

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 Technology Upgradation Assistance to Exporters/ Entrepreneurs 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: **Technology Upgradation Assistance to Exporters/ Entrepreneurs**

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 22.11.2022 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.

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

Mukesh Kumar
19/07/2023
(Mukesh Kumar)
Deputy Director (HC)
O/o the DC (Handicrafts)

GUIDELINES FOR TECHNOLOGY UPGRADATION ASSISTANCE TO EXPORTERS / ENTREPRENEURS UNDER INFRASTRUCTURE & TECHNOLOGY SUPPORT SCHEME

1) Purpose:

The objective is to extend the technological up gradation facility to exporters/entrepreneurs. The facility center should be an infrastructure with modern machinery including packaging machinery to support product, productivity, quality, etc. so that it encourages expansion of business activities, enhance employment opportunities, production base and improve quality of products through Technology up gradation in the organized sector of Handicrafts.

2) Financial assistance and funding pattern:

- 2.1 The financial ceiling is Rs. 150 lakhs for each unit as reimbursement only. The financial pattern would be based on 60:40 sharing between the Government of India through the Office of the DC (HC) and Exporters and Entrepreneurs/ Exporter Associations, Producer Companies etc.
- 2.2 Installation charges will be restricted to 10% of the cost of the machines with a max. ceiling of Rs.15 Lakhs. Second hand machines will not be allowed for the scheme.
- 2.3 The financial assistance to Exporters/ Entrepreneurs for Technology Upgradation would be released as reimbursement. MOU between Exporters and Entrepreneurs/ Exporter Associations, Producer Companies etc. and Government of India (GOI) will be signed.
- 2.4 An enterprise is eligible for above assistance only once in 10 years for one unit anywhere in India.

3) Eligibility:

- 3.1 Recognized Exporters and Entrepreneurs/ Exporter Associations, Producer Companies etc.
- 3.2 Applicants should have minimum 3 years of experience duly supported by audited books of accounts.
- 3.3 Average sales turnover of Rs. 2 crores in the past 3 years.
- 3.4 Should have minimum 50 artisans engaged while submission of application.
- 3.5 Availing term loan from the Bank/Financial institutions (FI) for an amount not less than 10% of the project cost with a minimum re-payment period including moratorium of atleast three (3) years. The loan utilization is for the project only. Term loan other than the scheme proposed will not be consider for the project.
- 3.6 Land documents should be registered in the name of the applicant (Sale deed/lease deed). In case of lease deed, the lease period should not be less than 15 years.

3.7 For Proposals of NER states the Sales Turnover over Rs. 1 crore and employing minimum of 30 artisans.

4) Submission of Application:

4.1 Application shall be submitted in the prescribed proforma through the concerned Assistant Director (HSC).

4.2 Application shall include following documents:

- a. List of machines with description, specification, quantity, approx price, etc. to be procured, and an assessment report from a Chartered Engineer along with a certificate that the proposed machines are only for the purpose of assistance for making handicrafts products and not for machine made products
- b. Auditors report for last 3 years in support of annual sales/turnover.
- c. Land documents in the name of the owner/company or 15 years registered lease deed.
- d. Copies of registration certification of GST, IEC, PAN.
- e. Technical and Financial Feasibility duly certified by a scheduled commercial bank.
- f. Undertaking that balance of the total cost to be borne by the implementing agency, along with escalated cost, if any.
- g. List of Artisans already engaged with their Artisan Pehchan ID Card number.

5) Disbursement of the financial assistance as re-imbursement–

On completion of expansion / up gradation of proposed activity, the Organization shall submit a request letter in their letter head signed by the authorized person of the organization with the following documents.

- a) Inspection report from the concerned Asst. Director / Regional Director in the proforma, in confirmation of procurement, installation and functioning of the new facility.
- b) List of machines procured & installed indicating Machine description, specification, purpose of the machine, Quantity, Invoice number, Amount / cost of machine, Date of purchase, supplier address etc.
- c) A certificate from a chartered Engineer that, the machines have been procured, installed & working.
- d) Auditors report indicating that the detailed expenditure in line with the subheads of the sanction order.
- e) No. of beneficiaries.
- f) All above documents shall be signed by the Authorized signatory of the Organization.
- g) Any other document as per extent scheme guidelines/ GoI Instructions.

**PROFORMA FOR SUBMISSION OF PROPOSALS FOR TECHNOLOGY
UPGRADATION ASSISTANCE TO EXPORTERS/ENTREPRENEURS**

Organization Profile		
1.	Name of the Organization with complete postal address, Mob/telephone no., e-mail.	
2.	Legal Status of the Firm (Partnership/ Proprietorship/Pvt. Ltd./Pub. Ltd. etc.)	
3.	Year of incorporation (Enclose Copy of certificate)	
4.	Financial turnover for the last three years along with a brief note on the same.	
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 (Rs.) Financial assistance requested from DC (HC) (in Rs.)	
11.	Total, head wise budget/ financial implication	
12.	Details of availability of space or building indicating: a) Total area of the land. b) Status of Land/Building (owned/ lease/ rent agreement for atleast 15 years etc. in favour of the agency)	
13.	Detail of crafts to be covered.	

14.	Number of artisans likely to be benefited directly and indirectly	
15.	What is the expected output in terms of export/employment generation etc.	
16.	Source of balance amount to make the facility center fully operational (Whether from bank or from own resources or partners contribution, etc and provide supporting documents)	
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.	List of Artisans already engaged with their Artisan Pehchan ID Card number.	
20.	Copy of valid registration certificate under proper statute	
21.	Details of Machineries/ infrastructures already available	
22.	<p>a. Copy of audited balance sheet(by chartered accountant) for last 3 years.</p> <p>b. Average Sales turnover</p>	
23.	Copy of I.E. code number, EPCH registration certificate, if obtained	
24.	Name and address of Bank where organization has its account and account number.	
25.	Details of grants received from the office of DC (Handicrafts) during last 3 years and its status of utilization.	
26.	Details of grants received from other Central/State Govt. Deptt. or Agencies during last 3 years and its status of utilization.	
27.	Enclose business plan prepared along with	

	<p>following mandatory documents;</p> <ol style="list-style-type: none"> Technical and Financial Feasibility duly certified by a scheduled commercial bank. Third party assessment report from a recognised Chartered Engineer/technical valuer for equipments/machines to be installed along with a certificate that the proposed machines are only for the purpose of assistance for making handicrafts products and not for machine made products. Undertaking that balance of the total cost to be borne by the implementing agency, along with escalated cost, if any. Land/Building ownership document/ Lease agreement for atleast 15 years in favour of the agency. 	
28.	<p>Affidavit regarding:</p> <ol style="list-style-type: none"> Authenticity of the land document/ other documents submitted with the project proposal Comply with the norms/conditions prescribed in extant scheme guidelines and instructions issued by GoI from time to time. The 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. Certified that the 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: