

**Govt. of West Bengal**  
**Directorate of Sericulture**  
**45, Ganesh Chandra Avenue, 2<sup>nd</sup> Floor**  
**Kolkata-700013**

Memo No: 179 / DEV/MICS/PUB/6/Vol-3

Dated: 07.06.2023

**Details on Expression of Interest**

**Selection of Consultancy Agency**

**For**

**Research Oriented Field Study on Understanding the Problems and Scope of Capacity Building of Seri-Business in West Bengal**

Directorate of Sericulture under Department of Agriculture, Govt. of West Bengal invites Expression of Interest (EoI) from the reputed Research Institutions, Universities, reputed B Schools for undertaking research oriented field study on the thrust areas/ themes noted below.

**I. Thrust areas/ Themes of Research Oriented Field Study Projects:**

The said project proposes to undertake the research-oriented field activities in 2(two) traditional districts viz. Murshidabad and Birbhum on 1) Understanding the problems and issues faced by Seri-business personnel at the grass-root level and assess the areas of need for training and funding and 2) Provide training assistance for capacity building and awareness generation i.e. to promote entrepreneurship among women in the rural areas by motivating them and by skill building in the areas of marketing and finance. It is expected that outcome of this project will help the farmers in the long run in conducting business in a better way through promotional entrepreneurial activities and thus the entire exercise will ultimately contribute in seri farmers' empowerment in rural Bengal.

**II. Eligibility Criteria:**

The research oriented field Study Project grant would be made available to an institution having adequate infrastructure to execute the research project(s), with good track record, qualified human resource and trained manpower shall be eligible to be considered for entrusting the research oriented activity, such as:

i. Research and Training Institutions set up and fully funded by the Central Government/State Government/Public Sector Undertaking;

- ii. B Schools/Institutions/ Organizations registered as professional society under the Societies Registration Act, 1860 (Act XXI of 1860);
- iii. Institutions registered as 'Trusts' under The Indian Trust Act, 1882;
- iv. University or a Deemed University;
- vi. College covered under Section 2 (f) and 12 B of the UGC Act, 1956;
- vii. Private college covered under Section 2(f) of the UGC Act, 1956 and affiliated to the University.
- viii. B Schools/Institutions/ Organizations approved by AICTE

### III. Procedure for Submission of Project Proposal:

The procedure for submission of the Project Proposal as per the prescribed format, selection/ sanction of the project, release of grant and other conditions are given in the "GUIDELINES FOR SPONSORING RESEARCH ORIENTED FIELD STUDY PROJECT", a copy of which is annexed herewith.

### IV. Date and Mode of Submission:

The eligible educational institutions/organizations may submit both the hard and soft copy of their research proposal in the prescribed format by dropping in "Tender Box" kept for the purpose at 2<sup>nd</sup> floor, DOS Head Qtr. and through email at kolseril@gmail.com latest by 18/07/2023 up to 04:00 p.m.

## Annexure-I Guidelines for Sponsoring Research projects

**1. Introduction:** These guidelines for sponsoring the research oriented field study based project to the research institutions/B Schools/ organizations indicate their eligibility conditions, procedure for submission of research proposals, procedure for sanction of research oriented field study projects, procedure for release of grant in instalments, and other conditions as laid down in West Bengal financial rules.

**2. Aims and Objectives:** The major objective of the project is to promote research oriented field study in the field of Sericulture Industry of West Bengal in following ways-

- a. Understand the problems and issues faced by seri-businesses at the grassroot level and assess the areas of need for training and funding.
- b. Provide training assistance for capacity building and awareness generation, i.e. to promote entrepreneurship among women in the rural areas by motivating them and by skill building in the areas of marketing and financing.

The findings of the research oriented field study project would also be taken up as issues for organizing seminars, conferences, workshops and training programs by the Directorate of Sericulture, WB. Therefore, the Directorate of Sericulture, WB intends to promote such

The findings of the research oriented field study project would also be taken up as issues for organizing seminars, conferences, workshops and training programs by the Directorate of Sericulture, WB. Therefore, the Directorate of Sericulture, WB intends to promote such research oriented field study projects which are more focused along the lines of applied research or action based research. The ultimate aim is to translate the research oriented field level findings into an action plan so as to protect and promote Sericulture in West Bengal.

**3. Thrust Areas/ Themes of the Research oriented Field Study Projects:** The thrust areas/themes for undertaking the research in this financial year would be circulated to the prominent research Institutions/universities/B.Schools working in the field of Skill Development and Capacity-building and will also be simultaneously advertised through Sericulture Directorate website.

**4. Duration of the Research oriented Field Study Project:**

The proposals may be submitted for both short-term and long-term research interventions. The short-term activities would be for the duration of 3 to 6 months whereas the long-term activities would be considered for duration of 6 to 12 months.

**5. Quantum of Financial Assistance:** The limit of financial assistance for short-term and Long-term projects would be as under:

Duration of Research Project	Quantum of Financial Assistance
Short Term project (upto the period of 4 months)	Upto Rs. 2.0 lakhs
Long Term project (upto the period of 6 months)	Upto Rs. 3.0 lakhs

**6. Procedure for the Submission of Field Study Proposal:** The procedure for the submission of project proposal is mentioned below:

- i. The Institution/B School seeking financial assistance should submit the proposal as per the prescribed Format (See Annexure-II).
- ii. The financial details should include details in respect of various expenditure heads including remuneration to the research staff, cost of travel with boarding/ lodging during field visits, stationery and printing cost, overhead costs etc.
- iii. No financial assistance is given for procurement of equipment/ furniture including computer Hardware/ scanner/ printer/ telephone/ Fax/ photocopier, etc.
- iv. The proposal should be forwarded by the Head of the Institution/ Organization. (see proforma at Annexure-III)
- v. The proposal shall be submitted along with the requisite documents. Incomplete proposal shall not be entertained and will be out rightly rejected.

**7. Procedure for Selection/ Sanction of the Project:**

- i. The project proposal submitted to the Directorate will be scrutinized and, if need be, the Commissioner, Textiles & Sericulture, Directorate of Sericulture may call for any clarification from the Principal Investigator or S/he may be asked to make a presentation before the COTS.
- ii. During the presentation on the research proposal, the Principal Investigator may be suggested to make the desired changes/modifications and after receipt of the revised proposal duly incorporating the suggested changes, the Commissioner, Textiles & Sericulture, Directorate of Sericulture may agree to approve the proposal.

- iii. The decision of the Commissioner, Textiles & Sericulture, Directorate of Sericulture to accept or not accept the proposal would be subject to viability of the project and availability of funds as well as concurrence of PMC constituted under Silk Samagra 2.0. However, the decision of the Commissioner, Textiles & Sericulture, Directorate of Sericulture either way, i.e., to sanction or not sanction the project would be final, without prejudice.
- iv. A Sanction Letter together with the Terms of Reference (ToR) would be issued after approval of the project which would indicate:
  - a. Title and objectives of the study
  - b. Research methodology
  - c. Coverage area of the study
  - d. Duration and schedule for completion of the study.
  - e. Outline of the tasks to be accomplished and the outcome expected from the study
  - f. Budget, release of grant in installments and other conditions of assistance, etc.
- v. The institutions receiving the assistance would be required to complete the formalities as per the ToR/ Sanction Letter.
- vi. The amount of assistance would be released in favour of the institution/ organization only.

### **8. Procedure for the Release of Grant:**

- i. A separate bank account solely for the purpose of the research project has to be opened in any Bank which is to be operated jointly by the Principal Investigator and any other person nominated by the Institution. The funds will be released into this account by Directorate of Sericulture, Govt.of WB. However, if any institution is not in a position to open a separate bank account for the research project due to any justified reason, then the funds will be released in the existing bank account of the Institution duly intimated by the letter to Directorate of Sericulture, Govt.of WB.
- ii. The sanctioned amount shall be released in two (2) installments as per the procedure given below:
  - a. The first installment of the grant comprising 40% of the total sanctioned amount by the Commission would be released after receipt of the request for its release and particulars of the bank account opened for the purpose of the research project.
  - b. The last and final installment, i.e., remaining 60% of the total sanctioned amount, would be released after receipt of the progress report, utilization certificate in respect of the first installment together with the item wise statement of expenditure duly certified by the Head of the Institute/ Organization.

**Note-**In case there is any shortcoming in the project report, the second installment would be withheld till such time the same is addressed properly to the satisfaction of the Commissioner, Directorate of Sericulture, Govt.of WB.

- iii. Receipt of V (five) hard bound copies of the project report along with a soft copy in the 'Word' and 'PDF' format. Utilization Certificate and head-wise statement of expenditure of the total amount spent together with bills/ receipts/ vouchers in original. (See Annexure-III)
- c. Institutional Overheads: The institution will provide the required infrastructure facilities like office accommodation, furniture, computer, library, communication facilities, secretarial Services, etc. The overheads for providing these facilities will be normally 5% to 10% of the Project cost.

**9. Interim Progress Reports:** The Principal Investigator would be required to submit the interim progress reports at regular intervals to the Commissioner, Directorate of Sericulture, Govt. of WB. If need be, s/he may be required to make a presentation before the Commission on the progress of work.

## 10. Changes in the Terms of Reference (TOR)

- i. No change should be made in the Terms of Reference of sanction without prior approval of the Commissioner. The Principal Investigator will report to the Commissioner, Directorate of Sericulture, Govt. of WB about the changes, if any, s/he intends to make in the TOR of the research project.
- ii. The Principal Investigator of the project proposals should not be changed without the prior approval of the Commissioner, Directorate of Sericulture, Govt. of WB. However, if the Principal Investigator associated with the project leaves the Institution/ Organization at any stage after the commencement of the research study, the project may be continued by appointing a new Principal Investigator by the institute, with prior approval of the Commissioner. Such request should, however, be timely sent to the Commissioner, Directorate of Sericulture, Govt. of WB.
- iii. If the Principal Investigator/ Institution fails to complete the project as per the ToR, the Institution will be debarred from receiving the financial assistance under the scheme and an appropriate action will be initiated as deemed fit by the Commissioner, Directorate of Sericulture, Govt. of WB.

## 11. Submission of the Project Report

- i. Upon completion of the research study, the Principal Investigator would prepare and submit a draft report to the Commissioner, Directorate of Sericulture, Govt. of WB.
- ii. Principal Investigator may be asked by the Commissioner to make a power point presentation on the report before the Commissioner, Directorate of Sericulture, Govt. of WB. The observations/ suggestions given during the course of presentation and subsequent discussion may be taken into account in finalizing the report.
- iii. The final report of the project will be submitted by the Principal Investigator after incorporating the comments/ suggestions made by the Commission on the draft report. The reasons for non-acceptance of the comments/ suggestion, if any, should be properly explained to the Commissioner, Directorate of Sericulture, Govt. of WB.
- iv. The Principal Investigator/Institution may be required to send the primary data collected along with the particulars of respondents, if asked by the Commissioner, Directorate of Sericulture, Govt. of WB.
- v. The financial support under the Scheme provided by the Commissioner, Directorate of Sericulture, Govt. of WB. shall be duly acknowledged on all documents produced and prominently displayed with a disclaimer as given below:
  - a. ACKNOWLEDGEMENT: "This study was carried out with the financial support of Department of Agriculture, Govt. of West Bengal, and conducted by [Name of the organization with address]."
  - b. DISCLAIMER: "The Organization [name to be mentioned] has received the financial assistance under the Silk Samagra 2 Scheme to prepare this report. While due care has been exercised to prepare the report using the data from various sources, Directorate of Sericulture does not confirm the authenticity of data and accuracy of the methodology to prepare the report. Directorate of Sericulture shall not be held responsible for findings or opinions

expressed in the document. This responsibility completely rests with the Institute [Name to be mentioned]".

## 12. Copyright and Dissemination of Study Report:

- i. COPYRIGHT: Directorate of Sericulture, WB would have the intellectual property right for all the project studies outsourced. Prior permission of the Commissioner, Textiles & Sericulture, Directorate of Sericulture, Govt. of WB would be necessary before such study reports could be published by the Principal Investigator/Institution/Organization concerned.
- ii. The soft copy of the study shall be put on the Directorate of Sericulture, WB website for the purpose of dissemination of the study report. Further, the Directorate of Sericulture may also grant permission for its publication in any form, i.e., Book/ Journal/ Newspaper, etc.

## 13. Settlement of the Project account:

- i. The Principal Investigator/ Institution is required to settle the project account immediately on completion of the project. In case the balance grant, if any, is not claimed within six months from the date of completion of the project, the same will lapse and no representation will be entertained on this behalf.
- ii. In case a separate bank account has been opened solely for the purpose of the research/Study project, the same shall be closed after completion and settlement of the research project and the unutilized balance, if any, shall be refunded forthwith to the Directorate of Sericulture, WB.

## 14. Other Conditions of Grant :

- i. The Research/Study proposal and final report should either be in English or Bengali.
- ii. The Project Account will be open for scrutiny by the Commissioner, Textiles & Sericulture, Directorate of Sericulture, Govt. of WB or its representatives at any time.
- iii. The Principal Investigator/ Co-Investigator of the project will not accept any financial assistance from any other source(s) for the same project assigned under the scheme by Directorate of Sericulture, WB.
- iv. The persons engaged in the research project shall not be treated as the employee of the Directorate of Sericulture, WB in any manner.
- v. There should not be any duplication/overlapping with the evaluation studies carried out by any Government Agency or any Institution/ Organization/ NGO.
- vi. The Principal Investigator will consult Directorate of Sericulture, WB on the final methodology including the schedule/questionnaire etc to be adopted, keeping in view the objectives of the study before commencing the work of primary data collection.
- vii. The Institution or the Principal Investigator or his research staff associated with the project shall not share the data collected for the assigned research study with any other person/organization without the prior approval of the Commissioner, Textiles & Sericulture, Directorate of Sericulture, Govt. of WB. The research study shall not be used by the Principal Investigator or his research associates or anybody else for the preparation of any doctoral thesis/ dissertation or for attainment of any other degree/diploma or publication(s) without the prior approval of the Directorate of Sericulture, WB.
- viii. In case of non-compliance of terms and conditions as laid down in the sanction letter, or in case of the unsatisfactory progress of the work, the project may be cancelled and the institute will have to return the entire money along with the interest earned. The concerned organization will have to bear all responsibilities regarding any discrepancy and irregularity in the funding w.r.t. the sanctioned project.

S/O  
2023

✓  
21.6.23  
Additional Director  
Sericulture, Head Qtrs. Kolkata  
Govt. of West Bengal

Annexure-II

PART-A: FORMAT FOR SUBMISSION OF PROPOSAL FOR RESEARCH/FIELD STUDY PROJECT

1. Theme of the Research/Study Project:
2. Topic of the Research/Study Project:
3. Name and address of the Institution where the research/Study project will be undertaken:  
(Please also mention the name of affiliating University in case of college).
4. Category of the Institution (Please tick mark the applicable category from the following):
  - i. A research institution set up and fully funded by the Central Government/State Government/Public Sector Undertaking;
  - ii. An institution/organization/NGO registered under the Societies Registration Act, 1860 (Act XXI of 1860) or Indian Trust Act 1882.
  - iii. A UGC approved University/ Deemed University (Preference will be given to NAAC accredited University)
  - iv. Business College covered under Section 2(f), and 12(B) of the UGC Act,

5. Details of the Principal Investigator:

Name	
Designation	
Date Of Birth	
Qualification	
Office Address	
Contact Number & Email Id	
Area Of Specialization	
Experience Of The Principal Investigator :	
Teaching Experience	
Research Experience	
Year Of Award of Doctoral Degree	
Title Of Thesis For Doctoral Degree	
List Of Publication (S) : Papers And Books	
Published and/or Accepted During Last 5 Years	

Note – Similar details to be given in respect of Co-Investigator

## PART-B: PROPOSED RESEARCH ACTIVITY

1. Project Title:
2. Introduction:
  - i. Origin of the research problem
  - ii. Literature survey/review of research and development on the subject
  - iii. International Status:
  - iv. National Status:
  - v. Significance of the Study:
- c. Objectives and scope of study:
- d. Research Design & Methodology
- e. Duration of Project:
- f. Plan of work and periodical targets to be achieved:
- g. Anticipated/ Projected outcomes:
8. i. Financial Assistance required:

Items/heads	Estimated Expenditure

- ii. Whether the Institution/PI has received financial support for any research study/ project earlier from the Directorate of Sericulture, WB. If so, please indicate the details .

9. List of the projects completed or ongoing with the P.I.:

	Name of the Project/funded by	Duration of the Project	Date of commencement of the Project	Date of completion

10. Institutional and department facilities available for the proposed work:

- i. ....
- ii. ....
- iii. ....
- iv. ....
- v. ....

11. Any other information in support of the proposal which may be helpful in evaluation

Date-

Place -

Name and Signature  
Principal Investigator



Annexure – III  
FORWARDING LETTER  
Address/ ph /fax no & email id :

Dated:

Letter No.:

To,  
The Commissioner, Textiles & Sericulture  
Directorate of Sericulture, West Bengal  
45, Ganesh Chandra Avenue, 2<sup>nd</sup> Floor,  
Kolkata-700013

**Subject: Proposal for undertaking/ conducting a research study/ project  
on.....**

Sir/Madam,

I am glad to forward herewith a proposal for undertaking/ conducting a research oriented field study/project on.....at a total cost of Rs.....The research study/ project is proposed to be completed over a period of.....months/ years. Mr. / Ms. / Dr..... who is working as.....in this institution w.e.f. .... will be the Principal Investigator for this research project.

2. I certify that this institution will provide all the facilities and infrastructure for the completion of the research study/ project and undertake as follows:

- a. The University/ College/ Institution is approved under..... (Please mention applicable Section/ Act) and is fit to receive grants from the Central/ State Government and other funding agencies.
- b. The organization agrees to abide by all the terms & conditions, guidelines of the Scheme, and any subsequent revision/ changes therein.
- c. The project shall be completed within the stipulated period. If the Commissioner, Textiles Sericulture, WB is not satisfied with the progress of the research project, it may terminate the project immediately and ask for the refund.
- d. The Principal Investigator will continue to work in the institution till the completion of the study/ project. In case the Principal Investigator leaves without completing the project, the institution will take full responsibility to complete the project as per the existing terms and conditions.
- e. The institution will take full responsibility for monitoring the progress of the research study/project, sending progress reports and utilization certificates, etc. in the prescribed formats and ensuring proper and timely implementation.
- f. The institution will take full responsibility to ensure that the research projects will be original and without any plagiarism.
- g. It is also certified that our institution has not been blacklisted by any authority/Central/State Government /NGO, etc.

3 It is requested that the project proposal may be considered favourably for providing financial assistance of Rs.....

4. Details of documents enclosed are given in the attached Check-list.

Yours faithfully,

Signature of the Head of the Institution  
Name of the Head of the Institution & Stamp

## UTILIZATION CERTIFICATE

Name of the Scheme: -----

Sl. No.	Letter No. and Date	Amount (in Rs.)
1.	...../Accts./Seri. of the Commissioner, Textiles & Sericulture, W.B. Dated .....	..... ...
Total :		..... ...

1. Certified that out of **Rs. -----** (**Rupees .....**) only of Grants sanctioned during the year 2023-24 in favour of (Name of Institute..... Letter No given in the margin, a sum of Rs..... (**Rupees.....**) only has been utilized under the scheme (Name of Project)“.....” (as per enclosed Statement of Expenditure) for which it was sanctioned and that the balance of **Rs .....** (**Rupees .....**) only remaining unutilized at the end of the year which will be refunded soon.

2. Certified that I have satisfied myself that the conditions on which the fund was sanctioned have been duly fulfilled and that exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Signature of D.D.O. /Accounts Officer  
with Seal & Date

Head of the Institution  
with Seal & Date