



**Expression of Interest for Engagement of  
Block-Level Community-Based Organization  
for Promotion of indigenous aromatic and non-aromatic paddy  
With export potential/ local market in the State of Odisha**

**Introduction: -**

Department of Agriculture & Farmers' Empowerment, Government of Odisha is scaling up a new Programme "Promotion of indigenous aromatic and non-aromatic paddy with export potential/ local marketing the State of Odisha" initially in 10 districts namely **Mayurbhanj, Keonjhar, Gajapati, Rayagada, Koraput, Malkangiri, Kalahandi, Sundargarh, Sambalpur & Anugul** under the state plan scheme "Crop Diversification". Further, the programme Promotion of indigenous aromatic and non-aromatic paddy with export / local market other districts in coming years. For smooth implementation of the programme at block level, there is a requirement of Block Level Community Based Organization (FPC/FPO). In accordance with approval from the Directorate of Agriculture & Food Production, Odisha, this Expression of Interest (EoI) is being floated for selection of Block Level Community Based Organization (FPC/FPO) for managing & executing the Programme.

**Objective of the programme: -**

Major objectives of the new programme Promotion of indigenous aromatic and non-aromatic paddy cultivation initiative are as follows: -

1. Promotion of selected indigenous paddy (aromatic/ non-aromatic having special characteristics) having better market potential for export.
2. To make indigenous aromatic/ non-aromatic paddy cultivation a remunerative enterprise by linking export promotion.
3. To make available these selected indigenous non-basmati paddy varieties through pure line selection/other suitable breeding techniques of paddy.
4. To maintain the paddy seed chain of selected varieties in formal & informal manner.
5. To promote organic cultivation of indigenous paddy (aromatic/ non-aromatic having special characteristics).
6. To develop organic improved package of practices for indigenous paddy and Post-Harvest Management techniques to meet export standards.
7. To promote Line Transplanting/ DSR for higher productivity.
8. Linkage of FPOs/ FPCs for Production, Marketing, and Export of indigenous paddy.
9. To assess the nutritive and other special characteristics of the selected varieties.
10. Establishment of the organic product brand as "**KALINGA-ORGANIC**".

### Scope of Work:

The selected CBOs will undertake different key activities like implementation of incentivization Program on Indigenous (Aromatic & non-aromatic) paddy, conduct meetings, training & capacity building on indigenous paddy, cluster level aggregation of harvested paddy, processing & milling of the indigenous paddy, establishment of bio-input production units through SHGs and procurement of indigenous paddy from the registered farmers for marketing.

### Criteria of the Organization/ Agency to be selected as CBO:

- **Following are the mandatory criteria for qualification of the CBOs for short-listing process: -**
  - a. CBOs must be registered as Producer Company i.e. FPC/FPO as per norm (Company act/ Society act) and provide a self-attested copy of registration and self-attested copy of PAN card.
  - b. The applicant agency should not have been blacklisted by Government of any State/ India/ other Government agencies and any Indian or International donor and shall provide a self-declaration by the authorised representative to this effect.
  - c. Should have a minimum of 1 year of work experience from promotion to the procurement of indigenous aromatic & non-aromatic paddy in concerned district of Odisha. Such experience would preferably cover good quality organic certified paddy seed production, the promotion of organic indigenous aromatic & non-aromatic paddy cultivation, farmers mobilization, organic package of practices development, procurement, arrangement of buyback/ market linkages, arrangement of processing of indigenous aromatic & non-aromatic paddy to rice.
  - d. Should submit audited balance sheet and financial report of 2021-22 financial year.
  - e. CBOs must have an active bank account and must have financial transactions **of Rs.50 lakhs** at their bank account in the last financial year (2022-23). Bank statement should be attached along with EoI.
  - f. Applicant agency must have marketing experience of organic indigenous aromatic and non-aromatic paddy (domestic or export). Documentary proof should be attached along with EoI.
  - g. The applicant organization's responsibility is to arrange marketing linkages for organic certified indigenous aromatic and non-aromatic rice with the help of State Level Support Agency (SLSA). They shall produce affidavit to this effect during application.
  - h. The chief functionary of the organization should not be a formal member of any political party and furnish an undertaking to this effect.

• **Following are the preferred criteria for short-listing process: -**

- a. The Organization is having registered office at concerned district will be given preference.
- b. The Preference will be given to the Organization those are currently working under any Support Agency for implementing any of Cluster-based Organic Farming and Natural Farming Schemes (PKVY/ASPIRATIONAL PKVY/BPKP/OIIPCRA) in the concerned blocks/district.
- c. Applicant organization having experience with promotion to marketing of minimum 100 acres under organic indigenous aromatic & non-aromatic paddy in concerned district of Odisha shall be given preference. (Documentary proof).
- d. Applicant agency having own marketing tie-up with company (ies) for organic indigenous aromatic & non-aromatic paddy would be given highest preference. (Documentary proof).
- e. Preference may be given to CBOs having minimum Rs. 25 Lakhs bank balance at their active bank account(s) as on 31<sup>st</sup> March 2023.

An application shall be considered unsuitable and rejected at the stage of short listing if it does not meet the mandatory criteria. Supporting documents for the mandatory criteria should be attached with **Annexure A**.

The detailed format of EoI is attached as Annexure-A.

1. Agency need to apply in the specific format only.
2. For one block, an agency should apply once, any doubling in submission of application, will lead to rejection.
3. One Agency can apply for and can be selected for a maximum of two blocks in a district but for each block will have to submit separate EoI.

**Any deviation from the prescribed procedures/formats/ conditions/ requirements shall result in outright rejection of the proposal. Bids with conditional offer shall be outrightly rejected. All the pages of the proposal must have to be sealed and signed by the authorized representative of the organization/agency.**

**Process of Selection:**

**Stage1:** Minimum of two agencies will be shortlisted per block from the received applications after Desk assessment by DLEC, which may have representatives from SLSA.

**Stage2:** One EoI format should be filled for one block. Agency can apply for a maximum of two blocks in a district. Each block will have a separate EoI.

**Stage3:**

**Evaluation of Proposal:**

A three-stage process will be adopted as explained in subsequent pages, for evaluation of the proposals.

**Preliminary Evaluation (1<sup>st</sup> Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

- a. Covering letter on Agency's letter head requesting to participate in the EoI process.
- b. Self-attested Registration certificate of Agency & PAN Card
- c. Registered address of head and field offices in concerned district (Supporting Document).
- d. Self-attested true copies of the Memorandum of Articles, Memorandum of Association of the Organization.
- e. Copy of GST registration with GSTN certificate.
- f. Last year (2021-22) Audited balance sheet of accounts/ Annual report with income tax return.
- g. Total No. of Professional staffs of the Agency/ Organisation with their qualification, field experience with appointment letters.
- h. Self-Declaration by the authorized representatives as a non-blacklisted Agency/ Organisation from any State/Central Govt./ Donor Agency etc. (Annexure D).
- i. MOU/ Agreement/ any documentary evidence of working with any empanelled Support Agency for implementing cluster-based Natural/ Organic Farming Programs (Paramparagat Krushi Vikash Yojana and/ or Bharatiya Prakrutika Krushi Paddhati and/ or Odisha Integrated Irrigation Project for Climate Resilient Agriculture (OIIPCRA) in concerned district.
- j. Experience in working on promotion of indigenous aromatic and non-aromatic paddy (Supporting Document).
- k. Promotion of indigenous aromatic and non-aromatic paddy minimum 100 acres in concerned district (Supporting Document).
- l. Varieties of indigenous aromatic and non-aromatic paddy promoted by the Agency in concerned district (Supporting Document)
- m. Existing marketing facilities available for indigenous aromatic and non-aromatic rice (Supporting Document).
- n. Active bank account(s) statement on the day of application submitted.

**Annexure-A**-Technical proposal must contain above mentioned documents and need to be submitted along with the EoI form.

**Technical Evaluation (2nd Stage):** The technical evaluation of the proposals shall be undertaken by the District Level Monitoring Committee. The Committee shall evaluate the Technical Proposals by awarding marks as below

### Evaluation of Technical Proposal:

Sl. No.	Category	Criteria	Sub-Criteria	Weight age	Maximum Possible Score
a.	Registered office	Registered Office at district	Agency Registered Office within the district	10	10
			Agency Registered Office outside the district	7	
b.	Past experience on promotion of Organic Farming/ Natural Farming with any empanelled Support Agency under the State Govt./ DA&FP(O)	Minimum 1 year experience (with documentary proof)	4 or more years	10	10
			2-3 years	7	
			1 year	5	
c.	Promotion of Indigenous aromatic and non- aromatic paddy cultivation	Minimum 1 year experience (with documentary proof)	More than 5 years	10	10
			2-5 years	7	
			1 year	5	
d.	Promotion of Indigenous aromatic and non- aromatic paddy	At least one block of Odisha (with documentary proof)	5 or more blocks	10	10
			2-4 blocks	7	
			1 Block	5	
e.	Promotion of Indigenous aromatic and non- aromatic paddy	Minimum 100 acres (with documentary proof)	201-500 acre	10	10
			101-200 acre	7	
			100 acre	5	
f.	Indigenous aromatic and non- aromatic rice marketing/ linkage of marketing in domestic and export market	Minimum 20 MT aromatic and non- aromatic rice marketed (with documentary proof)	More than 100 MT	10	10
			51-100 MT	7	
			20-50 MT	5	
g.	Financial stability of Agency	Bank balance at their Organisation's bank account(s) as on 31.03.2023	More than 25 lakh bank balance at their active bank account(s)	10	10
			Less than 25 lakh bank balance at their active bank account(s)	7	
<b>Total</b>					<b>70</b>

The agency will make a presentation before the District Level Monitoring Committee during the technical evaluation stage. The objective of the presentation is to enable the District Level Monitoring Committee to evaluate the agency about their understanding and preparedness for the proposed

assignment. Clarifications, if any, as required by the District Level Monitoring Committee will also be discussed during the meeting. The detailed schedule along with an outline for presentation will be intimated to the concerned agency for the technical presentation. The evaluation of technical presentation will be based on the following criteria.

**A model score sheet is given for reference**

Sl. No.	Category	Criteria	Weight age	Maximum possible mark
1	Promotion & area expansion of indigenous Paddy having export potential.	Scope	2	6
		Strategy /Methodology	2	
		Work plan /Road map	2	
2	Organic cultivation practices & Organic Certification of indigenous Paddy having export potential.	Scope	2	6
		Strategy /Methodology	2	
		Work plan /Road map	2	
3	Sustainable seed production of indigenous Paddy having export potential	Scope	2	6
		Strategy /Methodology	2	
		Work plan /Road map	2	
4	Post Harvest Management techniques to meet export standards.	Scope	2	6
		Strategy /Methodology	2	
		Work plan /Road map	2	
5	Procurement & Marketing of indigenous paddy from the farmers.	Scope	2	6
		Strategy /Methodology	2	
		Work plan /Road map	2	
Total				<b>30</b>

A maximum of up to 30 marks can be awarded under this category

The agency whose technical evaluation secures a score above the minimum qualifying mark of 70 (maximum marks of 70 in Technical Proposal & maximum marks of 30 in Technical Presentation) in the technical evaluation stage will be qualified and the highest score secured by the agency will be selected as CBO for the concerned block.

**Stage4:** Agency selected as CBO will submit all relevant supporting documents as per the claims in the presentation. Agency will also submit the farmer and area information. Submitted Documents will be verified by the District Level Monitoring Committee district

**Stage5:** After verification, MoA will be signed between CDAO, SLSA and Selected CBO for the Program.

The successful agency will be asked to sign the Contract after fulfilling all

formalities within 7 (seven) 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 Contract would be valid for 1 Year from the date of effectiveness of the Contract subject to annual renewal on satisfactory performance.

**Payment Process: -**

Payment shall be made as per the approved guidelines of "Promotion of indigenous aromatic and non-aromatic paddy with export potential/ local market" placed at Point No. 11 of para 7.5.2. Organisations (CBOs).

An application shall be considered unsuitable and rejected at the stage of short listing If the agency could not produce all the required documents at the time of opening of the Application (As per enclosure in **Annexure-A**).

## Annexure-A

### Details of the Organisation:

#### 1. Introduction

- a. Name of the organization-
- b. Acronym of the organization, if any -
- c. Registered Office Address of the organization -

- i. Complete Address:
- ii. Mail:
- iii. Landline:
- iv. Visiting office time:

#### d. Contact Person

- i. Name -
- ii. Designation / Title -
- iii. Telephone No - Landline -

Mobile

-Email

- iv. Address of Contact Person, if different from (c) -

#### 2. Identity/ Legal Status

- i. Is organization registered- **(Yes/No)**
- ii. If yes, Under Company Act- **(Yes/No)**
- iii. Year of registration-
- iv. Since how long it is operational (No. of years)-
- v. Operational area of the organization State/s- (only indicate the number) District/s- Block/s- Village/s-
- vi. Whether it is registered under Income Tax- **(Yes/No)**

#### 3. Governance

- i. What are VMG (vision, mission, goal) of the organization -
- ii. Are those reflected in the program taken by the organization: **(Yes/No)**

- iii. Does the organization have a Board of Directors: **(Yes/No)**
- iv. If yes, what is the tenure of the board (in years) and Nature -
- v. Give details of Board Members/ Directors (current status) -

SI No.	Name	Address	Gender	Occupation	Position/ Designation	Educational Qualification

#### 4. Financial Management

- i. Whether audit by external auditors **((Yes/No))**
- ii. What financial statements are prepared at  
 organization-Balance sheet  
 Profit & Loss Account
- iii. Attach Balance sheet and annual reports and IT return for the year 2021-22
- iv. What are sources of fund for the  
 organizationCorpus - **((Yes/No))**  
 Govt. Grant - (Yes/ No)  
 Donor/ Partner's grant  
**(Yes/No)** Other if other,  
 please specify -

Financial Year	Turnover from Professional Services	Turnover from other Activities	Total Turnover	Income tax return filed (yes/ no)
2021-22				

#### 5. Management / Administration

- i. Briefly mention administrative set up below CEO/ Managing Director - (flow chart)
- ii. Are role and responsibility of staff clearly defined: (Yes/ No)
- iii. Are staff issued with letters of appointment / contact:  
 (Yes/ No)[Please attach relevant documents in the attachment]

**6. Personnel / Staff** (Current status)

- i. Total number of staffs-
- ii. No. of permanent staffs - (M / F)
- iii. No. of temporary staffs- (M / F)
- iv. No. of technical / professional staffs (M / F) please specify

**Details of Staffs to be appointed for the promotion of indigenous aromatic & non-aromatic paddy**

Name	Position	Engaged since (year)	Qualification

(CVs to be attached for proposed staffs)

**7. Work Experience**

a. District and Block proposed for the program

District Name	Block Name

b. Key Focus areas of work of the organization for last years in proposed district:

District Name	Block Name	Focus Area	No of Years of Experience	Coverage (No of Acres)	Partner Agency (Govt/ Donor / NABARD etc)

c. Experience in working on Agriculture Departments of Govt. of Odisha: briefly describe:

District Name	Block Name	Year	Project Name with empanelled Support Agency	Crops	No of years of experience	Coverage in Ha

**d. Experience in working on Organic/Natural Farming; Briefly describe:**

District Name	Block Name	Year	Project Name with empanelled Support Agency	Crops	No of Years of Experience	Coverage in Acres

**e. Experience in working on promotion of indigenous aromatic and non-aromatic paddy:**

i. Briefly describe areas of work on promotion of indigenous aromatic and non-aromatic paddy in last 3 years in proposed district:

Sl. No	Component	Year	Activity	Coverage	No of HHs covered
1	Production		(Cultivation)	Ha	
		2022-23			
		2021-22			
		2020-21			
2	Marketing (Domestic and exported)		(Packaging/Processed products/ Certification/ PGS/ NPOP centric FPOs)	Quantity in MT	
		2022-23			
		2021-22			
		2020-21			

ii. What are the varieties of indigenous aromatic and non-aromatic paddy promoted by the Agency in Odisha?

District Name	Block Name	Year	indigenous aromatic/ non-aromatic paddy varieties	Coverage in Ha	Average Yield/ Ha (Quintal)	Total Yield (Quintal)

iii. Please mention existing marketing facilities available for indigenous aromatic and non- aromatic paddy:

District Name	Indigenous aromatic/ non- aromatic paddy varieties	Existing marketing facilities availability (Yes/No)	Tie up/ MoU for domestic market	Tie up/ MoU for international market	Total quantity marketed (MT)

iv. Please mention the proposed villages and area coverage envisaged for the Project?

Block Name	Panchayat Name	Village Name	No. of Household	Area to be covered (Hectare)	Years of Work Experience in the Proposed areas (GP and Villages)

- f. Please mention any other achievements related to indigenous aromatic and non- aromatic paddy? [Answer in 300 words]
- g. Please give three reasons why your organisation is the best organisation for promotion of indigenous aromatic and non- aromatic paddy in proposed block? [Answer in 300 words]
- h. Have you work with farmers on PGS certification or third party certification? If yes, please provide details.
- i. Is your organization is working with empanelled Support Agency of National Centre for Organic Farming? If yes, please provide details.

This is to certify that the information given above are true to the best of my knowledge and believe.

Authorised Signatory and Seal

Note below:

Required supporting documents should be attached with Annexure A.

**UNDERTAKING**

[On the letter head of the Organization regarding Ineligibility of the Bidder and non- blacklisting]

I/we, hereby undertake that, our company has not been blacklisted / debarred by any of the Central / State Government Ministry / Department/ Office or by any Public Sector Undertaking (PSUs)/ any Indian or international donor and I/we are not blacklisted by any authority during the recent past.

**Yours sincerely,**

**Authorized Signature** [In full and initials]:

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

**Declaration**

[On the letter head of the Organization]

I, Shri \_\_\_\_\_, Director/ Authorized signatory of \_\_\_\_\_ (Name of the Agency), competent to sign this declaration and execute this tender;

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

b. 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 Authorized Representative with seal)**

Place: .....

Date: .....

**EXPRESSION OF INTEREST**

**For Engagement of Block Level Community Based Organization for  
Promotion of indigenous aromatic and non-aromatic paddy with export  
potential/ local market in the State of Odisha**

*[Handwritten signature]*  
*28/8/23*

**Chief District Agriculture Officer  
Malkangiri**