

**ICAR-NATIONALRICERESEARCH
INSTITUTE CUTTACK-753 006, (ODISHA), INDIA**
PHONE:0671-2367768-783, FAX:0671-2367663

Expression of Interest

The ICAR-National Rice Research Institute (NRRI) Agribusiness Incubation Centre (ABI) invites sealed Expression of Interest (EOI) from potential startups/entrepreneurs for **Production and development of mineral blocks from rice straw**. 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 link given: <https://icar-nrri.in>

Interested parties may send their application in the given format on or before **15th January, 2025**.

The required criteria for selection of the potential entrepreneurs are as follows;

- Potential entrepreneurs should have knowledge on production process of mineral blocks. He should develop a scalable production process, ensuring high quality and consistency in the mineral blocks.
- The licensee shall remit 10% of its annual sale of the blocks to the ICAR NRRI.
- ICAR NRRI shall provide the raw materials (paddy straw), mentoring facilities, technological facilities, marketing support and incubation space to the startup.
- Committee members/PI from ICAR- NRRI may visit the startup's location if required.
- Potential entrepreneurs should be working in Odisha.
- Preference will be given to the potential entrepreneurs in proximity to the focus area.
- Upon selection, a Memorandum of Understanding will be jointly signed between the potential entrepreneurs and ICAR NRRI.

Kindly ensure necessary documents are attached to the application form and submitted via email to nrri.abi@gmail.com, with a copy to gak.kumar26@gmail.com on or before **15th January, 2025**.

Application format

1. Name of Potential Startup/Entrepreneur
2. Brief description(within100words)
3. Type of products manufactured
4. Floor area
5. Storage capacity
6. Production Capacity
7. Available machineries
8. Whether Potential Entrepreneur can enhance their production capacity
9. Contact details

Signature
(Name)
Designation

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Expression of Interest

Development and production of mineral blocks from paddy straw
from
Startups/Entrepreneurs

1. Brief Objective:

Our primary objectives for the development of mineral blocks from paddy straw are:

- **Nutritional Enhancement:** Provide livestock with essential minerals that support growth, health, and productivity.
- **Waste Utilization:** Incorporate agricultural byproducts, such as rice straw, into the production of mineral blocks to reduce waste and promote sustainability.
- **Economic Efficiency:** Develop a cost-effective production process to make mineral blocks accessible to a broad range of livestock farmers.

Key Benefits

- **Improved Animal Health:** Enhanced mineral intake leads to better overall health and productivity in livestock.
- **Environmental Sustainability:** Utilization of agricultural byproducts helps in waste reduction and promotes eco-friendly practices.
 - **Cost Savings:** Farmers can benefit from lower feed costs and improved livestock performance, leading to better economic outcomes

2. Scope of Work:

The scope of work in producing mineral blocks from paddy straw involves several key stages, each with specific tasks and objectives. The process requires a combination of agricultural, engineering, and chemical expertise to successfully convert paddy straw into valuable mineral blocks for various applications, such as animal feed supplements. Here's a detailed scope of work:

I. Feasibility Study

Objective: Assess the viability of producing mineral blocks from paddy straw.

Market Analysis: Evaluate the demand for mineral blocks in the target market.

Raw Material Availability: Assess the availability and cost of paddy straw.

Cost Analysis: Estimate production costs, including raw materials, labor, and equipment.

Regulatory Requirements: Identify any regulatory approvals needed for production and sale.

II. Raw Material Preparation

Objective: Prepare paddy straw for the production process.

Collection: Gather paddy straw from farms.

Transportation: Transport paddy straw to the production facility.

Pre-treatment: Clean and chop paddy straw to the required size.

III. Formulation Development

Objective: Develop the formulation for the mineral blocks.

Ingredient Selection: Choose minerals and other additives to mix with paddy straw.

Proportioning: Determine the optimal ratios of paddy straw to minerals and binders.

Testing: Conduct laboratory tests to ensure the formulation meets nutritional and structural requirements.

IV. Production Process Design

Objective: Design the production process and facility layout.

Flow Design: Outline the steps involved in converting paddy straw to mineral blocks.

Equipment Selection: Identify and procure necessary machinery (e.g., mixers, molders, dryers).

Facility Layout: Plan the physical layout of the production facility for efficient workflow.

V. Pilot Production

Objective: Conduct pilot runs to refine the production process.

Small-scale Production: Produce small batches of mineral blocks.

Quality Control: Test the blocks for quality and consistency.

Process Optimization: Adjust the process based on pilot results to improve efficiency and product quality.

VI. Full-scale Production

Objective: Transition to full-scale production of mineral blocks.

Production Management: Oversee day-to-day operations of the production facility.

Quality Assurance: Implement quality control measures to maintain product standards.

Packaging and Storage: Package mineral blocks and store them properly to maintain quality.

VII. Marketing and Distribution

Objective: Market and distribute the mineral blocks.

Brand Development: Create a brand identity for the mineral blocks.

Sales Strategy: Develop a sales and distribution strategy to reach target customers.

Customer Education: Educate customers on the benefits and usage of mineral blocks.

VIII. Monitoring and Improvement

Objective: Continuously monitor and improve the production process.

Performance Monitoring: Track production metrics and product performance.

Customer Feedback: Gather and analyze customer feedback for product improvement.

Research and Development: Invest in R&D to develop new formulations and improve existing ones.

Key considerations is as follows:-

Sustainability: Ensure that the production process is environmentally sustainable.

Cost-efficiency: Optimize production to minimize costs without compromising quality.

Adhere to all relevant regulations and industry standards.

By following this comprehensive scope of work, producers can effectively convert paddy straw into high-quality mineral blocks, creating a valuable product from agricultural waste and contributing to sustainable agricultural practices.

3. Eligibility Criteria of the startups or entrepreneurs:

- I. 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 3years shall be eligible.
- II. The agency should have a minimum average turnover/utilization of funds of INR \geq 20 lakhs.
- III. Institutions promoted by Public Sector Agricultural Universities, ICAR/ KVKs or other similar institutions of Central/State Governments shall be exempt from the above requirements.
- IV. Legal entities registered in India with turnover of INR \geq 50 lakhs who have been sponsoring and implementing Corporate Social Responsibility (CSR) activities directly or through their foundations/trust shall also be eligible & exempt from requirement mentioned at(I)above.
- V. 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.
- VI. The agency must be a private limited company or registered as a partnership firm or a limited liability partnership.
- VII. The agency should have minimum manpower of 10 individuals.
- VIII. The agency must be working towards innovation, development, or improvement of products or services, or if it is a scalable business model with a high potential of employment generation or wealth creation.
- IX. The agency should have experience in establishing market and credit linkages for FPOs/large farmers' group.

4. Submission of application requirements:

Interested and eligible agencies may submit their application comprising the following documents:

- I. **Annexure I** – Letter comprising the application;
- II. **Annexure II** – Details of the Agency;
- III. **Annexure III** – Self-declaration for not to be barred and blacklisted;
- IV. **Annexure IV** – Self-declaration for confirming legal compliance;
- V. **Annexure V** – Human Resource Strength of the Agency
- VI. **Annexure VI** – Technical Strength of the Agency;
- VII. **Annexure VII** – Financial Strength of the Agency;
- VIII. **Annexure VIII** – Approach & Methodology for implementing the assignment
- IX. **Annexure IX** – Documents supporting experience working with FPOs/Farmers Groups;
- X. **Annexure X** – Any other supporting documents, if any.

Expression of Interest (EOI)

For

Development and production of mineral blocks from paddy straw

From

Startups/Entrepreneurs

**ICAR-National Rice Research Institute
Agribusiness Incubation Centre
Cuttack - 753006,
Odisha**

Phone: +91-671-2367757/67; EPBX: +91-671-2367768-783

Fax: +91-671-2367663

Email: director.nrri@icar.gov.in | crrictc@nic.in

TABLE OF CONTENTS

S.No.	Content	Page no.
1	Disclaimer	3
2	Notice Inviting Expression of Interest	4
3	Letter of Invitation	5
4	Background	6
5	Scope of Work	6
6	Eligibility Criteria of Cluster Based Business Organizations	11
6.1	Minimum Eligibility	11
(A)	Pre-Qualification	11
(B)	Technical Qualification	11
7	Scoring & Weightage	11
8	Selection Criteria	11
9	Application Due Date	11
10	Period of Engagement	12
11	Submission of Application	13
	ANNEXURES	13-25
	ANNEXURE I - LETTER COMPRISING THE APPLICATION	13
	ANNEXURE II - DETAILS OF THE AGENCY	17
	ANNEXURE III - SELF-DECLARATION FOR NOT TO BE BARRED AND BLACKLISTED	18
	ANNEXURE IV-SELF DECLARATION FOR CONFIRMING LEGALCOMPLIANCE	19
	ANNEXURE V-HUMAN RESOURCE STRENGTH OF THE AGENCY	20
	ANNEXURE VI-TECHNICAL STRENGTH OF THE AGENCY	21
	ANNEXURE VII-FINANCIAL STRENGTH OF THE AGENCY	22
	ANNEXURE VIII - DOCUMENTS SUPPORTING EXPERIENCE WORKING WITH FPOS/FARMERS GROUPS	23
	ANNEXURE IX - APPROACH & METHODOLOGY FOR IMPLEMENTING THE ASSIGNMENT	24
	ANNEXURE X-ANY OTHER DETAIL SUPPORTING THE AGENCY TO BE EMPANELLED AS CBBOS UNDER THE PROGRAMME	25

1. Disclaimer

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

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

2. Notice Inviting Expression of Interest

ICAR-National Rice Research Institute
Agribusiness Incubation Centre
Cuttack - 753006,
Odisha
Phone: +91-671-2367757/67; EPBX: +91-671-2367768-783
Fax: +91-671-2367663
Email: director.nrri@icar.gov.in | crrictc@nic.in

INVITATION FOR EXPRESSION OF INTEREST

The ICAR-National Rice Research Institute (NRRI) Agribusiness Incubation Centre (ABI) invites sealed Expression of Interest (EOI) from eligible agencies for production and development of mineral blocks from rice straw. 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 <https://icar-nrri.in/>

The last date for submission of EOI is **15th January, 2025**. Sealed envelope to be sent by post to the captioned address, containing EOI may be submitted mentioning **“EOI for development and production of mineral blocks from paddy straw”** on the top cover:

To,

The Director,
ICAR-National Rice Research Institute
Agribusiness Incubation Centre
Cuttack - 753006,
Odisha

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

3. Letter of Invitation

Ref No.: Tech/255

Dated: 1st January, 2025

Dear Sir/Madam,

The NRRI ABI invites sealed Expression of Interest (EOI) from eligible agencies for development and production of mineral blocks from paddy straw.

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 <https://icar-nrri.in/>

The last date for submission of EOI is **15th January, 2025**. Sealed envelope to be sent by post to the captioned address, containing EOI may be submitted mentioning “**EOI for development and production of mineral blocks from paddy straw**” on the top cover.

To,

The Director,
ICAR-National Rice Research Institute
Agribusiness Incubation Centre
Cuttack - 753006,
Odisha

The date of publishing is, **1st January, 2025**. The last of submission of application is **15th January, 2025**. The application may also be submitted by email at nrri.abi@gmail.com. No application will be accepted/evaluated received by post or email after the due date as mentioned above.

Yours faithfully,

G.A.K. Kumar
Head & Principal Scientist, SSD
ICAR-NRRI ABI
Cuttack - 753006,
Odisha

4. Background

Genesis as Business Planning & Development Unit

The Indian Council of Agricultural Research (ICAR) under the National Agricultural Innovation Project (NAIP) has setup a Business Planning & Development (BPD) unit at National Rice Research Institute (NRRI) Cuttack. BPD is considered as an effective way for fostering the growth of sustainable business endeavor and is expected to provide an array of services ranging from incubation facilities such as office space, access to information and communication technologies, advice on management, marketing, technical, legal, IPR and financial issues. The BPD Unit is also expected to promote entrepreneurial attitude and raise awareness about the opportunities that the entrepreneurship can bring into the local business environment. The unit is intended to develop an institutional system to organize and promote the sharing of information among various stakeholders. The objectives of the project were:

- Promote agripreneurs in rice based ecosystems
- Facilitate technology commercialization related to rice ecosystem
- Conduct training and capacity building in agribusiness management
- To create an interface between farmers, agripreneurs, banks, university, venture capitalists, institutions, companies, input supplier, distributors, public authorities and society as whole.

Transformation into Agribusiness Incubation Center

Eventually, twenty-seven Agribusiness Incubation (ABI) Centers have been established in different ICAR-Institutes for technology commercialization and also to train the youth in their respective fields of interest. Entrepreneurship development remains the major objective of the ABIs to support the youth for their agribusiness start-ups. In this sequence, Agribusiness Incubation Centre of ICAR-NRRI was started in the year 2016 as a part of component II under the scheme “NAIF” to replace BPD unit and is functioning with the following objectives.

Objectives

1. To create an environment to foster integration of rice farmer’s/farm women (potential agripreneurs), agricultural researchers, financial institutions, state extension officers and marketing forces in agripreneurship development mode to harness knowledge, technologies and information from multiple sources for promoting remunerative rice based farming and improving livelihoods of rice farmers and farmwomen.
2. Promote agripreneurs in rice based ecosystems through Farmers Producers organizations and Value Chains for last mile scale-up of technologies.
3. Facilitate technology commercialization related to rice ecosystem.
4. Conduct training and capacity building in agribusiness management.

PROGRAMS

Agribusiness Incubation Centre conducts various skill-based agripreneurship training programs to develop the potential farmers, entrepreneurs, ex-servicemen, educated and unemployed rural and urban youths as agripreneurs. Three different programs were designed to suit the need of the clientele. These trainings are oriented to inculcate managerial and entrepreneur skills to the aspiring candidates. They are of three types

1. Comprehensive Agribusiness Incubation Program (3 weeks)

CAIP is a three-week program oriented to provide comprehensive understanding on agriprenurship comprising of 1st week: Entrepreneur motivation. 2nd week: Agri-technologies (as per candidate's area of interest) and 3rd week: Enterprise management.

This program is designed for those who have no exposure to either entrepreneurship or business.

2. Technology based Entrepreneurship Development Program (1 week)

TEDP is a one-week program comprising of the thrust areas as per the choice of the participants. This is designed for those who have been exposed to nuances of business but want to just know about technologies.

3. Skill based Entrepreneurship Development Program (1 week)

The SEDP is also a one-week program oriented to provide hands on experience for manufacturing small agriculture farm implements.

4. Training on Demand (1 week)

This program is designed to meet the requirements of the aspirants to transform themselves into budding agripreneurs so as to start their agribusiness. Guidance will be given to them in whatever areas they desire to initiate their startups/agribusiness. These trainings are not exhaustive and vary as per the requirements of aspirants to suit their agricultural interests with nominal prices. Faculty are the eminent scientists and professors who have excelled in their relevant fields.

Nodal agency

ICAR-National Rice Research Institute (NRRI) is the nodal institute under Odisha start up policy, 2016 for the purpose of evaluation of start-up applications relating to the agriculture and allied sectors.

Technologies

- Arbuscular mycorrhizal fungi as a potential biofertilizer
- Azotobacter a potential biofertilizer to enhance rice yield
- Azolla a potential nitrogen source for enhanced rice yield
- Blue green algae a potential biofertilizer to enhance rice yield
- Phosphate solubilizing bacteria a potential biofertilizer to enhance rice yield
- Rice-Fish Integrated Farming System for Small Farmers
- Commercial Rice-Fish Integrated Farming System
- Manufacturing of selected NRRI developed Implements
- Custom hiring of agricultural implements
- Rice Bran Oil
- Quality Seed production of High yielding varieties and High Protein Rice
- Potential bio agents for insect pests of rice
- Paddy straw mushroom cultivation
- Vermicomposting
- Food processing

INCUBATION

ABI centre offers an interface/platform for aspirants to seek guidance from the experts in their relevant fields regarding entrepreneurship development and to make farming remunerative. There are two modes of incubation

(i) On Campus incubation: Incubation space is provided to the budding entrepreneur in all aspects related to rice based ecosystem.

(ii) Off Campus incubation: In situations where incubation space is limited, we provide support in off-campus mode. Farmer Producer Companies (FPCs) and all other non-rice related agri startups are supported in this mode. The following Farmer Producer Companies (FPCs) were the off campus incubates of ABI Centre. They were involved in quality rice seed production and were able to market their seeds in their own brand name, thus fetching them profits.

- Cuttack 4S4R Seed Farmer Producer Company Limited-Mahanga
- Athagarh 4S4R Seed Farmer Producer Company Limited- Athagarh
- Niali 4S4R Seed Farmer Producer Company Limited- Niali
- Badamba 4S4R Farmer Producer Company Limited- Badamba
- Bankadurg 4S4R Farmer Producer Company Limited- Banki

Services offered by NRRI-ABI

A. Capacity building

- Management development & Entrepreneurship development programs
- Skill Based trainings
- Customized review meetings, seminars & conferences

B. Incubation services

- Infrastructure, office, on farm testing
- Linkages for technology & upscaling
- Mentoring, guidance & support for startups

C. Business services

- Business plan formulation
- Product promotion & branding
- Business analytics

D. Technology portfolio services

- Intellectual property portfolio
- Product life cycle analytics
- Licensing & Validation of technology

E. Regulatory services

- Protocols for company registration & related issues
- Advisory services on agro bio-diversity, environmental & other compliances

5. Scope of Work:

The scope of work in producing mineral blocks from paddy straw involves several key stages, each with specific tasks and objectives. The process requires a combination of agricultural, engineering, and chemical expertise to successfully convert paddy straw into valuable mineral blocks for various applications, such as animal feed supplements. Here's a detailed scope of work:

1. Feasibility Study

Objective: Assess the viability of producing mineral blocks from paddy straw.

Market Analysis: Evaluate the demand for mineral blocks in the target market.

Raw Material Availability: Assess the availability and cost of paddy straw.

Cost Analysis: Estimate production costs, including raw materials, labor, and equipment.

Regulatory Requirements: Identify any regulatory approvals needed for production and sale.

2. Raw Material Preparation

- **Objective:** Prepare paddy straw for the production process.
- **Collection:** Gather paddy straw from farms.
- **Transportation:** Transport paddy straw to the production facility.
- **Pre-treatment:** Clean and chop paddy straw to the required size.

3. Formulation Development

- **Objective:** Develop the formulation for the mineral blocks.
- **Ingredient Selection:** Choose minerals and other additives to mix with paddy straw.
- **Proportioning:** Determine the optimal ratios of paddy straw to minerals and binders.
- **Testing:** Conduct laboratory tests to ensure the formulation meets nutritional and structural requirements.

4. Production Process Design

- **Objective:** Design the production process and facility layout.
- **Flow Design:** Outline the steps involved in converting paddy straw to mineral blocks.
- **Equipment Selection:** Identify and procure necessary machinery (e.g., mixers, molders, dryers).
- **Facility Layout:** Plan the physical layout of the production facility for efficient workflow.

5. Pilot Production

- **Objective:** Conduct pilot runs to refine the production process.
- **Small-scale Production:** Produce small batches of mineral blocks.
- **Quality Control:** Test the blocks for quality and consistency.
- **Process Optimization:** Adjust the process based on pilot results to improve efficiency and product quality.

6. Full-scale Production

- **Objective:** Transition to full-scale production of mineral blocks.
- **Production Management:** Oversee day-to-day operations of the production facility.
- **Quality Assurance:** Implement quality control measures to maintain product standards.
- **Packaging and Storage:** Package mineral blocks and store them properly to maintain quality.

7. Marketing and Distribution

Objective: Market and distribute the mineral blocks.

Brand Development: Create a brand identity for the mineral blocks.

Sales Strategy: Develop a sales and distribution strategy to reach target customers.

Customer Education: Educate customers on the benefits and usage of mineral blocks.

8. Monitoring and Improvement

Objective: Continuously monitor and improve the production process.

Performance Monitoring: Track production metrics and product performance.

Customer Feedback: Gather and analyze customer feedback for product improvement.

Research and Development: Invest in R&D to develop new formulations and improve existing ones.

Key considerations is as follows:-

Sustainability: Ensure that the production process is environmentally sustainable.

Cost-efficiency: Optimize production to minimize costs without compromising quality. Adhere to all relevant regulations and industry standards.

By following this comprehensive scope of work, producers can effectively convert paddy straw into high-quality mineral blocks, creating a valuable product from agricultural waste and contributing to sustainable agricultural practices.

INFORMATION TO APPLICANTS

Our primary objectives for the development of mineral blocks from paddy straw are:

- **Nutritional Enhancement:** Provide livestock with essential minerals that support growth, health, and productivity.
- **Waste Utilization:** Incorporate agricultural byproducts, such as rice straw, into the production of mineral blocks to reduce waste and promote sustainability.
- **Economic Efficiency:** Develop a cost-effective production process to make mineral blocks accessible to a broad range of livestock farmers.

Key Benefits

- **Improved Animal Health:** Enhanced mineral intake leads to better overall health and productivity in livestock.
- **Environmental Sustainability:** Utilization of agricultural byproducts helps in waste reduction and promotes eco-friendly practices.
- **Cost Savings:** Farmers can benefit from lower feed costs and improved livestock performance, leading to better economic outcomes.

Proposed Plan

- **Research and Development:** Partner with agricultural scientists and nutrition experts to create mineral block formulations that include rice straw and essential minerals.
- **Pilot Program:** Conduct small-scale trials to test the efficacy, palatability, and benefits of the mineral blocks on different types of livestock.
- **Production and Quality Control:** Develop a scalable production process, ensuring high quality and consistency in the mineral blocks.
- **Distribution and Outreach:** Implement a strategic distribution plan to reach livestock farmers, along with educational initiatives to highlight the benefits of the mineral blocks

6. Eligibility Criteria of the startups or entrepreneurs:

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.
- b. The agency should have a minimum average turnover/utilization of funds of INR \geq 20 lakhs.
- 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 50 lakhs 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 must be a private limited company or registered as a partnership firm or a limited liability partnership.
- g. The agency should have minimum manpower of 10 individuals.
- h. The agency must be working towards innovation, development, or improvement of products or services, or if it is a scalable business model with a high potential of employment generation or wealth creation.
- i. The agency should have experience in establishing market and credit linkages for FPOs/large farmers' group.

7. Application Due Date

The last date of submission of application is **15th January, 2025**. The application shall be

submitted to NRRI ABI by post by addressing **The Director**, ICAR-National Rice Research Institute, Agribusiness Incubation Centre, Cuttack - 753006, Odisha and shall be marked as **“EOI for development and production of mineral blocks from paddy straw”**. The application may also be submitted by email at nrri.abi@gmail.com. No application will be accepted/evaluated received by post or email after the due date as mentioned above.

8. Period of Engagement:

The initial engagement of the agency will be for a period of maximum **one (1) year**. In case the performance of the agency is found satisfactory by NRRI ABI, 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 NRRI ABI without assigning reason.

9. Submission of Application:

Interested and eligible agencies may submit their application comprising the following documents:

1. **Annexure I** - Letter comprising the application;
2. **Annexure II** - Details of the Agency;
3. **Annexure III** - Self-declaration for not to be barred and blacklisted;
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8. **Annexure VIII** - Approach & Methodology for implementing the assignment
9. **Annexure IX** - Documents supporting experience working with FPOs/Farmers Groups;
10. **Annexure X** - Any other supporting documents, if any.

LETTER COMPRISING THE APPLICATION

[To be forwarded on the letterhead of the Agency]

Ref. No:

Date:

To,
The Director,
ICAR-National Rice Research Institute
Agribusiness Incubation Centre
Cuttack - 753006,
Odisha

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 SFAC reserves the right to reject our application without assigning any reason whatsoever and we will not have any right to claim.
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 qualifications 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 the Agency

DETAILS OF THE AGENCY

1. (a) Name:
(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 the Agency

SELF-DECLARATION FOR NOT TO BE BARRED AND BLACKLISTED

[To be forwarded on the letterhead of the Agency]

Ref. No:

Date:

To,
The Director,
ICAR-National Rice Research Institute
Agribusiness Incubation Centre
Cuttack - 753006,
Odisha

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 2021-22, 2022-23, 2023-24).

Yours faithfully,

Date:

(Signature of the Authorised signatory)

Place:

(Name and designation of the of the Authorised signatory)

Name and seal of the Agency

SELF DECLARATION FOR CONFIRMING LEGAL COMPLIANCE

[To be forwarded on the letterhead of the Agency]

Ref. No:

Date:

To:

The Director,
ICAR-National Rice Research Institute
Agribusiness Incubation Centre
Cuttack - 753006,
Odisha

Dear Sir/Madam,

I/We hereby certify that our firm has been legally compliant by all laws, regulations and provisions made by Government of India during the last three financial years (FY 2021-22, 2022-23, 2023-24).

Yours faithfully,

Date:

(Signature of the Authorised signatory)

Place:

(Name and designation of the of the Authorised signatory)

Name and seal of the Agency

HUMAN RESOURCE STRENGTH OF THE AGENCY

S. No.	Name of the official & Designation	Qualification	Specialization	Duration of working with the agency (No. of years & months)	Relevant Experience (no. of years)

(Note: - Domain Experts should be from the concerned discipline)

Attach appointment letter, Curriculum Vitae, 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.

TECHNICAL STRENGTH OF THE AGENCY

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

(Attach Copy of work allotment letter/ completion certificate)

ANNEXURE VII

FINANCIAL STRENGTH OF THE AGENCY

The Agency should provide the Audited Financial Statements 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)

Sl. No.	Financial Year	Annual Turnover	Annual Net Worth	Whether Profitable/Loss (Yes/No)
1	FY 2021-22			
2	FY 2022-23			
3	FY 2023-24			

Chartered Certificate for showing Annual Turnover and Net Worth may be provided in case the audit for FY 2023-24 is under process along with the undertaking by the authorized signatory stating the same on letter head of the agency.

APPROACH & METHODOLOGY FOR IMPLEMENTING THE ASSIGNMENT

The agency must provide the Approach and Methodology for implementing the assignment along with Project Implementation Strategy and Tentative Work Plan as per understanding of scope of work as mentioned in the EOI document.

DOCUMENTS SUPPORTING APPLICATION AND EXPERIENCE WORKING WITH FPOs AND FARMERS GROUPS

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 (Registration Certificate).
- 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 financial years Annual Board Meetings.
- h. Documents supporting experience in Mobilization of farmers/ Formation or Promotion of Farmers Producer Organizations / Business Planning of FPOs or Large Farmers' groups* as mentioned in eligibility criteria. For all project experience, Client 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 and bye laws of FPOs to be provided for demonstrating experience in working with FPOs/ Large Farmers' groups. The authorized representative of the Agency shall self-certify, if the Agency has done assignments on non-disclosure agreements.
- i. 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)
- j. Documents supporting experience in providing Capacity Building Trainings i.e. Field and Classroom Trainings for FPOs/ Large Farmers' Groups.
(or)
- k. Documents supporting experience in establishing Pre & Post Harvest Infrastructure as mentioned in Eligibility Criteria for FPOs/ Farmers' Groups.
- l. Details of Convergence with Scheme of Central/State Government created for FPOs.
- m. 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 CBBOs WITH
SFAC**