

TABLE OF CONTENTS

S. No.	Contents	Page no.
1.	Notice Inviting Expression of Interest	2
2.	Background	3
3.	Scope of Work	3-5
4.	Eligibility Criteria of Cluster Based Business Organizations	5-7
5.	Empanelment Criteria	7-9
6.	Application Due Date	9
7.	Period of Engagement	9
8.	Submission of Application	9
9.	Annexure I - Letter comprising the application	10-12
10.	Annexure II - Details of the agency	13
11.	Annexure III - Self-declaration for not to be barred and blacklisted	14
12.	Annexure IV- Self declaration for confirming legal compliance	15
13.	Annexure V- Human resource strength of the agency	16
14.	Annexure VI - Technical Strength of the agency	17
15.	Annexure VII - Financial Strength of the agency	18
16.	Annexure VIII - Details of FPOs promoted by the Agency	19
17.	Annexure IX - Details of supporting FPOs by the Agency	20
18.	Annexure X – Approach & Methodology	21
19.	Annexure XI – Details for Mandatory documents along with Application	22

1. INVITATION FOR EXPRESSION OF INTEREST

Expression of Interests are invited in the prescribed format from the qualified Public, registered Private Institutes, NGOs, Trust, Companies for empanelment as CBBOs. The empanelled CBBOs and their personnel should have sufficient working knowledge of local language and should possess sufficient experiences in local specific agro-based production system. Particulars containing details of eligibility criteria, scope of work and empanelment/evaluation criteria etc. can be downloaded from the web portal of CAU, Imphal, [https:// cau.ac.in/downloads-cau-imphal/](https://cau.ac.in/downloads-cau-imphal/) and the duly filled in application format along with complete supporting documents may be submitted as single PDF file through email ID: dee_cau@yahoo.co.in as advance copy and send the hard copy in a sealed envelope by post mentioning in the front cover **“Expression of Interest for empanelment of Cluster Based Business Organizations under the Central Sector Scheme for Formation & Promotion of 10,000 FPOs”** to the “DIRECTORATE OF EXTENSION EDUCATION, CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL, PIN: 795004 so as to reach on or before 15th December, 2022. The eligible Agency will be intimated on or before 26th December, 2022 for PPT presentation before the selection committee.



Director of Extension Education

2. Background

The Central Agricultural University was established on 26th January, 1993 with its headquarters at Imphal, the capital of Manipur, with the Central Agricultural University Act 1992 of Parliament (Act No. 40 of 1992) under the administrative control of the Department of Agricultural Research and Education (DARE), Ministry of Agriculture and Farmers Welfare, Govt. of India. The University has its jurisdiction over the states of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura. The mandates of the University as stipulated in the Act are: 1) to impart education in different branches of agriculture and allied sciences as it may deem fit 2) to further the advancement of learning and conducting of research in agriculture and allied sciences; 3) to undertake extension education programme in the states under its jurisdiction and 4) to undertake such other activities, as it may deem fit, from time to time.

The Department of Agriculture & Farmers Welfare, Ministry of Agriculture, Government of India has appointed the Central Agricultural University, Imphal (CAU) as the implementing Agency (IA) for formation & promotion of fresh 100 FPOs in NER except Assam under the Central Sector Scheme for formation & promotion of 10000 FPOs in the country for which the competent Cluster Base Business Organisations (CBBOs) will be hired for providing technical and handholding services for formation and promotion of self sustained FPOs.

Towards achieving the goal of creating FPOs under the Central Sector Scheme, Central Agricultural University, Imphal as an Implementing Agency under the programme has to engage Cluster Based Business Organizations (CBBOs) for the FPO formation and promotion work as per the Operational Guidelines for formation and promotion of 10,000 FPOs issued by DAC & FW.

Above all, at the national level, there is a National Project Management Agency (NPMA) for providing overall project guidance, data maintenance, information management and monitoring of the entire programme. The NPMA provides hand holding support and mentoring support to CBBOs. CBBOs will work in close coordination with NPMA and CAU, Imphal to carry out the project activities under the scheme.

In order to undertake the work of formation and promotion of FPOs, in accordance with the above-mentioned operational guidelines, Central Agricultural University, Imphal invites "Expression of Interest for empanelment of Cluster Based Business Organizations (CBBOs) under the Central Sector Scheme for Formation & Promotion of 10,000 FPOs"

3. Scope of Work:

The broad scope of work along with duties and responsibilities of CBBOs are as follows:

1. Assist in the implementation of the programme for formation and Promotion of FPOs as per the Operational Guidelines of DAC & FW and suggested by CAU, Imphal and NPMA from time to time.
2. Assist CAU, Imphal in cluster identification.

3. Assist in community mobilization - baseline survey, cluster finalization, value chain identification, formation of FPO in the Produce Cluster Area with the input of concerned district and state level committee, other Ministries/Departments of Central and State and recommendations of CAU, Imphal 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.
4. 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.
5. To form and promote FPOs with a minimum farmer-member 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 100 farmers in Hilly and North-Eastern regions to make them sizable for economic sustainability and profitability.
6. Registration of FPOs and Training of BODs on roles, responsibilities, management, FPO compliances, auditing & accounts and also capital/ equity mobilization.
7. Training and capacity buildings of FPOs/Farmers group - Training needs identification, develop training modules, conduct basic training workshops and exposure visits.
8. Encourage and promote social cohesiveness amongst members of FPOs.
9. 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.
10. Assist in regular interface with stakeholders like various Government Departments, Financial Institutions, Training, Technology, Research and Development Institutions at the cluster level.
11. Assist FPOs in availing Equity Grant, Credit Guarantee Facility and also assist FPOs in availing benefits under different Central/State Government Scheme/Programme
12. 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.

13. Facilitating traceability, compliance and global market connectivity.
14. Review and monitoring of the field team during implementation as per desired outcomes.
15. Assist in communication and dissemination of information to farmers by way of market and crop advisory.
16. Assist in compliance issues of FPO including their capacity building in the subject.
17. Assist NPMA and CAU, Imphal in data collection and generating MIS reports/information in the required data sheets and submit progress report on all specified target activities periodically to CAU, Imphal/ NPMA/ DAC & FW/N-PMAFSC.
18. Assist CAU, Imphal/ NPMA to develop rating tool for FPOs.
19. Assist FPO in proper financial management, utilization of fund, accounting and timely submission of returns and certificates.
20. Assist FPOs in distribution of share certificates from time to time.
21. Any other assignment related to implementation, management and monitoring of the project given by CAU, Imphal from time to time during the implementation period.
22. 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.

4. Eligibility Criteria of Cluster Based Business Organizations (CBBOs):

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 may be noted that Consortium/Joint Ventures/Partnership firm are not allowed).
- b. The empanelled CBBOs and their personnel should have sufficient working knowledge of local language and should possess sufficient experiences in local specific agro-based production system.
- c. The agency should have a minimum average turnover/utilization of funds of INR 1 crore for the last three years (3) financial years with positive net worth.
- d. If the entity is registered in the Himalayan and NE states/UTs and intends to take the role of CBBO in the Himalayan/NE state and/ UTs, in such cases the minimum average turnover will be INR 50 lakhs for the last three (3) financial years with positive net worth.

- e. Institutions promoted by Public Sector Agricultural Universities, ICAR/ KVKs or other similar institutions of Central/State Governments shall be exempted from the above requirements.
- f. 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.
- g. 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.	Agriculture and Allied Discipline	Graduate in Agriculture/ Allied Discipline 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 fulfilled at least 3 of the above mentioned Professionals at the time of submitting the application. In case if the applicant is found fit for empanelment, the Agency shall give an undertaking to CAU, Imphal that they should have all the above 5 professionals / experts at the time of signing the agreement with CAU, Imphal.

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 of 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 demonstrated through experience of working with Central/ State Governments/ PSUs/ National, International and Multi-lateral Organizations/ Companies/ CSR projects of Corporate/ 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.

5. Empanelment process: The process of empanelment of eligible agencies as CBBOs is indicated as below:

- a) The agencies, after scrutiny, which fulfill minimum eligibility criteria, completeness of information in application form and documentary evidences will be shortlisted for a presentation at CAU, Imphal or at any places designated by CAU, Imphal.
- b) The committee shall examine the suitability during the presentation and empanel the agency based on the following scoring criteria and weightage given under each items.

Scoring Criteria & Weightage:

Sl.No.	Particulars	Weightage
1.	Human Resource	25%
a.	Present Staff Strength of the Agency	
b.	Availability of Technical Experts	
c.	Area of Operation	
2.	Work Experience	

a.	Age of the Agency	40%
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.	Financial Strength	20%
a.	Turnover in last three (3) financial years (2019-20, 2020-21, 2021-22) (If not audited, provisional certificate certified by CA may also be submitted for 2021-22)	
b.	Minimum Net Worth	
4.	Presentation (approach and methodology to take up the project)	15%
Total		100%

- c) The agency which scores 75% will be qualified for empanelment. 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 call for Power Point Presentation.
- d) The CBBOs empanelled, shall be issued a letter of empanelment by CAU, Imphal specifying therein the names/details of cluster (s) allocated to them, number of FPOs to be promoted during 2022-23, "focus" crop(s)/activities, particulars of financial assistance to be given to the CBBO in a given financial year. CAU, Imphal and the organization/agency acting as CBBO shall enter into a separate formal agreement for the purpose of implementation of the programme.
- e) In all matters regarding eligibility, assessment, minimum qualifying standards and communication of result, CAU, Imphal decision shall be final and binding on the applicants and no correspondence shall be entertained in this regard.
- f) CAU, Imphal reserves the right to cancel the above empanelment as per institutional requirement without assigning any reason at any stage of empanelment process.

Further, it is to be noted that the empanelment of CBBO will not be considered as an offer of employment with CAU, Imphal whatsoever. The CBBO will be given assignment for FPO promotion work as per the requirement of CAU, Imphal during the project implementation. The empanelled CBBO will not have any right to demand for any work/employment from CAU, Imphal.

Other terms and condition

Some of the important terms and conditions of engaging the services of eligible agencies as CBBOs are given hereunder:

- a) Any failure to comply with requirements given in this document shall make the application of any agency liable to be rejected. Similarly, incomplete applications or with no details furnished for any parameters in the Application are also liable to be rejected.

- b) If any Agency or any of its member (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 implementation of the programme, the Agency shall be debarred forthwith in implementing the sanctioned/approved programme as a CBBO under the CSS but also be debarred for any future assignments of CAU, Imphal.
- c) In case it is found at any time before issue of empanelment letter by CAU, Imphal that, one or more of eligibility conditions have not been met by the Agency or it has made material misrepresentation or has given any materially incorrect or false information, the Agency shall be disqualified forthwith.

6. Application Due Date

The last date of application for both hard copy and online for submission to the Directorate of Extension Education, Central Agricultural University, Lamphelpat, Imphal is 10th December, 2022.

7. Period of Engagement:

The initial engagement of CBBO will be for a period of maximum three (3) years for the purpose of formation/ promotion of FPOs. In case the performance of the CBBO is found satisfactory by CAU, Imphal, 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 CAU, Imphal without assigning reason.

8. Submission of Application:

Application may be submitted by interested and eligible agencies along with the following documents:

1. **Annexure I** – Letter comprising the application;
2. **Annexure II** – Details of Agency;
3. **Annexure III** – Self-declaration for not being barred and blacklisted;
4. **Annexure IV** – Self-declaration for confirming legal compliance;
5. **Annexure V** – Human Resource Strength of the Agency;
6. **Annexure VI** – Technical Strength of the Agency;
7. **Annexure VII** – Financial Strength of the Agency;
8. **Annexure VIII** – Details of FPOs promoted by the Agency;
9. **Annexure IX** – Details of supporting FPOs by the Agency
10. **Annexure X** – Approach & Methodology for implementing the assignment
11. **Annexure XI** – Details for other mandatory documents along with Application

ANNEXURE I
LETTER COMPRISING THE APPLICATION

[To be forwarded on the letterhead of the Agency]

Ref. No:

Date:

To:

The Director of Extension Education
Central Agricultural University, Lamphelpat, Imphal

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 notice for EOI 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 CAU, Imphal 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 CAU, Imphal requires.
4. I/We shall make available to CAU, Imphal any additional information it may find necessary or require supplementing or authenticate the Application.
5. I/We acknowledge the right of CAU, Imphal 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 3 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial 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 CAU, Imphal, 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 CAU, Imphal or any other public-sector enterprise, 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 qualificationas 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 CAU, Imphal 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 CAU, Imphal 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 CAU, Imphal in accordance with the terms and conditions provided in the Agreement for provision of Servicesto be issued by CAU, Imphal. 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 CAU, Imphal, I/We shall have no claim, right or title arising out of any documents or information provided to us by CAU, Imphal 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:

(Signature of the Authorised signatory)

Place:

(Name and designation of the of the Authorised signatory)

Name and seal of Agency

ANNEXURE II
DETAILS OF THE AGENCY

1.
 - (a) Name of the Agency:
 - (b) Type of Organization: (Pvt Ltd/Govt./Semi Govt./KVK/ICAR-Institute/Corporate)
 - (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 CAU, Imphal:
 - (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:

Yours faithfully,

Date:

(Signature of the Authorised signatory)

Place:

(Name and designation of the of the Authorised signatory)

Name and seal of Agency

ANNEXURE III

SELF-DECLARATION FOR NOT TO BE BARRED AND BLACKLISTED

[To be forwarded on the letterhead of the Agency]

Ref. No:

Date:

To:

The Director of Extension Education
Central Agricultural University, Lamphelpat,
Imphal -795004

Dear Sir/Madam,

'I/We hereby certify that my /our firm/ Company/Society/Trust/Organization has not been debarred/ blacklisted by any Central Government/ State Government/Govt. Departments and/or agencies such as UN/bilateral/multi-lateral funding/partner agencies and corporate including CPSEs, at any time for services of any description, during the last three financial years (FY 2019-20, 2020-21, 2021-22).

Yours faithfully,

Date:

(Signature of the Authorised signatory)

Place:

(Name and designation of the of the Authorised signatory)

Name and seal of Agency

ANNEXURE IV

SELF DECLARATION FOR CONFIRMING LEGAL COMPLIANCE

[To be forwarded on the letterhead of the Agency]

Ref. No:

Date:

To:

The Director of Extension Education
Central Agricultural University, Lamphelpat,
Imphal -795004

Dear Sir/Madam,

I/We hereby certify that my /our firm/ Company/Society/Trust/Organization has been legally compliant by all laws and regulations made by Government of India during the last three financial years (FY 2019-20, 2020-21, 2021-22).

Yours faithfully,

Date:

(Signature of the Authorised signatory)

Place:

(Name and designation of the of the Authorised signatory)

Name and seal of Agency

ANNEXURE - V

HUMAN RESOURCE STRENGTH OF THE AGENCY

S.No.	Expert Domain	Name of the official & Designation	Educational Qualification	Duration of working with the agency (Years/Months)	Relevant Experience (Years)
1.	Agriculture/ Allied Discipline				
2.	Agri-Marketing/ Value Addition/ Processing				
3.	Social Mobilizer				
4.	Information Technology/ MIS				
5.	Law/Accounts				

Please attach appointment letter, Curriculum Vitae of the above experts. It is noted that all the relevant documents are to be certified by the Head of the Organization regarding working of the above-mentioned subject experts in the organization. The total number of staff is to be given as per above format is mandatory.

ANNEXURE VI

TECHNICAL STRENGTH OF THE AGENCY

Sl.No.	Year	State	Name of the Project	Name of the funding Agency	Duration of the project	Total Cost (in Rs. Lakh)

Please attach Copy of Work Allotment Letter or Completion Certificate to support above mentioned projects/assignments.

ANNEXURE VII

FINANCIAL STRENGTH OF THE AGENCY

(Value in Rs.)

S.No.	Financial Year	Annual Turnover	Annual Net Worth	Whether Profitable/Loss (Yes/No)
1	FY 2019-20			
2	FY 2020-21			
3	FY 2021-22			

Note: Mandatorily a Chartered Certificate for showing Annual Turnover and Net Worth is to be provided in case the audit for FY 2021-22 is under process along with the undertaking stating the same. Agency should provide the Audited Accounts and Annual Report of last three (3) financial years. Further, an acknowledgement of ITR along with IT Return filed during the last three (3) financial years may also be enclosed.

NB: The Annexure VIII should be verified and stamped by the Chartered Accountant, failing to which leads to rejection of application.

ANNEXURE - VIII

DETAILS OF FARMER PRODUCER ORGANIZATIONS PROMOTED BY THE AGENCY

S. No.	Name of FPO	Status as per MCA	Registration Number	State	Program/ Scheme	Funding Agency	Implementing Agency

Documents to be submitted for supporting above mentioned details: Work Orders/Client's Certificates/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.

The authorized representative of the Agency shall self- certify, if the Agency has done assignments on non-disclosure agreements.

ANNEXURE IX

DETAILS OF PROOF FOR SUPPORTING FARMER PRODUCER ORGANIZATIONS BY THE AGENCY

- a. 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)
- b. Documents supporting experience in providing Capacity Building Trainings i.e. Field and Classroom Trainings for FPOs/ Large Farmers' Groups.
(or)
- c. Documents supporting experience in establishing Pre & Post Harvest Infrastructure as mentioned in Eligibility Criteria for FPOs/ Farmers' Groups.

Sl.	Name of FPO/Farmers Group	State	FPO promoted by	Credit linkages established	Market linkages established	Pre & Post Training provided	Infrastructure creation support/Scheme

The required details must be submitted in the above format only. Additional columns may be added, if required. The documentary evidence of any of the above-mentioned activities must be submitted by the agency. In case of non-submission of documentary evidences, the application is liable to be rejected.

ANNEXURE X

APPROACH AND METHODOLOGY FOR IMPLEMENTING THE ASSIGNMENT ALONG WITH WORK PLAN

ANNEXURE XI

DETAILS OF MANDATORY DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION

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

- a. Documents evidencing legal existence of the entity
 - 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 years Annual Board Meetings.
 - h. Details of Convergence with Scheme of Central/State Government created for FPOs.
 - i. 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 CBBO under the programme.