



**North East Centre For Technology Application & Reach (NECTAR)
An Autonomous body of Department of Science and Technology,
Government of India**

F. No. M-13011/6/2023/ Organic Outlet

Date: 13/01/2026

**SUB: - Corrigendum - Expression of Interest (EOI) invited for Selection of an Agency
for Management of Organic Outlet in Assam**

Dear Sir / Madam,

This is for information that EOI uploaded vide. F. No. M-13011/6/2023/ Organic Outlet dated 22.12.2025 for **Expression of Interest (EOI) invited for Selection of an Agency for Management of Organic Outlet in Assam** has the following amendments.

- Late date of submission of Bids: **20.01.2026 (17:30 Hrs)**
- Time and date for opening of Technical bids & Financial bids: **21.01.2026 (15:00 Hrs)**

**SIMON
PHUKAN**

Digitally signed
by SIMON
PHUKAN
Date: 2026.01.13
10:24:03 +05'30'

Simon Phukan
Sr. Administrative Officer
NECTAR



**North East Centre For Technology Application & Reach (NECTAR)
An Autonomous Institute of Department of Science and Technology,
Government of India**

Expression of Interest (EOI)

For

**FOR SELECTION OF AGENCY FOR MANAGEMENT OF ORGANIC OUTLET IN ASSAM
Under PM-DevINE Scheme**

**North East Centre for Technology Application & Reach (NECTAR)
An Autonomous Institute under Department of Science & Technology (DST),
Govt. of India**

**Survey of India Campus, Bonnie Brae Estate
Barik Point, Shillong – 793 001 (Meghalaya)**

22.12.2025

To,

All interested and eligible Firms/Agencies

SUB: - Selection of an Agency for Management of Organic Outlet in Assam

Dear Sir / Madam,

For and on behalf of NECTAR, sealed Expression of Interest are invited, as per the subject, from the interested and eligible firms/parties as per requirements given in the document.

1. EOI form along with terms and conditions is available on the websites www.nectar.org.in and CPP Portal from date/time: 22.12.2025 at 11:00 AM.
2. Last date of submission of EOI is 12.01.2026 at 05:30 PM
3. The sealed envelope should be dispatched through courier/ speed post/ Registered post to the
Sr. Administrative Officer
North East Centre for Technology Application and Reach (NECTAR)
SOI Campus, Bonnie Brae Estate, Barik Point
Shillong – 793 001.
4. The EOI proposals will be evaluated at NECTAR office in the presence of the Applicant or their authorized representatives. NECTAR reserves the right to accept or reject any EOI without assigning any reason thereof at its discretion.
5. Eligible firms / parties are requested to submit their proposals as the requirements in the EOI document.
6. Queries if any may be referred in writing to the Sr. Administrative Officer at the above-mentioned address or at E-mail: nectar@nectar.org.in

Yours Faithfully

**SIMON
PHUKAN**

Digitally signed by
SIMON PHUKAN
Date: 2025.12.22
10:09:19 +05'30'

Sr. Administrative Officer
NECTAR

Copy to:

1. The Accounts branch, NECTAR
2. Notice Board, NECTAR
3. Website- <http://eprocure.gov.in>
4. Website- <http://nectar.dst.gov.in>

INDEX

Sl. No.	CONTENTS	Page No.
1.	General Information about the EOI	4
2.	Text of Advertisement & About NECTAR	5
3.	The Intent of the EOI	5
4.	Scope of Work	6
5.	Eligibility Criteria	7
6.	Evaluation Criteria	8
7.	Documents to be submitted by Agency along with technical proposal	9
8.	EOI Processing Fees	9
9.	EMD and Performance Guarantee	10
10.	Basis for Award of Project	10
11.	Evaluation Committee	10
12.	General Guidelines for Submission of Proposal	10
13.	Confidentiality	11
14.	Right to Reject Any or All Proposal	11
15.	General Terms and Conditions	11
16.	Specific Terms and Conditions	12
17.	Payment Terms	12
18.	Penalty Terms	12
	Annexure - I	13
	Format - 1	14
	Format – 2	15
	Format – 3	17
	Format – 4	18

1. GENERAL INFORMATION ABOUT EOI

1.	Tender No.	F. No. M-13011/6/2023
2.	Downloading of EOI forms	From 11.00 hours on 22.12.2025 to 15.00 hours on 12.01.2026 from the GEM-CPP portal https://eprocure.gov.in/eprocure/app
3.	Pre-Bid meeting	14.00 hours on 29.12.2025 through virtual mode (Links will be provided by NECTAR on email request. The email ID for communication is nectar@nectar.org.in)
4.	Last date and time for receipt of sealed EOI	17.30 hours on 12.01.2026
5.	Time and date for opening of EOI	15:00 hours on 13.01.2026
8.	Address for communication	Sr. Administrative Officer North East Centre for Technology Application & Reach Survey of India Campus, Bonnie Brae Estate, Barik Point, Shillong – 793 001
9.	General Terms & Conditions.	As per EOI Document.
10.	Contact Details	Sr. Administrative Officer nectar@nectar.org.in
11.	Tender Fees	Rs.2000/- (Rupees Two Thousand only)
12.	EMD	Rs. 50,000/- (Rupees Fifty Thousand only)
13.	Performance Guarantee	3 % of project cost applicable at the time project award
14.	Bidding system	Two stage Bidding i.e. Expression of Interest (EOI) followed by Request for Proposal (RFP)
16.	Validity of offer	For a period of 90 days from the date of financial proposal.

2. TEXT OF ADVERTISEMENT

ABOUT NECTAR

North-East Centre for Technology Application and Reach (NECTAR) is an autonomous society, set up under the Department of Science & Technology, Government of India with its headquarter at Shillong, Meghalaya.

NECTAR has been conceived as a collaborative center of excellence to resolve the last mile problem in the delivery, induction, management, use and extension of technology applications which serve public good and promote social and economic development of the North-Eastern region in the broadest possible terms. To assist the north-eastern region, NECTAR ensures application of appropriate technologies for development in the areas of biodiversity concerns, watershed management, telemedicine, horticulture, infrastructure planning & development, planning and monitoring, and tele-schooling using cutting edge solutions, employment generation through utilization of local products/resources and associated skill development.

NECTAR is executing the government of India sponsored scheme PM-DevINE (Prime Minister for Development in North East India) for promoting Scientific Organic Farming in the North Eastern States. Through this EOI, NECTAR intends to hire agencies to undertake organic outlet under the PM-DevINE scheme. The agencies must have satisfying the terms specified in this EOI document are encouraged to apply on or before the last date specified in this tender document.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from Central Public Procurement Portal (CPPP) and the website <https://nectar.org.in/>. Further details, if any, may be obtained from any of our offices during working hours.

3. THE INTENT OF THE EXPRESSION OF INTEREST (EOI)

The purpose of this initiative is to engage registered Institutions /Companies /Cooperatives having minimum three years' experience in organic outlet under implementation of PM-DevINE Scheme by extending their expert help collectivize organic farmers, mobilizing farmers for organic cultivation, check & verify the compliances for organic crop production trainings in close association with the department, and service providers engaged to implement the project activities at field level for successful implementation of the organic farming schemes, NECTAR is inviting Expression of Interests (EOIs) from the Agencies to associate with the NECTAR as for management of organic outlet in Assam under PM-DevINE scheme.

4. SCOPE OF WORK

The interested organizations are broadly expected to work in tandem with the instructions of Officials of North East Centre for Technology Application and Reach. Nature of work and Responsibilities to be discharged by the identified and engaged organizations shall be as under:

- The outlet should have a minimum area of 1000 sq. ft.
- The location of the outlet should be at footfall locations within Guwahati city.
- Only certified organic products shall be sold at the outlet.
- Procurement must be done directly from farmers at the cluster level to eliminate middlemen and ensure fair economic returns to the producers. The price of commodities should be reasonable for common buyers, in line with prevailing market rates.
- Expired edible items shall not be kept or sold at the outlet.
- All processed food items must have valid FSSAI certification.
- The outlet must be presentable and visually appealing.
- The agency must maintain proper sales and purchase records and submit the same during periodic audits/inspections by NECTAR.
- No prohibited or unlawful items shall be stored or sold.
- Insurance & Financial safeguards viz Comprehensive Insurance Coverage of stock-in-trade, machinery, furniture, refrigeration, storage unit, and other infrastructure against fire, theft, natural calamity, and accidents, also to cover public liability in case of any damage/injury to consumers with the outlet premise.
- Escrow/Dedicated bank account may be created.
- Rent and electricity charges will be borne by NECTAR for the initial six months from the PMDevINE organic fund. Thereafter, these costs shall be borne by the agency.
- Basic infrastructure support (furniture, refrigeration, storage, etc.) will be provided by NECTAR. However, the agency may also contribute on their behalf to make the outlet more appealing. If the agency withdraws from the project within six months, the entire expenditure incurred by NECTAR must be refunded.
- The contract period will be three years, extendable based on performance and mutual agreement.
- Farmers' produce transportation costs shall be borne by the agency. However, the agency may avail funds from other related government departments, with a no-objection certification from NECTAR.
- The agency must be a Certified Organic farm/business registered under APEDA for the last three years. They should possess a valid NPOP organic certificate, issued by certifying agencies recognized by APEDA.
- The agency must have a registered office in the state of Assam for at least 3 years.
- The agency must have retail experience (online or offline) for the last 3 years.
- Agencies must demonstrate adequate financial turnover to ensure sustainability. The Minimum Average Annual Turnover of the agency should be 50 Lakhs for the last three years.
- The agency should have a working experience in organic agriculture or allied fields for at least 3 years.

- The agency shall deposit 2.5% of its total earnings/ profits to NECTAR as revenue during the contract period. For any extension, revenue-sharing terms will be decided mutually.
- The machinery, furniture, and other assets will remain hypothecated to NECTAR. After the project tenure, a committee comprising nodal Central/State Government officials from the line department, along with NECTAR, will oversee the activities of the agency to ensure compliance with the prescribed norms and standards for the sale of organic products.

5. ELIGIBILITY CRITERIA

The eligibility criteria for the Empaneled partner will be as follows:

S. No	Eligibility criteria	Tender requirements	Document required
1.	Type of organization (company/Cooperatives)	Registered body under relevant act and shall be operation at least for last three financial years w.e.f. FY2022-23	Business Registration certificate / Trade License / MSME Registration
2.	Financial health	Annual Turnover: Average 50 Lacs (last 3 years) Net worth: Positive Nature: Profit making in the last three Financial Years i.e. FY2022-23 onwards	CA audited balance sheet and audit report of last three FY (2022-23, 2023-24, 2024-25) and CA certified certificate for positive net worth.
3.	Minimum 3 years' experience on maintaining organic business	Management of Organic business in Northeast India preferably in Assam	Govt. work orders/MoUs indicating experience in the last three years.
4.	Presence in Assam	The agency should have a registered office in Assam, India, with a minimum of 3 years' presence and a minimum of 3 working professionals in organic-related activities	Notarized Rent Agreement, Government official communication is required as proof of office. Photographs of the office with geocoordinates.
5.	Adequate Infrastructure	The agency should have adequate infrastructure installed in its office	Documentary evidence with geo-tagged photos with self-certified declaration letter required. Computer / Printer Internet with min 1 Mbps capacity
6.	Work experience in Organic agriculture	The agency must be a Certified Organic farm/business registered under APEDA for the last three years, supported by a valid NPOP organic certificate.	Govt. work orders/MoUs with atleast one work order for each year along with completion certificate or billing and realization of payment in the agency's account.

6. EVALUATION CRITERIA

All the Agencies fulfilling the eligibility criteria will be shortlisted for further consideration in the 2nd Stage of Evaluation. A Request for Proposal (RFP) will be issued to all the shortlisted agencies

Quality and Cost Based Selection (QCBS) method will be followed with a weightage ratio of 50:50 (30% to the technical Score and 70% to the financial proposal)

The technical evaluation criteria for the shortlisted agencies will be as follows:

S.No.	Technical Capacity criteria	Maximum Score (Total 100)
a)	Relevant Experience in running an organic business a) Above 3 years: 5 marks b) 3 years to 5 years: 10 marks c) Above 5 years: 15 marks	15
b)	Regarding having office/branch in Assam Having required infrastructure (5 marks) Number of staff on regular pay role (Below 5 persons: 0 marks, 5-10 persons : 5 marks, above 10 persons: 10 marks)	10
c)	Turnover <ul style="list-style-type: none">Average Turnover of Rs. 50 Lakhs per year in 2022-23, 2023-24, and 2024-25 (15 marks)Average Turnover above 60 lakhs for 2022-23, 2023-24, and 2024-25 (30 marks)Average Turnover above 75 lakhs for 2022-23, 2023-24, and 2024-25 (45 marks)	45
d)	Qualification of the person running the outlet (A Graduate in any discipline 5, Master's/ MBA in Marketing or specialization in sales/marketing – 10 marks)	10
e)	Brief write-up and presentation regarding the agency's plan for overall management of the outlet with proposed location in Guwahati, overall outlet design, business plan, etc., highlighting their previous experience on the organic products of Assam/ northeast and value/supply chain linkages in Assam/ northeast	20
Total		100

Request for Proposal (RFP) shall include a financial proposal to be submitted by the shortlisted agencies only

1. From the time the Proposals are opened to the time the Contract is awarded, the Agencies should not contact the department on any matter related to its Technical and/or commercial aspects. Any effort by agencies to influence the Officers / Officials of NECTAR in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Proposal.
2. The Director General, NECTAR will constitute an EOI Evaluation Committee which will carry out the entire evaluation process and be responsible for recommending the successful agencies for empanelment however the Director General, NECTAR reserves all rights to accept or reject the recommendations.
3. The committee shall evaluate the Expression of Interest (Eoi) as per the evaluation criteria mentioned in this document.
4. In the first stage of evaluation, an Expression of Interest (Eoi) shall be rejected if it is found deficient as per the submission requirement indicated in EOI document.
5. Responsive Expressions of Interest (Eoi) shall be further taken up for eligibility than technical evaluation following QCBS method. Evaluation of the Expression of Interest (Eoi) will start first with eligibility criteria.
6. Technically qualified agencies with the highest marks as per the QCBS method will be offered the management of organic outlet related work.
7. List of clusters are enclosed as annexure-I for your kind reference

7. Documents to be submitted by Agency along with technical proposal:

- a) Supporting documents as per details under eligibility criteria.
- b) Justified documents supporting the technical criteria.
- c) Document related to project on agriculture domain.
- d) Details of Key person who is proposed to take the ownership of the project and belong to either board of the company or in higher management level from last three years. He/She should be from agriculture or allied field having organic farming experience of 5-10 years.
- e) Brief write-up on the sufficiency of the expertise under proposed project both in terms of quality and quantity.
- f) Brief write-up on requirements and assistance required from NECTAR.
- g) Authority letter issued by company and resolved by board of directors in favor of the authorized signatory signing the EOI document
- h) Please send in your proposal filling the formats from *Format-1 to Format-4*
- i) It is mandatory to sign and seal each and every page of technical proposal.
- j) The entire document should be in English language. If it is in any other language, agency must submit a transited copy in English which is duly attested by gazetted officer of the of the issuing department.

8. EOI FEES

- All Agencies are required to pay Rs. 2000/- (Rupees Two Thousand Only) towards Bid document Fees in the form of Demand Draft drawn in favor of "Sr. Administrative Officer, North East Centre for Technology Application and Reach" payable at New Delhi. The document Fee is Non- Refundable and non-transferable.
- Please note that the Expression of Interest (Eoi), which does not include the document fees, and EMD along with technical bid, would be rejected as non-responsive.
- Agencies are required to download the EOI document. EOI document downloaded from web site will be just for reference only and the document fee of Rupees Two Thousand only should

be submitted in the form of demand Draft as part of technical bid. All the bidding and payment will follow the guidelines of e-tendering mode only.

9. EMD AND PERFORMANCE GAURANTEEE

- An earnest money deposit of Rs. 50,000/- (Fifty Thousand Only) Refundable EMD must be deposited in the form of demand draft in favor of "NECTAR" payable at Shillong shall be paid and enclosed in the Technical Bid document.
- The EMD shall be forfeited in the event of violation of EOI terms & conditions.
- No interest shall be payable by the NECTAR for the sum deposited as earnest money deposit.
- The EMD of the non-shortlisted Agencies would be returned back within six months of short listing of the Agencies.
- Performance Guarantee in the form of Bank Guarantee etc will be taken only from firms selected for empanelment at the time of signing of the agreement with NECTAR.

10. BASIS FOR AWARD OF PROJECT

Once the eligibility criteria are fulfilled, the agencies will be shortlisted for further consideration in the 2nd Stage of Evaluation. A Request for Proposal (RFP) will be issued with financial proposal to be submitted by all the shortlisted agencies only. The technical evaluation criteria for the shortlisted agencies will be as per the technical scores mentioned under Evaluation Criteria. Quality and Cost Based Selection (QCBS) method will be followed with a weightage ratio of 30:70 (30% to the technical Score and 70% to the financial proposal)

11. EVALUATION COMMITTEE

There will be an EOI evaluation committee constituted by "Director General, North East Centre for Technology Application and Reach" which shall evaluate the proposal and recommend the successful agency.

12. GENERAL GUIDELINES FOR SUBMISSION OF PROPOSAL

- a) The original Expression of Interest (Eoi) shall contain no overwriting, except as necessary to correct errors made by the agencies themselves. The person who signed the Expression of Interest (Eoi) must initial such corrections.
- b) An authorized representative of the Agency shall initial all pages of the original Expression of Interest (Eoi). The authorization shall be in the form of a written power of attorney accompanying the Expression of Interest (Eoi) or in any other form demonstrating that the representative has been duly authorized to sign.
- c) The original copies of the Expression of Interest (Eoi) shall be placed in a sealed envelope clearly marked "Expression of Interest (Eoi)" followed by the name of the Assignment.
- d) Submit the work experience documents pertaining to the work executed in last five years only
- e) The envelopes containing the Expression of Interest (Eoi) should also contain EMD and document fee which shall be placed into a separate envelope and sealed.
- f) The outer envelope shall bear the submission address. Outer envelope should contain sealed envelopes of technical offer and sealed envelope of EMD and document fee.
- g) Technical envelope should contain envelope -
- h) EMD and document fee envelope
- i) Technical Bid envelope
- j) Financial proposal is not invited as the rates are fixed and empaneled/selected organizations would be expected to enter into agreement with the NECTAR by depositing a Demand Draft/Bank

Guarantee of 3% of the work order value at the time of signing of agreement. Work order will only be issued after officially receiving the security deposits by NECTAR.

- k) NECTAR shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed. This circumstance may be case for rejection of Expression of Interest (Eoi) of the agency.
- l) The Expression of Interest (Eoi) must be sent to the address/addresses indicated in the Data sheet and received by the NECTAR, no later than the time and the date indicated in the Data sheet, or any extension to this date. Any Expression of Interest (Eoi) received by the NECTAR after the deadline for submission shall be returned unopened.

13. CONFIDENTIALITY

- 1. Information relating to evaluation of Expression of Interest (Eoi) and recommendations shall not be disclosed to the agencies who submitted the Expression of Interest (Eoi) or to other persons not officially concerned with the process, until the short listing of the agencies is not announced by the NECTAR. The undue use by any agency of confidential information related to the process may result in the rejection of its Expression of Interest (Eoi).
- 2. Any additional Benefit to farmers offered by agencies should be mentioned in the separate section of the technical Bid with proper flag however it should not be disclosed before the finalization of technical evaluation process.
- 3. The empanelment will be done on the basis of technical score of the agency, however the number of agencies to be empaneled will be decided by the Director General NECTAR. List of agencies eligible for empanelment will be treated as successful agencies
- 4. All documents submitted by the Applicant(s) will be treated as confidential and will not be returned to Applicant(s).

14. RIGHT TO REJECT ANY OR ALL PROPOSAL

- 1. NECTAR reserves the right to accept or reject any Proposal and to cancel the Process without any liability or any obligation for such rejection or cancellation, and without assigning any reasons.
- 2. Evaluation committee reserves the right to reject any Proposal at any time a material misrepresentation is made or uncovered, or the applicant does not provide supplemental information within the time specified by the evaluation committee for the Proposal evaluation.
- 3. Evaluation committee reserves right to reject the proposal having misrepresentation/improper response.

15. GENERAL TERMS AND CONDITIONS

- 1. The Applicant(s) shall bear all costs associated with the preparation and submission of its proposal and contract negotiation.
- 2. All documents submitted by the Applicant(s) will be treated as confidential and will not be returned to Applicant(s).
- 3. Authority reserves the right to accept or reject any or all bids, without thereby incurring any liability to the affected bidders or any obligation to inform the bidders. Authority also reserves the right not to award or enter into any contract or agreement with any of the bidders and may terminate the procurement process at any time without thereby incurring any liability to any of the bidders.
- 4. Failure by any of the bidders to provide all of the information required in the proposal or any additional information requested by Authority may lead to rejection of that bidder's proposal in its entirety.

5. Bidding agencies have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Agency or termination of its Contract at any stage.
6. A recommendation for award of Contract will be rejected if it is determined that the recommended Agency has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases the Authority will declare the Agency and/or members of the consortium ineligible, either indefinitely or for a stated period of time and Agency will be blacklisted.
7. The Agency shall submit to Authority the final output envisaged in the Scope of Services included the EOI, work order and the Agreement.
8. In case of difference in Original and copy of submission, the Original shall prevail.
9. Once submitted, the proposal, including the composition of the consulting team, cannot be altered without the prior written consent of the Authority.
10. Redressal of conflict- Agency having any grievance related to this project can submit their request to the NECTAR for final decision.

16. SPECIFIC TERMS AND CONDITIONS

An Agreement called Memorandum of Understanding (MoU) and Service Level Agreement (SLA) shall be entered into with the identified and winning Agency covering all terms and conditions, service levels with milestones, payment terms etc would be entered into, the terms of this EOI shall also form the part of MoU among other things. The MoU & SLA will be valid for a Maximum period of three year from the date of work order.

17. PAYMENT TERMS

The payment will be made on quarterly basis based on work progress. However, in the best interest of the project, if the terms of payments can be finalized mutually with the successful agencies and Director General, NECTAR. The agreed terms will become the part of MoU & SLA. The payment process shall be on achievements of milestones that would be proposed by the agency and verified & approved by the Department. As per the terms of agreement the agency shall be entitled to receive payments from the Agriculture Department. No advance payment will be made under any circumstances.

18. PENALTY TERMS

The penalty will be applicable for any delay in scheduled timeline or partial completion of any reported work. The penalty will be deducted from the due payment. The extent of penalty will be as mentioned in the agreement or as imposed by the committee assigned for the purpose. In case of repeated (more than three times) fault of similar kind the committee or Director General, NECTAR may decide to forfeit the security money along with the due payment for the partially completed / uncompleted work.

ANNEXURE I

No. OF CLUSTER

Sl. No	States	No .of Cluster
1.	Assam	88
Total		88

Application form cum Technical proposal formats

Format-1

Letter of Transmittal

To,

Sr. Administrative Officer (SAO)
North East Centre for Technology Application & Reach (NECTAR)
Survey of India Campus, Bonnie Brae Estate Barik Point, Meghalaya, Shillong-793001

Dear Sir,

We, the undersigned, offer to provide our expertise as support organization for ensuring success of the Project of Promoting Scientific Organic Farming in Northeast India under Prime Minister Development in North Eastern States (PM-DevINE), In accordance with your EOI document published dated 22.12.2025. We are hereby submitting our proposals as desired via the EOI.

We hereby declare that all the information & statement made in this proposal is true and accept that any misinterpretation contained in it may lead to our disqualification. We further confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

The document has been organized as per the eligibility criteria and technical criteria separately. The sections of documents are well narrated to be understood independently without consultation, communication and supplementary information.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract cost.

We understand that the NECTAR will be at liberty to accept any proposal or to give any reason for award, or for the rejection of any.

Seal

Yours Faithfully,
(Signature/Name of
Authorized Signatory/ Mob. Number/Stamp of Firm)

Agency Details:
Format-2

<i>SN</i>	<i>Particulars</i>		<i>Details</i>
1	Name of Organization (Please attach Regn. Certificate)	:	
2	Address of Organization	:	
3	Address of the Headquarter of organization	:	
	Local Address of organization in Northeastern State with telephone/email List out all Local Offices (Add extra sheets if required)	:	
4	Year and Date of Registration of Organization (attach copy of regn. cert.)	:	
5	Names, designation and communication details of Office Bearers of Organization (decision makers) (Please attach credentials)	:	
6	Name of proposed project head and contact and communication. (Please attach credentials)	:	
7	The Turnover of the organization for the past 3 Financial Year Attach CA Audited complete balance sheets, audit reports & Turnover certificate duly certified by CA.	:	
8	The list of staff and experts available with the organization related to the proposed work in the format given in the proposal	:	
9	The details of organizational strength for the proposed activities as per the criteria mention in eligibility and technical criteria (Please attach credentials)	:	

10	Institutional compliance details like PAN, TAN, GST, ESIC, TDS with recent filling details	:	
	<i>please use extra sheets as annexure if required.</i>		
11	Significant Achievements if any		
12	Details of works of organization done in the past 3 years relevant to the requirements of this EoI (Please attach credentials)	:	
13	Details of works executed by organization in the past years under management of organic outlet related works. (Please attach credentials)	:	
18	Details of any state level/ national / international reorganizations awards		
19	Any Additional Information relevant to the scope of job.		
20	Attach other requisite documents copies and mention hereunder the names of the documents being attached		1.... 2.... 3....

Signature of Authorized Person

Format-3: Summary of Qualified Staff of the agency

S. No.	Name of Staff	Educational Qualification	Area of key Expertise	Length of Association with the agency (in year)	Total Experience	Relevant Experience
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8-						
9-						
10.						

Attach the detailed CV in the above sequence and make appropriate flag.

Note - Educational qualification must be post graduate in Agriculture/Biological sciences/Rural Development/Management and expertise in the field of Organic Farming practice & certification. he/she must have knowledge of computer & internet application.

Seal

Yours Faithfully

(Signature/Name of Authorized Signatory/Mob. Number/Stamp of Firm)

Summary of proposed project team

S No.	Position/ Team member	Nos	Educational Qualification	Area of Key Responsibility	Relevant Experience	No of activities/ Program mes to be covered
1.	State Level					
2.	District Level					
3.	Village/Cluster Level					

Preference will be given to the Agency having staff members/experts from NER region

Note - Agency must also clearly bring out the number of teams it plans to deploy for the implementation of "Organic Farming" project in view the scope of work, coverage and Guidelines for submitting the proposal, structure of each team should be indicated as per format above.

Seal

Yours Faithfully

(Signature/Name of Authorized
Signatory/Mob. Number/Stamp of Firm)