



OFFICE OF THE CDAO-CUM-PROJECT DIRECTOR, ATMA, SUBARNAPUR

LETTER OF INVITATION

RFP No: 6550

Dated. 27.11.2025

Name of the Assignment: Engagement of Professional Agency for Comprehensive Project on Rice Fallow Management, Rabi 2025-2026

The Chief District Agriculture Officer, Subarnapur invites sealed proposal from eligible bidders (Agencies/organizations) for Engagement of Professional Agency for Comprehensive Project on Rice Fallow Management, Rabi 2025-2026 in the district of Subarnapur. More details on the proposed environment are provided in Section - 3: Terms of Reference of this RFP Document.

- (i) The Agency/ Organization having a headquarters or regional office in Odisha will be selected under **Quality and Cost Based Selection (QCBS)** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Government of Odisha circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Government of Odisha for project formulation, preparation of comprehensive action plan from production to marketing of non-paddy crops and its execution, monitoring and coordinating with all allied departments for smooth implementation of the programme under "Comprehensive Project on Rice Fallow Management, Rabi 2025-26".
- (ii) The proposal completes in all respects as specified in the RFP Document must be accompanied with a non-refundable amount of **Rs.5000 /- (Rupees Five Thousand Only)** towards Bid Processing Fee and a refundable amount of **Rs.107100/- (Rupees One Lakh Seven Thousand One Hundred Only)** towards EMD in form of Demand Draft / Banker's Cheque in favor of "CDAO SUBARNAPUR RICE FALLOW MANAGEMENT" drawn in any Scheduled Commercial Bank and payable at Subarnapur, Odisha failing which the bid will be rejected.
- (iii) The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post** only. The Chief District Agriculture Officer Subarnapur shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
- (iv) The last date and time for submission of proposal complete in all respects is **Dt.20.12.2025 up to 5.00 PM** and the date of opening of the bid is **Dt.23.12.2025** at

10.00 A.M. in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (Sl. no.18). Representatives of the bidders may attend the meeting with a due authorization letter on behalf of the bidder.

(v) This RFP includes following sections:

- a. Letter of Invitation (Section-1)
- b. Information to the Bidder (Section-2)
- c. Terms of Reference (Section-3)
- d. Technical Proposal Submission Forms (Section-4)
- e. Financial Proposal Submission Forms (Section-5)
- f. Annexure (Section-6)

(vi) 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 document. The Client reserves the right to accept / reject any/ all proposals / terminate the entire selection process at any stage without assigning any reason thereof.


Chief District Agriculture officer,
Subarnapur

Memo No. 6551 /Agril. Dt. 27.11.2025
Copy forwarded to the District Informatics Officer, NIC Collectorate, Subarnapur information and necessary action.


Chief District Agriculture Officer,
Subarnapur

Memo No. 6552 /Agril. Dt. 27.11.2025
Copy submitted to the Collector & DM, Subarnapur for favour of kind information.


Chief District Agriculture Officer,
Subarnapur

Memo No. 6553 /Agril. Dt. 27.11.2025
Copy submitted to the Director of Agriculture & Food Production Odisha, Bhubaneswar for favour of kind information with reference to Directorate L No.40423/Dt.22.11.2025.


Chief District Agriculture Officer,
Subarnapur