

ODISHA COOPERATIVE TASAR & SILK FEDERATION LTD.,(SERIFED)
Janpath, Saheednagar, Bhubaneswar-751007
Tel. 2545586,2545852(0674),Email-serifedodisha@gmail.com

Expression of Interest

No VI-43(07)/SERIFED/2022-23/1254/DT.06.09.2022

Engagement of Senior Level Consultant for preparation of SOP, Training Module and Organizational Structure etc.

Corrigendum to No :-VI-43(07)/SERIFED/2022-23/1174/DT.20.08.2022

The last date of receipt of Expression of Interest for “Engagement of Senior Level Consultant for Preparation of SOP, Training Module, Organizational Structure and Preparation of DPR etc” is hereby extended up to 5.00 PM on 13.09.2022 and the technical bid shall be opened on 14.09.2022 at 11.30 AM and presentation by qualified consultant will be held on 14.09.2022 at 4.00 PM in the office of SERIFED, Plot No-140, Saheed Nagar, Bhubaneswar.

Sd/-
MANAGING DIRECTOR

**EXPRESSION OF INTEREST FOR ENGAGEMENT OF
SENIOR LEVEL CONSULTANT
For
PREPARATION OF SOP, TRAINING MODULE &
ORGANIZATIONAL STRUCTURE, DPR etc.
FOR
ESTABLISHMENT OF OSSR&TI BHUBANESWAR UNDER
DIRECTORATE OF TEXTILES & HANDLOOM,
ODISHA, BHUBANESWAR**



**HANDLOOMS, TEXTILES & HANDICRAFTS DEPARTMENT
GOVT. OF ODISHA**

**Odisha Cooperative Tasar & Silk Federation (SERIFED) Limited
Saheed Nagar, Janapath, Bhubaneswar-751007**

E-mail: serifedodisha@gmail.com

ODISHA COOPERATIVE TASAR & SILK FEDERATION (SERIFED) Ltd.

Saheed Nagar, Janapath, Bhubaneswar-751007

Expression of Interest for engagement of one Senior Level Consultant

File No:- VI-43(07)/SERIFED/22-23

Date:-

Expression of Interest (EOI) in sealed double cover are invited from interested Consultant/Consulting Firms having required eligibility and expertise in relevant field to provide end to end service for preparation of SOP, Training Module and Organizational Structure, DPR etc., for the OSSR&TI. The EOI should be submitted in the prescribed format in two separate bids i.e. “Technical Bid” with requisite documents, Power point Presentation of concept of SOP, Training Module & Organizational Structure etc. & “Financial Bid” towards the fees for the services to be rendered. The selection will be made strictly on the basis of **Quality cum Cost Based Selection (QCBS)** mode. The bidder has to submit the cost of document i.e. Rs.200/- in shape of DD favouring **Odisha Cooperative Tasar& Silk Federation (SERIFED) Ltd.** with the technical bid. The sealed offers should reach in the office of **Odisha Cooperative Tasar& Silk Federation (SERIFED) Ltd., Saheed Nagar, Janapath, Bhubaneswar-751007;** by **Speed Post/ Registered Post/ Courier** latest by 5.00 PM on 06.09.2022. The “Technical Bid” will be opened at 11.30 AM on dt.07.09.2022, at SERIFED in presence of the applicant and/or their authorized representatives. The “Financial Bids” of qualified Consultant/Consulting Firms will be opened on suitable date and time with intimation to the qualified bidders.

The authority reserves the right to accept or reject any or all the offers any time without assigning any reason.

Sd/-

**Managing Director,
Serifed**

DATA SHEET

Sl. No.	Particulars	Details
1	Name of the Client	Odisha Cooperative Tasar& Silk Federation (SERIFED) Ltd.
2	Method of Selection & Proposal validity	QCBS Method
3	Date of Issue of EOI	Dt. 21.08.2022
4	Last date of receipt of EOI Proposal	Dt. 06.09.2022 by 5.00 PM
5	Date of opening of Technical Proposal	Dt. 07.09.2022 by 11.30 AM at SERIFED
6	Presentation by qualified Consultants	Dt.07.09.2022 at SERIFED , Plot No-140, Saheed Nagar, Bhubaneswarat 4.00 PM
7	Date of opening of Financial Proposal	Will be intimated separately.
8	Bid processing Fee (Non Refundable)	Rs.200/- (Rupees Two Hundred only) in shape of DD favouring Odisha Cooperative Tasar& Silk Federation (SERIFED) Ltd. drawn in any nationalised bank payable at Bhubaneswar.
9	Contact Person	Sri SatrughnaSarangi, Technical Inspector, Serifed, Saheed Nagar. (M No- 7008309396)
10	Postal address for submission of proposal	Odisha Cooperative Tasar& Silk Federation (SERIFED) Ltd., Saheed Nagar, Janpath, Bhubaneswar-751007.
11	Mode of Submission of proposal	Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No. 12 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
12	Place of opening of proposal	In the Office of Odisha Cooperative Tasar& Silk Federation (SERIFED) Ltd.
13	Websites to visit for download of bid document	www.serifedodisha.in

Odisha State Sericulture Research and Training Institute (OSSR&TI)

1) Aims and Objectives:-

- i. To undertake, aid, promote and coordinate collaborative research involving other agencies including Universities, CSIR, CSB etc. for improvement and optimization of output with a vision of transforming Tasar/ Eri/ Mulberry farming to a “Zero Waste Livelihood” activity.
- ii. Refinement of technologies for improved Silkworm rearing management, diapause and non-diapause seed cocoon preservation and basic seed production.
- iii. Application of pest management techniques and disease control mechanism of host plant and silkworm for better crop yield.
- iv. Conduct training and technology awareness programmes in on-campus and off-campus mode for farmers, staff and students etc.
- v. Dissemination of proven technologies through extension and motivational programmes.
- vi. Undertake and conduct capsule training, Study courses, Workshops, Seminars, Group discussions, Field shows, Farmers meet, Study tour inside and outside the country, exposure visits of farmers and staff for Skill development and Capacity building.
- vii. To undertake publication of extension literature, books and booklets, pamphlets on technology, films in Odia and English for Farmers, Staff and other stake holders.
etc.

2) Vision:-

The vision of OSSRTI is to make Sericulture accepted as a sustainable livelihood activity contributing to overall development of the industry through innovative and scientific excellence.

3) Mission:-

Transfer of technology, skill upgradation and undertaking collaboration, R&D in transforming Sericulture farming to a Zero waste Livelihood activity for enhancing the income of rural household’s especially Tribal communities associated with the farming enterprise in the value chain.

GENERAL TERMS AND CONDITIONS

1. The Bid document will be received in sealed cover super scribed “EOI for Engagement of Consultant/ Consulting firms for preparation of SOP, Training Module & Organizational Structure etc. for the OSSR&TI (containing sealed technical bid and financial bid in separate sealed covers) and should reach Odisha Cooperative Tasar& Silk Federation (SERIFED) Ltd., Saheed Nagar, Janpath, Bhubaneswar up to 5.00 PM on dt06.09.2022.
2. The Consultant/Consulting Firms shall deposit earnest money as prescribed in the EOI call notice as a guarantee in good faith. The amount will be counted towards security for due performance of the contract. In the purpose of refusal to execute the agreement on submission of SOP in schedule that, If the offer of the Consultant is not accepted the earnest money will be refunded without any interest.
3. The above deposit of the Consultant/ Consulting Firms shall remain as security for the due rendering of services for the purpose and on successful completion of the programme; the same will be refunded as per agreement.

4. Submission of Proposal:-

The Consultant must submit their proposal by **Speed Post/ Registered Post/ Courier only** to the address as specified at **Sl. No. 12 of the DATA SHEET** during the office hour only on or before the last date and time for submission of proposal as specified at **Sl. No. 5 of the DATA SHEET**. Submission of proposal through any other mode and late bid will be rejected. The client will not be responsible for postal delay/ any consequence in receiving of the proposals.

5. Scope of Services:-

The selected Consultant/ Consulting Firm would be required to provide end to end services for successful operation of OSSR&TI, Bhubaneswar. The detailed scope of services, which inter alia includes but not limited to are as follows.

- i. Preparation of SOP, Training Module & Organisational Structure& DPR for OSSR&TI.
 - ii. To provide required guidelines for implementation of training programmes such as; application of pest management techniques and diseases control mechanism of host plant and silkworm for better crop yield, training and technology awareness programmes in on-campus and off-campus mode for farmers, staff and students etc.
6. All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the consultant/ consulting representative.
 7. The date and time of opening of Financial bids shall be intimated to the Consultant/ Consulting firm after evaluation of the Technical Bids which shall be based on project specific concept presentation and a mark scoring methodology i.e. **Quality cum Cost Based Selection (QCBS) mode in the weight age ratio of 70:30.**

8. Eligibility Criteria:-

The Consultant/ Consulting Firm should have the following minimum requisite qualifications and experience and will have to submit the following documents in the Technical Bid along with the firm profile.

A. Technical Criteria

a. For Individual Consultant:-

- i. He/ She must have a Master’s /Doctorate Degree in Sericulture / Agriculture / Forestry or allied sectors.
- ii. He/ She should have at least 05 years of experience in National Level Training Institution having experience in curriculum developments, module developments & handling of courses for allied subjects.

b. For Consulting Firms:-

- i. The MD or Director or one of the partners of the firm must have a Masters / Doctorate Degree in Sericulture, Agriculture / Forestry or allied sectors.
- ii. One of the partners of the firm must have 05 years' experience in National Level Training Institution in preparation of Curriculum, training modules and handling of courses for allied subjects.

B. Documents Required:-

- i. DD of Rs.200/- in favour of Odisha Cooperative Tasar & Silk Federation (SERIFED) Ltd. payable at Bhubaneswar.
- ii. Copy of GST registration Certificate and return copy 2022-23 (till March 2023).
- iii. Copy of PAN Card and up to date return copy of Income Tax for the last three Financial years.
- iv. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-I)
- v. Undertaking in shape of affidavit for not has been blacklisted by any Central/ State Govt./ any autonomous bodies during the recent past. (Annexure-II)
- vi. Undertaking regarding trueness and correctness of the information submitted by the firm. (Annexure-III)

9. Technical Bid

The Consultant/ Consulting Firm shall submit the Technical Bid in the prescribed format i.e. Covering letter and other information as per the Annexure-V.

In the "Technical bid" the Consultant/ Consulting Firms have to submit the SOP, Training Module & Organizational Structure for OSSR&TI in hard copy on A4 Size sheets and one soft copy in PDF format along with required documents fulfilling the eligibility Criteria as mentioned in 8.A & B.

The Consultant/ Consulting Firms qualified in technical documents evaluation shall be required to make presentations of twenty minutes to demonstrate their credentials and concept on SOP for a successful operationalization of OSSR&TI. The Presentations shall broadly cover the following aspects.

- ❖ Creative Approach and Methodology
- ❖ Deliverable and time schedule

10. Concept designs in multiple options are acceptable. In case of multiple options, the best one selected by the committee shall be considered for marking in QCBS method.

11. In case, financial

quotient financial bid shall be in multiple options. **Financial quotient financial bid in multiple options shall be rejected.**

12. Selection of the Consultant/ Consulting Firms for the event

The Consultant/ Consulting Firms will be selected on the basis of **Quality cum Cost Based Selection (QCBS)** mode with **weight age ratio 70:30** assessed by the designated committee.

13. Evaluation of Technical Bids

In the first stage, the Technical Bid will be evaluated on the basis of Technical Bids submitted by the Consultant/ Consulting Firms and presentation of the concept design as per scope of service before the Committee for showing capability to handle the similar type of works considering all aspects of eligibility criteria and experience.

The **Technical Bid scoring (TBs)** of Consultant/ Consulting Firms shall be as per the mark scoring methodology on the basis of QCBS method. The Committee members/ Technical Team shall access the technical presentation of the concept SOP and assign marks.

Description of components for marking	Scoring mode	Max. Marks
Past work experience: Nos. of similar Projects undertaken	5Marksofeachsimilarprojectundertakensubjecttom aximummarksof 10.	10
Profile and professional expertise of the senior level consultant	Detailprofileofthefirm.To beevaluatedon Basisoftheirpastexperienceandqualityofworkdoneth roughthedesignatedCommittee.	20
Presentation of the SOP, Training Module & Organizational Structure etc.	Innovations on SOP to submit the operation of OSSR&TI.	70
TOTAL		100

1. BenchMarkScore

The Consultant/ Consulting Firm is required to achieve a **minimum score of 60 marks (Bench Mark Score)**. The Consultant/Consulting Firms securing less than the BenchMark score will be rejected outright. The Consultant/ Consulting Firmsthat have achieved at least the BenchMark Score in "Technical Bid" evaluation will be qualified for opening of their Financial Bids.

2. **The Financial Bid** shall be the lump-sum quote excluding GST for the scope of services mentioned in the EOIBid Documents to be submitted in the prescribed format (**Annexure-VII**) which is to be submitted with the prescribed Covering Letter as per the **Annexure-VI**.

3. Evaluation of Financial Bids

The Financial Bids in respect of the selected architect in achieving the benchmark score of **60 mark** in "Technical Bid" would be opened on the scheduled date and time. The lowest financial bid will be given a **Financial Bid score (FBs)** of 100 Marks. The financial score of other FBs will be computed as follows;

$$FBsI = \frac{100 \times FBs}{F1}$$

(F1= Amount of financial bid of corresponding participant)

4. Combined and final Evaluation

The offers of the Consultant/ Consulting firms will be finally ranked according to their combined Technical Bid Scores and financial Bid Scores as follows:

$$CS = TBs \times Tw + FBs \times Fw$$

Where CS is the combined score and Tw & Fw are weight ages assigned to Technical Bid and Financial Bid score that shall be 0.70 & 0.30 respectively i.e. in the weight age ratio of 70:30. **Selection of Consultant/ Consulting Firm shall be solely based on the highest combined score (CS).**

5. Performance Bank Guarantee

The selected Consultant shall have to sign an agreement in Non Judicial Stamp paper of appropriate value with deposit of 10% of the contract value in shape of Bank Guarantee towards performance security within 3 days after acceptance of the EOI proposal. The Performance Security includes the amount deposited at EMD with the EOI document. Failure to comply with the requirement shall constitute sufficient ground for the forfeiture of the PBG. No interest shall be paid on the PBG. The PBG shall be refunded after successful operation of the OSSR&TI.

6. Contract Negotiation:

Contract Negotiation, if required will be held at a date, time and address as intimated to the selected Consultant. Representative conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspect, if any and availability of proposed professional setc.

7. The selected Consultant/Consulting firm is to submit the detail of SOP, Training Module & Organizational Structure as per the **Scope of Services** within 15 (Fifteen) days from the date of issue of work order.

8. Mode of Payment

1. 50% on submission & approval of required SOP from the Competent Authority.
2. Balance 50% within 03 months on successful running of OSSR & TI.

9. Governing Law and Penalty Clause

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the Consultant liable for liquidate damages and thereafter the client holds the opinion for cancellation of the contract for pending activities and complete the same from any other agency. The client may deduct such sum from any money from their hands due or become due to Consultant. The payment or deduction of such sum shall not relieve the Consultant from his obligations and liabilities under the contract prevailing laws of Government of India/ Government of Odisha. Failure on Consultant's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition the Performance Bank Guarantee amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the Consultant shall be final.

10. The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.

11. Any dispute arising out of the EOI, the decision of the Commissioner- cum-Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha shall be final & binding.

Annexure-I

UNDERTAKING

(On the Consultant's Letter Head regarding not having any pending judicial proceedings for any criminal offence)

I,do hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/We further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Authorised Signature
(in full and initials)

Name and Designation of the Signatory

Name of the Consultant and Address:

Annexure-II

UNDERTAKING

(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)

I, do hereby undertake that, our organisation has not been blacklisted/debarred by any of the Central/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorised Signature
(in full and initials)

Name and Designation of the Signatory

Name of the Consultant and Address:

Annexure-III

UNDERTAKING

(On the Consultant's Letter Head regarding trueness of the submitted information)

I,do hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

Authorised Signature

(in full and initials)

Name and Designation of the Signatory

Name of the Consultant and Address:

Annexure-IV**BID SUBMISSION CHECK LIST**

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter along with information in Consultant's Letter Head.		
2	Bid Processing Fee (Demand Draft)		
3	Copy of Incorporation/ Registration Certificate/ Profile Copy		
4	Copy of PAN		
5	Copy of GSTIN & up to date return copy 2022-23 (till June 2022)		
6	Copies of Income Tax Clearance Certificate for the last two Financial years.		
7	Financial details of the Consultant/ Consulting Firm along with all the supportive documents such as copies of Income/ expenditure Statement and Balance Sheet for the last 02 years.		
8	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
9	List of completed/ on-going assignments of similar nature (Past Experience Details) along with the copies of work orders/ completion Certificates for the respective assignments from the authorities.		
10	Undertaking for not have been black-listed by any Central/ State Govt./ any Autonomous bodies during the recent past.		
11	Undertaking for not having any police case pending against the bidder.		
12	Undertaking regarding trueness of information submitted.		
13	Hard Copy of the SOP, Training Module & Organizational Structure		
14	Soft Copy of the SOP, Training Module & Organizational Structure		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Consultant's Letter Head		
2	Duly filled in Financial Bid		

TECHNICAL BID COVERING LETTER

(ON CONSULTANT LETTERHEAD)

[Location Date]

To

[Name and Designation of Tender Inviting Authority] (Office Address and Location)

Sub:- Engagement of senior level Consultant/ Consulting Firm towards preparation of SOP, Training Module and Organizational Structure etc. for establishment of OSSRT&TI at Bhubaneswar.

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for (*insert Name of the Service*) in accordance with your EOI Notice No. _____ Dated _____. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 60 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including for feature of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorised Signatory

With Date and Seal

Name and Designation: _____

Address of the Consultant: _____

1	Name of the Consultant	
2	Details of Bid Processing Cost (Demand Draft Details)	DDNo:
		Date:
		Amount (Rs.)
		Drawn on Bank.
3	Name of the Director/Proprietor	
4	Full Address of Registered Office	Postal Address:
		Telephone No.
		FAX No.
		E-Mail Address
5	Name & telephone number of the authorized person signing the bid	
6	PAN No. (Attach staff attested copy)	
7	GSTIN (Attach self attested copy)	
8	Acceptance to all the terms & conditions of the tender (Yes/No)	
9	Power of Attorney/authorization letter for signing of the bid documents (submitted/not submitted)	
10	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid. (submitted/not submitted)	
11	Kindly mention the total number of pages in the tender document.	

14. Financial Turnover of the Consultant for the last 2 financial years.

Financial Year	Turnover Amount (in INR)	Average Turnover (in INR)
FY1		
FY2		

15. Details of the similar type service provided by the Consultant in last 5 years:

Sl. No	Period	Name of Authority with complete address & Phone No.	Type of services provided with details of manpower/machinery deployed	Contract Amount (in INR)	Duration	
					From	To
1						
2						
3						
4						
5						

16. Declaration

I, Shri..... Son/Daughter/Wife of Shri
, Proprietor/Director/Authorised signatory
 of
 (Name of the Service Provider), competent to
 sign this declaration and execute this tender.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false information/fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorised Representative with seal)

Place: _____ Date _____

Enclosures:

- i. Bid processing Fee in the form of Demand Draft in original.
- ii. EMD in the form of Demand Draft in original.
- iii. Copy of ten tender documents (each page must be signed and sealed)
- iv. Duly filled Technical Bid and Financial Bid
- v. List of Documents as applicable.

FINANCIAL BID COVERING LETTER

(ONCONSULTANT LETTERHEAD)

[LocationDate]

To

[Name and Designation of Tender Inviting
Authority](OfficeAddressandLocation]

Sub:- Engagement of senior level Consultant/ Consulting Firm towards preparation of SOP, Training Module and Organizational Structure etc. for establishment of OSSRT&TI at Bhubaneswar.

Sir,

I, the undersigned, offer to provide these services for (*insert title of the Service*) in accordance with your EOINo. _____ Dated. _____. Our attached financial price is *{insert amount(s) in words and figures for the proposed service}*. This amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, these services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding up _____ on subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 60 days. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

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

I remain,

Yours faithfully,

Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal: _____

Address of the Consultant: _____

FORMAT FOR FINANCIAL PROPOSAL

Name of the Project	Financial Quote Amount in Figure & Word (INR) (Exclusive of GST as applicable)
Fees for the entire services to be rendered by the Consultant for preparation of SOP, Training Module and Organizational Structure etc. for the "Odisha State Sericulture Research & Training Institute" being established at Bhubaneswar, Odisha.	

Authorised Signatory
(in full & initials)

Name and Designation of Signatory with Date and Seal: _____

Address of the Consultant: _____