

**“Request for Proposal from Interested NGOs for Establishment and Operation of Livelihood Business Incubator (LBI) under National Bamboo Mission (NBM) at Balurghat, West Bengal”**

RFP No: NECBDC/NBM/133/WEST BENGAL

Dated: 03/07/2025

Issued by  
North East Cane and Bamboo Development Council  
G.S. Road, Burnihat  
Guwahati, Assam – 793101

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## 1. Background

The National Bamboo Mission (NBM) under the Ministry of Agriculture & Farmers Welfare, Government of India, aims to promote sustainable development of the bamboo sector, enhance livelihoods, and build value chains through plantation, processing, product development, and market linkages.

As part of this mission, the establishment of Livelihood Business Incubators (LBI) is a key intervention to support entrepreneurship, skill development, and market-driven bamboo enterprises at the community level.

The North East Cane and Bamboo Development Council (NECBDC), functioning as the Bamboo Technical Support Group (BTSG) for the North Eastern States and East India under NBM, plays a pivotal role in facilitating and implementing initiatives aligned with the mission's objectives.

In line with this, NECBDC invites proposals from eligible NGOs to implement an LBI at Balurghat, Dakshin Dinajpur district, West Bengal, focused on value addition, skill development, and market integration for bamboo-based products.

## 2. Objective

The selected NGO will be responsible for establishing and operating the LBI, which will:

- Promote skill development and entrepreneurship in the bamboo sector.
- Facilitate primary processing, product innovation, and quality improvement.
- Provide access to modern tools, machinery, and training facilities.
- Strengthen market linkages, branding, and business incubation for artisans and rural youth.

## 3. Project Location

The proposed Livelihood Business Incubator (LBI) will be set up in Balurghat, the district headquarters of Dakshin Dinajpur, West Bengal. The program focuses on skill development, bamboo-based enterprise promotion, and livelihood generation for rural communities in and around the region.

## 4. Eligibility Criteria

Interested applicants must fulfil the following:

Eligibility Criteria	Details	Supporting documents
A. Legal Registration	The applicant must be a registered entity (Society / Co-operative / Trust) in India with an existence of 5 years	Registration Certificate/ Certificate of Incorporation
B. Sectoral Experience	The applicant must have experience in minimum two or all of the following <ul style="list-style-type: none"><li>• Plantation (Applicants having experience in Bamboo Plantation will be preferred)</li><li>• Skill training or capacity-building programs</li><li>• Livelihood generation/ Entrepreneurship</li></ul>	1. Sanction order/ Work order/MoU or 2. Activity Report with photographic evidence (date and place to be mentioned)

<b>Eligibility Criteria</b>	<b>Details</b>	<b>Supporting documents</b>
	development programmes <ul style="list-style-type: none"> <li>• Incubation or Enterprise Promotion</li> <li>• Community Mobilization and Institutional Building</li> </ul>	
C. Presence in the Proposed State	The applicant must have a registered office within the state where the project is proposed. (Applicant having its registered office/operational office in Dakshin Dinajpur will be preferred)	Valid proof of office address (such as valid Rent/Lease Agreement or equivalent ownership document) must be submitted.
D. Land Availability for CFC	The applicant must possess land (own / lease / rent) of at least 6000-7000 sq. ft suitable for construction of CFC including work shed and godown / warehouse.	Relevant land details are required to be submitted. (Refer Form IV)
E. Willingness to Lease Land to NECBDC	The applicant must be willing to lease the said land to NECBDC for project activities as per NBM norms.	Declaration cum No objection certificate (NOC) expressing willingness to Lease Land to NECBDC.

## 5. List of Mandatory Documents

Applicants must submit the following:

<b>#</b>	<b>Document</b>	<b>Submitted (Yes / No)</b>
1	Cover letter	
2	Power of Attorney	
3	Self-Declaration for Non-Blacklisting	
4	Certificate of Registration/Incorporation	
5	Copy of Permanent Account Number (PAN) Card	
6	Darpan Portal Registration Certificate	
7	Declaration cum No objection certificate to Lease Land to NECBDC	
8	No Objection Certificate (NOC) from land owner	
9	Proof of office address (such as valid Rent/Lease Agreement)	
10	Audited Financial Statements (FY 2021-22, 2022-23, 2023-24)	

All documents must be submitted in both hard copy and digital format. Each page should be duly signed or initialled by the authorized signatory. Incomplete or missing documents may result in disqualification of the application.

## 6. Selection Process

The selection will be based on:

- Eligibility and completeness of documentation.
- Relevant experience and organizational capacity.
- Proposed implementation plan for LBI.

**Note:** Issuance of this RFP does not guarantee selection or award of work.

## 7. Submission Details

### a. Physical Submission Address:

The Managing Director North East Cane and Bamboo Development Council  
G.S. Road, Burnihat  
Guwahati, Assam - 781031

(Write **“Request for Proposal from Interested NGOs for Establishment and Operation of Livelihood Business Incubator (LBI) under National Bamboo Mission (NBM) at Balurghat, West Bengal”** clearly on the envelope)

### b. Soft Copy Submission:

To be emailed to: [necbdc@gmail.com](mailto:necbdc@gmail.com)

Subject Line: **“Write “Request for Proposal from Interested NGOs for Establishment and Operation of Livelihood Business Incubator (LBI) under National Bamboo Mission (NBM) at Balurghat, West Bengal – [NGO Name]”**

### c. Deadline:

The RFP must reach NECBDC on or before **8<sup>th</sup> July,2025** through both offline and online mode.

## 8. Approach & Methodology

The proposed LBI will adopt an integrated, phased approach, focusing on collective promotion of bamboo-based enterprises, skill development, and livelihood generation. The methodology will align with the operational framework of the National Bamboo Mission (NBM), emphasizing community participation, infrastructure development, technical capacity building, market linkages, and long-term sustainability.

### a) Cluster Identification and Community Mobilization

The project will begin with a baseline assessment to map existing bamboo resources, artisan communities, SHGs, and potential entrepreneurs in the targeted area. The implementing agency will engage closely with local stakeholders, including Panchayati Raj Institutions, district authorities, SHGs, and artisan groups to ensure inclusive participation. Special focus will be given to mobilizing women, youth, and marginalized groups to maximize the socio-economic impact of the intervention.

### b) Infrastructure Development

Suitable land will be identified and secured for establishing the LBI, with necessary legal and administrative clearances. The infrastructure will be developed as per NBM norms and will include a Common Facility Centre (CFC) equipped with processing units, work-sheds, storage, and training spaces. The CFC will house machinery for primary bamboo processing, treatment, product development, and quality control, ensuring modern and safe production practices.

### c) Capacity Building and Skill Development

The LBI will facilitate structured skill development programs designed to meet the requirements of the bamboo sector and the objectives outlined under the National Bamboo Mission. Training will focus on enhancing technical skills for bamboo processing, product development, and quality improvement. The program will also build capacities in entrepreneurship, business management, and value addition. Reputed technical agencies, sector experts, and experienced resource persons will be engaged to deliver practical and market-oriented training. Exposure visits to successful bamboo clusters and enterprises will further strengthen the learning experience of the beneficiaries.

### d) Business Incubation and Enterprise Support

The project will identify potential bamboo entrepreneurs and provide incubation support to nurture their businesses. This will include product prototyping, design refinement, and guidance on branding, pricing, and marketing strategies. The LBI will facilitate access to local and national markets, along with digital platforms, enabling new enterprises to integrate with supply chains. Partnerships will be established with raw material suppliers, technical service providers, and potential buyers to ensure smooth business operations.

### e) Market Linkages and Branding

Market-ready bamboo products will be developed based on demand assessments, ensuring that the product range meets consumer preferences. Artisans and entrepreneurs will be supported to participate in trade fairs, exhibitions, and buyer-seller meets to promote their products. Integration with e-commerce platforms such as Amazon Karigar and Flipkart Samarth will be facilitated to enhance market access. Cluster-level branding will be developed to position the products distinctly in the market.

### f) Sustainability and Exit Strategy

The project will strengthen local institutions, including SHGs, Producer Groups, and FPOs, to take long-term ownership of the initiative. Business models will be developed for the CFC to ensure financial and operational sustainability beyond the project period. A phased exit plan will be implemented, gradually transferring operational responsibilities to community-led entities, while technical backstopping will continue as required. Systems for monitoring, periodic reviews, and corrective actions will be established to support smooth project transitions.

### g) Monitoring and Reporting

Robust mechanisms will be put in place for tracking beneficiary participation, training outcomes, and enterprise performance. Regular progress reports will be submitted to the State Bamboo Mission and other concerned authorities in the prescribed NBM formats. Transparency and accountability will be ensured through participatory monitoring and community feedback. All infrastructure and key project interventions will be geo-tagged as per NBM guidelines to ensure proper documentation and verification.

## **8. General Terms**

NECBDC reserves rights to accept/reject proposals. Misrepresentation leads to disqualification.

## **9. Contact Details for Clarifications**

For any queries or clarifications regarding the submission process, NGO may contact:

North East Cane and Bamboo Development Council

Phone: 9864029407

Email: [necbdc@gmail.com](mailto:necbdc@gmail.com)

Website: [www.necbdc.in](http://www.necbdc.in)

## Annexure-I: Cover letter

(To be submitted on the letterhead of the applicant organization)

To,

The Managing Director  
North East Cane and Bamboo Development Council (NECBDC)  
G.S. Road, Burnihat, Guwahati,  
Assam-793101

Subject: Submission of Proposal for Establishment and Operation of Livelihood Business Incubator (LBI) under National Bamboo Mission (NBM) at Balurghat, West Bengal

Respected Sir/Madam,

With reference to the Request for Proposal bearing RFP No. NECBDC/NBM/133/WEST BENGAL, dated 3<sup>rd</sup> July, 2025, we, the undersigned, hereby submit our proposal for Establishment and Operation of Livelihood Business Incubator (LBI) under National Bamboo Mission (NBM) at Balurghat, West Bengal.

As per the eligibility criteria outlined in the RFP, we confirm the following:

- We have a registered office in [insert location], and an operational presence in [mention relevant location or nearby area].
- We possess suitable land measuring [insert land area] sq. ft., located at [insert address], which is available for establishment of the Livelihood Business Incubator and can be leased to NECBDC for a minimum period of ten years.
- We meet all other eligibility requirements and have enclosed the necessary supporting documents and declarations as specified in the RFP document.

We are fully aware that submission of this proposal does not imply automatic selection or guarantee of empanelment, and that NECBDC reserves the right to accept or reject our proposal as per its discretion.

The required supporting documents, duly completed forms, and necessary declarations are enclosed herewith for your kind consideration.

We request you to kindly accept our proposal for empanelment and provide us the opportunity to contribute to the establishment of the Livelihood Business Incubator (LBI) and promote skill development, enterprise creation, and sustainable livelihood generation in Dakshin Dinajpur, West Bengal.

Thank you for your time and consideration.

Yours faithfully,

Authorized Signatory

Signature:

Name:

Designation:

Date:

Seal of the Organization:

## Annexure-II: Self-Declaration of Non-Blacklisting

(To be submitted on the letterhead of the applicant organization)

To

The Managing Director  
North East Cane And Bamboo Development Council (NECBDC)  
G.S. Road, Burnihat,  
Guwahati, Assam -  
793101

We, [Name of Organization], having registered office at [Address], hereby declare that:

1. We have not been blacklisted, debarred, or declared ineligible by any Central/State Government agency, department, PSU, or any other public authority.
2. We have not been involved in any unethical, fraudulent, or corrupt practices.
3. No on-going litigation or investigation that may impact our ability to participate in or execute the assignment under the RFP exists as of the date of submission.

We undertake to inform NECBDC of any change in the above status at any point during the empanelment period.

Authorized Signatory

Signature:

Name:

Designation:

Date:

Seal of the Organization:

### Annexure III: Power of Attorney

<<On Non-Judicial Paper of Rs.100>>

*(For Signing and Undertaking All Activities Related to RFP Submission)*

To

The Managing Director  
North East Cane and Bamboo Development Council (NECBDC)  
G.S. Road, Burnihat,  
Guwahati, Assam-793101

**Subject: Power of Attorney for Proposal Submission – Proposal for Establishment and Operation of Livelihood Business Incubator (LBI) under National Bamboo Mission (NBM) at Balurghat, West Bengal**

Know all persons by these presents,

We, [Name of the Applicant Organization], a co-operative/society/trust incorporated under the laws of [mention jurisdiction], having its registered office at [full address], do hereby constitute, appoint and authorize:

[Name of the Authorized Person], residing at [full residential address], currently holding the position of [Designation] in our organization, to act as our true and lawful attorney for and on behalf of the organization, to do all such acts, deeds, and things necessary or required in connection with or incidental to the submission of our proposal for the **Establishment and Operation of Livelihood Business Incubator (LBI) under National Bamboo Mission (NBM) at Balurghat, West Bengal** issued by NECBDC, including but not limited to:

- Signing and submission of all documents and correspondence related to the proposal, including clarifications, declarations, and annexures;
- Representing the organization in all pre- and post-submission discussions, presentations, and negotiations with NECBDC or any of its representatives;
- Furnishing information and responding to queries on behalf of the organization;
- Executing all documents and undertakings necessary for the fulfilment of obligations arising from the empanelment.

We hereby ratify and confirm all acts, deeds, and things lawfully done or caused to be done by our said attorney pursuant to this Power of Attorney and in connection with the proposal.

This Power of Attorney shall remain valid, binding, and irrevocable until the completion of all formalities related to the said RFP or until withdrawn in writing by us.

IN WITNESS WHEREOF, we have executed this Power of Attorney on this \_\_\_day of \_\_\_, 2025.

**For and on behalf of**

[Name of the Applicant Organization]

(Signature)

Name:

Designation:

Date:

(Seal of the Organization)

**Witnesses:**

1. Signature:

Name:

Address:

Contact

No:

2. Signature:

Name:

Address:

Contact No:

(Seal of the organization)

## Annexure IV: Declaration Cum No Objection Certificate

For Provision of Land for Establishment and Operation of Livelihood Business Incubator (LBI) and  
Future Lease Agreement

<<On Non-Judicial Paper of Rs.100>>

This Declaration cum No Objection Certificate is executed on this the \_\_\_ day of \_\_\_\_\_,  
2025 at \_\_\_\_\_.

I, \_\_\_\_\_, son/daughter of  
\_\_\_\_\_, residing at \_\_\_\_\_,  
presently serving as the <Designation> of the <Name of the Society>, having its registered office  
address at <Address with PIN code>, do hereby solemnly affirm and declare as follows:

1. That the society under my representation possesses and proposes to provide the following  
land (Whole / Part / as required by NECBDC) for the purpose of implementing the NECBDC-  
supported project for Establishment and Operation of Livelihood Business Incubator (LBI):
  - Total Area: \_\_\_\_\_ (in sq. ft.)
  - Location: \_\_\_\_\_
  - Dag/Survey Number: \_\_\_\_\_
  - Patta Number: \_\_\_\_\_
  - Village/Town: \_\_\_\_\_
  - Mouza: \_\_\_\_\_
  - District: \_\_\_\_\_
  - State: \_\_\_\_\_
  - PIN Code: \_\_\_\_\_
2. That the above land is currently under the legal possession and control of the society and is  
free from any encumbrances, legal disputes, or claims from any third party.
3. That upon approval and award of the project to our NGO by the competent authority, we  
hereby undertake to lease the aforementioned land to NECBDC for a period of Ten (10)  
years, commencing from the date of formal execution of the lease agreement, solely for the  
purposes of undertaking project activities as agreed upon.
4. That we shall extend all necessary cooperation and ensure peaceful and uninterrupted use of  
the land by NECBDC for the entire lease duration, as required for successful implementation  
of the sanctioned project.
5. That this declaration is made voluntarily, in good faith, and with full knowledge of the  
implications, and may be relied upon by NECBDC and the North Eastern Council for  
purposes of Establishment and Operation of Livelihood Business Incubator (LBI).
6. That I affirm that the contents of this declaration are true and correct to the best of my  
knowledge and belief and that nothing material has been concealed therefrom. I understand  
that any misrepresentation may attract legal consequences.

Declared on this the [Date] Day of [Month], 2025 at [Location].

Signature of the Declarant

Name: \_\_\_\_\_

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

Society Name: \_\_\_\_\_

Aadhaar No: \_\_\_\_\_

Contact No: \_\_\_\_\_

Email: \_\_\_\_\_

Witnesses:

1. Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

2. Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**Annexure V: No Objection Certificate from Land Owner**

For allowing sub-lease / sub-let

To whosoever it may concern

I, \_\_\_\_\_, son/daughter of \_\_\_\_\_, residing at \_\_\_\_\_, hereby declare that I am the lawful owner of the following property/land:

Particulars	Details
Total Area (in sq. ft)	
Location	
Dag/Survey No.	
Patta/Title Deed No.	
Village/Town	
Mouza/Circle	
District	
State	
PIN Code	

I have leased the above-mentioned land/property to \_\_\_\_\_ (Name of the Tenant Organization/Individual) having its address at \_\_\_\_\_, under a valid lease agreement.

I hereby grant my consent and declare that:

1. I have no objection if the lessee, \_\_\_\_\_ (Name of the Tenant), utilizes the said land/property for lawful purposes, including but not limited to construction, project implementation, or commercial use, subject to applicable laws and regulatory approvals.
2. I further confirm that I have no objection if the lessee sub-leases or assigns usage rights for the said land/property to North East Cane and Bamboo Development Council (NECBDC) or any government agency, specifically for the purpose of implementing development projects, including establishment of work-sheds, godowns, or other related infrastructure.
3. The land/property is free from encumbrances, legal disputes, or third-party claims, and I undertake to provide peaceful possession and cooperation for the lawful use of the premises during the lease period.

This declaration is being made voluntarily, with full knowledge of its legal implications, and may be relied upon by NECBDC or other competent authorities for administrative and project-related purposes.

Signature of Landowner/Declarant

Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_

### Form I: Organization Details

Sl. No.	Particulars	Details to be Provided
1	Name of the Organization	
2	Legal Status of the Organization (Society / Co-operative / Trust)	
3	Year of Establishment	
4	Registration Number and Date	
5	Darpan Registration Number (if applicable)	
6	PAN Number	
7	GST Registration Number (if applicable)	
8	Registered Office Address	
9	Contact Person Name and Designation	
10	Contact Details (Phone & Email)	
11	Website (if any)	
12	Previous Experience in Bamboo Sector (Yes/No)	

Please provide the following documents:

1. Registration Certificate
2. Organization PAN
3. Darpan Registration
4. GSTN (If applicable)
5. Audited Financial Statements (FY2021-22, FY2022-23, FY2023-24)

## Form II: Past Project Experience

(Mention about experience related to Bamboo sector only)

#	Project Name	Thematic Area	Client/Funding Agency	Duration	Location	Key Activities & Outcomes	Project Value	Supporting Document (Sanction order/ Work order/MoU or Activity Report with photographic evidence)
1								
2								
3								

*Add more rows for additional projects*

### **Form III: Proposed Implementation Plan**

Applicant organizations are requested to provide a concise implementation plan covering the following:

**Project Understanding & Vision:** Briefly describe your understanding of the LBI's objective under NBM and how you aim to contribute to bamboo-based livelihood development.

#### **Key Activities & Work Plan**

- Outline the major activities to be undertaken, such as:
- Community mobilization and baseline assessment
- Setting up and operationalizing the LBI
- Skill training and enterprise development
- Market linkages and product promotion

**Timeline:** Provide a simple timeline or activity schedule (e.g., monthly/quarterly) showing the rollout of key activities.

**Team & Resource Deployment:** Mention key team members, their roles, and your field presence or office setup in/near the project location.

**Stakeholder Engagement & Sustainability:** Summarize how you will involve local stakeholders (SHGs, panchayats, artisans) and ensure sustainability beyond the project period.

**Form IV: Details of Proposed site / Land**

Parameters	Details
Total Area (in sq. ft)	
Location	
Dag/Survey Number	
Patta Number	
Village/Town	
Mouza / Circle	
District	
State	
PIN Code	

Please provide the following:

1. Available land document

a. If owned: Land revenue receipt (Khajana receipt)

b. If leased: Valid Lease agreement

2. Declaration cum No Objection Certificate

3. NoC from land owner (in case of sub-lease / sub-let, not required if the proposed land is owned by the applicant agency)