

EOI Ref No: NER/MKTG/109/20/Pt-I/1242  
Date: 9.12.2022



**North Eastern Regional Agricultural Marketing Corporation Ltd. (NERAMAC)**  
**(A GOVERNMENT OF INDIA ENTERPRISE)**

**EXPRESSION OF INTEREST**  
**FOR**  
**FORMATION AND PROMOTION OF FARMER PRODUCER ORGANIZATIONS**  
**(FPOS) UNDER THE CENTRAL SECTOR SCHEME FOR FORMATION &**  
**PROMOTION OF 10,000 FPO'S**  
**-FOR THE FINANCIAL YEAR 2022-23-**

## **DISCLAIMER**

This EOI document for Empanelment of Cluster Based Business Organizations for Formation and Promotion of Farmer Producer Organization in NE Region contains brief information on the scope of work, eligibility requirements and details of the selection process amongst others for the successful bidder.

Intimation of discrepancies in the EOI Document, if any, may be given, by the Bidders, to the office of NERAMAC within 48 hours from the time of publishing of bid. If NERAMAC receives no written communication, it shall be deemed that the Bidders are satisfied with the information provided in the EOI document.

This EOI document is not an agreement. The scope of work and other information as well as the right and obligations of the successful Bidder shall be set out in a separate agreement to be executed between NERAMAC and the successful Bidder.

NERAMAC reserves the right to accept or reject any or all Bids without giving any reasons thereof.

NERAMAC shall not entertain or be liable for any claim for costs and expenses in relation to the preparation of the documents to be submitted in terms of this EOI Document.

NERAMAC shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered.

NERAMAC may include any other item in the Scope of work at any time after consultation with applicants or otherwise.

The NERAMAC reserves the right to relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the NERAMAC without assigning any reasons thereof .

## **EXPRESSION OF INTEREST**

North Eastern Regional Agricultural Marketing Corporation (NERAMAC) invites sealed Expression of Interest for empanelment as Cluster Based Business Organizations for Formation and Promotion of Farmer Producer Organizations (FPOs) under central sector scheme for Formation & Promotion of 10,000 FPOs. This EOI document for Empanelment of Cluster Based Business Organizations for Formation and Promotion of Farmer Producer Organization in NE Region. Interested Company/ Firm/ NGOs/ Organizations/ Institutions having relevant experience with sound financial condition may download the EOI document/Form from NERAMAC's e-Portal: <https://neramac.euniwizarde.com>

### **Important Dates**

**Last date and time for the submission of Bid: 22<sup>nd</sup> December'2022 at 15.00 hrs.**

**Date of opening of Bids : 23<sup>rd</sup> December'2022 at 16.00 hrs.**

**Place of opening of Bids : NERAMAC HEAD OFFICE  
9, Rajabari Path, Ganeshguri,  
Guwahati, Assam 781005**

In case the date opening falls on a holiday, the bids shall be opened on next working day at the same time and it will be binding on the Tenderer / Bidders for acceptance.

## **1. INTRODUCTION**

North Eastern Regional Agricultural Marketing Corporation (NERAMAC) is a Government of India Enterprise, is set up to support farmers/ producers of North East in getting remunerative prices for their produce and thereby bridge the gap between the farmers and the market and also to enhance the agricultural, procurement, processing and marketing infrastructure of the North Eastern Region of India.

NERAMAC is committed to promote Organic and Naturally grown / processed Agri- Horti Produce and allied products of North Eastern Region.

## **2. SCOPE OF WORK**

NERAMAC is looking for association with individual firms/ companies/ consultancy organizations or societies to work as Cluster Based Business Organizations for Formation and Promotion of Farmer Producer Organization in NE Region

Broad scope of work of the Cluster Based Business Organizations will be as follows:-

1. Assist in the implementation of Formation and Promotion of FPO program as per the Operational Guidelines of DAC & FW and suggested by NERAMAC and NPMA from time to time.
2. Assist NERAMAC in cluster identification and community mobilization - baseline survey, cluster finalization, value chain identification, formation of FPO in the Produce Cluster Area with the input of District Level Monitoring Committee, State Level Consultative Committee (SLCC), other Ministries/Departments of Central and State and recommendations of NERAMAC and assist in their periodic meetings. "Produce Cluster Area" means a geographical area wherein agricultural and allied produce such as horticultural/crop produce of similar nature including organic or natural farming where an FPO can be formed and promoted for leveraging economies of scale in production and marketing.
3. To undertake feasibility study in Produce Cluster Area which will include diagnostic study including baseline survey to find out produce and socio-cultural similarity, existing gap and potential activity, interventions in terms of infrastructure, services, etc. required in the value chain of agricultural and horticultural produce including post-harvest management and marketing. Baseline survey should also identify current situation of farming, small, marginal and landless farmers for aggregation, to identify minimum geographical area for potential interventions etc.
4. Prepare prospective Business Plan for respective FPOs in order to establish a fit case for formation of an economically sustainable FPO.

5. To form and promote FPOs with a minimum farmer-member size of 100 in North-Eastern and Hilly areas\* (including such other areas of UTs), minimum size of 100 farmers members. It may provide special focus to include small, marginal and women farmers/women SHGs, SC/ST farmers and other economically weaker categories etc. Efforts will be made to achieve an average membership size of 500 farmers in plain areas and 200 farmers in Hilly and North-Eastern regions to make them sizable for economic sustainability and profitability. \* Hilly area means area at a height of 1000 meter or above MSL.
6. To assist FPOs to federate at District level and State level based on their need of processing, branding and marketing of produce/trading of commodities, which are essential for scaling up for survivability and growth in an era of competition.
7. Registration of FPOs and Training of BODs on roles, responsibilities, management, FPO compliances, auditing & accounts and also capital/ equity mobilization.
8. Training and capacity buildings of FPOs/Farmers group - Training needs identification, develop training modules, conduct basic training workshops and exposure visits.
9. Encourage and promote social cohesiveness amongst members of FPOs.
10. Preparation and execution of Business Plans for long-term sustainability of FPO- Business plan preparation (for different incubation services), acquiring land, mobilizing equity capital and implementation of Business Plan while assisting in input management, adoption of proper and good agricultural practices through knowledge sharing, aggregation of produce, quality management, assaying, processing, packaging, supply chain development and marketing and market linkages with buyers/processors/exporters, trading, export etc. as may be necessary to ensure long-term sustainability of FPOs.
11. Assist in regular interface with stakeholders like various Government Departments, Financial Institutions, Training, Technology, Research and Development Institutions at the cluster level.
12. Assist FPOs in availing Equity Grant, Credit Guarantee Facility and also assist FPOs in availing benefits under different Central/State Government Scheme/Programme.
13. Providing Incubation / handholding services for sustainability of FPOs which includes capacity building of BODs and FPO management for sustainability, ensuring input, market linkages, credit linkages, preparing and implementing related business

plans, creating pre and post-harvest infrastructure, necessary common pool production, marketing and processing infrastructure facility by the FPO, as may be necessary, to develop the business for long-term viability.

14. Facilitating traceability, compliance and global market connectivity.

15. Review and monitoring of the field team during implementation as per desired outcomes.

16. Assist in communication and dissemination of information to farmers by way of market and crop advisory.

17. Assist in compliance issues of FPO including their capacity building in the subject.

18. Assist NPMA and NERAMAC in data collection and generating MIS reports/information in the required data sheets and submit progress report on all specified target activities periodically to NERAMAC/ NPMA/ DAC & FW/N-PMAFSC.

19. Assist NERAMAC/ NPMA to develop rating tool for FPOs.

20. Assist in federating FPOs for business growth and expansion.

21. Assist FPO in proper financial management, Registrar of Companies (ROC) compliance issues and timely submission of returns and certificates.

22. Assist FPOs in distribution of share certificates from time to time.

23. Any other assignment related to implementation, management and monitoring of the project given by NERAMAC from time to time during the project implementation.

### **3. Eligibility Criteria of Cluster Based Business Organizations (CBBOs):**

#### **3.1 Minimum Eligibility**

##### **A. Pre-Qualification Criteria**

a. Any legal entity registered in India under the relevant Act or any institution established under any Act of Government of India or State and in existence for past 3 years shall be eligible.

b. The agency should have a minimum average turnover/ utilization of funds of INR  $\geq$ 1 Crore for North Eastern Region during the past 3 years with positive net worth.

c. Institutions promoted by Public Sector Agricultural Universities, ICAR/ KVKs or other similar institutions of Central/State Governments shall be exempt from the above requirements.

d. Legal entities registered in India with turnover of INR  $\geq$ 250 Crore who have been sponsoring and implementing Corporate Social Responsibility (CSR) activities directly or through their foundations/ trusts shall also be eligible & exempted from requirement mentioned at (a) above.

e. The agency should not have been barred/ blacklisted at any time by any Central Government Department/Agency/Public Sector Unit (PSU) of the Central Government or any State Government.

f. The agency should have professionals/ experts in following 5 domains indicated below at the time of application:-

Ser	Designation	Required Qualification & Experience
1	Crop Husbandry	Graduate in Agriculture from a recognized University with 5+ years of relevant experience in crop production techniques, technology intervention and working with FPOs/Large Farmers' Groups etc.
2	Agri Marketing/ Value Addition/ Processing	MBA in Agribusiness Management or equivalent from a recognized University/Institute with 3+ years of relevant experience in Agribusiness/ Agri. Marketing/ Value Chain Development including Post Harvest Management and working with FPOs/Large Farmers groups etc.
3	Social Mobilization	Graduate in Rural Development/Social Work or Graduate with Diploma in Rural Development/Social Work from a recognized University/Institute with 5+ years relevant experience in mobilization of farmers, field demonstrations, organizing village level meetings etc.
4	Information Technology/ MIS	B.Tech/ BCA in Computer Science/Information Technology or equivalent from a recognized University/Institute with 3+ years of relevant experience of handling IT related assignments, MIS development, software development etc.
5	Law/Accounts	B.Com with 5+ years/Chartered Accountant/Company Secretary with 3+ years of relevant experience in accounting, auditing, statutory compliance, legal matters, arbitration etc.

In case unavailable, the agency shall give an undertaking to NERAMAC to recruit experts with requisite experience from the remaining domains upon selection. NERAMAC shall issue the Sanction/ Approval Letter to the Agency only after ensuring that experts from all the above 5 domains are available with the agency.

## **B. Technical Qualification:**

The agency should have technical qualification as per (a) below and any one of those contained in (b), (c) & (d) below:

a. The agency should have minimum 3 years of experience in North Eastern Regions+ in Mobilization of farmers/ Formation or Promotion of Farmers Producer Organizations / Business Planning of FPOs or Large Farmers' groups\*, which should be demonstrable through experience of working with Central/ State Governments/ PSUs/ National, International and Multi-lateral Organizations/ Companies/ CSR projects of Corporates/ Foundations/ Trusts/ Co-operatives/ FPOs independently promoted by the applicant (agency).

b. The agency should have experience in establishing Market and Credit linkages for FPOs/Large Farmers' groups\*.

(OR)

c. The agency should have experience in providing Capacity Building Trainings, Pre and Post-Harvest Trainings/Demonstrations for FPOs/Large Farmers' groups\*.

(OR)

d. The agency should have experience in facilitating establishment of Pre-harvest/ Post-harvest Infrastructure facilities viz. Seed Processing Units/ Processing Mills/ Packhouses/ Warehouses / Cold Storages / Ripening Chambers / Custom Hiring Centres/ Common Facility Centres/ Primary & Secondary Processing Units/ Export Oriented Infrastructure/ Cold Chain/ Supply Chain Management/ Branding/Marketing etc. for FPOs/Farmers' groups.



(Note: \*Large Farmers' groups are defined as  $\geq 2500$  small and marginal farmers in plain areas and  $\geq 500$  in Himalayan and North Eastern Region)

<b>Scoring &amp; Weightage:</b>		
<b>Ser</b>	<b>Particulars</b>	<b>Weightage</b>
1	<b>Human Resource</b>	<b>25%</b>
	a. Present Staff Strength of the Agency	
	b. Availability of Technical Experts	
	c. Area of Operation	
2	<b>Work Experience</b>	<b>40%</b>
	a. Age of the Agency	
	b. No. of FPOs Promoted	
	c. No. of FPOs/ Farmers' Groups with Value Addition, OR Market/Credit linkage created for FPOs/ Large Farmers' Groups, OR Capacity Building Trainings (Field and Classroom Trainings) for FPOs/ Large Farmers' Groups.	
3	<b>Financial Strength</b>	<b>20%</b>
	a. Turnover in last three (3) financial years	
	b. Minimum Net Worth	
4	<b>Presentation</b>	<b>15%</b>
	<b>Total</b>	<b>100%</b>

Note: The Cut off marks for empanelment as CBBO will be 75%. The agency need to score a minimum 60 marks out 85 marks from the category of Human Resource, Work Experience and Financial Strength as mentioned above to get called for Power Point Presentation.

### **Selection Criteria:**

The agencies who have submitted the EOI within the stipulated time, their application will be evaluated on the basis of documents submitted, their relevant experience and expertise of providing similar services.

Agencies may also provide the details of assignments undertaken by them through the Printed Literature viz. Profile, Brochures etc. also along with the application. The process of Empanelment of CBBOs is as follows:

**Stage 1** Short listing of the applicant/ agencies will be done for further presentation of the agency based on their marks obtained in the category of Human Resource, Work Experience and Financial Strength. The agency need to score a minimum 60 marks out of 85 marks from the category of Human Resource, Work Experience and financial Strength as mentioned above to get called for Power point Presentation.

**Stage 2** Short listed agencies will be required to give a presentation to NERAMAC highlighting all the parameters listed in the eligibility criteria along with their planning for implementation of the program.

**Stage 3** Agencies who qualify 75 or more marks out of 100 marks will be empanelled as CBBOs.

This is to be noted that the empanelment of CBBO will not be considered as award of work by NERAMAC, whatsoever. The CBBO will be given assignment for FPO promotion work as per the requirement of NERAMAC during the project implementation. The empanelled CBBO will not have any right to demand any work from NERAMAC.

9. **Period of Engagement**. The initial engagement of CBBOs will be for a period of maximum three (3) years for the purpose of formation/ promotion of FPOs. In case the performance of the CBBOs is found satisfactory by NERAMAC, their period of engagement may be extended appropriately with terms and conditions and if it is found unsatisfactory, their agreement will be cancelled/ terminated at any time during the engagement period by the NERAMAC without assigning reason.

#### **4. INSTRUCTIONS TO BIDDERS**

- a) The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. NERAMAC shall not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.
- b) It shall be deemed that by offering a Bid , the Bidder has:
  - (i) Made a complete and careful examination of the bidding documents & offered site; received all relevant information from NERAMAC;
  - (ii) Satisfied itself about all matters, things and information hereinabove necessary and required for bidding, execution of the agreement in accordance with the bidding documents and performance of all of its obligations there under;
  - (iii) Agreed to be bound by the undertakings submitted by it under and in terms hereof.
- c) Any corrigendum including extension of date or change of date for submission of the tender shall be published only on the website and that shall be deemed to have been seen by the bidders.
- d) Final selection of CBBO from the EOI received will be done at the discretion of NERAMAC and the decision of NERAMAC shall be final and binding on all the participating parties.

- e) Details submitted by the parties shall be examined in line with criteria mentioned at Clause No. 3. All the terms and conditions shall be considered in totality and applications received without documents complying with the above conditions shall be summarily rejected.
- f) Applicants can also be asked to furnish additional information/confirmation in connection with verification of the documents submitted by them, if deemed necessary.
- g) NERAMAC do not guarantee any confirmed business to the applicants against this EOI. It should be clearly understood that no guarantee is given that all the items of work as mentioned in the scope of services shall be performed / required to be performed. NERAMAC may appoint more than one organisation as Business Associates in one or more states as per local needs and exigencies.
- h) If at any stage it is found that the documents submitted by the applicant or their claims are false, then the offer of the EOI will be rejected and/ or the agreement/contract will be terminated.

## **5. DISPUTE RESOLUTION**

In the event, any dispute arises between the successful bidder and NERAMAC in connection with this tender, the construction of any provision of this tender or the rights, duties or liabilities of the successful bidder/ NERAMAC under this tender, same shall be referred to a sole Arbitrator to be appointed by the Managing Director, NERAMAC. The venue of Arbitration shall be at Guwahati.

In the event disputes are not resolved even after appointment of Arbitrator either of the Parties shall be free to approach appropriate court of law. The Courts in Guwahati shall alone have the exclusive jurisdiction in respect of all disputes in relation to this tender.

**[To be forwarded on the letterhead of the Agency]**

Ref. No:

Date:

To,  
The Managing Director,  
NERAMAC Ltd.,  
9, Rajabari Path,  
Ganesh Guri, G S Road,  
Guwahati, Assam - 781005

Sub: Expression of Interest for empanelment as Cluster Based Business Organizations for Formation and Promotion of Farmer Producer Organizations (FPOs) under the Central Sector Scheme for Formation & Promotion of 10,000 FPOs”.

Dear Sir/Madam,

1. With reference to your EOI document dated [\*\*\*\*\*], I/We, having examined the Application Documents and understood their contents, hereby submit our Application for the Project. The Application is unconditional and unqualified.
2. I/We acknowledge that NERAMAC will be relying on the information provided in the Application and the documents accompanying such Application for empanelment as CBBOs for the aforesaid Project, and we certify that all information provided in the Application and in Annexures are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Application are true copies of their respective originals.
3. This statement is made for the express purpose of our selection as a CBBOs for undertaking the aforesaid Project as and when NERAMAC requires.
4. I/We shall make available to NERAMAC any additional information it may find necessary or require supplementing or authenticate the Application.
5. I/We acknowledge the NERAMAC reserves the right to reject our application without assigning any reason whatsoever and we will not have any right to claim.
6. We certify that in the last 3 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial NERAMAC or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.

7. I/We declare that:

- a) I/We have examined and have no reservations to the Application Documents, including any Addendum issued by NERAMAC, if any.
  - b) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt and fraudulent practice, in respect of any tender or EOI issued by or any agreement entered into with NERAMAC or any other public-sector enterprise or any NERAMAC, Central or State; and
  - c) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of this EOI, no person acting for us or on our behalf has engaged or will engage in any corrupt and fraudulent practice.
8. I/We understand that you may cancel the Application Process at any time and that you are neither bound to accept any Application that you may receive nor to select any agency.
9. I/We believe that we meet all the requirements related to minimum and technical qualification as specified in this EOI.
10. I/We certify that in regard to matters other than security and integrity of the country, I/We have not been convicted by a Court of Law or indicted or adverse orders passed by, which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
11. I/We further certify that in regard to matters relating to security and integrity of the country, I/We have not been charge-sheeted by any agency of the government or convicted by a Court of Law for any offence committed by us.
12. I/We further certify that no investigation is pending either against us or against our CEO/any Director/any employee.
13. I/We undertake that in case of any change in facts or circumstances during the Application Process, we are attracted by disqualification and we shall intimate NERAMAC of the same immediately.
14. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by NERAMAC in connection with the empanelment of agencies, or in connection with the Application Process itself, in respect of the Project and the terms and implementation thereof.

15. In the event of my/our being declared as the CBBO, I/we agree to engage with NERAMAC in accordance with the terms and conditions provided in the Agreement for provision of Services to be issued by NERAMAC. We agree not to seek any changes in the aforementioned Agreement and agree to abide by the same.
16. I/We have studied all the Application Documents carefully. I/We understand that except to the extent as expressly set forth in the Agreement for provision of Services to be issued by NERAMAC, I/We shall have no claim, right or title arising out of any documents or information provided to us by NERAMAC or in respect of any matter arising out of it.
17. I/We agree and understand that the Application is subject to the provisions of the Application Documents. In no case, I/We shall have any claim or right of whatsoever nature if the Project is not awarded to me/us or our Application is not opened.
18. I/We have read and examined this EOI document while submitting our response. Further, it is understood that this EOI is only an exercise for likely empanelment for the future work(s). However, it does not confer any right to any party submitting EOI and application for further consideration in the process or work allotment.
19. I/We understand that if we use any unfair means for the empanelment or to get the assignment in future or disclose the classified information to other parties, our EOI/ application/ empanelment would be cancelled at any time. I/ We agree and undertake to abide by all the terms and conditions of the EOI.
- In witness thereof, I/We submit this Application under and in accordance with the provisions of the EOI.

Yours faithfully,

Date: \_\_\_\_\_ (Signature of the Authorised signatory)  
Place: \_\_\_\_\_ (Name and designation of the of the Authorised signatory)

Name and seal of the Agency

**FORMAT (TO BE FILLED UP) BY PROSPECTIVE CBBOs**

**PARTICULAR DETAILS**

1. DETAILS OF THE AGENCY

- (a) Name:
- (b) Address of the head office and its branch office(s), if any, in India:
- (c) Date of incorporation and/or commencement of business:

2. Brief description of the Agency including details of its main lines of business and proposed role and responsibilities in this project:

3. Details of individual(s) who will serve as the point of contact/communication for the NERAMAC:

- (a) Name:
- (b) Designation:
- (c) Address:
- (d) Telephone Number:
- (e) E-Mail Address:
- (f) Fax Number:

4. Particulars of the Authorised Signatory of the Agency:

- (a) Name:
- (b) Designation:
- (c) Address:
- (d) Phone Number:
- (e) Fax Number:

Date:

Yours faithfully,

Place:

(Signature of the Authorised signatory)  
(Name and designation of the of the Authorised signatory)

Name and seal of the Agency

**AFFIDAVIT (DULY NOTARIZED)**

**(TO BE GIVEN BY THE BIDDER ON A NON JUDICIAL STAMP PAPER OF RS. 10)**

I, ..... S/o ....., aged about ....., Resident of .....\_working as .....(insert designation) of the .....(insert name of the single bidder/consortium member if a consortium), do hereby solemnly affirm and state as follows :

1. I am the authorised signatory of .....(insert name of company/ FIRM/ consortium ) (hereinafter referred to as “Bidder”) having its registered office at ..... I am duly authorised vide Authority Letter/ Board Resolution dated ..... of the Bidder to swear and depose this Affidavit on behalf of the bidder.
2. I have submitted information with respect to our eligibility for empanelment as Cluster Based Business Organizations for Formation and Promotion of Farmer Producer Organizations (FPOs) under central sector scheme for Formation & Promotion of 10,000 FPOs
3. I further state that we have the necessary manpower and all the said information submitted by us is accurate, true and correct and is based on our records available with us.
4. I hereby declare that if any point of time any further/ additional information regarding our financial and/or technical capabilities, or any other relevant information, we shall promptly and immediately make available such information accurately and correctly to the satisfaction of NERAMAC.
5. I state that, we fully acknowledge and understand that furnishing of any false or misleading information by us in our Bid shall entitle us to be disqualified from the EOI process. The costs & risks for such disqualification shall be entirely borne by us.
6. I state that all the terms and conditions of the EOI Document have been duly complied with.
7. I on behalf of \_\_\_\_\_, undertake to work as per the terms and conditions rolled out by NERAMAC.



- I understand that NERAMAC reserves the right to accept or reject and to cancel the EOI and reject all expression of interests at any time prior to the award of contract, without assigning any specified reasons whatsoever.

DEPONENT  
(Name, Designation with & Seal)

**VERIFICATION:-**

I, the above-named deponent, do verify that the contents of paragraphs 1 to 8 of this affidavit are true and correct to my knowledge. No part of it is false and nothing material has been concealed.

Verified at ....., on this ..... day of....., 2020.

DEPONENT  
(Name, Designation with & Seal)

**UNDERTAKING FOR NOT BEING BANNED FOR BUSINESS BY ANY GOVT.  
ORGANISATION/PSU/ETC. (DULY NOTARIZED)**

**(TO BE GIVEN BY THE BIDDER ON A NON JUDICIAL STAMP PAPER OF RS. 10)**

I / We \_\_\_\_\_ hereby declare  
that \_\_\_\_\_ the \_\_\_\_\_ firm/company \_\_\_\_\_ namely  
M/s. \_\_\_\_\_ has not been  
blacklisted or debarred by any Government/State Government/Govt. Department and or  
Agencies such as UN/Bilateral/Multi –lateral funding partner/Agencies and Corporate  
Including CPSEs, at any time for services of any description.

In case the above information found false I/we are fully aware that the empanelment/  
contract will be rejected and EMD/ Performance Security shall be forfeited.

STAMP & SIGNATURE

**DECLARATION FOR CONFIRMING LEGAL COMPLIANCE (TO BE GIVEN  
BY THE BIDDER ON A NON JUDICIAL STAMP PAPER OF RS. 10)**

I / We \_\_\_\_\_ hereby  
declare \_\_\_\_\_ that \_\_\_\_\_ the \_\_\_\_\_ firm/company \_\_\_\_\_ namely  
M/s. \_\_\_\_\_ has been legally  
compliant by all laws, regulations and provisions made by Government of India.

Yours faithfully,

Date:

Place:

(Signature of the Authorised signatory)

(Name and designation of the of the Authorised signatory)

Name and seal of the Agency

**HUMAN RESOURCE STRENGTH OF THE AGENCY**

<b>SL no</b>	<b>Name of the official &amp; Designation</b>	<b>Qualification</b>	<b>Specialization</b>	<b>Duration of working with the agency (No. of years &amp; months)</b>	<b>Relevant Experience (no. of years)</b>
1					
2					
3					
4					
5					

**(Note: - Domain Experts should be from the concerned discipline)**

Attach appointment letter, Curriculum Vitae, and other relevant documents regarding qualification and experience of above experts along with the certificate from Head of the Organization regarding working of above mentioned subject experts as on date.

Date:

Place:

(Signature of the Authorised signatory)

(Name and designation of the of the Authorised signatory)

Name and seal of the Agency

**TECHNICAL STRENGTH OF THE AGENCY**

S.No.	Year	Name of the Project	Name of the funding Agency	Duration of the project	Total Cost (Rs. in Lakh)
1					
2					
3					
4					
5					

(Attach Copy of work allotment letter/ completion certificate)

Date:

Place:

(Signature of the Authorised signatory)

(Name and designation of the of the Authorised signatory)

Name and seal of the Agency

**FINANCIAL STRENGTH OF THE AGENCY**

The Agency should provide the Audited Financial Statements and Annual Report of last three (3) financial years. An and acknowledgement of ITR along with IT Return filed last three (3) financial years along with the filled Proforma as below:

(Value in Crore)

<b>S.No.</b>	<b>Financial Year</b>	<b>Annual Turnover</b>	<b>Annual Net Worth</b>	<b>Whether Profitable/Loss (Yes/No)</b>
1	<b>FY 2017-18</b>			
2	<b>FY 2018-19</b>			
3	<b>FY 2019-20</b>			

Certificate showing Annual Turnover and Net Worth duly certified by Chartered Accountant may be provided in case the audit for FY 2019-20 is under process along with the undertaking by the authorized signatory stating the same on letter head of the agency.

Date:

Place:

(Signature of the Authorised signatory)

(Name and designation of the of the Authorised signatory)

Name and seal of the Agency

**APPROACH & METHODOLOGY FOR IMPLEMENTING THE ASSIGNMENT**

The agency must provide the Approach and Methodology for implementing the assignment along with Project Implementation Strategy and Tentative Work Plan as per understanding of scope of work as mentioned in the EOI document.

Date:

Place:

(Signature of the Authorised signatory)

(Name and designation of the of the Authorised signatory)

Name and seal of the Agency

**DOCUMENTS SUPPORTING APPLICATION AND EXPERIENCE WORKING WITH FPOs AND FARMERS GROUPS**

The following documents along with application are required to be submitted by the agency to NERAMAC for applying for empanelment as CBBO:

- a. Documents evidencing legal existence of the entity (Registration Certificate).
- b. Details of legal compliances.
- c. Full details of shareholders/members/trustees along with documentary evidence.
- d. Full details of the governing council members/board of directors/management team looking after day-to-day affairs of the agency along with documentary evidence.
- e. Details of registration with tax/other authorities for the purpose of tax and other exemptions, if any.
- f. Address of the registered office/corporate/branch offices along with documentary evidence like copy of the registration certificate of the company, lease deeds, property papers etc.
- g. Minutes of the last 3 financial years Annual Board Meetings.
- h. Documents supporting experience in Mobilization of farmers/ Formation or Promotion of Farmers Producer Organizations / Business Planning of FPOs or Large Farmers' groups\* as mentioned in eligibility criteria. For all project experience, Client Certificates/ Work Orders/ Copy of Contract/ Statutory Auditor's Certificates/ Chartered Accountant's Certificates indicating the details of the assignment, client, value of assignment and year of award, details of incorporation and bye laws of FPOs to be provided for demonstrating experience in working with FPOs/ Large Farmers' groups. The authorized representative of the Agency shall self-certify, if the Agency has done assignments on non-disclosure agreements.
- i. Documents supporting experience in establishing Market/Credit Linkages for FPOs/ Large Farmers' Groups along with latest Audited Accounts and Annual Reports of FPOs and documentary evidence for Large Farmers groups, as applicable.  
(or)
- j. Documents supporting experience in providing Capacity Building Trainings i.e. Field and Classroom Trainings for FPOs/ Large Farmers' Groups.  
(or)
- k. Documents supporting experience in establishing Pre & Post Harvest Infrastructure as mentioned in Eligibility Criteria for FPOs/ Farmers' Groups.
- l. Details of Convergence with Scheme of Central/State Government created for FPOs.
- m. Details of training module, publication, success stories, rating tool, monitoring tool etc. prepared for FPOs, if any.



**ANY OTHER DETAIL SUPPORTING THE AGENCY TO BE EMPANELLED AS  
CBBOs WITH NERAMAC**

Date:

Place: (Signature of the Authorised signatory)  
(Name and designation of the of the Authorised signatory)

Name and seal of the Agency