

Expression of Interest (EOI)

For

Empanelment of Cluster Based Business Organizations(CBBOs)

Under

State Scheme for Formation & Promotion of Farmer Producer  
Organization (FPOs)



U.P. Upbhokta Sahkari Sangh Ltd. Lucknow(UPSS)  
Head Office- Walakadar Road, Lucknow-226 001

Phone: 0522-2621916, 4101414, 2611599

Email-upssho@gmail.com. Website: <http://www.upubhoktasangh.in>

## 1. Disclaimer

This EOI is not an agreement/contract and is neither an offer nor invitation by UPSS to the prospective Agency or any other person. The purpose of this is to provide interested parties with information that may be useful to them in the formulation of their application for qualification pursuant to this EOI. This EOI includes statements, which reflect various assumptions and assessments arrived at by UPSS in relation to this EOI. Such assumptions, assessments and statements do not purport to contain all the information that each Agency may require. This EOI may not be appropriate for all persons, and it is not possible for UPSS, its employees or advisors to consider the investment objectives, financial situation and particular needs of each Agency who reads or uses this EOI.

The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. UPSS accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. UPSS, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Agency under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI.

UPSS also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused, arising from reliance of any Agency upon the statements contained in this EOI. UPSS may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI. The issuance of this EOI does not imply that the UPSS is bound to select and engage or to appoint the Selected Agency for the Project and the UPSS reserves the right to reject all or any of the Applications without assigning any reason whatsoever and any agency will not have any right to claim. The Agency shall bear all its costs associated with or relating to the preparation and submission of its Application, including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the UPSS or any other costs incurred in connection with or relating to its Application.

## 2. Notice Inviting Expression of Interest

U.P. Upbhokta Sahkari Sangh Ltd. Lucknow(UPSS)  
Head Office- Walakadar Road, Lucknow-226 001  
Phone: 0522-2621916, 4101414,2611599  
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### INVITATION FOR EXPRESSION OF INTEREST


The U.P. Upbhokta Sahkari Sangh Ltd. Lucknow(UPSS) invites Expression of Interest (EOI) from eligible firms/agencies for empanelment as Cluster Based Business Organization for Formation and Promotion of Farmer Producer Organizations (FPOs) under the State Scheme for Formation & Promotion of Farmer Producer Organizations (FPOs).

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website <http://www.upubhoktasangh.in>. For any technical clarification/ queries if any, agencies may contact General Manager (Business.), UPSS at Tel: No.: 0522-4101411,4101414,2611599 <http://www.upubhoktasangh.in> Applicants meeting the qualification criteria may be invited for presentation before the selection committee of UPSS.

The processing fee of Rs.10,000/- (Rupees Ten Thousands only) will have to be deposited in favour of 'U.P. Upbhokata Sahkari Sangh Ltd. Lucknow' through Bank A/c No.: 8504201004373 7, IFSC: CNRB0018 504, Bank: Canara Bank, Hazratganj, Lucknow through RTGS/NEFT or by Demand Draft, which will be non refundable.

The last date for submission of EOI is 20-10-2022 upto 17.00 hrs.. Application in sealed envelope to be sent by post to the captioned address as well as by email at [upssho@gmail.com](mailto:upssho@gmail.com) containing EOI may be submitted mentioning "Expression of Interest for empanelment of CBBO(Cluster Based Business Organization under the State Scheme for Formation & Promotion of Farmer Producer Organizations (FPOs))" on the top cover.

The UPSS has reserved the right to accept/reject any or all of the proposals.

  
Vinod Kumar Singh  
Managing Director

The U.P. Upbhokta Sahkari Sangh Ltd. Lucknow(UPSS)

Note: MD, UPSS reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and UPSS reserves the right to amend/add further details in the EOI.

#### Background

U.P. Upbhokta Sahkari Sangh Ltd. was established as Sahkari Sanstha under the Act Uttar Pradesh Sahkari Samiti Adhiniyam 1965. Currently U.P. Upbhokta Sahkari Sangh Ltd. is operating as Sahkari Samiti for

Consumer business and its Registration No. is 4064 dated 20-02-2019. The Head Quarter of U.P. Upbhokta Sahkari Sangh Ltd. is at Upbhokta Bhawan, Walakadar Road, Lucknow and its operations are within utare within Uttarpradesh.

The establishment of UPSS in Uttar Pradesh for residents of Rural and Urban Area on level of Nyaya Panchyat operating primary farming loan co-operative sale/purchase societies working in urban areas to provide daily use consumer goods to high quality and lowest price, such as soaps, oils powder, controlled/decontrolled wear, footwear, tire tubes, food, salt, spices and exercise book for ensuring supply. U.P. Upbhokta Sahkari Sangh Ltd. Lucknow also works as the Nodal Agency of Uttar Pradesh Govt in Mulya Smarthan Yojna (Price support scheme) for Wheat/Grains and also works under MIS Scheme(Market interfere Scheme) for Potato etc.

U.P. Upbhokta Sahkari Sangh Ltd. its member of cooperative societies, wholesale consumer cooperative stores give business guidance and advise them on request. For this following works are also handled :-

- Purchase of consumer goods outside and inside of the State
- Store Material/Goods to warehouses and make arrangements for dispatch, from place to place.
- Government, a public-organization, private company or agent of the cooperative as controls or other consumer goods distribution, collection and to its handling and transportation.
- Help in supply of necessary and receive small amounts of consumer goods and control of prices of goods.
- Obtain wholesale agency of consumer goods.
- Rural area MP Fund, the MLA Fund and funds from Rural Development Department, etc. in the village construction of street, gutter, Brick Street, Hand pump and other development to act as periodically at the local government/state government are directed.
- To make arrangements to provide building materials, etc. and members to as per need residence, or are to make and provide necessary materials for this purpose and to make and give technical advice.
- To farmers / consumers as much as possible from the same center with consumer goods, fertilizers, seeds, farming device, pesticide, diesel, kerosene, cooking gas (LPG / petrol pump) of the agency to get.
- To the business of life saving and other drugs.
- The work of transportation of fertilizers, rack handling and handling of the work.
- To make arrangements and business of cattle-feed, oil seed, linseed, fodder etc.
- Work of purchasing of wheat and paddy from farmers under the Value Support Scheme as the nodal agency of the State Government.
- As the nodal agency of the State Government, potato was taken under MIS (Market Intervention Scheme).

Department of Agriculture, Govt. of U.P. has also started an ambitions scheme for formation of FPOs in Uttar Pradesh. In this context Govt. of U.P. has appointed 5 State level Implementing Agency (I.A.) for formation of FPO's in U.P. vide letter No. 2564/12-02-2021, dated 29-12-2021. These are UPDASP, HOFED, UPSS, PCU, PCF and State Institute Agriculture Management.

Therefore, UPSS invites "Expression of Interest for empanelment of Cluster Based Business Organizations under the State Scheme for Formation & Promotion of Farmer Producer Organizations (FPOs)"

#### **4. Scope of Work:**

The broad scope of work to be performed by CBBOs are as following:

1. Assist in the implementation of Formation and Promotion of FPOs Programme as per the Operational Guidelines of DAC & FW, Department of Agriculture, U.P. and suggested by UPSS/NPMA from time to time.
2. Assist UPSS 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 UPSS and assist in their periodic meetings. **"Produce Cluster Area"** means a geographical area wherein agricultural and allied produce such as horticultural/Agriculture 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 300 in plains areas while in north eastern areas minimum size of 100 farmer members**. It may provide special focus to include small, marginal, women farmers/women SHGs, SC/ST farmers, PKVY/Namami Gange Organic Cluster beneficiaries and either 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 region, to make them sizable for economic sustainability and profitability.
  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 area 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, domestic and global market connectivity.
15. Facilitating FPOs/ farmers in organic certification of their producer.
16. Review and monitoring of the field team during implementation as per desired outcomes.
17. Assist and communication Dissemination of information to farmers by way of market and crop advisory. Continuously providing required technical know how market information
18. Assist in compliance issues of FPO including their capacity building in the subject.
19. Assist NPMA and UPSS in data collection and generating MIS reports/information in the required data sheets and submit progress report on all specified target activities periodically to UPSS/ NPMA/ DAC & FW/N-PMAFSC.
20. Assist UPSS / NPMA to develop rating tool for FPOs.
21. Assist in federating FPOs for business growth and expansion.
22. Assist FPO in proper financial management, Registrar of Companies (ROC) compliance issues and timely submission of returns and certificates.
23. Assist FPOs in distribution of share certificates from time to time.
24. Any other assignment related to implementation, management and monitoring of the project given by UPSS from time to time during the project implementation.

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

### **5.1 Minimum Eligibility**

#### **A. Pre-Qualification:**

- 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. **(It is may be noted that Consortium/ Joint Ventures/Partnership firm are not allowed)**
- b. he agency should have a minimum average turnover/utilization of funds of INR  $\geq 2$  crore for plain areas and INR  $\geq 1$  crore for Himalayan and 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 & exempt 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 at least 3 of the following 5 domains indicated below at the time of application:

S.No.	Designation	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.

The agency should have all the above 5 professionals / experts in at the time signing agreement with UPSS.

### 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 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/ Institutions running masters degree course in agriculture.

(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 Centers/ Common Facility Centers/ 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  $\geq 500$  Himalayan and North Eastern Region )

#### 6. Scoring Criteria & Weightage:

S. No.	Particulars	Weightage
1.	<b>Human Resource</b>	25%
a.	Present Staff Strength of the Agency	
b.	Availability of Technical Experts	
c.	Area of Operation	
2.	<b>Work Experience</b>	40%
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/ of More than 500 Agriculture Graduates in last 3years.	
b.	<b>Positive Net Worth'</b>	
4.	<b>Presentation on Approach and Methodology to take up the project</b>	15%
	Total	100%

Note:- The Cut off marks for empanelment as CBBO will be 75%. The agency needs 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.



## 7. 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 provide the details of assignments undertaken by them through the Printed Literature viz. Profile, Brochures etc. along with the application. The process of selection is as follows:

<b>Stage 1</b>	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 needs 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.
<b>Stage 2</b>	Short listed agencies will be required to give a presentation to UPSS highlighting all the parameters listed in the eligibility criteria along with their planning for implementation of the program.
<b>Stage 3</b>	Agencies who qualify 75 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 any offer of employment with UPSS whatsoever. The CBBO will be given assignment for FPO promotion work as per the requirement of UPSS during the project implementation. The empanelled CBBO will not have any right to demand for any work from UPSS.

this is to be further noted that UPSS shall respond to all applications within 60(sixty) days from the date of receipt of Application.

It is for the information of all interested person that once an Application is rejected by UPSS, the Applicant shall be barred from applying afresh for a period of six months from the date of issuance of rejection.

## 8. Application Due Date

The last date of submission of application is Dated: 20 October, 2022. After the due date, no application will be accepted / evaluated.

## 9. Period of Engagement:

The initial engagement of CBBO will be for a period of maximum five (5) years for the purpose of formation/ promotion of FPOs. In case the performance of the CBBO is found satisfactory by UPSS, 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 UPSS without assigning reason.

## 10. Other Terms and Conditions

The following are some of the major terms and conditions of engaging the services of eligible agencies as CBBOs. :

- Failure to comply with requirements spelt out in this document shall make the Application of any agency liable to be rejected. Similarly, in complete applications or with no details furnished for any of the parameters in the Applications are also liable to be rejected.
- If any Agency or any of its members(s) make(s) an averment regarding its or his/their qualification, experience, or other particulars and it turns out to be false at any stage during

implimentation of the Program , the Agency shall be debarred fothwith in implementing the sanctioned/ approved program as a CBBO under the CSS but also shall be debarred for any future assingments of UPSS.

- c) In case it is found at any time before issue of the empanelment letter by UPSS that, one or more of the eligibility conditions have not been me by the Agency or it has made material misrepresentations or has given any materially incorrect or false information, the Agency shall be disqualified forthwith.
- d) The Cluster Based Business organization would be governed by the provisions of UP Cooperative Societies Act, 1965 and rules made there under as well as Bye-laws framed by UPSS for FPO.

**11. UPSS reseves the right to**

- I. Relax or waive any of the conditions as demed necessary in the best interest of the objectives and implementation of the Scheme without assigning any reasons thereof.
- II. Include any other items at any time in the process.
- III. UPSS reseve the right to cancel the above empanelment as per institutional requirement without assigning any reason at ay stage of empanelment process.

**LETTER COMPRISING THE APPLICATION**

[To be forwarded on the letterhead of the Agency]

Ref. No:

Date:

To:

Managing Director,  
U.P. Upbhokta Sahkari Sangh Ltd. Lucknow(UPSS)  
Head Office- Walakadar Road,  
Lucknow-226 001

Sub: Expression of interest for empanelment as Cluster Based Business Organizations for Formation and Promotion of Farmer Producer Organizations (FPOs) under State Scheme for Formation & Promotion of Farmer Producer Organizations (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 UPSS 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 Annexure 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 UPSS requires.
4. I/We shall make available to UPSS any additional information it may find necessary or require supplementing or authenticate the Application.
5. I/We acknowledge the right of UPSS to reject our Application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. We certify that in the last three (3) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial UPSS 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 UPSS, 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 UPSS or any other public-sector enterprise or any UPSS, 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 government or convicted by a Court of Law for any offence committed by us and are not indulged in any fraud and corrupt activity.
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 UPSS 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 UPSS 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 UPSS in accordance with the terms and conditions provided in the Agreement for provision of Services to be issued by UPSS. 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 UPSS, I/We shall have no claim, right or title arising out of any documents or information provided to us by UPSS 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 during the contract period.
20. 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:

Place:

(Signature of the Authorised signatory)

(Name and designation of the of the Authorised signatory)

Name and seal of Agency

## ANNEXURE II

Application format For Legal Entites Qualifying “ Minimum Eligibility Criteria” proposal to function as a Cluster Based Business Organization(CBBO) under the Central Sector Scheme for Formation and promotion of Formar Pruducer’s Organizations(FPOs)

proposed Operational Area in the State(s)

Particulars of the Applicant Agency/Organization	
1.	Name
2.	Legal status/constitution of the Organization(public Limited Company/ private Limited Company/ Farmers’ Pruducer Company/ Cooperative Society/Society Act/ Partnership Firm/ Limited Liability partnership(LLP)/Trust/ Federation of FPOs’ Agrucultural Universities ICAR KVKs, etc.)
3.	Date of incorporation/ registration of the organization/agency/ Year of establishment and details (please enclose a coopy of Certificate/ Registered Trust Deed. etc.& the Memorandum and Articles of Association/Bye-Laws, etc, as applicable to the constitution of the Agency)
4.	please indicate appropriate details for the following(number, name of the registering authority, etc., where applicable).
	i. PAN
	ii. TAN
	iii. GST
	iv. FCRA Registration No.
	v. Registration for Gratuity, PF, Insurance, etc. for the employees
	vi. Service Tax
	vii. Professional Tax
	viii. Any other mandatory/optional registration, as per the local requirement
	(Note: Enclose self- attested capies of PAN, TAN and FCRA, as may be applicable, issued by the competent authorities)
5.	<b>Area’s of operation of the Organization/Agency</b>
	Indicate whichever is applicable from the following:
	a) Currently operating in a Single state or Multiple States
	b) If operating in a Single state, please indicate whether it is operating in the same state for which the current application is
	Single State/ Multiple States Yes/No

	being made?	
	c) Please indicate whether the extant Articles/Bye-laws of the Agency allows to operate in more than one State? if yeas, please indicate the relevant clause No, in the Articles/Bye-laws of the Agency.	
	d) If "No", please indicate the name of the State where the Agency is presently operating.	Yes/No
	e) If it is a Multi-state agency, please indicate the name(s) of the State(s) where it is presently operating.	
6.	Opetational experience of the applicant Organization/ Agency(in years and months)	
	i. Overall	
	ii. in the state where the application is made(UP State)	
7.	<b>Address/ es</b>	
	I. Registered Office/ Corporate office/ Main Office	
	II. Number of Sub-Office(s)/Field office(s), etc. in the country , if any	
	III. Number and Address/es of Sub-Office(s)/Field office(s), etc. in the State for which application has been made now.	
8.	Contact details of the Organization /Agency in connection with the present Application	
	i. Name of the Person	
	ii. Designation	
	iii. Contact No.	
	iv. E-Mail ID of the Organization/Agency	
	v. E-Mail ID of the Contact Person	
9.	<p>i. Whether the Organization/Agency was "Blacklisted" by any State/Central Government Department/Government promoted Institution or any of the Donor/ Funding Agency earlier?</p> <p>ii. If Yes, Please furnish the details and the status of revocation of the decision, if any, as on date.</p> <p>Note: Please furnish a copy of the letter or documentary proof indicating revocation of the decision issued by the Competent Authority of the Agency, Organisation, etc, which has blacklisted the applicant agency.</p>	Yes/No
10.	i. Whether there was/ is any Government enquiry, court proceedings or prosecution, etc. instituted against any of the Directors/ CEO/ any key person of the Organization/ Agency	Yes/No Yes/No

for any offenses? If Yes, please furnish details,

**II Management of the Organization/Agency :**

1(a) Nature of the Management of the Organization(Board)/Governing Body/  
Governing Council, etc.) Indicate briefly about the Management of  
the Organization/Agency.

b) (i) Total number of Directors/Members on the Board/ Governing  
Body(GB)/Governing Council(GC), etc. organization as per the  
Articles of Association/ Bye-laws/Memorandum,etc.

(i) No. of Members/Directors on the Board/GB/GC as on the date of  
application(attendance list)

2

Details of the Directors/Members on the Board/GB/GC

SI No.	Name of Director/Member	Age	Educational	Professional Qualification held, if any@

@please furnish a copy of the proof for each of the members claiming professional

qualification. If no proof is furnished, the same shall not be reckoned.

KYC details of the Directors/Members on the Board/GB/GC

3

SI. No.	Name of the Director of the Board/Member of the GB/GC	Address	PAN No.
1			
2			
3			
4			

Note:- Self-attested copies of proof of Address i.e Aadhaar Card, and PAN for all the Directors on the  
Board/Member of the GB/GC indicated above to be enclosed.

1

Whether the Organization has/ operates any facilities for conducting Training  
programmes in UP where the Application is made now:

Yes/No

i.

If yes, Please furnish Information of the following:





(a)	Owned/ leased/rented							
(b)	Address/ location of the facility							
(c)	Class rooms(Indicate Yes or No, If Yes, No. Of Classrooms)							
(d)	Separate facilities for dinning (Yes/No)							
(e)	Availability of lodging facility for trainees	Yes/No.						
i)	If yes, Indicate the total number of rooms and the number of participants who can be accommodated thereing.							
ii)	If no training facilities are available as at present, briefly indicate the arrangements Identified/ available in the State/ Clusters proposed in the application, for conduct of training/ capacity building programmes to the stakeholders							
2	<b>Infrastructure for mobility of Management/Staff in the Clusters/projet area</b>							
	No. of Vechicles available with the Organization.							
	(i) 4-Wheelers(Owned/Rented)							
	(ii) 2-Wheelers(Owned/Rented)							
3	Infrastructure related to Computerization of Operations/Data Management, etc.owned by the Organization In the State where Application is being made now							
(a)	No. of Desktop Computers							
(b)	No. of Laptops							
(c)	Others, If any, related to data management(please specify)							
4	<b>Human Resources available with the Organization/Agency</b>							
A	At the Organization/Agency level							
(a)	Total number of manpower/ staff on the rolls(as at the end of the previous month)							
(b)	Of them, number of permanent staff (Note: Please furnish copy of any proof, such as previous month's muster, etc. If not available, a certificate issued by the In-charge of Administration Section/ Department of the Applicant Agency/or Chief or any Director of the Applicant Agency may be furnished)							
(c)	No. of Staff on contract (contract period exceeding one year)							
(d)	No. of Ad-hoc staff(including staff on contract of less than one year period)							
B	<b>In the State where it proposes to work now(applicable in respect of multi-state Agency/ Organization and if already has Its operations In the State)</b>							
(a)	Total number of manpower/staff(as on the date of application)							
(b)	of them, number of permanent staff.							
(c)	No. of Staff on contract(contract period exceeding one year)							
(d)	No. of Ad-hoc staff(including staff on contract of less than one year period)							
C	<b>Availability of Expert Staff/Specialists having minimum required qualification and experience's with the Organization</b>							
	<table border="1"> <thead> <tr> <th>Sr. No</th> <th>Domain/Area of Specialization</th> <th>No. of expert available</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Crop Husbandry</td> <td></td> </tr> </tbody> </table>	Sr. No	Domain/Area of Specialization	No. of expert available	1	Crop Husbandry		
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1	Crop Husbandry							

2	Agri-Marketing/ Value Addition/ Agro-pricesubg	
3	Social Moilization	
4	Information Technology/ MIS	
5	Law Accounts	

\$for details please refer to para 3A(f) of advertisement

D

Whether the Agency will provide an Undertaking to recruit the Experts/Professionals in the domains/areas where they are not presently available with the Organization/Agency, If considered for approval as a CBBO in the State?

yes/No

E

(i) If the Agency is Not presently operating in this State, indicate the factors which motivated it to propose to work in the State.

(ii) In case the Agency has no presence in the State where it applied now, please indicate in detail how you do plan to deploy all the required Experts/professionals in the proposed programme areas in the State (If you were considered as a CBBO in the State), for ensuring the required continuous handholding and incubation services to the FPOs/Producer Cooperatives to be promoted.

**Particulars of the Experts/Professionals who are on rolls with the Agency and who may be associated with Implimentation of the Programme in the clusters Proposed now in the State.**

The Agency shall indicate the particulars of professional/ experts in atleast 3 of the following 5 domains in the application. However, the Agency Shall need to give an undertaking to the IA to recruit experts with the requisite qualification and experience from the remaining domains upon selection.

Sr. No	Domain/Area of Specialization	Name of the Expert	Qualificatio n	Experience therelevant Area (completed) Years and months	Indicatemajor programmes/projects associated with so far, and specifically with FPOs/P
1	Crop Husbandry				
2	Agri-Marketing/ Value Addition/ Agro-pricesubg				
3	Social Moilization				
4	Information Technology/ MIS				
5	Law Accounts				

Note: Please enclose curriculum vitae of all the above Experts.

F

1(a)

## Geographical Area(s) of Operations of the Organization

Sr. No	Name of the State/UT	Total No of Districts in the State/UT	No. of the Districts having operations

(b)

## Major programmes implemented in Agriculture and Allied sectors In the Project areas

Sr. No	Name of the State/UT	Sr. No	Name of the Distric	Major Agriculture/agri- related programmes/ project implemented in the district	No. of FPOs/producer Cooperatives/LFG promoted, if any
		1			
		2			
		.....			
		1			
		2			
		.....			
		1			
		2			
		.....			

Note: Please attach last 3 years' Annual Reports of the Agency

2

## Financial aspects of the major Operational Areas in the past 3 Years

(i)

## Turnover/Utilization of Funds(Amount Rs. lakh)

Year	Turnover/Amount of Funds Utilized In the year
2019-20	
2020-21	
2021-22	

(ii)

## Top 3 Areas/Sectors where projects/programmes have been implemented (Amount Rs. lakh)

Sl.No.	2019-20		2020-21		2021-22	
	Name of the Area/Sector	Amount of Fund Utilized	Name of the Area/Sector	Amount of Area/Sector	Name of the Area/Sector	Amount of Area/Sector

\* The Areas/Sectors may be(i) Agriculture and allied to Agriculture(ii) Health(iii) Education(iv) Environment, including forest area protection(v) Water Conservation and Management(vi) Social Mobilization and Empowerment(including promotion of SHGs, Joint Liability Groups,(vii) Livelihood programmes(other than in Agriculture/Allied to Agri.),(viii) Women and Child Welfare, etc. as may be categorized/classified by the applicant Agency

(iii)

**Implementation of programmes in Agriculture and allied to Agriculture(Including formation of FPOs (Amount Rs. lakh)**

Sl.No.	Total Turnover/Utilization of Funds during the Year	Of(B) Turnover/amount of fund utilized towards agriculture and allied to agri-programms (Including formation of FPO/FPC)	%turnover/amount of fund utilized towards agriculture and allied to agri-programms (Including formation of FPO/FPC)	Of(c)Amount of funds utilized towards FPO/Producer Cooperative Programme
(A)	(B)	(C)	(D)=[(C)/(B)×100	(E)
2019-20				
2020-21				
2021-22				
Total (of 3 years)				
Average (of 3 years)				

3

**Top 3 projects/programmes implemented in Agriculture and allied to Agricultures (interms of Utilization of Funds in that year(Amounts Rs Lakhs)**

**No. of FPOs/ Producer Cooperatives/Large Farmer Groups(LFGs) Promoted since establishment of the Organization? Agency**

Sl.No.	Name of Programme& Project	Amount of Fund Utilized during the Year	Major Donor/Funding/sponsoring agency for the programme/project
A.	2019-20		
1			
2			
3			
B	2020-21		
1			
2			
3			
C	2021-22		
1			
2			
3			

**Top 3 Donor/Funding Agencies in the past 3 years and the particulars of the programmes/projects sanctioned to the Applicant Agency(in terms of sanction of funds/grant amount to the Agency) (Amounts Rs. lakh)**

2019-20			2020-21		
Name of the Donor	Name of the programme /Project	Amount Sanctioned	Name of the Donor	Name of Programme/ Project	Amount Sanctioned

2021-22		
Name of the Donor	Name of the programme /Project	Amount Sanctioned

V

**Experience and Achievement in Formation and promotion of Farmer Producer organizations(FPOs)/Producer Cooperatives/Large Farmer Groups(LFGs),If any**



1

**No. of FPOs/Producer Cooperatives/Large/Groups(LFGs) Promoted since establishment of the Organization/ Agency**

**A. FPOs/Producer Cooperatives**

No. of State where FPOs promoted	Total No. of FPOs promoted So far	Out of (B), No of FPOs registered	No of FPOs registered as FPOs/ PPC	Total membership of all the Registered FPOs	Average Membership per registered FPO/Producer Cooperative
(A)	(B)	(C)	(D)	(E)	(F)

**B. Large Farmer Groups(LFGs)**

No of States Total No. of where LFGs Formed So far	Total No. of Farmers involved	Av. No. of Farmers per

- A Large farmer Group(LFG) is considered as a group of farmers of  $\geq 2500$  in plain areas and  $\geq 500$  in Hilly areas and North Eastern Region

- (a) Details to be furnished as per Appendix
- (b) please attach a detailed write-up on the LFGs promoted by the Agency containing, inter alia, LFG-wise location, sponsoring/funding agency, objectives of farmer group formation, nature of incubation/handholding services provided by the Agency, present Status of various activities undertaken by the LFG, future/long term plan of the Agency with respect to the operations/ activities of the Group, etc.

2

**Major Sponsaring/Sanctioning Agencies for Formation and Promotion of FPOs/producer Cooperatives.**

- (i) Particulars may be furnished in respect of Top 3 FPO Sponsaring/Sanctioning Agencies for Formation and Promotion of FPOs/Producer Cooperatives as per the following:

Sl. No	Name of the Sponsoring/ Sanctioning/ Institution/ Agency	Total grant Fund sanctioned by the Institution/Agency for formation/promotion of FPO	No/ of FPOs/ Produce/LFGs sanctioned for promotion by the Spansaring/Sanctioned programme	(E) No of FPOs/producer/Cooperative/LFGs promoted so far against the total Sanctioned programme	out of (E) No of Register FPOs/producer Cooperative if any

3 **Geographical distribution of the FPOs/producer Cooperatives promoted by the Agency (cumulative status as on the date of application)**

Sl.No	Name of the State	Total No. of District in the State	No.of Districts where FPOs have been promoted	Total No. of FPOs/Producer Cooperatives/LFGs promoted in the State	of (E), No of FPOs/Producer Cooperative Registered
(A)	(B)	(C)	(D)	(E)	(F)

4. **Type/ Nature of the FPOs/ Producer Cooperatives promoted by the Agency(details to be furnished in respect of Registered agencies only)**

Sl.No	Nature of FPOs/ Producer Cooperatives promoted with respect to the major "Focus" Crop(s)/Activity	No. of Resgistered FPOs/ producer Cooperative
1.	FPOs/ Producer Cooperatives of Food Grains(Cereals, Millets, Coarse Grain, Puses, Oil seeds, etc.) Producing farmers	
2.	FPOs/ Producer Cooperatives of Horticultural Cros (Fruits, Vegetables Spices, Medicinaland Aromatic Crops, plantation Crops, Flowers, etc.) farmers	
3.	FPOs/ Producer Cooperatives of Farmers adopting organic agriculture practies	
4.	FPOs/ Producer Cooperatives of Export Oriented/ high value Crop producing farmers	
5.	FPOs/ Producer Cooperatives of other "Focus" crops' farmers( pl.Specify)	
6.	FPOs/ Producer Cooperatives of other "Focus" crops' farmers( pl. Specify)	

5 **Facilitation Services Provided by the Agency to the FPO/producer Cooperatives and LFGs promoted by it and their impact on the business performance of the FPOs(cumulative/overall status)**

(i) **Total No. of FPOs/producer Cooperatives (Registered) and LFGs(promoted by agency)**

(ii)	of the(i) above, No. of FPOs/producer Cooperatives and LFGs which are credit-linked with banks, financial institutions
(iii)	%FPOs/producer Cooperatives and LGGs which are credit- linked whith banks, financial institutions to total FPOs.producer Cooperatives and LFGs[(ii)/(i)]×100]
	No. of FPOs/producer Cooperatives and LFGs which are Market-linked whith banks, financial institutions to total FPOs.producer Cooperatives and LFGs[(ii)/(i)]×100]
(iv)	No. of FPOs/Producer Cooperatives and LFGs which are market-linked (APMCs)/Direct Procurement by the user industries/e-NAM/commodity Markets,etc.)
(v)	%FPOs/producer Cooperatives and LGGs which are market-linked to total FPOs/producer Cooperatives and LFGs[(iv)/(i)]×100]
(vi)	No. of FPOs/producer Cooperatives and LFGs which are undertaking value addition/processing of produce with required licence, if any
(vi)	%FPOs/producer Cooperatives and LFGs which are undertaking value addition/processing of produce with license to total FPOs and LFGs[(vi)/(i)]×100]
6	Training and capacity Building conducted on LFGs Programme/Producer Cooperative to Various Stakeholders

Particulars of Training and Capacity building programmes conducted directly by the Organization/Agency (not through third party/other agencies) to the FPOs/Priducer Cooperative personnel(Board of Directors/Management Personnel/CEO/Accountant, etc.) and to other Stakeholders in the domain of FPOs and their activities, if any, may be furnished as under.

SI, No.	Name of the Programme	Normal duration of the Programme(No. of Days)	Total No. of Programmes conducted so far	Total No.of Trainees participated so far
<b>I</b>	<b>Programmes to the Board of Directors/Management Personnel of FPOs/ Producer Cooperative</b>			
1				
2				
3				
	Sub Total			
<b>II</b>	<b>Programmes to the CEOs of the FPOs/ Producer Cooperative</b>			
1				
2				
3				
	Sub Total			
<b>III</b>	<b>Programmes to the Accountant of FPOs/ Producer Cooperative</b>			
1				
2				
3				
	Sub Total			
<b>IV</b>	<b>Programmes to the Stakeholders associated with FPOs/ Producer Cooperatives(Such as Bankers, Government Department/Officials, Corporate Implementing CSR programmes etc.)</b>			
1				
2				
3				
	Sub Total			

7 Particulars of Award/Prize/Fecilitation, etc, received by the Agency/ Organization or any of the FPOs/producer Cooperatives promoted by it

SI, No.	Name of the FPO/producer Cooperative	Name/Nature of Award/ Price/ Felicitation	Name of Organizing/Sponsoring Agency	Date of issue of Awqrd/ Prize/Felicitation to the FPO/Producer Cooperative

Note: Please enclose Copy/ copies of the Certificate, Etc. issued by the organizing/Sponsoring Agency/Agencies

**VI Performance of the FPOs/Producer Cooperatives promoted by the Agency**

Sl. No.	Particulars	FY 2019-20	FY 2020-21	FY 2021-22
(i)	Total No. of Registered FPOs/Producer Cooperatives as at the end of the Financial Year			
(ii)	Out of the(i) above, No. of FPOs/producer Cooperatives which registered business turnover of Rs. 50 lakh or above.			
(iii)	%FPOs/producer Cooperatives to total FPOs.producer Cooperatives which registered business turnover of 50 lakh or above in the financial year [(ii)/(i)×100]			
(iv)	Out of (i) above, No. of FPOs/Producer Cooperatives which registered Net Profit in the Financial Year.			
(v)	%FPOs/producer Cooperatives to total Number FPOs/Producer Cooperative which registered Net profit in the financial year [(iv)/(i)×100]			

**VII Governance & Compliances**

**1 Conduct of Board/Governing Body/Governing Council Meetings**

Minimum No. of Board/Governing Body/Governing Council, etc. Meetings to be conducted in a year spert the bye laws, Articles of Association of the Agency, etc. as during the financial years	
Actual No of Board Meetings conducted during the financial years	
2019-20	
2020-21	
2021-22	

**2 Auditing of Books of Account of the Agency/ Organization**

Please furnish particulars on the Following:

Financial Year	Whether Accounts Audited(Yes/No)	If, Yeas Indicate the Name and Address of the Auditor	Date of Auditors Report
2019-20			
2020-21			
2021-22			

Note: please enclose copies of Financial Statements audited and certified by the Auditors along with their Report for the above years. If these details are included in the respective annual Reports of the agency, the same may be indicated.

**Filling of Statutory Returns by the Agency/Organization**



Please indicate "Yeas"/"No" /"Na"(Not Applicable) for the Status of filling of following returns to the Competent authorities.

SI No.	Particulars of the Return/ Statement	Status of submission/Compliance

VIII Briefly present Your achievements in the promotion of FPOs/Producer Cooperatives and facilitation/promotion services, If any.

1

2

IX Present Proposal of the Agency to act as a CBBO

Considering Your present proposal for consideration as a CBBO, please furnish Particulars on the following:

Sl.No	Name of the District	Name of Blocks Identified	Potential produce if any

(a) Proposed Cluster(s)/names of the Blocks and District(s) in the State for operation as a CBBO.

(a) Justification for proposing the above project area (brief description)

(b) Manpower planning: Experts and other key personnel proposed to be deployed exclusively for successful implementation of the envisaged programme may be indicated as per the following.

Sl.No	Particulars of the Manpower assessment for the proposed project area	No. of personnel proposed to be deployed	No. of person already available/ to be deployed from existing manpower of the organization/Agency	No of personal to be recruit
1.	Programme coordinator/Manager			
2	Experts/Professionals			
I	Crop Husbandry			
II	Agri-Marketing/Value Addition/Agro-Processing			
III	Social Mobilization			
IV	Information Technolgy/MIS			
V	Law/ Accounts			
3.	Project Accountant			
4.	Other key supporting personnel/Staff			
I	Pl. Specify			
II	Pl. Specify			

(Indicate the name(s) of District(s) and Specific Block(s), If any)

## DECLARATION

i declare that the above particulars are true to the best of my knowledge and belief.

Place :

Date:

Signature

(Name of the authorized signatory)

Seal:



**List of Copies of Documents/Reports/Statements  
to be attached with the Application by CSR Organization**

- (i) *Curriculum vitae* of the Experts /Professionals (as indicated at para III.4.F of the Application) proposed to be deployed in the Programme Cluster(s)
- (ii) A Write Up on the Large Farmer Groups (LFGs) promoted by the Applicant, if applicable (as indicated at para V.1 of the Application)
- (iii) Last 3 years' (2019-20, 2020-21 and 2021-22) Annual Report of the Corporate which promoted CSR Organization /Foundation (if the applicant is a CSR Foundation / Organization of a corporate)
- (iv) Last 3 years' (2019-20, 2020-21 and 2021-22) Annual Reports, audited Financial Statements along with Auditors' Report of the Applicant
- (v) Self-attested copies of Income Tax Returns for the past 3 years (2019-20, 2020-21 and 2021-22) of the Applicant.
- (vi) Self-attested copies of Compliance under the FCRA, 2010 (if applicable)
- (vii)** Particulars of the FPOs/ LFGs promoted by the Applicant as per the format indicated in *Appendix*

**List of Copies of Documents/Reports/Statements  
to be attached with the Application by other Agency/Organization**

- i. Certificate of Incorporation/ Registration Certificate/Registered Trust Deed, etc. as applicable to the constitution of the Agency (as indicated at Item No. I.3. of the Application)
- ii. Memorandum and Articles of Association/Bye-Laws, etc., as applicable to the constitution of the Agency (as indicated at Item No. I.3. of the Application)
- iii. Copies of PAN, TAN and FCRA, as may be applicable, issued by the competent authorities, in respect of the Applicant agency/ organization (as indicated at Item No. I.4. of the Application)
- iv. Copy of the letter or documentary proof indicating revocation of the decision issued by the Competent Authority of the Agency, organization, etc., which has black listed the Applicant agency (as indicated at Item No. I.9. of the Application)
- v. Copies of the proof of professional qualification claimed for each of the Members (as indicated at Item No. II.2 of the Application).
- vi. Self-attested copies of Proof of Address and PAN for all the Directors on the Board/ Member of the GB/ GC of the Applicant agency to be enclosed (as indicated at Item No. II.3 of the Application).
- vii. Any proof regarding the number of permanent staff working with the Applicant Agency (as indicated at Item No. III.4.A(b) of the Application).
- viii. *Curriculum vitae* of all the Experts / Professionals who may be associated with implementation of the Programme in the Clusters / Programme areas proposed now in the State (as indicated at Item No. III.4.F of the Application)
- ix. 3 years' (2019-20, 2020-21 and 2021-22) Annual Reports of the Organization/ Agency (as indicated at Item No. IV.1 of the Application).
- x. A Write Up on the Large Farmer Groups (LFGs) promoted by the Organization, if applicable (as indicated at para V.1 of the Application)
- xi. Copy of the Certificate, etc. issued by the Sponsoring Agency in respect of any Prize/ Award/ Felicitation awarded to the Applicant Agency or to any FPO promoted by the Agency (as indicated at para V.7 of the Application)

- xii. Last 3 years' (2019-20, 2020-21 and 2021-22) audited Financial Statements along with Auditors' Report of the Organization/ Agency (as indicated at Item No. VII. 2 of the Application).
- xiii. Self-attested copies of Income Tax Returns for the past 3 years (2019-20, 2020-21 and 2021-22) of the Organization/ Agency (as indicated at Item No. VII.3 of the Application).
- xiv. Copies of Compliance to FCRA, if applicable (as indicated at Item No. VII.3 of the Application).
- xv. Particulars of the FPOs / Producer Cooperatives/LFGs promoted by the Organization/ Agency as per the form at prescribed (*Appendix*).

### Annexure III

Format of Proposal to be submitted by Institutions promoted by Agricultural Universities, ICAR, KVKs, etc., to function as a Cluster-Based Business Organization (CBBO) under the Central Sector Scheme for Formation and Promotion of Farmer Producer Organizations(FPOs)

I. Particulars of the Applicant Institution	
1.	Name of the Institute
2.	The Institute is promoted / established by / under the overall control of...
3.	Date / Year of establishment
4.	Address for Correspondence
5.	Contact details of the Institute in connection with present Application  (i) Name of the Person  (ii) Designation  (iii) Contact No.  (iv) e-mail ID of the Contact Person  (v) e-mail ID of the Institute
6.	Objectives, Mission and Vision of the Institute
7.	Please indicate whether the extant Articles / Rules of the Institute allow to implement programmes of other organizations, Departments, etc., and also to receive funds.

8	Briefly indicate the major areas of work and achievements of the Institute in the past 3 years (A separate write up may be attached)	
<b>II Management of the Institute</b>		
1	Discuss briefly about the Management of the Institute (a separate write up may be attached)	
<b>III Infrastructure &amp; Human Resources</b>		
1	Whether the Institute has facilities for conducting training programmes in the Clusters / programme area where it proposes to work now	Yes / No
i)	If yes, please furnish information on the following:	
(a)	Address / location of the facility	
(b)	No. of persons who can be trained in one programme	
(c)	No. of class rooms available	
(d)	Availability of facilities for dining (Yes / No)	
(e)	Availability of lodging facility for trainees  If yes, indicate the total number of rooms and the number of participants who can be accommodated therein.	Yes / No
ii)	If "No" for availability of any training facilities, briefly indicate the arrangements available in the Cluster(s) proposed, for conduct of training / capacity building programmes to the programme stakeholders	
2	Infrastructure available for mobility of Project Personnel for ensuring successful implementation of the Programme  (i) No. of 4-Wheelers  (ii) No. of 2-Wheelers	



3	Infrastructure related to Computerization of Operations / Data Management, etc. owned by the Institute, and specifically in the Clusters / Programme area proposed																			
(a)	Availability (number) of Desktop Computers/laptops																			
(b)	Others, if any, related to data management (please specify)																			
4	<b>Human Resources available with the Institute</b>																			
A	<b>At the Institute level</b>																			
(a)	Total number of manpower / staff																			
(b)	Of them, number of permanent staff																			
(c)	No. of Staff on Contract, if any (contract period exceeding one year)																			
(d)	No. of Ad-hoc staff, if any (including staff having less than one year contract)																			
B	<b>Availability of Expert Staff / Specialists <sup>s</sup> with the Institute (as on the date of application)</b>																			
	<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Domain / Area of Specialization</th> <th>No. of Experts</th> </tr> </thead> <tbody> <tr> <td>(i)</td> <td>Crop Husbandry</td> <td></td> </tr> <tr> <td>(ii)</td> <td>Agri-Marketing / Value Addition / Agro-Processing</td> <td></td> </tr> <tr> <td>(iii)</td> <td>Social Mobilization</td> <td></td> </tr> <tr> <td>(iv)</td> <td>Information Technology / MIS</td> <td></td> </tr> <tr> <td>(v)</td> <td>Law / Accounts</td> <td></td> </tr> </tbody> </table>		Sl. No.	Domain / Area of Specialization	No. of Experts	(i)	Crop Husbandry		(ii)	Agri-Marketing / Value Addition / Agro-Processing		(iii)	Social Mobilization		(iv)	Information Technology / MIS		(v)	Law / Accounts	
Sl. No.	Domain / Area of Specialization	No. of Experts																		
(i)	Crop Husbandry																			
(ii)	Agri-Marketing / Value Addition / Agro-Processing																			
(iii)	Social Mobilization																			
(iv)	Information Technology / MIS																			
(v)	Law / Accounts																			
	<b>\$ for details please refer to para 3 A (f) of Advertisement</b>																			
C	Whether the Institute will provide an Undertaking to recruit the Experts / Professionals having the minimum qualification and experience in the domains, as per the minimum eligibility criteria, where they are not presently available, if considered as a CBBO in the State?	Yes / No																		

**D Particulars of the Experts /Professionals available with the Institute and who may be associated with implementation of the Programme in the Cluster/s proposed**

The Institute shall provide the particulars of professionals/ experts in at least 3 of the following 5 domains at the time of application. However, it shall need to give an undertaking to ~~UPSS~~ recruit experts with the requisite experience from the remaining domains upon selection.

Sl No	Domain / Area of Specialization	Name of the Expert	Qualification	Experience in the relevant area (years)	Major programmes / projects associated with so far, and specifically with FPOs/ Producer Cooperatives
1	Crop Husbandry				
2	Agri-Marketing / Value Addition / Agro-Processing				
3	Social Mobilization				
4	Information Technology / MIS				
5	Law / Accounts				

*Please enclose curriculum vitae of all the above Experts.*

**IV Operations of the Institute**

1 Geographical Area(s) of Operations of the Institute		
Sl. No	Name of the District	Major Agriculture / agri-related programmes projects implemented in the district (including formation and promotion of FPOs/ Producer Cooperatives) in the past 3 years
1		
2		
....		

*Note: Please attach soft / hard copies of last 3 years' Annual Reports of the Institute, if published*

**2 Three (03) Major Programmes/ Projects implemented by the Institute during the past 3 years**

2019-20		2020-21		2021-22	
Name of the Programme / Project	% of Annual Fund utilization	Name of the Programme / Project	% of Annual Fund utilization	Name of the Programme / Project	% of Annual Fund utilization

**Total Utilization of Funds and the 3 Major Programmes/ Projects in which the Institute utilized the Funds in the past 3 years (in terms of % to the total funds utilized in the year) (Amount Rs.lakh)**

Year	Amount of Funds Utilized
2019-20	
2020-21	
2021-22	

**3 Three (03) Major Donor / Funding Agencies in the past 3 years (in terms of sanction of funds / grant amount to the Institute)**

(Amount in Rs, lakh)

2019-20			2020-21			2021-22		
Name of the Donor / Funding Agency	Name of the Programme/ Project	Amount San-ctione d	Name of the Donor / Fundin g Agency	Name of the Progra mme/ Project	Amount San-ctione d	Name of the Donor / Fundin g Agency	Name of the Progra mme/ Project	Amount San-ctione d

4 Financial aspects of the Institute					
Year	Total amount of funds/grant sanctioned to the Institute by the donor/sponsor agencies during theyear	Total amount of funds/grant utilized/ incurred by the Agency during theyear	(Amount in Rs. lakh)		
			Of the total funds utilized, amount towards formation / promotion of FPOs / Producer Cooperatives, if any	Indicate whether the accounts for the year audited or not? (Yes / No)	
			2019-20		
			<del>2018-19</del>		

V Experience and Achievement in Formation and Promotion of Farmer Producer Organizations (FPOs) / Producer Cooperatives/ Large Farmer Groups (LFGs)\*

1 A. FPOs / Producer Cooperatives						
Total No. of FPOs Formed so far	Out of (B), No. of FPOs registered	No. of FPOs registered as			Total Membership of all the Registered FPOs	Avg. Membership per registered FPO / Producer Cooperatives
		Producer Companies	Producer Cooperatives	Other forms		
(A)	(B)	(C)	(D)	(E)	(F)	(G)=(F)/(B)
B. Large Farmer Groups (LFGs)						
Total No. of LFGs formed so far	No. of LFGs registered, if any	Total No. of Farmers involved		Av. No. of Farmers per LFG		

\*A Large Farmer Group is defined as a group of famers of >2500 in Plain areas and >500 in Hilly Areas

*Details to be furnished as per Appendix to application*

**2 Major Sponsoring / Sanctioning Agencies for Formation and Promotion of FPOs / Producer Cooperatives**

(i) Particulars may be furnished in respect of major 3 FPO Sponsoring / Sanctioning Agencies for Formation and Promotion of FPOs / Producer Cooperatives /LFGs as per the following:

Sl. No.	Name of the Sponsoring / Fund Sanctioning Institution / Agency*	Total grant fund sanctioned by the Institution / Agency	No. of FPOs/ Producer Cooperatives / LFGs sanctioned for promotion by the Institution / Agency	No. of FPOs / Producer Cooperatives / LFGs promoted so far against the total sanctioned programme (indicate the No. of LFGs inbrackets)	Out of (E), No. of Registered FPOs / Producer Cooperative s and LFGs, if any (indicate the No. of LFGs inbrackets)
(A)	(B)	(C)	(D)	(E)	(F)
1					
2					
3					

\*The Sponsoring authority / agency may be UPSSS Small Farmers' Agri-business Consortium UPSSS, any State Government Department/agency, any Ministry/Department of Government of India, any Corporate, etc.

**3 Geographic Distribution of the FPOs/ Producer Cooperatives promoted by the Institute (cumulative status as on the date of application by the Agency and shall be furnished in respect of the Registered FPOs only)**

Sl. No.	Name of the District	No. of FPOs / LFGs promoted	Of which, No. of FPOs / LFGs Registered

4 Type/ Nature of the FPOs promoted/ Producer Cooperatives facilitated by the Institute (out of Registered FPOs only)

Sl. No.	Nature of FPOs / Producer Cooperatives Promoted & Registered with respect to the major "Focus" Crop(s) / activity	No. Registered FPOs
1	FPOs / Producer Cooperatives of Food Grains (Cereals, Millets, Coarse Grains, Pulses, Oilseeds, etc.) producing farmers	
2	FPOs/Producer Cooperatives of Horticultural Crops (Fruits, Vegetables, Spices, Medicinal and Aromatic Crops, Plantation Crops, Flowers, etc.) farmers	
3	FPOs / Producer Cooperatives of farmers adopting organic agriculture practices	
4	FPOs / Producer Cooperatives of Export-Oriented/ high value crop producing farmers	
5	FPOs / Producer Cooperatives of other 'focus' crops' farmers /activities (pl. specify)	
6	FPOs / Producer Cooperatives of other 'focus' crops' farmers /activities (pl. specify)	
	<b>Total</b>	

Facilitation Services provided by the Institute to the FPOs / Producer Cooperatives (promoted by it or by other agencies) and their impact on the business performance of the FPOs (cumulative / overall status, irrespective of the age of the FPO)

Please attach a Write Up on the Facilitation Services provided by the Institute to the FPOs/Producer Cooperatives/LFGs (either promoted by it or to the FPOs/Producer Cooperatives /LFGs promoted by other Agencies/ Organizations), covering the following areas

Sl. No.	Nature of Facilitation Service
1	Crop productivity improvement

2	Introduction / popularization of new technology, new crop variety, mechanization of operations, etc., resulting in reduction in cost of production of agri-crops
3	Preparation of Business Plans by the FPOs/ Producer Cooperatives /LFGs
4	Linking of FPOs to alternate and better marketing avenues, for improved price realization for their produce
5	Improved post-harvest management/handling of the produce
6	Value addition / Primary or Secondary Processing of the farmers' produce
7	Linking of FPOs / LFGs to formal credit institutions

If the Institute has no experience with regard to providing facilitation services, especially on those indicated at Sl. Nos. 3 to 7 above, to the FPOs, as they being critical for the business planning and financial sustainability of FPOs, its strategy with regard to facilitating these services to the FPOs to be promoted in the Cluster/s, if considered as CBBO, may be explained.

#### 6 Training and Capacity Building Programmes

Training and Capacity Building programmes conducted directly by the Institute to the FPO personnel (Board of Directors / Management Personnel/ CEO / Accountant, etc.) and to other Stake holders in the domain of FPOs / Producer Cooperatives and their Activities, if any, by the Institute

Sl. No.	Name of the Programme	Normal duration of the Programme (No. of days)	Total No. of Programmes conducted in the past 3 years	Total No. of Trainees participated in the last 3 years
<b>I Programmes to the Board of Directors / Management Personnel</b>				
1				
2				
.....				
<b>II Programmes to the CEOs</b>				
1				
2				
.....				
<b>III Programmes to the Accountants</b>				

1				
...				
IV	<i>Programmes to Other Stakeholders (also please indicate the nature of the stakeholder)</i>			
1				
2				

7 **Particulars of Award/Prize/Felicitation, etc. received by the Institute / any of the FPOs/ Producer Cooperatives /LFGs promoted by the Institute, during last 3 years**

Sl. No	Name of the FPO	Name / Nature of the Award / Prize / Felicitation	Name of the Award/ Prize issuing Agency / Organization	Date of issue of Award/Prize / Felicitation

VI **Business Performance of the FPOs promoted by the Institute**

Particulars of business performance of FPOs promoted by the Institute may be furnished as under:

Sl. No	Particulars	Comments of the Institute
(i)	Total No. of FPOs (Registered) / Producer Cooperatives/ LFGs promoted by the Institute, so far	
(ii)	Out of (i) above, No. of FPOs/ Producer Cooperatives/ LFGs undertaking business transactions	
(iii)	Out of (ii) above, No. of FPOs/ Producer Cooperatives/ LFGs which registered business turnover of less than Rs. One crore	



	or above in any of the past 3 years (year wise)	
(iv)	Out of (ii) above, No. of FPOs/ Producer Cooperatives /LFGs which registered business turnover of Rs. One crore or above in any of the past 3 years (year wise)	
(v)	Out of (ii) above, No. of FPOs/ Producer Cooperatives /LFGs which registered Net Profit in any of the past 3 years (year wise)	
VI I	Briefly present your achievements in the promotion of FPOs/ Producer Cooperatives or the facilitation services which you feel that have not been reflected in the information furnished above	
1		
2		
VI II	Present Proposal of the Institute	
	Considering your present proposal for consideration as a CBBO, please furnish particulars on the following:	
	(a) Proposed Cluster(s)/ names of the District(s) and Blocks in the State for operation as a CBBO	
	Sl. No.	Name(s) of the Block(s)
	(a) Justification for proposing the above area(s), indicating, <i>inter alia</i> , major programmes implemented earlier, achievements made therein by the Institute (brief description)	

**(b)** *Manpower planning:* Experts and other key personnel proposed to be deployed exclusively for successful implementation of the envisaged programme may be indicated as per the following.

Sl. No.	Particulars of the manpower assessment for the proposed project area	No. of personnel proposed to be deployed	No. of persons already available / to be deployed from the existing manpower of the agency	No. of personnel to be recruited
1	Programme Coordinator / Programme Head			
2	<b>Professional manpower / Experts</b>			
(i)	Crop Husbandry			
(ii)	Agri-Marketing / Value Addition / Agro-Processing			
(iii)	Social Mobilization			
(iv)	Information Technology / MIS			
(v)	Law/Accounts			
3	Project Accountant			
4	Other key supporting personnel / staff			
(i)	Pl. specify			
(ii)	Pl. specify			
.....	Pl. specify			
	<b>Total</b>			

## DECLARATION

I declare that the above particulars are true to the best of my knowledge and belief.

Place :

Date:

Signature

(Name of the authorized signatory)

Seal :



Approval of the Competent  
Authority

Approval the above proposal of -----(Name of the  
Institute and Centre to act as a Cluster Based Business Organization (CBBO) in the  
Implementation of the Central Sector Scheme for Formation and Promotion of Farmer Producer  
Organizations(FPOs) in----- (Name of the District(s)  
in \_\_\_\_\_ State; and recommend for consideration of  
\_\_\_\_\_ UPSS

Signature:

Date:

Seal:



## List of Documents / Reports / Statements to be enclosed to the Application

- (i) A write up on major areas of work/ operations and achievements of the Institute in the past 3 years
- (ii) A write up on Management of the Institute
- (iii) *Curriculum vitae* of the Experts / Professionals (as indicated at para III.4.D of the Application)
- (iv) Copies of last 3 years' (2019-20, 2020-21 and 2021-22) Annual Reports of the Institute, if published
- (v) A Write Up on the Facilitation Services provided by the Institute to the FPOs / LFGs (as indicated at para V.5. of the Application)
- (vi) Particulars of the FPOs/LFGs promoted by the Agency as per the format indicated in Appendix to application.