

BOSE INSTITUTE KOLKATA

EOI No.	BI/T/07/2016-17
Date	08.3.2017

Title	EXPRESSION OF INTEREST FROM NGO'S FOR SCHEDULED TRIBE-SPECIFIC RURAL BIOTECHNOLOGY PROGRAMME AT BOSE INSTITUTE
DETAILS OF EOI	ATTACHED IN ANNEXURE

Last Date & Time for submission	24.3.2017 upto 14:00 hrs.
Date & Time for opening bids	24.3.2017 at 15:00 hrs.
Submission of EOI (address)	OFFICE OF THE REGISTRAR, Bose Institute, Centenary Campus, P-1/12 CIT Scheme VII-M, Kolkata 700054
Venue of bid opening	Bose Institute, Centenary Campus, KOLKATA 54
For any query the interested bidders may contact (Dept./Section/Div./Unit)	033 2569 3283

General Terms & Conditions

Payment terms	TO BE NOTIFIED LATER
Any other information (if applicable)	PLEASE REFER TO THE ANNEXURE FOR DETAILED GUIDELINES & INFORMATION

Name of EOI No. should be mentioned on the envelope positively.
Director, Bose Institute reserves the right to accept or reject any or all proposals either in part or in full. The reasons for rejecting the tender of a prospective NGO will be disclosed only when enquiries are made.

Sr. Professor & Incharge, Registrar's Office

Bose Institute Kolkata

Format for submitting Expression of Interest to Bose Institute to work under the
ST-Specific Rural Biotechnology Programme.
(Submit this letter in the Letter Pad of NGO)

To
The Sr. Professor & In-Charge
Registrar's Office
Bose Institute, Centenary Building
P-1/12, C.I.T. Scheme VII M
Kolkata 700 054
E-mail: registrar_office@jbose.ac.in

Dear Sir,

We are interested to work under the "Scheduled Tribe-Specific Rural Biotechnology Programme" of Bose Institute. So, we are submitting our Expression of Interest. We are submitting herewith duly filled up form for your perusal. We would be very much obliged if you consider our EOI for submitting project proposal for working under the "Scheduled Tribe-Specific Rural Biotechnology Programme" for the financial year 2017-2018.

Thanking you,

Yours faithfully,

Date:

Secretary
(Seal)

President
(Seal)

Scheduled Tribe-Specific Rural Biotechnology Programme at Bose Institute

1	Name of the NGO:	
2	Postal Address of NGO	
3.	Contact Mobile No.	
4.	Contact E-mail ID if any:	
5.	Registration No.:	
6.	Date of Registration:	
7.	NGO's PAN Card No.:	
8.	NGO's Bank Account details: Name of the Bank	
9.	Name of the Branch:	

10.	Bank Account Name:	
11.	Bank Account Number:	
12.	Bank Account Type (SB/Current):	
13.	IFS Code of the Branch:	
14.	Name and address of the President with contact mobile number:	
15.	Name and address of the secretary with contact mobile number:	
16.	Number of committee members:	

17.	Objectives of the organization:	
18.	Brief activity of NGO in Rural Development:	

19.	In which programmes/trade (as mentioned in the BI guideline) the NGO wants to submit project proposal:	
20.	In which area (village, district etc.) the NGO wants to work:	
21.	Was the NGO handled any Govt. project earlier? If yes, give details.	

The NGO should submit attested copy of the following documents along with the EOI:

1. Registration Certificate
 2. Memorandum of Association
 3. NGO's PAN Card
 4. Address proof of NGO
 5. First page of Bank pass book
 6. A cancelled cheque
 7. Resolution copy indicating the name of the present President, Secretary and Cashier
 8. Last three years' Annual Report
 9. Last three years' Audit Report
- The President and Secretary of NGO must sign on every page of the form with seal.
 - **The EOI must reach to the above address within 23.03.2017. within 14.00 hrs**
 - The name of the selected NGOs based on EOI will be notified in the Bose Institute website on 27.03.2017.
 - The selected NGOs will be called for discussion on 30.03.2017 at 11.30 am at Bose Institute, Centenary Building, P-1/12, C.I.T. Scheme VII, Kolkata 700 054.
 - Final Proposal to be submitted by the selected NGOs within 07.04.2017.
 - The selection of the project proposals will be held through power point presentation on 12th & 13th April, 2017 in the same venue stated above.

Sr. Professor and In-charge Registrar's Office

BOSE INSTITUTE
Kolkata

GUIDELINES FOR NGOs FOR IMPLEMENTATION OF DST-FUNDED “SCHEDULED
TRIBE-SPECIFIC RURAL BIOTECHNOLOGY PROGRAMME”

1. The project may be implemented through an NGO for the benefit of the Scheduled tribes in the villages in West Bengal.
2. The NGO must be a society registered under the WB Societies Registration Act, 1961 at least three years prior to the year 2017-18.
3. The benefits of the project must go to the people belonging to the Scheduled Tribes.
4. The NGO should submit a project proposal in the format provided by Bose Institute (BI). It must conform to the terms and conditions stated in these guidelines and any other instructions as may be issued by BI from time to time.
5. The NGO may promote any one or more activities in the area of : (a) Agriculture, (b) Horticulture, (c) Kitchen gardening, (d) Mushroom cultivation, (e) Vermicompost production, (f) Sericulture, (g) Bee-keeping, (h) Fishery, (i) Goat rearing, (j) Pig rearing, (k) Duck rearing, (l) Country chicken rearing, (m) Food processing, (n) Rainwater harvesting for drinking purpose, (o) Rain water harvesting for irrigation purpose, (p) any other trade suitable or practiced for income generation in the local area. Items (a) to (c) should utilize harvested rainwater to the extent practicable.
6. The duration of the project would be one year but may be extended for further periods. The schedule of activities and the budget should be presented quarter-wise.
7. The grant of funds to an NGO by BI would normally be limited to ₹ 10.00 lakhs a year.
8. The project proposal would be examined by the Project Advisory Committee, constituted by BI. On the approval of the project by BI, it would release funds to meet the expenditure to be made by the NGO on the project for a period of two quarters.
10. The NGO would submit quarterly reports on the progress achieved and the utilization of funds. On satisfactory execution of the project during a quarter, a further advance for two quarters would be given.
11. On the completion of a financial year the NGO would submit an audited annual statement of accounts and a report on physical progress achieved during the year. The audit of the project will be conducted by Bose Institute appointed auditor and Bose Institute will bear all the expenditure in this respect.
12. The project is tenable up to March 2018. If it gets extension of another term of five years, then BI may also extend the project to the NGOs on a fresh application by the NGO and satisfactory performance of the project during the first year/phase.

Resource persons and Master trainers of BI as well as Village level trainers, Supervisors, Local Resource persons and others appointed by the NGO.

13. The Resource persons and Master trainers of BI will conduct training courses at the Falta Experimental Farm. They will also visit the project sites for inspection and training. BI would directly bear the entire expenditure on the Resource persons, Master trainers, or any other person appointed by it, including their travel and daily allowance. The budget of the NGO should not include any expenditure on them.

14. The Village/Onsite trainer will attend an initial training course and refresher/advanced training courses from time to time at the Falta Experimental Farm. The initial course will familiarize them about different programmes and may be of 7-10 days duration. On successful completion of training as appraised by the Resource persons of BI, they will be eligible for appointment by the NGO on a monthly salary for the implementation of the project. The appointment will depend on the requirement of the project and budgetary provision.

15. The Village/Onsite trainers will also be given onsite training from time to time, by the Resource persons of BI/NGO and Master trainers, while simultaneously implementing the project.

16. Depending on the need, selected Village/Onsite trainers may be given Advanced Training at the Falta Experimental Farm. The duration of the training may extend from 7- 30 days. The trainees will be provided free board and lodging and actual travel expenses.

17. **Duty and remuneration of the Village/ Onsite trainers:** The Village/ Onsite trainers will execute, train, assist and monitor all the works of the project in the village. They may be either whole time or part time workers in the project. The remuneration of the Village/ Onsite trainer may vary from ₹ 1,000/- to ₹ 3,000/- per month as decided by the NGO in consultation with BI. The remuneration of a Onsite Trainer should be augmented by an element of incentive depending on the number of units set up successfully and running.

18. **Duty and remuneration of Supervisor:** If any NGO proposes to work in more than one village at a time, it may propose the post of a Supervisor. The NGO should normally work in a maximum of three adjoining villages per year and would be allowed one supervisor. A Supervisor or Onsite Trainer may set up for demonstration and own use, one mushroom unit/ one bee-keeping unit/ one vermicompost unit/ one food processing unit with full subsidy.

The duties of the Supervisor should include assisting in the continuation of activities in the former project sites. The remuneration of the Supervisor may vary from ₹ 3,000/- to ₹ 5,000/- per month as decided by the NGO in consultation with BI. The Supervisor may work either whole time or part time in the project. If any NGO wants to work in more than three villages, it may do so but the total amount in the manpower head should be restricted within 15% of total budget of BI.

19. **Resource persons:** If any NGO proposes to appoint local Resource persons, it should furnish the details of the Resource persons including the name of their employers / affiliation, their area of specialization and qualifications as well as the honorarium and the maximum travel allowance that may be given. The honorarium for a local Resource person should not normally exceed ₹ 1000/- per visit.

20. **Veterinary Doctor or Prani Bandhu:** If the NGO wishes to appoint a local Veterinary Doctor or Prani Bandhu, his duties and honorarium etc should similarly be spelt out. The honorarium for a Prani Bandhu should not normally exceed ₹ 5,000/- per quarter and his Travel Allowance ₹ 1,500/- per quarter. An NGO may propose higher amounts along with justification provided the total budget of the project remains within the stipulated maximum of ₹ 10 lacs per year.

The addresses of each project personnel (Supervisor, Onsite Trainer, Resource person, Veterinary Doctor, Prani Bandhu) including contact telephone number must be submitted to BI.

21. **Travel Allowance:** A maximum provision of ₹ 1000/- per month may be made in the budget for the Travel Allowance of the Supervisors or the Village trainers if needed. The actual cost should be reported at the end of the quarter, based on which future instalments of advances would be calculated.

22. **Contingency:** A maximum of ₹ 15,000/- may be given per quarter as a contingent grant. The fund must be utilized for the project purpose only.

Subsidy: BI will provide 100 % support for manpower, travel, contingency and in the trades given to Supervisor/Village Trainer/School/Club. But for individual beneficiary the amount of subsidy will be as mentioned in the table under item 26 (26.1-26.14). While preparing the budget the NGO must show BI share and beneficiary share separately and for a NGO, BI share will be maximum ₹ 10,00,000/- per year.

Programmes for common use:

23. Along with the programmes for individual beneficiaries, the NGO may take up programmes for the benefit of the community as a whole. The programmes such as rain water harvesting tanks for drinking purpose, bee-keeping, vermicompost production, kitchen gardening utilizing rain water, mushroom cultivation etc. may be taken up for a school. This would have a dual benefit. Students will learn trades and scientific practices from their childhood. They could also motivate their parents to adopt these practices and trades. The NGO may propose for a school up to five rain water harvesting tanks, two bee-keeping boxes, one vermicompost unit, one kitchen garden with polypond and one mushroom cultivation unit or any one or more other trades. Similarly, it may propose the construction up to five rain water harvesting tanks for drinking purpose or any other activities for the benefit of the community in the local clubs of tribal villages. For all these programmes cent percent subsidy will be given.

Mode of Execution of the programmes

24. This Project would strongly promote the use of harvested rainwater in the execution of the programmes in agriculture, horticulture, kitchen garden, etc. The fields should be irrigated either through drips or sprinklers.

The project strongly recommends the use of organic fertilizer, bio-fertilizer, vermicompost etc. The use of vermicompost in project activities would also benefit vermicompost producers. In case of orchards, the fruit trees should be so chosen that at least some yield fruits early and ensure an early return on investment. Intercropping of vegetables in the orchard should be encouraged.

As regards animal health care, the NGO may send a proposal in case of an outbreak of any disease in the project site and BI will conduct an animal health camp.

The NGO may note the following:

It should ensure the contribution of the specific percentage of project cost (as applicable for a particular trade) by the beneficiary.

If the NGO do not agree to the indicative cost for any trade proposed by BI, the NGO may propose a revised indicative cost with justification. If BI agrees to the revised indicative cost, the NGO may submit the budget based on the revised indicative cost. Any deviation from the guidelines must be reported to BI immediately. If the guidelines are not complied with or if any deviation is noticed during inspection, the project may be withdrawn from the NGO.

Choice of technology

25. Considering that the scale of operation is extremely small and most of the beneficiaries have limited education, it is not expected that the beneficiaries under the project would adopt the full complement of modern practices while implementing the project. While traditional practices would, therefore, be allowed to continue, scientific precautions and cures should be insisted on. In animal husbandry, the intervention by the project should take the form of hygienic rearing, vaccination, fortified or nutritious feed, periodic health check up and appropriate medicines in case of disease. In agriculture, the project should encourage the use of bio-fertilizers and bio-pesticides. It should promote conservation of water through rainwater harvesting (using concrete tanks or polythene layered ponds), drip or sprinkler irrigation, and cultivation of **drought resistant crops**. The project would also encourage the adoption of cost effective technologies in building tanks, vermicompost pits etc. The Resource persons and Master trainers of BI would impart training centrally and onsite. Should an NGO feel that local variations would be necessary or an improved technology is available, it should bring the matter to the notice of the Resource persons of BI or the Project management. The Project management would give the matter immediate consideration. The NGO will, however, be at liberty to make minor changes in the design or technology on its own with intimation to BI provided the cost does not significantly exceed the cost of the approved model and does not exceed the total project cost.

Cost estimates

An indicative budget for different trades is given below. The local costs of labour and material may be different and should be used by the NGO in preparing its budget. If the difference is significant, the NGO should mention it under item 6 (Justification of each item of the budget) of the Project proposal and provide justification.

The indicative budgets have been prepared on the basis of what should constitute one viable unit for a tribal family. However, it is open to a beneficiary to ask for a smaller number of birds or animals than the number included in a unit. The budget will be scaled down accordingly. A beneficiary who has been successful in installing a unit and could make it sustainable will be eligible for getting fund to set up more units subject to the overall limit of the budget of the NGO.

26. Table showing indicative cost and amount of subsidy that will be given for a particular programme or trade and specifications or items to be given for a particular programme or trade.

Sl. No.	Name of the Programme/ Trade	Specification or items to be given for a particular programme/trade	Indicative cost	% of BI subsidy
26.1	Duck rearing	24 ducks, rearing room, food, medicine	□ 3,000/-	60
26.2	Chicken bird rearing	24 birds, rearing room, food, medicine	□ 3,000/-	60
26.3	Goat/Lamb rearing	3 female goat/lamb, rearing room, medicine	□ 6,500/-	60
26.4	Pig rearing	3 female pigs, rearing room, medicine	□ 6,000/-	60
26.5	Bee-keeping	1 bee-keeping box with colony, smoker, musk, sugar, honey extractor	□ 3,500/-	100
26.6	Fishery	For 10 kottha pond, spawn/fingerlings, pond treatment, medicine, food	□ 15,000/-	60

26.7	Mushroom cultivation	Cultivation room, spawn & packet for 150 beds, straw sterilization cost	□ 4,000/-	60
26.8	Vermicompost production & vermiculture	Shed, 10'x2.5' sized two pits unit with water channel, iron net with frame, rotting chamber, 8,000 pcs earthworm	□ 19,000/-	80
26.9	Kitchen gardening	For minimum 2 kottha land, fencing, seeds, fertilizer, pesticide	□ 6,000/-	60
26.10	Agriculture	Land preparation, seeds, fertilizer, pesticide and irrigation	□ 10,000/-	60
26.11	Orchard	For 1 bigha land, fencing, sapling, pit digging, fertilizer, pitcher with lid, polypond, labour	□ 20,000/-	80
26.12	Concrete tank for rain water harvesting for drinking purpose	Capacity 2,000 L, D:H:: 4':7'	□ 10,000/-	80
26.13	Polypond for rain water harvesting for irrigation	15'x15'x7' sized pond, polythene layering, shed net & or plastic covering above the polypond, fencing, labour cost etc.	□ 10,000/-	80
26.14	Food processing	For purchasing of utensils, equipment, chemicals etc	□ 10,000/-	60

ANNEXURE-I

Details of brake up of indicative cost for a particular programme or trade.

1. Duck rearing:	
24 birds @ □ 35/- per bird	: □ 840/-
Food	: □ 1,200/-
Medicine	: □ 240/-
Rearing room	: □ 720/-
Total	: □ 3,000/-
2. Chicken rearing:	
24 birds @ □ 35/- per bird	: □ 840/-
Food	: □ 1,200/-
Medicine	: □ 240/-
Rearing room:	: □ 720/-
Total	: □ 3,000/-
3. Goat/Lamb rearing:	
3 female goats/lambs @ □ 1,800/- per goat/lamb	: □ 5,400/-
Medicine	: □ 300/-
Rearing room	: □ 800/-
Total	: □ 6,500/-
4. Pig rearing:	
3 female pigs @ □ 1,600/- per pig	: □ 4,800/-
Medicine	: □ 400/-
Rearing room	: □ 800/-
Total	: □ 6,000/-

5. Bee-keeping (<i>Apis indica</i>):	
Bee-keeping box	: □ 1,200/-
Bee colony	: □ 900/-
Sugar	: □ 200/-
Musk	: □ 200/-
Smoker	: □ 200/-
Honey extractor	: □ 800/-

Total	: □ 3,500/-
6. Fishery:	
For 10 kottha pond, spawn/fingerlings, pond treatment, medicine, food etc.	: □ 15,000/-
7. Mushroom cultivation:	
Spawn 75 pkt @ □ 16/- per 150-200 gm pkt	: □ 1,200/-
Polypropylene packet 150 pkts @ □ 2/- per pkt	: □ 300/-
Chemicals for sterilization of straw	: □ 500/-
Cultivation room including hanging arrangements for beds	: □ 2,000/-

Total:	: □ 4,000/-
8. Vermicompost production:	
(Technical details as per BI brochure except rotting chamber)	
Material cost for construction of 10'x6' size dual pits unit (each pit measuring 10'x2.5') and 3" wide drain around the pit including labour cost.	: □ 10,000/-
Rotting chamber (4' diameter two ring unit)	: □ 1,500/-
Iron net with frame	: □ 1,500/-
Shed above the unit	: □ 2,000/-
Earthworm (8,000 pcs)	: □ 4,000/-

Total	: □ 19,000/-
9. Kitchen gardening (on minimum 2 katha land):	
Fencing, seeds, fertilizer, pesticides:	: □ 6,000/-
10. Agriculture support:	
Land preparation, seeds, fertilizer, pesticide and irrigation: □ 10,000/- (For agriculture support maximum of □ 10,000/- may be given per beneficiary for all or one or more items mentioned under this support. For this support details estimate per beneficiary to be submitted.)	
11. Orchard (for 2 bigha fallow land):	
Sapling 64 Nos @ □ 30/- per sapling	: □ 1,920/-
Pit digging with JCB	: □ 2,400/-
Fencing	: □ 1,500/-
Cow dung manure	: □ 960/-
Neem cake	: □ 1,920/-
Pitcher (8 L capacity) with lid	: □ 2,560/-
Labour	: □ 3,000/-
Polypond	: □ 5,740/-

Total	: □ 20,000/-

12. Concrete tank for rain water harvesting for drinking purpose
Capacity 2,000 L (Technical details as per BI brochure) : ₹ 10,000/-
13. Polypond:
Digging, levelling of surfaces, polythene layering, shed net &
or plastic covering above the polypond, fencing, labour cost etc.
for 15'x15'x7' pond (Technical details as per BI brochure except
the size) : ₹ 10,000/-
14. Food processing:
For purchasing of utensils, equipment, chemicals etc : ₹ 10,000/-

Sr. Professor and In-charge, Registrar's office