

TERMS OF REFERENCE FOR EXPRESSION OF INTEREST  
FOR SELECTION OF FIELD DISTILLATION UNITS  
Meghalaya Institute of Natural Resource

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**Assignment Title: Selection of Farmer's Group / Entrepreneurs / SHG's / Cooperative Societies/VECs for setting up of Field Distillation Units (FDU) under MEGH-AROMA MISSION**

**Reference No: No: INR-93 (pt-I)/2016 –**

Aromatic crops are some of the most profitable but underutilized crops, which have immense potential to alleviate socio-economic condition of small and marginal farmers. Essential oils of these crops have very high demand in national and international market. However, the growth opportunities in this sector have not been fully utilized. In order to bring an influential and transformative change in the rural economy, market dynamics and growth opportunity, **MEGH-AROMA MISSION** has been conceptualized which aims to **promote cultivation of these high value crops, processing, value addition and marketing of essential oil for providing additional income to farming communities and encouraging agri-businesses for the people of the state.** Under this Mission the Institute of Natural Resources, Meghalaya an implementing Agency of the mission aims to bring about 1000 ha of additional area under cultivation of aromatic cash crops particularly targeting degraded waste land, and unutilized barren land.

**I. Scope of the Project:**

Cultivation of Medicinal & Aromatic Plants is gaining momentum day by day due to ever increasing demand of plant based materials naturals in India and abroad. However, sustained supply of high quality planting materials is a common problem faced by user industries. In this endeavor efforts are being made by CSIR-CIMAP to introduced improved technologies and high yielding varieties to increase quality planting materials by the growers and entrepreneurs in the country. The Institute of Natural Resources under Meghalaya Basin Development Authority has planned promotion of medicinal and aromatic plants related activities in the State with the aim to introduce develop and disseminate technologies for cultivation, promotion and processing among the growers and entrepreneurs of the state in a time bound manner. It is emphasized to introduce only such commercially viable crops such as aromatic grasses, Geranium, Patchouli, Pyrethrum, Palmarosa and other crops which are suitable to the agro-climatic conditions of the State. Indigenous aromatic plants such as Gautheria fragrantissima, Litseacubeba, Zanthoxylum khasianum can be explored for their aromatic oils. It is emphasized to conduct trials relating to plant genotype and environment interaction, production of the plants for field trials at farmers field through CIMAP technologies with special reference to the commercially viable plant varieties in aromatic grasses, Geranium, Patchouli, Pyrethrum, Palmarosa and other crops of economic value suited to the state of Meghalaya.

It is emphasized that introduction of selected MAPS crop in prevailing cropping system in the implementation area shall ensure optimum utilisation of resources effectively and augment income of the growers and entrepreneurs besides generating additional employment opportunities in the State. The MAPs on an average are likely to provide a net profit of Rupees Fifty thousand to One lakh per hectare.

**2. Mission Objectives:** In order to bring a decisive and transformative change in the rural economy, a mission has been conceptualized which aims for:

- Promotion of cultivation of High value crops in all districts of the State.
- Developing demonstration blocks in form of cluster of commercially importance medicinal and aromatic plants for the state at district level with the area of approximately 10-20 acres in each district initially.
- Establishing multiplication and processing facility for elite planting material of high yielding varieties of selected medicinal and aromatic plants suitable for Meghalaya.
- Establishing conservatories of genetic resources as a part of further providing planting material to the growers.
- Demonstration of processing facility (distillation unit) related technologies to development entrepreneurship.
- Gas Liquid Chromatography
- Establishing laboratory units for determining chemical content or analysing quality of oil.
- To arrange buy back of produce
- To identify and domesticate the excess exploited medicinal and aromatic plant from wild source of Meghalaya

**3. Mission Outcomes:**

- Bringing about 1000 hectares of additional area under captive cultivation aromatic cash crops particularly targeting rain-fed degraded land across the state.
- Provide technical and infrastructural support for distillation and value-addition to farmers/growers all over the state.
- Enabling effective buy-back mechanisms to assure remunerative prices to the farmers/growers.
- Value-addition to essential oils and aroma ingredients for their integration in global trade and economy.

**4. Approach:** To achieve the objective of the project the following approaches are planned-

- Developing cluster of priority medicinal and aromatic plants by planting high yielding varieties developed by CSIR CIMAP.
- Observation and data recording on suitability of these plants.
- Release of an information brochure on these plants in local language.
- Development of macro propagation and nursery techniques.
  1. Establishment of varieties of selected plants for further distribution to growers.
  2. Macro propagation under green house for large scale multiplication.

- Conducting training programmes on cultivation and production of MAPs and one or two awareness camps in the farmers' clusters.
- To provide motivation and skill promotional training to growers/farmers in MAPs cultivation and distillation methods for development of entrepreneurship.
- Establishing distillation and quality evaluation facility for processing of plants for demonstrations.
- Further identification of plants of regions which are overexploited in some pockets and needs cultivation to safeguard the biodiversity.
- To increase organic farming through set up of vermin-composting units for distillate waste utilization.

## 5. Project Components:

### A. Awareness/Capacity Building/Skill Development

### B. Cultivation/primary processing/cluster formation

- Selection of interested farmers/ growers willing to take up nursery raising at the initial stage
- Selection of crops
- Promotion of cultivation and processing of aromatic crops
- Multiplication of the planting material of the selected crops
- Selection of clusters of farmers and promotion of cultivation of these crops to newer suitable areas to enhance area under cultivation of selected crops.
- Setting up of distillation units, and catalyzing setting up of farmers cooperatives for marketing the produce
- Market Linkage

## 6. Project Deliverables:

To provide infrastructural support to stakeholders (Farmer's Group / Entrepreneurs / SHG's / Cooperative Societies/VECs) and facilitate establishment of Field Distillation Units (FDUs) for post harvest processing of Aromatic crop to achieve substantial socio-economic growth through processing of essential oils.

8. **Period of engagement:** The time period for the said engagement would abide on the usage and maintenance of the FDUs by the selected stakeholder, the performance would be reviewed annually and the MINR has the right to reclaim the FDUs from the non-performing stakeholders.

10. The Institute of Natural Resources (INR) under MBDA invites Expression of Interest (EOI) from Farmer's Group / Entrepreneurs / SHG's / Cooperative Societies/VECs for setting up of Field Distillation Units (FDU) of essential oil of 200 Kg upto 1 ton capacities.

11. The short-listing criteria are annexed at **Annexure-A**. The assignment will cover all 11 districts of the State, hence interested stakeholders are invited.

6. The MINR retains the right to allocate the setting up of FDUs to eligible stakeholders based on their credentials.
7. Further information can be obtained at the address below during office hours (10:00 AM- 5:00 PM)
8. Expression of Interest must be delivered in a written form to the address below through registered post/ speed post/ courier/ by hand or on or before **September 11, 2020** by **5:00 PM**

Sd/-

The Director  
Meghalaya Institute of Natural Resource, MINR  
Bishop Cotton Road, Shillong-793001  
Tel. no.: 0364- 2502577  
Email-ID: minr.mbda@gmail.com

## STANDARD FORMAT FOR EXPRESSION OF INTEREST

### STAKEHOLDER'S PROFILE

<b>A. Stakeholder's profile</b>	
<b>Organizational</b>	Name of Farmer's Group / Entrepreneurs / SHG's / Cooperative Societies/VECs
	Registration Certificate
	List of members in case of Farmer's Group / SHG's / Cooperative Societies/VECs
	Name of location (Village/Block/District)
	Area under cultivation owned by Individual/entrepreneur /SHG/ Society in Ha.
	Name of Aromatic crops under plantation
	PAN Card
	Voter ID
	GST No.
	NOC from the Headman
<b>Financial Information (Please enclose the financial statement of last financial year)</b>	
	Entrepreneurs/ Farmer' Groups /Registered Groups/Cooperative Societies/ VECs should submit last 6 months Bank Statement

### **Annexure-A**

Sl. No.	Parameter	Indicator	Documents Required
I.	Mandatory Criteria	The Farmer's Group / Entrepreneurs / SHG's / Cooperative Societies/VECs should have a minimum of 10 acres (approx. 4 hectares) area under plantation	Land Registration Certificate or NOC from the Headman
2.	Site for installation of the FDU	Well connected by road and should be located within a radius of 5 km from the plantation site or located adjacent to the plantation site	Address proof
3.	Develop cluster of aromatic plant cultivators	Should be able to cater to villages located within 5Km radius from the Distillation Unit	Relevant Documents to prove the claims
4.	Availability of raw materials for Running the unit.	Should be able to harvest and distilled the herbage at a minimum of 20 days/month	Registration Certificate or NOC from the Headman
5.	Operator to run the FDU on a daily basis	Assignment of one nodal person preferably local youth	Relevant Documents to prove the claims
6.	Procurement of FDU	Contribute 25% of the investment cost of the Processing unit maybe in the form of construction of shed to protect the FDU from rain.	Annual audited statement of accounts

## DESIGN, DEVELOPMENT AND IMPLEMENTATION OF EOI EVALUATION CRITERIA

**Evaluation Criteria for Short Listing of Stakeholder:** Qualification criteria for short listing of stakeholders will be based on attaining marks regarding the applicant's response in the Request Expression of Interest with **100 marks as the maximum requisite and 55 marks as the minimum requisite for selection**. With this, the stakeholders that are considered most qualified will be short-listed. Principal criteria and marks included for the short-listing of stakeholders areas follows:

Sl.No.	Evaluation Criteria	Marks allocated
1.	<b>The stakeholder should have a minimum of 10 acres or approx. 4 hectares area under Aromatic plantation (Maximum Marks = 15)</b>	
	i. If plantation is 10 acres or more	15
	ii. If plantation is less than 10 acres but more than 5 acres	10
	iii. If plantation is less than 5 acres	5
	<b>Sub total</b>	<b>15</b>
2.	<b>Whether the Applicant is in possession of established plantation (Maximum Marks =10)</b>	
	i. No Plantation	0
	ii. Newly created plantation	5
	iii. Well established plantation	10
	<b>Sub total</b>	<b>10</b>
3.	<b>Ownership of Land (Maximum Marks = 10)</b>	
	i. Nil/ Not specified	0
	ii. Cluster of Farmers land	5
	iii. Own land	10
	<b>Sub total</b>	<b>10</b>
4.	<b>Stakeholder registration (Maximum Marks = 10)</b>	
	i. If the stakeholder is a registered Society/SHG/VEC/IVCS mobilized through Aroma Mission	10
	ii. If the stakeholder is not a registered Society/SHG/VEC/IVCS but facilitated by the Aroma Mission	5
	iii. Stakeholder not having valid registrations will not be considered for evaluation.	0
	iv. Individual entrepreneur will not be considered for evaluation.	0
	<b>Sub total</b>	<b>10</b>
5.	<b>Development of cluster of aromatic plant cultivators (Maximum Marks = 10)</b>	
	i. If the Stakeholder agrees to form a cluster of Aromatic plant cultivars with the adjacent villages	10
	ii. If the Stakeholder disagree to form a cluster of Aromatic plant cultivars with the adjacent villages but agree to cluster with the growers within the same village	5
	<b>Sub total</b>	<b>10</b>
6.	<b>Location of the proposed Site (Maximum Marks = 15)</b>	
	i. If the location is within 5 km radius from all the plantation sites	15
	ii. If the location is more than 5 km radius from all the plantation sites	10
	<b>Sub total</b>	<b>15</b>
7.	<b>Road connectivity to the site for installation of the FDU (Maximum Marks = 10)</b>	
	i. Connected by good road	10
	ii. Connected by Kutcha road	5
	iii. Not connected	0
	<b>Sub total</b>	<b>10</b>
8.	<b>Stakeholder contribution (Maximum Marks = 10)</b>	
	i. If the stakeholder is willing to contribute 25% of the investment cost of the Processing unit in whatever forms it shall be.	10

	ii. Stakeholders who are not willing to contribute 25% of the investment cost of the Processing unit will not be considered for evaluation.	0
	<b>Sub total</b>	<b>10</b>
9.	<b>Whether the applicant furnished NOC from Headman (Maximum Marks= 5)</b>	
	i. No	0
	ii. Yes	5
	<b>Sub total</b>	<b>5</b>
10.	<b>Whether the Applicant Bank Account details is furnished and audited (Maximum Marks = 5)</b>	
	i. No	0
	ii. Yes	5
	<b>Sub total</b>	<b>5</b>
<b>Total Score</b>		<b>100</b>

*(Self-Declaration on Non-Judicial Stamp Paper)*

Declaration

Date:.....

**To whom so ever it may be concern**

I/We hereby solemnly take oath that I/We of Farmer's Group / Entrepreneurs / SHG's / Cooperative Societies/VECs are authorized signatory in the I/We of Farmer's Group / Entrepreneurs / SHG's / Cooperative Societies/VECs and hereby declare that I/We of Farmer's Group / Entrepreneurs / SHG's / Cooperative Societies/VECs do not face any sanction or any pending disciplinary action from any authority against I/We of Farmer's Group / Entrepreneurs / SHG's / Cooperative Societies/VECs." Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization/World Bank in present.

In case of any further changes which effect of this declaration at a later date; we would inform MINR accordingly.

Authorized Signatory

(with seal)