



ଝିଲପରିଷଦ, ସୁନ୍ଦରଗଡ଼

**ZILLAPARISHAD, SUNDARGARH**  
**ORMAS, SUNDARGARH**

Panchayati Raj & DW Deptt. Govt. of Odisha,

Sundargarh -770001, Email:dsmsundersargarh@gmail.com, Tele / Fax No. 06622-275372

Quotation No. 46 /ORMAS

Dated 18/04/2026

**Quotation Call Notice**

Sealed quotations are invited for facilitation towards selection of CA for Formation and Registration of 2 Farmer Producer Organizations (FPOs) for Mahua Value Addition Project, Sundargarh under ORMAS for the year 2025-26 in Sundargarh district by Speed Post/Courier/Registered Post/By Hand from interested reputed Chartered Accountants/Company Secretaries towards registration of 2 nos. of FPOs latest by 28th April 2026 10:00 AM. The authority reserves the right to accept or reject any or all bids without assigning any reason thereof. The detailed Scope of Work and Terms & Conditions are given below and the Terms & Condition and Quotation Format are attached at Annexure-I & Annexure-II respectively.

**Scope of Work to the CA Firm for Formation of 2 FPOs for Mahua Value Addition Project**

The following terms and conditions must be fulfilled by the successful Chartered Accountants / Company Secretaries towards registration process of 2 FPOs in Sundargarh District focusing on Mahua procurement, aggregation and marketing.

**1. Formation of FPO**

- a. Any ten or more primary producers (Mahua collectors/farmers) or producer institutions
- b. A combination of individuals and producer institutions, desirous of forming FPO having objectives related to Mahua value chain procurement and business activities

**2. Number of Directors**

- i. Every FPO shall have at least five and not more than fifteen directors
- ii. Avoid selection of directors having political involvement or criminal/financial misappropriation background

**3. Appointment of Directors**

I. The members who sign the Memorandum and the Articles may designate therein the Board of Directors (not less than five) who shall govern the affairs of the Producer Company.

II. The election of Directors shall be conducted in General Body Meeting within a period of ninety days of the registration of the Producer Company.

III. Every person shall hold office of a Director for a period not less than one year but not exceeding five years as may be specified in the articles.

IV. Every director, who retires in accordance with the articles, shall be eligible for re-appointment as a Director.

V. The Directors of the Board shall be elected or appointed by the Members in the Annual General Meeting.

VI. The Board may co-opt one or more expert Directors or an additional Director not exceeding one-fifth of the total number of Directors or appoint any other person as additional Director for such period as the Board may deem fit:

Provided that the expert Directors shall not have the right to vote in the election of the Chairman/Chairperson but shall be eligible to be elected as Chairman/Chairperson.

#### **4. Director Identification Number (DIN)**

The DIN number can be obtained online only from the Ministry of Corporate Affairs. The prescribed form is available in the website of Ministry of Corporate Affairs and the application can be done online.

#### **5. Naming of FPO:**

I. A Farmer Producer Organization (FPO) should be named using the following suffix  
"..... Farmer Producer Company Limited" appropriately indicating its status.

II. Select, in order of preference, at least one suitable name up to a maximum of five names, indicative of the main objects of the organization.

III. Ensure that the name does not resemble the name of any other already registered company and also does not violate the provision of emblems and names.

IV. Apply to the concerned Registrar of Companies to ascertain the availability of name in INC-1 by logging in to the portal (<http://www.mca.gov.in>).

V. A fee of Rs. 1000/- (approx) has to be paid alongside and the digital signature of the applicant proposing the company has to be attached in the form.

VI. If all the proposed five names are not available, the applicant will be intimated by Registrar of Companies (RoC) and subsequently the applicant has to apply for a fresh name on the same application.

#### **6. Digital Signature Certificate for Directors**

I. The prescribed application form for DSC is available at the website of Ministry of Corporate affairs (henceforth website of MCA).

II. After filling the required information, the form has to be submitted online for the 'Certification Agencies'.

III. The DSCs are typically issued with one to two years validity. These are renewable on expiry of the period of initial issue. The official fee for issuance of DSC is 1800/-.

IV. In addition, the Certification Agency charges a service fee which varies from agency to agency.

#### **7. Application of PAN CARD:**

I. On successful submission of online application for allotment of PAN (Form 49A) and payment, an acknowledgement receipt is generated.

II. Save and take a print out of the acknowledgement receipt.

III. The 15-digit acknowledgement no. appearing on the acknowledgement receipt can be used for tracking status of application.

## **1. Articles Of Association**

\* The articles shall contain the following mutual assistance principles, namely:-

I. The membership shall be voluntary and available of all eligible persons who can participate or avail of the facilities or services of the FPO and are willing to accept the duties of membership.

II. Each Member shall have only a single vote irrespective of the shareholding.

III. The FPO shall be administered by a Board consisting of persons elected or appointed as Directors.

IV. Same as provided in this part, there shall be limited return on share capital.

V. The Surplus arising out of the operations of the FPO shall be distributed in an equitable manner by:-

VI. Providing for the development of the business of the FPO;

VII. Providing for common facilities and

VIII. Distributing amongst the Members, as may be admissible in proportion to their respective participation in the business.

## **2. The articles shall contain the following provisions, namely:-**

I. The qualifications for membership,

II. The manner of ascertaining the patronage and voting right based on patronage,

III. The manner of constitution of the board, its power and duties, the minimum and maximum number of Directors, manner of election and appointment of Directors and retirement by rotation, qualifications for being elected or continuance as such and the terms of office of the said Directors, their powers and duties, conditions for election or cooption of Directors,

IV. Method of removal of Directors and the filling up of vacancies on the board, and the manner and the terms of appointment of the Chief Executive.

V. The election of the Chairman, term of office of Directors and the Chairman, manner of voting at the general or special meetings of members, procedure for voting, by Directors at meetings of the board, Powers of the chairman and the circumstances under which the chairman may exercise a casting vote;

VI. The circumstances under which and the manner in which, the withheld price is to be, determined and distributed,

VII. The manner of disbursement of patronage bonus in cash or by issue of equity shares, or both;

VIII. The contribution to be shared and related matters,

IX. The matters relating to issue of bonus shares out of general reserves.

X. The basis and manner of allotment of equity shares of the FPO in lieu of the whole or part of the sale produce or products supplied by the members,

XI. The amount of reserves, sources from which funds may be raised, limitations on raising of funds, restriction on the use of such funds and the extent of debt that may be contracted and the conditions thereof.

- XII. The credit, loans or advances which may be granted to a member and the conditions for the grant of the same.
- XIII. The right of any member to obtain information relating to general business of the company
- XIV. The basics and manner of distribution and disposal of funds available after meeting liabilities in the event of dissolution or liquidation of the FPO.
- XV. The authorization for division, amalgamation, Merger, Creation of subsidiaries and entering in to joint ventures and others matter connected therewith.
- XVI. Laying of the Memorandum and articles of the FPO before a special General Meeting to be held within ninety days of its registration.
- XVII. Any other provision, which the members may, by special resolution recommend to be included in articles.

### **3. Memorandum of FPO**

The memorandum of Association of every FPO shall state;

- I. The name of the company with "Farmer Producer Company Limited" as the last words of the name of such Company.
- II. The State in which the registered office of the FPO is to situate.
- III. The main objects of the FPO shall be one or more of the objects specified in section 581B.
- IV. The names and addresses of the persons who have subscribed to the Memorandum.
- V. The amount of share capital with which the FPO is to be registered and division thereof into shares of a fixed amount.
- VI. The names, addresses and occupations of the subscribers being producers, who shall act as the first Directors in accordance with subsection (2) of section 581J.
- VII. That the liability of its members is limited.
- VIII. Opposite to the subscriber's name the number of shares each subscriber takes: Provided that no subscriber shall take less than one share.
- IX. In case the objects of the FPO are not confined to one State, the States to whose territories the objects extend.
- X. Other required documents related to FPO formation etc.

**Annexure – I**  
**Terms & Conditions**

1. The firm should be C & AG empanelled for the year (latest year).
2. The firm must not have been blacklisted by ICAI, any Government Departments/PSUs/ Autonomous body.
3. The CA firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN) under Income Tax and GST.
4. The CA Firm should have handled 02 similar Assignment i.e. Registration of Farmer Producer Organization (FPO)/PC.
5. Payment for the services will be made only after successful completion of assignment.
6. The bidder must quote the rates in figures correctly in the registration process.
7. The firm will have to start the assignment immediately on receipt of the letter of appointment from ORMAS/Zilla Parishad, Sundargarh.
8. No TA / DA expenses will be borne by the Agency for the CA firm undertaking work. In case of any dispute the decision of Collector & DM, Sundargarh shall be final & binding.
9. If the selected / engaged CA firm does not confirm the offer within the stipulated time, the Committee may cancel their selection/engagement & opt for 2nd lowest bidder with L1 cost.
10. The CA firm shall complete the work within the stipulated time and cost without any extension of time or price escalation. In case of default the said firm shall not be eligible for reimbursement of their financial claims & participate in similar works in future, for breach of contract.
11. The authority reserves the right to accept or reject any or all bids without assigning any reason thereof.
12. The Bids completed in all respect should reach the Office of the CDO-Cum-EO, ZP, Sundargarh by ~~28~~ April 2026 by 10.00 AM and will be opened on date ~~28~~ April 2026 at 11.00 AM in the office of CDO-Cum-EO, ZP, Sundargarh, in presence of the selection Committee & the bidders / authorized representative. Incomplete formats / format received after the prescribed last date will not be entertained.

Yours Faithfully

  
CDO-cum-EO

Zilla Parishad, Sundargarh

Memo No 47

Date 18/04/2026

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CDO-cum-EO

Zilla Parishad, Sundargarh

Memo No 48

Date 18/04/2026

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Copy Forwarded to Addl.CEO(ORMAS), Bhubaneswar to Publish it in office notice board and web portal of ORMAS, Bhubaneswar.

  
CDO-cum-EO

Zilla Parishad, Sundargarh

To  
CDO-Cum-EO  
Zilla Parishad, Sundargarh

Sir,

I/We do hereby submit item wise quotation below for facilitating the Formation and Registration of 2 FPOs for Mahua Value Addition Project under ORMAS in Sundargarh District.

**GENERAL INFORMATION FOR DETAILS**

Sl. No	Particulars	Remarks
1	Name & Address with details of Chartered Accountants / Company Secretary Firm and Mobile No details	
2	Registration No (Xerox Copy attached) (ICAI)	
3	PAN No (Xerox Copy attached)	
4	GST No (Xerox Copy attached)	
5	C & AG Empanelled No (Xerox Copy attached)	
<b>Registration Process for FPO at Sundargarh District</b>		<b>Amount (Rs.)</b>
1	DSC (10 No)	
2	DIN (5 No)	
3	NAME APPROVAL	
4	REGISTRATION	
5	OTHER EXPENSES	
6	Professional Service Fees (For 1 Year post registration service)	
<b>Total</b>		

Total Amount (in words): \_\_\_\_\_

Signature with Seal

Name of the Firm: \_\_\_\_\_

Contact No.: \_\_\_\_\_