



Annexure 1

Expression of Interest for “Promotion of Agriculture Production Cluster(APC) under DMF, Keonjhar”

The project “Special Programme on Promotion of Agriculture Production Clusters (APCs) in tribal regions of Odisha” originated from a partnership between Department of Agriculture and Farmers’ Empowerment in collaboration with Panchayati Raj and Drinking Water Department, Govt. of Odisha for promotion of Agriculture Production Clusters in tribal regions in partnership with Bharat Rural Livelihoods Foundation (BRLF), an independent society promoted by Govt. of India and PRADAN (Professional Assistance for Development Action), a national level NGO. The available schemes with Directorate of Horticulture, Agriculture, OLM, Mission Shakti, ST & SC Development Department, OAIC, OLIC, MGNREGS, APICOL, FARDD, ATMA and other relevant departments will be converged for creation of livelihood infrastructures in the proposed regions.

The project will trigger growth in farm sector with the objective of sustainably doubling income of one lakh small and marginal farmers by establishing Agriculture Production Clusters (APCs) in 40 backward blocks of 12 highland districts in the state.

The programme was launched with signing of the aforementioned 4 party MoU on 6th November 2018 in the auspicious presence of Honourable Chief Minister of Odisha. **The details of the APC project can be found in the website: www.apcodisha.net in the quick link section of Directorate of Horticulture website: www.odihort.nic.in.**

District Administration of Keonjhar is now expanding the APC programme to the remaining 8 blocks named Anandpur, Champua, Ghasipura, Ghatagaon, Hatadihi, Joda Saharapada and Telkoi funded by District Mineral Foundation as per the MoU Signed on 9th July 2021.

In accordance with the approval from Directorate of Horticulture, DA & FE vide letter no 5108 dated 28th May’2021, and the MoU signed at the district, **DDH Keonjhar** under the programme is inviting eligible and interested Non-Government Organization (NGOs) for the role of “facilitating NGO”. Selection will be done by District level selection committee for APC programme under the Chairmanship of Collector Cum Managing Trustee, DMF Keonjhar.

Deliverables of NGO partners for one sample block

- 3000 Smallholder farmers would be mobilized into Producer Groups (PG) & Producer Companies (PC)
- At least 25 PGs would be formed out of which 80% would meet Grade A & B category
- High value crops would be selected and would cover at least 1000 acres per block per year
- At least 20 Agriculture Entrepreneurs (AEs) would provide critical quality services
- 400 acres of area would be brought under irrigation
- 200 acres of area would be brought under new horticulture plantation
- Grading, Sorting & Packaging would be done at the PG level.
- Around 2100 farmers would have access to farm mechanization



- 40% of farmers would adopt Non-Pesticide Management (NPM) practices
- 1000 families would take up improved livestock rearing out of which 750 families would have sheds with intensive rearing
- Income would be doubled for 2100 families (70% of the total families)
- Promoted PC would be vibrant and providing services to its members

Note: Additional components may be converged from other relevant sources as per the requirement.

Instructions to NGOs submitting EoI

- 1) Expression of interest is available in the district website <https://Keonjhar.nic.in> and in <https://www.apcodisha.net/> under the notice/circular section.
- 2) Process of Selection:
 - Stage 1: Applicant NGOs will submit all the relevant documents as mentioned in the Pre-qualification form and the EoI. Pre-qualification documents submitted by the NGOs will be verified. The shortlisted NGOs for each block will be invited for further processes.
 - Stage 2: Presentation by shortlisted NGOs before District Level Selection Committee (DLSC) under the Chairmanship of the Collector / Representative of the Collector & District Magistrate, Keonjhar and document verification of the NGOs about the facts presented in their respective EoI.
 - Stage 3: One NGO per block will be selected as facilitating NGO for the respective block. **One NGO can apply maximum for 2 blocks in the district, in case, the NGO is already implementing APC project in one block of Keonjhar, can apply for one more block in the district under this EoI.**
 - Stage 4: MoA will be signed between DDH, Keonjhar and selected NGOs for partnering in implementation of the programme in respective blocks.
- 3) The filled EoI application with all relevant documents must be mandatorily delivered in a written format to the address below by (India Post) Speed Post/Registered Post and by no other means in a sealed envelope super-scribed as **“EoI for FA selection under “Promotion of Agriculture Production Cluster (APC) under DMF, Keonjhar for 08 block of Keonjhar district i.e. Telkoi, Saharpada, Ghatagaon, Champua, Joda, Anandapur, Hatadihi & Ghasipura” latest by 5.30 p.m. dated 27th August’ 2021** to the address “ Office of the Deputy Director, Horticulture-Keonjhar Infront of Govt. Women’s College, At- Kashipur, Po:- Keonjhargarh, Dist-Keonjhar PIN-758001.

The applicant NGOs have to be present on **31st August 2021 9.30 AM for pre-qualification document verification at DRDA Conference Hall, Keonjhar.** The NGOs have to come prepared with the Power point presentation in the Suggestive format available in Keonjhar NIC and APC website (covering the aspects of EoI presentable in 20 mins). Any further information in this regard will be updated in Keonjhar NIC and APC website, and by no other means of communications.



4) Preparation of EoI

- a) The EoI as well as all related correspondence exchanged by the NGOs and the DDH, shall be written in English
- b) In preparing their EoI, NGOs are expected to examine in detail the documents comprising the EoI. Material deficiencies in providing the information requested may result in rejection of expression.

The EoI submission consists of two parts (i) Pre-Qualification documents (ii) EoI form

- 5) The EoI form envelope of only those NGOs who meet the pre-qualification criteria in the table below will be opened. NGOs failing to meet these criteria or not submitting requisite proof for supporting pre-qualification criteria are liable to be rejected summarily. Applicant NGOs should fill the Pre-Qualification Form which is included in **Annexure A** of this EoI. The filled-up Pre-Qualification Form and the supporting documents should be enclosed in a separate envelope marked as '**Pre-Qualification Documents**'

Sl. No.	Basic Requirement	Specific Requirement	Documents Required
1	Legal Entity	The NGO should be a not-for-profit organization registered under <ul style="list-style-type: none">• Societies' Registration Act 1860• Indian Trust Act 1882• Companies Act 1956	<ul style="list-style-type: none">• Certificate of incorporation• Registration Certificate• PAN No.
2	Operation	The NGO should have been in operation for the past 3 years as on 31/03/2021 and filed ITRs for the last 3 FYs	Last three FY's (2018-19, 2019-20, 2020-21) Annual Report and ITR copy of the respective Assessment Year
3	Financial Capacity	The NGO should have an average annual turnover of at least Rs 50 lakhs over the last three FYs (2018-19, 2019-20, 2020-21). This must be the individual NGO's turnover and not that of group companies/organizations.	Last three FY's Audited Financial Statement along with a statement of Average Annual Turnover duly signed by a Chartered Accountant
4	Consortium	No consortium / JVs / associations / subcontracting shall be allowed under this project	Declaration of submitting as independent NGO from the Authorized Signatory
5	Blacklist	The NGO should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies	Undertaking by the Authorised Signatory.



6	Partnership with Government experience	Must have worked with any of the government program related to agriculture, NRM, farmer's organization in a substantial manner. (not limited to awareness or training or market linkage)	Copies of Work Orders/ Sanction Orders / MoUs / Engagement Letters / Completion Certificates/ or equivalent documentary evidence should be provided as proof
7	Agro-Horti Experience	Should have experience of implementing Agro-Horti based livelihood promotion projects (covering at-least 500 acres of land).	Copies of Work Orders/ Sanction Orders/ MoUs / Engagement Letters/ Completion Certificates, or equivalent documentary evidence should be provided as proof
8	CBO experience	Should have experience of working with relevant Community based Organizations (CBO) for at least 3 years.	Copies of Work Orders/ Sanction Orders/ MoUs / Engagement Letters/ Completion Certificates or Annual Reports equivalent documentary evidence should be provided as proof The eligibility criteria for reporting the CBOs are mentioned in Annexure-D
9	Geographical Outreach	Should have minimum of 3 years of work experience in at least 2 blocks of Odisha on agriculture with community organizations and/or Farmer Producer Organizations	Copies of Work Orders/ Sanction Orders/ MoUs / Engagement Letters/ Completion Certificates/ Annual Reports or equivalent documentary evidence should be provided as proof
10	Authorized Representative	A Power of Attorney from Executive head of the organisation/ Board Resolution in the name of the person signing the proposal	Original Power of Attorney or Board Resolution Copy
11	Declaration of Non - political entity	The chief functionary of the institution should not be formal member of the political party	Furnish an undertaking to this effect issued by the Authorized Representative
12	Declaration of Good Governance	The organization should have good governance practices on-board, governed by independent persons with no more than one third persons in the Governing body are related to one another	Furnish an undertaking to this effect issued by the Authorized Representative



NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through **production of original documents during verification process** and to be produced if and when required.

6) EoI form

Applicant NGOs are required to fill the **EoI form (Annexure B)**. The filled up EoI form should be enclosed in a separate envelope along with all necessary/supporting documents to justify the claims. The supporting documents have to be produced in original by the NGOs, if and when demanded. Submission of the wrong type of EoI will result in it being deemed non-responsive.

7) Submission, receipt and opening of EoI

- a) The Proposals (Pre-Qualification, EoI form) shall contain no interlineations or overwriting, except as necessary to correct errors made by the NGOs themselves. The under-signed person for the EoI must provide his initial beside such corrections.
- b) An authorized representative of the NGO shall initial(put her/his signature) all pages of the original Pre-Qualification, EoI form. The authorization shall be in the form of a written power of attorney.
- c) The Pre-Qualification form and all documents (listed in S. No. 5), shall be placed in a separate sealed envelope clearly **marked "PRE-QUALIFICATION DOCUMENTS"**. The filled up EoI form including supporting documents (listed in S. No. 6) shall be placed in a separate sealed envelope clearly marked **"EoI FORM"**. Both sealed envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the submission address and shall be clearly marked **"DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED"**. DDH Keonjhar will not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may also be deemed as fit case for Proposal rejection. If the forms are not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the submissions non-responsive.

N.B. – Attach copies of relevant supporting documents against the claims made in the EoI form separately in the EoI FORM envelope, even if the copy of the same was submitted with Pre- Qualification form in PRE-QUALIFICATION document envelope.

- d) All the documents as mentioned above must be sent to the address indicated and received by the DDH no later than the time and the date of submission, or any extension to this date in accordance with corrigendum. Any documents received by DDH, Keonjhar after the deadline for submission will not be considered.
- e) From the time the envelopes are opened to the time the Contract is awarded, the NGOs should not contact DDH Keonjhar on any matter related to their EoI submission. Any effort by NGOs to influence DDH Keonjhar or who so ever concerned in the examination, evaluation, ranking of expressions and recommendation for award of Contract may result in the rejection of the NGO's Proposal.



8) General Instructions

- a) NGO need to apply in the specified format only.
- b) One “Expression of Interest” will be filled up for only one block
- c) One NGO can apply for maximum two blocks subjected to its earlier empanelment in this project, the maximum limit is 2 in the district for one NGO. The NGO shall mention the names of applied block in the Annexure C provided for the purpose.
- d) Separate “Expression of Interest” to be filled up for separate blocks
- e) If information or application for more than one block is mentioned in a single “Expression of Interest” then, “Expression of Interest” will be cancelled.
- f) Information furnished with “Expression of Interest” should be accompanied by facts and documents of any related activities implemented by the NGO within the state of Odisha **on or after 01.04.2016**.
- g) Information furnished with Pre-Qualification form and EoI form should be substantiated with relevant supporting documents separately and the **all the supporting documents attached should be marked/tagged and highlighted with a clear mention of concerned Sl. No. of the respective forms**. If a document pertains to more than one criteria of the same form, the respective Sl. Nos. should be clearly marked on that supporting document. The claim of the NGOs will not be considered unless the marking of supporting documents is done as above.
- h) The applicant NGOs must submit any other document(s) as and when required.
- i) The PPT template for Technical Presentations can be downloaded from <https://Keonjhar.nic.in> and www.apcodisha.net
- j) NGOs with experience of project under District Mineral Foundation in the district or other adjacent districts would be preferred.
- k) Should commit to implement the project deliverables as per the timelines in their respective blocks as mentioned in the EoI and further agreed upon in the MoA signed for the purpose.
- l) Date of signing of the MoA will be the beginning of the contract

Deputy Director Horticulture, Keonjhar retains the right to withdraw the expression of interest or change the date of presentation at any point of time without citing explanation to the notice.



Annexure: A

Pre-Qualification Form

Sl. No.	Basic Requirement	Specific Requirement	Documents Required	Document submitted (Yes/No)
1	Legal Entity	The NGO should be a not-for-profit organization registered under <ul style="list-style-type: none">Societies' Registration Act 1860Indian Trust Act 1882Companies Act 1956	<ul style="list-style-type: none">Certificate of incorporationRegistration CertificatePAN No.	
2	Operation	The NGO should have been in operation for the past 3 years as on 31/03/2021 and filed ITRs for the last 3 FYs.	Last three FY's (2018-19, 2019-20, 2020-21) Annual Report and ITR copy of the respective Assessment Year.	
3	Financial Capacity	The NGO should have an average annual turnover of at least Rs 50 lakhs over the last three FYs (2018-19, 2019-20, 2020-21). This must be the individual NGO's turnover and not that of group companies/organizations.	Last three FY's Audited Financial Statement along with a statement of Average Annual Turnover duly signed by a Chartered Accountant.	
4	Consortium	No consortium / JVs / associations / subcontracting shall be allowed under this project.	Declaration of submitting as independent NGO from the Authorized Signatory.	
5	Blacklist	The NGO should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies.	Undertaking by the Authorised Signatory.	
6	Partnership with Government experience	Must have worked with any of the government program related to agriculture, NRM, farmer's organization in a substantial manner. (not limited to awareness or training or market linkage).	Copies of Work Orders/ Sanction Orders/ MoUs/ Engagement Letters/ Completion Certificates/ or equivalent documentary evidence should be provided as proof.	



7	Agro-Horti Experience	Should have experience of implementing Agro-Horti based livelihood promotion projects (covering at-least 500 acres of land).	Copies of Work Orders/ Sanction Orders/ MoUs/ Engagement Letters/ Completion Certificates, or equivalent documentary evidence should be provided as proof.	
8	CBO experience	Should have experience of working with relevant Community based Organizations (CBO) for at least 3 years.	Copies of Work Orders/ Sanction Orders/ MoUs/ Engagement Letters/ Completion Certificates or Annual Reports equivalent documentary evidence should be provided as proof The eligibility criteria for reporting the CBOs are mentioned in Annexure-D.	
9	Geographical Outreach	Should have minimum of 3 years of work experience in at least 2 blocks of Odisha on agriculture with community organizations and/or Farmer Producer Organizations.	Copies of Work Orders/ Sanction Orders/ MoUs/ Engagement Letters/ Completion Certificates/ Annual Reports or equivalent documentary evidence should be provided as proof.	
10	Authorized Representative	A Power of Attorney from Executive head of the organisation/ Board Resolution in the name of the person signing the proposal.	Original Power of Attorney or Board Resolution Copy.	
11	Declaration of Non - political entity	The chief functionary of the institution should not be formal member of the political party.	Furnish an undertaking to this effect issued by the Authorized Representative.	
12	Declaration of Good Governance	The organization should have good governance practices on-board, governed by independent persons with no more than one third persons in the Governing body are related to one another.	Furnish an undertaking to this effect issued by the Authorized Representative.	



Annexure: B

Expression of Interest for NGOs for partnership under Special Programme for Promotion or APC in tribal regions of Odisha.

1. Introduction

- a. Name of the Organization
- b. Acronym of the Organization, If any:
- c. Address of the Organization
 - i. Mailing/Correspondence office
 - ii. Visiting office
- d. Contact Person
 - i. Name
 - ii. Designation/Title
 - iii. Telephone no

Landline
Mobile
Email

2. Identity/Legal status

- a. Is Organization registered- Yes No
- b. If yes, Under Society Act Trust Act
Company Act (Sec.8/ Sec. 25)
If any other, Specify
- c. Year of registration
- d. Since how long it is operational, (No of years)
- e. Operational area of the Organization - State/s
(Indicate Numbers) District/s
Block/s
Village/s
- f. Whether Organization registered under FCRA - Yes No
- g. Whether it is registered under Income tax Yes No
- h. Was the Organization blacklisted any time by Government of India, Government of Odisha, other state governments, agencies, any Indian or international donor? If yes, provide the details along with its effective dates.



3. Governance of the Organization-

a. Vision, Mission, Goal of the Organization – Attach Annual reports for the previous 3 years 2018-19, 2019-20, 2020-21

b. Sources of fund for the Organization-

Corpus Endowment Donation

Govt. Grant Donor's grant

Others specify- (Foreign)

4. Management/Administration:

a. Briefly mention administrative set up below the Chief Executive- (Flow chart)

b. Are role and responsibility of staff clearly defined? Yes No

c. Are the records of human resources properly maintained including their appointment letters/Contract? Yes No

5. Financial Management

a. Whether accounts are audited by external auditor annually. Yes No

b. Do you have system of internal control? Yes No

c. If yes, specify

d. What financial statements are prepared for the Organization?

Balance sheet Receipt & Payment Income and Expenditure

Cash flow statement Fund flow statement others

Financial particulars of the NGO

Financial year*	Turnover from Professional services	Turnover from other activities	Total turnover	Income tax return filed (yes /no)
2018-19				
2019-20				
2020-21				

*Attach copies of receipt and payments, Income and expenditure and Balance Sheet for these years

** Please attach the concerned assessment years Income tax receipts

Audited balance sheet

Financial year	Audit of balance sheet (yes/no)	Remarks
2018-19		
2019-20		
2020-21		



6. Personnel / Staff (Current status)

- Total number of staff- (M/F)
- No. of permanent staff-(M/F)
- No. of temporary staff- (M/F)
- No. of technical/professional staffs (M/F) please specify:

Details of staff to be appointed for the APC project

Name of Staff	Position	Engaged Since (Year)	Qualification

7. **Work experience**

- District and blocks where NGO has been functional since 1st April 2016.

District	Block	No. of GP	No. of Villages

- Key areas of work of the organization in Odisha:
(Main 4 areas relevant to this programme/EoI)

District	Block	Key areas	No. of years (experience of working in the block)	Coverage (No. of HHs)	Partner/Donor NGO name / Govt. dept.

- Previous experiences in working with Government departments in the state*
(add rows for relevant experiences):

District	Block	Department	Project name	No. of years of experience	Coverage in acres	Coverage (No. of HHs)

*Please provide relevant verifiable supporting documents (MoU /Agreement/project evaluation report/Project Assessment report/Annual report/UC/similar any other applicable documents etc.)



- d. Experience of working with Community based organizations (CBOs) in the state
- Has the organization worked with eligible CBOs in the past (Yes/ No) (Please see Annexure D for eligibility of CBOs)
 - If yes, provide verifiable documents in Annexure
 - Briefly describe below your work with Community organizations (Refer Annexure D)

District name	Block name	Name of CBO	Year since promoting	Activities	Coverage (No of households)	Financial turnover

*Please provide relevant verifiable supporting documents (MoU/Agreement/project evaluation report/Project Assessment report/Annual report/UC /similar any other applicable documents, etc.)

- e. Do you have any similar livelihood projects (around agriculture and livestock) in the state. Explain about the product and technology used.

- f. Experience of working in agriculture/horticulture on or after 1st April 2016*.

District Name	Block Name	Years of engagement	Project	Crops	Coverage in acres	No. of HHs
*						
P						
l						
e						

ase provide relevant verifiable supporting documents (MoU/Agreement/project evaluation report/Project Assessment report/Annual report/UC/similar any other applicable documents etc)

- g. Experience of awareness campaign in agriculture/horticulture since 1st April 2016.*

District Name	Block Name	Name of themes	Content	No. of events	No. of participants



*Please provide relevant verifiable supporting documents (MoU/Agreement/project evaluation report/Project Assessment report/Annual report/UC/similar any other applicable documents etc)

h. Briefly describe areas of work in agriculture/horticulture in last five years by your organization (Please add table for giving details of more than one block)*

Name of Block :

Name of District:

Sl. No.	Component	Year	Activity	Coverage in no.	Coverage (No. of HHs)
1	Pre-production management		Experience on working on Seed Conservation/ Commercial nursery (more than 250 sq meter)/ Seed Production/ Participatory Varietal Selection/Seed Bank formation/ animal breed conservation or improvement	(No. of such units)	
		2020-21			
		2019-20			
		2018-19			
		2017-18			
			Promotion of any prominent agronomic practices (trellis/mulching/ micro irrigation/shed net cultivation/ SRI/Line transplantation or any other) in Vegetables/ Pulses/ Millets/Rice/ etc. (at least 500 acres)	(Acres)	
2	Production	2020-21			
		2019-20			
		2018-19			
		2017-18			
		2016-17			
3	Processing		Setting up Vegetables / Pulses/ Rice/ Millet / /processing (cold storage/ drying unit/Pack house (sorting-grading)/de-huller/de-stoner/ grader/cleaner/de-seeders/sorting) unit and promotion of processing in the state or management of cold chain or veterinary services system setting	(No of such units)	
		2020-21			



		2019-20			
		2018-19			
		2017-18			
		2016-17			
4	Marketing		Experience of marketing & value addition of Vegetable/ Pulses/ Rice/ Millet/ through registered private agencies/ORMAS/any other agencies or experience in marketing of livestock	(sales turnover in Rs)	
		2020-21			
		2019-20			
		2018-19			
		2017-18			
		2016-17			

*Please provide relevant verifiable supporting documents (MOU/Agreement/project evaluation report/Project Assessment report/Annual report/UC/similar any other applicable documents etc).

Please give 3 reasons why your organization is the best organization for taking up APC programme in the proposed block



Annexure: C

Name of proposed block (An NGO can apply for maximum 2 blocks in a district)

Sl. No.	Name of District	Name of Blocks
1		
2		



Annexure: D

Followings are the criteria for reporting of CBOs (For filling up in 7D-iii).

1. CBO must be functional for a minimum of 2 years. In case of recently formed FPOs/Federations/Cooperatives, member CBOs should be functional.
2. CBO must not have defaulted loans from any governmental or non-governmental sources such as OLM, OTELP, NABARD, Micro Finance, etc.
3. CBO should have a President and Secretary who must have minimum literacy skills. Signatories of the CBO must possess reading and writing skills in Odia. Reading and writing skills in Hindi and English will be an added advantage. They should be able to sign on the bank passbook.
4. CBO must have history of conducting regular meetings with documented minutes.
5. CBO meetings should have happened at least once in every quarter.
6. CBO members (at least 10 members) or half of the membership whichever is less) must have collectively involved in either inter lending or some business or production related activity.
7. CBO must have maintained books and accounts and related registers.
8. CBO must have done transactions worth at least Rs 10000 till now.