

OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER, JAJPUR

Letter No- 5364

Dt.- 06/09/2025

Expression of Interest (EOI) of NGO for implementation of the programme on WSHG / FPO / Agril. Entrepreneur on value addition of Jute & Jute Diversified products under the scheme FLD under IAP Non paddy crops Jute, Mesta & Sunhemp for the year 2025-26

Expression of Interest is invited by the Chief District Agriculture Officer, Jajpur from the experienced and Interested NGO for implementation of the programme on WSHG / FPO / Agril. Entrepreneur on value addition of Jute & Jute Diversified products under the scheme FLD under IAP Non paddy crops Jute, Mesta & Sunhemp for the year 2025-26 will be conducted in 4 blocks (1) Dharmasala (SCP -1), (2) Rasulpur (Normal-1), (3) Barachana (Normal -1), (4) Bari (Normal - 1). Interested NGO / WSHG are requested to submit their Expression of Interest (EOI) in sealed envelope super scribed as application for engagement as NGO for implementation of the programme on WSHG / FPO / Agril. Entrepreneur on value addition of Jute & Jute Diversified products under the scheme under IAP Non paddy crops Jute, Mesta & Sunhemp for the year 2025-26 for Jajpur District by registered / speed post. The proposals in Email would not be entertained in this regard. The Expression of Interest (EOI) should be addressed to the office of the Chief District Agriculture Officer, Jajpur. The last date for receipt of EOI is 12.09.2025 up to 01.00 P.M and the same shall be opened on the same day on 12.09.2025 at 3.30 PM in presence of authorized signatory and representative. The authority shall not be responsible for any sort of postal delay and the EOI received beyond scheduled date and time and shall have out right to be rejected. All the required documents or information must be enclosed in the Expression of Interest (EOI) which will be taken account of. Furnishing of any required documents or information during the opening will not be entertained. The authority reserves the right to cancel / reject any or all the EOI without assigning any reason thereof. The details of guideline of the above item are enclosed for your reference.


Chief District Agriculture Officer,
Jajpur

Address

Chief District Agriculture Office
At- Mansapola, PO-Ankula
Jajpur town, Dist-Jajpur
PIN-755001

Required Documents to be submitted

1. Registration Certificate
2. Document of empanelment by Jute diversified product related govt. institution like NJB, JCI etc as per guideline.
3. Experience details with supporting documents as mentioned in enclosed guideline
4. Land and infrastructure
5. Manpower details
6. Financial Particular, Audit clearance (minimum last 3 year)
7. Work experience in Jajpur district
8. Any other details
9. Self-declaration

I/We acknowledge and confirm that the information provided above is true and correct to the best of my / our knowledge and belief. In case any of the above specified information is found to be false or untrue or misleading or misrepresenting, I/We am/are aware that I/We may be liable for it for any fines or consequences as required under the respective statutory requirements and authorize you to deduct such fines / charges under intimation to me / us or collect such fines/charges in any other manner as might be applicable and liable to any disciplinary action as deemed fit by the authority. I/We also acknowledge that our organization has not been blacklisted anywhere in any activity.

Signature of the applicant

SOP to be followed during Capacity Building & Skill Development Training
Selection of Beneficiaries

- The skill development training will be given to a group consisting of 20 WSHG members under 18 to 50 years with an aim of women empowerment and doubling farmers' income through value addition.
- The selection of the members for the training will be made from WSHG members/ FPOs who are interested in Jute cultivation, processing & value addition through diversified jute products.
- The VAWs/ AOs of the block/district will select trainees list in consultation with PRI members and NGOs of the block / districts.
- The list so selected must be approved by the CDAO/Collector of the district.

Agency Selection:

- The training will be given to trainees for a period of 30 days by an experienced NGO which must possess a similar kind of experience (must not be less than 5 years) of conducting training and working on value added Jute & Jute diversified products.
- Additionally, the NGO must be empanelled by jute diversified product related govt. institutions like NJB, JCI etc.
- The selection of the NGO for imparting the training will be made at district level by the CDAO following due codal procedures on procurement of agencies.

Method of Selection:

- The selection method will be based on floating of EOI for engagement of NGO for implementation of the training programme which needs to be uploaded in e-advertisement, which will be done by CDAO at district level following due codal procedures.

Execution of Programme:

- After the selection of NGO, the memorandum of understanding (MOU) in between CDAO & NGO should be made regarding mode of operation, cost norms of the training before conducting the training.
- The course module prepared by the agency must be submitted to the CDAO at priority level before the onset of training. After proper scrutinization at CDAO level, the course module will be finalized. The course module must include the below listed points alongwith the table of contents attached below:.....

1. Inauguration session- In this session the participants will be provided with the basic knowledge about the jute diversified products and manufacturing process and the functional aspect of all the machineries.
2. Session covering details understanding on jute yarns, fabrics, weaving, knitting techniques, product modification, cost analysis for marketing
3. Valedictory session including certificate distribution.
4. Sessions relating to formation of PG (Producer Group), so that the SHG Member can engage themselves for ensuring their financial sustainability even after the training gets completed. This must be kept as top priority session since the whole output of the training depends on women empowerment.

PRACTICAL	THEORY
1. Safety precaution in the Workshop of the person and the machine. Concept of basic measurement in inch and centimetre.	1. Introduction to Jute Handicrafts, and Yarns.
2. Demonstration of Handling of equipments like Frames.	2. Identifying the scope of Jute handicrafts.
3. Familiarization with tools and equipment. Preparation of handmade tools and equipment.	3. Brief introduction to various Markets of Jute Products.
4. Selection of raw material. Material use of Different size of Jute Yarns, Raw Jute.	4. Introduction to Marketing strategies. Quality concept
5. Preparation of Jute Banni from Raw Jute.	5. Concept on identification of different raw jute yarns. Concept of different types of braiding and knots
6 Preparation of Decorative items like Door Screen, Table Mat, Wall Hanging etc..	6. Brief introduction on different designs of Jute Products.
7. Preparation of Utility items like Marketing Bags, Ladies bags, Jhula, Water bottle cover, magazine and News Paper holder etc.	7. Introduction to understanding market demand and supply.
8. Use of matching colour on the Jute product.	8. Ideas of various Govt schemes for Self-Employment available for Jute products.

Cost Structure

Cost structure for one number of Capacity Building and Skill Development training Jute & Jute diversified product. (20 no of trainees for 30 days in one Group) is given below

Sl	Expenditure head	Amount in Rs
1	1. 31k heave machine @ Rs.15000/- per machine for 4 machine = Rs.60000/- 2. Tool kits i. e scissor, Measurement Tape @Rs.250/-per trainees for 20 nos= Rs.5000/- 3. 39" scale & L-Scale @ Rs.600/-per pair for 4 pair- Rs.2400/-	67400.00
2	Wood Toll @Rs.2000/-per no.of for 4 nos.	8000.00
3	Cost of Study Materials, Raw materials during training @Rs.1000/-per head for 20 nos.	20000.00
4	Honorarium of Master Trainer/Resouree person @Rs.1000/- per day for one month	30000.00
5	Stipend to trainees@ Rs.3000/-per head per month for 20 nos.	60000.00
6	Service charges of implementing Agency	30000.00
7	Hiring of room for training and fuel for vehicle	15000.00
8	Contingency (including Banner, Photographs, Certificate, Reporting along with inauguration & Valediction)	19600.00
	Total	250000.00

Monitoring of the Programme

- Attendance of all the participants shall be ensured on daily basis and an attendance register shall be maintained for this purpose. This register along with the participation of trainees shall be verified & duly certified by the concerned VAW/AAO.
- The input materials as supplied by the NGO (31k heave machine, tool kits, raw materials etc.) for the training purpose should be effectively verified against their actual market price by the BAO/AAO & simultaneously it must be ensured that the input materials will be handed over to the SHG group after the completion of the training.
- The provision of stipend / incentives to the trainees should be done through RTGS / NEFT to their bank accounts respectively by the CDAOs.

- The master trainer selected for the training purpose must poses relevant training certificate & must have a valuable experience with new insights & ideas.
- The NGO should record the details of each day wise training session as imparted by the master trainer/resource person in a separate register.
- The inaugural session, day wise training activities & the valediction session videos along with photographs will be properly documented by the NGO & accordingly two sets will be prepared by them for submission to districts & in turn the district will submit state (ADA (Fibre)) office.

Expected Outcome

On successful completion of training trainees should able to make braided Jute products.