

**OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER,
KORAPUT, JEYPORE**

Letter No **3131**

Date **01-08-2025**

To

The DeG Manager, Collectorate
Koraput

Sub: - Expression of Interest Notice No **3130**, dated **01-08-2025**

Sir,

With reference to the subject cited above, I am to enclose herewith Expression of Interest (EoI) Notice No **3130**, dated **01-08-25** for selection of Community Based Organizations (CBOs) for establishment of Bio-Input Units, Post-Harvest, Processing and Value addition Units, Cluster level Aggregation for Procurement & Marketing under the scheme Crop Diversification Programme in Mega lift Irrigation Project and other Irrigation Source 2024-25 in Jeypore Cluster of Koraput District which may kindly be uploaded in NIC, Koraput for information of general public.

This is for your information and necessary action.

Yours faithfully

[Handwritten Signature]
01-8-25

**Chief District Agriculture Officer
Koraput, Jeypore**

Memo No. **3132**

Date: **01-08-2025**

Copy forwarded to the Block Agriculture Officer/Asst. Agriculture Officer (BPMU), Jeypore for information and necessary action.

[Handwritten Signature]
01-8-25

**Chief District Agriculture Officer
Koraput, Jeypore**

Memo No. **3133**

Date: **01-08-2025**

Copy forwarded to the Agriculture District Officers, Jeypore for information and necessary action.

[Handwritten Signature]
01-8-25

**Chief District Agriculture Officer
Koraput, Jeypore**

Memo No. **3134**

Date: **01-08-2025**

Copy forwarded to the DSWO, WCD Dept/Mission Shakti, Koraput, the Assistance Agriculture Engineer/Assistant Executive Engineer (Agril) for your kind information.

[Handwritten Signature]
01-8-25

**Chief District Agriculture Officer
Koraput, Jeypore**

PTO

Memo No. 3135

Date: 01-08-2025

Copy forwarded to the Deputy Director of Horticulture, Koraput for your kind information.

[Signature]
1-8-25
Chief District Agriculture Officer
Koraput, Jeypore

Memo No. 3136

Date: 01-08-2025

Copy forwarded to the State Manager, AFC Foundation for kind information.

[Signature]
1-8-25
Chief District Agriculture Officer
Koraput, Jeypore

Memo No. 3137

Date: 01-08-2025

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

[Signature]
1-8-25
Chief District Agriculture Officer
Koraput, Jeypore

Memo No. 3138

Date: 01-08-2025

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

[Signature]
1-8-25
Chief District Agriculture Officer
Koraput, Jeypore

**OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER,
KORAPUT, JEYPORE**

Letter No: 3130

Date: 01-08-2025

Expression of interest (EoI) for engagement of Cluster Level Community Based Organizations for setting up of Bio-Input Units, Post-Harvest, Processing & Value addition Units, Cluster Level Aggregation for Procurement & Marketing at Jeypore block of Koraput district under Crop Diversification Programme in Mega Lift Irrigation Projects 2024-25 of Govt. of Odisha.

Expression of interest is invited by the Chief District Agriculture Officer, Koraput, Jeypore from the experienced and interested Organizations for engagement of Cluster Level Community Based Organizations (CBOs) for setting up of Bio-Input Units, Post-Harvest, Processing & Value addition Units, Cluster Level Aggregation for Procurement & Marketing at Jeypore block of Koraput district under Crop Diversification Programme in Mega Lift Irrigation Projects 2024-25. The CBOs must be established within the block of the concerned District. Interested CBOs (Farmer Producer Organizations (FPO)/Farmer Groups/Commodity Interest Groups (CIG)/Women Self Help Groups (WSHG)/ Pani-Panchayats/Cooperatives or any other Local community institutions) are required to submit the EoI in sealed envelope super scribed as Application for engagement of Cluster level Community Based Organization for setting of Custom Hiring Centre & Other components under Crop Diversification Programme in Mega Lift Irrigation Projects 2024-25 as per enclosed application format by registered/speed post. Proposals in e-Mail would not be entertained in this regard. The EoI should be addressed to Office of the Block Agriculture Officer (Jeypore CDP- MLIP) block. Date for receipt of EoI is 12.08.2025 up to 1 PM and the same shall be opened on the same day at 3.30PM in presence of authorized signatory and representatives. The application form and detail terms & conditions are available in the official website of Koraput district. CDAO Office/Concerned Block Agriculture Office.

The authority shall not be responsible for any sort of posts delay and the EoI received beyond scheduled date and time shall not be entertained and out rightly be rejected. The authority reserves the right to cancel/reject any or all the EOI without assigning any reason thereof.


**Chief District Agriculture Officer
Koraput, Jeypore**

Common minimum criteria for selection of CBOs under any specified Key Activity:

1. CBOs must be registered under any of the act as per norm (trust, society or company act) or recognized by any Government organization.
2. CBOs should be interested to be involved with the project activities and should submit a letter of intent along with resolution to CDAO.
3. The CBO should have minimum land & infrastructure required for establishment of Post-Harvest, Primary Processing, and Value Addition unit/ Bio-input Production Unit /Cluster level Aggregation for procurement marketing.
4. Must have completed at least 1 year of existence.
5. The CBO must not be defunct or a defaulter other Bank loan.
6. CBOs must have regular in filing mandatory compliances, return, and reports submission as per norm.
7. CBOs must have an active bank account with regular monthly savings by members.
8. CBOs must be regular in systematic book keeping such as Meeting Register, Cash-book and other mandatory documents.
9. If the required land/ building do not stand recorded in the name of the CBOs, the land/building recorded in the name of any member of the CBOs to be considered. In such a case, there will be an unregistered agreement for a period of 10 years on non-judicial stamp paper between the member owning the land and building and the concerned CBO. This should be passed through or recorded in a general meeting resolution of the CBOs.
10. If the required land/building do not stand recorded in the name of the CBOs or in the name of any member of the CBO, they may obtain the land on lease basis for minimum of 7 years in the office of the concerned Sub-Registrar.
11. * The CBOs must be able to have required electricity connection, working capital and other infrastructure.
12. Preference may be given to the CBOs having prior experience working with farmers.

Specific criteria for establishing Bio-input units

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

Specific criteria for establishing post-harvest, Processing & Value addition Units:

1. Preference may be given to CBOs of the area having high agricultural production/ availability of the concerned agricultural produce(s) required as input for setting up the processing/value addition units.
2. Preference may be given to CBOs having prior experience in post-harvest, primary processing, and value addition in agriculture/horticulture.
3. CBOs must have the required open and built-up covered space either of its own or hired for storage, processing, and value addition of agricultural produce.

4. Proposed area for setting up of the unit shall have all weather four-wheeler road connectivity for transportation and supply of raw materials and finished products.

Specific Criteria for Cluster Level Aggregation for Procurement & marketing

1. The CBO should have adequate storage space for aggregation of the farm produce.
2. Preference may be given to CBOs having prior experience in procurement & marketing.
3. Willing to establish 2-3 sub-centres based on the community need for reaching maximum farmers during the procurement season.
4. The CBO should have the potentially to work with farmers, keeping adequate record and having potential to liaison with the different stake holders & buyers groups with the help of FA.

Annexure-A

Expression of interest (EOI) for engagement of Cluster Level Community Based Organizations for setting of different agri-ventures (Bio-Input Production Unit/ Post Harvest & Primary Processing Unit/ Cluster level aggregation & marketing facility at Jeypore block of Koraput district under Crop diversification Programme in Mega Lift Irrigation Projects 2024-25

Details of the Organization:

1. Introduction

- a. Name of the CBO:
- b. Address of the CBO :
 - i. Mailing/ Correspondence office:
 - ii. Visiting office:
- c. Contact Person:
 - i. Name-
 - ii. Designation/Title-
 - iii. Telephone No-
 - a. Land Line-
 - b. Mobile-
 - c. E-Mail-
 - iv. Address if different from(c)-

2. Identity/ Legal Status

- a. Is the Organization Registered- Yes No

b. If yes-

Under Society Act under Trust Act

Under Company Act (Section 25)

If Any other, Please Specify

- c. Year of Registration-
- d. Since how long it is operational (No of years)-
- e. Operational area of the Organization

State(s)-

District(s)-

Block(s)-

- f. Villages(s)- Whether it is registered under income tax-Yes No
(If yes, then PAN should be mentioned):

3. Management/Administration:

- a. Briefly mention administrative setup below chief executive(FlowChart)
- b. Are roles and responsibilities of staff clearly defined- Yes /No
- c. Are staffs issued with letters of appointment/Contract-Yes / No

4. Financial Management:

- d. Whether accounts are audited by external auditor- Yes / NO
- e. Do you have system of internal control ?Yes /No
- f. If yes, specify
- g. What financial statements are prepared at Organization:

Balance Sheet Receipt/Payment

Income/ Expenditure

Others (please specify)

Balance sheet receipt, payment, income /expenditure

4. Financial particulars of the agency:

Financial Year	Turnover from professional services	Turnover from other activities	Total Turnover	Income tax return filed (Yes/No)

Attach copies of receipt and payment, income and expenditure and balance sheet for these years

"" Please attach last three assessment years income tax return receipt (Please attach Xerox copies of PAN and TIN certificate.

Audited balance sheet of the agency:

Financial Year	Audit of balance sheet (Yes/No)	Remarks

5. Personnel/Staff(Current status)

- Total numbers of staff-
- No of technical/Professional staff(M/F) Please specify-

Details of Technical/Professional staff

Name	Position	Engaged since(Year)	Qualification

6. Work Experience

- Was the organization black listed anytime? If yes provide the details -
- Experience in working with farming community in proposed block

GP Name	Block	No. of years of operation	Activity/ Business carried out	Coverage (No of HHs)	Annual Business Turnover of CBO/ FPO in Rs Lakh	Net Profit on 31.March 2024 (In Rs Lakh)

- Please share your Organization experience on Agriculture & allied activities in the Block for last 5 years (Specifically Bio-input production most harvest & value addition, aggregation & marketing, Custom Hiring Centre etc.)

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

Signature and seal of the competent authority