocoon Value Chain Development and Market Linkage Integration of Tasar Fabric/Yarn at Khuntagaon Tasar Silk Park, Lahunipara, Sundargarh under District Mineral Foundation, Sundargarh**”

Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from <https://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 RFP	02.06.2026
2	Deadline for Submission of Pre-Proposal Query	08.06.2026
3	Issue of Pre-proposal Clarifications	12.06.2026, Via online mode on <a href="https://sundargarh.odisha.gov.in/">https://sundargarh.odisha.gov.in/</a>
4	Last Date for Submission of Bid	22.06.2026 before 5.30 PM
5	Date of Opening of Technical Bid	23.06.2026 at 11.00 AM
6	Date of Technical Presentation	24.06.2026 at 11.00 AM of only those Bidders who qualify in the Stage I of the evaluation {Pre-qualification Criteria}
7	Date of Opening of Financial Bid	Shall be communicated to the qualifying bidders via email

The proposal complete in all respects must reach the undersigned by **Speed Post/Registered Post/ Courier** only latest by **22.06.2026 before 5.30 PM** in a sealed envelope clearly mentioning on the top of it “**RFP for Selection of Agency for Post Harvest Cocoon Value Chain Development and Market Linkage Integration of Tasar Fabric/Yarn at Khuntagaon Tasar Silk Park, Lahunipara, Sundargarh under District Mineral Foundation, Sundargarh**”. The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Address for submission of Proposal:

Assistant Director of Sericulture, Sundargarh  
Beside Sanskriti Bhawan, Maheshdih, Sundargarh - 770001, Odisha  
Email: [adssundergarh@yahoo.com](mailto:adssundergarh@yahoo.com)

Sd/ K.Pradhan  
Asst. Director of Sericulture  
Sundargarh

## **REQUEST FOR PROPOSAL (RFP)**

**SELECTION OF AGENCY FOR POST HARVEST COCOON VALUE CHAIN DEVELOPMENT  
AND MARKET LINKAGE INTEGRATION OF TASAR FABRIC/YARN AT KHUNTAGAON  
TASAR SILK PARK, LAHUNIPARA, SUNDARGARH UNDER DISTRICT MINERAL  
FOUNDATION, SUNDARGARH**



**Issuer:**

**Assistant Director of Sericulture, Sundargarh,  
Department of Handloom Textiles and Handicrafts,  
Government of Odisha**

**Address for Communication & Submission of Documents**

**Assistant Director of Sericulture, Sundargarh**

Beside Sanskriti Bhawan, Maheshdihi,

Sundargarh - 770001, Odisha

Email: [adssundergarh@yahoo.com](mailto:adssundergarh@yahoo.com)

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## **Disclaimer**

This Request for Proposal (RFP) is issued by the Assistant Director of Sericulture (ADS), Sundargarh Odisha, hereinafter referred to as ADS, Sundargarh, Government of Odisha.

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

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

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

ADS, Sundargarh, Government of Odisha shall be the sole and final authority with respect to selection of an Agency for the purpose through this RFP.

## Section I: Letter of Invitation and Factsheet

### 1. Letter of Invitation

**RFP No:**

**Dated:**

**Name of the Assignment: Selection of Agency for Post Harvest Cocoon Value Chain Development and Market Linkage Integration of Tasar Fabric/Yarn at Khuntagaon Tasar Silk Park, Lahunipara, Sundargarh under District Mineral Foundation, Sundargarh.**

1. The Assistant Director of Sericulture (ADS), Sundargarh, Government of Odisha (The Client) invites sealed proposal from eligible bidder under the process for **“Selection of Agency for Post Harvest Cocoon Value Chain Development and Market Linkage Integration of Tasar Fabric/Yarn at Khuntagaon Tasar Silk Park, Lahunipara, Sundargarh under District Mineral Foundation, Sundargarh”**
2. More details on the proposed study are provided at Section-3: Terms of Reference (ToR) of this RFP Document.
3. A bidder will be selected under **Quality & Cost Based Selection (QCBS)** method as prescribed in the RFP Document.
4. The proposal, complete in all respect as specified in the RFP document, must be accompanied by a non-refundable amount of INR. 10,000/- (Rupees Ten Thousand only) towards Bid Processing Fee and a Refundable amount towards EMD of INR 15,00,000/- (Rupees Fifteen Lakhs only) in form of **Demand Draft (DD)** in favour of “The Assistant Director of Sericulture, Sundargarh” drawn from any Scheduled/Nationalized Bank and payable at **Sundargarh**, Odisha failing which the bid will be rejected.
5. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post / Registered Post / Courier only. The Client shall not be responsible for postal delay or any consequences. Submission of proposal through any other mode will be rejected.
6. The last date and time for submission of proposal complete in all respects is **Dt. 22.06.2026** before **5.30 PM** and the date of opening of the technical proposal is **23.06.2026** at **11.00 AM** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
7. This RFP includes following sections:
  - a. Letter of Invitation and Data Sheet [Section – I]
  - b. Instructions to the Bidder [Section – II]
  - c. Terms of Reference [Section – III]
  - d. Technical Proposal Submission Forms [Section – IV]
  - e. Financial Proposal Submission Form [Section –V]
  - f. Annexures [Section – VI]
8. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for accuracy of information, and it is the responsibility of the bidder to

check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

**-S/D**

**Assistant Director of Sericulture  
Sundargarh, Odisha**

## 2. Bidder Data and Factsheet

Sr. No.	Particular	Details
1	Name of the Client (Contact Person/ Address for Submission of Proposal)	Assistant Director of Sericulture (ADS), Sundargarh Beside Sanskriti Bhawan, Maheshdihi, Sundargarh - 770001, Odisha Email: <a href="mailto:adssundergarh@yahoo.com">adssundergarh@yahoo.com</a>
2	Method of Selection	Quality and Cost Based Selection (QCBS) Method (80:20)
3	Availability of RFP Document	<a href="https://sundargarh.odisha.gov.in">https://sundargarh.odisha.gov.in</a>
4	Date of Issue of RFP	02.06.2026
5	Deadline for Submission of Pre-Proposal Query	08.06.2026
6	Date of Pre-Proposal Meeting	11.06.2026 at 5.00 PM (Virtual Mode)
7	Issue of Pre-proposal Clarifications	12.06.2026 via online mode on <a href="https://sundargarh.odisha.gov.in/">https://sundargarh.odisha.gov.in/</a>
8	Last Date for Submission of Bid	22.06.2026 before 5.30 PM
9	Date of Opening of Technical Bid	23.06.2026 at 11.00 AM
10	Date of Technical Presentation	24.06.2026 at 11.00 AM of only those Bidders who qualify in Stage I of the evaluation {Pre-qualification Criteria}
11	Date of Opening of Financial Bid	Shall be communicated to the qualifying bidders via email
12	Place of Opening of Proposal	Conference Hall of DMF, Sundargarh
13	Mode of Submission	Speed Post/ Registered Post/ Courier only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected
14	Bid Processing Fee (Non-Refundable)	Rs.10,000/- (Rupees Ten Thousand only) (including GST) in the form of demand draft (DD) drawn in favour of "The Assistant Director of Sericulture, Sundargarh" drawn in any Nationalized / Scheduled Bank payable at Sundargarh. The bid processing fee shall be submitted along with the 1 <sup>st</sup> Inner Envelope of the Technical Proposal.
14	Earnest Money Deposit (EMD) (Refundable)	Rs.15,00,000/- (Rupees Fifteen Lakhs only) in the form of in the shape of <b>DD/ Banker's Cheque/ Bank Guarantee</b> drawn in favour of "The Assistant Director of Sericulture, Sundargarh" in any Nationalized/ Scheduled Bank payable at Sundargarh.
15	Performance Bank Guarantee	3% of the entire contract value

16	Name of the Project	Selection of Agency for Post Harvest Cocoon Value Chain Development and Market Linkage Integration of Tasar Fabric/Yarn at Khuntagaon Tasar Silk Park, Lahunipara, Sundargarh under District Mineral Foundation, Sundargarh
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**NOTE:**

- Amendments/ Corrigendum(a) to the RFP document, if any, would be published on the website. Please visit the website: '<https://sundargarh.odisha.gov.in>' regularly for the same.
- Proposals must be submitted before the date, time and venue mentioned in the Factsheet through Speed/Registered Post. Proposals that are received after the deadline will not be considered.
- Assistant Director of Sericulture (ADS), Sundargarh reserves all the rights to cancel the Selection Process and rejects any or all the proposals at any point of time.
- No contractual obligation whatsoever shall arise from the RFP document unless and until a formal contract is signed and executed between ADS, Sundargarh and the Selected Bidder.
- Assistant Director of Sericulture (ADS), Sundargarh disclaims any factual or other errors in the RFP document (the onus is purely on each Bidder to verify such information) and the information provided therein are intended only to help the Bidder(s) to prepare a proposal in accordance with the terms and conditions as set out in this RFP document.

## Section II: Instructions to the Bidders

### 1. Eligibility Criteria and Documents Required

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.	Basic Requirement	Specific Requirement	Documents Required*
1	<b>Registration</b>	The Bidder/Bidder must be registered as: a. Company under Companies Act, 1956/2013 or b. Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 registered c. Society registered under The Societies Registration Act, 1860 or d. Trust registered under the Indian Trusts Act, 1882 or e. Partnership Firm registered under the Indian Partnership Act, 1932.	<ul style="list-style-type: none"> <li>● Registration/ Incorporation documents of the Bidder as a duly registered legal entity in India</li> <li>● PAN Card of the registered legal entity</li> <li>● GST certificate of the registered legal entity</li> <li>● Certified copy of registered Partnership Deed;</li> <li>● Copy of the Registration Deed and Byelaws, in case of a Society</li> <li>● Certified copy of Trust Deed in case of Trust;</li> <li>● Any other supporting document, as may be required.</li> </ul>
3	<b>Operation</b>	The Agency should have been in operation for the past 3 (three) years as on 31.03.2026 and filed ITRs for the last three FYs (2022-23, 2023-24, 2024-25)	Last three financial year's (FY: 2022-23, 2023-24 and 2024-25) Audited Financial Statements duly sealed & signed by the Statutory Auditor/CA along with ITR for the said periods. Provisional Financial Statements for any of the FYs will not be accepted.
	<b>Financial Capacity</b>	The Bidder must have an <b>average annual turnover of ₹50 Lakh</b> during the last three financial years (FY 2022–23, 2023–24, 2024–25).	- Financial Details of the bidder ( <b>TECH- 3</b> ) along with copies of last three FY's Audited Financial Statement duly signed by the Statutory Auditor/CA
4	<b>Work Experience</b>	Should have experience of undertaking at least 1 assignment related to Sericulture/ allied livelihood sector/ Textiles, Handlooms, Handicrafts (or equivalent) comprising of market led interventions in sericulture and post-harvest cocoon value chain activities in Odisha or other states in India granted by Central Government/State Governments/ District Administration including their Departments and agencies, International Organizations, Multi-	<ul style="list-style-type: none"> <li>- Work Order / Sanction Orders/ MOUs/ Completion Certificate / Experience Certificate, or equivalent documentary evidence should be provided as proof</li> <li>- Form <b>TECH-5</b> in Original</li> </ul>

		Lateral Agencies etc. in the last 10 years with minimum contract value of INR 50 Lakhs or more	
<b>6</b>	<b>Blacklisting</b>	The Bidder shall not have been blacklisted, debarred, or banned by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies.	- Notarized Declaration as per form <b>TECH-10</b>
<b>7</b>	<b>Authorized Representative</b>	A Power of Attorney in the name of the person signing the proposal.	Original Power of Attorney (Notarized on a Rs. 100/- Non-Judicial Stamp Paper) ( <b>TECH-4</b> )
<b>8</b>	<b>Bid Processing Fee</b>	The Bidder shall furnish a non-refundable Tender Fee of <b>₹10,000/-</b> (Rupees Ten Thousand only) payable in the shape of <b>Demand Draft (DD)</b> in favor of "The Assistant Director of Sericulture, Sundargarh", drawn on any Nationalized/ Scheduled Bank, payable at Sundargarh.	- Original Demand Draft (Tender Fee)
<b>9</b>	<b>Earnest Money Deposit (EMD)</b>	The Bidder shall furnish refundable EMD of <b>₹15,00,000/-</b> (Rupees Fifteen Lakh only) payable in the shape of <b>DD/ Banker's Cheque/ Bank Guarantee</b> in favour of "The Assistant Director of Sericulture, Sundargarh", drawn on any Nationalized/ Scheduled Bank, payable at Sundargarh	- Original Demand Draft/ The Assistant Director of Sericulture, Sundargarh/ Bank Guarantee
<b>NOTE:</b>			
<ol style="list-style-type: none"> <li><b>1. No Consortium/ JVs/ associations/ sub-contracting shall be allowed under this project</b></li> <li><b>2. The copies of documents submitted towards pre-qualification criteria are to be substantiated through production of originals, when asked for.</b></li> </ol>			

In case it is found during the evaluation or at any time before signing of the Contract or after its execution and during the period of subsistence thereof, that 01(one) or more of the Qualification Criteria have not been met by the Bidder, or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Selected Bidder either by issue of the Work Order or entering into of the Contract, and if the Selected Bidder/ Consortium has already been issued the Work Order or has entered into the Contract, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the ADS, Sundargarh to the Bidder, without ADS, Sundargarh being liable in any manner whatsoever to the Bidder, ADS, Sundargarh shall be entitled to forfeit and appropriate the EMD or Performance Security, as the case may be, as damages, and without prejudice to any other right or remedy which the ADS, Sundargarh may have under this RFP, the Bidding Documents, the Agreement or otherwise.

ADS, Sundargarh reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP or the Bidding Documents and the Bidder shall, when so required by ADS, Sundargarh make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification by ADS, Sundargarh shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of ADS, Sundargarh thereunder.

## **2. Documents / Formats for submission along with Technical Proposal**

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
- 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)
- Organization Details of the Bidder (TECH – 2)
- Financial Details of the bidder (TECH – 3) along with all the supportive documents [including Audited Financial Statements for the last 3 FY (FY: 2022-23, 2023-24 & 2024-25)] as applicable duly signed as per the instruction
- Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder or Board of Directors
- List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients
- Duly filled in Technical Proposal Forms (TECH 6 to 9)

**Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP document. The proposal must be completed in all respects, indexed and hard bound. 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. Additional time may be given for submission of documents. This will remain at discretion of client.**

## **3. Bid Processing Fee**

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to Rs.10,000/- (Rupees Ten Thousand) Only in the shape of DD from any Nationalized/Scheduled Bank in favour of "The Assistant Director of Sericulture" and payable at Sundargarh, its validity shall not be less than 180 (one hundred and eighty) days from the Bid Due Date. Proposals received without a bid processing fee will be rightly rejected.

## **4. Earnest Money Deposit (EMD)**

The bidder must furnish as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs.15,00,000/-** (Rupees Fifteen Lakh only) in shape of **DD/ Banker's Cheque/ Bank Guarantee** from any scheduled Nationalized/Scheduled bank in favour of "The Assistant Director of Sericulture " payable at Sundargarh.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- A Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as envisaged under this RFP (including the standard form of Work Order); or,
- If any Bidder withdraws its Proposal during the Bid Validity Period as specified in this RFP and as extended by the Bidder from time to time; or,
- In the case of the Selected Bidder, if the Selected Bidder fails to accept the Work Order or execute the Contract or fails to furnish the Performance Security within the specified time limit; or,
- If the Bidder commits any breach of terms of this RFP or is found to have made a false, representation to ADS, Sundargarh; or
- A Bidder submits a non-responsive Proposal.

## 5. Validity of the Proposal

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

## 6. Pre-Proposal Meeting & Queries

- Bidders may submit queries regarding the RFP to the **ADS, Sundargarh** at [adssundergarh@yahoo.com](mailto:adssundergarh@yahoo.com) within the date specified in *the* Bidders Datasheet and Factsheet (Section I).
- Pre-bid meeting shall be convened on 11.06.2026 at 11.00 Hrs. (by Virtual Mode) to clarify any concerns bidders may have with the solicitation documents, scope of work and other details of the requirement.
- Clarifications and responses will be uploaded on the official website: <https://sundargarh.odisha.gov.in>
- Requests for **alteration or modification** of existing RFP terms and conditions will **not be entertained**.
- Agencies may request clarification on any clause of the RFP document to be discussed during the pre-bid meeting. The Queries must be submitted in the following format:

Page No.	Section No.	Content Requiring Clarification	Change/ Clarification Requested	Remarks

- The Client shall **not be responsible** for ensuring receipt of queries sent by bidders.
- Queries received **after the due date and time** may not be entertained.
- The purpose of submission of query is to help applicants understand the RFP, project requirements, and seek clarification on any aspect of the project.
- The Client reserves the **right to hold or re-schedule** the pre-proposal process if required.
- Responses to queries will be provided in good faith; however, the Client does **not guarantee completeness or accuracy** and is **not obligated** to respond to every query.
- The Client may, at any time before the proposal submission deadline, **issue a corrigendum** to modify the RFP, either on its own or in response to queries.

- All corrigenda and clarifications will be uploaded on <https://sundargarh.odisha.gov.in/> and will be **deemed part of the RFP**.
- To allow sufficient time for bidders to consider corrigenda, the Client may **extend the proposal submission deadline** at its discretion.

## **7. Submission of Proposal**

Bidders must submit their proposals by **Registered Post / Speed Post / Courier only** to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving the proposal. The proposal must be submitted as mentioned below. Each part should be separately bound with no loose sheets. Each page should be numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be rightly rejected by the Client. Bidders should submit only 1 bid.

The procedure for submission of the proposal is described below:

### **1. Technical Proposal (Original):**

The envelope containing technical proposal shall be sealed and superscripted as **“TECHNICAL PROPOSAL – Selection of Agency for Post Harvest Cocoon Value Chain Development and Market Linkage Integration of Tasar Fabric/Yarn at Khuntagaon Tasar Silk Park, Lahunipara, Sundargarh under District Mineral Foundation, Sundargarh”** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information, must be furnished as part of technical proposal.

### **2. Financial Proposal (Original):**

The envelope containing financial proposal shall be sealed and superscripted as **“FINANCIAL PROPOSAL – Selection of Agency for Post Harvest Cocoon Value Chain Development and Market Linkage Integration of Tasar Fabric/Yarn at Khuntagaon Tasar Silk Park, Lahunipara, Sundargarh under District Mineral Foundation, Sundargarh”** and to be furnished inside one envelope. The duly filled-in financial proposal forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only.

The **“Technical Proposal”** and **“Financial Proposal”** must be submitted in two separate sealed envelopes (with respective markings in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as **“TECHNICAL PROPOSAL (Selection of Agency for Post Harvest Cocoon Value Chain Development and Market Linkage Integration of Tasar Fabric/Yarn at Khuntagaon Tasar Silk Park, Lahunipara, Sundargarh under District Mineral Foundation, Sundargarh)”**.

The second envelope must be marked as **“FINANCIAL PROPOSAL (Selection of Agency for Post Harvest Cocoon Value Chain Development and Market Linkage Integration of Tasar Fabric/Yarn at Khuntagaon Tasar Silk Park, Lahunipara, Sundargarh under District Mineral Foundation, Sundargarh)”** and it should contain Financial Proposal only. Both the above envelopes must be sealed and placed inside a third main envelope with proper labelling of following information in bold:

**NAME OF THE ASSIGNMENT:**

**RFP NUMBER AND DATE:**

**NAME OF THE BIDDER:**

**DEADLINE FOR SUBMISSION OF BID:**

**NAME AND ADDRESS OF THE BIDDER:**

**CONTACT NUMBER OF THE BIDDER:**

**Any deviation from the prescribed procedures / information / formats / conditions shall result in outright rejection of the proposal. All the pages of the proposal must be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be rightly rejected. All pages of the proposal must be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.**

## **8. Opening of the Proposal**

The ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder/bidder's representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute an Evaluation Committee (EC) to evaluate the proposals submitted by bidders. Only one representative with a proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** only of the technically qualified bidders will be opened after completion of technical evaluation stage. The date for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

## **9. Evaluation of Proposal**

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

**A. Preliminary Evaluation (1<sup>st</sup> 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 following documents / information will be verified:

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH – 1) on bidder's letterhead requesting to participate in the selection process
- Bid Processing Fee & EMD as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three financial years (FY: 2022-23, 2023-24 & 2024-25)
- Organization Details of the Bidder (TECH – 2)
- Financial Details of the bidder (TECH – 3) along with all the supportive documents [including Audited Financial Statements for the last 3 FY (FY: 2022-23, 2023-24 & 2024-25)] as applicable duly signed as per the instruction
- Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder or Board of Directors

- List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients
  - Duly filled in Technical Proposal Forms (TECH 6 to 9)
  - All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder
- \*Bids not complying to any of the above requirements will be out rightly rejected at the discretion of the Client's authority.

**B. Technical Evaluation (2<sup>nd</sup> 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.	Evaluation Criteria	Max. Marks	
<b>1</b>	<b>Turnover</b>	<b>10 Marks</b>	
1.1	The agency should have an Average annual turnover of INR 50 Lakh in the last three financial year (FY 2022–23, 2023–24 & 2024–25). <i>Scoring Criteria:</i> <ul style="list-style-type: none"> <li>• Turnover above INR 50 Lakh and up to INR 1.00 Crore: 5 marks</li> <li>• Turnover above INR 1.00 crore: Every one crore shall carry 1 mark (maximum up to 10 marks)</li> </ul>		Financial details of the Bidders in TECH-3 duly signed by the Statutory Auditor/CA
<b>2.</b>	<b>Experience of the Bidder</b>	<b>25 Marks</b>	
2.1	The Agency Should have experience of undertaking assignment related to Sericulture/ allied livelihood sector/ Textiles, Handlooms, Handicrafts (or equivalent) comprising of market led interventions in sericulture and post-harvest cocoon value chain activities in Odisha or other states in India granted by Central Government/State Governments/ District Administration including their Departments and agencies, International Organizations, Multi-Lateral Agencies etc. in the last 10 years with minimum Project value of INR 50 Lakhs <i>Scoring Criteria:</i> <ul style="list-style-type: none"> <li>• Each assignment /work shall carry 5 marks (Maximum up to 25 marks)</li> <li>• Both ongoing / completed assignments will be considered</li> </ul>	25	Work Order/ Sanction Orders/ MOUs/ Completion Certificate/ Experience Certificate, or equivalent documentary evidence should be provided as proof along with Form <b>TECH-5</b> in Original
<b>3</b>	<b>Key Resources Qualification and competence</b>	<b>25 Marks</b>	
3.1	Project Director (One)	3	Detailed CVs
3.2	Production Manager (One)	1.5	
3.3	Marketing Manager (One)	1.5	
3.4	Accounts Manager (One)	1	
3.5	Sales and Export Manager (One)	1	
3.6	Sericulture Expert (One)	1	
3.7	Reeling & Spinning Trainer-1 (One)	1	
3.8	Reeling & Spinning Trainer-2 (One)	1	

3.9	Weaving Expert (One)	1	
3.10	Dyeing Specialist (One)	1	
3.11	Quality Control Officer (One)	1	
3.12	Machine Maintenance Technician (One)	1	
3.13	Digital Printing Operator (One)	1	
3.14	Digital Printing Helper (One)	1	
3.15	Production Assistant (One)	1	
3.16	Fabric/Garment Designer (One)	1	
3.17	Master Weaver-1 (One)	1	
3.18	Master Weaver-2 (One)	1	
3.19	Training Officer (One)	1	
3.20	Community Mobilizer (One)	1	
3.21	MIS & IT Expert-1 (One)	1	
3.22	MIS & Expert-2 (One)	1	
<b>4.</b>	<b>Technical Presentation</b>	<b>40 Marks</b>	
	1. Understanding of the Assignment and Issues/Challenges 2. Approach and Methodology 3. Case study of Sericulture/Allied Sector, Textiles, Handlooms (01 equivalent) assignments undertaken previously	40	Bidders will make a presentation before the Client during the technical evaluation stage for 15 minutes only.
<b>Total Marks (1+2+3+4)</b>		<b>100 Marks</b>	

**Note:**

1. Bidders who secure above 70 marks from the total (100 marks) in the technical proposal will be called for financial evaluation.
2. All the claims shall be mandatorily substantiated via submission of all the supporting photocopies of relevant documents as per TECH 5.
3. Photocopies of work orders, experience certificates issued by clients, agreements, or any other relevant supporting documents shall be submitted as proof for each assignment. No assignment shall be repeated across different categories of evaluation parameters. Ongoing assignments shall be considered for technical evaluation and marking only if a minimum of twelve (12) months (one year) of the project period has elapsed as on the bid submission date. Ongoing assignments shall, however, be considered for meeting the pre-qualification criteria.
4. Client at its own discretion reserves the right to ask for clarifications/ supporting documents at any time during evaluation.

**10. Presentation Requirements for Eligible Bidders**

All eligible bidders (as per pre-qualification) shall deliver a **15-minute PowerPoint presentation** before the Tender Evaluation Committee before opening of the Financial Proposals.

**Presentation Must Include:**

1. Understanding of the Assignment and Issues/Challenges
2. Approach and Methodology:
  - Operation and Production plan
  - Deployment of HR and Training plan
  - Market linkage and Branding
  - Institutional Development and Exit plan
  - Raw material strategy (Addressing the cocoon deficit)
  - Quality control & SOPs
  - Risk and Sustainability
3. Case study of Sericulture/Allied Sector, Textiles, Handlooms (01 equivalent) assignments undertaken previously

## 11. Evaluation of Financial Proposal

1. 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.
2. Financial Proposals of only those applicant Agencies who are technically qualified (i.e., obtaining minimum 70 marks in Technical Evaluation) shall be opened.
3. 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 80 (T): 20 (F).

<b>Financial score (F)</b>	<b>:</b>	<b>(Lowest price quote/Price quote of the bidder) * 100</b>
<b>Cumulative score (C)</b>	<b>:</b>	<b>{80 *(T) + 20*(F)}/100</b>

4. The firm getting highest Cumulative score (C) based on technical and financial evaluation will be awarded the contract.
5. 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.

## 12. Performance Bank Guarantee (PBG)

Within 7 days of notifying the acceptance of a proposal for award of contract, qualified bidder shall have to furnish a Performance Bank Guarantee amounting to 3% of the contract value from a Scheduled/Nationalized Bank in favor of "The Assistant Director of Sericulture, Sundargarh", as per the format at Annexure-II, for a period of Sixty Days (60 Days) beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of Sixty Days beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after Sixty Days of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

## 13. Contract Negotiation

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

## 14. Award of Contract

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter/ letter of intent (LOI) for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders shall be asked to sign the contract/MOU after fulfilling all formalities and submission of performance bank guarantee (PBG) within 15 days of issuance of the offer letter / LOI. After signing the contract/MOU, no variation or modification of the terms of the contract shall be

made except by written amendment signed by both the parties. The contract will be valid for a period of 2 years from the date of effectiveness of the contract. The contract can be further extended for another 3 years (to be renewed annual basis) beyond the initial period of 2 years on the basis of mutual agreement between the parties.

## **15. Conflict of Interest**

Conflict of interest exists in the event of:

1. Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder.
2. Consultants, agencies, or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly.
3. Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha.

The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

## **16. Disclosure**

1. 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.
2. 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.
3. Bidders must disclose if they have been convicted of or are the subject of any proceedings relating to:
  - i. A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
  - ii. Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract
  - iii. Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

## **17. Anti-corruption Measure**

1. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
2. 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, disqualifying it from participating in any related bidding process for the said period.

## **18. Languages of Proposal**

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an

accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

#### **19. Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

#### **20. Legal Jurisdiction**

All legal disputes are subject to the jurisdiction of District Civil Court of Sundargarh only.

#### **21. Confidentiality**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Bidder/Agency of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the Bidder/Agency or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

#### **22. Amendment of the RFP Document**

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

#### **23. Client's right to accept any proposal, and to reject any or all proposals**

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason thereof and thereby incurring any liability to the bidders.

#### **24. Force Majeure:**

For purpose of this clause, "Force Majeure" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics such as covid or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the Agency, which prevents or delays the execution of the order by the Agency. If a Force Majeure situation arises, the Agency shall promptly notify Client in writing of such conditions, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to fulfil its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Agency shall advise Client in writing, the beginning, and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than

one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the Agency in any manner for whatsoever reason.

## **25. Settlement of Disputes**

The Client and the Agency shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within Thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Sundargarh, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. The Collector and District Magistrate, Sundargarh, Govt of Odisha shall be the final authority to resolve the dispute arising between and the Client and the Selected Agency.

## **26. Disqualification of Proposal**

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

1. Proposal submitted without Bid Processing Fee & EMD as applicable.
2. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
3. During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
4. Proposal is received in incomplete form.
5. Proposal is received after due date and time for submission of bid.
6. Proposal is not accompanied by all the requisite documents/information.
7. Bids with any conditional technical and financial offer.
8. If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest/best value.
9. Proposal is not properly sealed or signed.
10. Proposal does not conform to the requirement of the scope of the work of the assignment.
11. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.
12. If any of the bid documents, excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bidder or any person acting on its behalf indulges in corrupt and fraudulent practices.
13. Any other condition/situation which holds the paramount interest of the Client during the overall selection process.

## **Section III: Terms of Reference**

### **3.1. Introduction**

Sericulture has long been a vital traditional livelihood of indigenous tribal communities residing in the mineral-bearing regions of north-western Odisha—particularly in the districts of Keonjhar, Mayurbhanj, Sundargarh, Jajpur, Anugul, and Deogarh. These districts together contribute more than 90% of the State’s total Tasar silk production. Odisha ranks as the third-largest producer of Tasar silk in the country, with approximately 40,000 families engaged directly and indirectly in Tasar sericulture as a source of livelihood.

Sundargarh District is one of the key mineral-rich districts of Odisha and has significantly contributed to the mining and industrial development of the State. However, communities residing in mining-affected areas continue to face socio-economic challenges, including limited employment opportunities, educational backwardness, and other livelihood opportunities. To address these challenges and promote sustainable livelihood opportunities for the people, the District Mineral Foundation (DMF), Sundargarh, has been supporting targeted interventions aimed at enhancing employability, skill development, and livelihood opportunities to the people of mining-affected areas.

### **3.2. Project Objective**

While the Government’s primary focus has been on strengthening the pre-cocoon segment of the sericulture value chain, a significant gap persists in the availability of dedicated manpower and specialised technical expertise for post-cocoon activities, including production, processing, quality control, and marketing of Tasar silk products—particularly in Sundargarh district.

This initiative of District Administration Sundargarh aims to empower cocoon rearers through value addition, employment generation, and market linkages by strengthening key segments of the sericulture value chain, encompassing both pre-farming and post-farming activities

### **3.3. Current Tasar Sericulture Context in Sundargarh District:**

- a) Sundargarh district is actively engaged in Tasar sericulture, with a good presence in the pre-cocoon sector involving plantation of Asan and Arjun, supplying of DFLs (disease free laying) to the rearers and collection of tasar cocoons from rearers through TRCS.
- b) The district has **9** established Tasar Rearer Cooperative Societies (TRCS) supporting primary producers.
- c) There are **3,315** active Tasar farmers involved in Tasar rearing activities.
- d) Operations extend across 42 Gram Panchayats, covering 6 key blocks in Sundargarh.
- e) Currently production of tasar cocoon in the district is 3000 Kahans (1 kahan = 1600no.)

Status of the TRCS in Sundargarh across the blocks are as follows -

<b>Sl</b>	<b>Block</b>	<b>No. of TRCS</b>	<b>No. of GPs</b>	<b>No. of Villages</b>	<b>No. of Farmers</b>
1	Bonai	3	11	69	2224
2	Lahunipada	2	13	59	845
3	Koida	1	3	20	131
4	Sundargarh	1	8	11	85
5	Bargaon	1	4	1	15
6	Bisra	1	3	6	15
	<b>Total</b>	<b>9</b>	<b>42</b>	<b>166</b>	<b>3315</b>

### **3.4. Khuntagaon Tasar Silk Park (KTSP):**

The Khuntagaon Tasar Silk Park (KTSP) project was envisioned under DMF to establish a world class Tasar rearing and fabric facility in Khuntagaon GP Lahunipara Block which is a core mining affected area of Sundargarh district.

The Khuntagaon Tasar Silk Park (KTSP) was constructed by NBCC with a sanctioned project cost of **₹32.15 crore** in 2020. The facility has been designed as a comprehensive pre cocoon & post-cocoon and fabric development center, integrating production, training, and incubation infrastructure essential for Tasar value-chain operations.

The overall infrastructure of KTSP consists of:

- a. **Main KTSP Building**, comprising of **ground floor & the first floor** is designated for core post-cocoon processing and machinery operations planned for extended processing, administrative functions, and auxiliary activities with 44711.99 sq. ft.
- b. **Central Cocoon Nursery**, developed to support scientific cocoon rearing, incubation with 117462.57 sq. ft.
- c. **Hostel & Guest room Facility** for trainees, delegates, and visiting professionals, enabling continuous hands-on training and capacity-building programs with 11573.14 sq. ft.

Detailed layout of the facility is provided below:



Fig 1. Layout of Ground Floor

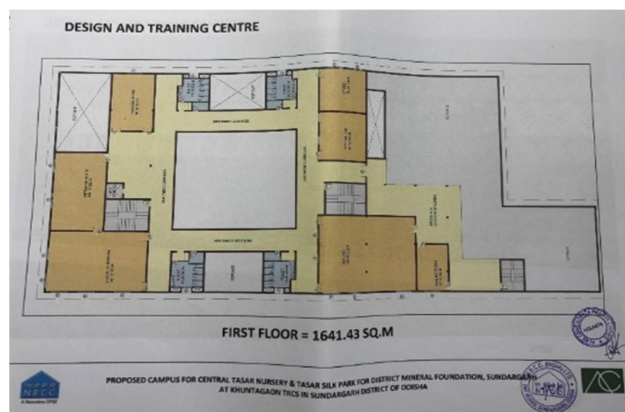


Fig 2. Layout of First Floor



Fig 3. Layout of Hostel & Guest House

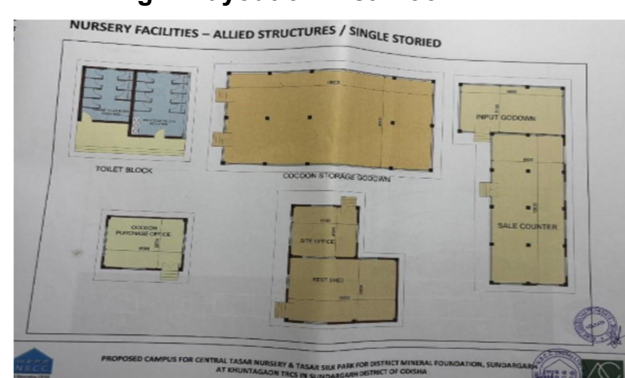


Fig 4. Layout of Central Tasar Nursery

Currently, the civil infrastructure of the facility stands completed along with necessary electrification provisions. The facility has also been fitted with state-of-the-art machinery for weaving, reeling spinning, printing and fabric production. More than 150 specialised machines with a total financial outlay of ₹ 2.54 Cr. have been supplied and installed at the facility.

The details of the machinery are as follows:

<b>Sl. No</b>	<b>Description</b>	<b>Category</b>	<b>Unit</b>	<b>Qty</b>
1	Solar Unnati Tasar (4 spindle) Machine & Installation	Cocoon to Yarn	Nos	50
2	Solar Unnati Tasar (2 spindle) Machine & Installation	Cocoon to Yarn	Nos	50
3	Re-reeling charkha including ends & installation	Cocoon to Yarn	Nos	10
4	Spinning/Deflossing (pedal) & installation	Cocoon to Yarn	Nos	10
5	Bobbin winding (32 spindle) & installation	Cocoon to Yarn	Nos	2
6	Twisting (80 spindle) & installation	Cocoon to Yarn	Nos	1
7	Re-reeling & twisting (20 spindle) & installation	Cocoon to Yarn	Nos	1
8	Cone making machine & installation	Cocoon to Yarn	Nos	1
9	Book machine (yarn) & installation	Cocoon to Yarn	Nos	10
10	Boiler & installation	Cocoon to Yarn	Nos	1
11	Hot Chamber with Conveyor system (2T)	Cocoon to Yarn	Nos	1
12	Sun Kharga – Solar operated Loom	Yarn to Weaving	Nos	2
13	Pim winding	Yarn to Weaving	Nos	4
14	Handlooms with accessories	Yarn to Weaving	Nos	1
15	Dobby attachment & installation	Yarn to Weaving	Nos	1
16	Jacquard (400 Hooks) & installation	Yarn to Weaving	Nos	1
17	Warping machine & installation	Processing	Nos	2
18	Digital printing machine	Processing	Nos	1
19	Padding process machine	Processing	Nos	1
20	Steamer	Processing	Nos	1
21	Industrial washing machine	Processing	Nos	1
22	Rinsing machine	Processing	Nos	1
23	Drying machine	Processing	Nos	1
24	Ironing machine	Processing	Nos	1
25	Pulveriser	Other	Nos	2
26	Desktop Computer (All-in-one)	Other	Nos	3

### **3.5. Rationale for engagement of a Professional Agency**

As the focus of the Government remains primarily on strengthening the pre-cocoon segment of the sericulture value chain, there is a significant gap in dedicated manpower and specialized technical expertise required for post-cocoon production, processing, quality control, and marketing of Tasar Silk products in Sundargarh district. Given the limited human resources available at the office of the Assistant Director, Sericulture, Sundargarh, it has become essential to onboard a specialized professional agency to ensure the effective operationalization and holistic management of the Khuntagaon Tasar Silk Park (KTSP).

To address this need, KTSP will be operated through a **competent professional agency**, selected through a structured procurement process by inviting a **Request for Proposal (RFP)**, in accordance with the Government of Odisha General Finance Rules. The selected agency will

be responsible for day-to-day operations, production planning and management, capacity building of tasar rearers and TRCS, and establishing sustainable market linkages.

### **3.6. Broad Objectives of Engagement**

The objective of engaging an agency is to ensure efficient, technically sound, and commercially viable operation of the Khuntagaon Tasar Silk Park (KTSP) by strengthening post-cocoon processing, value addition, marketing, and institutional capacity building, with the goal of establishing KTSP as a self-sustaining community-owned social enterprise.

In addition to operational responsibilities, the onboarded agency shall provide a 5-year Detailed Project Report based on the Scope of Work (SoW), capacity building support through its specialized human resources in the relevant field to the Nodal TRCs or the Central Cooperative to enable them to manage KTSP independently after the completion of the five-year onboarding period.

### **3.7. Role of District Mineral Foundation (DMF), Sundargarh**

The District Mineral Foundation (DMF) shall provide financial support for human resource requirements and one-time operational costs (corpus fund/working capital) to the onboarded agency through ADS Sundargarh and reviewed and monitored through the District Level Technical cum Monitoring Committee (DLTC).

### **3.8. Scope of Work:**

#### **I. Operation and management of KTSP**

The engagement of the Professional Agency (“the Agency”) aims to achieve the following:

- a) Operationalize and manage KTSP as a fully functional post-cocoon value-addition and fabric development centre by conducting a thorough feasibility study/survey of the existing infrastructure, machines and raw material and submit a 5-year operational **Detailed Project Report (DPR)** to the DLTC.
- b) Ensure end-to-end post-cocoon production, including spinning, re-reeling, weaving, dyeing, printing, finishing in a gradual phased manner, along with stringent quality control at each step by framing the standard operating procedure for the KTSP unit.
- c) Strengthen institutional mechanisms by capacitating Nodal TRCS/Central TRCS for long-term community-owned management.
- d) Promote capacity building and skill development for Tasar rearers, SHGs, and cooperative members in running the unit and machinery by constituting a Nodal TRCS/Central TRCS.
- e) Deploy skilled manpower with domain expertise in sericulture, textile processing, marketing, and enterprise management.
- f) Develop sustainable market linkages and brand KTSP products for domestic and international markets.
- g) Ensure compliance, monitoring, transparency, and accountability in operations, finance, HR, safety, and environmental standards.
- h) Prepare the Nodal TRCS/Central TRCS to be business-ready in 5 years, ensuring KTSP becomes a self-sustaining enterprise.

#### **II. Feasibility Assessment & DPR Development**

- a) Conduct a comprehensive feasibility study/survey covering infrastructure, machinery, raw material availability, and market demand.
- b) Prepare a **5-year Detailed Project Report (DPR)** including operational planning, financial projections, organizational structure, production targets, and sustainability roadmap and submit the same to the DLTC for approval

### **III. Institutional Strengthening & SOP Development**

- a) Facilitate formation and capacity building of Nodal TRCS/Central TRCS as per the approved timeframe in the DPR.
- b) Organisation of recurring training sessions of the Nodal TRCS/ Central TRCS as per the timelines and gap assessment in the DPR Development and institute Standard Operating Procedures (SOPs) for all daily operations of KTSP.
- c) Gradual functionalization of the KTSP.

### **IV. Post-Cocoon Production, Processing and Operation Management**

- a) Manage complete daily operations of KTSP, including production planning, workflow optimization, machine utilization, and inventory control.
- b) Build capacities of Tasar Rearers and TRCS members through continuous technical support.
- c) Lead branding, marketing, and value-addition processes for Tasar yarn and fabric.
- d) Manage all core post-cocoon activities:
  - I. Reeling Re-reeling, spinning, twisting
  - II. Dyeing, Weaving, printing, finished fabric
  - III. Quality control and testing
- e) Ensure continuous raw material supply:
  - I. KTSP requires **4,500 Kahans** of cocoons annually for operating 100 reeling machines.
  - II. Current district production is **3,000 Kahans**; support the ADS in establishing a formal agreement with **SERIFED (Apex Tasar Cooperative Society)** to bridge the deficit.
- f) Develop standardized production protocols to ensure quality consistency, reduce wastage, and enhance productivity.

### **V. Capacity Building, Skill Development & Training**

- a) Design structured training programmes on post-cocoon technologies, machine operations, quality assurance, and enterprise management.
- b) Select beneficiaries strictly in line with **ODMF guidelines** (within 25 km mining-affected area).
- c) Organize exposure visits to successful Tasar and textile clusters.
- d) Develop master trainers and supervisors to ensure long-term sustainability.
- e) Support ADS in converging government schemes like: **Samarth Scheme** (Ministry of Textiles (GoI), Promotion of Handloom Industries (POHI) (**Department of Handloom, Textiles & Handicraft (Govt. Of Odisha)**) and any other relevant Govt schemes issued from time to time.

### **VI. Deployment of Manpower & HR Systems**

- a) Deploy qualified technical, managerial, accounting, skilled, semi-skilled, and unskilled personnel as per DPR and DLTC-approved SOPs.
- b) Prioritize local candidates, especially from mining-affected areas and SHGs, for reeling, weaving, dyeing, printing, and related operations.
- c) Ensure HR personnel conduct regular skill development and sensitization for rearers and TRCS members.

### **VII. Market Linkages, Branding & Business Development**

- a) Develop branding, packaging, and marketing strategies for KTSP products.
- b) Organize buyer-seller meets with relevant market players in the ecosystem.
- c) Create forward and backward linkages with:
  - i. Bulk buyers, wholesalers, designers, textile institutions
  - ii. E-commerce platforms

- d) Facilitate agreements with key organizations:
  - i. **NHDC** for Tasar yarn sales
  - ii. **Handloom, Textiles & Handicrafts Dept., Govt. of Odisha (Boyanika, Utkalika, Odisha Resham and Sambalpuri Bastralaya)**
- e) Ensure improved price realization through aggregation, value addition, and market intelligence.
- f) Promote KTSP products nationally and internationally.
- g) Prepare annual business plans and revenue forecasts aligned with production targets.
- h) Enable TRCS to evolve into a **profitable enterprise** managing yarn/fabric marketing.

### **VIII. Funding, Monitoring, Reporting & Compliance**

- a) Operate under the funding structure approved by DMF Sundargarh through ADS Sericulture for HR and working capital for 5 years.
- b) Submit standardized monthly, quarterly, and annual reports covering operational, financial, and impact parameters.
- c) Create and Maintain a **Digital MIS Dashboard** with integrated operational, financial, and community development data.
- d) Support audits conducted by CA firms appointed by the Monitoring-cum-Executive Committee.
- e) Ensure full compliance with local, national, and international laws related to labour, safety, environment, and processing norms.
- f) Support ADS Sundargarh in coordinating external audits (financial, quality, environmental, social).

### **IX. Institutional Development & Exit Strategy**

- a. Support formation/strengthening of Nodal TRCs or a Central Cooperative comprising tasar rearers.
- b. Gradually integrate cooperatives into operational and decision-making processes.
- c. Prepare a structured handover plan to enable cooperatives to independently manage KTSP upon completion of the onboarding period. Provide handholding support during the transition phase.

#### **3.9. Proposed Manpower deployment:**

The agency shall deploy following resources on a full-time basis at Khuntagaon Tasar Silk Park (KTSP) for smooth implementation of the project:

<b>Sl. No</b>	<b>Role</b>	<b>Essential Qualification</b>	<b>Alternative Qualification (Equivalent)</b>
1	Project Director (One)	Master's degree (or equivalent) in Management, Development Studies/ Practice, Social Work or related field(s) from a reputed and recognized University/institution with minimum 5 years of experience.	Graduate in any discipline from a reputed and recognized University/institution with minimum 8–10 yrs leadership in NGO/cluster projects.
2	Production Manager (One)	Bachelor's degree in Textile Engineering / Textile Technology/ Apparel Production/ Garment Manufacturing/ Fashion Technology from a reputed and recognized University/institution with minimum 5 years of experience.	Diploma in Textiles Technology with minimum work experience of 8–10 yrs in the textile field.
3	Accounts	Bachelor's degree (Preferred	Bachelor's degree in Commerce

	Manager (One)	Qualification: Master's degree) in Commerce/ Accounting/ Finance from a reputed and recognized University/ institution.	with experience in NGO /Farmer Organization accounting / Tally-certified accountant.
4	Marketing Manager (One)	Bachelor's degree in marketing/ Business Administration (BBA) (Preferred Qualification: MBA) in Marketing from a reputed and recognized University/ institution. Experience of retail or e-commerce of handloom and textiles product in garment and textile mills.	Bachelor's degree in marketing/ Business Administration (BBA) with minimum 5 years of work experience in Handloom and Textiles sector.  Experience of working in Handloom sector/ Textile mills or garment units/Export houses or buying agencies/ Retail or e-commerce (fashion/textiles). Exposure in Export marketing and international buyers and Experience.
5	Sales and Export Manager (One)	Bachelor's degree in marketing/ Business Administration (BBA) (Preferred Qualification: MBA) in Marketing from a reputed and recognized University/ institution. With minimum 5 years' experience of retail or e-commerce of handloom and textiles product in garment and textile mills.	Bachelor's degree in marketing/ Business Administration (BBA) with Minimum 8-10 years of experience in Export agent or trader sales and exports of Handloom and Textiles products.
6	Sericulture Expert (One)	Master's degree (M.Sc./ M.Tech) in Sericulture/ Entomology/ Botany/ Zoology/ Life Science/ Agricultural Sciences/ Silk Technology.	Bachelor's degree in Botany/ Zoology/ Life science with a Post graduate diploma in Sericulture from a reputed and recognized University/institution, with Min. work experience of 5 years in sericulture sector (Tasar/Mulberry/Eri).
7	Reeling & Spinning trainer (Two- Mater & Assistant)	Matriculation with practical Experience in Reeling Operations such as Cocoon sorting, grading, storage and operation of reeling and spinning machines.  Holder of Certificate in Silk Reeling/ Spinning Training from recognized institutes such as Central Silk Board/ Central Tasar Research and Training Institute (CTRTI)/ Indian Institute of Handloom Technology (IIHT). Training of Trainers (ToT) certification and experience as a certified master trainer in sericulture projects.	Master reeler with 5 years of experience in Vanya Silk; assistant trainer with 1-2 years of work experience in Vanya Silk.
8	Weaving Expert (One)	Diploma/ ITI in Handloom/ Textile Technology from a recognized institution like Indian Institute of Handloom Technology (IIHT) with	Master Weaver with minimum experience of 8-10 years in handloom sector.

		minimum 2-3 years of hands-on experience in weaving sector.	
9	Dyeing Specialist (One)	Bachelor's degree in Textile Technology / Textile Chemistry/ Chemical Engineering from a reputed and recognized institute like Indian Institute of Handloom Technology (IIHT)/ National Institute of Fashion Technology (NIFT) with 2-3 years' experience in textile dyeing.	Diploma/ ITI in Textile Processing/ Dyeing & Printing/ Chemical Technology Minimum 5 years of experience in Silk dyeing units/ textile processing houses/ handloom or cluster-based projects/ export-oriented textile units with knowledge of Knowledge of Acid dyes (commonly used for silk) and Natural dyes/ Vegetable dyes (eco-friendly processes).
10	Quality control Officer (One)	Bachelor's degree in Textile Technology/ Textile Engineering/ Fabric/ Apparel Technology from a reputed and recognized institution with minimum 2-3 years of industrial experience	Diploma in Textiles with work experience as Production & product quality control supervisor/export QC checker with 8-10 years of Industry experience in Textile mills (spinning, weaving, processing) / Garment manufacturing units/ Handloom sector/ Export Houses or Buying Agencies/ Textile testing laboratories.
11	Machine Maintenance technician (One)	Diploma / Bachelor's degree in Mechanical Engineering/ Electronics & Instrumentation Engineering from a reputed and recognized institution with minimum 2-3 years' experience.	ITI with machine maintenance experience of minimum 5 years. Preferred experience in machines used in Vanya silk under post-cocoon activity.
12	Digital Printing Operator (One)	ITI/ Diploma in Textile Printing/ Textile Technology/ Graphics/ Digital Printing Technology from a recognized institution with preferred training certification in digital textile printing (inkjet technology)/ Graphic design software (Photoshop, Illustrator, RIP software).	Minimum 3–5 years of experience in Textile Printing.  Experience of working in Digital Textile Printing Units/ Silk Printing Mills/ Textile processing houses and Garment Export Houses
13	Digital Printing Helper (One)	Matriculation with basic ITI certificate (any trade – advantage) from a reputed and recognized institution.	Minimum experience of 0-2 years (Freshers can be engaged)  Experience in Textile mills/ Printing units (digital/screen printing)/ Silk processing units with exposure of assisting in Fabric loading/unloading, machine setup and cleaning, Ink handling and preparation and helping operator during printing

			process.
14	Production Assistant (One)	Diploma or Bachelor's degree in Textile Engineering/ Textile Technology/ Industrial Engineering from a reputed and recognized institute.	<p>Minimum 3–5 years of experience Production Supervisor/ Line In-charge/Shift Supervisor.</p> <p>Experience in working with weavers/artisans, understanding traditional weaving techniques. Exposure to government schemes under the Ministry of Textiles. Cluster-based production management.</p>
15	Fabric/Garment Designer (One)	Diploma or Bachelor's degree in Fashion Design/ Textile Design/ Apparel Design from a reputed and recognized institute.	<p>Minimum 3-5 Years experience in roles like Assistant Fashion Designer/ Garment Designer/ Sampling Coordinator.</p> <p>Experience in ethnic wear or luxury fashion. Knowledge of Indian handloom silk sectors, participation in exhibitions/ fashion shows and portfolio showcasing silk garment designs.</p>
16	Master Weaver (Two)	Skilled artisan with 5–10 yrs experience	<p>Experience in handloom or power loom silk weaving, creating complex designs (borders, motifs, jacquard work), design interpretation from graphs or CAD, dyeing knowledge (basic understanding), ensure high-quality silk fabric production and experience in government or NGO textile projects.</p>
17	Training Officer (One)	Master's degree in Social Work (MSW)/ Rural Development/Development Studies from a reputed and recognized institute.	<p>Minimum 3-5 years' experience in roles like SHG Mobiliser/ Training Coordinator/ Livelihood Project Trainer</p> <p>Practical experience in forming and strengthening SHGs/ Conducting training programs for women groups/ Capacity building and skill development/ Working with government schemes.</p>
18	Community Mobilizer (One)	Bachelor's degree in Social Work/ Rural Development/ Sociology / Anthropology/ Agriculture / Horticulture/ Education / Community Development/ any other discipline from a reputed and recognized institute.	<p>Minimum 3-5 years' Experience in roles like Field Supervisor/ Project Assistant/ SHG Coordinator/ Livelihood / Health / Education Field Staff.</p> <p>Knowledge of government schemes (NRLM, MNREGA,</p>

			health programs) and experience with livelihood, SHG, or women empowerment projects.
19	MIS & IT Expert (Two)	Bachelor's degree in Computer Science / Information Technology (Preferred qualification: Master's degree in Computer Applications (MCA)/ Information Technology / Management Information Systems (MIS / MBA-IT) from a reputed and recognized institute.	Minimum 0-2 years' experience in Data entry (Freshers can be engaged)  Experience as: IT Support / Junior MIS Executive/ Data Entry / Junior Analyst.

### 3.10. Monitoring and Review:

The overall monitoring and review of activities will be undertaken by the **District Level Technical-cum-Monitoring Committee (DLTC)**, comprising the **CDO-cum-EO ZP, CEO DMF, BDO Lahunipada, Forest Dept., DPM Mission Shakti, DPM OLM, AD Textiles & AD Sericulture (Convener and Member Secretary) along with Collector & Chairman cum Managing Trustee District Mineral Foundation Sundargarh (Chairman)**. The ADS, Sundargarh will serve as **Member Secretary-cum-Convener** of the Committee. The DLTC will oversee the performance of the onboarded agency and ensure proper implementation of the program across all operational parameters.

### 3.11 Implementation Process

Sr. No.	Activity	Responsible Authority	Completion Timeline
1	Issuance of Letter of Intent (LoI)	ADS, Sundargarh	To be issued within 15 working days after final selection of the Agency
2	Submission of Performance Bank Guarantee (PBG)	Selected Agency	To be submitted within 7 working days from receipt of the LoI
3	Execution of Memorandum of Understanding (MoU)	ADS, Sundargarh and the Selected Agency	To be completed within 15 working days after submission of the PBG
4	Submission of Detailed Project Execution Plan (DPEP)	Agency	To be submitted within 20 working days from the date of MoU signing
5	Project Go-Live / Operational Deployment	Agency	To be completed within 45 working days from the date of MoU execution

### 3.12 Contract Period and Extension

The total project period shall be 5 (Five) years. The contract with the selected Agency shall initially remain valid for a period of 2 (Two) years from the date of effectiveness of the Contract/Agreement and/or issuance of the Work Order by the Client. Thereafter, the Contract may be extended on a year-to-year basis for the remaining period up to 5 (Five) years, subject to mutual agreement between the parties, satisfactory performance of the Agency, and achievement of the prescribed operational milestones and deliverables, including timely submission and approval of DPRs/reports by the Client.

In the event of extension beyond the initial contract period, the applicable rates/fees may be revised as per the terms and conditions stipulated in the Agreement and as approved by the Client.

### **3.13. Reporting Structure**

The selected Agency shall function under the overall supervision and control of the Assistant Director of Sericulture, Sundargarh, and shall maintain close coordination with the concerned Departments, Offices, and other stakeholders for effective and smooth implementation of the assignment.

The Agency shall submit Monthly Progress Reports (MPRs), periodic progress reports, deliverables, DPRs, and other relevant documents within the timelines prescribed under the Contract/Agreement and as directed by the Client from time to time. The Client may convene review meetings at regular intervals to assess the progress of work, performance of the Agency, and achievement of the prescribed milestones and deliverables under the assignment.

The Agency shall duly comply with all observations, suggestions, directions, and instructions issued by the Client during the course of execution of the assignment.

### **3.14. Payment Terms:**

The payment shall be made as per the Financial Proposal at FIN-2 at the rates accepted by ADS, Sundargarh. Payments will be disbursed to the agency periodically on the basis of the agreement and recommendation of the **District Level Technical-cum-Monitoring Committee (DLTC)**.

#### *Other Conditions:*

- a) The Payment will be released to agency on achieving milestones/agreed work plan as per the ToR, on submission of Invoice and a Monthly Progress Report.
- b) The cost of references to be made by the agency to its in-house professional experts or outside professional experts are included in agency's fees and no extra payment will be made by the client on this account.
- c) The agency shall be present in all presentations/meeting called by the Client in relation to the assignment.
- d) Standard Force Majeure Clause shall be applicable during the entire period of services.

## **Section IV: Technical Proposal Submission Forms**

**Tech - 1 Covering Letter**  
*(On Bidder's Letter Head)*

[Location, Date]

To,

**The Assistant Director of Sericulture,  
Sundargarh.**

**Subject: Selection of Agency for Post Harvest Cocoon Value Chain Development and Market Linkage Integration of Tasar Fabric/Yarn at Khuntagaon Tasar Silk Park, Lahunipara, Sundargarh under District Mineral Foundation, Sundargarh  
[TECHNICAL PROPOSAL]**

Dear Sir,

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

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

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

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

Yours faithfully,

**Authorized Signatory with :  
Date and Seal**

**Name** : \_\_\_\_\_  
**Designation** : \_\_\_\_\_  
**Address of Bidder** : \_\_\_\_\_  
**Contact Number of Bidder** : \_\_\_\_\_  
**Email id of Bidder** : \_\_\_\_\_

## Tech 2: Bidder's Organization (General Details)

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

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

**Name and Designation with Date & Seal:**

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

### Tech 3: Bidders Financial Details

#### Annual Average Turnover Statement

<b>Name of the Agency:</b>				
<b>Financial Information (In INR)</b>				
<b>Details</b>	<b>FY 2022-23*</b>	<b>FY 2023-24*</b>	<b>FY 2024-25*</b>	<b>Average</b>
Turnover (in Crores)				
<b>* Provisional audited statement shall not be considered. Supporting Documents:</b>				
Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement, P/L and Balance Sheet for the respective financial years is mandatory along with this form)				
<b>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 along with the technical proposal, failing which the proposal will be out rightly rejected.</b>				

Signature and Seal of the Company Auditor / Chartered Accountant with Date

in original Name of Chartered Accountant / Authorized Signatory of

Company Auditor

[In full initials with Date and Seal]: \_\_\_\_\_

Membership No. Chartered Accountant / Authorized Signatory of Company Auditor

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

**Name and Designation with Date & Seal:**

**[NB: No Scanned Signature will be entertained] Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid]**

#### **Tech 4: Format for Power of Attorney**

**(Notarized on INR 100.00 Stamp Paper)**

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

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

Name of the Authorized Representative:

**(Signature of the Authorized Representative with Date)**

\_\_\_\_\_

CERTIFIED:

**Signature, Name & Designation of person executing attorney:**

**Address of the Bidder:**

### Tech 5: Bidders Past Experience Details

<b>Assignment Name:</b>		<b>Country:</b>
<b>Location within Country:</b>		<b>Professional Staff provided by your Firm / Entity (profiles):</b>
<b>Name of Client:</b>		<b>No of Staffs:</b>
<b>Address:</b>		<b>No of Staff-Months:</b>
<b>Start Date:</b>	<b>Completion Date:</b>	<b>Approx. Value of Services (in INR):</b>
<b>Name of Associated Consultants, If Any:</b>		<b>No of Months of Professional Staff Provided by Associated Consultants: NA</b>
<b>Name of Senior Staff Involved and Corresponding Positions:</b>		
<b>Narrative Description of Project:</b>		
<b>Description of Actual Services Provided by Your Staff:</b>		

*(\*Photocopies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates of equivalent projects to be attached as documentary proof along with page number in the proposal. More lines can be added for enumerating experience as required.)*

**Note 1:** Information provided in this Form shall sufficiently support/justify the criteria of the Technical Qualification Form.

**Note 2:** All the claims shall be substantiated through production of supporting documents. All supporting documents shall have the period of execution, along with details of the project components clearly highlighted.

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

**Name and Designation with Date & Seal:**

## **Tech 6: Declaration of Conflict of Interest and Activities**

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5). If yes, please furnish details of any such activities.

If no, please certify,

### **On Bidders Letter Head**

I hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5)**.

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

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

**Name and Designation with Date & Seal:**

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

## **Tech-7: Description of Approach, Methodology, and Workplan to Undertake the Assignment**

Technical Approach, Methodology, and Work Plan are critical components of the Technical Proposal. Bidders should explain their understanding of the assignment, approach to service delivery, methodology for executing activities, and expected outputs. They should highlight key challenges, their significance, and the technical approach proposed to address them. *It is suggested to present the required information divided into the following four sections.*

### **A. Understanding the Assignment issues & Challenges**

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output.

Please do not repeat/copy the ToR here

### **B. Description of Approach and Methodology**

- i. Operation and Production plan
- ii. Deployment of HR and Training plan
- iii. Market linkage and Branding
- iv. Institutional Development and Exit plan.
- v. Raw material strategy (Addressing the cocoon deficit)
- vi. Quality control & SOPs
- vii. Risk and Sustainability

### **C. Case Study**

Case study of Sericulture/Allied Sector, Textiles, Handlooms (01 equivalent) assignments undertaken previously.

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

**Name and Designation with Date & Seal:**

### Tech 8: Affidavit Format for Not Blacklisting

#### (Notarized on Rs.100/- Non-Judicial Stamp Paper) Affidavit

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 Department of Health & FW, Govt. of Odisha / Social Security & Empowerment of Persons With Disabilities Department, Govt. of Odisha / or any other entity of GoO or blacklisted by any State Government or Central Government / Department / District Administration / Organization in India from participating in Tenders as on the\_\_\_\_(Date of Signing of this proposal).

**In case the agency has been blacklisted previously, the details of the same shall be furnished in the format below.**

Sr. No.	Name of the Govt. dept/Organisation/ that backlisted the Agency	Duration from which the blacklisting started to when it ended	Reason for being Blacklisted	Issues that led to blacklisting was resolved / Not resolved	Remarks
1					
2					

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

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

**Name and Designation with Date & Seal:**

## Tech 9: Format of Curriculum Vitae (CV) for Proposed Key Professionals

**1. Proposed Position:**

[For each position of key professional separate form Tech 9 will be prepared]

**2. Name of Firm:**

**3. Name of Staff:**

**4. Date of Birth:**

**5. Years with Firm:**

**6. Nationality:**

**7. Education:**

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

**8. Membership in Professional Associations:**

**9. Other Trainings:**

**10. Countries of Work Experience:**

**11. Languages:**

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

**12. Employment Record:**

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

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

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

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

<i><b>Sectoral Expertise (as per Section III TOR and Team Composition)</b></i>	
<i><b>Name of the Project</b></i>	
<i><b>Year</b></i>	
<i><b>Location</b></i>	
<i><b>Name of the Client</b></i>	
<i><b>Project Feature</b></i>	
<i><b>Position Held</b></i>	
<i><b>Activities Performed</b></i>	

listed under point 12.]

**Certification:**

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

Date:

**Signature of Key Professional with Date**

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

**Name and Designation with Date and Seal:**

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

## Section V: Financial Proposal Submission Forms

**FIN-1**  
**(On Bidder's Letterhead)**

[Location, Date]

To:

**The Assistant Director of Sericulture,  
Sundargarh.**

**Subject: Selection of Agency for Post Harvest Cocoon Value Chain Development and Market Linkage Integration of Tasar Fabric/Yarn at Khuntagaon Tasar Silk Park, Lahunipara, Sundargarh under District Mineral Foundation, Sundargarh [FINANCIAL PROPOSAL]**

Sir,

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

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

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

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

I remain,

Yours faithfully,

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

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

**\* Amount must match with the FIN-2: Summary of financial Proposal**

## FIN 2: Summary of Financial Proposal

Name of the Assignment:					
Sr. No.	Fee Particulars	Amount in INR			
<b>A</b>	<b>Remuneration of Key Resources</b>				
Description of Manpower	Qty	Monthly Fee (INR)	Annual Fee (INR)	Total Fees (for 3 Years) (In INR)	
1.	Project Director	1			
2.	Production Manager	1			
3.	Accounts Manager	1			
4.	Marketing Manager	1			
5.	Sales and Export Manager	1			
6.	Sericulture Expert	1			
7.	Reeling & Spinning Trainer-1	1			
8.	Reeling & Spinning Trainer-2	1			
9.	Weaving Expert	1			
10.	Dyeing Specialist	1			
11.	Quality Control Officer	1			
12.	Machine Maintenance Technician	1			
13.	Digital Printing Operator	1			
14.	Digital Printing Helper	1			
15.	Production Assistant	1			
16.	Fabric/Garment Designer	1			
17.	Master Weaver- 1	1			
18.	Master Weaver- 2	1			
19.	Training Officer	1			
20.	Community Mobilizer	1			
21.	MIS & IT Expert- 1	1			
22.	MIS & IT Expert- 1	1			
<b>B</b>	<b>Total Fee (INR)</b>				
<b>C</b>	<b>Taxes applicable as per GST Act @ _____ % of Total Fee</b>				
<b>Grand Total (INR) (B+C)</b>					
<b>In Words</b>					

**Note:**

1. Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words and signed by the Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
2. Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Consultancy fee proposed for the assignment shall remain fixed till completion of the contract.
3. The quoted rate shall be inclusive of salary, EPF, ESI, wages, TA/DA, logistics, etc. to personnel deployed for the assignment by the agency / bidder and training to be impacted by the bidder/ agency. The agency accepts the proposed cost with reference to the RFP. The proposed cost shall be binding upon the agency subject to the modification resulting from contract negotiations, if any, up to expiry of the validity.
4. All costs, whether direct or indirect, foreseen or unforeseen, incidental or ancillary, required for the complete and satisfactory execution of the Scope of Work shall be deemed to have been fully factored into, considered, and incorporated in the quoted financial proposal. The financial bid shall be comprehensive and inclusive of all expenses necessary to discharge the obligations under this tender. No additional claims, reimbursements, price variations, or escalations shall be entertained at any stage on the grounds that any such cost was not separately specified, provided that such cost is reasonably required for proper project implementation.

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

**Name and Designation with Date & Seal:**

## Section VI: Annexures

### Annexure I: Bid Submission Checklist

Sr. No.	Description	Submitted (Yes/No)	Page No.
	<b>Technical Proposal (Original) (PART-A)</b>		
1	Filled-in Bid Submission Checklist (Annexure I)		
2	Covering Letter (TECH 1)		
3	Bid Processing Fee of INR 10,000/- (In the form of DD)		
4	EMD of INR 15,00,000/- (In the form of <b>DD/ BC/ BG</b> )		
5	Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (2022-23, 2023-24 & 2024-25)		
9	General Details of the Bidder (TECH 2)		
10	Financial details of the bidder (TECH 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period (FY: 2022-23, 2023-24 & 2024-25)		
11	Power of Attorney (TECH 4) in favour of the person signing the bid on behalf of the bidder		
12	List of completed assignments of similar nature (Past Experience Details) (TECH 5) along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH 6)		
14	Approach, Methodology & Work Plan (TECH 7)		
15	Affidavit (Notarized on Rs.100/- Non-Judicial Stamp Paper) for Not Blacklisted (TECH 8)		
16	Format of Curriculum Vitae (CV) for Proposed Key Professional (TECH 9)		
	<b>Financial Proposal (Original) (PART-B)</b>		
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

#### Undertaking:

- All information has been submitted as per prescribed format and procedure.
- Each part has been separately bound with no loose sheets, with each page numbered and indexed.
- All pages of the proposal have been **sealed and signed** in full by the authorized representative.

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

**Name and Designation with Date & Seal:**

## Annexure II: Performance Bank Guarantee Format

[Location, Date]

To

**The Assistant Director of Sericulture,  
Sundargarh.**

### PERFORMANCE BANK GUARANTEE

WHEREAS (**Name and Address of the Bidder/Agency**) (hereinafter called "the Bidder/Agency") has undertaken, in pursuance of **RFP No. \_\_\_\_\_ dated \_\_\_\_\_**, to provide the services for (**description of services**) (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by (**Name of the Client**) in the said Contract that the Bidder/Agency shall furnish a **Bank Guarantee** by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations.

AND WHEREAS we have agreed to provide such a guarantee.

NOW THEREFORE, we hereby affirm that we are guarantors and responsible to you, on behalf of the Bidder/Agency, up to a total of **INR \_\_\_\_\_ (amount in words and figures)**.

We undertake to pay you, upon your **first written demand** declaring the Bidder/Agency to be in default, any sum within the limits of this guarantee **without cavil or argument** and **without needing to prove grounds** for your demand.

We further agree that **no change or modification** of the terms of the Contract or of any Contract Documents shall in any way release us from any liability under this guarantee.

This Performance Bank Guarantee shall be **valid until [insert date/month/year]**.

Our branch at **Sundargarh (Name & Address of the Bank)** is liable to pay the guaranteed amount, provided a written claim or demand is received **on or before [insert claim date]**, after which the bank shall be discharged of all liabilities.

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**Signature of Authorized Officer:** \_\_\_\_\_

**Name & Designation:** \_\_\_\_\_

**Seal, Name & Address of the Bank & Branch:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**\*\*End of Document\*\***