

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

Head Office

15N, Nellie Sengupta Sarani  
HUDCO Building, 7<sup>th</sup> Floor  
Kolkata – 700 087

CIN: U17232WB1971GOI027958

**Invites Expression of Interest (EOI)**

**FROM**

**MANUFACTURERS / JUTE MILLS / ARTISANS /  
PROPRIETARY FIRMS / LLP / COMPANY /  
ENTREPRENURERS / CO-OPERATIVE SOCIETIES /  
SELF HELP GROUPS / NGOs**

**FOR**

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

## **CONTENTS**

### **Part – I**

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

### **Part – II**

II.I DECLARATION	6
II.II EXPRESSION FORMS	7-9
II.III CORRESPONDANCE DETAILS	10

## **Part – I**

### **I.I IMPORTANT DATES**

EOI No.: JCI/MKTNG/ JDP SUPPLIERS -02/ 2022-2023

**Dated:** 14/12/2022

Last Date of Submission of EOI: 13/3/2023 **at JCI Head Office**

### **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 Departmental Purchase Centers (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 wants to expand 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, Geo Textile, Jute Apparels like Jackets, Sarees etc.

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

Interested Manufacturers / Artisans cluster / Proprietary Firms / Jute Mills / NGOs / Entrepreneurs / Co-operative Societies / Self Help Groups / NGOs who are willing to do business with the corporation can apply with his 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 criteria are as follows:

1. 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, PAN and Partnership deed (if any).
2. GSTIN (If applicable)
3. Experience - The applicant must have minimum 1-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, Footwear, Motifs, Wall Decorative Items, Home Furnishings, Geo Textile, Jute Apparels like Jackets, Sarees etc.

\*New entities/ Start Ups may also apply with lesser period ITR.

4. 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 with supporting documents (purchase order or order completion certificate or any relevant documents).
5. Delivery time will be decided as required on case to case basis of order procured.
6. Payment Terms – 100% within 15 days of submission of Invoice and other related required documents.
7. 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.
8. The tenure of agreement will be valid for 5 years from the date of agreement.

## 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 any 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 **Additional Deputy Manager (Marketing / Operations)** 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 Head Office in Kolkata.
- In view of present lockdown situation on PAN India basis due to COVID-19 pandemic, interested applicant may send proposal vide email ([abira.das@jcimail.in](mailto:abira.das@jcimail.in)) as well.
- 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/ JDP SUPPLIERS-02/2022-23

Dated: 14/12/2022

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

### **ENPANELMENT AS SUPPLIERS OF JUTE PRODUCTS / HANDICRAFT 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.:

Fax No.:

Signature: .....

(To be typed in own letterhead)

## II.II EXPRESSION FORMS

(Form – 1)

### APPLICATION LETTER

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

Sir,

I/We, the undersigned, offer to supply jute diversified products (JDP) in accordance with your Request for Proposal dated [                      ]. We are hereby submitting the proposal, along with necessary documents as required for evaluation.

I/We are submitting the 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 (if applicable)*
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 support documents are not provided with the proposal.





To

The Addl. Deputy Manager (Marketing / Operations)  
15 N, Nellie Sengupta Sarani  
HUDCO Building, 7<sup>th</sup> Floor  
Kolkata -700087  
West Bengal

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.....

Authorized 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

**Abira Das**

**Additional Deputy Manager (Marketing/Operations)**

The Jute Corporation of India Limited  
15N, Nellie Sengupta Sarani  
HUDCO Building, 7<sup>th</sup> Floor  
Kolkata – 700087  
West Bengal  
India

E-MAIL:

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

Ph. No. 8777247202 / 9038013642