



**National Agricultural Cooperative Marketing Federation of India
Ltd. (NAFED)**

NAFED House, Siddhartha Enclave, Ring Road, Ashram Chowk, New Delhi-110014
Telephone Number: 091-11-26340019, 26341810; Fax : 091-11-26340261

EXPRESSION OF INTEREST

**NOTICE INVITING EXPRESSION
OF INTEREST (EOI) FOR**

**EMPANELMENT OF AGENCIES FOR CLUSTER BASED BUSINESS
ORGANISATIONS (CBBOs) FOR FORMATION AND PROMOTION OF
FPOs IN HIMACHAL PRADESH**

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| 1. EOI Ref. No. | : HO/FOF/CBBO/2025-26 |
| 2. Date of Issue of EOI | : 05.08.2025 August, 2025 |
| 3. Last date for Submission of EOI | : 18 th August, 2025 at 5:30 PM |

**SUB: INVITATION OF “EXPRESSION OF INTEREST” (EOI) FOR
EMPANELMENT OF AGENCIES FOR CLUSTER BASED BUSINESS ORGANISATIONS
(CBBOs) FOR FORMATION AND PROMOTION OF FPOs in HIMACHAL PRADESH**

National Agricultural Cooperative Marketing Federation of India Ltd. (NAFED) invites Expression of Interest (EOI) in sealed cover from all eligible agencies for empanelment of agencies for Cluster Based Business Organizations (CBBOs) for formation and promotion of Farmer Producer Organizations (FPOs) in Himachal Pradesh.

1. PURPOSE AND TECHNICAL SCOPE OF WORK FOR WHICH EOI IS INVITED:

1.1 NAFED has been assigned by Ministry of Agriculture & Farmers’ Welfare (MoA&FW) to undertake the work of formation and promotion of FPOs under the scheme of Formation and Promotion of 10,000 Farmer Producer Organizations (FPOs) in Himachal Pradesh.

In order to undertake the work of formation and promotion of FPOs, in accordance with the guidelines provided by the MoA&FW, NAFED seeks to empanel eligible organizations as Cluster Based Business Organizations (CBBOs). An indicative scope of work for CBBOs is as listed below: -

- a)** Identification of Produce Cluster Area with recommendations of NAFED with input and suggestions of relevant Government of India Organizations.

“Produce Cluster Area” for purpose of FPO formation and management herein means a geographical area wherein agricultural and allied produce such as horticultural produce of similar or of almost similar nature is grown / cultivated; therefore, an FPO can be formed for leveraging economies of scale in production and marketing. This will also cover Organic Produce and Natural Farming.

- b)** To undertake Feasibility Study in assigned clusters which will include the following:

- (i) **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.
- (ii) **Prospective Business Plan** in order to establish a fit case for formation of an economically sustainable FPO.

- c)** Formation of FPO. FPO with a minimum farmer-members’ size of 300 shall be eligible under the scheme in plains, while in North-Eastern and Hilly areas* (including such other areas of UTs), size of 100 shall be eligible. Farmer-members cohesively located with almost same interest are to be mobilized to form a group of 15-20 Members, calling the group as Farmer Interest Group (FIG) or

Self-Help Group (SHG), Farmers Club (FC), Joint Liability Group (JLG), Rythu Mitra Group. Such 20 or more groups from a produce cluster area or a village/ cluster of neighboring villages based on certain commonalities are to be put together to form an FPO with a minimum farmer-members size of 300 to be eligible under this scheme in plains while in Hilly and North Eastern regions, 7-8 are to be put together to form an FPO with a minimum farmer-members size of 100. It may provide special focus to include small, marginal and women farmers/women SHGs, SC/ST farmers and other economically weaker categories etc. as members to make FPOs more effective and inclusive.

** - Hilly area means area at a height of 1000 meter or above MSL*

- d) However, efforts will be made to achieve an average membership size of 500 farmers in plain areas and 200 farmers in Hilly and North-Eastern regions to make them sizable for economic sustainability and profitability. Based on experience/ need, Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW) may revise the minimum membership norm per FPO, with the approval of Union Agriculture Minister. Efforts will be made to form on an average two FPOs in at least each of the potential blocks.
- e) The FPOs can 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. Based on their need, success and product, they can federate at the National level also to promote packaging/branding and domestic/international trading of quality produce. Such Federation may avail advisory of National Project Management Agency (NPMA) as well as will be eligible for Credit Guarantee facility under the Scheme to strengthen their activities relating to setting up of infrastructure and supply chain for value addition and marketing.
- f) While adopting cluster-based approach for produce or produce mix, formation of FPOs will also focus on “One District One Product” approach for development of product specialization, in case the focused agriculture produce has been declared for that district, whereby FPOs will be encouraged for promoting processing, branding, marketing and export of the product for better value realization. There may be more than one cluster for one product in one district and a cluster also may extend beyond a district. However, to be an FPO economically sustainable and diversify risk & enhance returns, the FPO will also have additional product and service mix; so that there are enough activities and engagements with the members throughout the year. Furthermore, FPOs can federate at district level, State level & National level for the product identified as per their requirement of processing, branding and marketing.

g) Duties and Responsibilities of CBBOs:

- I. Assist in the implementation of the programme as suggested by the MoA&FW, NAFED and NPMA and as per “Formation and Promotion of 10,000 FPOs” Scheme guidelines.
- II. Assist NAFED in cluster identification.
- III. Assist in community mobilization - baseline survey, cluster finalization, value chain study, formation of groups and FPO and assist in their periodic meetings. They may seek the assistance of Local Bodies, wherever feasible in identification of proper produce cluster and mobilization of members.
- IV. Registration of FPOs and Training of BODs on roles, responsibilities, management and also capital/ equity mobilization.
- V. Training and capacity buildings of FPOs/farmer groups- Training needs identification, develop training modules, conduct basic training workshops and exposure visits.
- VI. Encourage and promote social cohesiveness amongst members of FPOs.
- VII. 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.
- VIII. Assist in regular interface with stakeholders like various Government Departments, Financial Institutions, Training, Research and Development Institutions at the cluster level.
- IX. Assist FPO in availing Equity Grant and Credit Guarantee Facility as per need and growth.
- X. Incubation/handholding services for sustainability - Provide support and monitoring in terms of incubation activities; capacity building of BODs and FPO management for sustainability. The incubation/handholding services include ensuring input, market linkages, preparing and implementing related business plans.
- XI. Facilitate establishment of necessary common pool production, marketing and processing infrastructure facility by the FPO, as may be necessary, to develop the business for long-term viability.
- XII. Facilitating traceability, compliance and global market connectivity.
- XIII. Review and monitoring of the field team during implementation as per desired outcomes.
- XIV. Assist in communication and dissemination of information to farmers by way of market and crop advisory.

- XV. Progress report on all specified target activities to be submitted periodically to the NAFED and to be uploaded on the MIS platform of NAFED regularly.
- XVI. Ensuring programme/project targets are met.
- XVII. Assist in compliance issues of FPO including their capacity building in the subject.
- XVIII. Assist NPMA and NAFED in data collection and generating MIS reports/information in the required data sheets.
- XIX. Assist NAFED and NPMA in rating of FPOs as may be necessary.
- XX. Assist in federating FPOs when necessary for business growth and expansion.
- XXI. Assist FPO in proper financial management and utilization of fund and accounting and timely submission of returns and certificates.
- XXII. Any other activity related to implementation, management and monitoring of the project.
- XXIII. An advisory body consisting of various stakeholders including state government representative, NGOs, RIs, KVKs or any other support institutions will provide active guidance over project implementation.
- 1.2 NAFED reserves the right to shortlist and engage CBBOs at its sole discretion and will not be liable to answer demands/queries from firms that are not shortlisted or engaged. NAFED also reserves the right to cancel this Expression of Interest, without assigning any reason.

1.3 Short listing and engagement will be carried out through the following steps:-

Step 1	Short listing of eligible agencies will be based upon: -	
	i. Short-listing will be done on the basis of the documents submitted by the Agencies as per the Eligibility criteria mentioned below as well as in the Guidelines issued by MoA&FW for “Formation and Promotion of 10,000 FPOs”.	
	ii. Refundable Earnest Money of Rs. 50,000.00 (Rupees Fifty thousand only) is submitted in the form of a demand draft payable to “ National Agricultural Cooperative Marketing Federation of India Limited ” at New Delhi. Application shall not be considered without submission of EMD.	
	iii. EMD can also be submitted through NEFT/RTGS on the following account:	
	Beneficiary Name	NAFED
	Saving Account No.	10060654277
	Center (Location)	NEW DELHI
	Bank	IDFC FIRST BANK
Step 2	Branch	New Friends Colony Branch South Delhi
	IFSC Code	IDFB0020102
	iv. MSMEs shall submit a certificate of the same to get exemption from EMD.	
Step 2	The Agencies will be shortlisted in Step 1 if they score minimum 60/85 marks in HR Capacity, Work Experience and Financial Strength as per the marking scheme provided in Clause 2. (iii) . Short listed agencies will be required to give a presentation to NAFED, highlighting all the parameters listed in the Eligibility Criteria below and the parameters provided by NAFED.	

Step 3	Agencies scoring minimum 75/100 marks will be qualified. Agencies who qualify in evaluation will be requested to sign a MoU with NAFED.
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1.4 Empanelment with NAFED does not guarantee a Right to Work. No Agency empanelled with NAFED can demand a contract.

2 ELIGIBILITY CRITERIA FOR EMPANELMENT WITH NAFED FOR CLUSTER BASED BUSINESS ORGANISATIONS (CBBOs) FOR FORMATION AND PROMOTION OF FPOs

1. Minimum Eligibility

A. Pre-Qualification:

- 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.
- CBBO must have a working office and having similar projects executed in the State of Himachal Pradesh.
- The 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.
- Institutions promoted by Public Sector Agricultural Universities, ICAR / KVKs or other similar institutions of Central / State Governments shall be exempt from the above requirements.
- 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.
- 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.
- 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 Farmer's 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.
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However, the agency shall give an undertaking to the IA to recruit experts with requisite experience from the remaining domains upon selection. The IA shall issue the Sanction/Approval Letter to the Agency only after ensuring that experts from all the above 5 domains are available with the agency.

B. Technical Qualification

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

- a) The agency should have minimum 3 years of experience in Mobilization of farmers/Formation or Promotion of Farmers Producer Organizations/ Business Planning of FPOs or Large Farmers group*, which should be demonstrable through experience of working with Central / State Governments/ PSUs/ National, International and Multi-lateral Organizations / Companies / CSR projects of Corporates / Foundations / Trusts / Co-operatives / FPOs independently promoted by the applicant (agency).
- b) The agency should have experience in establishing Market and Credit linkages for FPOs/ Large Farmers groups*.
- (or)
- c) The agency should have experience in providing Capacity Building Trainings, Pre and Post Harvest Trainings / Demonstrations for FPOs / Large Farmers groups*.
- (or)
- d) The agency should have experience in facilitating establishment of Pre-harvest / Post-harvest Infrastructure facilities viz. Seed Processing Units/ Processing Mills/ Packhouses / Warehouses/ Cold Storages / Ripening Chambers / Custom Hiring Centres / Common Facility Centres / Primary & Secondary Processing Units / Exports Oriented Infrastructure / Cold Chain/ Supply Chain Management / Branding /Marketing etc. for FPOs / Farmers groups.

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

iii. Criteria and weightage for CBBOs (100%):

- 1. Human Resource** (Present Staff Strength of the Agency, Availability of Technical Experts & Area of Operation)- 25%
- 2. Work Experience** (Age of the Agency, No. of FPOs Promoted, 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-40%
- 3. Financial Strength** (Turnover in Last Three Financial Years & Minimum Net Worth)-20%
- 4. Presentation-15%**

**Note: Cut off marks for empanelment as CBBO will be 75 %. The type and no. of sub-parameters may be decided by respective implementing Agencies within the above four broad parameters and weightage.*

- 3 TERMS & CONDITIONS OF EOI:** Participating firms shall indicate acceptance of terms & conditions of EOI as given below:

3.1 CONFIDENTIALITY:

All the information provided to the vendors shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances.

3.2 STATUTORY REQUIREMENT, OFFICIAL SECRETS ACT, SAFETY AND SECURITY RULES

Applicant agency shall also abide by all statutory requirements, Official Secrets Act 1923, Security and Safety Rules. The CBBO will have to follow the guidelines of the scheme set by the DAC&FW, MoA&FW. The Empanelled Party will have to enter into an agreement with NAFED.

3.3 SUBMISSION OF EOI:

i. NAFED invites Expression of Interest (EOI) from eligible and interested parties to take up the assignment. The format of application is placed at **Annexure-I**. EOI complete in all respect with all supporting documents along with completely filled **Annexure-I and Annexure-II** with page number in an envelope securely closed (Sealed), Super scribed with EOI Ref No, Due Date, Time, and name of firm addressed to General Manager (FOF), NAFED, NAFED House, Siddhartha Enclave, Ring Road, Ashram Chowk, New Delhi-110014, should be deposited on or before **18th August, 2025 at 1730 hours**, in the Tender Box at NAFED House, Siddhartha Enclave, Ring Road, Ashram Chowk, New Delhi-110014.

To: fofddivision@nafed-india.com

The Agencies will have to submit a hard copy mandatorily. While sending the soft copy, kindly also share the details of sending the application through post/courier through E-mail.

3.4 OPENING OF EOI:

The EOI received will be opened on 19th August, 2025 at 11.00 AM Participated agencies, who wish to remain present during the EOI opening, should nominate on their company's letterhead the name and designation of one person authorized to remain present at the time of opening the EOI and sends this letter so as to reach GM (FOF) at least one working day prior to closing date of the EOI. The same intimation can also be provided with an E-mail to fofddivision@nafed-india.com.

- 4 MODIFICATION OF EOI:** At any time prior to deadlines for submission of proposals, NAFED may for any reason, modify the EOI document. All such amendment shall become part of the EOI and same will be notified on NAFED's website. The respondents are required to have a watch on NAFED's website for any such amendment.

5 DISCLAIMER: -

- All information contained in this, Expression of Interest (EOI) subsequently provided/clarified is in good interest and faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party.

- NAFED reserves the right not to respond to questions raised or provide clarification sought, in its sole discretion, if it considers that it would be inappropriate to do so. Nothing in this section shall be taken or read as compelling on the part of NAFED requiring to respond to any question or to provide any clarification.
- NAFED reserves the right to modify the terms and conditions of the EOI and subsequent processes,
- NAFED may in its sole and absolute discretion, independently verify any information in any submission.
- Each applicant should conduct its own investigation and analysis & should check the accuracy, reliability and completeness of the information in this Expression of Interest. Applicants should make their own independent investigation in relation to any additional information that may be required.
- The participants must submit an undertaking that they will disclose the number and details of the FPOs allocated to them by other Implementing Agencies other than NAFED. The application stands rejected if the undertaking is not submitted by the Agency along with the details of current allocation by other Implementing Agencies.
- Those who have already been empanelled with NAFED need not apply in this EoI.
- This EOI does not create a tender process. This EOI is not an invitation for bids.

6 COST OF PARTICIPATION:

The prospective vendors shall be at all costs associated with the preparation or delivery of its EOI, participating in discussions etc. including costs and expenses related with visits to NAFED's office and the site(s). NAFED will in no case be responsible or liable for those costs and expenses.

7 CONTACT PERSON:

For any technical clarification, you are requested to contact FOF Division, NAFED, Tel: 091-11-26340167, 26341810, email id: fofddivision@nafed-india.com.

8 ASSIGNMENT, SUBLETTING AND OUTSOURCING:

The whole work included in the Tender shall be executed by the vendor and the vendor shall not directly or indirectly transfer, assign sublet, the contract or any part thereof or interest therein.

Prior to the last date for receipt of Bids, the NAFED, may, for any reason, whether at its own initiative or in response at any time to a clarification requested by the Bidders, modify the Tender by issuing an addendum/corrigendum. Any such amendment issued along with the original Tender document shall constitute Revised Tender. The addendum/corrigendum shall be uploaded also on the NAFED website and/or CPP Portal. The Bidders are, therefore, requested to visit the NAFED website & CPP Portal frequently to check for any amendments.

9 HOLIDAY LISTING

The vendors / contractors are expected to adopt the ethics of highest standards and a very high degree of integrity, safety and quality consciousness, commitment and sincerity towards the work undertaken and dealing with NAFED in such matters. Also, while participating in the tender and performing the contracts, Contractors are required to meet certain performance criteria and adherence to the terms and conditions of the tender / contract. NAFED shall have the right to remove from the list of approved suppliers /

contractors or to ban business dealings, if any agency has been found to have committed misconduct or fraud or poor performance or anything unethical not expected from a reputed agency. The guidelines and procedures for Holiday Listing as adopted by NAFED and available separately in NAFED website shall be applicable in the context of all tenders floated and consequently, all Orders / Contracts / Purchase Orders placed, by NAFED.

10 INTEGRITY PACT (IP)

Integrity Pact may be an integral part of their in tender document as and when internally finalize in NAFED. Bidders are requested check the NAFED website from time to time for any corrigendum.

11 FORCE MAJEURE

11.1 Force Majeure means any event or combination of events or circumstances beyond the control of the parties hereto which cannot (a) by the exercise of reasonable diligence, or (b) despite the adoption of reasonable precaution and/or alternative measures, be prevented, or caused to be prevented, and which adversely affects the abilities of the parties to perform obligations under this Agreement, which shall include but not be limited to: (a) Acts of God i.e. fire, drought, flood, earthquake, epidemics, natural disasters; (b) Explosions or accidents, air crashes and shipwrecks, act of terrorism; (c) Strikes or lock outs, industrial dispute; (e) War and hostilities of war, riots, bandh, act of terrorism or civil commotion; (f) The promulgation of or amendment in any law, rule or regulation or the issue of any injunction, court order or direction from any Governmental Authority that prevents or restricts a party from complying with any or all the terms and conditions as agreed in this Agreement; (h) Any event or circumstances analogous to the foregoing.

11.2 It is agreed between the parties that the performance of obligations under this agreement is subject to force majeure condition which shall mean any event or combination of events or circumstances beyond the control of the parties hereto.

11.3 Neither party will be liable for performance delays or for non-performance due to causes beyond its reasonable control, except for payment obligations.

11.4 During the continuance of the Force Majeure, **NAFED** reserves the right to alter or vary the terms and conditions of this Agreement or if the circumstances so warrant, the **NAFED** may also suspend the agreement for such period as is considered expedient, the Selected Bidder agrees and consents that they shall have no right to raise any claim, compensation of any nature whatsoever for or with regard to such suspension.

11.5 The Selected Bidder agrees and understands that if the Force Majeure condition continues for a long period, then the NAFED in its own judgment and discretion, may terminate this Agreement and in such case Selected Bidder agrees that the they shall have no right or claim of any nature whatsoever and NAFED shall be released and discharged of all its obligations and liabilities under this Agreement.

12 TERMINATION

Termination shall be dealt in accordance to Termination clause in Agreement.

13 APPLICABLE LAW, JURISDICTION AND DISPUTE RESOLUTION

13.1 This contract shall be construed and the legal relations between the parties hereto shall be determined and governed according to the laws of Republic of India.

13.2 All or any disputes arising out or touching upon or in relation to the terms of this contract including the interpretation and validity of the terms thereof and the respective rights and obligations of the parties shall be settled amicably by mutual discussion failing which the same shall be settled through arbitration. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996 or any statutory amendments/modifications thereof for the time being in force, The Arbitration Proceedings shall be conducted by a Sole Arbitrator who shall be appointed with due process of law. The venue and seat of the Arbitration shall be at New Delhi, India and language of arbitration shall be English. It is hereby clarified that during the Arbitration Proceeding the Parties shall continue to perform their respective rights and obligations under the agreement.”

13.3 There shall be separate legal clauses pursuant to award of work and same shall be incorporated in Service Level Agreement. Post award work obligations shall be dealt as per the Service Level Agreement to be executed between NAFED and selected bidders.

ANNEXURE 1

APPLICATION FORMAT FOR EMPANELMENT OF AGENCIES FOR CLUSTER BASED BUSINESS ORGANISATIONS (CBBOs) FOR FORMATION AND PROMOTION OF FPOs

1. Name and Location

S. No.	Particulars	Details
1	Name of the Agency / Organization	
2	Head office address (Attach a proof of address)	
3	Parent State of the Agency/ Organization	
4	Name of the Chairperson and telephone number	
5	Name of the Director and telephone number	
6	Name & Contact details of the Nodal person from Organization for the project	
7	Office Phone number(s)	
8	Fax	
9	Email	
10	Web	
11	Registration Number (Attach Proof)	
12	Year of Registration	
13	Agency/Organization Registered with	

2. Details of Regional Office / Field Office

S. No	Details of Regional Office / Field Office

3. Board Members' Governing Body Members' profile:

S. No	Name	Designation / Role in Agency/ Governing Body	Qualification

(Attach copy of composition of General Body / Board Members)

4. Operational Area

S. No	Name of the State/s, where Agency is working	Name of District	Duration	Name of the projects	Total Cost of the Project (In Rs. Lakhs)

(Attach Copy of work allotment letter/ completion certificate)

5. Purpose/ Mandate of the Agency:

6. Agency Blacklisted by any Agency/donor? (Yes/No)

(Attach undertaking for not being blacklisted)

7. Undertaking of sharing the details and number of FPOs allocated by other Implementing Agencies to NAFED. (Mandatory)**8. Annual Turnover for the last 3 years:**

S. No	Year	Total Turnover (In Rs. lakhs)
1	2022-23	
2	2023-24	
3	2024-25	

(Attach Audited Statement of Accounts certified by CA)

9. Details of Domain Experts Working as on Date:

S. No	Name of the official	Qualification	Sector/ Skill/Specialization	Duration of working with the Agency (No. of years & months)	Total Years of Experience in the concerned sector

(Note: - Domain Experts should be from the concerned disciplines as notified in point 2.v above)

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

10. Work Experience Related to FPO Formation

S. No	Year	Name of the Project	Name of the funding Agency	Duration of the project	Total Cost (In Rs. Lakh)

(Attach Copy of work allotment letter/ completion certificate)

Additional Documents to be attached in support of Point 9

- Business Plan and Activity Plan of one FPO promoted by the agency duly authorized by FPO BoD.

- Details of Board of Directors and Management Team of the FPO.
- Details of Incorporation and Bye-Laws of the FPO.
- Documents related to business transaction (if the FPO is more than 2 years old).
- Minutes of the last 3 years Annual Board Meetings of the FPO.

11. Work Experience Related to Community Mobilization Projects

S. No.	Year	Name of the Project	Name of the funding Agency	Duration of the project	Total Cost (In Rs. Lakh)

(Attach Copy of work allotment letter/ completion certificate)

12. Awards and Recognition

S.NO.	Name of Award or recognition	Name of Project/Assignment for which Award or recognition was given	Year of Award or recognition	Name and location of the Agency who gave Award or recognition

13. Empanelment with Central Government/ State Government / Other Agencies

S.No.	Name of the Empanelling Agency	Empanelment Year (From- To)	Number of projects completed

Note: - Relevant Documents/notified empanelment list/ empanelment link should be attached

14. Any other information

15. Declarations

- a) I/We hereby certify that my /our firm/ Company/Society/Trust/Organization has not been debarred/ blacklisted by any State Government/Government of India/Govt. Departments and/or agencies such as uni/bilateral/multi-lateral funding/partner agencies and corporate including CPSEs, at any time for services of any description, during the last three years (FY 2022-23, 2023-24, 2024-25).
- b) I/We hereby declare that, no relevant information has been omitted/withheld/alterd in the process of furnishing the information with respect to this EOI/application.
- c) 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.
- d) 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.
- e) I/We agree to share the number and details of the FPOs allocated by other Implementing Agencies to NAFED.

For and on behalf of:

M/s:

Signature of Authorized Representative (with seal of the Agency) (Supported by authority letter):

Name:

Designation:

Date:

Place:

CHECKLIST OF DOCUMENTS

S.No.	Particulars	(Yes/No)
1	EMD Submission (Attach certificate in case of MSME for exemption)	
2	Date of submission of application	
3	Name of Organization	
4	Address	
5	Chairperson Name and Number	
6	E-mail and phone number	
7	Presence of Regional offices	
8	Details of Operational Area of organization	
9	List of Board Members	
10	Work Allotment/Experience Certificates (Minimum 3 years)	
11	Registration Certificate of the organization	
12	MOA	
13	AOA	
14	Audited statement of Accounts certified by CA for Annual Turnover for last 3 years	
15	Details of Domain Experts	
	Crop Husbandry	
	Agri-Marketing/Value Addition/Processing	
	Social Mobilization	
	IT/MIS	
	Law/Accounts	
16	Work Experience related to FPO Formation	
17	Work Experience related to community formation	
18	Empanelment with Central or State Government/ Other Agencies	
19	PAN (Attach a copy)	
20	GST No. (Attach a copy)	
21	Qualification as per Eligibility Criteria 1. A.	
	i. Existence for last 3 years	
	ii. Average turnover in past 3 years	
	iii. Certificate of non-blacklisting	
22	Technical Qualification as per Criteria-1, B(a)	
23	Technical Qualification as per Criteria-1, B(b) or	
	Technical Qualification as per Criteria-1, B(c) or	
	Technical Qualification as per Criteria-1, B(d)	
24	Filled Application as per Annexure-1	
25	Staff strength of the Organization (No. of employees on payroll)	