

# THE JUTE CORPORATION OF INDIA LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

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Kolkata – 700 087

CIN: U17232WB1971GOI027958

Website: [www.jutecorp.in](http://www.jutecorp.in)

## INVITES

### **Expression of Interest from Outsourced Procuring Agencies to conduct MSP Operation of Raw Jute on behalf of the Corporation**

JCI IS INVITING APPLICATION FROM REGISTERED CO-OPERATIVES / APEX BODIES OF CO-OPERATIVES/SELF HELP GROUPS/ FARMERS' CLUBS/SC&ST CO-OPERATIVES/MSMEs, IN RAW JUTE BUSINESS OR SIMILAR BUSINESS DEALING IN AGRI-SUPPLY CHAIN LOGISTICS AND SOLUTIONS FOR MAKING PROCUREMENT ON MINIMUM SUPPORT PRICE(MSP), WITH OWN INFRASTRUCTURAL FACILITIES ON BEHALF OF 'THE JUTE CORPORATION OF INDIA'.

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## Part – I

### 1. IMPORTANT DATES

Application No	: JCI/MKTG/OUTSOURCING/2022-23 DATED-12.07.2022
Date of Publication	: 12.07.2022
Last Date of Submission of Application	: 30.06.2023
Evaluation of Bid	: On weekly basis.

### 2. TERMS OF REFERENCE FOR APPLICATION.

The Jute Corporation of India Ltd., A Government of India Enterprise (JCI) is the nodal agency of Govt. of India to conduct Minimum Support Price (MSP) operation through its network of DPCs in all major jute growing states. To provide support to the jute growers, every year Government of India announced MSP of raw jute at which JCI is procuring raw jute as per quality produce in the area without any quantity limit. Corporation is maintaining a good business relation with local farmers' co-operative, SHG (Self Help Group) and local Panchayat's within its business jurisdiction and successfully under take Minimum Support Price operation as and when required. In order to increase its reach to the farmers, JCI wants to increase its centers in all jute growing areas of West Bengal, Assam, Bihar, Orissa & Meghalaya and called for Application from registered Co-Operatives / Apex body of Co-Operatives/Self Help Group (SHG)/ Farmers' Club/SC&ST Co-Operative/MSME in raw jute business (with packing facility) for outsourced departmental purchase centre business for making procurement on MSP.

### 3. QUALIFICATION CRITERIA.

For above business opportunities basic qualification criteria are as follows:-

- (a) **Infrastructure.** Should have own/hired/capability of arranging infrastructure to carry out purchase, assortment, baling, storing of minimum **300 Qtls.** of Jute/Mesta. Infrastructure should be in sound condition along with required statutory safety equipment and availability of skilled labour.
- (b) **Working Capital.** Should have required working capital of **Rs.15 Lakhs (Rupees- Fifteen lakhs only)** for raw jute / Mesta trade as mentioned in Para 1 above. Audit certificate issued by a Practicing Chartered Accountant / Govt. Auditor to be produced in this regard along with Agency's offer in response to the EoI.
- (c) **Registration.** The selected agencies will have to be registered with "The Jute Corporation of India Limited" for MSP operation.
- (d) **Experience.** It is preferable that the agencies should have minimum 3 years of experience in trading of Jute/ Mesta or similar business dealing with agri-supply chain logistics and solutions. However, if any agency wants to do it for the first time they have to give self-declaration that they have an experienced person who has at least 3 years' experience in trading of Jute/ Mesta or similar business dealing with agri- supply chain logistics and solutions.

- (e) **Statutory Requirements.** They must have valid **Trade License, GST** registration number (Optional) and up-to date income tax return of preceding last three years from FY 2018-19.
- (f) Authenticated documents duly self-attested, about infrastructure and experience is to be submitted with Tender Documents which will be subsequently verified whenever necessary.
- (g) The Participant must produce documents mentioning details of address of infrastructure area location, copy of valid trade license, copy of Annual Accounts.
- (h) Bye-laws in case of a Cooperative Firm or Association and name of authorized signatories etc.
- (i) Interested parties who are willing to act as outsourced DPC can apply with his full particulars in prescribed Application Form which can be downloaded from website [www.jutecorp.in/](http://www.jutecorp.in/) [www.eprocure.gov.in.](http://www.eprocure.gov.in/)

#### **4. SELECTION OF OUTSOURCED PROCURING AGENCY.**

Initially selection will be made solely based on financial condition and required infrastructure in sound condition as well as working knowledge of jute gradation followed for MSP. The team of JCI will inspect the infrastructure of the shortlisted Outsourced Procuring Agency to check the suitability. However, Selection of Agency is solely discretion of JCI.

#### **5. TERMS AND CONDITIONS.**

##### **i) EXTENT AND SCOPE OF ARRANGEMENTS.**

**(a)** The definition and interpretation of the various terms used in the working arrangements shall be as stated in **Annexure – I.**

**(b)** Appointment of outsourced agency for procurement, assortment, packing, storing, conversion and transportation of raw jute on behalf and in the name of The Jute Corporation of India Limited and its delivery to the mills nominated by JCI for a period of ~~one~~ three years from the date of signing of the instant agreement. The agreement can be renewed in every three years on mutually agreeable terms.

##### **ii) PROCEDURE OF PURCHASE**

**(a)** The agency shall purchase jute in loose un-assorted form from the growers only and /or through Cooperative Societies at the Minimum Support Price (MSP) fixed by Government of India, and payment to the farmers to be

made only by A/c payee cheque / NEFT/ RTGS system within 3 (three) working days. AGENCY should maintained a list of the farmers (FARMERS DATA BASE including name, address, Bank Account details and Aadhar no. wherever available TO BE PREPARED AND UPDATED DATA BASE TO BE SENT fortnightly to the concerned Regional Office of JCI)and produce the same as and when required by JCI. The agency shall provide declaration form to JCI stating compliance of payment of Minimum Support Price to farmers, or else for any complaint from farmers, the agency shall pay the difference amount along with interest.

**(b)** The agency will update all procurement related information in JCI's JMAP / online Application on daily basis.

**(c)** The agency in no case shall be allowed to purchase jute in Bale form under this working arrangement.

**(d)** The agency should have valid calibrated weighing scale.

**(e)** The agency should not be involved in any type of misconduct like depriving farmers.

**(f)** The agency should maintain all procurement related records systematically as per needs of JCI.

**(g)** The agency shall use JCI's stationery where there will be agency's own seal – stamp – signature upon any transaction. The Agency will also declare that there will be no misuse of stationeries of Corporation.

**(h)** The agency shall purchase jute as per notified grades only as may be advised by JCI from time to time.

**(i)** The AGENCY shall purchase jute in dry condition and in no case the moisture regain at the time of delivery shall exceed 18% in July to October and 16% in other months (as may be checked by the purchasing Mill at delivery point) or as may contain in the purchase instruction or in the instruction separately, if issued, for the purpose.

**(j)** The agency will hold the entire purchased stock in the name of The Jute Corporation of India Limited.

**iii) PURCHASE INSTRUCTION BY JCI.**

The JCI shall intimate MSP directly or through its Regional Offices (ROs)/Regional Lead DPCs (RLDs) to the AGENCY at notified addresses. No further purchase instructions shall be necessary for the MSP purchase but all purchases made shall be reported by the AGENCY to the concerned Regional Offices / RLDs.

iv) **PURCHASE CONFIRMATION.**

(a) The AGENCY shall confirm the purchases within 24 hours from the date of purchase directly to the Regional Office / RLD of the JCI by online system of JCI and FAX/email/ messenger in the prescribed format given in **ANNEXURE -II.**

(b) JCI will hold full right to inspect the purchased goods by the AGENCY at any point of time.

v) **DELIVERY AND DESPATCH TO NOMINATED JUTE MILL.**

(a) The AGENCY shall submit a weekly statement to the concerned Regional Office of the JCI indicating variety-wise purchase, variety and grade-wise packing, deliveries and stock in the prescribed *preform* (**ANNEXURE-II**) within 3 working days following the week to which the report relates.

(b) The AGENCY shall deliver entire quantity of jute purchased and confirm to JCI under this arrangement. JCI shall from time to time issue Dispatch Instruction (DI) on getting information in the format of **ANNEXURE-II** to the AGENCY through the concerned ROs for delivery of the stock to the Jute Mills. The delivery shall be made on first-in-first-out basis subject to a maximum variation of 2% of the quantity/grade contained in the relevant instructions of JCI. The delivery shall be completed within the last date of shipment as mentioned in the relevant Dispatch Instructions in a phased manner. Failure to complete delivery within the stipulated date shall make the AGENCY liable to compensate JCI the financial losses / damages (if any) as may be computed by JCI on case to case basis.

(c) Agency should use own transport arrangement with prior intimation to JCI.

In any case freight rate will not exceed the approved freight rate of the nearest DPC, if the Agency is situated at a distance not exceeding 5 Kms. from the nearest JCI's DPC. If the agency is situated at a place which is more than 5 kms away from the nearest DPC for a particular mill / zone, then the agency is entitled to get a maximum of 25 paisa per bale per Kms for the distance exceeding 5 Kms from the nearest DPC of JCI.

(d) The AGENCY shall ensure that the lorry challan / consignment note in respect of the lots dispatched to the nominated Mill containing the details as specified in **ANNEXURE-III.**

(e) Normally, the AGENCY shall deliver stock to the Mill in lots comprising of a full lorry load and ensure that in no case more than two grades are delivered in a single lot.

(f) All Statutory compliances as may be applicable will have to be complied by the agency.

vi) **INSURANCE.**

The agency shall have to insure the Jute stock at his Godown or in transit (for delivery to mills) at his own cost.

vii) **WEIGHMENT, INSPECTION FOR SETTLEMENT OF CLAIMS-SCOPE AND MANNER**

(a) After arrival of the stock at the nominated mill, the mill shall return 1(one) copy of the challan acknowledging receipt of the stock with variation, if any, and the weight thereof. The AGENCY may post a representative at the mill for checking weight at the time of weighment and shall sign on the challan as a token of verification with variation, if any. Alternatively, AGENCY may authorize the lorry contractor/lorry driver to discharge this function. In all these cases the weight so checked shall be final and binding upon the party.

(b) Within 3(three) to 7(Seven) working days from the date of receipt of the MR from the mill an intimation shall go to the AGENCY about the details of stock with weight received at the mill and claim, if any, against that particular consignment.

(c) On getting the intimation about details of the stock received at the mill the AGENCY may inform the mill with an intimation to JCI, HO, the date of inspection of claimed lots for settlement within 7(seven) working days and may settle the claim with the mill. A copy of the settlement statement signed jointly by the representative of the mill and the AGENCY shall be forwarded to JCI within 3(three) working days thereof. If the AGENCY requires, it may take help of JCI in the matter of settlement of claim or authorize JCI to settle it. The claim so settled shall be intimated to the AGENCY and shall be final and binding upon the party. In all cases value of claim settled will be borne by the agency.

(d) In the matter of claim on account of quality, moisture, dust and non-commercial valued (NCV) fibre as well as dispute in respect of weight shall be dealt on mutual inspection between Jute Mill and representative of Cooperative. If Cooperative representative be not available, then on request of Cooperative, JCI may send its representative for settlement.

viii) **ARBITRATION FOR QUALITY CLAIMS**

In cases where settlement could not be arrived at during joint inspection in respect of quality/moisture claim, the AGENCY shall send final admissible offer of claims to JCI within 7(seven) working days from the date of joint inspection and JCI, in turn, would intimate the mill of the same.(arbitration clause as per standard contract). In case of failure to arrive at a settlement the same shall be referred to arbitration as per Clause No.16 of this agreement.

**ix) REJECTION**

If packing of any lot is found to be lower to the extent of 50% or more than the specified grade as mentioned in the Bale check Slip or contain moisture regain percentage exceeding the permissible limit by 2% and, thereby, the Mill gets an option for rejection and accordingly rejects the lot. The Agency must ensure to return the lot at its own cost. If there will be any loss or any payment be done by JCI, the Corporation shall realize the payment from the Agency.

**x) GENERAL CONDITIONS**

**(a)** Under all circumstances the agency will store the Jute purchased in the name of JCI in a separate and clearly identifiable space mutually predetermined.

**(b)** Under no circumstances the agency will store any material other than the aforesaid Jute for JCI in the space.

**xi) CONVERSION / OPERATIONAL COST / SERVICE CHARGE**

**(a)** The JCI shall pay to the AGENCY, the value of raw jute including "Operational Cost" (as per mutual agreement) delivered to the Mill nominated by the JCI, as per Mill receipt weight basis. The Operational cost so referred herein will be inclusive of all incidental charges and margin / service charges but excluding Market levy and Transportation charges (to be borne by JCI separately either through direct payment to the transporter or by reimbursement to the agency on actual basis). The indicative components of Operational cost are provided in **ANNEXURE IV**. The Conversion / Operational Cost / Service Charge will be given Rs. 424/- per quintal for the year of 2022-23. The Conversion / Operational Cost / Service Charge for next two years will be decided on year to year basis.

**(b)** Other than raw jute procurement, outsource centre may be engaged for others activities done by JCI viz. Jute I-CARE, Distribution of Jute Seed, Registration of Farmer, Collection of Market Report etc. Necessary service charges will be paid to the agency as per the modalities of the relevant scheme.

**xii) PROCEDURE FOR SUBMISSION OF BILLS AND RELEASE OF PAYMENT**

(a) Invoices/ Bills for entire value of jute received at the Mill (please also refer to clause 11 above) shall be submitted by the AGENCY in the prescribed Form (**ANNEXURE-V**) to the concerned Regional Office/ RLD of the JCI accompanied by mill receipted delivery challan and consignments notes in original. Invoices/Bills for transportation to the nominated mill (if applicable) shall be submitted to Regional Office /RLD of the JCI with a copy of the proof of payment of transportation charges to the carrier.

(b) For Invoice/Bills raised towards value of Jute, 90% payment will be made within ten working days of receipt of same. Balance 10% (after deduction of claim amount if applicable) will be paid within ten working days after receipt of conformation of claim settlement from concerned Regional Office / RLD.

(c) Payment for transport charges shall be paid within ten working days from the date of receipts of invoice/ bills duly certified by Regional Office/ RLD.

(d) All payments will be made through online bank account transfer mode only.

(e) AGENCY has to observe necessary formalities to discharge statutory liabilities as applicable. As regards GST, presently the rate of GST is Nil on Jute sale as well as on transportation and storage charges incurred in that regard.

**xiii) INDEMNIFICATION**

(a) The AGENCY shall indemnify the JCI against any/all consequential losses including damages suffered by JCI on account of any/all acts of omission or commission on their part in violation of this arrangement.

(b) The AGENCY shall remain responsible for any discrepancy or flaw subsequently found in the documents or bills submitted and payments received there against by mistake or erroneously and shall rectify the same and indemnify JCI against any/all losses suffered by JCI on that account.

(c) The AGENCY will sell the confirmed purchased quantity within a stipulated time to the designated mill as informed by JCI. Without prior consent of JCI, AGENCY cannot sell confirmed purchased quantity to elsewhere. In any such case the agency will have to indemnify JCI as may be advised by JCI on case to case basis.

(d) The agency, its employees and other stakeholders will ensure utmost confidentiality with respect to this business arrangements and related

transactions made. For any lack of such confidentiality on behalf of the agency and its employees, the agency will have to indemnify JCI towards consequential damages.

**xiv) MAINTENANCE OF RECORDS AND ACCOUNTS**

**(a)** The AGENCY shall maintain proper and pucca-registers to record all transactions(preferably in Computers)made by them in connection with the procurement of jute on behalf of the JCI including registers/documents specified earlier in this document. The books of accounts shall be produced by the AGENCY whenever so required by the JCI.

**(b)** The AGENCY shall maintain separate sets of accounts for purchase made under this arrangement. For purchases made by the AGENCY on its own account, altogether separate identifiable storage space and accounts shall be maintained. The AGENCY shall furnish the information regarding purchases and delivery on daily basis and also periodically as and when required by JCI.

**xv) MODIFICATION IN AGREED ARRANGEMENTS**

If it is necessary to change or modify the working arrangements in any way, for ensuring in statutory compliance, the same shall be done through mutual consultation and shall be effective from the date as agreed. In case of non-acceptance of any proposed addition or modification by either of the parties, the same matter will be referred to arbitration. However, such statutory compliance will have to be ensured during the intervening period till issuance of award of arbitration.

**xvi) ARBITRATION**

In case of any dispute or differences arising out of or in relation to the contract, the same shall be referred to arbitration. The MD-JCI will finally appoint the arbitrator mutually accepted by both parties. The arbitration shall be governed by the provisions of the Arbitration & Conciliation Act, 1996. The place or arbitration shall be at Kolkata excluding all other jurisdiction.

**xvii) FORCE MAJEURE**

Neither JCI nor the AGENCY shall be held responsible for any act of omission or commission if the same is caused by an act of God or for reasons beyond their control, including strikes, lock-outs, or labor unrest at and /or regarding the place or

process of business. The provisions of the Indian Contract Act, 1872with regard to force majeure shall be applicable in such cases.

**xviii) SECURITY DEPOSIT (SD)**

**(a)** The agent shall have to submit Security Deposit of Rs.25,000/-(Rupees Twenty Five Thousand only) (interest free) in the form of Demand Draft drawn on a Scheduled bank other than co-operative bank in favor of The Jute Corporation of India Limited payable at Kolkata.

**(b)** The SD of the agent selected for subject agency work will be retained / subject to adjustment towards any indemnification to JCI till successful completion of the contract.

**(c)** In case of any default under agreed terms the SD will be forfeited either in full or part without any notice to the AGENCYs.

**xix) TERMINATION**

The agreement can be terminated by either side upon one month’s notice in writing. In case of any violation of the contractual and /Statutory condition, JCI retains its right of terminate the agreement on an immediate basis

We agree to work with above terms & conditions.

Signed on this day the ..... day of ..... 2022  
with seal.

For and on behalf of

For and on behalf of

Signed in presence of (Name & Designation)Signed in presence of (Name & Designation)

The Jute Corporation of India Ltd.

Signed in presence of (Name & Designation)Signed in presence of (Name & Designation)

**ANNEXURE-I**

The following expressions as used in the working arrangements shall have the meaning as hereunder written:-

- 1) 'Jute' includes all the species of Tossa, White, Mesta and Bimli fibers.
- 2) "JCI" means The Jute Corporation of India Limited.
- 3) "AGENCY" means Organization, who will act as an AGENCY of the JCI for procurement of jute.
- 4) "Society" means the marketing cooperative societies or the primary marketing societies.
- 5) "Centre of operation"/ "baling center" means the premises in which the AGENCY carries on the business of purchasing, assorting, baling and storing of jute.
- 6) "Centre" means the location of the place of business of the AGENCY or the Society.
- 7) "Working day" would mean days other than Sundays and holidays as observed by JCI and would not also include the period of lock-outs and strikes in mills, warehouses, godowns.
- 8) "Delivery Challan" means the unqualified clean Railway receipt obtained from the despatching railway station and/or the lorry challan / consignment notes issued by the road transport carrier as token of receipt of goods for safe delivery at the nominated destination

**DAILY PURCHASE CONFIRMATION REPORT**

**Price Support**

**Name of Outsourced DPC with code:**

**SI No :**

**Date :**

**Date of Purchase :**

**Jute Variety :**White/Tossa/Mesta/Bimli

Price											
(Rs.)		Basis :									
<b>PARTICULARS OF PURCHASE</b>											
Expected Grade Out Turn (%)											Total
	Gross Qty. (Quintals)	Deduction (Quintals)	Net. Qty. (Quintals)	Fibre Value (Rs.)	TDN1/ WN1/ OTOP/ M1	TDN2/ WN2/ S.MID/ M2	TDN3/ WN3/ MID/ M3	TDN4/ WN4/ BOT/ M4	TDN5/ WN3/ B.BOT/ M5	X.BOT/ M6	
On Date											
Cumulative											
Total											

<b>PROGRESS OF PACKING</b>							
<b>SI No</b>				<b>fig. in bales (150kg/130kg/60kg)</b>			
<b>Grade</b>							
	TDN1/ WN1/ OTOP/ M1	TDN2/ WN2/ S.MID/ M2	TDN3/ WN3/ MID/ M3	TDN4/ WN4/ /BOT/ M4	TDN5/ W3 /B.BOT/ M5	X.BOT/ M6	Total
On Date							
Cumulative							
Despatch							
Balance							



**Operational Cost**

<b>OPERATIONAL COST FOR PROCUREMENT OF JUTE PER QUINTAL</b>	
Break up for Cooperative Operational cost 2021-22	
Sl.No.	Particulars
1.	Unloading & Stacking
2.	Assortment & Baling
3.	Rope Making
4.	Weighment (including of loading into vehicle)
5.	Bale ticket (including cost of dye etc.)
6.	Godown rent
7.	Administrative overhead / service charge (1%)
8.	Stock Insurance
9.	Transit Insurance
10.	Weighment at Jute Mill
11.	Interest on Capital
12.	Weight Loss

**ANNEXURE - V****BILL OF SUPPLY**

NAME OF OUTSOURCED DPC :	PHONE:
CODE :	
ADDRESS 1	EMAIL:
ADDRESS 2	FAX:

DETAILS OF AGENCY	DETAILS OF INVOICE
GSTIN:	CONTRACT REF:
NAME:	DI REF:
ADDRESS: Address Line 1	CHALLAN REF:
Address Line 2	LC REF (if applicable):
STATE NAME:STATE CODE:	BILL OF SUPPLY NO.: (16 digits)
PAN:	BILL OF SUPPLY DATE:
DETAILS OF RECIPIENT	DETAILS OF RECIPIENT
GSTIN:	GSTIN:
NAME:	NAME:
ADDRESS: Address Line 1	ADDRESS: Address Line 1
Address Line 2	Address Line 2
STATE NAME: STATE CODE:	STATE NAME: STATE CODE:
PAN:	PAN:

#	HSN	DESCRIPTION	PARTICULARS OF GOODS					UNIT	RATE (Rs/Unit)	QTY.	TOTAL
			Crop Year	Bale Mark	Variety /Grade		Nominal Wt./Bale				
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
Total											

Invoice Value IN WORDS: RUPEES \_\_\_\_\_ only.

Signature

**Part – II**

**FOR OUTSOURCED PROCURING AGENCY**

**1. SECURITY DEPOSIT (SD)**

- a) The shortlisted agencies have to Deposit an amount of Rs. 25,000/- in the form of Demand Draft/ Bank guarantee as Security Deposit to confirm their business relation with corporation for the season. If they have already submitted the same previously then they have to submit the documents of the same.
- b) Demand Draft / RTGS / Bank Guarantee (in the format to be provided by JCI) issued by any Scheduled bank other than co-operative bank only will be accepted as Security Deposit.
- c) In case of selected parties their Security Deposit will be refunded after completion of business and no interest can be claimed on such security.
- d) In case of any default under agreed terms the above deposit will be forfeited either in full or part without any notice to the Agencies.

**2. FORFEITURE OF SD**

- a) In case of any default under agreed terms& conditions, above deposit will be forfeited either in full or part without any notice to the Agency(s).
- b) SD of agency will be forfeited if he fails to execute the order as per terms and conditions.

**3. UNDERTAKING TO CONTRACT**

- a) The Agency would give an undertaking in the form of affidavit to JCI that they will follow all rules, circulars- related to govt. and the guidelines issued by JCI time to time.
- b) The Agency also give an undertaking to take the permission from appropriate authority of JCI before taking the service of any JCI's employees in service or retired employee.

**4. OTHER TERMS AND CONDITIONS**

- a) An agreement will be made from the crop season 2022-23 to 2024-25 for a period of three years (The agreement can be renewed in every three years on mutual agreeable terms).
- b) The Participant should have the capacity to carry stock for a minimum period of 3 -6 months

- c) The stock of raw jute purchased by the outsourced agency will be subjected to checking of quality by the officials of the Corporation as and when required.

## **5. PROCEDURE FOR OFFER SUBMISSION**

Agencys willing to act as the agency for outsourced DPC business of JCI through engaging Alternative Procuring Agencies shall have to submit their interest individually by detailing the following:

- a) Organization profile with technical back ground in enclosed formats.
- b) Capacity to procure and supply raw jute on behalf of the corporation as stated in qualifying criteria.
- c) Other Documents as per Qualifying Criteria.
- d) Envelop should be marked as Expression of Interest EMPANELMENT OF AGENCIES FOR OUTSOURCED DPC BUSINESS and should contain necessary documents/copy of certificates/other papers as specified with covering letter on letter head (Participant should invariably mention their name, address etc. on left hand side of envelop for clear identification. All pages of the documents must be signed by the parties invariably

**Part – III**

**STANDARDS**

1. **DEFINITIONS.**

- a) **“Corporation”** means **The Jute Corporation of India Limited** have invited the Application for selection of outsourced DPC’s **“Agency”** means registered co-operatives, self-help groups, farmers club, group of private agencies and Proprietorship.
- b) **“Contract”** means the Contract signed by the Parties and all the attached documents listed in its Clause that is the General Conditions (GC), the Specific Conditions (SC), and the Appendices.
- c) **“Day”** means calendar day.
- d) **Terms of Reference”(TOR)** means the document included in EOI which explains the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the producer and the Corporation and other terms and conditions.

2. **PROPOSAL.**

The participant may submit proposal with the name(s) of the site(s) in which he is interested. For multiple sites separate applications are not necessary.

3. **TAXES.**

The Agencys shall fully familiarize themselves about the applicable Statutory taxes (such as: GST as applicable) on supply and amounts payable by the Corporation under the Contract. Necessary training / information will be provided by JCI on the newly introduced Tax Method

**Part – IV**

**NOTICE FOR APPLICATION**

**Application No: JCI/MKTG/OUTSOURCING/2022-23 DATED -**

**APPLICATION FOR OUTSOURCED DPC BUSINESS**

Application is invited from registered Co-operatives. Self-help groups, Farmers club, group of private agencies and Proprietorship Should have minimum 3 years of experience in trading of jute/Mesta/Bimli or similar business dealing with agri-supply chain logistic and solutions who have done raw jute business for the last 3 consecutive years for being empaneled as outsourced agencies for executing raw jute trade on behalf of “The Jute Corporation of India Ltd”. Complete set of offer documents can be obtained from this office of the Corporation or may be downloaded from website: [www.jutecorp.in](http://www.jutecorp.in) / [www.eprocure.gov.in](http://www.eprocure.gov.in).

Marketing Manager  
JCI, KOLKATA

**FORMAT OF DECLARATION**

(For Participant's use only)

I have read and understood the terms and conditions as mentioned in this OFFER documents and I agree to abide by them:

Full Name:

Address

Phone:

Mobile No.:

Fax No. :

**Signature:** .....

Part – V

**APPLICATION FORMS**

*(Form – 1)*

LETTER OF SUBMISSION

**To:** *[Name and address of Corporation]*

Dear Sir,

We, the undersigned, offer to act as outsourced DPC business in accordance to your Request for Proposal dated *[Insert Date]*. We are hereby submitting our (Proposal), along with necessary documents as required for technical qualification.

We are submitting our Proposal in association with:

*[Insert a list with full name and address of each associated Participant].*

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

**Authorized Signature** *[In full and initials]:*

**Name and Title of Signatory:**

**Name of firm:**

**Address:**

**PARTICIPANT'S ORGANIZATION AND EXPERIENCE**

**A - Participant's Organization**

Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the Participant has formed a consortium, details of each of the member of the consortium, name of lead members etc shall be provided.

1. Firm's name:

2. Turnover of last 3 years

(Enclose copies of Annual Accounts)

3. Name of Bankers/ address

4. Income Tax details

(Enclose copy of latest Annual Tax Return)

**B - Participant's Experience**

Using the format below, provide information on each Assignment/job for which your firm, and each partner in the case of consortium or joint venture, was legally contracted either individually or as an entity or as one of the major partners within an association, for carrying out Assignment/job similar to the ones requested under this Assignment/job.

In case of consortium, association of Participant, the Participant must furnish the following information for each of the consortium member separately.

1. Details similar contracts

2. Period of contract

**C - Experience of past supplies**

Name of the Party	Financial Year	Quantity Traded(MT.)

**Note:** Please provide documentary evidences.

**TECHNICAL DETAILS**

Application form for Empanelment as outsourced agency for carrying out DPC business during crop year 2022-23 to 2024-25 to be submitted for..... (Name(s) of place) in Sealed envelope by registered co-operative/self-help group/farmer’s club/group of pvt. agency for out sourced DPC business

To  
The Jute Corporation of India Ltd.  
15N, Nellie Sengupta Sarani  
Kolkata – 700 087

Sir,

As per terms and conditions specified by JCI, we hereby agree and submit herewith our technical bid for..... (Name(s) of place) as under:

1 [(A) Name & Full address]

M/s.....

..... Phone..... Fax .....

E Mail .....

[(B) Address of Office /trading premises/ assorting, baling& storage facility]

2. Registration details of the agency:

4. Trade license No..... issued by-----valid from-----to-----  
----

7. Agency's experience in years.....

8. PAN.....GST. (if any) .....

9. Details of jute trade carried out during previous three years (please attach the details of procurement & sales of raw jute, turnover, infrastructure, financial position etc

10. Quantum of jute trade that can be handled by the agency during the crop year-----

Signature of party with seal & date

FOR

ANY CLARIFICATIONS / CORRESPONDENCE /  
SUBMISSION OF APPLICATION

Please Contact -

Marketing Manager  
The Jute Corporation of India Ltd

15N Nellie Sengupta Sarani, "HUDCO" Building, 7th Floor  
Kolkata-700087. West Bengal

PHONE: 033 2252 6720

MOBILE: 9748547449

EMAIL ID: [jci@jcimail.in](mailto:jci@jcimail.in)