

F. No. C-11011/33/Proposals/2021-22/Infra

भारत सरकार

वस्त्र मंत्रालय

कार्यालय विकास आयुक्त (हस्तशिल्प)

(इंफ्रा अनुभाग)

पश्चिमी खंड संख्या-VII, आर .के. पुरम,

नई दिल्ली 110066

दिनांक: 04.01.2024

**Subject: Notice inviting proposals as per scheme guidelines under Infrastructure & Technology Support - National Handicrafts Development Programme (NHDP) for the Financial Year 2024-25.**

The Office of the Development Commissioner (Handicrafts), Ministry of Textiles, Government of India is implementing the Infrastructure and Technology Support Sub-Scheme under National Handicrafts Development Programme (NHDP).

In this regard, this office is inviting proposals from eligible agencies for the following components: **Marketing and Sourcing Hub, Craft Based Resource Centre, Raw Material Depot, Testing Laboratories and Craft Village** under Infrastructure and Technology Support as per scheme guidelines.

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

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 NHDP scheme guidelines available on the website at [handicrafts.nic.in](http://handicrafts.nic.in).

The proposals in the prescribed proforma attached herewith along with all supporting documents **in hard copy** should reach the concerned Handicraft Service Center (HSC), O/o the DC (HC) in time. The timeline/last date for the submission of proposals is as below:

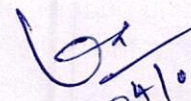
Submission of proposals by implementing agencies to the concerned field office (HSC), O/o the DC (HC)	05.01.2024 to 30.01.2024
Scrutiny of the received proposals by the concerned HSC and forwarding recommended proposals to the concerned regional office	Till 07.02.2024
Scrutiny of the received proposals by the concerned regional office and forwarding recommended proposals to the Hqrs. office	Till 21.02.2024
Receiving of hard copy of recommended proposals in the Hqrs. office	Till 01.03.2024



**The proposals sent earlier without any invitation or received after the last date mentioned in this notice will not be entertained.** Incomplete proposals without the mandatory enclosures and proposals that are not clearly recommended and received within the due date will also not be considered. The following checkpoints may be ensured by the Assistant Directors/ Regional Directors concerned;

1. All the Assistant Directors/ Regional Directors concerned are directed to verify the proposals and may either recommend or reject the proposals keeping in view of the Scheme Guidelines and ensuring financial parameters should be correct in recommended proposals.
2. It should be ensured that not more than one proposal from any of the implementing agencies is recommended.
3. For the development of the handicrafts sector on pan India basis, the concerned HSC should not forward more than Two (2) proposals to the concerned Regional Director. In this regard, Preference should be given to Govt. agencies, uncovered areas/districts, Number of artisans to be benefitted, Location of the project, Past performance of the agency etc.
4. The Assistant Director concerned may ensure that empanelment in case of NGOs must be valid as on date of receiving the proposal. The implementing agencies must ensure in advance that their empanelment with DC (Handicrafts) is renewed in time in case of expiry of empanelment during the current financial year.
5. Only implementing agencies with a minimum audited annual turnover of Rs. 1.5 Cr in the last three consecutive years is eligible for implementation of infrastructure projects. However, this provision shall not be applied in the case of Central/State Govt. agencies as an Implementing Agency (IA).

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

  
04/01/2024

(लक्ष्मी कान्त)

वरिष्ठ सहायक निदेशक (इंफ्रा)

कार्यालय विकास आयुक्त (हस्तशिल्प)



## Annexure

### PROFORMA FOR PROPOSAL FOR FINANCIAL ASSISTANCE UNDER THE INFRASTRUCTURE AND TECHNOLOGY SUPPORT- NATIONAL HANDICRAFTS DEVELOPMENT PROGRAMME (NHDP)

<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 Contact Person of the Organization with complete postal address, Mob/telephone no., e-mail address.	
6.	If the organization has any experience in maintaining a similar kind of project.	
7.	Details of activities undertaken by the organization in the field of Handicrafts.	
<b>Detail of the project (Mention page number of annexures/enclosures)</b>		
8.	Name of the project/component.	
9.	Location of the project/component (with complete postal address) Justification - How this location is suitable from the project point of view.	
10.	Estimated cost of the Project (in Rs.)  Financial assistance requested from DC (HC) (in Rs.)	
11.	Details of availability of space or building indicating: a) Total area of the land. b) Status of Land/Building (owned/ lease/ rent agreement in favour of the agency).	



12.	Similar old project/component, if any, implemented by the organization, furnish the details?	
13.	Need, Aims and objective of the project/component, methodology to be adopted and outcome.	
14.	Detail of crafts to be covered.	
15.	Number of craft person to be benefited year wise.	
16.	Source of funding to meet balance capital expenditure and recurring expenditure including working capital if any.	
17.	Target date for completion of the project.	

**Document to be attached after self-attesting and mentioning proper Page Numbering**

18.	Enclose Detailed Project Report justifying the need and feasibility of setting up of the project/component (sustainability plan of the project to be detailed).	
19.	Copy of valid registration certificate under the proper statute.	
20.	Copy of Memorandum of Association & bye-laws certified by the appropriate authority.	
21.	Copy of audited balance sheet (by chartered accountant) for last 3 years.	
22.	Copy of Annual report of last one year.	
23.	Copy of Empanelment ID of DC (HC) in case of NGO.	
24.	Copy of resolution for seeking financial assistance under the scheme from the office of DC (Handicrafts).	
25.	Name and address of Bank where organization has its account and account number.	
26.	Details of grants received from the office of DC (Handicrafts) during last 3 years and its status of utilization.	



27.	Details of grants received from other Central/State Govt. Deptt. or Agencies during last 3 years and its status of utilization.	
28.	Enclose business plan/sustainability plan prepared along with the <b>mandatory documents</b> as per para 5.13 of the scheme guidelines.	
29.	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. c. Authenticity of all the documents submitted with the project proposal. d. That Organization will comply with the norms/condition prescribed in extant scheme guidelines and instructions issued by Gol from time to time.	

### 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 that takes place with existing schemes of other Ministries/Departments.
5. Certified that Organization is not involved in any corrupt practices and has not been black-listed by any central/state agencies.
6. Certified that no UC is pending in any scheme of the O/o DC (Handicrafts).

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

Dated:



Recommendation of the field office of DC(HC):

- (a) Whether proposal has been verified on ground by Assistant Director concerned:  
Yes/No
- (b) Whether Assistant Director concerned is satisfied with the feasibility of the  
proposal: Yes/No
- (c) Recommendation: Yes/No

Signature of Assistant Director  
(with rubber stamp)  
Name / Designation /Address

Dated: