

**Expression of Interest (EOI)**

**For**

**Empanelment of Cluster Based Business Organizations  
(CBBOs)**

**Under**

**Central Sector Scheme for Formation & Promotion of  
10,000 Farmer Producer Organizations (FPOs)**



**SMALL FARMERS' AGRIBUSINESS CONSORTIUM (SFAC)**  
(A society promoted by Department of Agriculture, Cooperation & Farmers' Welfare)  
(Ministry of Agriculture & Farmers Welfare)  
3, Siri Institutional Area, 5<sup>th</sup> Floor, NCUI Auditorium Building,  
August Kranti Marg, Hauz Khas, New Delhi – 110016  
(T) +91-11- 26966017, 26966037, 26862365  
(F) +91-11- 26862367  
Email: [info@sfac.in](mailto:info@sfac.in)

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## **1. Disclaimer**

This EOI is not an agreement/contract and is neither an offer nor invitation by SFAC 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 SFAC 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 SFAC, 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. SFAC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. SFAC, 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.

SFAC 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. SFAC 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 SFAC is bound to select and engage or to appoint the Selected Agency for the Project and the SFAC 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 SFAC or any other costs incurred in connection with or relating to its Application.

## 2. Notice Inviting Expression of Interest

### **SMALL FARMERS' AGRIBUSINESS CONSORTIUM**

(A society promoted by Department of Agriculture, Cooperation & Farmers' Welfare)

(Ministry of Agriculture & Farmers' Welfare)

3, Siri Institutional Area, 5<sup>th</sup> Floor, NCUI Auditorium Building,  
August Kranti Marg, Hauz Khas, New Delhi – 110016

### **INVITATION FOR EXPRESSION OF INTEREST**

The Small Farmers Agribusiness Consortium (SFAC) invites sealed Expression of Interest (EOI) from eligible agencies 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.

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://sfacindia.com/>

The empanelment shall be open ended and will be done as and when the Authority is in receipt of the Application for Expression of Interest. Application in sealed envelope to be sent by post to the captioned address as well as by email at [info@sfac.in](mailto:info@sfac.in), containing EOI may be submitted mentioning “**Expression of Interest for empanelment of Cluster Based Business Organizations under the Central Sector Scheme for Formation & Promotion of 10,000 FPOs**” on the top cover:

**Managing Director,**

**Small Farmers' Agribusiness Consortium**

**3, Siri Institutional Area, 5<sup>th</sup> Floor, NCUI Auditorium Building,**

**August Kranti Marg, Hauz Khas, New Delhi – 110016**

Applicants meeting the qualification criteria may be invited for presentation before the selection committee of SFAC.

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Deputy Director  
Small Farmers' Agribusiness Consortium

Note: SFAC 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 SFAC reserves the right to amend/add further details in the EOI.

### 3. Letter of Invitation

**Ref No.:** SFAC/FPO/CBBOs/EOI/2021-22

**Dated:** 02.12.2021

Dear Sir/Madam,

The Small Farmers Agribusiness Consortium (SFAC) invites sealed Expression of Interest (EOI) from eligible agencies 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.

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://sfacindia.com/>

The empanelment shall be open ended and will be done as and when the Authority is in receipt of the Application for Expression of Interest. Sealed envelope marked to the captioned address, containing EOI may be submitted mentioning **“Expression of Interest for empanelment of Cluster Based Business Organizations under the Central Sector Scheme for Formation & Promotion of 10,000 FPOs”** on the top cover:

**Managing Director,  
Small Farmers’ Agribusiness Consortium  
3, Siri Institutional Area, 5<sup>th</sup> Floor, NCUI Auditorium Building,  
August Kranti Marg, Hauz Khas, New Delhi – 110016**

For any technical clarification/ queries if any, agencies may contact Deputy Director (Administration), SFAC at Tel: 091-11-41060075, 26966017, 26966037 email id: [info@sfac.in](mailto:info@sfac.in)

The empanelment shall be open ended and will be done as and when the Authority is in receipt of the Application for Expression of Interest. The hard copy of the application is mandatory.

However, in view of Covid-19 lockdown restrictions, the application may also be submitted by email at [info@sfac.in](mailto:info@sfac.in). The application should be submitted in one single PDF file, multiple files are not allowed. In case the application is submitted through google drive link then drive access should be given to SFAC. No application will be accepted/evaluated received by post or email after the due date as mentioned above.

Yours faithfully,

---

Deputy Director  
Small Farmers’ Agribusiness Consortium

## **4. Background**

SFAC is an Autonomous Society promoted by Department of Agriculture, Cooperation & Farmers' Welfare (DA&FW), Ministry of Agriculture & Farmers' Welfare, Government of India. Government of India has launched a Central Sector Scheme on Formation and Promotion of 10,000 Farmer Producer Organizations (FPOs) in February, 2020 to ensure economies of scale for farmers.

Towards achieving the goal of creating FPOs under the Central Sector Scheme, Small Farmers' Agribusiness Consortium (SFAC), acting as the Nodal Agency and one of the Implementing Agency under the programme wherein the Cluster Based Business Organizations (CBBOs) are to be engaged for the FPO formation and promotion work as per the Operational Guidelines for formation and promotion of 10,000 FPOs issued by DAC & FW.

There is a National Project Management Agency (NPMA) at national level 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 SFAC 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 guidelines provided by DA&FW, SFAC invites "Expression of Interest for empanelment of Cluster Based Business Organizations (CBBOs) under the Central Sector Scheme for Formation & Promotion of 10,000 FPOs"

## **5. Scope of Work:**

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

1. Assist in the implementation of Formation and Promotion of FPO program as per the Operational Guidelines of DAC & FW and suggested by SFAC and NPMA from time to time.
2. Assist SFAC 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 SFAC and assist in their periodic meetings. "Produce Cluster Area" means a geographical area wherein agricultural and allied produce such as horticultural/crop produce of similar nature including organic or natural farming where an FPO can be formed and promoted for leveraging economies of scale in production and marketing.
3. To undertake feasibility study in Produce Cluster Area which will include diagnostic study including baseline survey to find out produce and socio-cultural similarity, existing gap and potential activity, interventions in terms of infrastructure, services, etc. required in the value

chain of agricultural and horticultural produce including post-harvest management and marketing. Baseline survey should also identify current situation of farming, small, marginal and landless farmers for aggregation, to identify minimum geographical area for potential interventions etc.

4. Prepare prospective Business Plan for respective FPOs in order to establish a fit case for formation of an economically sustainable FPO.
5. To form and promote FPOs with a minimum farmer-member size of 300 in plains areas, while in North-Eastern and Hilly areas\* (including such other areas of UTs), minimum size of 100 farmers members. It may provide special focus to include small, marginal and women farmers/women SHGs, SC/ST farmers and other economically weaker categories etc. Efforts will be made to achieve an average membership size of 500 farmers in plain areas and 200 farmers in Hilly and North-Eastern regions to make them sizable for economic sustainability and profitability.
  - Hilly area means area at a height of 1000 meter or above MSL
6. To assist FPOs to federate at District level and State level based on their need of processing, branding and marketing of produce/trading of commodities, which are essential for scaling up for survivability and growth in an era of competition.
7. Registration of FPOs and Training of BODs on roles, responsibilities, management, FPO compliances, auditing & accounts and also capital/ equity mobilization.
8. Training and capacity buildings of FPOs/Farmers group - Training needs identification, develop training modules, conduct basic training workshops and exposure visits.
9. Encourage and promote social cohesiveness amongst members of FPOs.
10. Preparation and execution of Business Plans for long-term sustainability of FPO- Business plan preparation (for different incubation services), acquiring land, mobilizing equity capital and implementation of Business Plan while assisting in input management, adoption of proper and good agricultural practices through knowledge sharing, aggregation of produce, quality management, assaying, processing, packaging, supply chain development and marketing and market linkages with buyers/processors/exporters, trading, export etc as may be necessary to ensure long-term sustainability of FPOs.
11. Assist in regular interface with stakeholders like various Government Departments, Financial Institutions, Training, Technology, Research and Development Institutions at the cluster level.
12. Assist FPOs in availing Equity Grant, Credit Guarantee Facility and also assist FPOs in availing benefits under different Central/State Government Scheme/Programme.
13. Providing Incubation / handholding services for sustainability of FPOs which includes capacity building of BODs and FPO management for sustainability, ensuring input, market linkages, credit linkages, preparing and implementing related business plans, creating pre and post harvest infrastructure, necessary common pool production, marketing and processing infrastructure facility by the FPO, as may be necessary, to develop the business for long-term viability.
14. Facilitating traceability, compliance and global market connectivity.
15. Review and monitoring of the field team during implementation as per desired outcomes.

16. Assist in communication and dissemination of information to farmers by way of market and crop advisory.
17. Assist in compliance issues of FPO including their capacity building in the subject.
18. Assist NPMA and SFAC in data collection and generating MIS reports/information in the required data sheets and submit progress report on all specified target activities periodically to SFAC/ NPMA/ DAC & FW/N-PMAFSC.
19. Assist SFAC/ NPMA to develop rating tool for FPOs.
20. Assist in federating FPOs for business growth and expansion.
21. Assist FPO in proper financial management, Registrar of Companies (ROC) compliance issues and timely submission of returns and certificates.
22. Assist FPOs in distribution of share certificates from time to time.
23. Any other assignment related to implementation, management and monitoring of the project given by SFAC from time to time during the implementation period.

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

### **6.1 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. 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.
- 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.	<b>Crop Husbandry</b>	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.	<b>Agri-Marketing/ Value Addition/ Processing</b>	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.	<b>Social Mobilization</b>	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	<b>Information Technology/ MIS</b>	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	<b>Law/Accounts</b>	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 SFAC.

#### **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\*.

**(OR)**

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

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

## 7. Scoring Criteria & Weightage:

S.No.	Particulars	Weightage
<b>1.</b>	<b>Human Resource</b>	25%
a.	Present Staff Strength of the Agency	
b.	Availability of Technical Experts	
c.	Area of Operation	
<b>2.</b>	<b>Work Experience</b>	40%
a.	Age of the Agency	
b.	No. of FPOs Promoted	
c.	No. of FPOs/ Farmers' Groups with Value Addition, <b>OR</b> Market/Credit linkage created for FPOs/ Large Farmers' Groups, <b>OR</b> Capacity Building Trainings (Field and Classroom Trainings) for FPOs/ Large Farmers' Groups.	
<b>3.</b>	<b>Financial Strength</b>	20%
a.	Turnover in last three (3) financial years (2018-19, 2019-20, 2020-21) (If not audited, provisional certificate certified by CA may also be submitted for 2020-21)	
b.	Minimum Net Worth	
<b>4.</b>	<b>Presentation on Approach and Methodology to take up the project</b>	15%
<b>Total</b>		<b>100%</b>

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

## 8. 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 SFAC 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 SFAC whatsoever. The CBBO will be given assignment for FPO promotion work as per the requirement of SFAC during the project implementation. The empanelled CBBO will not have any right to demand for any work from SFAC.

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

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

## 9. Application Due Date

The empanelment shall be open ended and will be done as and when the Authority is in receipt of the Application for Expression of Interest. After the due date, no application will be accepted / evaluated.

## 10. 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 SFAC, 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 SFAC without assigning reason.

## **11.Submission of Application:**

Interested and eligible agencies may submission their application comprising the following document:

- 1. Annexure I** – Letter comprising the application;
- 2. Annexure II** – Details of Agency;
- 3. Annexure III** – Self-declaration for not to be 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 mandatory documents along with Application

**NOTE: It is to be noted that the Agencies who have been empanelled as CBBOs during 2020-21, they do not have to submit the application. To get the list of empaneled CBBOs, you may visit <http://sfacindia.com/>**

**ANNEXURE I**

**LETTER COMPRISING THE APPLICATION**

[To be forwarded on the letterhead of the Agency]

Ref. No:

Date:

To:

The Managing Director,  
Small Farmers' Agribusiness Consortium,  
3, Siri Institutional Area,  
5<sup>th</sup> Floor, NCUI Auditorium Building,  
August Kranti Marg, Hauz Khas,  
New Delhi – 110016

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

Dear Sir / Madam,

1. With reference to your EOI document dated [\*\*\*\*\*], I/We, having examined the Application Documents and understood their contents, hereby submit our Application for the Project. The Application is unconditional and unqualified.
2. I/We acknowledge that SFAC will be relying on the information provided in the Application and the documents accompanying such Application for empanelment as CBBOs for the aforesaid Project, and we certify that all information provided in the Application and in Annexures are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Application are true copies of their respective originals.
3. This statement is made for the express purpose of our selection as a CBBOs for undertaking the aforesaid Project as and when SFAC requires.
4. I/We shall make available to SFAC any additional information it may find necessary or require supplementing or authenticate the Application.
5. I/We acknowledge the right of SFAC 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 SFAC 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 SFAC, 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 SFAC or any other public-sector enterprise or any SFAC, Central or State; and
  - c) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of this EOI, no person acting for us or on our behalf has engaged or will engage in any corrupt and fraudulent practice.
8. I/We understand that you may cancel the Application Process at any time and that you are neither bound to accept any Application that you may receive nor to select any agency.
9. I/We believe that we meet all the requirements related to minimum and technical qualification as specified in this EOI.
10. I/We certify that in regard to matters other than security and integrity of the country, I/We have not been convicted by a Court of Law or indicted or adverse orders passed by, which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
11. I/We further certify that in regard to matters relating to security and integrity of the country, I/We have not been charge-sheeted by any agency of the government or convicted by a Court of Law for any offence committed by us.
12. I/We further certify that no investigation is pending either against us or against our CEO/any Director/any employee.
13. I/We undertake that in case of any change in facts or circumstances during the Application Process, we are attracted by disqualification and we shall intimate SFAC 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 SFAC 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 SFAC in accordance with the terms and conditions provided in the Agreement for provision of Services to be issued by SFAC. 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 SFAC, I/We shall have no claim, right or title arising out of any documents or information provided to us by SFAC 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 SFAC:
  - (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:

Managing Director,  
Small Farmers' Agribusiness Consortium,  
3, Siri Institutional Area,  
5<sup>th</sup> Floor, NCUI Auditorium Building,  
August Kranti Marg, Hauz Khas,  
New Delhi – 110016

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 2018-19, 2019-20, 2020-21).

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:

Managing Director,  
Small Farmers' Agribusiness Consortium,  
3, Siri Institutional Area,  
5<sup>th</sup> Floor, NCUI Auditorium Building,  
August Kranti Marg, Hauz Khas,  
New Delhi – 110016

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 2018-19, 2019-20, 2020-21).

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**

<b>S.No.</b>	<b>Expert Domain</b>	<b>Name of the official &amp; Designation</b>	<b>Educational Qualification</b>	<b>Duration of working with the agency (Years/Months)</b>	<b>Relevant Experience (Years)</b>
1.	<b>Crop Husbandry</b>				
2.	<b>Agri-Marketing/ Value Addition/ Processing</b>				
3.	<b>Social Mobilization</b>				
4.	<b>Information Technology/ MIS</b>				
5.	<b>Law/Accounts</b>				

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**

<b>S.No.</b>	<b>Year</b>	<b>State</b>	<b>Name of the Project</b>	<b>Name of the funding Agency</b>	<b>Duration of the project</b>	<b>Total Cost (in Rs. Lakh)</b>

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

**Note: The state preference for FPO formation and promotion work under the scheme must be given by Agencies within Annexure VI.**

## ANNEXURE VII

### FINANCIAL STRENGTH OF THE AGENCY

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

(Value in crore)

S.No.	Financial Year	Annual Turnover	Annual Net Worth	Whether Profitable/Loss (Yes/No)
1	FY 2018-19			
2	FY 2019-20			
3	FY 2020-21			

Note: Mandatorily A Chartered Certificate for showing Annual Turnover and Net Worth is to be provided in case the audit for FY 2020-21 is under process along with the undertaking stating the same.

**Note: 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

Mandatory Documents to be submitted for supporting above mentioned details: Client's Certificates/ Work Orders/ Copy of Contract/ Statutory Auditor's Certificates/ Chartered Accountant's Certificates indicating the details of the assignment, client, value of assignment and year of award, details of incorporation.

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

## ANNEXURE IX

### DETAILS OF 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 PROJECT IMPLEMENTATION STRATEGY AND WORK PLAN**



## **ANNEXURE XI**

### **DETAILS OF MANDATORY DOCUMENTS ALONG WITH THE APPLICATION**

The following documents along with application are required to be submitted by the agency to SFAC 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.
- j. Any other detail supporting the agency to be empaneled as CBBO under the programme.