

**OFFICE OF CHIEF DISTRICT AGRICULTURE OFFICER, JAJPUR**

Letter No.

6486

Date:

29/10/2020

**Expression of interest (EOI) for engagement of Cluster Level Community Based Organizations for setting of different agri-ventures (Bio-Input Production Unit/Post Harvest & Primary Processing Unit/Cluster level aggregation & marketing facility/ Custom Hiring Center) under Crop Diversification Programme in Mega Lift Irrigation Projects 2024-25 of Govt. of Odisha**

Expression of interest is invited by the Chief District Agriculture Officer,(Jajpur) from the experienced and interested organizations for engagement of Cluster Level Community Based Organizations (CBOs) for setting of different agri-ventures (Bio-Input Production Unit/Post Harvest & Primary Processing Unit/Cluster level aggregation & marketing facility/ Custom Hiring Center) for Cluster-5 (**Dharmasala & Barachana Block**) of Jajpur district under Crop diversification Programme in Mega Lift Irrigation Projects 2024-25. Interested CBOs [Farmer Producer Organizations (FPO)/Farmer Groups/Commodity Interest Groups (CIG)/Women Self Help Groups (WSHG)/Pani Panchayats/Cooperatives or any other local community institutions] are required to submit the EoI in sealed envelope super scribed as **Application for engagement of Cluster Level Community Based Organizations for setting of different agri-ventures (Bio-Input Production Unit/Post Harvest & Primary Processing Unit/Cluster level aggregation & marketing facility/ Custom Hiring Center) under Crop Diversification Programme in Mega Lift Irrigation Projects 2024-25** as per enclosed application format by registered/Speed post. Proposals in e-Mail would not be entertained in this regard. The EOI should be addressed to office of the **Block Agriculture Officer of the (Dharmasala & Barachana Blocks)**. **Last date for receipt of EoI is 12<sup>th</sup> November, 2025 up to 12 PM and the same shall be opened within 7 days as per the feasibility of BLC** in presence of authorized signatory and representatives. The application form and detail terms & conditions are available in the official website of **District portal/CDAO Office/Concerned Block Agriculture Office**.

The authority shall not be responsible for any sort of postal delay and the EoI received beyond scheduled date and time shall not be entertained and out rightly be rejected. The authority reserves the right to cancel/reject any or all the EOI without assigning any reason thereof.

  
Chief District Agriculture Officer,  
(Jajpur)



located within or nearby area of the cluster with a onetime grant of Rs.10 Lakh.

3. For establishment of market linkage and procurement center to collect agricultural produce from the farmers under the CDP-MLIP area and sale in the market at reasonable price, 2 mobile outlet units shall be established by the selected CBO for sale of agri produce in local or urban markets. Grant of Rs. 8 Lakh at the rate of Rs. 4 Lakh per unit shall be provided in two phases. Buyer-seller meet shall be organized by the CBO for establishing market linkage.
4. For establishing Custom Hiring Center, selected CBO shall be provided with grant of Rs.10 Lakh per unit for purchasing specific crop based farm implements/machineries for use by the needy farmers of the CDP-MLIP cluster on rent basis.

One selected CBO will be assigned with only one activity out of the above mentioned four activities. The selected CBOs will provide service to the farmers under CDP-MLIPs for a minimum period of 5 years. For one cluster 4 no's of CBOs will be selected.

#### **Role of CBO:**

Under this project, the CBOs are supposed to implement the project with support of Facilitating Agency, Village Agriculture Worker, Horticulture Extension Worker, Asst. Agriculture Officer, Assistant Horticulture Officer and Block Agriculture Officer in the respective block. CBOs will be supported by the selected Facilitating Agency for that Cluster in plan preparation, technical support and documentation.

#### **Scale and duration:**

The project will be implemented as a part of the initiative of Department of Agriculture & Farmer Empowerment, Government of Odisha in for the financial year 2024-25.

Details of target area and clusters under CDP-MLIP of (Jajpur) for 2024-25 are mentioned below.

SI No	Name of the District	Name of CDP Blocks	Targeted area under CDP For Kharif -2024 (In Ha)	No. of clusters	Cluster Name
1	Jajpur	Dharmasala & Barachana	1250	1	CI-5

#### **Eligibility Criteria:**

1. CBO should be legally registered under Society/Trust/ Company act.
2. CBO should be interested to involve with the project activities and should submit a letter of intent along with the resolution to CDAO.
3. CBO should have minimum infrastructure facility for establishment of the unit.

4. CBO must have completed at least 1 year of existence.
5. CBOs of other adjacent blocks within the MLIP can participate for healthy competition.
6. Preference shall be given to the CBOs of the area having high agricultural production/availability of the concern agricultural produces required as input for setting up the value addition/processing units.
7. Preference shall be given to the CBOs having prior experience in bio-input production/Post harvest, primary processing and value addition in Agriculture/ Horticulture/ aggregation and marketing of agriculture produce.
8. CBO must be regular in filing mandatory compliances, return and reports submission as per norm.
9. CBO must have an active bank account with regular monthly savings by members.
10. CBOs must be regular in systematic book keeping such as meeting register, cash book and other mandatory documents.
11. CBO must have required open and built up covered space either of its own or hired for storage, processing and value addition of agriculture produce.
12. CBO must be able to have required electricity connection, working capital and other infrastructure/equipment for the agri-venture.
13. Preference shall be given to the CBOs under the CDP-MLIP areas or the CBOs working inside the clusters.

**Process of Selection:**

1. After receipt of application at the Block level, scrutiny, field verification and short listing shall be done by the Block Level Committee.
2. The Block Level Committee after examination of the list on case-to-case basis recommend suitable CBOs list to District Level Committee.
3. The District Level Committee shall examine the recommendation of Block Level Committee and approve suitable CBOs as per requirement of different clusters within 15 days of receipt.
4. CDAO will furnish the approved list of CBOs along with the agri venture units to DA&FP, Odisha.
5. After completion of selection of CBO, MOU will be signed between CDAO, selected FA and selected CBO.

The format of EoI is given in **Annexure-A** and CBOs need to apply in the specified format only. Copies of the following documents need to be submitted along with the EoI form:

- Registration certificate of CBO [Farmer Producer Organizations (FPO)/Farmer Groups/Commodity Interest Groups (CIG)/Women Self Help Groups (WSHG)/Pani Panchayats /Cooperatives or any other local community institutions]
- Fixed asset position including its present value and location.
- Profile of members /Board of Directors.
- MoU/ agreement/ any documentary evidence of working for Govt. or special projects or Govt. undertakings for bio-input production/Post harvest, primary processing and value addition in Agriculture, Horticulture/ aggregation and marketing activities of last three years only.
- Address of Chief functionary.

The EoI should come in sealed envelope super-scribed as "**APPLICATION FOR ENGAGEMENT OF CLUSTER LEVEL COMMUNITY BASED ORGANIZATIONS FOR SETTING OF DIFFERENT AGRI-VENTURES (BIO-INPUT PRODUCTION UNIT/POST HARVEST & PRIMARY PROCESSING UNIT/CLUSTER LEVEL AGGREGATION & MARKETING FACILITY/ CUSTOM HIRING CENTER) UNDER CROP DIVERSIFICATION PROGRAMME IN MEGA LIFT IRRIGATION PROJECTS 2024-25 IN DHARMASALA & BARACHANA BLOCKS OF JAJPUR DISTRICT**" as per the enclosed application format by registered /speed post to the below mentioned address.

To,  
Block Agriculture Officer,  
Block- Dharmasala / Barchana  
District-Jajpur

**Annexure-A**

**Expression of interest (EOI) for engagement of Cluster Level Community Based Organizations for setting of different agri-ventures (Bio-Input Production Unit/Post Harvest & Primary Processing Unit/Cluster level aggregation & marketing facility/ Custom Hiring Center) under Crop diversification Programme in Mega Lift Irrigation Projects 2024-25.**

---

**Details of the Organization:**

**1. Introduction**

- a. Name of the CBO:
- b. Address of the CBO
  - i. Mailing/Correspondence office:
  - ii. Visiting office
- c. Contact Person
  - i. Name-
  - ii. Designation/Title-
  - iii. Telephone No-
    - a. Landline-
    - b. Mobile-
    - c. E-Mail-
  - iv. Address if different from (c)

**2. Identity/Legal Status**

- a. Is the Organization Registered-Yes  No
- b. If yes-  
 Under Society Act  under Trust Act   
 Under Company Act (Section 25)   
 If Any other, Please Specify
- c. Year of Registration-
- d. Since how long it is operational(No of years)-
- e. Operational area of the Organization  
 State(s)-  
 District(s)-  
 Block(s)-  
 Village(s)-
- f. Whether it is registered under income tax-Yes  No   
 (If yes, then PAN should be mentioned)

**3. Management/Administration:**

- a. Briefly mention administrative setup below chief executive(Flow Chart)
- b. Are roles and responsibilities of staff clearly defined-Yes  No
- c. Are staffs issued with letters of appointment/Contract- Yes  No

**4. Financial Management:**

- a. Whether accounts are audited by external auditor-Yes  No
- b. Do you have system of internal control? Yes  No
- c. If yes, specify
- d. What financial statements are prepared at Organization:  
 Balance Sheet Receipt/Payment   
 Income/ Expenditure   
 Others (please specify)

Financial particulars of the agency:

Financial Year	Turnover from professional services	Turnover from other activities	Total Turnover	Income tax return filed(Yes/No)
2021-22				
2022-23				
2023-24				

\*Attach copies of receipt and payment, income and expenditure and balance sheet for these years

\*\* Please attach last three assessment years income tax return receipt (Please attach Xerox copies of PIN and TIN certificate.

Audited balance sheet of the agency:

Financial year	Audit of balance sheet(Yes/No)	Remarks
2021-22		
2022-23		
2023-24		

### 5. Personnel/Staff(Current status)

- Total numbers of staff-
- No of technical/Professional staff(M/F) Please specify-

Details of Technical/Professional staff

Name	Position	Engaged since(Year)	Qualification

### 6. Work Experience

- Was the organization blacklisted anytime? If yes provide the details
- Experience in working with farming community in proposed block

GP Name	Block	No. of years of operation	Activity/ Business carried out	Coverage( No of HHs)	Annual Business Turnover of CBO/FPO in Rs Lakh	Net Profit as on 31.03.2024 (in Rs. Lakh)

- Please share your Organization experience on Agriculture & allied activities in the Block for last 5 years (Specifically Bio-input production, post harvest& value addition, aggregation & marketing, Custom Hiring Center etc.)

I declare that all the information given above is true and correct

**Signature and seal of the competent authority**