

OFFICE OF THE DEPUTY DIRECTOR OF HORTICULTURE : ANGUL

Mail Id - ddhangul12@gmail.com, ddhangul.od@nic.in,

Letter No.704...../Hort. Dt.....22.3.21...../

To
The District Information Officer,
National Informatics Centre, Angul.

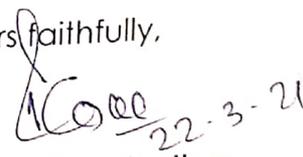
Sub: Upload the data in Angul District website for Expression of Interest for "Promotion of Agriculture Production Cluster (APC) under DMF, Angul."

Sir,
I am to enclose herewith the soft copy of Expression of Interest for "Promotion of Agriculture Production Cluster (APC) under DMF, Angul."

Hence you are hereby requested to upload the above notice along with terms and condition in Angul District Website for wide publication.

This is for your information & necessary action.

Yours faithfully,


Dy. Director of Horticulture,
Angul

Memo No...../ Dt...../

Copy submitted to the Director of Horticulture, Odisha, Bhubaneswar for favour of kind information & necessary action.


Dy. Director of Horticulture,
Angul



Development and Welfare of Mining Affected Areas & People

Annexure 1

Expression of Interest for "Promotion of Agriculture Production Cluster (APC) under DMF, Angul"

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 Angul is now expanding the APC programme to Angul, Athamallik, Chhendipada, Kishorenagar and Pallahara blocks funded by District Mineral Foundation as per the MOU Signed on 12th March 2021.

In accordance with the approval from Directorate of Horticulture, DA & FE vide letter no 9193 dated 11-11-2020, and the MOU signed at the district, **DDH Angul** 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.

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

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- 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**'

| S.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 28/02/2021 and filed ITRs for the last 3 FYs | Last three FY's (2017-18, 2018-19, 2019-20) 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 (2017-18, 2018-19, 2019-20). 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 |

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| | | | |
|----|--|--|---|
| 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/ 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 | Furnish an undertaking to this effect issued by |

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Development and Welfare of Mining Affected Areas & People

| | | | |
|--|--|--|-------------------------------|
| | | persons with no more than one third persons in the Governing body are related to one another | the Authorized Representative |
|--|--|--|-------------------------------|

NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, 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 signee 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 Angul 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 for 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, Angul 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 Angul on any matter related to their EOI submission. Any effort by NGOs to influence DDH Angul or who so ever concerned

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Pre-Qualification Form

| S.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 28/02/2021 and filed ITRs for the last 3 FYs | Last three FY's (2017-18, 2018-19, 2019-20) 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 (2017-18, 2018-19, 2019-20). 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 | |

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| | | | | |
|----|---------------------------------------|---|---|--|
| 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/ 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 | |

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ANGUL
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 Development and Welfare of Mining Affected Areas & People

- 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

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) |
|-----------------|-------------------------------------|--------------------------------|----------------|----------------------------------|
| 2017-18 | | | | |
| 2018-19 | | | | |
| 2019-20 | | | | |

*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 |
|----------------|---------------------------------|---------|
| 2017-18 | | |
| 2018-19 | | |
| 2019-20 | | |

6. Personnel / Staff (Current status)

a. Total number of staff- (M/F)

b. No. of permanent staff-(M/F)

c. No. of temporary staff-(M/F)

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d. No. of technical/professional staffs (M/F) please specify:

Details of staff to be appointed for the APC project

| Name | Position | Engaged Since (Year) | Qualification |
|------|----------|----------------------|---------------|
| | | | |
| | | | |

7. Work experience

a. District and blocks where NGO has been functional since 1st April 2015.

| District name | Block name | No of GP | No of Villages |
|---------------|------------|----------|----------------|
| | | | |
| | | | |
| | | | |

b. Key areas of work of the organization in Odisha:
(Main 4 areas relevant to this programme/EOI)

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

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

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

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*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 2015*.

| District name | Block name | Years of engagement | Project | Crops | Coverage in acres | No. of HHs |
|---------------|------------|---------------------|---------|-------|-------------------|------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Promotion of Agriculture Production Cluster (APC) under DMF, Angul



*Please 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 2015.*

| 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:

| Sr 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) | |
| | | 2019-20 | | | |
| | | 2018-20 | | | |
| | | 2017-18 | | | |
| | | 2016-17 | | | |
| | | 2015-16 | | | |
| | | | Promotion of any prominent agronomic practices | (Acres) | |

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| | | | (trellis/mulching/ micro irrigation/shed net cultivation/ SRI/Line transplantation or any other) in Vegetables/ Pulses/ Millets/Rice/ etc. (at least 500 acres) | | |
|---|------------|---------|--|------------------------|--|
| 1 | Production | 2019-20 | | | |
| | | 2018-20 | | | |
| | | 2017-18 | | | |
| | | 2016-17 | | | |
| | | 2015-16 | | | |
| 2 | 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) | |
| | | 2019-20 | | | |
| | | 2018-20 | | | |
| | | 2017-18 | | | |
| | | 2015-16 | | | |
| 3 | 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) | |
| | | 2019-20 | | | |
| | | 2018-20 | | | |
| | | 2017-18 | | | |
| | | 2015-16 | | | |

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

Promotion of Agriculture Production Cluster (APC) under DMF, Angul



MFN
Mineral Foundation of Nigeria
Development and Welfare of Mining Affected Areas & People

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

A large empty rectangular box intended for the respondent to provide three reasons for their organization being the best for the APC programme.

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Development and Welfare of Mining Affected Areas & People

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 | | |

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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.

Promotion of Agriculture Production Cluster (APC) under DMF, Angul