

## 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 sub-scheme "Crop Diversification Programme"**

**OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER, SAMBALPUR**

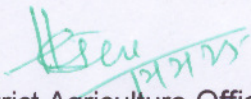
No 936

/Agril.Dated. 12.02.2025

Expression of Interest (Eoi) is invited by the Chief District Agriculture Officer Sambalpur for selection of Cluster Level Self Help Groups (SHGs) 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 **Kuchinda & Jamankira during 2024-25.**

Interested Self Help Groups (SHGs) 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 only**. Application/ proposals in e-mail will not be entertained in this regard. The duly filled in Eoi should be addressed to the **Block Agriculture Officer of the concern block i.e Kuchinda & Jamankira**. Last date for receipt of application/ proposal is **06.03.2025 up to 3.00 PM** and the same shall be opened on the same day at **4.00 PM** under the Chairmanship of concern Block Development Officer in the presence of the authorized signatories or representatives of the participating organizations/ agencies. The application form and the terms & conditions are available in the Sambalpur Official District Website.

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.

  
Chief District Agriculture Officer,  
Sambalpur



## Expression of Interest for Selection of Cluster-Level Self Help Groups (SHGs)

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 Help Groups (SHGs).

### 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, Nabarangpur, Nuapada & Dhenkanal** during 2024-25. As per area communicated by the D.A & F.P, Odisha, Bhubaneswar the additional areas in 2 nos. blocks i.e Kuchinda & Jamankira has been programmed during Kharif-2024 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 of 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 (**As per Modalities for 100Ha. clusters 1 no SHG will be selected**) to supply locally prepared bio-inputs such as FYM/Compost, Vermi-Compost, City-compost, Jeevamrutham, Handikhata, Neemastra etc. As per coverage of areas, **2 nos. of SHG for Kuchinda Block & 3 nos. of SHGs for Jamankira Block will be selected under the scheme.** 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 of SHG 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 to be received at block level, scrutiny of documents, field verification and short listing of SHG will be done by the 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   |
- f) Any other member as desired by the chairman.
- 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 the Clusters of the Block.
  - The District Level Expert Committee shall be convened within 10 days on receipt of the proposal from Block Level Committee.
  - The District Level Monitoring Committee will examine the recommendations of the Block Level Committee and approve suitable SHGs as per requirement of different clusters.
  - 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/WSHG/ LG etc.).
- 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 does 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 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 1 year of existence.
- The SHG must not defunct or defaulter from the Bank loan.
- SHG must have an active bank account in the name of group.
- SHG must be regular in systematic book keeping such as Meeting Register, Cash-book and other mandatory documents.
- SHG must have regular in filing mandatory compliances, return, and reports submission as per norm.
- Preference may be given to the SHG having prior experience in the production & marketing of bio-inputs.

**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, agriculture wastes etc.
- 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 SHG 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 vermi-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, Bhubaneswar 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 (vermi-compost) production unit (8 x 4 x 2.5)ft with shed | 120000            |
| <b>Break up</b> |                                                                                                |                   |
| a.              | Vermi-compost (1 permanent unit) @ Rs.1,00,000 (including cost of material and labour          | 65000             |
| b.              | Cost of Shed                                                                                   | 50000             |
|                 | Cost of vermi 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         |
| Total                                        |                                                                                                                   | <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:

| Sl. No | Category                                                                         | Sub-Criteria          | Weightage | Maximum Possible Score |
|--------|----------------------------------------------------------------------------------|-----------------------|-----------|------------------------|
| 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         |                        |
| TOTAL  |                                                                                  |                       |           | 60                     |

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:
- e-mail:
- Landline:

#### c) Contact Person

- Name –
- Designation-
- Telephone No- Landline–
- Mobile – e-mail–

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

#### 2. Identity/Legal Status

- Is organization registered- Yes No
- If yes, Under Society/Co-Operative Act-
- 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

Give details of Members (current status)–

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

#### 4. Financial Management

- Whether audited 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

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        |                                     |                                |                |                                  |

## 1. 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 (Govt. Agency/Pvt./Self)**

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

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

| Name of Block | Name of Gram Panchayat | Name of Village | Years of work experience in the proposed (GP and Villages) |
|---------------|------------------------|-----------------|------------------------------------------------------------|
|               |                        |                 |                                                            |

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 supported documents should be attached with Annexure-A**



## **Annexure-B**

### **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

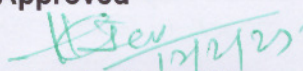
**Yours sincerely,**

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

**Name and Designation of the Signatory:**

**Name of the SHG and Address**

**Approved**



**Chief District Agriculture Officer  
Sambalpur**



## Annexure-C

### Declaration

[On the letter head of the SHG]

I, Shri \_\_\_\_\_, Authorized signatory of \_\_\_\_\_  
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:.....