

**CHANDIGARH ADMINISTRATION
DEPARTMENT OF INDUSTRIES**

**EXPRESSION OF INTEREST FOR SETTING UP
OF FOOD PROCESSING TRAINING CENTRE.**

Expression of Interest (EOI) for setting up of Food Processing Training Centre at U.T., Chandigarh is invited from Central or State Govt. organizations, Educational and Training Institutions, Schools and Colleges, ITIs, NGOs, Co-operatives having experience and basic infrastructure of building to the satisfaction of State Nodal Agency for imparting training for development of Rural Entrepreneurship and Transfer of Technology for processing of food products with priority to SC/ST/OBC, women and minority candidates. The detailed guidelines can be downloaded from the website <http://chandigarh.gov.in/>. The interested parties may submit EOI as per Annexure 'A' annexed with guidelines along with a fee of **Rs. 1,000/- (Rs. One thousand only)** in the shape of cash or Demand Draft in favour of the General Manager, District Industries Centre, Chandigarh payable at Chandigarh (Plot No. 39 Industrial Area, Phase II, Chandigarh). The last date for **receipt of EOI is 5th February, 2010 till 5.00 P.M.** EOI will be opened on **8th February, 2010 at 11.00 A.M** in the said premises in the presence of applicant(s) or their representative(s) who may wish to be present.

Director of Industries,
Union Territory, Chandigarh.
Phone: 0172-2679006, 2679007

**DISTRICT INDUSTRIES CENTRE,
UNION TERRITORY, CHANDIGARH**

**GUIDELINES/TERMS & CONDITIONS FOR
SETTING UP OF FOOD PROCESSING
TRAINING CENTRE.**

1. Central or State Govt. organizations, Educational and Training Institutions, Schools and Colleges, ITIs, NGOs and Co-operatives will be eligible for grant-in-aid to set up Food Processing Training Centre (FPTC).

2. Grants-in-aid to the following extent would be made available to the FPTC :

Single Product Line Centre (for any one group of processing activities)	Rs.4.00 lac for Fixed Capital costs and Rs. 2.00 lac as revolving seed capital.
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Multi Product Line Centre (for more than one group of processing activities)	Rs.11.00 lac for Fixed Capital costs and Rs. 4.00 lac as revolving seed capital.
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3. The grantee organization will be required to run the FPTC for a minimum period of ten years without charging any fee of training course from EDP trainees/workers etc. All other recurring expenses to run the training centre shall be the responsibility of the grantee organisation.

4. The recurring expenditure needed for the revolving seed capital on raw materials and consumables (preservatives/packaging etc.) is to be recouped from sales proceeds of products processed at the centre and the processing fees paid by the growers of the raw materials.

5. The applicant has to apply in the format (Annexure 'A') with complete details of the project indicating cost of land, building, equipments and recurring expenditure subject to fulfilment of following conditions, which

shall be forwarded to the Ministry duly recommended.

- a) The promoters must have the basic infrastructure of building to the satisfaction of State Nodal Agency keeping in view the number of trainees and the requirements of production activity.
- b) Annual reports and audited statement of accounts for last three years are required to be enclosed with the application .
- c) Bank account statement for last three years and a certificate from the Bank showing cash balance (as on date) is required to be enclosed with the application.
- d) In case of rented premises, the rent agreement should be for a period of minimum 10 years. The proof of the same may be attached.
- e) Confirmation letter from the concerned civic authorities to the effect that infrastructure facilities like drainage, power, water etc. are available.
- f) An affidavit/undertaking on non-judicial stamp paper (Rs. 10/- or above) duly notarized indicating that the organization will run the FPTC for a minimum period of 10 years and run "hands on" training course for EDP trainees/workers etc. without charging any fee.
- g) The organization shall have to procure furniture, teaching material and other items required for training from their own resources.
- h) The expenditure on account of salary of the staff will have to be borne by the promoters.
- i) The organization shall have a minimum income/revenue(other than grants/donations) of Rs. 2.50 lac in case of multi line and Rs. 1.00 lac for single line centre from its activities in the preceding year.
- j) An affidavit (in original) on non-judicial stamp paper (Rs. 10/- or above) duly

notarized about grants received from other Ministries/Departments/Organizations of the Central Government and whether the grant has been utilized properly for the purpose for it was given. It may also be indicated whether utilization certificates for the same have been furnished to the concerned Ministry/Department/Organization. The copies of utilization certificate may also be furnished to the department.

- k) An affidavit (in original) on non-judicial stamp paper (Rs.10/- or above) duly notarized to effect that the organization/company has not applied or obtained/will not obtain any subsidy/grant from any Ministry or Department of Govt. of India or State Govt. for the same purpose/activities.
 - l) The organization shall have to impart training to at least 50 trainees per year with minimum of 2 batches per year.
 - m) The organization shall have to obtain an FPO license for FPTC for Fruit and Vegetables processing activity after installation of plant and machinery and before applying for seed capital.
 - n) The organization shall have to make arrangements for sale of their products to the Cooperatives/Departmental Stores, Marketing Association/Food Processing Industries/local markets.
 - o) The organization shall have professional trainer for the FPTC.
 - p) The organization while selecting trainees would accord priority to the people belonging to SC/ST/OBC and Women. At least 35% of the trainees shall belong to SC/ST/OBC and Women categories.
 - q) The organization may also like to have an arrangement with nearby Agricultural University/College/Govt. Training Centre for providing technical support and guidance to the centre, as and when required.
6. Proposal will be examined in the Ministry and the case will be placed before PAC for consideration for approval, if required.

7. Grant-in-aid for the setting up of FPTC will be released in two instalments:
 - i) Fixed capital cost on submission of surety bond and acceptance of terms and conditions of the scheme.
 - ii) Seed capital will be released on submission of the following documents :
 - a) Utilization certificate in Form 19-A duly signed by Chartered Accountant.
 - b) Details of equipment procured along with their cost (Copies of vouchers to be attached).
 - c) Copy of FPO license in case of FPTC for Fruit and Vegetables Processing (F&VP).
 - d) Recommendation of State Nodal Agency/ directly as applicable, indicating that FPTC is ready for commencement of training.
8. A half yearly status report (ending 30th June & 31st December) in the Annexure-IX is required to be furnished by the organization and it should be submitted latest by 30th July and 30th January every year.
9. This EOI form along with Annexure-“X” should be returned intact, with the rates duly filled in, in duplicate, infringement of this condition shall render the tender liable to rejection. Tender must be sealed and must bear the stamp of the firm on the face of the envelope.
10. Sealed expression of interest should be superscribed as “Expression of Interest” for FPTC due on 5th Feb., 2010.
11. Unsealed Expression of Interest will not be entertained.
12. The successful applicant will have its own quality control lab in or around Chandigarh duly approved by a recognised agency.

13. The applicant will be responsible to see that the EOI is received on or before the due date and time in the office of the office of the General Manager, District Industries Centre, U.T., Chandigarh.
14. Each page of EOI should be signed by the applicant with stamp of the firm.
15. The offer should be legible Typed/Handwritten.
16. The due date and time of receipt of Expression of Interest is 5.00 P.M. on 5.2.2010 in the office of General Manager, District Industries Centre, U.T., Chandigarh. Any Expression of interest which is received after 5.00 P.M. on the due date shall not be considered.
17. The Expression of Interest shall be opened at 11.00 A.M. on 8.2.2010 in the office of the General Manager, District Industries Centre, U.T., Chandigarh in the presence of the applicants if they would like to be present. If this day happens to be holiday then the quotation shall be opened on the next working day at the same time.
18. ARBITRATION:- In the event of any dispute or difference arising out of or in any way touching or concerning this agreement, whatsoever, the same shall be referred to the sole arbitrator, General Manager, District Industries Centre, Union Territory, Chandigarh or his nominee whose decision thereon shall be final and binding on the parties thereto. The Arbitration & Conciliation Act, 1996, deemed to have come into force on 25-01-1996 shall apply to arbitration proceedings.
19. JURISDICTION:- The Courts of Chandigarh alone will have the jurisdiction to try any matter dispute or reference between the parties arising of this agreement/contract.

ANNEXURE 'A'

APPLICATION FORM FOR FOOD PROCESSING AND TRAINING CENTRE.

A : Organisation

1.	Organisation/Promoter(Name/ address/Tel & Fax No.)	
2.	Type of organization (NGO/ Co-operative/Institution/ Govt. Body etc. (enclose copy of Registration Certificate).	
3.	Objectives of the organization (enclose copy of Bye laws, Memorandum of Association).	
4.	Background of activities during the last three years supported by documents.	
5.	Details of development projects implemented and financial aid received from any Govt. Deptt./Institutions etc.	
6.	Financial status (enclose copy of bank account of last three years.	
B.	Project details of the proposed FPTC	
1.	Production activities (Single line/Multi line).	
2.	Location (certificate from concerned Authority to be attached.	
3.	Details of buildings with covered area (documents to be attached)	
4.	Details of infrastructural facilities available (water, power, pollution free drainage etc.) (Enclose certificates).	
5.	Details of plant and machinery to be installed and their cost (Item wise details)	
6.	Cost/Quantity of raw materials/ preservative/ packaging etc.	
7.	Details of other training	

	infrastructure required. Also specify (a) Non-recurring cost(b) Recurring cost.	
8.	Total project cost.	
9.	Means of finance (both non-recurring and recurring).	
10.	Share of the organization in total project cost.	
11.	Implementation schedule.	
C	Training	
1.	Details of Trainers (Names, qualifications and experience certificate to be attached).	
2.	Annual training schedule of the proposed training centre (subject of training, Number of batches/persons per batch(At least 9% should belong to SC/ST).	
3.	Details of Agreement with Agricultural University or Institution or Govt. Training Centre for technical support and guidance (copy to be attached).	
D	Marketing(Cost production)	
1.	Tie up/Buy arrangements with Marketing agencies/ Departmental Stores/Co-operatives/ FPO Units/Govt. Organizations (copy to be attached).	
E	Employment	
1.	Details of employment likely to be generated as a result of setting up of the centre.	

Annexure-“IX”

Half yearly Status Report

(To be submitted for the six month period ending
30th June/31st December)

1. Name of the organization.
2. Location of the Project.
3. Year in which assistance was released:
 - a) 1st instalment.
 - b) 2nd instalment.
4. Status of the project.
5. Date when the 1st batch of training commenced.
6. No. of training batches conducted during the year.
7. How many persons have completed the training courses during the year?
8. Out of 7 above, how many belong to the following categories :
 - a) SC b) ST c) OBC d) Women
9. How many of the trainees have been self employed and have set up tiny/cottage FP units (Category wise)?
10. How many trainees have been employed in FP unit (categorywise)?

Annexure-“X”

I/We(Name)_____

_____partner/sole proprietor (strike out
word which is not applicable) of (Firm)

_____do hereby declare and solemnly affirm to the fact that the individual firm/companies are not Black-listed/nor their Tenders/Expression of Interest have been cancelled by the Union or State Government or any partner or shareholder thereof are not directly or indirectly connected with or has any subsisting interest in business of my/our firm.

DEPONENT

Address: _____

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed.

Dated: _____

DEPONENT

(Note:- To be furnished on non judicial stamp paper duly attested by the Oath Commissioner).

IMPORTANT NOTE

1. All the instructions contained in the Application Form for Expression of Interest are important and required to be complied with.
2. Please ensure that Annexure 'A' is submitted in Separate envelopes and these should be put in an Outer Envelope subscribing **“EOI FOR SETTING UP OF FOOD PROCESSING TRAINING CENTRE”**.