



OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER: KHORDHA
Khordha- 752055, Odisha

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Expression of Interest (Eoi) for selection of agencies under the Programme Mechanised Direct Seeded Rice (DSR) demonstration under the state sector scheme "Promotion of Improved Package of Practices (PIPP) for the year 2025-26 of Khordha district.

Mechanised Direct Seeded Rice (DSR) has emerged as an efficient, economically viable and environmentally promising alternative to Puddled Transplanted Rice and Beushaning method in achieving productivity gain with less water, less labour and reduced production cost.

The Mechanised DSR will be promoted in all the blocks of Khordha district during Kharif season and in assured irrigation areas during the Rabi season. The programme will be implemented in a cluster approach with a continuous/ contiguous patch of minimum 10 hectares and an agency shall implement a minimum area of 20 hectares.

This Eoi for all the blocks of Khordha district

This programme will be implemented through agency/ agencies. Herewith, eligible Non-Governmental Organisations (NGOs)/ Community Based Organisations like SHGs/ Pani Panchayats/ FIGs/ CIGs/ FPOs and Agro Service centres which can provide / facilitate the tractor-driven seed drill for mechanised DSR will be selected for the role of agency. Selection will be done by the DLC chaired by the Chief District Agriculture Officer (CDAO), Khordha district.

1 Desired responsibility of Agency/ Agencies:-

The agency will be selected with due process by the Chief District Agriculture Officer-cum-Project Director, ATMA, Khordha. The agency shall have the sufficient numbers of personnel for coordination of the programme at the block level.

Role and Responsibilities:-

1. Aware farmers about the benefits of the Direct Seeded Rice(DSR) by organising awareness campaigns with the help of Local Extension Functionaries.
2. It will provide coordinator to each cluster who will be responsible for the implementation of the programme in the cluster. The name of the coordinator should be provided to CDAO for smooth implementation of the programme.
3. Motivate and mobilise farmers to adopt DSR in their field and collect applications in the prescribed format from the willing farmers.
4. Select patches suitable for DSR taking various factors like land suitability, availability of irrigation source, availability of implementation for DSR etc.



5. Submit geo-coordinates of continuous/ contiguous patch along with beneficiary list to concerned Block Agriculture Officer (BAO).
6. Ensure the participation of farmers/ department officials during the selection of patches and farmers' lists for DSR demonstration.
7. Submit the patch and beneficiary list to the concerned BAO well ahead of the farming season.
8. Conduct training on the different technical aspects of DSR involving KVK/ RRTTS scientists/ Department officials.
9. Facilitate in provisioning of Tractor driven seed drill/ Multi seed driller at farmers' doorstep for successful adoption of the technology.
10. It will facilitate the ploughing of the field by tractor and sowing of the paddy seeds through Seed Drill machines in the field of the beneficiary.
11. Ensure regular monitoring of the DSR patch during implementation. Any difficulties faced by the beneficiary during the implementation of DSR shall be either resolved by the Service provider or shall be brought to the notice of the Block level officials of the Department.
12. Motivate and ensure the beneficiaries for timely application of the critical inputs i.e. seed treating chemicals, fertilisers, pesticides including Integrated Weed Management etc.
13. Facilitate department for crop cutting experiments of DSR plot
14. It will produce the claim bill dully filled in all respects to the Assistant Agriculture Engineer (AAE) for the release of incentives for DSR to the farmers. The claim bill shall contain the farmers' details, land details, bank account details, a declaration by each individual farmer regarding the completion of the work etc.. All the documents before submission to the AAE shall be dully verified by the local Agriculture Overseer (AO)/ Village Agriculture Worker (VAW).
15. It will make all-out effort to document the DSR demonstration with good-quality photographs, videos and success stories.
16. Necessary steps for publicity of the programme.
17. In the event of non-performance, agency/ agencies will be removed based on evaluation by Block/ District level committees.
18. MoU shall be renewed annually based on the performance of the agency. If performance is not found satisfactory, then MoU shall not be renewed for the next year.

2 Mandatory criteria of the NGO to be selected as Agency are mentioned below:

1. The organisation if registered under Charitable trust or Societies Registration Act, 1860 or recognised by any government organisation or with good track records of



- such type of works or can provide/ facilitate the tractor-driven seed drill for the purpose. Provide a self-attested copy of such certificates/ undertakings.
2. If not registered, it should be functional without any defaulted loans from any government or non-government sources, must have literacy skills among the members and willing to incur the operational cost of the programme till the fund is released. The proceeding of the meeting of the formation day must be attached with proceeding of the last meeting.
 3. It should submit a **letter of intent** mentioning that he/ she is willing to be involved in the assignment along with a resolution to CDAO
 4. Preference to be given to the agency having its own tractor with seed drill or it will facilitate providing tractor with seed drill for mechanised.DSR
 5. For the purpose, agency will provide documents regarding having tractors with seed drill in their name or it will submit an agreement paper with farmer having tractor with seed drill or with any agency for providing tractor with seed drill.
 6. Preference to be given to local agencies i.e. agencies of the same district/ block.
 7. In case of NGO, it must be registered under any appropriate authority and having certificate of incorporation/ registration and a self attested copy of PAN card.
 8. Should not be blacklisted by Government of India, Government of Odisha, other state governments agencies, any Indian or international donor and provide a self-declaration by the authorized representative to this effect.
 9. Should have a valid GSTIN number.
 10. Should have an active bank account number
 11. Should have a minimum work experience in the proposed District/ Block on agriculture and allied activities, NGOs working in related sector in the district will be preferred.
 12. The Chief Functionary of the institution should not be a formal member of any political party and furnish an undertaking to this effect.

HOW TO APPLY:-

The Detailed format of Eol is attached as Annexure-I.

- A. NGOs need to apply in the specified format only.
- B. On "Expression of Interest" Format, the name of the block/ blocks applied for should be mentioned.
- C. Mandatory Documents for submission along with Eol application:

Self-Attested Copies of the following documents need to be submitted along with the Eol form:

1. Eol application form
2. In case of NGO, it must be registered under any appropriate authority and having certificate of Incorporation/ Registration- copy to be attached
3. In not registered- the proceeding of the meeting of the formation day must be attached with proceeding of the last meeting



4. PAN card
5. Aadhar Card
6. Valid GSTIN number
7. Valid bank Account
8. Previous year Income Tax Returns if available
9. Total no of professional staff of the organization.
10. Details of the coordinator for each block for smooth implementation of the programme
11. MoA/ agreement/ any documentary evidence of working for Govt. in Agriculture or allied Department or any special projects
12. Address of office in the block/ District proposed.
13. Self-Declaration by the authorized representative as non blacklisted Agency from any State/ Central Govt. or any other Donor Agency
14. Self-declaration on non-involvement or association with any political parties.
15. A letter of intent mentioning that he/ she is willing to be involved in the assignment along with a resolution to CDAO
16. List of own tractors with Seed Drill or undertaking to facilitate providing tractor with seed drill
17. For the point 16, service provider will provide documents regarding having tractors with seed drill in their name or it will submit an agreement paper with farmer having tractor with seed drill or with any agency for providing tractor with seed drill.

Further information can be obtained at the **office of Chief District Agriculture Officer cum Project Director, ATMA, Khordha District** during office hours [Between 10.00 AM to 5.00 PM].

Interested service providers will have to submit filled EOI with duly filled all desired details (hard copy with Photocopies of other required supporting documents) to the **Office of the Chief District Agriculture Officer, Khordha, Odisha-752055** before **1.00 PM of 25/06/2025** by Registered/ Speed Post only (no other means will be entertained) in sealed envelope super scribed as "EOI for selection of Service Provider under Mechanised-DSR of Khordha district."

Name of the Block/ Blocks applied for

The date and time of opening of Eoi will be 10.00 A.M, of the day 26.06.2025.

The applications received after due date and time will not be considered.

The Chief District Agriculture Officer, Khordha District retains the right to withdraw expression of interest or change the date at any point of time without further explanation or notice.

3 Process of Selection:

I. Stage 1: Document review as per EOI requirements and short listing: -

Based on document review by district level committee under the chairmanship of CDAO, eligible applicants for each programme block will be scrutinised and finalised one or more agencies as service provider.



- II. **Stage 2: Field Verification and Finalisation:** - Shortlisted applicants will be verified physically through field verification by the District Level Committee members, if necessary. All Original documents, field office, field implementation etc will be verified. Based on the field visit, the best applicant will be selected. One applicant can be selected for one or more blocks as per feasibility and the DLC will approve suitable agency as per requirement of the district.
- III. **Stage 3:** - In case, more than one agency, are being selected, the committee will allot the target area as well as the jurisdiction (Block/ GP/ Village) of the agencies for programme implementation and accordingly, MOU will be signed between the CDAO and the agency.
- IV. NGOs selected as agencies will produce all relevant original documents for verification again at the office of the CDAO, as per requirement before signing of MOU, immediately after field visit.

**Chief District Agriculture Officer
Cum Project Director, ATMA, Khordha**



Annexure-I

Expression of Interest (Eoi) for selection of Agencies Under the Programme Mechanised Direct Seeded Rice (DSR) demonstration of Khordha district.

Details of the Organisation:

i. Introduction

- a. Name of the organization—
- b. Acronym of the organization, if any –
- c. Registered Office Address of the organization –
 - i) Complete Address:
 - ii) Mail:
 - iii) Landline:
 - iv) Visiting office time:
- d. Contact Person
 - i) Name –
 - ii) Designation / Title –
 - iii) Telephone No - Landline –
Mobile –
Email –
 - iv) Address, if different from (c) –

ii. Identity/ Legal Status

- i) If Organization registered (yes/ no) –
- ii) If yes under which act -
Society Act ☐ Under Trust Act ☐
- 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 - Yes ☐ No ☐



iii. Governance

- i) Does the organization has a governing board:(Yes/No)
- ii) If yes, what is the tenure of the board (in years) and Nature -
- iii) Attach annual reports for the previous year
- iv) What are sources of fund for the organization
 - Corpus - (Yes/ No)
 - Endowment - (Yes/ No)
 - Donation - (Yes/ No)
 - Govt. Grant - (Yes/ No)
 - Donor's grant - (Foreign) - (Yes/ No)
 - Other if other, please specify –

iv. Financial Management

- i) Whether accounts are audited by external auditor: Yes ☐ No ☐
- ii) Do you have system of Internal control: Yes ☐ No ☐
- iii) If yes, specify –
- iv) Average Annual turnover-

v. Personnel / Staff (Current status)

- i) Total number of staff- Male- Female- Total-
- ii) No. of technical / professional staffs (M / F) please specify

Details of proposed Coordinator to be appointed for the scheme:

Name	Position	Engaged since (year)	Qualification	Experience	Block to work

vi. About the Organisation and Experience:

- i. Was the organisation blacklisted any time? If yes, provide the details.
- ii. Name of the Block proposed for the program:

District Name	Block Name	No of GPs



- iii. Previous experiences in working with government departments in the district & proposed block (only programmes related to Agriculture and allied sector):

Block Name	Department	Project Name	No of Years of Experience

- iv. Do you work on any similar projects mentioned in the district & proposed block? Give details.
- v. Please give three (3) reasons why your organisation is the best organisation
