

## **Tentative Guidelines for applications under “Comprehensive Agro Business Policy 2016-21 and Chief Minister’s Mission on Food Processing (CMMFP)”**

State Government has launched new schemes “Comprehensive Agro Business Policy 2016-21 and Chief Minister’s Mission on Food Processing (CMMFP)” vide GR No. AIC-10-2015-436(1)-K.8 dated 07.05.2016 and AIC/1015/484/K-8 respectively dated 07.05.2016.

Under these schemes, applicants can avail benefits of Capital Investment subsidy, Back ended Interest subsidy on Term loan, Finance assistance of Air/sea Freight subsidy and many others financial assistance.

The detailed operational guidelines are being prepared and will be published and uploaded on the website after finalization.

However, with the objective to enable applicants to apply for the financial assistance under the schemes, it has been decided that the applicants can apply seeking benefits by submitting following documents. The additional documents required, will be asked for submission after finalization of the operational guidelines.

- i. Agri- Business Registration Number Application form along with demand draft for required fee. (Annexure-I)
- ii. Demand Draft for Earnest Money Deposit. . (Annexure-II)
- iii. Application in the prescribed format. (Annexure-III)
- iv. *Detailed project report in the prescribed format (Annexure-IV) including*
  - a. *Procurement strategy*
  - b. *Marketing strategy*
  - c. *Process Flow diagram*
  - d. *Other relevant information*
- v. Sanction letter of term loan from bank / financial institutions
- vi. Appraisal report from Bank / Financial Institution, *essentially having detailed note on techno-economic feasibility of the project.*

- vii. Certificate of incorporation/registration of the organization, Memorandum and Articles of Association and Bye laws of the society (if applicable)/ partnership deed etc.
- viii. Copy of VAT registration & detail of Ghatak Area
- ix. Bio-data/background of the office bearers/promoters of the organization
- x. Annual reports and Audited Statement of Accounts of last two years, in case of expansion proposals/cases.
- xi. Blue Print of the building Plan.
- xii. Notarized copy of land document.
- xiii. Item wise and cost wise details of Technical civil works envisaged duly certified by Chartered Engineer (Civil). (Annexure V)
- xiv. Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical). (Annexure VI)
- xv. Bills and Quotations from the suppliers of Plant & machinery and equipments etc. required for the project
- xvi. Manufacturing permission such as SSI/IEM registration etc.
- xvii. Implementation schedule indicating in dd-mm-yyyy format: (Annexure VII)
  - a) date of acquiring land
  - b) date of start of construction of building
  - c) date of completion of building
  - d) date for placing order for plant & machinery
  - e) date of installation/erection
  - f) date of trial production/ running and
  - g) date of commercial production/ running
- xviii. Format for CA certificate (Annexure VIII)

# ANNEXURE

## Annexure I

The applicant will submit an Agribusiness Registration Number (ABRN) application to State Nodal Agency.

The fee for ABRN should be paid by the applicant as per following criteria:

Project Cost (Rs. Lakhs)	Registration Fee (Rs.)
— Up to 100	— 1000/-
— 101 to 500	— 2000/-
— 501 to 1000	— 5000/-
— 1000 & above	— 10000/-

Encl. Form for ABRN application

(AGRI BUSINESS REGISTRATION FORM)

1.0 PROJECT INFORMATION :

1.1 NAME & ADDRESS OF INDUSTRIAL UNDERTAKING IN FULL (Please fill in BLOCK LETTERS).

Name of Undertaking :

Area

Town/City

District

Tehsil/ Tluka.

State

Pin Code

Phone: STD Code

Numbers

Fax: STD Code

Numbers

Telex :

Cable :

E-Mail

Web Site :

1.2 LOCAL OFFICE (CONTACT PERSON) (Please fill in BLOCK LETTERS)

Name :

Address:

Phone: STD Code

Numbers

Fax: STD Code

Numbers

Telex :

Cable :

E-Mail

1.3 S.S.I.: IEM  LOI  EOU  (please tick mark)

Registration No.:

Date:

	/	/
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D D M M Y Y

**1.4 PERIOD UPTO WHICH THE REGISTRATION IS VALID :**

Date

D D	M M	Y Y

**1.5 REGISTRATION NUMBER ALLOTTED BY REGISTRAR OF COMPANIES : (If Registered) :**

Registration No.:

**1.6 DETAILS OF THE DIRECTORS/ MD (Please fill in BLOCK LETTER).**

Name :

Designation:

Street/ Area

Town/ City

Tehsil/ Taluka

District

State

Pin Code

Phone: STD Code

Numbers

Fax: STD Code

Numbers

E-Mail :

**1.7 LOCATION OF THE PROJECT :**

Site/ Survey No.

Village :

Tehsil / Taluka :

District :

Pin Code :

**1.8 STATUS OF PROMOTER/ INDUSTRIAL UNDERTAKING (Please tick mark)**

- |  |   |
|--|---|
| <input type="checkbox"/> Central Govt. Undertaking   | <input type="checkbox"/> Private Sector Undertaking |
| <input type="checkbox"/> State Govt. Undertaking     | <input type="checkbox"/> FDI / OCB                  |
| <input type="checkbox"/> Co-operative Undertaking    | <input type="checkbox"/> NRI                        |
| <input type="checkbox"/> Joint Sector Undertaking    | <input type="checkbox"/> Partnership Firm           |
| <input type="checkbox"/> Assisted Sector Undertaking | <input type="checkbox"/> Individual Promoter        |

**1.9 INDICATE WHETHER THIS PROPOSAL IS FOR (Please tick mark) :**

- Establishment of new undertaking  
 Effecting substantial expansion

- ( ) Effecting diversification
- ( ) Effecting modernization
- ( ) Others, please specify : \_\_\_\_\_

**1.10 PURPOSE FOR EXPANSION/ MODERNISATION/ DIVERSIFICATION:**

**1.11 ITEMS OF MANUFACTURE/ PRODUCTION/ PROCESSING:**

Sr. No.	Name of Product (ITC/NIC)	Item Code	Installed Capacity (Annual)	Unit	Value (Rs.)	Mode of Storage & Handling.
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**1.12 REQUIREMENTS OF RAW MATERIALS (Product-wise) :**

Sr. No.	Name of Product	Name of Raw Materials	Yearly requirement In Quantity	Yearly requirement In Value	Indigenous or imported	Mode of Storage & Handling
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**1.13 DETAILS OF PLANT & MACHINERY :**

Sr. No.	Name of the equip/machinery.	No.	Value Rs. (in lacs)	Horse Power	Dimension and floor space Requirement. (In Sq. Mtrs.)
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**1.14 DETAILS OF MANUFACTURING/ PROCESSING/ PRODUCING :**

(Please attach a short note on separate sheet and give reference here)

**1.15 WHETHER THE PROPOSED PROJECT IS AVAILING ASSISTANCE FROM NHB/ MFPI / APEDA :**

YES / NO.

If yes, please give details

**2.0 YEAR OF ESTABLISHMENT OF THE APPLICANT.**

**3.0 ARE YOU SEEKING REGISTRATION AS**

- 3.1 Manufacturer. / Processor.
- 3.2 Manufacturer - Exporter.
- 3.3 Merchant - Exporter.
- 3.4 R. & D. Institute.

- 3.5 Farmer Exporter.
- 3.6 Agri infrastructure project.
- 3.7 Training institute.
- 3.8 Any others (Please Specify)

**4.0 TURN - OVER IN AGRIBUSINESS VALUE OF LAST 3 YEARS.**

NO.	YEAR	TURN-OVER		TOTAL
		DOMESTIC	EXPORT	
1				
2				

**5.0 AGRIBUSINESS REGISTRATATION FEES.**

Turnover or project cost whichever is higher would be applicable .

Turnover / Project cost In Rs. Lacs	Registration Fees. Rupees.
❖ Up to 100	1000/-
❖ 101 to 500	2000/-
❖ 501 to 1000	5000/-
❖ 1001 & above	10000/-

**6.0 DETAILS OF PAYMENT .**

Cheque No /D.D. No.

Bank

Branch

Amount Rs.\_\_\_\_\_.

I /We here by declare that the above information is correct to the best of my/our knowledge and belief. I/We also undertake to abide by the condition subject to which registration /Membership is granted.

Signature.\_\_\_\_\_

Name in block letters.\_\_\_\_\_

Designation : \_\_\_\_\_

Address:\_\_\_\_\_

Pin code:\_\_\_\_\_

Date:\_\_\_\_\_.

Encl:

- 1. Brief note on project along with financial aspects
- 2. D.D in Favour of Guj. Agro Ind. Corpn. Ltd., AHMEDABAD

## Annexure II

The applicants will submit a demand draft in favour of “Gujarat Agro Industries Corporation Limited” payable at Ahmadabad as refundable Earnest Money Deposit (EMD).

Project Cost (Rs. Lakhs)/Turnover	EMD (Rs.)
up to Rs. 100.00 Lakhs	0.50 lakh
more than 100.00 Lakhs	1 lakh

This EMD shall be refunded back to the applicant after submission of Utilisation Certificate for final installment of grant.

However, if the application is rejected, the EMD shall be refunded after receiving request along with recent postal address for communication from applicant for EMD refund.



## Application Form

Name of the Project:

S. No.	Particulars	Details
<b>A. Promoters</b>		
1.	Name & Address of the Promoter including telephone, fax, e-mail etc.	
2.	Type of organization like Govt. Institution /organization, Industry Association, University, NGO, Co-operative, others etc.	
3.	Background/credentials of applicant organization	
4.	Financial Status	
5.	Existing Industry if any	
<b>B. Project Description</b>		
6.	Name of the Project	
7.	Location/Area of the project GPS Reading of Project location	
8.	Products/By Products	
9.	Process with complete flow chart	
10.	Technology (Indigenous/ imported )	
11.	Capacity of the Plan/Unit	
12.	In case of expansion/modernisation of existing facilities/unit (details of existing capacity and proposed capacity after expansion & along with capacity utilisation)	
<b>C. Project Cost (indicating proposed cost, appraised cost separately)</b>		
13.	Capital Investment (Fixed Capital) i. Land Area Cost ii. Building	

	<ul style="list-style-type: none"> <li>iii. Civil Works</li> <li>iv. Technical Civil Works</li> </ul>	
14.	Plant & Machinery (Indigenous) (Capacity/Specification /Cost)	
15.	Imported Machinery (Capacity/Specification /Cost)	
16.	Pre-operative expenses	
17.	Working Capital	
18.	Raw Material/Packaging (Source/Quantity/Cost)	
19.	Labour (Quantity/Cost)	
20.	Effluent Disposal (Method/Machinery/Cost)	
<b>D. Means of Finance (indicating proposed &amp; appraised means of finance, separately)</b>		
21.	Means of Financing <ul style="list-style-type: none"> <li>a) Equity Promoter/Foreign/Other)</li> <li>b) Loan (Term/working capital)</li> <li>c) Assistance from other sources</li> <li>d) Fund requirement from Ministry (CMMFP)</li> </ul> <b>TOTAL</b>	
22.	Financial Benchmarks <ul style="list-style-type: none"> <li>a) Cash Flow</li> <li>b) Break Even Point</li> <li>c) Internal Rate of Return</li> <li>d) Debt Equity Ration</li> <li>e) Debt Service Coverage Ration</li> </ul>	
23.	In case of expansion/modernisation all the above benchmarks to be given separately- existing we well as projected	

<b>E. Marketing</b>		
24.	Marketing a) Existing Market b) Future Demand c) Marketing Strategy d) Linkage to farm/backward linkages e) Forward market linkages	
<b>F. Implementation Schedule</b>		
25.	Item of work	Date of implementation (Bar charts/Milestone Charts may be enclosed)
<b>G. Personnel</b>		
26.	Details of technical & Managerial personnel (Operation, Maintenance, managerial, finance, marketing etc.) required & available.	
<b>H. Employment Generation- Direct/Indirect</b>		
27.	a) Direct (male & Female Separately) b) Indirect (male & Female Separately)	
<b>Date:</b> <b>Place:</b>		<b>Signature</b> <b>Name and Designation</b> <b>Seal of the Organization</b>
Encl: List of documents attached.		

## Format for DPR

1. Executive summary
2. Background
  - 2.1. Sector Background
  - 2.2. Project Background
  - 2.3. Promoter's Background
3. Procurement Strategy
  - 3.1. Raw Material Availability
  - 3.2. Sources of Procurement
  - 3.3. Process of Procurement
4. Techno-Commercial Viability Report
5. Process Flow Diagram
  - 5.1. Process Flow Table

Format for Process Flow Chart				
S. No.	Stage Name	Machinery Required	Functional Advantage	Cost

6. Marketing Strategy
  - 6.1. Market Opportunities
  - 6.2. Approach
7. SWOT Analysis
8. Financial Analysis
  - 8.1. Cost Estimates
  - 8.2. Revenue Projections
  - 8.3. Source of Funds
    - 8.3.1. For Fixed Capital Expenses
    - 8.3.2. For Recurring Expenses
  - 8.4. Financial Ratio
  - 8.5. Break even

(Letter Head)

Format for Item Wise and Cost Wise Details of Technical Civil Works

Name of the Project:

S. No.	Description of Work	Area (Sq Meter)	Cost (Rs/Sq Meter)	Amount in Rs.
<b>Total</b>				

\_\_\_\_\_

Signature and Seal of Chartered Engineer (Civil)

Date \_\_\_\_\_

(Letter Head)

**Format for Item Wise and Cost Wise Details of Plant & Machinery**

Name of the Project:

S. No.	Name of Machine	No. of Machines	Capacity	Cost in Rs. (As per attached quotation)
<b>Total</b>				

\_\_\_\_\_

**Signature and Seal of Chartered Engineer (Mechanical)**

**Date** \_\_\_\_\_

(Letter Head)

## Format for Implementation Schedule

Name of the Project:

Activity	Date
a. Date of acquiring land	
b. Date of start of construction of building	
c. Date of completion of building	
d. Date for placing order for plant & machinery	
e. Date of installation/erection	
f. Date of trial production/ running and	
g. Date of commercial production/ running	
<b>Date:</b> <b>Place:</b>	<b>Signature</b> <b>Name and Designation</b> <b>Seal of the Organization</b>

(Letter Head of the CA)

## Format for CA certificate (With membership No. of CA)

(i) Project Cost:

(Rs. in lakh)

Sl. No	Name of the Component/Item	Project Cost	Cost as appraised by the Bank	Actual Cost
1.	Land			
2.	Building / Civil Works			
3.	Plant & Machinery			
4.	Misc. Fixed Assets			
5.	Other's			
	<b>Total</b>			

(ii) Means of Finance:

(Rs. in lakh)

Sl. No.	Item	Project Cost	As per appraisal report	Actual Cost
1.	Promoter's Equity			
2.	Term Loan			
3.	Unsecured Loan			
4.	Grant from CMMFP			
5.	Other's			
	<b>Total</b>			

(iii) Details of unsecured loans, if any, duly certified by CA.

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Signature and Seal of C.A

Date\_\_\_\_\_