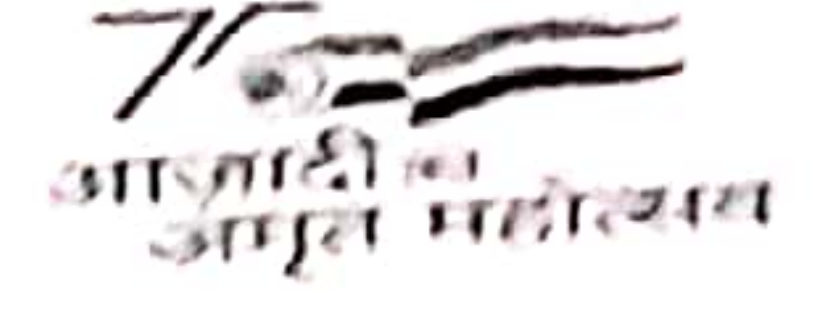


**भारतीय पटसन निगम लिमिटेड**  
(भारत सरकार की एक उद्यम)

**The Jute Corporation of India Limited**  
(A Government of India Enterprise)  
सी.आई.एन./C.I.N.:U17232WB1971GOI027958



Office of the Zonal Manager (NE)  
Zonal Office  
VRJ Enclave, South Sarania,  
Masjid Lane, Ulubari, Guwahati-781007

## INVITES EXPRESSION OF INTEREST (EOI)

From

**Jute Diversified Products Manufacturers/Jute Mills/  
Artisans/Weavers/ Proprietary Firms/  
Co-Operative Societies/ NGOs/SHGs**

for

**Empanelment as Supplier of Jute Diversified Products/  
Jute Based Handicraft/Handloom Items**

## CONTENTS

### Part-I

I.I IMPORTANT DATES	3
I.II TERM OF REFERNECE FOR EOI	3
I.III ESSENTIAL REQUIREMENTS	4
I.IV SELECTION PROCEDURES	4
I.V PROCEDURE FOR SUBMISSION	5

### Part-II

II.I DECLARATION	6
II.II EXPRESSION FORMS	7



## Part – I

### I.I IMPORTANT DATES

EOI No.: JCI/ZO/O&M/EOI/JDP SUPPLIERS-2022-23/02

Dated: 22-09-2022

Last Date of Submission of EOI: 21-03-2023

Review/Evaluation of Applications: On weekly Basis

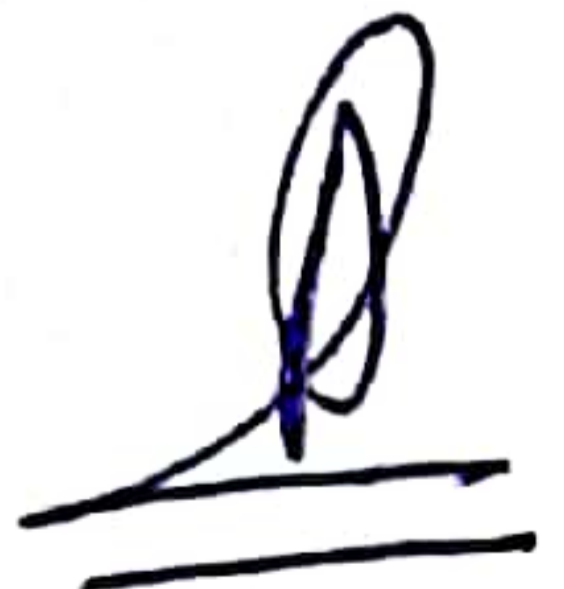
### I.II TERMS OF REFERENCE FOR EOI

The Jute Corporation of India Ltd. (JCI), A Government of India Enterprise 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 announces MSP of raw Jute at which JCI procures raw Jute as per quality produce in the area without any quantity limit. JCI serves as a price stabilizing agency in the raw jute sector and takes necessary measures in this respect.

JCI is expanding its business in Jute diversified products(JDPs) ranging from Shopping Fancy/ Beach Bags, Bottle Bags, Travel Bags, Files, Folders, Small Jute Accessories, Braided Handicrafts, Floor Coverings/Carpets/Mats, Handloom products, Footwear, Motifs, Wall Decorative Items, Home Furnishings, Jute Apparels like Jackets, Sarees etc.

Through this EOI, Jute Diversified Products Manufacturers/Artisans/weavers/Proprietary Firms/Jute Mills/NGOs/Co-operative Societies/Self Help Groups may apply for enlistment with JCI for supplying orders for JDPs.

Interested Manufacturers/Artisans/Proprietary Firms/Jute Mills/NGOs/Co-operative Societies/Self Help Groups who are willing to do business with the corporation can apply with his/her full particulars in prescribed EOI form which can be downloaded from website [www.jutecorp.in](http://www.jutecorp.in)



### I.III Essential Requirements

For above business opportunities essential qualification and criteria are as follows:

1. Address proof of Business Establishment.
2. Valid registration in the form of Trade License, Registration of Societies, Memorandum and Articles of Association (If the applicant is a company), Co-operatives Bye Laws, MSME Registrations and PAN.
3. GSTIN is mandatory however in case GSTIN is not available then proof of ITR will be required.
4. Experience: The applicant must have minimum 3-year business experience or headed by a manager/executive with experience in similar sector in manufacturing Jute and/or other allied materials products ranging from Shopping/Fancy/Beach Bags, Bottle Bags, Travel Bags, Files, Folders, Small Jute Accessories, Braided Handicrafts, Floor Coverings /Carpets/Mats, Handloom products, Foot wear, Motifs, Wall Decorative Items, Home Furnishings, Jute Apparels like Jackets, Sarees etc.
5. Should possess good track record for sale of merchandise in Jute and/or other allied materials and should be able to execute a single transaction value of at least INR 50000/- or more in a month.
6. Delivery time will be decided as required on case to case basis of order procured.
7. Payment Terms: 90% within 2 weeks of submission of Invoice and other related documents and 10% within a month.
8. Authenticated copy of documents, duly self-attested about the details of business mentioning the products by the agency in last 1 year to be submitted along with EOI.

### I.IV SELECTION PROCEDURE

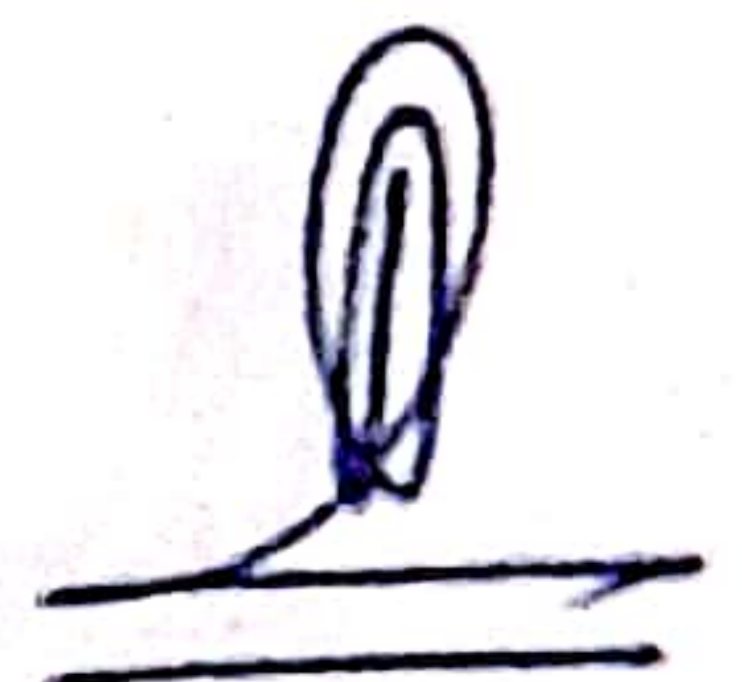
Selection of supplier will be made solely based on verification of documents as mentioned in I.III Essential Requirements, nature of business, track record of supply of goods to various organizations.

Interested parties willing to empanel as supplier may submit only one application. If more than one proposal is submitted, all such proposals shall be disqualified.



## I.VI Procedure for Submission

- Application is to be submitted in a sealed envelope enclosing all required supporting documents addressing to Zonal Manager within stipulated date and time.
- Envelope should be marked with EOI Number and Date.
- Application may be submitted by Speed Post/Courier or may be dropped in a box kept at Reception/Security, JCI Zonal Office in Guwahati.
- JCI shall not be responsible for any postal delay.



**Part – II**

(To be typed in own letter head)

**II. DECLARATION**

EOI No.: JCI/ZO/O&M/EOI/JDP SUPPLIERS-2022-23/02

Dated: 22/09/2022

**Expression of Interest (EOI)**

**ENPANELMENT AS SUPPLIERS OF JUTE PRODUCTS/HANDICRAFT/  
HANDLOOM ITEMS**

**DECLARATION**

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

Full Name:

Address

Phone:

Mobile No.:

Email Id:

Fax No.:

Signature:.....



(To be typed in own letter head)

**II.II EXPRESSION FORMS**

(Form- 1)

**APPLICATION LETTER**

To: *[Name and address of Corporation]*

Sir,

I/We, the undersigned, offer to supply JDPs in accordance with your Request for Proposal dated *[Insert Date]*. We are hereby submitting our (Proposal), along with necessary documents as required for evaluation.

I/We are submitting our Proposal in association with:

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

I/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.

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

I/We understand you are not bound to accept my/our Proposal.

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

**Name and Title of Signatory:**



**ORGANIZATION DETAILS AND EXPERIENCE****A. Organization Details**

Provide here a brief description and background of the business entity willing to empanel as a supplier:

1. Name of the business entity:
2. Registered Address:
3. Turnover of last 3 years: *(Enclose copies of Annual Accounts)*
4. Bank Details:
5. Income Tax Details: *(Enclose copy of last 3 years Annual Income Tax Return)*

**B. Participant's Experience of past supplies of goods**

SL. NO.	DATE	BUYER/CLIENT NAME	ITEM DESCRIPTION	QUANTITY	ORDER VALUE
1					
2					
3					
4					
5					

**Note:** Please provide documentary evidence like copy of work order/contract for each of above mentioned assignment. The experience shall not be considered for evaluation if such requisite supporting documents are not provided with the proposal.





To  
The Zonal Manager,  
The Jute Corporation of India Limited,  
VRJ Enclave, South Sarania, Masjid  
Lane, Guwahati-781007

Sir,

As per terms and conditions specified by JCI, we hereby agree and submit application for empanelment with JCI as a supplier of Jute Diversified Products (JDPs)

Name & Registered address

.....  
.....

Phone.....

Mobile.....

Email.....

Website.....

Authorised Signatory.....

Trade License.....

PAN.....

GST Registration No.....

Detail of products/ merchandise dealt with .....

.....

\_\_\_\_\_  
**Authorised Signatory**

(Seal / Stamp & Date)



For Any Clarifications/Correspondence/Submission of EOI

Please Contact

The Regional Manager /Assistant Manager (O/M)  
Regional Office  
The Jute Corporation of India Ltd.  
VRJ Enclave, South Sarania,  
Masjid Lane, Guwahati,  
Assam -781 007

Email ID: [ro.gau@jcimail.in](mailto:ro.gau@jcimail.in) / [ra2843@jcimail.in](mailto:ra2843@jcimail.in)

