

ORMAS

RAYAGADA

Panchayati Raj & Drinking Water Department
Government of OdishaCollectorate Campus
Rayagada, Odisha-765001
Contact: 9583889335/ 9437234548
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EoI No. 190 / ORMAS / 272

Date: 25/05/2026

Invitation of Expression of Interest

The CDO- cum- EO, ZP -cum-Vice Chairman, ORMAS, Rayagada, inviting Expression of Interest (EOI) from Food Processing firms / Agencies/ Individuals for providing technical support and Capacity Building on Production of Millet Based Products at Kashipur Block of Rayagada District.

The EOI document containing the details of qualification criteria, submission requirements, brief objectives scope of work and evaluation criteria etc. can be downloaded from District NIC. Portal i.e. <https://rayagada.odisha.gov.in/>

Further clarification if any may be obtained from O/o. The CDO- cum- EO, ZP -cum-Vice Chairman, ORMAS, Rayagada.

The Last date of submission of EOI is 16 / 06 / 2026 by 5.00 PM.

The CDO- cum- EO, ZP -cum-Vice Chairman, ORMAS, Rayagada reserves the rights to accept or reject any proposals without assigning any reasons thereof.

Application meeting the qualification criteria may be invited for presentation before the panel. Further based on the evaluation, bid documents will be subsequently issued to the shortlisted applicant only.

CDO-cum-EO, Zilla Parishad
& Vice Chairman, ORMAS, Rayagada

Expression of Interest for Selection of Food Processing firms / Agencies/Individuals for providing technical support and Capacity Building on Production of Millet Based Products at Kashipur Block of Rayagada District.

EOI No:

EOI Publishing Date:

**CDO-cum-EO, Zilla Parishad & Vice Chairman, ORMAS, Rayagada
COLLECTORATE CAMPUS, RAYAGADA**


Disclaimer

- a) The information contained in this Expression of Interest ("Eol") document, along with any information subsequently provided to the Applicants (Firms)—whether verbally, in writing, or in any other form—by or on behalf of the CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada, or any of its employees, is provided to the Applicants subject to the terms and conditions set out in this Eol and any other terms and conditions under which such information is provided.
- b) This Expression of Interest ("Eol") is neither an agreement nor an offer by the Authority to prospective Applicants or any other person. Its sole purpose is to provide interested parties with relevant information to assist them in preparing and submitting their applications in response to this Eol.
- c) This Expression of Interest ("Eol") includes statements reflecting various assumptions and assessments made by the Authority in relation to the empanelment of technical agencies for providing technical support and Capacity building on production of Millet based Products. Such assumptions, assessments, and statements may not contain all the information that each Applicant may require for the preparation of its application.
- d) This Eol may not be appropriate for all persons, and it is not possible for the Authority or its employees to consider the specific objectives, technical expertise, and needs of each Applicant who reads or uses this Eol. The assumptions, assessments, statements, and information contained herein may not be complete, accurate, adequate, or correct. Accordingly, each Applicant is advised to undertake its own investigations, analyses, and verification of the information contained in this Eol and to obtain independent advice from appropriate sources, as necessary. The information provided herein may include matters that require interpretation of applicable laws. Such information is not intended to be an exhaustive statement of statutory requirements and should not be construed as a complete or authoritative statement of law. The Authority disclaims any responsibility for the accuracy of, or interpretation placed upon, any legal provisions contained in this Eol.
- e) The Authority and its employees/advisors make no representation or warranty, express or implied, and shall have no liability to any person, including any Applicant, under any law, statute, rule, regulation, or tort, or under principles of restitution or unjust enrichment, for any loss, damage, cost, or expense which may arise from or be incurred or suffered on account of anything contained in this Eol or otherwise. This includes any inaccuracies, omissions, or reliance on any part of this Eol or any document deemed to form part of it.
- f) The Authority accepts no liability of any nature, whether resulting from negligence or otherwise, arising from reliance by any Applicant on the statements contained in this Eol.
- g) The Authority reserves the right, at its sole discretion and without any obligation, to update, amend, modify, or supplement the information, assumptions, or assessments contained in this Eol, at any time, without assigning any reason.
- h) The issuance of this Eol does not imply that the Authority is bound to empanel any Applicant or to appoint any Selected Applicant for Food Processing firms / Agencies/ Individuals for providing technical support and Capacity Building on Production of Millet Based Products. The Authority reserves the right to reject any or all applications, wholly or in part, without assigning any reason whatsoever.

Bidding Details:

Sl. No	Particular	Details
1	Web Address to download the EOI	https://rayagada.odisha.gov.in/
2	Last Date & Time of Submission of Bid by Speed Post/ Registered Post/ Courier or by Hand (Bid Due Date & Time) _____._____.2026 by _____ AM/ PM	
3	Date and time of Opening of Technical Bid followed by financial bid.	
4	Bid Processing fees (non-refundable)	Demand Draft of Rs.2000/- (Rupees Two Thousand) only from any Nationalized / Scheduled Bank in favor of "CDO- cum-EO, Zilla Parishad cum Vice Chairman ORMAS, Rayagada" Rayagada payable at Rayagada.
5	Validity of the proposal	21 Days
6	Address where Bidders must send the proposal	CDO-cum-EO, Zilla Parishad - cum- Vice Chairman, ORMAS, Rayagada, ORMAS Office, Collectorate Campus, Rayagada-765001, Odisha.
7	EMD (Refundable)	Demand Draft of Rs.2,00,000.00 (Rupees. Two Lakhs) Only from any Nationalized / Scheduled Bank in favor of the "CDO-cum- EO, Zilla Parishad cum Vice Chairman ORMAS, Rayagada", payable at Rayagada.

Note: - For further details, or any clarification, corrigendum, or addendum will be uploaded only on the above-mentioned website. For additional information, you may contact us at Mobile No.9583889335.


CDO-cum-EO, Zilla Parishad
& Vice Chairman, ORMAS, Rayagada

1. Introduction:

- 1.1 CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada is involved in development of livelihood of farmers of Rayagada District. The Authority is committed towards promoting sustainable growth, in the skills and Livelihoods and development of Millet based products of Rayagada.
- 1.2 CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada intends to empanel technical agencies with proven expertise in production of millet-based products. The empaneled firms shall assist CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada in the conceptualization, planning, and providing technical guidance and capacity building support during project execution and review.
- 1.3 CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada will select Technical Agencies to provide the services outlined in the Terms of Reference (ToR) and in accordance with the method of selection specified in this document. Applicants are therefore invited to submit both Technical and Financial Proposals. These proposals shall form the basis for the contract to be signed with the selected firm.
- 1.4 Eligible Organization with demonstrated experience in food processing and related works, shall be empaneled based on their credentials and experience in providing relevant capacity building support as specified in this Eol
- 1.5 The application shall be filled in English, and all entries must be typed or written in blue/black ink. All erasures and alterations must be duly attested by the initials of the authorized signatory. Failure to comply with any of these conditions may render the application liable for rejection.
- 1.6 CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada, shall not be responsible for any costs or expenses incurred by the applicant in connection with the preparation, submission, or delivery of the application.
- 1.7 CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada reserves the right to cancel, terminate, modify, or amend this Eol process and/or any of its requirements without assigning any reason or prior notice and without incurring any liability on its part.
- 1.8 At any time prior to the deadline for submission of proposals, CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada may, for any reason, issue an amendment or addendum to this Eol document. Such amendments shall be uploaded on the official website of <https://rayagada.odisha.gov.in/>.
- 1.9 The detailed Eol document can be downloaded from the website <https://rayagada.odisha.gov.in/> only.

2. **Scope of Work:**

2.1 The Scope of Services includes, but is not limited to, all activities incidental to and required for the preparation, design, and development of proposals at each stage. This shall include participation in collaborative meetings, presentations, and discussions with District Administration Rayagada for conceptualization, review, and finalization of project designs.

2.2 The organization, working in close coordination with CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada, shall undertake the following services or any other similar/relevant assignments as may be specified in this EoI:

A. **Millet Food Processing and Related Works Development Projects:**

- Provide training on production of various millet-based food products.
- Guidance on storage management of Millet and Millet based products.
- Impart necessary training on operationalization of machines required for production of millet-based products.
- Carryout assessment time to time to monitor the development of skill set of the workers.
- Provide assistance in obtaining various certificates like nutritional certificate, shelf-life certificate, FSSAI Lic., GST and any other required for millet food processing unit.
- To provide technical guidance on branding and packaging of Millet based products
- To provide necessary guidance management of waste.
- To orient and train the workers working in the unit on management of books of accounts and procurement and marketing of Millet based products.
- To provide information on soil health-based fertilizer application and improved agronomic practices.
- To train the beneficiaries on improved scientific practices to boost millet productivity among local farmers.
- To provide assistance on yearly dry run of the equipment's at the millet unit facility to ensure quality.
- To provide assistance on selection of Human resources in consultation with the stake holders.
- To Provide Valid ESI & EPF Certificate. (Either through direct recruitment or through third party)
- To Provide Labour License. (Of the organization or of the partner organization who will be supporting the selected agencies for the Man power)
- To provide minimum man power support 7 (Seven) persons as follows:
 - 1(One) number of electrician
 - 1(One) number of Fitter
 - 1(One) number of Accountant/Book or Record keeper
 - 3 (Three) numbers of Security guards on eight-hour shift.
- The selected firm or agencies at any cost can not sublet the assigned works to any other party to execute it on its behalf.

B. Technical and Supporting Services:

- Periodic inspection, supervision support, and evaluation of works on timely basis and sharing of the report with CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS.

3. Eligibility

- The Applicant must be a reputed consulting firm with multiple specializations, experience, and expertise in Food Processing particularly on production of Millet based products for Government organizations / PSU / private organizations, having a minimum of 3 years of experience as of **31.03.2026**.
- The Applicant should have successfully provided capacity building training on production food products and related works for at least **Three (03)** projects, each having a Project value of more than ₹1.00 crore, of similar nature, during the last five (five) years ending **31.03.2026**, for State Government / Central Government / PSU clients.
- Joint Ventures (JVs) are not permitted to participate in this empanelment process.
- The Applicant should be an individual Agencies or a registered firm or a consulting company registered in India, and must submit valid proof of registration.
- The Applicant should possess a valid PAN and GST Registration Number.
- GST-3B returns for the last two quarters shall be submitted along with the Technical Bid.
- The Agencies should have an average annual turnover of at least ₹1.00 crore (Rupees One Crore) from similar consultancy services during the last three financial years ending **31.03.2025**. Documents to be Submitted (Self-Attested Copies) along with the Technical Bid
- Documents supporting the eligibility criteria mentioned above, including the Certificate of Incorporation and, India Registration Proof.
- Copies of PAN, GST Registration Certificate and GST-3B return copies of last two quarter.
- Copies of Work Orders, Appointment Letters, or Contract Agreements, accompanied by Completion Certificates issued by the respective clients.
- Copies of IT Return file needs to be submitted of last 3 (Three) financial year (FY:2024-25, FY:2023-24 & FY:2022-23).

(Note: In the case of ongoing projects, a Satisfactory Performance Certificate from the client shall be submitted to support the experience claim.) ✓IT Return copies for the last three financial years and Turnover Certificate issued by a registered Chartered Accountant (CA) of last three financial year. ✓Copies of Audited Balance Sheets along with Profit & Loss Statements for the last three financial years (2022-23, 2023-24, and 2024-25).

5. Proposal Format, Content and Submission

- 5.1 Bidders are required to submit their Technical Proposals, preferably in spiral-bound documents with proper pagination, as per the formats provided in Annexures I to V, along with the Demand Drafts towards the Bid Processing Fee and the Earnest Money Deposit (EMD).
- 5.2 Bidders shall submit their Financial Proposals in the format prescribed in Annexure VI, in a separate sealed cover, clearly super scribed as: **"The Financial Bid for Empanelment of agencies for providing technical support and Capacity Building on Production of Millet Based Products at**

Kashipur Block of Rayagada District". The financial proposal shall include all costs associated with the assignment, as per the Scope of Work.

- 5.3 Both the Technical Proposal and the Financial Proposal (in their respective sealed covers) shall be placed together in a single outer cover, clearly super scribed as: **Expression of Interest for Selection of Food Processing firms / Agencies/Individuals for providing technical support and Capacity Building on Production of Millet Based Products at Kashipur Block of Rayagada District.** and shall be addressed to: **CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada, Collectorate Campus, Rayagada - 765001 (Odisha),** to be submitted as per the mode and schedule specified in this EOI.
- 5.4 Submission of proposals in an incorrect format, either for the Technical or Financial Proposal, may result in the proposal being declared non-responsive.
- 5.5 The Applicant shall furnish all required information strictly as per the prescribed formats, duly signed on each page of the application, along with the signed copy of this EOI document.
- 5.6 If any information furnished by the Applicant is found to be incorrect or misleading, either at the time of submission or at any subsequent stage, the Applicant shall be liable to be debarred from participating in consultancy services.
- 5.7 Bids submitted without the prescribed Bid Processing Fee and Earnest Money Deposit (EMD) shall be rejected out rightly.
- 5.8 The Earnest Money Deposit (EMD) of the successful bidder shall be liable for forfeiture if the bidder withdraws, alters, or revokes any terms or conditions of the EOI within the validity period. The EMDs of unsuccessful bidders will be refunded without any interest after the selection and empanelment of agencies. The EMD of the successful bidder shall be retained by CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada and refunded without any interest upon successful completion of the assignment and fulfillment of all contractual obligations.
- 5.9 Proposals received after the due date and time shall not be considered. CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS shall not be responsible for the premature opening of any proposal that is improperly addressed or identified. Any modification to a submitted proposal by fax, email, or any other means shall not be accepted. Delay in submission by any means shall be the sole responsibility of the bidder, and CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS shall not be liable for such delays.

Note: I. No bidder or its associate shall submit more than one application for the consultancy.

II. The broad scope of work has been provided in this document. The actual, project-specific scope of work and payment schedule may be modified and finalized on mutually agreed terms between the Agencies and CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS. The rate contract fees shall be payable as determined through this EOI process.

III. Any information that the bidder considers proprietary or confidential should be clearly marked as such. All information provided by the bidder shall be treated as confidential and shall be used solely for the purposes of CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada.

6. **Opening of Proposal**

Applicants or their authorized representatives may attend the opening of the proposal documents at the date and time as scheduled. The presence of the applicants or their representatives is, however, not mandatory. Attendance shall be limited to two authorized representatives per applicant, who shall be required to produce proper authorization to attend the opening.

7. **Correction, Modifications and Withdrawals**

Corrections, erasures, or overwriting in the proposal shall be duly explained and authenticated with the full signature of the bidder. All such corrections shall be made neatly and legibly; use of correction fluid or tape is strictly prohibited. Any proposal containing unauthenticated alterations or overwriting is liable to be rejected. Negligence on the part of the bidder shall confer no right to make corrections, additions, deletions, or withdrawals of the proposal after it has been submitted. No claim or representation in this regard shall be entertained by CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada under any circumstances. The bidder is, therefore, advised to ensure that the proposal is complete and accurate in all respects before submission.

8. **Validity of Proposals**

Proposals shall remain valid for a period of **365 (Three Hundred Sixty-five)** days from the date of opening of the proposal, unless otherwise specified in the specific terms and conditions. CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada may, if necessary, request bidders to extend the validity period of their proposals under the same terms and conditions. Bidders agreeing to such extension shall not be permitted to modify their financial or other terms of the proposal.

9. **EOI Terms & Conditions**

This EOI document and any response thereto, shall be the property of CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada. In submitting a proposal, the bidder acknowledges that CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada reserves the right to:

- Visit and inspect the Applicant's premises;
- Contact any/ all referees provided;
- Request additional supporting or supplementary information;
- Arrange interviews with the proposed project team/ Agencies;
- Reject any or all of the proposals submitted;
- Accept any proposals in whole or in part.
- It may note that this is not a request for proposal/tender. After review and scrutiny of Expression of Interest, the suitable agencies will be empaneled for rendering technical support and Capacity building support on production Millet based food products.
- The selected agencies may be dispensed with at any time giving one-month notice in the event of non-performance, under performance or any other reason which would be specified.
- The empanelment will be valid for 36 months (03 Years) and can be extended further period by the CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada authority.

- The team should be available for taking up of assignment work as and when required by CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada at a short notice. Applicant shall bear all cost associated with the preparation and submission of proposals, and CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada shall not be responsible for these costs, irrespective of the outcome of the process.

10. Empanelment of Agencies

CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada intends to empanel reputed organization from Food Processing firms / Agencies/Individuals for providing technical support and Capacity Building on Production of Millet Based Products at Kashipur Block of Rayagada District.

A Three stage process will be adopted as explained below for evaluation of the Bids.

Preliminary Evaluation (1st Stage) *: Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents/ information have been properly furnished by the bidder or not. Submission of following documents/information will be verified:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH1**) on bidder's letter head requesting to participate in the selection process
- Bid Processing Fee and EMD as applicable
- Copy of Certificate of Incorporation/ Registration.
- Copy of valid labour registration certificate from appropriate authority.
- Copy of PAN
- Copy of EPF & ESIC registration certificate.
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three financial years (**2022-23, 2023-24 & 2024-25**).
- Copy of up-to-date GST return certificate in Form GSTR-3B.
- General Details of the Bidder (**TECH2**).
- Financial Details of the bidder (**TECH 3**) along with all the supportive Documents as applicable duly signed and certified as per the instruction.
- Power of Attorney (**TECH 4**) in favor of the person signing the bid on behalf of the bidder
- List of completed assignments of similar nature (Past Experience Details, **TECH 5**) along with copies of contracts / work orders / completion certificate from previous Clients
- Self-Declaration on Conflict of Interest (**TECH-6**)
- Duly filled in Technical Proposal Forms (**TECH-7 & 8**)
- All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder

* Bids not complying with any of the above requirement will be out rightly rejected at the discretion of the Client's authority.

Technical Evaluation (2nd Stage): Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation.

Technical Bid Evaluation Parameters	Maximum Mark
<p>1. Number of Similar Assignments undertaken / completed during five years (2020-21 to 25-26 as on 31st March, 2026) (Past Experience of handling Capacity building trainings on food processing for Central/ State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organizations)</p> <p>a. One (1) Similar nature of works/assignments completed / Undertaken costing more than the amount of Rs 1.00 Cr (Rupees One Crore) each = 25 mark.</p> <p>b. One (1) or more similar natures of works costing more than the amount of Rs. 50.00 Lakhs and less or equal than the amount of Rs.1 Cr (Rupees One Crore) each = 20 marks.</p> <p>c. One (1) or more similar natures of works costing more than the amount equal to Rs. 30.00 lakh (Rupees Thirty lakhs) and less or equal than the amount Rs.50.00 Lakhs (Rupees. Fifty Lakh) = 15 Marks.</p>	25
<p>2. Financial Statement of last five years and the agency should have an average annual turnover of Rs. 1.00 Cr during the last 3 financial years (2022-23 to 24-25 and 2025-26) (Scoring pattern: Rs.1 Cr to Rs.2 Cr = 20 marks, more than Rs. 2 Cr = 25 marks.)</p>	25
<p>3. The bidder should have been in the business of providing Technical and Capacity Building Support to the Central / State Government / Corporate Bodies / National & International Organizations for at least 3 years as on 31st March, 2026. (Scoring pattern: 3 years - 4 years = 10 marks, more than 4 years = 20 marks.)</p>	20
<p>4. Technical Presentation (The score will be awarded by committee based on the technical and experience aspects)</p> <p>a. Best one past experience. - 5 Marks</p> <p>b. Technical support and Capacity Building Plan. – 7.5 Marks</p> <p>c. Innovation and Creativity. – 5 Marks</p> <p>d. Product Development Branding and Packaging. – 7.5 Marks</p> <p>e. Types of Millet based product produced along with photographs. -5 Marks</p>	30
Grand Total	100
Qualifying Mark for Opening of Financial Bid	60

Financial Evaluation (3rd Stage): The financial proposals of only those bidders qualifying the technical evaluation (2nd Stage) shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

11. Mode of Evaluation of the Proposals:

The mode of evaluation is Quality cum Cost Basis selection (QCBS). In the bid, the technical proposal carries 60 % weight age and the financial proposal carries 40 % weight age.

I. Technical:

The bidder scoring minimum 60 marks out of 100 marks will be eligible and the secured mark will be assigned as Technical Quote (TQ). Then the Technical Score (TS) will be arrived as follows:

$$TS = \frac{TQ \times 60}{100}$$

II. Financial

The bidder quoting the lowest price will be assigned as Lowest Financial Quote (LFQ). Then the price of other financial bids quoted by other different bidders will be assigned as Financial Quote (FQ). The Financial Score (FS) will be arrived as follows:

$$FS = \frac{LFQ \times 40}{FQ}$$

The agency having a maximum total score of the Technical Score (TS) and the Financial Score (FS) combine together will be selected. In case of multiple bidders having same combine score, L-1 shall be selected through a transparent system of lottery.

CDO-cum-EO-Zilla Parishad-cum-Vice Chairman ORMAS, Raygada shall be free to award work at the approved rates to any of the empaneled Agencies it considers suitable, at its sole discretion.

12. Pre-Qualification Criteria

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce the copies of the required supportive documents / information as part of their technical proposal failing which the proposals will be rejected.

Sl. No.	Basic Requirement	Specific Requirement	Documents Required
1	Registration	The Bidder shall be a Company/Firm/LLP/Sole proprietorship registered in India. The bidder shall be organization registered under Indian Companies Act, 1956/2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 registered with a track	<ul style="list-style-type: none">• Copy of Registration/ Certificate of Incorporation• PAN Document• GST Certificate• Copy of EPF & ESI Registration Certificate• Copy of valid labour registration certificate from

		record of providing technical support and Capacity Building on Production of Millet Based Products services for at least 5 years as on 31 st January, 2026 under the present entity i.e. in the name of which the bid has been submitted. Any consortium, Joint venture or agreement in this regard for establishment of existence will not be accepted.	appropriate authority
2	Experience of Supplying of Manpower	The Bidder should have experience of successful completion of at least 01 Number of technical support and Capacity Building on Production of Millet Based Products services for Central Government Ministries & Departments / State Government Departments/ District Administrations/ Other Government Departments or Agencies During the last 05 years Of minimum contract value of ₹ 30.00 lakh for each project of minimum contract duration of 12 months each	Copies of Work Orders/Sanction Orders/MOUs / Engagement Letters/Completion Certificates or equivalent documentary evidence should be provided as proof. Documents in other languages should be supplemented by an English translated copy.
3	Turnover	The Bidder should have an average annual turnover of minimum ₹1.00 Crores (Rupees Three Crores) and a positive net worth in each of the three last financial years (2022-23, 2023-24 & 2024-25)	Certificate from statutory auditor (CA Firm)/ Audited financial statements for the three previous financial years ending March i.e., 2022-23, 2023-24 & 2024-25.
4	Blacklisting	Applicant/ Bidder should not be blacklisted by any Central/ State Government/ Public Sector Undertaking/ Judicial pronouncement in India	Notarized declaration as per TECH-8
5	Authorized Representative	A Power of Attorney in the name of the person signing the proposal.	Original Power of Attorney, notarized on ₹ 100.00 Bond paper
6	Consortium	No consortium/ JVs/ Associations/ subcontracting shall be allowed under this project.	Declaration of Submitting as independent Agency from the Authorized Signatory
7	Bid Processing Fee (Non-Refundable)	₹ 10,000/- (Rupees Ten Thousand) only in the form of Demand Draft (DD) drawn in favor of " CDO-cum-EO-cum- Vice Chairman ORMAS, Zilla Parishad, Rayagada " drawn from any Nationalized/Scheduled Commercial Bank payable at Rayagada. The bid processing fee shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.	Cost of Tender/ Tender Fee in form of DD

8	Earnest Money Deposit (EMD) (Refundable)	₹ 2,00,000/- (Rupees Two Lakh) only in the form of Fixed/ Term/ Postal Deposit duly pledged in favor of "CDO-cum-EO, Zilla Parishad-cum-Vice chairman ORMAS, Rayagada" . The EMD shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.	Earnest Money Deposit Fee in form of Fixed/ Term/ Postal Deposit duly pledged in favour of CDO-cum-EO, Zilla Parishad cum Vice Chairman ORMAS, Rayagada
<p>*The photocopies of documents submitted towards pre-qualification criteria are to be substantiated, through production of originals, whenever asked for/ whenever required. If any of the above original documents are not produced whenever asked for/ required, the proposals shall be rejected and termed as non-responsive, at any time of the evaluation.</p> <p>Bidders should submit the required supporting documents as mentioned above. Bids not confirming 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 complete in all respect, indexed, pages numbered and spiral bound. Each page should be numbered and signed (in full) by the authorized representative (asperTECH4). A table of content, enumerating the page numbers of each document should be mentioned at the start of each proposal.</p>			

QCBS Based 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/ authorized representatives.

The bidder, selected on QCBS method, shall be called on for further process leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties excluding GST for which the Client will make payment to the consultant including overhead expenses.

Performance Bank Guarantee (PBG)

Performance Bank Guarantee shall be submitted to the head of Departments/ office/ institution/ organization / SPV respectively as per the requirement of the concerned department. The PBG amount shall be **5% of the work order value** within 07 days of receiving the work order from the this office the agency shall have to furnish a **Performance Bank Guarantee** from a Scheduled Commercial Bank in favour of **"Chief Development Officer-cum-EO, Zilla Parishad-cum-Vice Chairman ORMAS, Rayagada"**, as per the format at Annexure- II, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of 3 months 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 three months 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.

Award of Contract

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract with the O/O Zilla Parishad, Rayagada and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 07 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The empanelment of the agencies will of 3 (Three) years However the contract will be valid for **01 years** from the date of Work order, which will be renewed every one year subject to the satisfactory performance of the selected agencies. The contract can be extended beyond these on satisfactorily performance and as per the requirement of the Government.

12. General Terms & Conditions

- 12.1 All offers and supporting documents shall be submitted in English.
- 12.2 All costs and charges related to the offer shall be expressed in Indian Rupees (INR) only. The total cost shall be exclusive of applicable taxes and duties.
- 12.3 GST shall be paid separately by CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada, as per the applicable norms in force from time to time. Taxes as applicable shall be deducted at source from the Agencies bill in accordance with Government norms.
- 12.4 The quoted rates shall include all costs associated with the scope of work.
- 12.5 The cost of preparation and submission of the offer shall be entirely the responsibility of the Agencies, regardless of the conduct or outcome of the tendering process.
- 12.6 The rates quoted by the Agencies shall remain valid for a minimum period of One (1) year. The rates rationalized and approved by CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada shall be treated as the eligible rates for carrying out the respective consultancy works.
- 12.7 More than one Agencies may be assigned work at the same approved rate. CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada shall be free to assign any consultancy service to the empaneled Agencies at the rates approved by the State Government, without inviting any separate financial offer or tender.
- 12.8 No cost escalation shall be permitted during the engagement period of the Agencies, i.e., 36 months.
- 12.9 CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada reserves the right to accept or reject any or all offers without assigning any reason thereof.

13. Professional Fees & Payment Schedule:

- 13.1 The total project cost is of Rs.9.00 Cr (Rupees. Nine Cores) Only.
- 13.2 The professional fees of the Agencies for Food Processing firms / Agencies/Individuals for providing technical support and Capacity Building on Production of Millet Based Products and related works are up to maximum of 30 % on total project cost.

Note: •TDS as applicable shall be deducted from the bill. • The fee shall be quoted as per the scope of work and the prescribed financial format. The schedule of payment shall be as specified above; however, in special cases, it may be decided on mutually agreed terms between the Agencies and the CDO- cum -EO Zilla Parishad-cum-Vice Chairman ORMAS, Rayagada.

14. Factors Effecting Payment to the Agencies

- 14.1 The payments made to the Agencies at various stages shall be treated as on-account payments and will be adjusted against the final payment.
- 14.2 Progressive payments at different stages may be made to the Agencies based on the quantum of work completed, as may be mutually agreed upon by both parties.
- 14.3 The Authority reserves the right to make deductions from the professional fee payable to the Agencies on account of any penalty, if applicable.
- 14.4 The agencies shall raise its bill on quarterly basis for its payment.
- 14.4 In case only a part of the scheme is continued (before the actual commencement of work at site), the consultancy fee shall be payable up to the stage for which work has been completed as per the work order issued upon selection. If the scheme is discontinued after commencement of work, the consultancy fee shall be payable on proportionate basis.
- 14.5 The Agencies shall promptly notify the Authority of any discrepancy or modification that may be necessary to improve the functionality of the Project/scheme. Such improvements or modifications shall be issued free of cost by the Agencies.
- 14.6 The Agencies may be required to make minor changes in the plans and other details during the execution of works without any additional fee. If any additional work is required during the validity of the contract, the Agencies shall provide the necessary supportive documents for such work on mutually agreed rates.

15. Execution of the Assignment

- 15.1 All stages of work shall be completed by the Agencies, and the necessary approvals shall be obtained from CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada as per the mutually agreed time schedule. The work shall be carried out diligently throughout the stipulated contract period, with time being the essence of the contract.
- 15.2 In the event of the Agencies ceasing operations, CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada shall have the authority to engage any other agency to complete the remaining work, after making payment to the Agencies up to the stage of services already completed.
- 15.3 CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada shall have the right to terminate the agreement by giving 30 (thirty) days' notice in the event of failure on the part of the Agencies to complete the assigned work, or for breach of any of the terms and conditions of the agreement, to the satisfaction of CDO cum EO ZP cum CEO DMF CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada.
- 15.4 During site visits, the Agencies shall advise the Authority regarding the progress of work and submit reports on observations. The Authority shall assess the necessity of additional or extra works with reference to the report submitted. The responsibility for implementing such advice shall rest with the Authority.
- 15.5 The Authority shall have the right to postpone or cancel the execution of the work. In such cases, the Agencies shall not be entitled to any compensation or damages for postponement or non-execution, except for payment of fees due up to the stage of services already completed.
- 15.14 The Agencies shall not proceed with any stage of work without the written consent of the Authority.

16. Penalty for Failure

The Agencies shall be solely responsible for providing the technical support and Capacity Building on Production of Millet Based Products as per this contract. In the event of any discrepancies, failure, or violation of statutory provisions detected during execution or at any stage thereafter, the Client reserves the right to impose penalties, recover losses, or take any other appropriate action against the Agencies as deemed necessary.

17. Penalty & Termination of Contract

17.1 Penalty: A penalty may be imposed on the Empaneled Agencies by CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada at the rate of 1% of the awarded contract value for each month of delay, subject to a maximum of 10% of the total value of the work allotted by CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada.

17.2 The contract of the Empaneled Agencies with CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada may be terminated under any of the following circumstances:

I. Upon expiry of the contract term;

II. Termination by CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada due to non-performance during project execution;

III. Performance falling below the expected level;

IV. non-adherence to the approved project timelines;

V. Unsatisfactory quality of work.

18. Agreement with the Agencies

After issuance of the Letter of Intent (LOI) for the empanelment of Agencies, the selected Agencies shall execute an Agreement with CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada on a non-judicial stamp paper of value ₹100/- within seven (7) days from the date of issuance of the LOI. The Agreement shall be based on the terms and conditions stipulated in this bid document, along with any additional or specific conditions that may be prescribed by CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada as per its requirements or project-specific needs. A draft Model Agreement shall be provided to the Agencies at the time of issuance of the LOI.

19. Issuance of Work order

Upon execution of the Contract Agreement, CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada may issue Work Orders for any project to the Empaneled Agencies on a project-to-project basis, in accordance with the laid down terms and conditions. The decision to assign any project to an Empaneled Agencies or to any other Agencies selected by the State Government shall be at the sole discretion of the Authority and empanelment shall not confer any right or claim for the award of work.

20. Settlement of Disputes

All differences and disputes arising out of the Agreement between CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada and the Agencies, relating to execution, payment, interpretation, or any other matter connected with or incidental to the execution of the Scheme, shall be settled amicably through mutual consultation. In case the dispute remains unresolved, it

shall be referred to the Collector & DM Rayagada, whose decision shall be final and binding on both parties.

21. Jurisdiction

All disputes arising out of or in connection with the agreement between CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada and the Agencies shall be subject to the exclusive jurisdiction of the courts situated at Rayagada (Odisha), to which both parties specifically, knowingly, and consciously agree.

22. Taxes & Duties

The bidder shall be solely and entirely responsible for the payment of all applicable taxes, duties, levies, charges, and other statutory obligations incurred in connection with the execution of the work. CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada shall not be liable for any tax liabilities arising out of the bidder's obligations under this contract.

23. Insurance and Indemnity to be taken by the Agencies

CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada undertakes no responsibility whatsoever in respect of life, accident, travel, or any other insurance coverage for the personnel engaged by the Agencies or for the dependents of such personnel. The Agencies shall indemnify and keep CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada indemnified against all claims, proceedings, demands, costs, and expenses of whatsoever nature that may arise or accrue by reason of, or in connection with, any infringement or alleged infringement by the Agencies of any patent or other protected rights during the performance of the Services.

24. Force Majeure

A. Definition

For the purposes of this Agreement, "Force Majeure" shall mean any event or circumstance beyond the reasonable control of a Party, which makes the performance of its obligations under this Agreement impossible or so impracticable as to be reasonably considered impossible under the circumstances. Such events shall include, but not be limited to, war, riots, civil commotion, acts of public enemies, earthquake, fire, explosion, storm, flood, or other adverse weather conditions, strikes, lockouts, or other industrial actions (except where such events are within the reasonable control of the Party invoking Force Majeure), confiscation, or any other act of Government or Governmental authority.

B. Exclusions

Force Majeure shall not include:

- (i) events arising due to the negligence or willful misconduct of a Party, its Sub-Agencies, agents, or employees; or
- (ii) events which a diligent Party could reasonably have foreseen, avoided, or overcome at the time of entering into this Agreement or during the performance of its obligations hereunder.

C. Financial non-performance

Force Majeure shall not include insufficiency of funds, delay or failure in payment, or any financial incapacity of either Party.

Annexure-III

List of assignments completed in last 3 years ending 31.03.2026

Sl. No	Name of Work/Project with address	Short description of Consultancy assignment	Name and Address of Owner/Client	Cost of Work/Project	Date of Start of Work/Project	Date of Completion of Work/Project

NOTE: "Work/Projects" shall mean the "technical support and Capacity Building on Production of Millet Based Products" as defined in the Terms of Reference (TOR). The list of works/projects mentioned shall be duly substantiated with documentary evidence such as work orders or contract agreements along with Satisfactory Completion Certificate from the Client. In the absence of Completion Certificate, the experience claimed shall not be considered.

Place:

Signature of the applicant

Date:

Name & Designation

List of assignments in Progress

Sl. No	Name of Work/ Project with address	Short description of Consultancy assignment	Name and Address of Owner/ Client	Cost of Work/ Project	Date of Start of Work/ Project	Date of End of Work/ Project

NOTE: "Work/Projects" shall mean the "technical support and Capacity Building on Production of Millet Based Products" as defined in the Terms of Reference (TOR). The list of works/projects mentioned shall be duly substantiated with documentary evidence such as work orders or contract agreements along with a Satisfactory Performance Certificate from the Client. In the absence of Satisfactory Performance Certificate, the experience claimed shall not be considered.

Place:

Signature of the applicant

Date:

Name & Designation

D. Notification and Mitigation

The Party claiming the occurrence of a Force Majeure event shall notify the other Party in writing at the earliest possible time, but not later than seven (7) days from the occurrence of such event. Such notice shall specify the nature of the event, its likely duration, and the anticipated impact on the performance of obligations. The affected Party shall make all reasonable efforts to mitigate the effect of such event and resume performance as soon as practicable.

E. Consequences of Force Majeure

During the continuance of the Force Majeure event, the obligations of the affected Party shall be suspended to the extent affected by such event. The period for performance of such obligations shall stand extended for a period equal to the duration of the Force Majeure event.

If the event of Force Majeure continues for a period exceeding ninety (90) days, either Party may terminate this Agreement by giving written notice to the other Party, without any liability except for payment for the services rendered up to the date of such termination.

**Format of Covering letter
(On the Applicant Letter Head)**

To

The CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada,
ORMAS Office, Collectorate Campus, Rayagada-765001, Odisha

Sub: Empanelment of Agencies for providing technical support and Capacity Building on Production of Millet Based Products of CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada

Sir,

We, the undersigned, hereby offer to provide Consultancy Services for providing technical support and Capacity Building on Production of Millet Based Products for the CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada, in accordance with your EOI Document No. _____ dated _____.

We have carefully examined the details given in the EOI notice, along with the prescribed formats and criteria for empanelment of Agencies firms possessing the requisite experience and expertise in the relevant field.

1. I/We hereby certify that all the statements made and information furnished in the enclosures are true, complete, and correct to the best of our knowledge and belief.
2. I/We have furnished all information and details necessary as per the requirements of the EOI and have no further relevant information to submit.
3. I/We agree that the authorized representatives of CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada may verify the particulars furnished herein and may contact individuals, employers or firms to confirm our competence, experience and general reputation.
4. I/We enclose all supporting documents and certificates evidencing our suitability, technical know-how and capability, as required, in the prescribed formats.
5. I/We agree that the decision of the CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada regarding the empanelment of Agencies firms for Architectural Services shall be final and binding upon us.
6. I/We understand that the Authority reserves the right to accept or reject any or all proposals without assigning any reason thereof.
7. I/We further undertake that all information provided shall be treated as confidential and shall be used solely for the purpose of this empanelment process.

Signature of Applicant

Name & Designation of Signatory Date: _____

Organizational Details

Sl. No.	Parameter	Details
1	Full Name of the Firm/ Company/ Organization	
2	Year of Establishment	
3	Status of Firm (Proprietorship / Partnership/ Any other)	
4	Details of Enlistment as Consultancy Firm	
5	Name of Directors/ Partners/ Proprietors with Designations	
6	Academic Qualifications of Directors/Partners/Proprietors	
7	Registered Full Address of the Firm	
8	Mobile No. of Authorized Person of the Firm	
9	Email ID	
10	PAN Number	
11	GST Regn. Number	
12	Valid ESI & EPF Certificate	
13	Valid Labour License	

Copies of original documents defining the legal status, registration etc. are to be enclosed

Place:

Signature of the applicant

Date:

Name & Designation

Annexure-III

List of assignments completed in last 3 years ending 31.03.2026

Sl. No	Name of Work/Project with address	Short description of Consultancy assignment	Name and Address of Owner/Client	Cost of Work/Project	Date of Start of Work/Project	Date of Completion of Work/Project

NOTE: "Work/Projects" shall mean the "technical support and Capacity Building on Production of Millet Based Products" as defined in the Terms of Reference (TOR). The list of works/projects mentioned shall be duly substantiated with documentary evidence such as work orders or contract agreements along with Satisfactory Completion Certificate from the Client. In the absence of Completion Certificate, the experience claimed shall not be considered.

Place:

Signature of the applicant

Date:

Name & Designation

List of assignments in Progress

Sl. No	Name of Work/Project with address	Short description of Consultancy assignment	Name and Address of Owner/Client	Cost of Work/Project	Date of Start of Work/Project	Date of End of Work/Project

NOTE: "Work/Projects" shall mean the "technical support and Capacity Building on Production of Millet Based Products" as defined in the Terms of Reference (TOR). The list of works/projects mentioned shall be duly substantiated with documentary evidence such as work orders or contract agreements along with a Satisfactory Performance Certificate from the Client. In the absence of Satisfactory Performance Certificate, the experience claimed shall not be considered.

Place:

Signature of the applicant

Date:

Name & Designation

Financial Status of Firm/ Organization**Name of the Firm:**

Sl. No	Financial Year	Annual Turnover (Rs.)
1	2022-23	
2	2023-24	
3	2024-25	
Average Annual Turnover		

Note: Certified copies of audited Balance Sheets/ Chartered Accountants' Certificates to be enclosed for each financial year

Signature & Seal of CA**Name of the CA /Firm:****Membership No:**

FINANCIAL BID FORMAT

Sl. No	Items	Rate in Percentage of Total Project Cost including GST and all other taxes and duties
	For Complete Assignment	
1	Consultancy Services for providing technical support and Capacity Building on Production of Millet Based Products at Kashipur Block of Rayagada District.	

Note: The rates quoted above does not guarantee any work order, and at the time of finalization of the rates. The rates quoted above could be rationalized by the authority which will be acceptable to me/us. It is further accepted that CDO-cum-EO, Zilla Parishad -cum- Vice Chairman, ORMAS, Rayagada would be free to issue work order to any firm empaneled with Govt. of Odisha.

I/ we shall have no objection to the decision and selection of any empaneled Agencies for work order as finalized by providing technical support and Capacity Building on Production of Millet Based Products at Kashipur Block of Rayagada District.

Place:

Signature of the applicant

Date:

Name & Designation

Qualification Documents

Sl. No.	Basic Requirement	Documents Required	Submitted (Yes/No)
1	Registration	<ul style="list-style-type: none"> • Copy of Registration/ Certificate of Incorporation • PAN Document • GST Certificate • Copy of EPF & ESI Registration Certificate • Copy of valid labour registration certificate from appropriate authority 	
2	Experience of Supplying of Manpower	Copies of Work Orders/Sanction Orders/MOUs / Engagement Letters/Completion Certificates or equivalent documentary evidence should be provided as proof. Documents in other languages should be supplemented by an English translated copy.	
3	Turnover	Certificate from statutory auditor (CA Firm)/ Audited financial statements for the three previous financial years ending March i.e., 2022-23, 2023-24 & 2024-25.	
4	Blacklisting	Notarized declaration for not Blocklisted	
5	Authorized Representative	Original Power of Attorney, notarized on ₹ 100.00 Bond paper	
6	Consortium	Declaration of Submitting as independent Agency from the Authorized Signatory	
7	Bid Processing Fee (Non-Refundable)	Cost of Tender/ Tender Fee in form of DD	
8	Earnest Money Deposit (EMD) (Refundable)	Earnest Money Deposit Fee in form of Fixed/ Term/ Postal Deposit duly pledged in favour of CDO-cum-EO, Zilla Parishad cum Vice Chairman ORMAS, Rayagada	

DECLARATION

To Whomsoever It May Concern

This is to certify that [Company/Agency/Individual Name], having its registered office at [Address], has not been blacklisted, debarred, or banned by any Central Government Department, State Government Department, Public Sector Undertaking (PSU), Autonomous Body, or any Government Agency in India as on date.

Further, no legal action regarding blacklisting is pending against the above-mentioned entity.

This declaration is made for the purpose of [Tender Name / Application Purpose].

Date: _____

Place: _____

Authorized Signatory

Name: _____

Designation: _____

Company Seal/Stamp