

**Notice inviting proposals/applications for undertaking projects under Infrastructure & Technology Support Scheme**

The office of the Development Commissioner (Handicrafts) under the aegis of the Ministry of Textiles, Government of India is implementing the Infrastructure and Technology Support Scheme under National Handicrafts Development Projects (NHDP).


In this regard, this office is inviting proposals/applications from eligible agencies for the following activities: Emporia, Common Facility Centre.

Interested agencies are advised to study the scheme guidelines carefully and submission of the proposals/applications shall be deemed to have been done with full understanding of the assignment.

For complete details of the above initiative, including details on project components, funding pattern, eligibility criteria and other terms and conditions of the proposals, please refer to the scheme guidelines available on the website at [handicrafts.nic.in](http://handicrafts.nic.in).

The last date of submission of applications in prescribed proforma along with all supporting documents (hard copy) to the concerned Handicraft Service Center (HSC), O/o the DC(HC) will be 24<sup>th</sup> February, 2022 and the concerned HSC should forward their recommendations latest by 28<sup>th</sup> February, 2022. The proposals sent earlier without any invitation or received after the last date of this notice will not be considered.

All clarifications or corrigendum/updates, if any, will be published in the above-mentioned official websites only.

  
15/02/2022

Sr. Assistant Director (Infra)  
O/o the DC (Handicrafts)  
West Block NO. VII  
R.K. Puram, New Delhi - 110066



**PROFORMA FOR PROPOSAL FOR FINANCIAL ASSISTANCE UNDER THE  
INFRASTRUCTURE AND TECHNOLOGY SUPPORT SCHEME**

<b>Organization Profile</b>		
1.	Name of the Organization with complete postal address, Mob/telephone no., e-mail.	
2.	Whether government or private organisation.	
3.	Registration number, date of registration, validity of registration, and act under which registered.	
4.	Empanelment ID of DC(HC) in case of NGO	
5.	Details of the Chief functionary of the Organization with complete postal address, Mob/telephone no., e-mail address.	
6.	Project Head/Contact Person, name, address, telephone number, e-mail address.	
7.	If the organization has any experience in maintaining the similar kind of project.	
8.	Whether institution / organization is having sufficient managerial and technical capacity/ skills to implement the scheme, if yes, the details thereof.	
9.	Details of activities undertaken by the organization in the field of Handicrafts.	
<b>Detail of the project (Mention page number of annexures/enclosers)</b>		
10.	Name of the project/component	
11.	Location of the project/component (with complete postal address) Justification - How this location is suitable from business point of view.	
12.	Estimated cost of the Project	
13.	Whether project/component is to be set up	



	in rented premises or in building proposed to be purchased is constructed? In case of later provide copy of clear title of land or building in the name of implementing agency.	
14.	<p>Details of availability of space or building indicating:</p> <p>a) Total area of the land.</p> <p>b) Document in support of ownership/ lease/ rent agreement etc. in favour of the agency.</p> <p>c) If the land has been offered by State Govt. etc. the details/supporting papers be submitted.</p> <p>d) If land is still to be possessed the progress thereof with reference to agreement etc. be provided.</p>	
15.	<p>New or old project/component.</p> <p>If the old project sanctioned from this department, furnish the details?</p>	
16.	Need, Aims and objective of the project/component, methodology to be adopted and outcome.	
17.	Enclose Detailed Project Report justifying the need and feasibility of setting up of the project/component. (sustainability plan of the project to be detailed)	
18.	Detail of crafts to be covered if any.	
19.	Number of craft person to be benefited year wise if any.	
20.	Number of visitors year wise if any.	
21.	Is it a known place for handicrafts or connected to a tourist circuit?	
22.	<p>List of equipments/ machineries/tools proposed to be acquired if any with justification and cost including computers and CAD etc.</p> <p>Note:- Attach supporting documents providing description / specification of</p>	



	machines/equipments etc. with their unit price etc.	
23.	Source of funding to meet balance capital expenditure and recurring expenditure including working capital if any.	
24.	Undertaking that balance of the total cost to be born a) by the implementing agency, b) along with escalated cost, if any.	
25.	Target date for completion of project.	
<b>Document to be attached after self-attesting and mentioning proper Page Numbering</b>		
26.	Copy of valid registration certificate under proper statute.	
27.	Copy of Memorandum of Association & bye-laws certified by appropriate authority.	
28.	Copy of audited balance sheet (by chartered accountant) for last 3 years.	
29.	Copy of Annual report of last one year.	
30.	Copy of Empanelment ID of DC(HC) in case of NGO	
31.	Copy of resolution for seeking financial assistance under the scheme from office of DC (Handicrafts).	
32.	Name and address of Bank where organization has its account and account number.	
33.	Details of grants received from the office of DC (Handicrafts) during last 3 years and its status of utilization.	
34.	Details of grants received from other Central/State Govt. Deptt. or Agencies during last 3 years and its status of utilization.	
35.	Construction plan and cost estimate duly authenticated by Architect/ Chartered	

	Engineer.	
36.	Affidavit regarding: a. Majority of members of governing body do not belong to the same family. b. That Organization is not involved in any corrupt practices and has not been black - listed by any central/state agencies.	

### Certificate

1. Certified that no financial assistance has been received from any other source for the same purpose.
2. Certified that the provisions of the scheme have been fully understood and we take the responsibility for successful completion of the project within the stipulated time.
3. Certified that all infrastructures are available with the organization to implement the project.
4. Certified that there is no duplication of efforts takes place with existing schemes of other Ministry.
5. That Organization is not involved in any corrupt practices and has not been black -listed by any central/state agencies.

Authorized signatory of the  
Organization with Seal /Name /  
Designation/ Address

Dated:

Recommendation of the Office of DC(HC) Asstt. Director/Regional Director with full justification including cost component of the proposal.

Signature (with rubber stamp)  
Name / Designation /Address

Dated: