

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: 19.05.2023

Subject: Notice inviting proposals for Emporia under Infrastructure & Technology Support - National Handicrafts Development Programme (NHDP).

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

In this regard, this office is inviting proposals from eligible agencies for the following activity: **Emporia** Under this component, assistance would be provided for the setting up of emporia. These would be setup in commercially viable locations in the implementing agencies' own/rented building. The basic objective of the component is to provide marketing platform to the Local Handicrafts Artisans in their respective area through the outlet and emporia. Recurring expenditure will be borne by the implementing agencies (IA).

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 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 scheme guidelines available on the website at handicrafts.nic.in.

The proposals in 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 submission of proposals is as below:

By implementing agencies to concerned field office (HSC), O/o the DC (HC) latest by **31st May , 2023**.

The concerned HSC should forward the proposal to Hqrs. Office with a copy to concerned Regional Director, O/o the DC (HC) along with their recommendations latest by **6th June, 2023**.

The proposals in hard copy should reach the Headquarter office latest by **12th June, 2023** from field offices.

The proposals sent earlier without any invitation or received after the last date of this notice will not be entertained. As new scheme guidelines for Infrastructure & Technology Support - National Handicrafts Development Programme (NHDP) has been published therefore **all proposals received against previous advertisement dated 26.10.2022 stands null and void.** All agencies are requested to send fresh proposal for further consideration. Incomplete proposals without the mandatory enclosures and proposals that are not clearly recommended and received within due date will also not be considered. The following check points may be ensured by the Assistant Directors concerned;

1. All the Assistant Directors concerned are directed to verify the proposals and may either recommend or reject the proposals keeping in view of the Scheme Guidelines and ensure financial parameters should be correct in recommended proposals. A copy of the recommendation letter should also be forwarded to the respective Regional Office for information.
2. It should be ensured that not more than one proposal from any of the implementing agency to be recommended.
3. 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. This notice inviting proposal is being published subject to approval of the component/scheme for further period by Competent Authority

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

Mukesh Kumar
(Mukesh Kumar)
Deputy Director (HC)
O/o the DC (Handicrafts)
19/5/2023

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

Organization Profile		
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 the similar kind of project.	
7.	Details of activities undertaken by the organization in the field of Handicrafts.	
Detail of the project (Mention page number of annexures/enclosers)		
8.	Name of the project/component	
9.	Location of the project/component (with complete postal address) Justification - How this location is suitable from business 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 for at least 10 years etc. 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 if any.	
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 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 proper statute.	
20.	Copy of Memorandum of Association & bye-laws certified by 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 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. *	<p>Enclose business plan prepared along with following mandatory documents:</p> <ul style="list-style-type: none"> i. Construction plan and cost estimate duly authenticated by Architect/Chartered Engineer. ii. Feasibility report of the project to be certified by a scheduled commercial bank. iii. Undertaking that balance of the total cost to be borne by the implementing agency, along with escalated cost, if any. iv. Land/Building ownership document/ Lease agreement for atleast 10 years in favour of the agency. 	
29.	<p>Affidavit regarding:</p> <ul style="list-style-type: none"> 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.
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 (with rubber stamp)
Name / Designation /Address

Dated: