

DIRECTORATE OF AGRICULTURE & FOOD PRODUCTION,  
ODISHA, BHUBANESWAR

Letter No. SO(08)27/2021-14030 /Agril. Date. 11.05.2021

To

The Senior Technical Director,  
National Informatics Center,  
Bhubaneswar

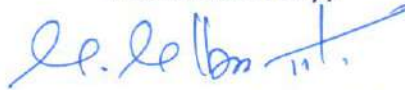
Sub: Uploading of Eol document in the Govt. Website for engagement of agencies for comprehensive action plan under Crop diversification programme.

Madam,

In inviting reference to the subject cited above, it is to inform that Eol document (**enclosed**) is to be uploaded in the Govt. Website [www.odisha.gov.in](http://www.odisha.gov.in) / [www.agrisnetodisha.ori.nic.in](http://www.agrisnetodisha.ori.nic.in) for engagement of agencies for comprehensive action plan under Crop diversification programme.

This is for information & necessary action.

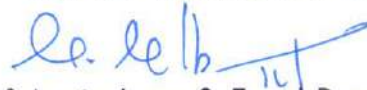
Yours faithfully,



Director of Agriculture & Food Production,  
Odisha, Bhubaneswar

Memo No. 14031 /Agril. Date 11.05.2021

Copy forwarded to the OIC, e-Governance Cell for information and necessary action.



Director of Agriculture & Food Production,  
Odisha, Bhubaneswar

**EXPRESSIONS OF INTEREST**  
**(ENGAGEMENT OF PROFESSIONAL AGENCY TO FACILITATE**  
**COMPREHENSIVE ACTION PLAN FROM PRODUCTION TO MARKETING**  
**OF CROPS UNDER MEGA LIFT IRRIGATION SCHEME)**

*[DIRECTORATE OF AGRICULTURE & FOOD PRODUCTION, DEPARTMENT OF*  
*AGRICULTURE & FARMERS EMPOWERMENT, GOVERNMENT OF ODISHA]*

*Assignment Title: Engagement of Agencies for Comprehensive Action Plan from Production to Marketing of Crops under Mega Lift Irrigation Scheme*

**Reference No:** \_\_\_\_\_

Government of Odisha has initiated Crop Diversification Programme in different districts including Mega Lift Irrigation Ayacut Areas. Crop Diversification is one of the focus areas of the State Agriculture Policy – 2020, SAMRUDHI. Directorate of Agriculture & Food Production (DA&FP), Department of Agriculture and Farmers Empowerment (DA&FE), Govt of Odisha intends to initiate a comprehensive crop diversification programme in the Mega lift irrigation points with following objectives:-

1. **Diversification from paddy to other crops** with focus on pulses & oilseeds and Horticultural crops in upland/medium land in Kharif.
2. **Improving soil health** through promotion of crops with heavy biomass and less chemical input requirement.
3. **Integration** with the schemes of FARD, PR & DW, Cooperation, Energy, Water Resources , DA&FE, Mission Shakti , W&CD as per feasibility.
4. **Cluster based promotion** of Post-harvest technology, Value addition & Marketing through FPOs & WSHGs and Agriprenuers & other Farmers/community based **Organisations** for higher income.
5. To create **awareness & capacity building and community mobilization** of farmers on sustainability of cropping pattern in clusters and diet diversification.
6. Diet Diversification with Different Govt. Schemes..

Accordingly, it seeks Expression of Interest (EoI) from experienced and interested Organisations to provide services for developing Comprehensive Action Plan from production to marketing of crops of the project.

**Program Geography:** The project will be implemented in the 18 districts initially. Subsequently more districts may be added.

Bolangir, Sundergarh, Ganjam, Sambalpur, Cuttack, Kalahandi, Boudh, Bargarh, Jharsuguda, Nabarangpur, Subarnapur, Jajpur, Deogarh, Rayagada, Gajapati, Kendrapada, Malkangiri & Koraput.
--

**Expectations from the Professional Agency: Professional Agency (PA)** will enter into an MoA with DA&FP for period of **5 years**. The major expectations from the agency are as follows:-

- (i) Preparation of production and marketing plan for non-paddy commodities with focus on enabling diversification of crop systems, promotion of climate resilient agriculture, integrating livestock / fisheries /Agroforestry into cropping system.
- (ii) Promotion of processing and post-harvest entrepreneurship for pulses, oilseeds, agro-forestry and horticulture through FPOs and WSHGs.
- (iii) Promotion of seed production and input business through FPOs and WSHGs.
- (iv) Community based local level water governance through FPOs./Pani Panchayats.
- (v) Designing the project delivery and monitoring systems.
- (vi) Project management and coordination for the Crop diversification Mission in the MLI points with different departments at state and district level.
- (vii) Development IT and database management.
- (viii) Capacity building and training of different stakeholders.
- (ix) Partnership development with various institutes/agencies in development of the strategy.

**The Mandatory short listing criteria for the Professional Agency (PA)are:**

1. Should be legally registered as society/trust/company registered under section 8 of Companies Act 2013 previously section 25 of Companies Act 1956 and provide a self-attested copy of registration, PAN number and self-attested copy of PAN card.
2. Should not have been blacklisted by Government of India, state government of Odisha, any other state governments, any Indian or international donor and provide a self-declaration by the authorized representative to this effect.
3. Should have a minimum of 5 years of work experience in planning and designing the climate resilient agriculture programmes. Such experience would preferably cover soil and water conservation, non-paddy and climate resilient cropping system, horticulture, FPO promotion, Community mobilization, livestock husbandry and capacity building of community organizations and/or FPOs.
4. Should have minimum average annual income and expenditure of Rs 3 Crore for 2017-18, 2018-19,& 2019-20 as reflected in the last 3 years' audited Balance Sheet and Financial Reports submitted to the concerned regulatory authorities.
5. Should have experience of networking and anchoring consultations with various organisations..
6. Should have experience in capacity building, monitoring and evaluation experience on climate resilient agriculture, horticulture, livestock and fisheries in large scale programmes.
7. The chief functionary of the institution should not be a formal member of any political party and furnish an undertaking to this effect.
8. Should not have more than one-third of the Governing Body members related to each other and no staff members related to each other should be supervising each other.

**a. Preferred but not Mandatory Criteria for PA:**

1. Agencies which have been part of any Working Group/Committees related to Water Management/Climate resilient Agriculture/Horticulture/Agro-forestry, Livestock, Fisheries with proven track record in planning and designing systems in government framework for State of Odisha .
2. Agencies with experience on promotion of FPOs/WSHG.
3. Agencies with experience on promotion of post-harvest and processing and value addition of non-paddy crops preferably through FPOs/WSHG.
4. Agencies with above mentioned experience in Odisha will be preferred.

An Agency will be selected in accordance with the **Fixed Budget Selection** method developed by the DA&FP in consultation with the selected agency as per the norms of the Department of Agriculture & Farmers Empowerment, Govt. of Odisha. .

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

- Registration certificate
- Previous 3 years Audited statement of accounts for 2017-18, 2018-19, 2019-20.
- Profile of professional staff of the organization.

Further information can be obtained at the address below during office hours [*insert office hours if applicable, i.e. 10.00 AM to 5.30PM*].

Expressions of interest must be delivered in a written form to the address below by speed post/ registered post in a closed envelope super-scribed as “EOI for Professional Agency for crop diversification” by [*insert date*].

[*insert name of office*]

Attn: [*insert name of officer & title*]

[*insert postal address and/or street address*]

[*insert postal code, city and country*]

Tel: [*include the country and city code*]

Fax: [*include the country and city code*]

E-mail: [*include e-mail address*]

## Expression of Interest:

### Process of Selection:

**Stage 1:** Desk Evaluation of the applications by the committee constituted by the Department of Agriculture & Farmers Empowerment (Twenty Days after the deadline) through Desk assessment

**Stage 2:** Prioritization of the Top 5 applicants (within two weeks after desk assessment)

**Stage 3:** State level presentation by the shortlisted applicants before the selection committee.

**Stage 4:** Finalization of the Agency

**Stage 5:** MoA with the Agency

**Stage 6:** Preparation of the action plan by Agency

---

### Time Line Proposed:

SNo	Stage & Task Task	Time required Days	Date of completion
1	<b>EOI published</b>		
	A. EOI finalized		-
	B. Publication of EOI / circulation		12.05.2021
	C. Pre Bid		20.05.2021
	D. Final Receipt of applications		28.05.2021
2	Selection of Agency		1 <sup>st</sup> week of June 2021
3	Orientation meeting with Agency		-do-
4	Finalising the Agency		-do-
5	Selection of clusters		2 <sup>nd</sup> week of June. 2021`
6	MOU with the Agency		17 <sup>th</sup> June 2021

**Please follow this format. Get your application form typed on separate sheets, no handwriting, pl. If any column does not apply to you, mention 'NA'.**

**(These will be incorporated into the EOI Structure)**

## **Annexure A**

### **Application Format for Agencyfor CDM-MLI**

#### **01. 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 –
  - iv) Address, if different from (c) –

#### **02. IDENTITY / LEGAL STATUS**

- i) Is organization registered –   No
- ii) If yes, Under Society Act  Under Trust Ac   
Under Company Act  Any other   
(Section – 25)  
If any other, specify –
- 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 organization is registered under FCRA - Yes  No
- vii) Whether it is registered under Income Tax -
- viii) Whether registered under GST Act, if so, give the GSTIN

**03. GOVERNANCE**

- i) What are VMG (vision, mission, goal) of the organization- Attach annual reports for the previous 3 years 2017/18, 2018/19, 2019/20
- ii) Are those reflected in program taken by the organization Yes  No
- iii) Does organization has a governing board Yes  No
- iv) If yes, what is tenure of board (in year) -& Nature - Fixed Rotating
- v) Give details of Board Members (current status) –

SL	Name	Address	Gender	Occupation	Position/Designation

- vi) Which of the Board members receive salary / remuneration for services apart from the expenses for attending board meetings
  - a.
  - b.
  - c.
- vii) Is minutes of Board meeting documented and circulated among Board members  
 Yes  No
- viii) What are sources of fund for the organization –  
 Corpus  Endowment  Donation  Govt. Grant   
 Donor’s grant (Foreign)  Other  if others specify –

**04. MANAGEMENT / ADMINISTRATION**

- i) Briefly mention administrative set up below chief executive – (flow chart)
- ii) Are role and responsibility of staff clearly defined Yes  No
- iii) Are staff issued with letters of appointment / contract Yes  No
- iv) Has organization the manual of personnel policy & administration Yes  No

*(Kindly attach supporting documents for the points mentioned under no. 4)*

**05. FINANCIAL MANAGEMENT**

- i) Whether there is an Internal audit system Yes  No
- ii) If yes, who conducts Internal audit In-house personnel  Outside agency
- iii) Periodicity of Internal audit report Monthly  Bimonthly   
 Quarterly  Half Yearly  Annually
- iv) Whether accounts are audited by external auditor Yes  No
- v) What financial statements are prepared at organization –  
 Balance sheet  Receipt & payment  Income & expenditure   
 Others  Specify

(Relevant documents as per registration form of the applicant may be attached.)

### Financial Particulars of the Agency

Financial Year*	Turnover from Professional Services	Turnover from other Activities	Total Turnover	Income tax return filed ( yes/ no)**
2017-18				
2018-19				
2019-20				

\*Attach copies of Receipt & Payments, Income & Expenditure and Balance Sheet for these years

\*\*Please attach last three assessment years Income Tax Return receipt

**(Kindly attach xerox copy of PIN & TIN certificate for applicable)**

### Audit Status

Financial Year	Audit of Balance sheet (yes/ no)	Remarks
2017-18		
2018-19		
2019-20		

### 06. PERSONNEL / STAFF (Current status)

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

### Details of Expert/Technical Staff

Name	Position	Engaged since (year)	Qualification

P:S: CVs should be attached

### 07. AREAS OF EXPERTISE

- i) Thematic Areas of intervention -
  - 1.
  - 2.



3.

- ii) Core competency area -
- 1.
  - 2.
  - 3.

**08. PROGRAMMES / PROJECTS OF THE ORGANIZATION**

- i) Experience of the agency on production planning and implementation of non-paddy crops, horticulture and Agroforestry in past five years with Government of Odisha and other governments.

Crop Name	Name of Project#	Department/ Donor Agency	Duration of the assignment (MM/YY)		Scale/Geographical area of implementation (district, state)	Total no. of beneficiaries covered	Area Covered in Ha
			From	To			

Briefly describe your role and salient achievements (150 words) ?

- ii) Experience of the agency on facilitation of procurement and marketing of non-paddy crops, horticulture and Agroforestry in past five years with Government of Odisha and other governments.

Crop Name	Name of Project#	Procurement Agency/ Procurement Company	Duration of the assignment (MM/YY)		Scale/ Geographical area of implementation (district, state)	Total Quantity in Qntls	Total no. of beneficiaries	No of CBOs/ FPOs engaged , If any
			From	To				

Briefly describe your role and salient achievements (150 words) ?

--

iii) Experience of the agency on livestock & fishery activities with Government of Odisha and other governments.

Livestock/ Fisheries Type	Name of Project#	Department/ Donor Agency	Duration of the assignment (MM/YY)		Scale/Geographical area of implementation (district, state)	Total no. of beneficiaries covered
			From	To		

Briefly describe your role and salient achievements (150 words)?

--

iv) Experience of the agency on facilitation of natural or organic farming initiatives in past five years with Government of Odisha and other governments

Crop Name	Name of Project#	Department/ Donor Agency	Duration of the assignment (MM/YY)		Scale/Geographical area of implementation (district, state)	Total no. of beneficiaries covered	Total no. of Ha covered
			From	To			

Briefly describe your role and salient achievements (150 words)?

--

v) Experience of the agency on facilitation of setting up post-harvest and processing enterprises with WSHGs and FPOs.

Crop Name	Name of Project#	Department/ Donor Agency	Duration of the assignment (MM/YY)		Scale/Geographical area of implementation (district, state)	Total no. of WSHGs/FPOs involved (If both are involved, mention separately)
			From	To		

Briefly describe your role and salient achievements (150 words)?

--

vi) Experience of the agency on promotion of community mobilization through FPOs.

Crop Name	Name of Project#	Department/ Donor Agency	Duration of the assignment (MM/YY)		Scale/Geographical area of implementation (district, state)	Total no. of FPOs formed/Supported
			From	To		

Briefly describe your role and salient achievements (150 words)?

--

- vii) Experience of the agency in consumption related activities including farmer campaigns, product development, so on so forth with Government of Odisha and other state governments in past five years in Other States:

Sl. No.	Name of Project	Department/ Donor Agency	Duration of the assignment (MM/YY)		Amount of Agreement entered	Scale/Geographical area of implementation (district, state)	Total no. of beneficiaries covered
			From	To			

Briefly describe your role and salient achievements (150 words)?

- viii) Please mention the list of committees/working groups that organisation is/was involved at State/National Level related to climate resilient agriculture/NRM/Water management?

Sl.No.	Designation (Member)	Name of the Committee	Govt of India/ State Govt.

- ix) Please mention your previous experience in the developing policies/programmes for National/State Governments related to crop diversification/climate resilient agriculture/Sustainable Agriculture/Water Management.(500 words)

- x) Has the agency been blacklisted by any government or any other donor/ partner organisation in the past? (YES/ NO) Please provide a self-declaration to this effect. Any incorrect information in this regard might lead blacklisting by Govt. of Odisha for all future projects in the state of Odisha across all schemes. (100 words)

- xi) Please mention reasons why your organisation is best suited for this role (300 words)?

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

*(Signature and Seal of Competent Authority)*