

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 :26.10.2022

विषय: इंफ्रास्ट्रक्चर एंड टेक्नोलॉजी सपोर्ट - राष्ट्रीय हस्तशिल्प विकास कार्यक्रम (एनएचडीपी) के तहत एम्पोरिया के लिए प्रस्ताव आमंत्रित करने की सूचना ।

**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, in supersession of earlier notice even number dated 21.10.2022, this office is inviting proposals from eligible agencies for **Emporia**.

Emporia would be setup in commercially viable locations in the implementing agencies' own/rented building. The basic objective of this 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](http://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 **04<sup>th</sup> November, 2022**.
- 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 **11<sup>th</sup> November, 2022**.
- The proposals in hard copy should reach the Headquarter office latest by **18<sup>th</sup> November, 2022** from field offices.

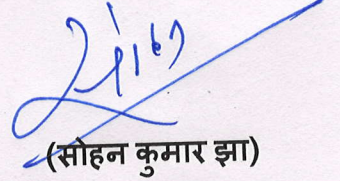


**The proposal sent earlier without any invitation or received after the timeline/last date, mentioned above, will not be entertained.** Incomplete proposals without the mandatory enclosures and proposals that are not clearly recommended and received after the due date will also not be considered. The 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 proposal alongwith the recommendation letter should also be forwarded to the respective Regional Office for information. The respective Regional Directors may submit their observations, if any, to Hqrs. Office within a week time.
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 changes in scheme guidelines and 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.



(सोहन कुमार झा)

वरिष्ठ निदेशक (हस्तशिल्प)

कार्यालय विकास आयुक्त (हस्तशिल्प)



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

<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 the 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/enclosers)</b>		
8.	Name of the project/component.	
9.	Location of the project/component (with complete postal address) Justification - How this location is suitable from 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 for atleast 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.	
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 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 <b>mandatory documents</b>;</p> <p>(i) Construction plan and cost estimate duly authenticated by Architect/ Chartered Engineer.</p> <p>(ii) Feasibility report of the project to be certified by a scheduled commercial bank.</p> <p>(iii) Undertaking that balance of the total cost to be borne by the implementing agency, along with escalated cost, if any.</p> <p>(iv) Land/Building ownership document/ Lease agreement for atleast 10 years in favour of the agency.</p>	
29.	<p>Affidavit regarding:</p> <p>a. Majority of members of governing body do not belong to the same family.</p> <p>b. That Organization is not involved in any corrupt practices and has not been black-listed by any central/state agencies.</p>	

**\* Mandatory**

**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 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: