

**THE JUTE CORPORATION OF INDIA LIMITED**  
**(A GOVERNMENT OF INDIA ENTERPRISE)**

Head Office  
15N, Nellie Sengupta  
Sarani HUDCO Building, 7<sup>th</sup>  
Floor Kolkata – 700087

**CIN: U17232WB1971GOI027958**

**INVITES**

**Expression of Interest (EOI)**

**FOR ENLISTMENT OF COMMISSION AGENTS PAN INDIA**

**FOR**

**PROCURING BULK ORDERS**

**OF**

**JUTE PRODUCTS (JDPs) ON BEHALF OF JCI**

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## **Part – I**

### **I.I Important Dates**

EOI No.: **JCI/MKTNG-JDP/COM.AGENT-01/ 2022-23** Dated: 13/12/2022

Last Date of Submission of EOI: 13/03/2023 up to 5pm at Head office Kolkata

### **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 Purchase Centers 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 wants to expand its business segment in Jute diversified products (JDPs) ranging from shopping/fancy bags, files, folders, small jute items, braided handicrafts, handloom products, home furnishings, footwear, motifs, floor coverings, Geo Textile etc.

Through this EOI, interested business entities / individuals willing to act as a Commission Agent may apply for enlistment with JCI for marketing and procuring bulk orders of JDPs as mentioned above.

Interested parties willing to do business with JCI can apply with full particulars in prescribed EOI form which can be downloaded from website [www.jutecorp.in](http://www.jutecorp.in)

### **I.III Essential Requirements**

Essential requirements are mentioned as below:

- 1) Essential Documents required
  - A) For individual – PAN, AADHAR / Driver's license / Voter ID
  - B) For Proprietorship - Trade License, PAN, GSTIN (if any) (if any), AADHAR/ Driver's license / Voter ID
  - C) For partnership firm - Trade License, PAN, GSTIN (if any) (if any), Partnership deed
  - D) For company - Trade License, PAN, GSTIN (if any) (if any), Memorandum and Articles of Association.
  - E) For Trust, SHG, WHG, NGO, MSME etc. - Trade License, PAN, GSTIN (if any) (if any), Registration of Incorporation / Bylaws, MSME certificate.
- 2) ITR of last 1 year.

- 3) Authenticated copy of documents, duly self-attested, about the details of business mentioning the products dealt with by the agency in last 1 year, to be submitted along with EOI.

## **I.IV General Terms & Conditions for Engagement as Commission Agent of JCI**

- 1) The Commission Agent may be assigned for procuring bulk JDPs order on behalf of JCI.
- 2) The Commission Agent will be appointed for a period of 1 year initially with a periodic review of performance on half yearly basis.
- 3) Minimum business to be generated, in a year, by the commission agent should be Rs. 1 Lakhs.
- 4) If the Commission Agent is unable to generate target business volume, as furnished in declaration mentioned in Point 3 above, in assigned territory, JCI may withdraw the Commission Agent or exclude a part of the territory to assign it to other Commission Agents.
- 5) The Jute Diversified Products (JDPs) samples to be procured by the Commission Agent from JCI will be on a chargeable basis which will be 2.5 times of its bulk order (MOQ – 500 pcs) price.
- 6) JCI will initially provide its printed JDPs catalogue (50 nos.) to Commission Agent free of cost for promotional activity.
- 7) The commission agent shall receive 30% of profit margin earned by JCI for every order generated through commission agent. The profit margin is to be clearly calculated after taking into consideration cost price, transportation or any other cost borne by JCI in order execution. Subsequently the commission percentage of the agent shall be credited to Commission Agent after 2 weeks upon full and final realization of the Invoice value from end buyer / client.
- 8) JCI will accept orders of buyer / client from private business entities only upon 50% advance remittance and 50% before release of goods.
- 9) The Commission Agent will commit to execution of orders to prospective buyers /clients only after confirmation and acceptance of the same by JCI on above terms and conditions.
- 10) The Commission Agent may act as a selling agent for any other company in similar goods during the period of contract with JCI.

- 11) Any sort of associated expenses incurred like traveling expenses, promotional advertisements, meeting with clients / buyers will be borne by the Commission Agent. Expenses of participation in any events, exhibition or promotional activity of importance which JCI may deem fit may be shared with Commissioning Agent on case to case basis.
- 12) In case of startup, ITR and business details of last one year are not mandatory requirements.
- 13) TDS is applicable as per provision Income Tax Act 1961.

## **I.V Selection Procedure**

Selection of Commission Agent will be made solely based on verification of documents as mentioned in clause no. I.III Essential Requirements, nature of business, track record of supply of goods to various organizations.

The business entity / individual willing to engage as Commissioning Agent may submit only one application. If any more than one proposal is submitted, all such proposals shall be disqualified.

## **I.VI Procedure for Submission**

- 1) Application is to be submitted in a sealed envelope enclosing all required supporting documents addressing to Addl. Deputy Manager (Abira Das) within stipulated date and time.
- 2) Envelope should be marked with EOI Number and Date.
- 3) Application may be submitted by Speed Post / Courier or may be dropped in a box kept at Reception / Security, JCI Head Office in Kolkata.
- 4) JCI shall not be responsible for any postal delay.

## **Part – II**

(To be typed in own letterhead)

### **II.I DECLARATION**

EOI No.: **JCI/MKTNG-JDP/COM.AGENT-01/ 2022-23**

**Dated: 13/12/2022**

### **Expression of Interest (EOI)**

### **FOR ENLISTMENT OF COMMISSION AGENTS PAN INDIA FOR PROCURING BULK ORDERS OF JUTE PRODUCTS (JDPs) ON BEHALF OF JCI**

#### **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.:

Fax No.:

**Signature: .....**

## **Part – III**

**(To be typed in own letterhead)**

### **III.I EXPRESSION FORMS**

**(Form-1)**

#### **APPLICATION LETTER**

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

Sir,

I/We, the undersigned, offer to market JDPs in accordance with your Request for Proposal dated *[Insert Date]*. We are hereby submitting the 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 engage as Commissioning Agent.

1. Name of the business entity:
2. Registered Address:
3. Bank Details:
4. Income Tax Details: *(Enclose copy of last 1 year 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 support documents are not provided with the proposal.





To

Abira Das

Additional Deputy Manager(O/M),

15N, Nellie Sengupta Sarani,

Hudco building, 7th Floor,

Kolkata 700087, India

Sir

As per terms and conditions specified by JCI, we hereby agree and submit application for engagement as Commission Agent for procuring bulk orders of various Jute Products on behalf of JCI.

Name & Registered address

.....  
.....

Phone.....

Mobile.....

Email.....

Website.....

Authorised Signatory.....

Trade License.....

PAN.....

GST Registration No .....

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

.....

.....  
**Authorized Signatory**

(Seal / Stamp & Date)

FOR ANY CLARIFICATIONS / CORRESPONDENCE /  
SUBMISSION OF EOI

**Please Contact**

**Abira Das**

**Additional Deputy Manager (O/M)**

**The Jute Corporation of India Limited  
15N, Nellie Sengupta Sarani, Hudco  
building, 7th Floor, Kolkata  
700087, India**

**E-MAIL:**

[kc2833@jcimail.in](mailto:kc2833@jcimail.in) / [abira.das@jcimail.in](mailto:abira.das@jcimail.in) / [jci@jcimail.in](mailto:jci@jcimail.in)

**Contact No. +91 9038013642 / 8777247202**