

### INVITING EXPRESSION OF INTEREST (EOI)

Proposals are invited from interested organizations for conducting two (02) numbers four weeks Entrepreneurship Development Programme (EDP) in North 24 Parganas district. The training to be imparted to existing as well as prospective entrepreneurs who willing to set up food processing industries in the district.

The details may be downloaded from [www.north24parganas.gov.in](http://www.north24parganas.gov.in). The last date for submission of proposals in hard copy is **19/02/2020 upto 03.00 pm** in the Office of the Deputy Director of Horticulture, North 24 Parganas, Barasat. For details, Sri Suninda Sundar Poria, F.P.D.O (In charge, North 24 Paragans) may be contacted (M: 9433581254).

Date.11/02/2020.

A handwritten signature in blue ink, followed by a horizontal line and the date "11/02/2020" written below it.

F.P.D.O ( In charge, North 24 Parganas)

## Guidelines for implementation of Entrepreneurship Development Programmes (EDPs)

### Objectives:

The objectives of the Entrepreneurship Development programme is to enable trainees to establish commercially viable enterprises in Agriculture and Horticulture based food processing industries:

- (i) Providing basic knowledge of project formulation and management including technology, marketing, and profitability.
- (ii) Motivating the trainees and instilling confidence in them to start and manage a business venture.
- (iii) Educating them on the opportunities & financial assistance available for food processing units.
- (iv) Providing escort services to enable them to avail credit facilities from banks/financial institutions and other support services from the developmental organizations/to source equipment, raw materials etc./ to guide them in establishing marketing linkage to their products and possible risk factors in running the units.

### Documents to be Submitted:

1. Application in the prescribed format. (Annexure- X).
3. Annual report and audited statements of accounts of the organization for the last three years.
4. Details of the faculty (Resource persons).
5. Past experience in conduct of such courses.
6. An affidavit on a non-judicial stamp paper of Rs.10 or more indicating details of grant received from the State Government duly attested by notary to be furnished. Copy of UCs submitted (if any) to be furnished.

### Financial Assistance:

Financial assistance for conducting each Entrepreneurship Development Programme is Rs.1.50 lakh will be provided as follows:

	Approximate Expenditure (in Rs.)
a. Pre-training and Promotional expenses, Surveys, Advertisement & Publicity/ selection of candidates.	12,500
b. Inauguration/ valediction	7,500
c. Printing cost of course material, banners, certificate etc.	10,000
d. TA/Honorarium to guest faculties/ speakers/resource persons.	25,000
e. Traveling cost of visits to factories of successful enterprises.	15,000
f. Light refreshment.	25,000
g. Rent of Hall including audio-visual & Manpower expenses.	15,000
h. Follow-up expenses.	40,000

No fees /Charges of any kind will be taken from the candidates by the agency at any stage.

**Release of Grant:** The financial assistance will be released in 3 instalments as under:

- i) 50% as advance on approval of the proposal.
- ii) 25% on completion of EDP, submission of Income-expenditure statement, UC of 1<sup>st</sup> instalment duly authenticated by Chartered Accountant and Beneficiary, submission of EDP report and feedback form in (Annexure- XI & XI A).
- iii) 25% on completion of follow-up action and on submission of UC for the entire amount of the grant-in-aid and statement of actual expenditure in respect of follow-up expenses duly certified by a Chartered Accountant and progress of EDP as well as list of the units established by the trainees in(Annexure- XI B).

**Eligible Organizations:**

- (i) Central/State Govt. organizations
- (ii) Professional Institutes for Entrepreneurship Development.
- (iii) Industry Organizations/ Associations
- (iv) Reputed KVIC/KVIB empanelled Non-Government Organizations (NGOs) with professional competency & experience in organising EDPs.

**Duration of EDP:**

The EDP would have the following two components:

- (i) Four (04) weeks Entrepreneurship Development Programme (EDP).
- (ii) One year follow up programme.

Each EDP would be held for 4 weeks @ 5 days a week consisting of 20 days of classes.

No. Of Trainees: 25 to 35.

Proper representation to be given to SC / ST / Women and minorities candidates.

**Criteria for selection of Trainees:**

- i) Minimum Qualifications should be 10+2, however candidates having higher qualifications may be given priority.
- ii) The educational and economic background of trainees should be such that they are able to set up food processing industrial unit.

**Composition of selection committee for selection of trainees:**

It will comprise representatives of the training agency, financial institutions/ Lead banks, representatives from General Manager, District Industries Centre, and Food Processing Development Officer.

### Course contents:

The course content for EDP would include the following:

- (i) Motivation training / soft skills required for entrepreneurs.
- (ii) Business Opportunities available for starting enterprises.
- (iii) Imparting knowledge about supporting organization & including financial Institutions and their schemes.
- (iv) Market surveys, identification of project in food processing.
- (v) Preparation of Project Report for Bank Financing
- (vi) Management of resources viz. men, materials and money
- (vii) Rules/ Regulations of Local bodies
- (viii) Food Laws such as FSSAI Act
- (ix) Appropriate and latest Machinery including information on manufacturers
- (x) Factory visits, meetings with successful / not successful entrepreneurs
- xi) Market Survey Tools, market perception, market intelligence and marketing, particularly in respect of the areas from which trainees are drawn.
- xii) Book keeping & Accounts (Preliminary Idea)
- xiv) Costing and pricing of products.
- xv) Various Govt. Schemes where financial assistance i.e. subsidy/ grants / loans are available for entrepreneurs / self-employed.
- xvi) Approach & planning small scale units.
- xvii) Assessing financial viability of the project
- xviii) Presentation / Discussion of case studies of successful and not-so successful entrepreneurs.

### Selection procedure

The selection of trainees would be done by the organization in a transparent manner by calling applications through open advertisement in newspaper followed by evaluation and recommendation by the selection committee.

A district level committee is to be formed for selection of suitable agency for imparting training, implementation, overall monitoring of the programme, with members as given below:

- i. Additional District Magistrate (as decided by the District Magistrate).....Chairman
- ii. General Manager, District Industries Centre..... Joint Convener
- iii. Project Director, District Rural Development Cell.....Member
- iv. District Development Officer, NABARD.....Member
- v. District Officer, KVIB.....Member
- vi. District Employment Officer.....Member
- vii. District Officer, SHG&SE.....Member
- viii. Lead District Manager of Lead Bank .....Member
- ix. Food Processing Development Officer .....Joint Convener

**Application Form**  
to conduct Entrepreneurship Development Programmes (EDPs)

1	Name of the Organisation: Address: Tel. No. <span style="float: right;">Fax No:</span> E-mail: (Please attach Certificate of Incorporation / Registration, Memorandum & Articles of Association / Bye-laws & Audited Annual Report / Accounts for the last three years)
2	Main activities of the Organization:
3	No of EDP proposed with places.
4	Revenue/Income (other than Grants & Donations) as per audited statements of accounts of the organization for last three years.
5	No. of Participants (not less than 30) (Their qualification, economic background etc., proposed to be prescribed)
6	Number of SC/ST/Women candidates proposed to be selected for the Course. (Not less than 35% of the total)
7	Duration of the course (not less than 4 weeks) (Should include follow-up phase for a period of 12 months)
8	Selection procedure and completion of the selection committee.
9	Course content in brief. A copy of the course material may be enclosed.
10	Expenditure with detailed break-up (including follow-up phase).
11	Source of Funding: a. Grants from other sources b. Organizers own contribution c. Grant Total.....
12	Details of the faculties (Resource persons)
13	Past experience in conducting such courses.
14	An affidavit on a non-judicial stamp paper of Rs.10 or more indicating details of grant received from other Government Departments duly attested by notary may be furnished. Copy of UCs submitted (if any) to be furnished.
15	If the Organisation has conducted EDP earlier, the following information may be furnished. a. Number of EDPs b. Places c. Date of completion d. Number of participation trained & declared successful e. How many of them has setup their own units—indicate places, products, and employment generated directly and indirectly.

PROFORMA FOR SUBMISSION OF EDP REPORT ON COMPLETION OF THE COURSE

- 1 Name of the EDP Agency with address, Tel/ Fax /E-mail No.
- 2 Place of EDP conducted
- 3 No. of Trainees
  - (a) General
  - (b) SC / ST
  - (c) Women
  - (d) Minorities
- 4 Name, addresses, qualifications, etc. of trainees
- 5 Duration & period of EDP (From) (To)
- 6 Name & address of faculties both in-house and outside faculties
- 7 Details of factory visits
  - (a) Name of the factories visited
  - (b) No. of meetings held
- 8 Details of meetings heldwith machinery manufacturers
- 9 Feedback reports from trainees
- 10 No. of trainees declared successful
11. Assessment of training agency about the success of the programme.

## PROFORMA FOR FEEDBACK FORM

1	All the relevant aspects pertaining to the following areas were covered during the programme.	Fully /Generally/not satisfactorily
2	Information about industrial/ Dev. Organisation a. Identification of Project. b. Selection of industry c. Financing of industry d. How to manage your unit	
3	The sequencing of the topic was	Good/Average/Inappropriate
4	How do you rate the faculty in general considering their knowledge, methodology, presentation etc.	Excellent/Good /Fair/Satisfactory/Poor
5	Name at least five faculty members whom you liked most a) b) c) d) e)	
6	Name the faculty members who you think not adequate for the job undertaken by them a) b) c) d) e)	
7	How do you rate the background material/information provided to you.	Verygood /good/average/poor
8	Do you think background materials were adequate.	Yes/No
9	What are the topics which you think were quite relevant to you and were presented properly. a) b) c) d) e)	
10	Which were the topics which you think were neither relevant to you not presented in a satisfactory manner: a) b) c) d) e)	

11	The session timings were Convenient/appropriate/not appropriate	
12	The course duration was adequate/not adequate/ too long	
13	The achievement motivation training was very useful/satisfactory	
14	The factory visit was very useful/not useful	
15	Which were the sessions you liked most? Why a) b) c) d) e)	
16	Which were the sessions you did not like a) b) c) d) e)	
17	The Group /personal counselling by the Consultants was-	Excellent/ Good / Satisfactory
18	The role played by the trainers/help and assistance rendered by them was	Excellent/good /satisfactory
19	The Programme was	Very good /good /satisfactory
20	How is the training imparted during the programme is likely to benefit you in future	In a very big way/in a big way /not at all
21	Your suggestions for improving the programme a) b) c)	
22	Anything you wish to bring to our notice by way of improvement in the programme	



REPORT OF FOLLOW UP PHASE ON COMPLETION OF 12 MONTHS PERIOD

1 Name of the Training Agency with address, Tel / Fax / E-mail

No.

2 Period and place of EDP conducted

3 No. of Trainees

4 No. of trainees who have set up their Food Processing Units

indicating,

(a)Name

(b)Place where the unit has been set up.

(c)Products

(d) Employment generated (directly & indirectly  
to be indicated separately)

5 No. of trainees who made efforts to set up their units but failed,  
with reasons therefore.

6 No. of drop outs, i.e. who have made no efforts to set  
up their FP units and reasons therefore

7 Suggestions for improvement to increase the success rate in  
future EDPs.