

**Expression of Interest (EOI) for Engagement of Block level Community
Based Organization for
Special Programme for “Promotion of Millets in Tribal Areas of
Odisha” (Odisha Millets Mission)**

Department of Agriculture & Farmers’ Empowerment, Government of Odisha is **implementing a Special Programme for Promotion of Millets in the Tribal Areas of Odisha**” (also known as Odisha Millets Mission) originated from the state level consultation on the subject “Comprehensive revival of millets securing nutrition and mitigating droughts in southern Odisha” held on 27th January 2016 at NCDS, Bhubaneswar organized by Planning and Convergence Department, Government of Odisha. As a follow up on the plenary recommendations chaired by the Development Commissioner cum Additional Chief Secretary, a detailed programme framework was developed. With grand success resulted in the implementation of the programme since 2017-18 with 7 district and 30 blocks, 2020-21 with 84 blocks in 15 districts. Govt of Odisha decided to expand the programme with extension of existing 84 programme blocks and 59 new blocks, thus reaching 143 blocks in 19 districts during 2022-23. Now it has been expanded to additional 34 new blocks totaling to 177 blocks in 30 districts.

1 Major Objectives of the Programme:

1. Increasing **Household Consumption** of millets by about 25% to enhance household nutrition security and to create demand for millets.
2. Promoting **Millet Processing** enterprises at panchayat and Block level to ease processing at households and for value added markets.
3. Improving **Productivity** of millets cropping systems and make them profitable.
4. Developing **Millets Enterprises** and establishing **Market Linkages** to rural/ urban markets with focus on women entrepreneurs.
5. Inclusion of millets in **State Nutrition Programmes and Public Distribution System.**

2 Scale of the Programme

Government of Agriculture & Farmers Empowerment Department has approved extension of Odisha Millets Mission (OMM) to 34 new blocks. This Expression of Interest is being floated for selection of Implementing Agency under the Odisha Millets Mission.

List of Blocks under Odisha Millets Mission			
SL No	District	Number of Blocks	Name of the Block
1	Cuttack	3	Tigiria, Badamba & Narsinghpur

3 The Expression of Interests (EOI)

This Expression of Interest (EOI) is invited by the Chief District Agriculture Office, **Cuttack** from the experienced and interested CBO/FPO for engagement at block level for the blocks **Tigiria, Badamba & Narsinghpur** of **Cuttack** district under the Special Programme for Promotion of Millets in Tribal Areas of Odisha (Odisha Millets Mission). Interested Farmers Groups/ WSHG Federation/ Common Interested Group (CIG)/ Co-operatives are required to submit application *in sealed envelope* super scribed as "Application for engagement of block level Implementing Agency for **Special Programme for "Promotion of Millets in Tribal Areas of Odisha"** along with name of the Block and District applied for as per the enclosed application format by registered/ Speed post. **Proposal through e-mail will not be entertained in this regard.** The EOI should be addressed to Office of the Chief District Agriculture Officer cum Project Director ATMA, Cuttack, (Left side of Cuttack-Salipur Road) At-Jagatpur, Po-Nimpur, Dist-Cuttack, Odisha, Pin-754021 & the Last date for receipt of proposal is **28.03.2023 up to 2PM** and the same shall be opened on **same day i.e. 28.03.2023 at 4PM** in the presence of authorized signatory and representatives. The Application form and details terms & condition are available in the Official websites of the Cuttack district i.e. **<https://cuttack.nic.in>**.

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

4 The Eligibility Criteria for the CBO

4.1 Criteria for registered CBOs (FPO/Cooperative):

1. Should be legally registered under Trust/ Society/ Company act or recognized by any govt agency.
2. Should provide a self-attested copy of registration, PAN number and self-attested copy of PAN card.
3. Should not have been blacklisted by Government of India, state government of Odisha, other government agencies and any Indian or international donor and provide a self-declaration by the authorized representative to this effect.
4. Should have a minimum of 3 years of work experience in the proposed blocks. The Organisation should have very good community support group/community-based organizations / farmer producer's Company.
5. Should have last 3 years' Financial Reports submitted to the concerned regulatory authorities.
6. Must be willing to incur the operational cost of the programme till the fund is released. And should be willing to work on the non-budgeted activities as specified by the programme.
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.
9. Must have worked with any of the government program in the proposed block
10. One FPO is eligible for applying for two contiguous blocks.

The format of EoI is in Annexure-A and The CBOs need to 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 2019-20, 2020-21, 2021-22
- Previous 3 years Annual Report 2019-20, 2020-21, 2021-22
- Fixed asset position including its present value and location.
- Profile of professional staff of the organization.
- MoU/ agreement/ any documentary evidence of working for Govt. or special projects or Govt. undertakings of implementing the programme of **Last Five years Only**
- Address of head and field offices.

4.2 Criteria for non-registered CBOs (WSHG Federations)

Following are the mandatory eligibility criteria for selection of Community Based Organization (CBO) for Special programme for promotion of millets in tribal areas:

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 considered an added advantage. They should be able to sign on the bank passbook.
4. CBO must have a 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 relevant registers.
8. CBO must have done transactions worth at least Rs 100000 till now.
9. CBO must be willing to incur the operational cost of the programme till the fund is released. And should be willing to work on the non-budgeted activities as specified by the programme.

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

- Proceedings of meetings of the formation day.
- proceedings of the last 3 meetings.
- Fixed asset position including its present value and location.
- Profile of professional, president and secretary or other staffs of the group.
- MoU/ agreement/ any documentary evidence of working for Govt. or special projects or Govt. undertakings of implementing the programme of **Last Five years Only**
- Copy of passbook and cash book

The Application should submit in sealed envelope super scribed as “**APPLICATION FOR ENGAGEMENT OF BLOCK LEVEL IMPLEMENTING AGENCY FOR SPECIAL PROGRAMME FOR PROMOTION OF MILLETS IN TRIBAL AREAS OF ODISHA**” For [BLOCK NAME] Block of Cuttack District as per the enclosed application format by registered/ speed post to the below mentioned address.

The Chief District Agriculture Officer, Cuttack, At-Jagatpur (Left side of Cuttack-Salipur Road), Po-Nimpur, Dist-Cuttack, Pin-754021

5 Process of Selection:

- **Stage 1:** Short listing of at least three applications per block from the received applications after a scrutiny by a team comprised of officials from CDAO & Programme Secretariat (WASSAN). In case there are less than three applications received per block then the application shall be taken into consideration for short listing with prior approval from the CDAO-cum-PD ATMA.
- **Stage 2:** Three CBOs shall be shortlisted per block after the scrutinization by the team and submitted to the Selection Committee chaired by CDAO-cum-PDATMA for selecting one CBO through document verification and field visit.
- **Stage 3:** A Committee Shall be formed under the chairmanship of CDAO-cum-PD ATMA for Document verification and field visit. The committee must comprise of officials from other line departments. The committee shall make a visit to the office of the CBO and visit the field to inspect related activities being taken up by the CBO.
- **Stage 4:** After the document verification and field visit, an assessment shall be done based on the scoring sheet and one CBO shall be recommended as the Implementing Agency for the proposed block. The CBO recommended by the committee for the proposed block shall be submitted for approval of the Collector & District Magistrate.
- **Stage 4:** After completion of selection of CBO, MoA will be signed between CDAO-cum PD ATMA, Facilitating Agency (FA) and selected CBOs for the Project so as to start the activities immediately.


Chief District Agriculture Officer
Cuttack

**Expression of Interest from Community Based Organization to be the
Implementing Agency of Odisha Millets Mission at the block level: (Furnish the
details in English/Odia without exceeding 15 pages).**

ସଂଲଗ୍ନ-ଏ:

ବୁକ୍ସରରେ ଓଡ଼ିଶା ମିଲେଟ ମିଶନର କାର୍ଯ୍ୟକାରୀ ସଂସ୍ଥା ହେବା ପାଇଁ ସମ୍ପ୍ରଦାୟ ଭିତ୍ତିକ ସଂଗଠନର ଆଗ୍ରହର ଅଭିବ୍ୟକ୍ତି:
(ଇଂରାଜୀ / ଓଡ଼ିଆରେ ସବିଶେଷତ୍ୟ ପ୍ରଦାନ କରନ୍ତୁ 15 ପୃଷ୍ଠା ଅତିକ୍ରମ ନକରି) |

Details of the CBO/ସଂଗଠନ ର ତଥ୍ୟ

a. Name of the CBO

ଗୋଷ୍ଠୀ ଭିତ୍ତିକ ସଂଗଠନର ନାମ: _____

b. Acronym, if any

ସଂଗଠନର ସଂକ୍ଷିପ୍ତ ନାମ, ଯଦି କିଛି ଅଛି: _____

c. Address/ଠିକଣା:

i) Mailing / Correspondence office: ସଂଗଠନ କାର୍ଯ୍ୟାଳୟର ଯୋଗାଯୋଗ ଠିକଣା

ii) Visiting office: ସଂଗଠନ ପରିଦର୍ଶନ କାର୍ଯ୍ୟାଳୟ

d. Contact Person/ଯୋଗାଯୋଗ ବ୍ୟକ୍ତି:

i) Name/ନାମ: _____

ii) Designation / ଉପାଧି: _____

iii) Telephone No/ଫୋନ ନଂ: Landline/ଲାଣ୍ଡଲାଇନ: _____

Mobile/ମୋବାଇଲ୍: _____

Email ଇ-ମେଲ: _____

iv) Address, if different from (c) ଯଦି ଠିକଣା କ୍ରମିକ ସଂଖ୍ୟା (c) ଠାରୁ ଅଲଗା ଥାଏ—

Identity/Legal Status/ଆଇନଗତସ୍ଥିତି:

i) Is organization registered/ଆପଣଙ୍କର ସଂଗଠନ/ଗୋଷ୍ଠୀ କଣ ପଞ୍ଜିକୃତ ଅଟେ:

Yes /ହଁ No/ନାହିଁ

ii) If yes/ଯଦି ହଁ, Under (a) Society Act/ସମିତି ଅଧିନିୟମ (b) Under Trust/

ତ୍ରଷ୍ଟ ଅଧିନିୟମ

(c) Under Company Act- 25 (ସେକ୍ସନ-25)/ କମ୍ପାନୀ ଅଧିନିୟମ ଅନ୍ତର୍ଗତ-9 8 (ବିଭାଗ - 9)

(d) Any other/ଅନ୍ୟ କୌଣସି

If any other, please specify – ଯଦି ଅନ୍ୟ କୌଣସି ଅଧିନିୟମରେ ପଞ୍ଜୀକୃତ ହୋଇଛି,
ଦୟାକରି ଉଲ୍ଲେଖ କରନ୍ତୁ

iii) Year of registration/formation/ସଂଗଠନ ପଞ୍ଜିକୃତ /ଗଠନ ବର୍ଷ:

iv) Since how long it is operational (No. of years)/କେତେ ବର୍ଷ ରୁ କାର୍ଯ୍ୟକାରୀ ହେଉଛି
(ବର୍ଷ ସଂଖ୍ୟା): _____

v) Operational area of the organization/ସଂଗଠନ କାର୍ଯ୍ୟକରୁଥିବା ଅଞ୍ଚଳ:

(Only indicate the number/କେବଳ ସଂଖ୍ୟାରେ ଲେଖନ୍ତୁ)

State/s/ ରାଜ୍ୟ: _____

District/s/ ଜିଲ୍ଲା: _____

block/s/ବ୍ଲକ୍: _____

Village/s/ଗ୍ରାମ: _____

vi) Whether it is registered under Income Tax/ ଆୟକର ବିଭାଗରେ ପଞ୍ଜିକୃତ କି?

Yes/ହଁ No/ନାହିଁ

Governance/ଶାସନ ନିତି:

i) Does organization have a governing board/

ଗୋଷ୍ଠୀ ସଂଗଠନ ନିଚାଳନା ବୋର୍ଡ୍ ଅଛି /ହଁ No/ ନା

ii) If yes, give details of Board Members (status)ଯଦିହଁ,
ପରିଚାଳକବ୍ୟକ୍ତିମାନଙ୍କରବିବରଣୀଦିଅନ୍ତୁ

Name & Address Gender Occupation Position / Designation (Incl Chief Executive)/ ନାମଏବଂଠିକଣା, ଲିଙ୍ଗ, ବୃତ୍ତି/ପଦବୀ (ମୁଖ୍ୟଶାସକଅନ୍ତର୍ଭୁକ୍ତ)

SL /କ୍ରମ	Name /ନାମ	Address /ଠିକଣା	Gender /ଲିଙ୍ଗ	Occupation /ବୃତ୍ତି	Position/ Designation/ପଦବୀ
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Financial Management/ଆର୍ଥିକପରିଚାଳନା

i) What financial statements are prepared at organization/କେଉଁଆର୍ଥିକବିବରଣୀଗୁଡ଼ିକସଂଗଠନଦ୍ୱାରାପ୍ରସ୍ତୁତହୁଏ:

- Balance sheet/ ବାଲାନ୍ସସିଟ:
- Receipt & payment/ପ୍ରାପ୍ତରସିଦ୍ଠପ୍ରଦାନରସିଦ୍ଠ:
- Income & expenditure/ଆୟଓବ୍ୟୟ:
- Cash flow statement/ନଗଦପ୍ରବାହବିବରଣୀ:
- Fund flow statement/ପାଣ୍ଡିପ୍ରବାହବିବରଣୀ:
- Others/ଅନ୍ୟାନ୍ୟ:
- Other Specify : ଅନ୍ୟାନ୍ୟଯଦିଅଛିଉଲ୍ଲେଖକରନ୍ତୁ: _____

Financial Particulars of the Agency/ସଂଗଠନରଆର୍ଥିକବିବରଣୀ

Financial Year*/ଆର୍ଥିକବର୍ଷ	Turnover from/ସମୁଦାୟକାରବାରଆଦାୟ	Income tax return filedଆୟକରଫେରସ୍ତଆବେଦନ(yes/ହଁ/ no/ନା)**
2019-20/୨୦୧୯-୨୦		
2020-21/୨୦୨୦-୨୧		
2021-22/୨୦୨୧-୨୨		

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

**Please attach last three assessment years Income Tax Return receipt/ଦୟାକରିଗତତିନୋଟିମୂଲ୍ୟାଙ୍କନବର୍ଷରଆୟକରଫେରସ୍ତରସିଦ୍ଠସଲଗ୍ନକରନ୍ତୁ

(Kindly attach xerox copy of PIN & TIN certificate) / ଦୟାକରିPIN ଏବଂTIN ସାର୍ଟିଫିକେଟରକପିସଲଗ୍ନକରନ୍ତୁ

Audited Balance Sheet/ହିସାବସମୀକ୍ଷାବାଲାକୃଷିଚ (Applicable in case of Registered entity only/କେବଳପଞ୍ଜିକୃତସଂସ୍ଥାକ୍ଷେତ୍ରରେପ୍ରଯୁଜ୍ୟ)

Financial Year /ଆର୍ଥିକବର୍ଷ	Audit of Balance sheet / ହିସାବସମୀକ୍ଷାବାଲାକୃଷିଚରବିବରଣୀ(Yes/ହଁ/ no/ନା)	Remarks /ଟିପ୍ପଣୀ
2019-20/୨୦୧୯-୨୦		
2020-21/୨୦୨୦-୨୧		
2021-22/୨୦୨୧-୨୨		

Asset Position of the WSHG/FPOs, WSHGs federation/FPOs

CBOଗୋଷ୍ଠୀଭିତ୍ତିକସଂଗଠନରସମ୍ପତ୍ତିସ୍ଥିତି

SL No/କ୍ରମସଂଖ୍ୟା	Type of Asset/ ସମ୍ପତ୍ତିରପ୍ରକାର	Nos/ସଂଖ୍ୟା	Expected Value (In Lakhs)/ଆଶାକରାଯାଇଥିବାମୂଲ୍ୟ (ଲକ୍ଷରେ)	Remarks if Any/ମତବ୍ୟୟଦିକିଛିଅଛି

Work Experience/କାର୍ଯ୍ୟଅଭିଜ୍ଞତା

Credit availed from different banks/agencies? / ବିଭିନ୍ନବ୍ୟାଙ୍କ
/ଏଜେଣ୍ଡିଂକ୍ରେଡିଟ୍‌ରପଲ୍ଲୀ(Please mention categories
wise/ଦୟାକରିବର୍ଗ୍ୟାରେଭଲ୍ଲେଖକରନ୍ତୁ)

SL No/କ୍ରମସଂଖ୍ୟା	Name of the Credit Agency(କ୍ରେଡିଟ୍‌ଏଜେଣ୍ଡିଂନାମ)	Credit in Rs Lakh/କ୍ରେଡିଟ୍ (ଲକ୍ଷଟଙ୍କାରେ)	Year (ବର୍ଷ)	Status of repayment/ପରିଶୋଧରସ୍ଥିତି

Experience of Business/service/Aggregation undertaken by the Institution within the Block Proposed? (Please Mention Categories wise)/

ପ୍ରସ୍ତାବିତବ୍ଲକମଧ୍ୟରେଅନୁଷ୍ଠାନଦ୍ୱାରାନିୟତାଧିକାରୀଦ୍ୱାରା
/ସେବାଅନୁଷ୍ଠାନରଅଭିଜ୍ଞତା(ଦୟାକରିବର୍ଗ୍ୟାରେଭଲ୍ଲେଖକରନ୍ତୁ)

SL No	Name of the Commodity/service /ଦ୍ରବ୍ୟ/ସେବାରନାମ	Type of Engagement /ଯୋଗଦାନରପ୍ରକାର	Nos of GP /ଗ୍ରାମପଂଚାୟତସଂଖ୍ୟା	Nos of HH /ଘରସଂଖ୍ୟା	Quantity /ପରିମାଣ	Turnover /କାରବାର(ଟଙ୍କା)

Nos of members/Shared holders from the proposed block /ପ୍ରସ୍ତାବିତବ୍ଲକରସଦସ୍ୟ

/ଅଂଶୀଦାରଧାରକଙ୍କସଂଖ୍ୟା

SL No/କ୍ରମିକସଂଖ୍ୟା	Activities/କାର୍ଯ୍ୟକଳାପ	Nos of GP/ଗ୍ରାମପଂଚାୟତସଂଖ୍ୟା	Nos of HH/ଘରସଂଖ୍ୟା	Amount (In Lakhs)/ପରିମାଣ(ଟଙ୍କାଲକ୍ଷରେ)

Experience of Institution working with different project/Scheme etc in proposed Block in Agriculture /କୃଷିକ୍ଷେତ୍ରରେପ୍ରସ୍ତାବିତବ୍ଲକରେବିଭିନ୍ନପ୍ରକଳ୍ପ

/ଯୋଜନାଉତ୍ପାଦିତସହିତକାର୍ଯ୍ୟକରୁଥିବାଅନୁଷ୍ଠାନରଅଭିଜ୍ଞତା

SL No/ କ୍ରମିକସଂଖ୍ୟା	Name of the Programme /Project /ପ୍ରୋଗ୍ରାମ /ପ୍ରୋଜେକ୍ଟନାମ	Core Area of Implementation /କାର୍ଯ୍ୟରମୁଳକ୍ଷେତ୍ର	From-To ଆରମ୍ଭ – ଶେଷତାରିଖ	Agency /ଏଜେନ୍ସି	Nos of Framers/HH /ଘରସଂଖ୍ୟା

Declaration / ଘୋଷଣାମାମା

I hereby declare that all the Information provided in the Application is true and correct to the best of my knowledge. If, anything found incorrect or false, the authority may have the rights to take necessary action.

ମୁଁ ଏତଦ୍ୱାରା ଘୋଷଣା କରୁଛି ଯେ ପ୍ରଦତ୍ତ ସମସ୍ତ ସୂଚନା ସତ୍ୟ ଏବଂ ମୋ ଜ୍ଞାନର ସଠିକ୍ ଅଟେ। ଯଦି, କିଛି ଭୁଲକିମ୍ବା ମିଥ୍ୟା ସୂଚନା ମିଳେ, କର୍ତ୍ତୃପକ୍ଷ ଆବଶ୍ୟକ କାର୍ଯ୍ୟାନୁଷ୍ଠାନମାନଙ୍କ ପରେ ଗ୍ରହଣ କରିବାର ଅଧିକାର ଅଛି।

Signature of the authorized person of Institution with Seal

/ସିଲ୍ ସହିତ ଅନୁଷ୍ଠାନର ପ୍ରାଧିକୃତ ବ୍ୟକ୍ତିଙ୍କ ଦସ୍ତଖତ।