



Mail ID : ddhgajapati.od@nic.in
Mail ID : ddhgajapati@gmail.com
Phone No: 06815-222228

**OFFICE OF THE DEPUTY DIRECTOR OF HORTICULTURE,
GAJAPATI, PARLAKHEMUNDI.**

Letter No. 81 /Hort.,
To

Dated: 06.01.2023

The Deputy Director of Advertisement-Cum-Deputy Secretary to Government,
Information & Public Relation Department,
Odisha, Bhubaneswar .

Sub:- Publication of Expression of Interest management of Distillation Unit of Citronella Oil.
Sir,

Enclosed, please find herewith a copy of the Expression of Interest for favour of your information and necessary action. It is to request you to kindly publish the same latest by 08.01.2023 i.e. sufficiently ahead of the last date of receipt of the EOI in leading Oriya Daily News Papers for wide publicity and after publication the same may please be intimated to the undersigned in our email ID: - ddhgajapati.od@nic.in & ddhgajapati@gmail.com.

Yours co-operation in this regard is solicited.

Encl:- As above

Yours faithfully,

[Signature]
Deputy Director of Horticulture,
Gajapati, Paralakhemundi.

Memo No. 82 (2) /Hort.,

Dated

Copy along with the EOI notice submitted to the District Information & Public Relation Officer, Gajapati, Paralakhemundi / District Informatics Officer, NIC, Gajapati, Paralakhemundi for information and necessary action. He is requested to publish the advertisement in the NIC portal for wide publicity.

[Signature]
Deputy Director of Horticulture,
Gajapati, Paralakhemundi.

Memo No. 83 (2) /Hort.,

Dated

Copy along with the EOI notice submitted to the Chief District Agriculture Officer / Project Director, Watershed, Gajapati, Paralakhemundi for information and necessary action. He is requested to display the advertisement in their Office Notice Board for wide publicity.

[Signature]
Deputy Director of Horticulture,
Gajapati, Paralakhemundi.

Memo No. 84 /Hort.,

Dated

Copy along with the EOI notice submitted to Assistant Horticulture Officer, Rayagada for information and necessary action. He is requested to communicate the notice among the Block Development Officer / Local Office / Field staff for wide publicity in their area.

[Signature]
Deputy Director of Horticulture,
Gajapati, Paralakhemundi.

Memo No. 85 (2) /Hort.,

Dated

Copy along with the EOI notice submitted to the Director of Horticulture, Odisha, Bhubaneswar / Collector & District Magistrate, Gajapati, Paralakhemundi / CDO-cum-EO, Zilla Parishad, Gajapati, Paralakhemundi for favour of kind information.

[Signature]
Deputy Director of Horticulture,
Gajapati, Paralakhemundi.

Spare copy to Office Notice Board.



**OFFICE OF THE DEPUTY DIRECTOR OF HORTICULTURE,
GAJAPATI, PARLAKHEMUNDI.**
Empanelment of FPO / FPC for management of Distillation Unit of Citronella Oil

No. 80 /Hort.,

Date: 06.01.2023

Expression of Interest

The Deputy Director of Horticulture, Gajapati, Paralakhemundi invites Expression of Interest in sealed cover from intending FPOs / FPCs engaged in agricultural production activities for establishment of Distillation unit of Citronella Oil in Raygada block adjacent to Citronella plantation areas during 2022-23. The sealed Expression of Interest should be submitted to this Office on or before 20.01.2023 by 03.00 PM by Registered / Speed Post / Courier only. The Bid will be opened on 21.01.2022 at 5.00 PM in the office chamber of the Deputy Director of Horticulture, Gajapati, Paralakhemundi. The sealed envelope should be superscripted with "EOI for Empanelment of FPO / FPC for management of Distillation unit of Citronella Oil for 2022-23". The detailed terms and conditions of the Expression of Interest is available in the website www.gajapti.nic.in


Deputy Director of Horticulture
Gajapati, Paralakhemundi

**TERMS OF REFERENCE FOR EMPANELMENT OF FPOs / FPCs FOR MANAGEMENT OF DISTILLATION
UNIT OF CITRONELLA OIL DURING 2022-23**

During the year 2022-23 Deputy Director of Horticulture, Gajapati have undertaken plantation of citronella grass in farmers field under MIDH scheme in Rayagadablock, hence the raw materials for oil extraction is expected to be available by end of March, 2023. Further funds have been received under Aspirational District Programme for establishment of distillation unit. The unit will be established close to the plantation sites to reduce transport distance for higher oil yield and to maximize the return.

1. The last date for submission of Expression of Interest (EOI) is on 20.01.2023 at 3.00PM. The Bid will be opened on 21.01.2023 at 05.00PM in the Office chamber of Deputy Director of Horticulture, Gajapati, Paralakhemundi.
2. The interested FPO/FPC may download the EOI documents including format of Bid from the website www.gajapati.nic.in.
3. The EOI will be valid for one year from the issue of EOI.
4. The bidder or authorized representative shall be present at the time of opening of the EOI. In case of absence of the bidders or their representative, the Committee has the right to open the EOI.
5. The FPO / FPC should have own land or leased land for minimum 15 years made before Executive Magistrate within 5 kms from the citronella plantation site. Emphasis will be given to the FPO / FPC having members who are cultivating citronella grass in the block.
6. The Distillation unit will be established in the land of the FPO / FPC.
7. The FPO / FPC will manage the unit involving the farmers cultivating citronella grass for at least 10 years. The distillation charge will be mutually decided.
8. Marketing of the citronella oil will be the responsibility of the farmer / managing FPO / FPC.
9. Any dispute arising will be settled mutually between the FPO/FPC and the farmers.
10. The Deputy Director of Horticulture, Gajapati, Paralakhemundi reserves the right to reject the bid quoted by any organization / agency, if not satisfied with concerned FPO / FPC's credibility and past experience. Further the Deputy Director of Horticulture, Gajapati, Paralakhemundi reserves the right to accept / reject / modify any or all clauses of EOI without assigning any reason thereof.
11. The bidder shall fill up the Bid and submit in sealed cover along with necessary documents and super scribed with "EOI for Empanelment of FPO / FPC for managing the Distillation unit of Citronella oil 2022-23". The same should be sent through Registered Post / Speed Post / Courier only to the Office of the Deputy Director of Horticulture, Gajapati, Paralakhemundi without any precondition and should have to reach before the date and time fixed for the purpose.
12. The Bids will be evaluated by a committee constituted for the purpose involving representatives from CDAO and PD, Watershed, Gajapati and the findings of the committee will be final and binding. The same cannot be challenged at any forum thereafter. Intending bidder will have to submit undertaking in this regard.
13. The Committee will visit the site and evaluate the FPO / FPC prior to final selection.
14. No communication shall be entertained over Telephone, Fax, E-mail or in person.
15. An undertaking in a Rs.10/- Non-Judicial stamp paper stating the following has to be attached with the technical bid:
 - I (Name and address of the producer / supplier) will be responsible for management of the Distillation of Citronella Oil unit.
 - I agree to make necessary buy back arrangements of the citronella oil.
 - I will not debar any farmer from distillation of his citronella grass from the locality.
 - I will take necessary steps for increasing area under citronella crop in the locality to make the unit viable.
 - I (Name and address of the producer / supplier) have not been blacklisted by Government agencies for the year 2022-23.
 - I will abide by the decision of the evaluation committee and will not challenge at any forum.
16. The FPO / FPC have to submit one bid only.
17. Empanelment of FPO / FPC does not necessarily guarantee upon assigning the job of management of the Distillation unit by this Office.
18. Any complicity arises regarding these above points of the EOI will be settled mutually mediated by Deputy Director of Horticulture, Gajapati..



**OFFICE OF THE DEPUTY DIRECTOR OF HORTICULTURE,
GAJAPATI, PARLAKHEMUNDI**

Expression of Interest for Empanelment of FPO / FPC for management of Distillation
Unit of Citronella Oil for the year 2022-23

Last date: 20.01.2023 at 3.00 PM

Technical Bid

Sl. No.	Item	Details
1	Name and address details of the FPO / FPC with E-mail, Phone etc	
2	Documents to be furnished	
	a. Self-Attested copy of Registration Certificate & PAN Card	
	b. Previous 3 years Audited Statement of Accounts for 2019-20, 2020-21, 2021-22	
	c. Previous 3 Years Annual Report 2019-20, 2020-21, 2021-22	
	d. Fixed Asset position including its present value and location.	
	e. Profile of Professional Staff of the Organization.	
	f. MoU/ agreement/ any documentary evidence of working for Govt. or special projects or Govt. undertakings of implementing the programme of Last Five years Only	
	g. Address of head and field offices.	
	h. Land records or lease deed (with sketch map) for minimum 15 years made before Executive Magistrate.	
	i. An undertaking in a Rs.10/- Non-Judicial stamp paper stating the following has to be attached with the technical bid: <ul style="list-style-type: none">➤ I (Name and address of the producer / supplier) will be responsible for management of the Distillation of Citronella Oil unit.➤ I agree to make necessary buy back arrangements of the citronella oil.➤ I will not debar any farmer from distillation of his citronella grass from the locality.➤ I will take necessary steps for increasing area under citronella crop in the locality to make the unit viable.➤ I (Name and address of the producer / supplier) have not been blacklisted by Government agencies for the year 2022-23.➤ I will abide by the decision of the evaluation committee and will not challenge at any forum.	

Date:

Authorized Signatory of the Organization
(Seal)