

## **Directorate of Agriculture, Jammu**

**Krishi Bhawan , Talab Tillo Jammu-180002**

### *TERMS AND CONDITIONS*

#### *Promotion of Organic farming under Centrally Sponsored Schemes*

*Terms and conditions for selection/Approval of service providers for promotion of organic farming in Jammu Division under Technology Mission on Integrated Development of Horticulture (TMNE).*

1. The service provider agency will be required to facilitate group organic farming for conversion of conventional fields/farms to organic, ensure necessary technology transfer to farmers, ensure necessary documentation and facilitate certification, besides assisting the farmers in marketing of organic produce.
2. The service provider /agency opting to participate in the promotion of organic farming in Jammu Division of J&K State under Technology Mission on Integrated Development of Horticulture (TMNE) should have enough experience in the subject .The service provider /agency shall have to furnish the requisite documents in this regard.
3. The service provider must be familiar with the principles of organic agriculture and the National Programmes and National Standards of Organic Production besides other essential requirements as laid down in the guidelines under the National Project on Organic Farming.
4. Eligibility:-
  - Only registered agencies, registered under Registrar of Societies Act/ Public Trust Act, Institutions Act or registered cooperative societies, besides Govt.Undertaking, SAU,s and KVK,s are eligible.
  - Applicant organizations should be preferably three years old from the date of registration and have valid three years' Annual reports and audited balance sheets
  - Agriculture /organic farming/sustainable agriculture promotion should be one of the main objectives in the memorandum.
  - Applicant organizations should have at least 2-3 years experience in organic farming/ organic input/environment friendly technologies and sustainable agriculture promotion and must have at least one person with degree in agriculture as their member or employee.
  - Organizations applying for service providers should have some experience in organic farming, farmer's group formation, organic certification and internal control system management applicable for grower group certification scheme.
5. The service provider shall have following role and responsibilities as per the prescribed guidelines:-
  - Motivation of farmers to form organic farmers groups/clusters.
  - To act as team leader of internal control system (ICS ) and liaison with certification agencies
  - To maintain records of organic cluster (s) in compliance of ICS and facilitate certification through accredited certification agency
  - Training and exposure programme be done on need basis.
  - Drawing of cluster map.
  - Registration of Growers.
  - Providing assistance in packaging and storing of the produce.
  - Maintenance of field records ( cultivation measures, cultivation problems, pest and disease incidence and control, use of inputs, harvested quantities, post harvest procedure)
  - To ensure certification of all the registered farmers as a group through some accredited certification agency within time.
  - To arrange processing, transport and sale of organically grown foods.

- Any other responsibility that may be prescribed as per guidelines.
6. The activity shall be taken up in clusters of minimum of 3 hectares in hilly areas and minimum of 10 hectares in plains.
  7. The proposal should be submitted on prescribed the format and should include: -
    - Profile of the applicant organization.
    - Application format (Part I & II)
    - Part II should be affixed with photographs of the applicant.
    - Registration certificate of the organization.
    - Memorandum of the organization and bye laws with list of members & employees.
    - Last three years annual reports showing details of their organic farming programmes taken during last three years.
    - Last three years audited statement/balance sheet of accounts.
    - PAN card.
    - Details of staff members with their qualification, expertise and competence in subject. One member/employee must be agriculture graduate.
    - Agriculture graduate certificate
    - List of 1500 farmers (For Service provider)
    - Details of area of operation (Map) (For Service Provider)
    - Documents which prove that applicant organization has some experience and expertise on organic farming/related systems as above.
    - Copies of literature, papers cuttings, publication etc. published by the organization on organic farming/natural agriculture or sustainable agriculture.
    - Indemnity Bond duly filled up & signed on Rs. 50/- non judicial stamp paper
    - If applying for training specify briefly about the expertise of the organization & resource Persons, e.g. if applying for Training on Production and Quality Control, please specify that the organization have adequate technical persons capable of conducting such course and have necessary laboratory facilities for technology demonstration. Similarly for other trainings also specify the expertise of members.
  8. Two copies of project proposals in proper shape and properly bound form, duly completed, should be submitted to the Jt. Director Agriculture (Extension), Directorate of Agriculture, Krishi Bhawan, Talab Tillo, Jammu.
  9. The service provider /agency shall have to submit a refundable security @ Rs.500 per hectare for the hectares assigned at the time of signing MOU/agreement with Directorate of Agriculture, Jammu.
  10. The Director of Agriculture Jammu has the right reserved for assigning any areas to a particular service provider/agency for promotion of organic farming based upon their previous performance and existing strength , after evaluation of the proposals
  11. The security to be submitted based upon the targets assigned should be in the shape of CDR pledged in favour of Accounts Officer, Directorate of Agriculture, Jammu payable at Jammu .This security will be refundable upon the successful completion of the project and can be forfeited upon mis-utilisation of the funds released for this purpose by Directorate of Agriculture if noticed at any stage.
  12. The service provider shall have to sign a MOU/Agreement with Directorate of Agriculture Jammu on basis of mutually acceptable terms and conditions for the promotion of organic farming. The proposals which are not found suitable can be rejected without assigning any reason or notice.
  13. Assistance of Rs. 10,000/- per hectare for the promotion of organic farming will be provided to the service provider/agency, besides financial assistance for certification of organic process/produce as per guidelines of the scheme.
  14. The selection of crop(s) and cluster(s) shall be done by the Directorate of Agriculture in consultation with the potential organic growers and the service provider / agency.

15. There shall be no use of any transgenic material or over exploitation of material / human resources / local germplasm.
16. Successful bidder shall have to establish an office in the territorial jurisdiction of Jammu Division.
17. There shall be no sublet of award of contract
18. The Expression of Interest must be sent / delivered in sealed Envelope subscribed "Expression of Interest for organic farming" in the office of Joint Director Agriculture (Ext), Krishi Bhawan, Talab Tillo, Jammu, latest by 10.03.2010 up to 2.00 PM and to be opened by a committee at 3.00 PM on same day in the Directorate of Agriculture, Jammu in presence of bidders or their representative, Department will not be responsible for any postal or other delay that may be caused in receiving the Expression of Interest in this office.
19. Earnest money of Rs. 25,000/- (Rs. Twenty Five Thousand) only payable through CDR of any scheduled Bank pledged in favour of Accounts officer, Directorate of Agriculture, Jammu-180002, shall be submitted along with EOI / bid. Proposals not accompanied with earnest money shall be summarily rejected. However, Govt. Undertakings, State Agriculture Universities, KVK,s and Co-operative Societies are exempted from submission of earnest money.
20. All type of taxes, charges must be indicated and no charges are payable unless specified in the bid.
21. Over writing / cutting should be avoided and be attested, if any.
22. Any criteria, conditions or desired information if not relevant with bidder due to nature of their organization, it may be specifically indicated.
23. In case the Govt. suffers any loss due to non-fulfillment any of the specified and agreed components of the project in accordance with the schedule / orders and within stipulated period, the Directorate of Agriculture, Jammu reserve the right to forfeit the security amount and file a suit in the court of law and to recover the damage amount on this account in full.
24. If the last date for receiving EOI proposal is declared a holiday due to unexpected reasons, next working day will be date for drop of tenders as well as opening at scheduled time.
25. In case of any dispute the decision of the Principal Secretary to Govt. Agriculture Production Department, J&K shall be final and binding to all.
26. In case of any legal dispute the jurisdiction shall lie in Jammu courts only.

  
Accounts Officer  
Directorate of Agriculture  
Jammu

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## APPLICATION AND REPORTING FORMATS

### Application Format Part – I (For all)

1. Name of the Organization: \_\_\_\_\_
2. Address of the Organization \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- i. Address : \_\_\_\_\_
- ii. Area STD Code : \_\_\_\_\_
- iii. Phone No. : \_\_\_\_\_
- iv. Fax No. : \_\_\_\_\_
- v. Extension No. : \_\_\_\_\_
- vi. E-Mail Address : \_\_\_\_\_

- |   |               |                 |                   |        |     |             |
|---|---------------|-----------------|-------------------|--------|-----|-------------|
| 3. Status:  | Central Govt. | State Govt.     | State Agri. Univ. | ICAR   | KVK | Cooperative |
|   |               |                 |                   |        |     |             |
|   | NGO           | Self Help Group | Agri. Clinic      | Other  |     |             |
| 4. Date of Establishment                                      | Month         |                 | Year              |        |     |             |
| 5. Whether registered under societies Act 1860 of State Govt. | Yes           |                 | No                |        |     |             |
| i. If yes, details thereof                                    |               |                 |                   |        |     |             |
| 6. Whether Registered under other Act                         | Yes           |                 | No                |        |     |             |
| i. If Yes, details thereof                                    |               |                 |                   |        |     |             |
| 7. Financial Category of the Organization                     |               |                 |                   |        |     |             |
| 8. Objective of the Organization                              |               |                 |                   |        |     |             |
| 9. Staff Position (Nos.)                                      | Technical     |                 | Non – Technical   |        |     |             |
| 10. Vehicle facilities  | Car           | Yes             | No                | Number |     |             |

		Jeep	Yes	No	Number
		Scooter	Yes	No	Number
		Cycle	Yes	No	Number
11.	Documentation facility	Computer PC	Yes	No	Number
		Institute facility e.g. Photocopier	Yes	No	Number

12. Copy of the audited statement duly signed

Copy of the Annual Report

Certificate

The information as furnished above is true

(Name & Signature of Applicant)



## ***PART – II (For Service Provider only)***

1.	Name of the Applicant	: _____					
2.	Address	: _____ : _____					
3.	Fathers Name	: _____					
4.	Whether citizen of India	Yes			No		
5.	Qualification	B. Sc.		M. Sc.		Others	
6.	Position held in the organization						
7.	Number of years of exposure to organic farming activity	: _____ Years (Attach Proof)					
8.	Number of years of experience in organic farming	: _____ Years (Attach Proof)					
9.	Knowledge on organic farming	Land Preparation	Sowing	Variety	Maturity	Livestock	Stone
10.	Experience on	Social Activities Yes/No		Motivation Yes / No		Trainings Yes/No	
11.	Whether training with area of specialization	Organic Farming		Normal farming		Other	
12.	Whether known about the standard	A. International		Codex	Yes		No
				EU	Yes		No
				Other	Yes		No
		B. National		NPOP	Yes		No
		C. Other			Yes		No
13.	Whether linkage with inspecting / certifying agency	Name of the Agency					
14.	List of target registered organic farmers	Attached			Not Attached		
15.	Area Intended to be	Hilly			..... Ha		

	<i>covered</i>	<i>Plain</i>	<i>..... Ha</i>				
16.	<i>Location Requested</i>	<i>State</i>	<i>District</i>			<i>Block</i>	
17.	<i>Knowledge of Language</i>	<i>English</i>		<i>Hindi</i>		<i>Regional</i>	
	<i>Reading</i>	<i>Good</i>	<i>Very Good</i>	<i>Good</i>	<i>Very Good</i>	<i>Good</i>	<i>Very Good</i>
	<i>Writing</i>	<i>Good</i>	<i>Very Good</i>	<i>Good</i>	<i>V Good</i>	<i>Good</i>	<i>V Good</i>
18.	<i>Tick the Input services to be provided</i>						
	<i>i. Land Selection / Crop Selection</i>						
	<i>ii. Layout &amp; Design of Sowing</i>						
	<i>iii. Variety selection &amp; Use</i>						
	<i>iv. Nutrient Identification &amp; management</i>		<i>Compost: Rural / Urban</i>				
			<i>Vermiculture</i>				
			<i>Bio fertilizer</i>				
			<i>Biogas Slurry</i>				
			<i>Others</i>				
	<i>v. Cultural Practices</i>						
	<i>vi. Pest &amp; Disease Control Guidelines</i>	<i>Bio pesticide</i>	<i>Bio control Agent</i>		<i>Botanic</i>		
	<i>vii. Documentation</i>						
	<i>viii. Group Meeting / Training / Discussion</i>						
	<i>ix. Linkage with Inspecting / Certifying Agency</i>						
	<i>x. Harvest</i>						
	<i>xi. Storage</i>						
	<i>xii. Tagging</i>						
	<i>xiii. Bagging</i>						
	<i>xiv. Sale of Produce in Domestic Market</i>						
	<i>xv. Help to Maintain Live Stock</i>						
	<i>xvi. Others</i>						

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19. Furnish the following:

Nos. Of Working days \_\_\_\_\_

20. Amount Applied For \_\_\_\_\_

21.	Literature Available on Organic Farming	Language No.
	Books	
	Leaflets	
	Others	

22. Work plan, if any

**Certificate**

***The Information as Furnished above is true***

***(Name and Signature of  
Applicant)***