



ଜିଲ୍ଲା ମୁଖ୍ୟ କୃଷି ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, ମାଲକାଙ୍ଗିରି  
OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER,  
MALKANGIRI  
At- M.V-2, Lathiaguda, Malkangiri. PIN- 764045  
e-mail [ddamal.dag@nic.in](mailto:ddamal.dag@nic.in)

Letter No. 3757 // Agril.  
To

Dated: 11.12.2024

District e-Governance Manager (DeGM)  
Collectorate, Malkangiri.

Sub: - Float of Publication of Expression of interest for selection of Cluster level Self Help Group for Establishment of Bio-input Production unit under the programme, "Promotion of indigenous aromatic and non-aromatic paddy with expert potential/local market in the State of Odisha" under the scheme "Crop Diversification Programme" in the district website-[malkangiri.odisha.gov.in](http://malkangiri.odisha.gov.in).

Ref: - letter no. DAFP-SPIII-MISC-0011-2023/30177 dt- 14/08/2023 of Additional Director of Agriculture (Extn.), DAFP(o) Bhubaneswar

Sir,

With reference to the subject cited above, I am enclosing herewith the Expression of Interest (Eoi) for engagement of Cluster level Self Help Group for establishment of Bio-input Production unit under the programme, "Promotion of indigenous aromatic and non-aromatic paddy with expert potential/local market in the State of Odisha" under the scheme "Crop Diversification Programme" in the district during 2024-25.

Therefore, you are requested to publish the above online the district website-[malkangiri.odisha.gov.in](http://malkangiri.odisha.gov.in) for wide publicity and information of the general public.

Yours faithfully,

Enclosed: - As above

  
Chief District Agriculture Officer,  
Malkangiri.

Memo No. 3758 //

Dated: 11.12.2024

Copy forwarded to the Block Agriculture Officer, Mathili, Khairput, Chittrakonda & Malkangiri for information and necessary action.

  
Chief District Agriculture Officer,  
Malkangiri.

Memo No. 3759 //

Dated: 11.12.2024

Copy forwarded to the Agriculture District Officer, Malkangiri & Govindapalli for information and necessary action.

  
Chief District Agriculture Officer,  
Malkangiri.

Memo No. 3760 //

Dated: 11.12.2024

Copy submitted to the Collector & District Magistrate, Malkangiri for favour of kind information.

  
Chief District Agriculture Officer,  
Malkangiri.

PTO-2

Memo No. 3761 //

Dated: 11 .12.2024

Copy submitted to the Joint Director of Agriculture (SP&C), O/o the Director of Agriculture & Food Production, Odisha, Bhubaneswar for favour of your kind information.



Chief District Agriculture Officer,  
Malkangiri.

Dated: 11 .12.2024

Memo No. 3762 //

Copy submitted to the Additional Director of Agriculture (Extn.) O/o the Director of Agriculture & Food Production, Odisha, Bhubaneswar for favour of your kind information.



Chief District Agriculture Officer,  
Malkangiri.

Dated: 11 .12.2024

Memo No. 3763 //

Copy submitted to the Director of Agriculture & Food Production, Odisha, Bhubaneswar for favour of your kind information.



Chief District Agriculture Officer,  
Malkangiri.

OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER, MALKANGIRI District

No. \_\_\_\_\_ /Agril.

Dated.

**Expression of Interest for selection of Cluster Level Self Help Group for Establishment of Bio-input Production unit under the programme "Promotion of indigenous aromatic and non-aromatic paddy with export potential/ local market in the State of Odisha under the scheme "Crop Diversification Programme".**

Expression of Interest (Eoi) is invited by the Chief District Agriculture Officer for selection of Cluster Level Self Help Group for establishment of bio-input production unit under the programme "Promotion of indigenous aromatic and non-aromatic paddy with export potential/ local market" in the blocks namely **Chittrakonda, Khairput, Mathili & Malkangiri** Interested Self Help Group (SHG) are required to submit the application/ proposals in sealed envelope super-scribed as "**Application/ Proposals for selection of Cluster Level Self Help Group for Promotion of indigenous aromatic and non-aromatic paddy with export potential/ local market in the State of Odisha**" as per the enclosed application format by registered/ speed post. Application/ proposals in e-mail will not be entertained in this regard. **The duly filled Eoi should be addressed to the Block Agriculture Officer of the concern block.** Last date for receipt of application/ proposal is, **23/12/2024** upto **12pm** and the same shall be opened and scrutivize by the block level committee within 5 days on receipt of the proposal in office of **Block Agriculture Office** in the presence of authorized signatories or representatives of the participating organizations/ agencies. The application form and the terms & conditions are available at the website of ([malkangiri.odisha.gov.in](http://malkangiri.odisha.gov.in)).

The authority shall not be responsible for any sort of postal delay and application/ proposals received beyond scheduled date and time shall not be entertained & outright to be rejected. The authority reserves the right to cancel/ reject any or all the Eoi without assigning any reason thereof.

SI No	Block	Total Area	No of SHG to be Selected
1	Malkangiri	1400	14
2	Chittrakonda	284.04	3
3	Khairput	278.14	3
4	Mathili	717.2	7
<b>Total</b>		<b>2679.38</b>	<b>27</b>

  
Chief District Agriculture Officer,  
Malkangiri

**Expression of Interest for Selection of Cluster-Level Self Help Group** For establishment of Bio-input Production unit under the programme "Promotion of indigenous aromatic and non-aromatic paddy with export potential/ local market in the State of Odisha" under the Scheme "Crop Diversification Programme". Expression of Interest for Selection of Cluster-Level Self

### **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 13 districts namely **Mayurbhanj, Keonjhar, Gajapati, Rayagada, Koraput, Malkangiri, Kalahandi, Sundargarh, Sambalpur, Angul, Nabrangput, Nuapada & Dhenkanal** under the state plan scheme "Crop Diversification Programme". For establishment of bio-input production unit under the programme at cluster level, there is a requirement of cluster level Self Help Group (SHG). In accordance with approval from the Directorate of Agriculture & Food Production, Odisha, this Expression of Interest (Eoi) is being floated for selection of cluster level Self Help Group (SHG) for establishment of Bio-input production unit & supply to farmers..

### **Objective of the programme:-**

Major objectives of the new programme "Promotion of indigenous aromatic and non-aromatic paddy with export potential/Local market" are as follows:-

1. Identification of the available indigenous non-basmati aromatic, superfine & special character paddy having potential export opportunity.
2. To promote selected indigenous paddy (aromatic/non-aromatic) having better market potential for export.
3. To make indigenous aromatic/ non-aromatic paddy cultivation a remunerative enterprise by linking export promotion.
4. To make available these selected indigenous non-basmati paddy varieties through pure line selection/other suitable breeding techniques of paddy.
5. To maintain the seed chain of selected varieties in formal & informal manner.
6. To develop Improved Package of Practices for indigenous paddy and Post-Harvest Management techniques to meet export standards.
7. To promote SRI / Line Transplanting/ DSR for higher productivity
8. Formation and 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. To promote organic cultivation of indigenous paddy (aromatic/ non-aromatic).
11. Establishment the organic product brand as "KALINGA-ORGANIC".

**Scope of Work:**

The selected SHG will undertake establishment of bio-input production unit at cluster level and sensitize the registered farmers, on use of recommended bio- inputs for higher yield in production of indigenous paddy. SHGs will be selected at cluster level ( for 100 ha cluster 1 no SHG will be selected) to supply locally prepared bio-inputs such as FYM/ Compost, Vermi-compost, City-compost, Jeevamrutham, Handikhata, Neemastra etc. CBO selected for that Block will facilitate the SHGs in execution of the programme. The selected CBO will provide training to the SHGs for preparation of the bio-inputs products along with that they will be trained by reputed institutions inside and outside of the State.

**Process of Selection of SHG at Cluster Level**

For 100 ha cluster 1 no SHG will be selected will be selected for establishment of Bio-input production unit under the programme "Promotion of Indigenous aromatic and non-aromatic paddy with export potential/ local market". Advertisement of Expression of Interest is to be published /notified by the CDAO of the district concerned for a period of at least 15 days. SHG applications are received at block level, Scrutiny of documents, field verification and short listing of SHG will be done by Block Level Committee:

**Block Level Committee**

The Block Level Committee is formed with the following members.

- a) Block Development Officer–Chairman
- b) Block Agriculture Officer/ Assistant Agriculture Officer–Convener
- c) Assistant Agriculture Engineer -Member
- d) CDPO-Member
- e) BPM,OLM-Member

Any other member as desired by the chair

- The Block Level Committee shall be convened within 5 days on receipt of the proposal from the SHGs.
- BAO/ AAO shall prepare a list based on the received Expression of Interest and place it before the Block Level Committee.
- The Block Level Committee shall examine the proposal of SHGs considering the feasibility of the proposed agri-ventures with respect to adequate availability of raw materials, financial viability, and marketing.
- The Block Level Committee will examine the list on a case-to-case basis and suitable SHGs will be recommended to the District Level Committee.
- Preference should be given to the SHGs those are working inside Clusters of the Block.
- The District Level Committee shall be convened within 10 days on receipt of the proposal from Block Level Committee.
- The District Level Committee will examine the recommendations of the Block Level Committee and approve suitable SHGs as per the requirement of different cluster.
- The CDAO shall furnish the approved list of SHGs along with the respective agri-venture unit to the Directorate of Agriculture and Food Production.

**Common minimum criteria for selection of SHG under any specified key activity:**

- SHG must be registered under any appropriate authority.
- SHG should be interested to be involved with the project activities and should submit a letter of intent along with resolution to CDAO.
- The SHG should have minimum land & infrastructure required for establishment of Bio-input Production Unit. The land details to be furnished with application.
- If the required land/ building do not stand recorded in the name of the SHG, the land/ building recorded in the name of any member of the SHG to be considered. In such a case, there will be an unregistered agreement for a period of 5 years on Rs.100/- non-judicial stamp paper between the land and building owing member and the concerned SHG. This will be passed through or recorded a general meeting resolution of the SHG.
- Must have completed at least 1year of existence.
- The SHG must not defunct or defaulter from the Bank loan.
- SHG must have regular in filing mandatory compliances, return, and reports submission as per norm.
- SHG must have an active bank account with regular monthly savings by members.
- SHG must be regular in systematic bookkeeping such as Meeting Register, Cash-book and other mandatory documents.
- Preference may be given to the SHG having prior experience working with farmers.

**Specific criteria for establishing Bio-input units**

- The Bio-input unit shall be run or managed by SHG.
- The unit should be established based on easy access to biomass, required raw materials like cow dung, cow urine and forest nearby.
- They should engage in creating diversity also with planting activities of required plant commonly used for bio-manure and bio-pesticide preparations.
- The SHG must have a storage place.
- The SHG shall be responsible for the complete mobilizing community and delivery services for Bio-inputs as suggested in the programme.
- Preference should be given to the SHGs having prior experience in production & marketing of bio-inputs.

## Execution

- The SHGs for establishment of bio-inputs unit will be selected through EoI Process by the CDAO of the concerned district with the help of selected CBO & SLSA.
- The SHGs have to provide minimum 5 years of service to the farmers after fully functioning of the bio-inputs unit.
- The SLSA will prepare a Detail Project Report (DPR) for the establishment of bio-inputs unit (Vermi Compost) in consultation with the Agriculture Engineer, concerned CBO, SHGs & local progressive farmers of that cluster.
- After preparation of the DPR, it will be submitted before the District Level Monitoring Committee held under the Chairmanship of Collector & District Magistrate for approval. The committee may accept or suggest necessary modifications to the DPR.
- After approval of the DPR, a go-ahead letter will be issued to the SHG for establishment of bio-inputs unit.
- No subsidy will be paid on the cost of land. The land on which the unit is proposed to be set up should be in the name of SHG/ leased for minimum 5 years in the office of the concerned sub-register.
- An amount of Rs.1.50 Lakh will be utilized for establishment of bio-input production unit by the SHG.
- The fund will be transferred to the selected SHGs in 3 installments.50% of the total project cost will be released as inception cost.
- Next 40%of the project cost will be released to the SHG based on the recommendation report of the Joint team. The Joint team consists of concerned Executive Engineer (Agril.), ADO & SLSA. The joint team will verify the vermin-compost unit and recommend it accordingly.
- After completion of the project, the joint team will verify & furnish a project completion report as per the approved DPR to the CDAO for release of the rest 10% of the project cost.
- Expenditure may vary as per actual. Additional expenditure for establishment if any will be borne by SHG.
- In every 3 Months, the Executive Engineer (Agril.) and the concerned Agriculture District Officer of the district will submit a verification report regarding proper functioning of the bio-inputs unit as per the approved DPR to the DLMC.
- The concerned AAO of the block will draw samples (2 nos. every year) from the bio-inputs produced by the SHGs and will be sent the organic fertilizer testing laboratory, BBSR for quality check. The testing fees will be collected from the concerned SHG.
- If any deviation is found, the DLMC will impose a penalty against the SHG, and the total project cost may be recovered from the SHG.

## Indicative Budget for Bio-input production unit

Sl.No	Details	Total Amount (Rs)
1	Cost of Establishment of 1 Bio-input (vermin-compost) production unit (8 x 4 x 2.5ft) with shed	120000
	<b>Break up:</b>	
a.	Vermi-compost (1 permanent unit) @ Rs.1,00,000 (including cost of material and labor	65000
b.	Cost of Shed	50000
	Cost of vermin worms (Lump sum)	5000
	<b>Total</b>	<b>120000</b>
2	Cost of packaging material – LS	10000
3	Cost of Fork, basket, spades, shovels, buckets, local carrying basket, shed materials etc as per requirement – LS	10000
4	Training to the members of WSHG	10000
	<b>Total</b>	<b>150000</b>
	Working capital to be contributed by the SHG	50000
	<b>Total Estimated Cost</b>	<b>200000</b>

*N.B. There shall be inter-component flexibility within the total financial limit subject to justification.*

**Evaluation of Technical Proposal:**

<b>Sl. No</b>	<b>Category</b>	<b>Sub-Criteria</b>	<b>Weightage</b>	<b>Maximum Possible Score</b>
1	Activities conducted on applied Block (with documentary proof)	For more than 2 years	10	10
		For less than 2 years	5	
2	Working with any CBO/ Support Agency in any project (with documentary proof)	Yes	10	10
		No	5	
3	SHG working with any CBO/ Support Agency in any project (with documentary proof)	For more than 2 years	10	10
		For less than 2 years	5	
4	Participated with any Govt. department	Yes	10	10
		No	5	
5	SHG having registered beneficiaries/ members	More than 100 members	10	10
		50- 90	7	
		20-50	5	
6	SHG having Bio-inputs production experience (with documentary proof)	Yes	10	10
		No	5	
<b>TOTAL</b>				<b>60</b>

The highest score secured by the agency will be selected as SHG for the concerned block.

**Annexure-A**

**Details of the SHG:**

**1. Introduction**

- a) Name of the organization–
- b) Registered office address of the organization–

- Complete Address:
- Mail:
- Landline:

c) Contact Person

- Name –
- Designation/Title –
- Telephone No- Landline–
- Mobile –Email–

Address of Contact Person, if different from(c)–

**2. Identity/Legal Status**

- Is organization registered- Yes No
- If yes, Under Society/Co-Operative Act- Yes No
- Year of registration–
- Since how long it is operational in the Blocks (No. of years)–
- Whether it is registered under Income Tax- Yes No

**3. Governance**

- i. Give details of Members (current status)–

SINo.	Name	Address	Gender	Occupation	Position/ Designation	Educational Qualification

**4. Financial Management**

- Whether audit by external auditors (Yes/No)
- What financial statements are prepared at organization–Balance sheet
- Profit & Loss account

Attach Balance Sheet and annual reports and IT return for the year 2023-24

What are sources of fund for the organization Corpus-(Yes/No)

Govt. Grant-(Yes/No)

Donor/ Partner’s grant-(Yes/No) Others (if other, please specify) –

Financial Year	Turnover from Professional Services	Turnover from other Activities	Total Turnover	Income tax return filed (yes/no)
2023-24				

**5. Work Experience**

a. Block proposed for the program

District Name	Block Name

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

District Name	Block Name	Focus Area	No of years of experience	Coverage (No of Acres)	Partner Agency (Govt./Donor/ NABARD etc.)

**C. Experience in Bio-Inputs production under Department of Agriculture and Farmers Empowerment of Govt. of Odisha:**

**Briefly describe:**

District Name	Block Name	Year	Project Name/ Partner Agency	No of years of experience	Bio-Inputs Production ( In MT)

**d. Experience in Production of Bio-Inputs with Government Departments**

District Name	Block Name	Year	Project Name/ Partner Agency	Bio-Inputs Production (In MT)	No Of years of experience

**e. Experience in Production of Bio-Inputs**

Sl. No	Component	Year	Production (MT)	
1	Production	2023-24 *		
		2022-23		
		2021-22		
			<b>Quantity in MT</b>	<b>Total Turnover (Rs.)</b>
2	Marketing	2023-24		
		2022-23		
		2021-22		

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

<b>Block Name</b>	<b>Gram Panchayat Name</b>	<b>Village Name</b>	<b>Years of work experience in the proposed (GP and Villages)</b>

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

Authorized Signatory and Seal

Note below:

Required support in documents should be attached with Annexure-A.

## Annexure-D

### UNDERTAKING

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

I/we, hereby undertake that, our SHG 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 SHG and Address:

## Annexure-E

### Declaration

[On the letter head of the SHG]

I, Shri \_\_\_\_\_, Authorized signatory  
of \_\_\_\_\_ (Name of the SHG),  
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.....