

OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER, GANJAM, BERHAMPUR

Letter No 9722

Dt 27.11.25

To,

The District Information Officer,
NIC, Ganjam, Chatrapur

Sub: Uploading of the Expression of Interest (EOI) in the official website of the District Administration, Ganjam for selection of Organization / NGOs for implementation of the programme on Capacity building & Skill Development Training to WSHG/FPO/agri entrepreneur on value addition of Jute and Jute diversified product under the Scheme IAP -Non Paddy (Jute/Mesta/Sunhemp), State Plan 2025-26.

With reference to the above cited subject, I am enclosing herewith the Expression Of Interest (EOI) for uploading in the District website NIC for wide publicity and information of the general public for submission of application for selection of Organization/NGOs for implementation of the programme on **Capacity building & Skill Development Training to WSHG/ FPO/agri entrepreneur on value addition of Jute and Jute diversified product under the Scheme IAP -Non Paddy (Jute/Mesta/Sunhemp), State Plan 2025-26**

Hence you are requested to publish the same in District NIC website for the purpose.

Encl .- copy of EOI

Yours faithfully

Aus 27/11/25
Chief District Agriculture Officer,
Ganjam, Berhampur.

Memo No- 9723

Date 27.11.25

Copy submitted to the JDA(Plan & CC), 0/0 DA&FP(O),Bhubaneswar for kind information and necessary action wrt L no. (Fibre) 2025-26- 214 dt 07.05.2025 of ADA,(Fibre-Jute, Mesta & Cotton), Saheed Nagar, Bhubaneswar.

Aus 27/11/25
Chief District Agriculture Officer,
Ganjam, Berhampur.

Memo No- 9724

Date 27.11.25

Copy submitted to the PA to the Collector cum District Magistrate, Ganjam, Chatrapur for kind information .

Aus 27/11/25
Chief District Agriculture Officer,
Ganjam, Berhampur.



Expression of Interest (EOI) for selection of Organization / NGOs

Expression of Interest (EOI) is invited by the Chief District Agriculture Officer, Ganjam, Berhampur from the experienced and interested Organization / NGOs for implementation of the programme on Capacity building & Skill Development Training to WSHG/ FPO/agri-entrepreneur on value addition Of Jute and Jute diversified product under the Scheme IAP-Non Paddy (Jute/Mesta/Sunhemp), State Plan 2025-26 for Ganjam District will be conducted in Aska and Bhanjanagar block for awareness among the farmers with following modality.

1. The NGO/Organization have valid PAN number and GST registration with up to date income Tax GST clearance certificate.
2. The NGO should not be black listed.
3. Preference would be given to the NGO/Organization who have past experience for similar assignments in Agriculture & Farmers Empowerment Department (The copy of work order/MoU/Completion certificate etc must be attached with the proposal.

The EOI should reach to the undersigned by 12.12.2025 up to 1.00 P.M through Register/Speed Post only. The proposal will be opened on 12.12.2025 at 3.00 P.M in the presence of the applicant or their authorized representative in the office of the undersigned. The EOI received incomplete or after scheduled date and time shall be summarily rejected. The sealed envelope superscribed as EOI for **organizing of capacity Building Training of Ganjam District for the year 2025-26**. The authority shall not be responsible for any sort of postal delay and the EOI received beyond scheduled date and time shall not be entertained and out rightly be rejected.

The authority reserves the right to cancel/reject any or all the EOI without assigning any reason thereof.

Documents to be submitted

1. PAN card.
2. GST Registration.
3. Up to date Income Tax.
4. GST Clearance.
5. Certificated of not black listed (Self Declaration)
6. Past Experience of the Organization/NGOs if any.
7. Any other documents which are mandatory for training programme.

AW 27/11/25
Chief District Agriculture Officer,
Ganjam, Berhampur.

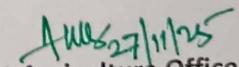
Cost structure for one number of Capacity Building & Skill Development training Jute & Jute diversified product. (20 nos of trainees for 30 days in one Group)

Sl No	Expenditure Head	Amount in Rs
1	1. 31k heave machine @ Rs. 15000/- per machine for 4 machine=Rs.60000/- 2. Tool Kits i.e. scissor, measurement Tape @ Rs250/- per trainees for 20 nos=Rs.5000/- 3. 39" scale & L- scale @ Rs.600/- per pair for 4 pair=Rs.2400/-	67400.00
2	Wood Toll @Rs. 2000/- per no. of for 4 nos.	8000.00
3	Cost of Study Materials, Raw materials during training@Rs.1000/per head for 20 nos.	20000.00
4	Honorarium of Master Trainer/Resource person@Rs.1000/-per day for one month	30000.00
5	Stipend to trainees@ Rs.3000/-per head per month for 20 nos	60000.00
6	Service charges of implemented Agency(NGO/ROSA)	30000.00
7	Hiring of room for training and fuel for vehicle	15000.00
8	Contingency (including banner, Photographs, Certificate, Reporting along with inauguration & valediction)	19600.00
	Total	250000.00

Note- 2 nos of Capacity building and Skill development training for the year 2025-26.

Guideline of the Capacity Building & Skill Development training Jute & Jute diversified product

- The skill development training will be given to a group consisting of 20 WSHG members with an aim of women empowerment & doubling farmers' income through value addition.
- The selection of the members for the training will be made from WSHG members/ FPOs who are interested in Jute cultivation, processing & value addition through diversified jute products.
- The VAWs/ AOs of the block/district will select trainees list in consultation with PRI members & NGOs of the block / districts.
- The list so selected must be approved by the CDAO/Collector of the district.
- The training will be given to trainees for a period of 30 days by an experienced NGO working on value added Jute & Jute diversified products (preferably NJB empanelled).
- The selection of the NGO for imparting the training will be made at district level by the CDAO.
- The memorandum of understanding (MOU) in between CDAO & NGO should be made regarding mode of operation, cost norms of the training before conducting the training.
- Funds will be placed to the concerned CDAOs for the training purpose.
- The CDAOs of the district will give phase wise advance to the selected NGO & obtain vouchers from the NGO.
- The CDAO concerned will nominate an officer to monitor the programme & intimate the report returns in time.


 Chief District Agriculture Officer,
 Ganjam, Berhampur.