

INVITATION OF EXPRESSION OF INTEREST
FOR
Jute Integrated Development Scheme (JIDS)

EOI No. 12/NJB/JIDS/2015-16

Date 23/03/2016

Secretary, National Jute Board, Govt. of India, Ministry of Textiles, invites applications from bonafide agencies having sound financial background to act a Collaborating Agencies (CA) for operation of Jute Integrated Development Scheme. Applicants must have adequate experience in carrying out development activities for promotion of Entrepreneurship and Industries. The copy of the scheme and its operational guidelines are attached.

The scheme activities are to be operated under Integrated Approach and will cover the activities from Sl. 1 to 7 of Table 1 below (E) of the scheme. Regarding Sl. 4 & 5 the funding will be from the respective schemes separately

1. Eligibility of the Collaborating Agency for submitting proposals

- A. The Agency and its functionaries should be bonafide Indian agencies and Indian Citizens;
- B. Reputed Registered Jute entrepreneurs/manufacturers, Exporters, Merchant traders, NGOs, Cooperative Societies, Federations, PSUs/organizations of the Central/State Govt. and other firms / agencies engaged in the Product identification, Bulk Production, Skill Trainings and marketing of Jute Diversified Products at least for the last three years
- C. Recognized agencies having at least three years experience in training, promotion and development of WSHGs in the field of production and marketing of Jute Diversified Products or similar schemes in the handloom, handicraft and textiles sector will be preferred.
- D. The CA should have its own office of atleast 500 sq.ft. with telephone/mobile connection, computer/laptop with email facilities etc. for running the Jute Integrated Development Centre and atleast 1500 sq. ft space for setting up of the Training cum Production Centre.

2 Procedure for submission of Proposals

The proposals are to be submitted in a sealed cover and all the documents should have page no., total pages and signature of the authorized persons from the agency.

Relevant information in the prescribed format enclosed at Annexure I are to be furnished alongwith the following documents :

1. Ownership document (MoA and AoA of Companies/Registered Deed of Partnership/Registration of Societies, trade License, Factory License etc. Adhaar Card/Address Proof of the authorized representative of the agency.
2. Income Tax Return for last financial year along with PAN number
3. Details of PAN, Service Tax, Sales Tax/& VAT payment returns for the last financial year
4. Annual Reports for last three financial years
5. Audited financial statements for last three years
6. Any other documents establishing the credential of the agency
7. Other supporting documents (Project experience certificates etc.)
8. Recommendation from Dist. Magistrate/Dist . Collector may be submitted
9. Details of experience in trainings, designing/product development, production and marketingof JDP sector including award won and details of its creativity, work done in the past in connection to the scope of the work suggested.
10. Proof of Experience and handling relevant activities mentioned;
11. An Approach note/Concept paper highlighting the need of the quality training focusing on development of Jute Diversified Sector through product identification, quality training with design inputs, bulk production and market sales, promotion of these JDPs in domestic and international market.
12. An undertaking from the Agency, that the JIDC if allotted will be operated foratleast one year until and unless terminated by NJB earlier.

3. Format for Concept/Approach Note

1. Executive Summary
2. The agency composition and background including total experience in Jute Diversified Sector
3. Detailing of key activities with timeline
4. Manpower planning including organization chart
5. Marketing and market promotion plans
6. Project scheduling
7. Deliverables with objectively measurable targets
8. Expected Socio-economic benefits of the cluster
9. List of Trainers & Designers with details (Address & Contact Nos.) so that they are available for training and design inputs
10. Work Plan/Action Plan to implement the scheme

5. Last Date For Submission of applications

The last date for submission of applications is 30 days from the date of publication of the advertisement (i.e. 23rd April 2016). The applications received after due date shall not be accepted. The applications should be addressed to The Secretary, National Jute Board, Govt. of India, Ministry of Textiles and submitted to the following address :

NJB Head Quarters, 3A & 3B Park Plaza, 71, Park Street, Kolkata – 700016. The envelope should be clearly marked “**Proposal for Jute Development Centre for...(name of place)**”.

6. Rights of National Jute Board

The National Jute Board reserves the right to accept /reject the proposals received without assigning any reasons whatsoever, or may call for any additional information/clarification, if so required.

7. Court Jurisdiction

This shall be subject to the exclusive jurisdiction of Kolkata High Court.

8. Miscellaneous

National Jute Board, 3A&B Park Plaza, 71, Park Street, Kolkata 16 may be contacted for any further clarification or information in this regard..

**APPLICATION FORMAT FOR OPERATION OF
JUTE INTEGRATED DEVELOPMENT SCHEME**

**Affix a Recent
Passport size
Photo of the
authorized
signatory**

1. NAME OF THE AGENCY :
2. ADDRESS :
3. TELEPHONE NUMBER :
(LANDLINE & MOBILE)
4. FAX NUMBER :
5. EMAIL ID :
6. WEBSITE :
(IF ANY)
7. NAME OF THE SECRETARY/PROPRIETOR/CEO :
(With Designation)
8. OWNERSHIP DOCUMENT ATTACHED :
 - A). NAME OF THE DOCUMENT :
 - B) REGISTRATION NO. & DATE :
 - C) PAN CARD NO. OF THE AGENCY :
 - D) TRADE LICENSE NO. :
 - E) GST NO. :
9. WORK EXPERIENCE (LAST 3 YRS) :
10. WORK EXPERIENCE :
(BEYOND LAST 3 YRS, IF ANY)
11. DETAILS OF ONGOING PROJECTS WITH NAME & ADDRESS :

12. ADDRESS OF NODAL AGENCY :

13. ANNUAL TURNOVER :
(Last 3 years)

14. FIXED ASSETS :

A. LAND & BUILDING :

B. MACHINERY & EQUIPMENT :

C. OTHERS :

15. BANKER WITH ADDRESS :
(Copy of front page of the Pass Book
to be enclosed)

16. PROOF OF IDENTITY & ADDRESS :
OF THE AUTHORISED SIGNATORY WHO
WILL BE IN CHARGE OF THE PROJECT

17. BRIEF DESCRIPTION OF SUSTAINABILITY OF
THE PROJECT AFTER TRAINING

17. LIST OF DOCUMENTS ATTACHED :

SL. NO.	NAME OF THE DOCUMENT	NO. & DATE	VALIDITY	REMARKS

18. WRITE-UPON POST TRAINING DELIVERABLES :
BY THE AGENCY UPON SANCTION OF THE
PROJECT