

## **Request for Expression of Interest (REoI)**

**for**

**Establishment and operation of Agri Clinic Centres at two subdivisions in Bokaro  
from reputed as well as registered Firms/ SHG/Farmers' Producer Groups/  
Agriculture based Co- operatives/ NGOs**

**Dated-**



### **Details of REoI Issuing Authority**

District Agriculture Officer

J5FH+5CJ, Block Nursery Campus, Chas, Jharkhand 827013

Contact No- 06542 265 270

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## **Disclaimer**

Information contained in this Express of Interest ("EoI") document and/or subsequently provided to Bidders, whether verbally and/or in documentary form by or on behalf of the District Agriculture Department, Bokaro, or any of its employees or advisors provided to the Bidders on the terms and conditions set out in this EoI document and any other terms and conditions subject to which such information is provided. This EoI document is not an agreement and is not an offer or invitation by District Agriculture Department to any other party. The purpose of this EoI document is to provide interested parties with information to enable the formulation of their proposal. This EoI document does not purport to contain the information each Bidder may require. The Bidders should conduct their own due diligence, investigations, and analysis and should check the accuracy, reliability, and completeness of the information in this EoI document and obtain independent advice from appropriate sources. District Agriculture Department Representatives make no representation or warranty and shall incur no liability under any law, statute, rule, or regulations to the accuracy, reliability or completeness of the EoI document and concerned with any matter deemed to form part of the EoI document, award of the assignment, the information and any other information supplied by or on behalf of District Agriculture Department or otherwise arising in any way from the selection process. The prospective Bidder will be responsible for all obligations to its staff, their payment compliance with the labour laws, minimum wages Act and any other Act relevant to the working of the Bidder's staff. Under no circumstances, District Administration will be responsible for any non-compliance with statutory requirements of the bidder's staff. District Administration may in their absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information in this EoI document from time to time, after intimating the same to the Bidders. District Administration reserves the right to accept or reject any or all proposals without giving any reasons. The bidding process shall be governed by the Laws of India and Courts at Bokaro, Jharkhand will have jurisdiction over matters concerning and arising out of this EoI document.

**District Agriculture Officer  
Bokaro  
Government of Jharkhand**

District Agriculture Department, Bokaro, Government of Jharkhand intends to hire/engage a reputed as well as registered Firm/ SHG/Farmers' Producer Group/ Agriculture based Co-operatives/ NGOs for the establishment and operation of Agri Clinic Centres at two subdivisions in Bokaro.

In this context, District Agriculture Department proposes for selection of an agency/firm/organization for the implementation of the Agri Clinic project in Bermo and Chas Subdivisions of the Bokaro district.

The Key Dates, Formats, Terms of Reference, Qualification Criteria, and other terms and conditions are provided in this EoI Document.

### Fact Sheet

Sl. No.	Particular	Details
a.	<b>Name of the project</b>	Request for Expression of Interest (REoI) for establishment and operation of Agri Clinic Centers at two subdivisions in Bokaro from reputed as well as registered Firm/ SHG/Farmers' Producer Group/ Agriculture based Co-operatives/ NGOs
b.	<b>Availability of EoI document at</b>	<a href="http://www.bokaro.nic.in">www.bokaro.nic.in</a> , <a href="http://www.atmabokaro.org.in">www.atmabokaro.org.in</a>
c.	<b>Date of Issue of REoI</b>	.....
d.	<b>Date, Time, and place for Prebid meeting of the interested bidders</b>	--/--/2023 .....a.m  District Agriculture Office J5FH+5CJ, Block Nursery Campus, Chas, Jharkhand 827013
e.	The pre-bid queries shall be submitted as per the format given in the EoI. The signed copy of the queries should be sent to Emil ID.....at least 1 working day before the date of the pre-bid meeting and the hard copy of the same should be submitted to the following address:  District Agriculture Office J5FH+5CJ, Block Nursery Campus, Chas, Jharkhand 827013  Queries or suggestions received after the pre-bid query submission deadline or queries received through any other mode of communication or in any other format than the prescribed pre-bid query format will not be considered or responded.	
f.	<b>Last Date, Time for submission of EoI</b>	--/--/2023 .....p.m
g.	<b>Date, Time of opening of Technical Proposal</b>	--/--/2023 .....a.m

Sl. No.	Particular	Details
h.	<b>Date, Time of Technical Presentation to be done by shortlisted bidders</b>	--/--/2023 .....a.m
i.	<b>Date, Time of opening of Financial Proposal</b>	--/--/2023 .....a.m
j.	<b>Time allowed for completion</b>	1 year from the date of issue of the work order.
k.	<b>Bid Processing Fee (Non-refundable)</b>	<b>INR 500/- (Rupees Five Hundred Only)</b> in the form of a Demand Draft drawn in favor of <b><u>“Sub-divisional Agriculture Officer, Chas, Bokaro”</u></b> drawn in any Scheduled Commercial Bank payable at Bokaro. The bid processing fee shall be submitted along with the 1 <sup>st</sup> inner Envelope of the Technical Proposal.
l.	<b>Earnest money deposit (EMD) (Refundable)</b>	<b>INR10,000/- (Rupees Ten Thousand only)</b> in the form of a Demand Draft drawn in favor of <b><u>“Sub-divisional Agriculture Officer, Chas, Bokaro”</u></b> drawn in any Scheduled Commercial Bank payable at Bokaro. The bid processing fee shall be submitted along with the 1 <sup>st</sup> inner Envelope of the Technical Proposal.
k.	<b>Security deposit</b>	5% of the value of the work order with GST in the form of the Bank Guarantee (the format of the BG will be shared later with the successful bidder). The BG shall be valid for 1.5 years from the date of agreement or issuance of the work order. The BG will be collected only from the successful Bidder and format of the BG will be shared during signing of the agreement.
l.	<b>Address at which the proposals are to be submitted:</b>	District Agriculture Officer J5FH+5CJ, Block Nursery Campus, Chas Jharkhand 827013

<b>m.</b>	<b>Place of opening proposals:</b>	District Agriculture Officer J5FH+5CJ, Block Nursery Campus, Chas Jharkhand 827013
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<b>Sl. No.</b>	<b>Particular</b>	<b>Details</b>
<b>n.</b>	<b>Mode of submission</b>	Speed post/ Registered Post/Courier or By Hand only to the address as specified above during office hours only. Submission of bids through any other mode and late submission of bids will be rejected.
<b>o.</b>	<b>Method of Selection</b>	<p>Quality and Cost Based Selection (QCBS) Method; <b>Stage 1:</b> The compliance check of technical proposals and documents with respect to the <b>Pre-Eligibility Criteria</b> will be done in the first stage.</p> <p><b>Stage 2:</b> The detailed technical scoring of the shortlisted bidders in pre-eligibility criteria will be done. The <b>bidders scoring more than 60% in the technical scoring</b> will be considered only for further financial bid evaluation.</p> <p><b>Stage 3:</b> 65% weightage will be given to the technical proposal submitted by the Bidder. 35% weightage will be given to Financial Proposal and technical presentation submitted by the Bidder.</p> <p><b>The upper limit of the quotation is Rs. 7 Lakh including taxes. The bidders quoting amount than this limit will be rejected from the evaluation process.</b></p>

**Note:**

1. The administrative body of the District Agriculture Department reserves the right to change any schedule. Please visit the website mentioned in the EoI document regularly for the same.
2. Proposals must be received no later than the date mentioned in the Fact Sheet. Proposals that are received after the deadline will not be considered.
3. The “Sub-divisional Agriculture Officer, Chas, Bokaro” reserves the right to cancel or change the EoI without any prior notice/information.

## **LETTER OF CONSENT**

- a. I/We agree to abide by all the detailed specifications, terms, and conditions stipulated by the Deputy Commissioner Office, Bokaro which I/We have read and understood
- b. I/We certify that I/we have fully read and understood the instruction to bidders for bid submission given by District Agriculture Office, Bokaro and any lapse to properly submit the bids result in the rejection of the bid submitted.
- c. I/We certify that the proposal is offered without any alternation/addition/omission.
- d. I/We certify that all the conditions of the EoI are accepted.
- e. I/We agree that the District Agriculture Office, Bokaro, is not responsible for any data corruption that might arise during the transmission/uploading of data on the website or due to disruption in communication error in my/our proposal.
- f. I/We agree that the Corporation has the right to change the schedule of opening or any technical corrective action to resolve any error that might arise during the opening of the proposal by District Agriculture Office, Bokaro.
- g. In the event of failure on my/our part to comply with all the requirements mentioned in this proposal document I/we unconditionally agree that the department is at its liberty to reject my/our proposal.

**Signature of the Bidder**



## 1. Background

Agriculture in modern times has become knowledge-intensive, technology-led, market-oriented, and demand-driven. Farmers have to face a lot of problems in getting information at one point regarding Govt. Schemes, input availability, easy access to the service such as soil testing and, mobile app. Etc. Provided by the department.

Keeping in view the problem of farmers the department has decided to set up Agri Clinic Center in the Subdivision, which will provide the farmers with all necessary information at a single point regarding the Government sponsored schemes, input availability, new technology in agriculture, weather and rainfall information's soil testing, mobile app, and other relevant information beneficial to the farmers. These Center Shall work as an "Agriculture Clinic Centre" providing soil testing services, information about crop health, pest attack, diseases etc. and The Person handling Agri Clinic Centre should have information regarding solutions to agriculture-related problems of the farmers who come to the Centre.

Agri Clinic Centers will help farmers by providing farming know-how, helping in the procurement of inputs such as seed, fertilizers, pesticides etc., helping farmers in getting Kisan Credit Card, helping farmers in getting their crop insured, micro irrigation facilities, helping in getting License for the business of agriculture input , soil testing , coordinating with experts of KVK, and other line departments such as Animals Husbandry, Dairy, fishery, horticulture, soil conservation, cooperative etc.

## 2. Objective of the Proposal

- (a) To provide throw farmers with all necessary information regarding the Government sponsored schemes, new technology in agriculture, weather and rainfall conditions, and other relevant information beneficial to the farmers including input availability, soil testing facility, mobile app, etc.
- (b) These Agri clinics shall work as "Agriculture Service Centers" .providing easy access to information and service to farmers.
- (c) Set up a mechanism for reporting and complaining addresses and providing facilities available at the Centre.

## 3. Scope of work

This EoI is for the Chas and Bermo Subdivisions of the Bokaro District. Herewith eligible Firms/ SHG/Farmers' Producer Groups/ Agriculture based Co- operatives/ NGOs will be selected for the establishment and operation of Agri Clinic Centers.

### 3.a. Period of Assignment- 1 Year

### 3.b. Working pattern of Agri Clinic Centre-

The working hour of the Agri Clinic Centre for farmer's service will be 9.00 AM to 5.00 PM during working days.

### 3.c. Building-

Agri Clinic Centre is proposed to be set up in the Agriculture Technology Information Centre building or any other building available for the purpose.

### 3.d. Desired responsibility of the Agency-

- The selected agency shall be responsible for delivering information on ongoing schemes of Line Departments (Animals Husbandry, Dairy, Fishery, Agriculture, Horticulture, Soil Conservation, and Cooperative) to the farmers of the whole subdivision through the Agri Clinic Centre.

- The selected agency shall ensure delivery information to farmers on 12 components i.e. 1. Soil Health Card, 2. Kisan Credit Card (KCC), 3. Seed, 4. Fertilizer, 5. Pesticide, 6. Micro Irrigation, 7. License for Agri Input business, 8. Agri-Equipment, 9. Advice on farming, 10. Jharkhand State Crop Relief Scheme, 11. Irrigation Facilities and 12. Ongoing schemes of Animal Husbandry/Dairy/Fishery Departments as well as the present market price of harvested farm products.
- The Agency shall have the following personnel for coordination of the program at the Agri Clinic Centre

Sl.No	Name of Position	Required Academic Qualification
1	Agri Clinic Coordinator- 01Number	B.Sc in Agriculture
2	Computer Operator- 02 Numbers	Graduate with relevant certificate/diploma/degree in Computer (Min. DCA )
<i>Bidders will need to submit the detailed CV of the proposed Key experts as per the CV format mentioned in EoI</i>		

**The detailed scope of work for Agri Clinic Centers under this EoI is as follows:**

- 3.1. Shall be responsible for the collection of soil samples from the farmer's field through Block Technical Manager (BTM)/Krishak Mitra and provide Soil Health Card to concerned farmers after testing soil samples in Mini Soil Testing Laboratory.
- 3.2. Shall ensure verification of received KCC application from farmers through Block Technical Manager (BTM)/Krishak Mitra and submit authenticate KCC application forms to concerned Bank Branches (Service Area). Further, the Agri Clinic Centre shall be responsible for circulating information to farmers after KCC application approval from banks.
- 3.3. Shall be responsible for sharing information with farmers of both subdivisions in Bokaro regarding service area-wise available stock of Seed/Fertilizer in LAMPS/PACS as well as keeping a record of farmer-wise seed distribution status.
- 3.4. Concerned Block Technical Manager (BTM)/Krishak Mitras shall be responsible for uploading data to [minetjh.prosixinfotech.com](http://minetjh.prosixinfotech.com) and further concerned Agri Clinic Centre shall be responsible for sharing information to farmers through SMS whose application for micro irrigation sanctioned.
- 3.5. Application for Seed/Fertilizer/Pesticide license shall be filled by the concerned Block Technical Manager (BTM)/Krishak Mitras and further Agri Clinic Centre shall share information to concerned farmer/SHG/VO/PG/FPO within 3 days after issuing Seed/Fertilizer/Pesticide license.
- 3.6. Shall be responsible for circulating information to farmers through camp/SMS on available

agri equipment under the ongoing schemes of Soil Conservation Department.

- 3.7. Shall be responsible for circulating weather forecast reports and crop advisory reports according to weather received from Krish Vigyan Kendra (KVK) to farmers of service area through SMS/Whats App.
- 3.8. Shall be responsible for analyzing data of farmers regarding cultivable land, irrigation facility, and requirement of irrigation facilities and send the requirement for rejuvenation of Government Pond, excavation of Rain Water Harvesting Structure (Farm Pond/ 5% Model), Deep Boring, Birsha Check Dam, Percolation Tank & Solar Pump Set (PM KUSUM) etc. to Soil Conservation Department & MGNREGA for approval as well as further information and mobilize applicants to implement the scheme after approval from the concerned Departments.
- 3.9. Shall be responsible for developing content for Leaflete/Poster/Banner schemes of Agriculture/Horticulture/Animal Husbandry/Fishery/Dairy/Soil Conservation Department and circulate those IEC materials to farmers through exhibition/ Kisan Mela (Concern Line Department shall be responsible for printing IEC materials).
- 3.10. Shall be responsible for the collection of application forms from farmers to take benefit of ongoing schemes under Agriculture/Horticulture/Animal Husbandry/Dairy/Soil Conservation Department in close coordination with JSLPS as well as shall ensure submission of those application forms to concerned Departments and follow up for sanction.
- 3.11. Shall be responsible for tracking prices of farm products in markets (Local Mandi) on a regular basis and share information with farmers according to this.

Scale of the project: The project will be implemented in Bermo and Chas Subdivisions of Bokaro.

#### **4. Expected Outcomes-**

An Agri Clinic Center is a facility that provides agricultural advisory and consultancy services to farmers and agribusinesses. Here are some **generally** expected outcomes:

*Enhanced agricultural productivity:* Agri Clinic Centers aim to improve agricultural practices and techniques. By providing expert advice, training, and guidance, these centers can help farmers adopt modern and efficient farming methods, leading to increased crop yields and overall productivity.

*Improved farm management:* Agri Clinic Centers often provide assistance in farm management, including crop planning, resource optimization, and financial management. By offering guidance on the effective utilization of resources, farmers can improve their decision-making processes and optimize their farm operations.

*Increased knowledge and skills of farmers:* Agri Clinic Centers conduct training programs, workshops, and demonstrations to educate farmers on various aspects of agriculture, such as crop cultivation, soil management, pest control, and post-harvest handling. The centers empower farmers to make informed choices and implement best practices by equipping them with updated knowledge and skills.

*Enhanced income and livelihoods:* The ultimate goal of Agri Clinic Centers is to improve the income and livelihoods of farmers. By enabling farmers to increase their agricultural productivity, optimize resource utilization, and adopt value-added practices, these centers contribute to higher incomes and improved quality of life for farmers and their families.

*Technological adoption:* Agri Clinic Centers can facilitate the adoption of advanced agricultural technologies and innovations. They may provide guidance on the use of precision farming techniques, modern machinery, irrigation systems, and other cutting-edge technologies that can enhance productivity and sustainability.

*Entrepreneurship and rural development:* Agri Clinic Centers often encourage entrepreneurship in agriculture by assisting farmers in identifying agribusiness opportunities, value addition, and market linkages. By promoting rural entrepreneurship, these centers contribute to the overall development of rural areas and create employment opportunities.

*Sustainable agriculture practices:* Agri Clinic Centers promote sustainable farming practices that minimize environmental impact, conserve natural resources, and promote ecological balance. Through advisory services and awareness campaigns, they can encourage farmers to adopt organic farming, conservation agriculture, water management techniques, and other sustainable approaches.

Agri Clinic Centers play a vital role in empowering farmers and driving agricultural development.

## 5. Pre-Eligibility Criteria-

Only the bidders qualifying the following technical shortlisting criteria will be considered for evaluation of their financial proposals.

Sl. No.	Criteria	Eligibility	Documents to be submitted
1	<b>Bidders Registration</b>	<p>The bidder must be a registered body under the companies act, trust act, societies act, partnership firm act, cooperative act or any other similar act of the Government of India.</p> <ul style="list-style-type: none"> <li>• The firm should have a valid PAN and GST and a valid certificate of registration</li> <li>• The agency should be registered in India.</li> <li>• The agency should have</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of Incorporation</li> <li>• Registration Certificate</li> <li>• Goods and Service Tax Registration</li> <li>• PAN card of the Firm</li> </ul>

Sl. No.	Criteria	Eligibility	Documents to be submitted
		established an office in Jharkhand.	
2	<b>Bidder's Turnover</b>	<ul style="list-style-type: none"> <li>• The firm should have a minimum average annual turnover of Rs. 1 crore in the last 3 Financial Years i.e. 2019-20, 2020-21, 2021-22</li> </ul>	<ul style="list-style-type: none"> <li>• C. A. Certificate indicating annual turnover in the last 3 Financial Years i. e. of 2019-20, 2020-21, 2021-22 along with the audited reports</li> <li>• Copy of Income Tax Return of last three Financial Years i. e. of 2019-20, 2020-21, 2021-22</li> </ul>
3	<b>Bidder's Experience</b>	<ul style="list-style-type: none"> <li>• The firm should have implemented schemes of similar nature amounting to at least 1 similar project amounting 20.00 lakh within last 3 years i.e. 2019-20, 2020-21, 2021-22</li> <li>• The firm should have experience in the implementation of agriculture and allied projects for at least 3 years The project should be funded by the Government of India or state governments.</li> </ul>	<ul style="list-style-type: none"> <li>• The bidders are required to Submit the Work Orders or Agreements or Work Completion Certificates to prove their experience</li> <li>• Ongoing projects will be also considered to evaluate the experience.</li> </ul>

Sl. No.	Criteria	Eligibility	Documents to be submitted
4	<b>Human Resource Strength</b>	<ul style="list-style-type: none"> <li>• The bidder should have a minimum of 10 staff on its payroll as of 31<sup>st</sup> May 2023.</li> <li>• The bidder must have 3 qualified and experienced staff meeting the following criteria on its payroll:</li> <li>• Agri Clinic Coordinator- 01 Number with B.Sc in Agriculture</li> <li>• Computer Operators- 02 Numbers: Graduate with relevant certificate/diploma/degree in Computer (Min. DCA )</li> </ul>	<ul style="list-style-type: none"> <li>• Self-declaration and staff list signed by the competent authority of the Agency</li> <li>• Submit the CV as per the prescribed format of the 3 required human resource</li> </ul>
5	<b>Power of Attorney of Bidder's representative</b>	A power of Attorney/ Board Resolution in the name of the person signing the proposal	Original Power of Attorney/ Board resolution copy
6	<b>Blacklisting/ Debarring</b>	The firm must not have been debarred/blacklisted by any Govt.Dept., Agency/ PSUs / Institution / Agencies / Autonomous Organizations.The bidder shall submit a self-certification by an authorized person duly notarized Organizations as on the date of the submission of the bid”.	Self- Declaration authorized by the notary

## 6. Technical Proposal Marking Criteria

\*The bidders shortlisted during the Technical Scoring will be called to make a detailed presentation on their understanding of the assignment, proposed approach & methodology, implementation team, and proposed team.

Sl. No	Criteria	Maximum marks
1	Work experience (minimum 3 years) in agriculture and allied projects- <ul style="list-style-type: none"> <li>• Work experience in implementation of agriculture and allied projects from 3 years to 4 years- 12 Marks</li> <li>• Work experience in the implementation of agriculture and allied projects from 4 years to 5 years-16 Marks</li> <li>• Work experience in the implementation of agriculture and allied projects for more than 5 years- 20 Marks</li> </ul>	20
2	Work order minimum Rs. 20.00 lakh of similar projects in FY 2021-22, 2020-21 & 2019-20 <ul style="list-style-type: none"> <li>• Work order of Rs. 20 Lakhs to 30 Lakhs- 12 Marks</li> <li>• Work order of Rs. 30 Lakhs to 40 Lakhs- 16 Marks</li> <li>• Work order more than Rs. 40 Lakhs- 20 Marks</li> </ul>	20
3	Annual turnover per year (minimum 01 crores) for FY 2021-22, 2020-21 & 2019-20 <ul style="list-style-type: none"> <li>• Annual turnover per year 1 crore to 1.5 crore- 12 Marks</li> <li>• Annual turnover per year 1.5 crore to 2 crore- 16 Marks</li> <li>• Annual turnover per year of more than 2 crore- 20 Marks</li> </ul>	20
4	Work experience of Agri Clinic Centre Coordinator in an agriculture-based project <ul style="list-style-type: none"> <li>• Work experience less than 1 year- 0 Marks</li> <li>• Work experience 1 to 3 years- 03 Marks</li> <li>• Work experience of more than 3 years- 05 marks</li> </ul>	20
5	Technical Presentation on an understanding of the project, work experience, approach & methodology, Implementation Strategy	20
<b>Total</b>		<b>100</b>

## 7. Bid Evaluation-

The bids shall be evaluated based on a Quality cum Cost based System (QCBS), whereby the technical proposal will be allocated a weighted 65% and the Financial Proposal will be allocated a weighted of 35%.

Financial proposals shall be given a score based on the following method

$$Sf = (100 \times Fm) / \text{Financial Proposal of the bidder}$$

**Note: Sf – Financial Score & Fm – Lowest Financial Proposal**

Total Score = (Te x 65%) + (Sf x 35%)

**Note: The – Technical Score & Sf – Financial Score**

## **8. The procedure of opening the bid shall be as under-**

First envelope "PART-I TECHNICALBID and the second envelope "PART- II FINANCIAL BID shall be opened at the time & date mentioned in the bid Notice by District Administration representative in the presence of bidders, who choose to be present.

## **8. Bid Processing Fees-**

The Bidder must furnish, as part of the technical proposal, the required bid processing fee amounting to **Rs. 500/- (Rupees Five Hundred Only)** in the shape of a Demand Draft from any Scheduled Commercial Bank **in favor of “Sub-divisional Agriculture Officer, Chas, Bokaro”** payable at Bokaro. Proposals received without a bid processing fee will be rejected. This will be a nonrefundable fee.

## **9. Earnest Money Deposit-**

1. **Earnest Money Deposit (EMD) of Rs.10,000/-** is required to be deposited along with the bid without which the bid will not be accepted.

2. Earnest money can be deposited in the shape of a **Demand Draft in favor of “Sub-divisional Agriculture Officer, Chas, Bokaro”** from any Scheduled Commercial Bank Payable at Bokaro. EMD shall be valid up to three months from the date of opening of the bid.

3. EMD of unsuccessful bidders would be refunded after evaluation of all the technical proposals and declaration of the successful bidder. EMD of the successful bidder will be refunded after the submission of the Performance Security Deposit. EMD will be returned without paying interest occurred on it.

4. EMD would be forfeited in case of non-compliance with the purchase order by the successful bidder.

- Bidder withdraws its proposal before the completion of the evaluation process of all the Techno-Financial Proposals.
- Bidder does not respond to requests for clarification of its proposal
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification. The EMD will be forfeited if the bidder fails to:

- ✓ Provide clarification required by the office of the District Agriculture Office, Bokaro



during the evaluation of the bids

- ✓ Accept the work after the contract negotiation meeting
- ✓ Sign the contract in time or do not accept the work order after contract negotiation
- ✓ Any other circumstances which hold the interest of the Client during the overall selection process

## 10. Instruction for the submission of the separate Technical Proposal

Main Envelope containing both sealed Envelopes 1 & 2	Sealed Part-I Technical Proposal	Technical Proposal and Documents, Bid Fee, EMD and signed & stamped copies of all the required technical formats
	Sealed PART- II Financial Proposal	Signed and stamped copy of filled finance proposal

- The bid document should be submitted in two parts as detailed below:
- Main Envelop should be addressed to the District Administration, Bokaro, Jharkhand, inside a sealed envelope super-scribed "**Notice Inviting Expression of Interest (EoI) for establishment and operation of Agri Clinic Centers at two subdivisions in Bokaro from reputed as well as registered Firm/ SHG/Farmers' Producer Group/ Agriculture based Co- operatives/ NGOs**".
- The first sealed envelope should contain Technical Bid as per Annexure-A, along with documents as defined in "Annexure A". It should be super-scribed as "Part-1Technical Bid". All the papers of bid documents except the price bid duly signed should be submitted in the first envelope.
- The second sealed envelope (Part-II) should contain Financial **Proposal** as per Annexure-II in a separate sealed envelope. It should be super-scribed with "PART- II Financial Proposal" in.

## 11. Acceptance/ Rejection of the bid documents-

The District Administration, Bokaro reserves the right to reject or accept any bid or annul the bidding process at any time prior to the award of the contract without assigning any reason thereof, without having prejudice of incurring any liability to the affected bidders or any obligation to inform the bidders.

## 12. Rate-

The offers should indicate the total cost including the enumeration, miscellaneous, travel, or any cost associated to execute the assignment.

### **13. Sales Tax & Duties etc-**

All Taxes and duties as prescribed both under Central and State Government sales tax rules would be applicable. The Consultant, Sub-Consultants and their Personnel shall pay such indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price

### **14. Validity of Offer-**

The offer must be kept valid for a period of 1 year from the date of opening of the technical bid. No escalation clause except the admissible tax component under the period of consideration would be accepted.

### **15. Penalty and termination of the contract-**

District Administration may at its own discretion allow reasonable time extension upon written application of the supplying firm. If the delay is considered intentional or due to the negligence of the vendor, no extension will be allowed with the imposition of a penalty. If the delay is considered to be genuine, time extension can be allowed without imposition of penalty.

### **16. Limitation of Liability-**

District Agriculture Department, Bokaro will, in no case be responsible for any accident fatal or non-fatal, caused to any worker or outsider in the course of execution of work. All the expenditure including treatment or compensation will be entirely borne by the Executants. The Executants shall also be responsible for any claims of the workers including PF, Gratuity, ESI & other legal obligations.

### **17. Dispute-**

For the adjudication of any dispute between District Administration, Bokaro, and the bidders arising in this case, reference can be made to any Law courts under the jurisdiction of Bokaro High Court only. District Administration reserves the right to accept or reject any or all bids without assigning any reason thereof.

## 18. BIDDER CHECKLIST-

Sl.No	Particulars	Submitted (Yes/NO)	Page No.
1.	Earnest Money Deposit (EMD) of <b>10,000/-</b> in the shape of a <b>Demand Draft</b> in favor of “ <b>Sub-divisional Agriculture Officer, Chas, Bokaro</b> ” from any Scheduled Commercial Bank Payable at Bokaro. EMD shall be valid up to three months from the date of opening of the bid.		
2.	Bid processing fee of <b>Rs. 5,00/-</b> in the shape of a <b>Demand Draft</b> from any Scheduled Commercial Bank in favor of “ <b>Sub-divisional Agriculture Officer, Chas, Bokaro</b> ” payable at Bokaro.		
3.	Covering letter for submission of the Technical Proposal		
4.	Brief Profile of the bidder indicating its geographical spread, details of services, experience in the sector, list of the board members, financial strength, constitution or legal status, place of registration, and principal place of business or firm partnership.		
5.	<b>Certificate of Incorporation or Registration Certificate</b>		
6.	<b>Goods and Service Tax Registration</b>		
7.	<b>PAN card of the Organization</b>		

8.	<ul style="list-style-type: none"> <li>• <b>C. A. Certificate indicating average annual turnover of Rs. 1 Crore</b> in the last 3 Financial Years i. e. of 2019-20, 2020-21, 2021-22 as per format given in the EoI along with the audited financial statements.</li> <li>• Document supporting that bidder has executed work of more than 20.00 lakh.</li> </ul>		
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Sl.No	Particulars	Submitted (Yes/NO)	Page No.
9.	Copy of <b>Income Tax Return</b> of last three Financial Years i. e. of 2019-20, 2020-21, 2021-22		
10.	Signed & Stamped copy of <b>Letter of Consent</b>		
11.	<b>Power of attorney</b> /authorization to sign the agreement on behalf of bidders & partnership deed articles, if any.		
12.	Signed & stamped as well as duly notarized self-declaration indicating that “The firm must <b>not have been debarred/blacklisted</b> by any Govt. Dept., Agency, PSUs / Institution / Agencies / Autonomous Organizations as on the date of the submission of the bid”		
13.	Signed & Stamped <b>Technical Proposal</b> per the EoI format– Annexure A		
14.	<b>Copy of Work Orders/ Agreements/ Work Completion Certificate</b> to prove the bidder’s experience for the past 3 financial years.		

**District Agriculture Officer  
Bokaro  
Government of Jharkhand**

**The interested bidders should submit the following document/details in support of their claims along with the technical bid:**

- Profile of the applicant organization/ agency
- Application format dully filled up.
- Memorandum of the organization by-laws, with a list of members & employees if any.
- Annual reports showing details of similar works performed during the last three years.
- Last three years audited statement/balance sheet of accounts.
- Copy of pan card in the name of registered firm/organization.
- List of staff members with their qualifications, expertise, and competence in the subject.
- Proof of 3 years of experience in similar work/ agriculture and allied field, copies of literature, paper cutting, publication, etc. published by the organization.
- Demand Draft of EMD and cost of E.O.I document.
- Overwriting/ cutting should be avoided and be attested if any

## **19. Terms and Conditions-**

- a) Any criteria, conditions or desired information if not relevant to the bidder due to the nature of their organization. may specifically be indicated.
- b) In case the signed, suffer any loss due to non-compliance with the assignment in accordance with the schedule/orders and within the stipulated period, the work order of that particular agency will be withdrawn. The undersigned reserves the right to take punitive action on this account.
- c) District Agriculture Officer Bokaro reserves the right to accept or reject any/all quotations without assigning any reason thereof.
- d) The undersigned reserves the right to reject any or all the proposals of the bidder without assigning any reason, thereof.
- e) The formal bidder will be required to present their proposal on a decided date and time before the committee designated by the undersigned.
- f) In case of any dispute, the decision of the Department of Agriculture, Animal Husbandry & Cooperative, Government of Jharkhand shall be final and binding to all.
- g) E.M.D of only the successful bidder will not be returned and will be treated as security money till the continuation of the project.
- h) District Agriculture officer will issue office orders & prepare a roster of officers of agriculture and allied department to ensure their service at Agri Clinic Centre.
- i) District Agriculture Officer will coordinate with the line department to ensure the stated purpose
- j) The selected agency after issuance of the work order by the District Agriculture Officer shall within 10 days sign a MOU with them regarding its implementation.
- k) The selected firm shall display the information regarding facilities and information schemes available at that Agri Clinic Centre.
- l) The selected agency will make arrangements for drinking water and sitting arrangements for the farmers.
- m) The selected agency shall procure a mini soil lab such as Mrida parikshak, PusaSTFR, and mobile app, as well as necessary hardware and software in the Agri Clinic Centre.
- n) The selected agency will arrange sufficient stationery, forms, literature, etc. for farmers and farmers will be given a receipt on their application, and appropriate action will be taken on their application. All records should be duly maintained such as detail of the farmers and the purpose of their visit and action taken.
- o) The selected agency will send a report to the respective. District Agriculture officer the next day through an email.
- p) All expenditure details and bills etc. shall be separately maintained and after Audit the Audit report should be provided. District Agriculture Officer.
- q) In the running of the “Agri Clinic Centre” the participation of Panchayati Raj Institutions/programs should be ensured through seminars, meetings, etc.
- r) The in charge of the Agri Clinic shall also maintain close coordination with the District/Block/Village level staff of the agriculture and allied Department.

The in charge of the Agri Clinic shall ensure the convergence of schemes under the agriculture technology management agency (ATMA) Agriculture, soil conservation, horticulture, and allied Departments.

## Annexure – I Format of Technical Proposal

Brief profile of the organization ( not more than 2 pages)

Name and Location:

S. No.	Particulars	Details
1	Name of the organization	
2	Legal registration of the organization	
3	Registration on NGO Portal Darpan (for NGOs/Trusts)	
4	PANNo./TANNo./GSTN	
5	Average financial turnover for last 3 Yrs.	
6	Head office address	
7	Local Office Address	
8	Name of the Chairperson and telephone no	
9	Name of the Director/Secretary and telephone number	
10	Office phone number and Fax Number	
11	Email ID	

Details of Zonal / Regional / Field Office if any

S.No.	Address/Contact

\* Insert row if required.



### 3. Board Members / Governing Body Member's Profile

S. No.	Name	Designation on Board	Qualification	Any Additional Information

\* Insert row if required.

### Years of relevant experience of the organization

S. No.	States	Districts	Supporting Agency	Name of the Project	Duration	Documents attached as evidence

\* Insert row if required.

### Purpose / Mandate and outreach of the agency

#### Agency Blacklisted by any agency/donor/government? Yes / No

(Submit signed & stamped as well as duly notarized self-declaration indicating that “The firm must **not have been debarred/blacklisted** by any Govt. Dept., Agency, PSUs / Institution / Agencies / Autonomous Organizations as on the date of the submission of the bid”)

#### Annual Turnover for the last 3 years:

S.No.	Financial Year	Total Revenue/Turnover(INR)	Average Annual Turn over of Last Three Financial Years
<b>1</b>	2019-20		
<b>2</b>	2020 - 21		
<b>3</b>	2021-22		

Attach C. A. Certificate and Annual Audited Report for the last three years

**Human resource detail of the organization (full-time/contractual employee of different educational backgrounds and thematic expertise, with more than three years' association with the organizations) as per project requirement.**

*(The organization must have at least 10 full-time/ contractual professionals on its rolls as on 31<sup>st</sup> May 2023 and working for the last three years. Please refer to the evaluation marking criteria)*

SI. No.	Name of the Expert I Resource Parson	Nature of Association with the Agency	Highest Qualification	Sector /Skill / theme	Duration of working with an agency (years)	Total experience in the concerned sector/theme (years)
		(Part-time/full-time / assignment based / consultant etc.)				

\* Insert row if required.

**Number of years of working experience in Jharkhand:**

*(The organization must be in operation in Jharkhand, continuously for the last 3 years in the field of development as on 31st March 2022. Please refer to the evaluation marking criteria)*

S. N.	Name of the Project/Assignment with a broad area of interventions deliverables.	Name of Donor /Supporting agency	Target Area	Target community	Duration of Assignment in months			Value of Contract (in INR)	Whether the contract is closed or not	Evidence document attached
					From {start date} DDM MY	To {End date or ongoing} DDM MY	Total months			

\* Insert row if required.

**Experience of the organization in setting up PMU/PMC/PMA/ Resource agency / Technical Support Agency / Project Implementation Agency or for similar engagements in various government departments.**

S. No.	Name of the Empaneling Department / Agency	Empanelment Year (From-To)	Specific Objective/ purpose of empanelment	Document attached as evidence.

\* Insert row if required.

**Experience in providing consultancy services or expert support to Agriculture Department at the central or state or district or block level.**

<b>S. No.</b>	<b>Level of association ( MoPR/ DoPR/ District)</b>	<b>Association Year (From-To)</b>	<b>Specific Objective/ purpose of the association</b>	<b>Document attached as evidence.</b>

\* Insert row if required.

**Technical proposal (Proposed approach, strategy, interventions) to achieve the project objectives. (Not more than 5000 words)**

**Declarations:**

I/We hereby certify that my/our company/Society/Trust has not been debarred /blacklisted by any state government/government of India/International and National Agency at any time. For service of any description.

I /we hereby declare that no relevant information has been omitted/withheld in the process of furnishing the information with respect to this Technical Proposal.

**Name:**

**Designation:**

**Organization Stamp:**

**Date:**

**Place:**

**Format of the CV of the Key Experts( Not more than 4 pages)**

<b>1. Name of the expert</b>	
<b>2. Proposed Position</b>	
<b>3. Name of the Firm</b>	
<b>4. Name of Staff</b>	
<b>5. Date of Birth</b>	
<b>6. Nationality</b>	

**7. Education:**

<b>Name of Course</b>	<b>Name of the Institution/University</b>	<b>Year of passing</b>

**8. Membership in Professional Associations/Training attended:**

<b>Description</b>

**9. Languages:**

<b>Sl. No.</b>	<b>Language</b>	<b>Reading</b>	<b>Speaking</b>	<b>Writing</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				

**10. Employment Record**

<b>From:</b>	<b>To:</b>
Client	
Position/s Held	
<b>From:</b>	<b>To:</b>
Client	
Position/s Held	
<b>From:</b>	<b>To:</b>
Client	
Position/s Held	
<b>From: 01.07.2015</b>	<b>To:</b>
Client	
Position/s Held	

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

<b>Name of Assignment/Project</b>	
Year	
Location	
Client	
Main Project Features	
Position/s Held	
Activities Performed	
<b>Name of Assignment/Project</b>	
Year	
Location	

Client	
Main Project Features	•
Position/s Held	
Activities Performed	•
<b>Name of Assignment/Project</b>	
Year	
Location	
Client	
Main Project Features	
Position/s Held	
Activities Performed	•

**1. 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 and available for the entire duration of the contract. I understand that any misstatement herein leads to the disqualification of my CV.

**Expert Name**

**Sign of the expert**

**Full name & Sign of authorized representative of bidder:**

## Annexure – II Format of Financial Proposal

Sl.No	Budget Head	No. of Unit (s)	Unit Cost	Total Quote without Taxes	Total Quote with Taxes	Remarks
1	Remuneration of Agri Clinic Centre Coordinator (01)					
2	Remuneration of Computer Operator (02)					
3	Office Operation Cost					
4	Any Other Costs (Please mention the details)					
<b>Total</b>						

**In Words-**

**Name and Signature of Bidder**

**We understand that necessary travel, food, and lodging expenses for any type of field visit of the deployed staff will be borne by the bidder. Department of Agri. Will not pay an amount other than the quoted fee.**

**Note- The upper limit of the quotation is Rs. 7 Lakh including taxes.**

**Annexure- III Pre-bid Query Format**  
**Queries on EoI Clauses**

Name of the bidder:

Contact details of the bidder:

<b>Sl .</b>	<b>EoI Clause Number</b>	<b>EoI Page number</b>	<b>Existing EoI Clause</b>	<b>Query from the pre-bid meeting participants</b>
1.				

## 20. Instructions to Bidders-

- Bidders must submit their bids for all items as stated in this bid document in a single **hardbound booklet** properly page numbered and indexed. No loose separate paper or spiral-bound documents will be accepted.
- Bids must be submitted in English language only.
- Incomplete, telegraphic, or conditional bids shall not be accepted.
- Prices quoted must be firm and fixed. No price variation/escalation shall be allowed during the process of completion of the project. All the prices are to be quoted in INR only.
- The bidders must sign at the bottom of each page of the bid documents at the time of submission into the ken of unconditional acceptance of the departmental terms and conditions, technical specifications etc.
- Bids received late due to postal delay or otherwise **will not be considered**.
- Extension of time for execution of work shall be decided by the committee.
- All pages of the bid documents must be signed & sealed by the authorized person on behalf of the bidders.
- Bids will be accepted & will be opened as per information mentioned in this document and receipt against submission of a bid shall be issued by District Agriculture Office, Bokaro.
- Sealed bids may be delivered in District Agriculture Office, Bokaro during office hours on working days. Bids received after the due date & time will not be considered.
- The bidder shall submit the requisite documents as detailed in the Checklist and Index of documents.
- Any clarification on the technical specification and commercial terms and conditions may be clarified from District Agriculture Office Bokaro
- All the bidders shall essentially indicate the break-up of prices as shown in the Price bid.
- The “Sub-divisional Agriculture Officer, Chas, Bokaro” shall award the contract to the successful bidder whose bid shall get the highest score during the technical & financial evaluation.
- Confidentiality: The service Providing Agency shall maintain all the confidentiality of their records and workings and shall not disclose to any agency without prior permission of District Agriculture Officer Bokaro.
- Force Majeure: Any Non-Performance of the Provision from either side due to acts of God such as Natural Calamities, Prohibition by Statutory Authority, Acts of War, Riots, and strikes shall be excused for non-performance.
- Advisory Committee for Monitoring of Services: Under the Chairmanship of Deputy Commissioner, Bokaro a committee shall be constituted to meet once on a quarterly basis or as necessitated to review the activities and progress as well as the quality of services for the improvement desired.
- Notice: Any notice, request, demand, approval, or consent of other communication provided or permitted shall be in writing and given by personal delivery or registered post or e-mail address.

Head-Cum-Senior Scientist, KVK, Bokaro.

LDM, Bokaro.

DDM, NABARD,  
Bokaro.

Head  
-Cum-  
Senior Scientist, KVK, Bokaro.

Programme Manager, DMFT, PMU  
(Livelihood Expert) Bokaro.

District Agriculture  
Officer, Bokaro.