

ADVERTISEMENT FOR INVITATION OF GRANT APPLICATIONS

The Federal Government funded project by the Ministry of Commerce & Trade (Textile Division) titled '*Phase 1: Establishment of 150 Industrial Stitching Units (ISUs)*' out of '1000 Industrial Stitching Units' aims to provide financial assistance through matching grants to new business startups & small & medium enterprises (SMEs) for establishment of *Industrial stitching units* across the country (60% of cost of machinery will be provided by the Government of Pakistan).

ELIGIBILITY CRITERIA FOR POTENTIAL APPLICANTS/ ENTREPRENEURS

The applicant(s) shall have minimum of matriculation level of education with a verifiable experience in the field of textiles, not less than 03 years, in a registered company or formal education in the field of textile i.e. One year diploma course or DAE (03 years) or bachelor degree (04 years) in textiles from federal/ provincial government recognized institute(s).

The business starter/ SME(s) must be a Pakistani national, conducting legal business across the country. Grant application forms are available at ISUs Offices and on the following websites:

www.nbdp.org.pk, www.textile.gov.pk

The filled applications must be submitted within 30 days from the date of advertisement at any of the following address:

Manager Projects ISUs (PMU)

4th floor, 3rd Building Aiwan-e-Iqbal
Complex, Egerton Road, Lahore.

Tel: (042) 111-111-456, 99204701-12

Fax: (042) 36304926-27

ISUs Baluchistan Office

Address: Bungalow No. 15-A,
Chaman, Housing Scheme,
Airport Road, Quetta
Tel: (081)-2831623 - 2831702
Fax: (081)-2831922

ISUs Khyber Pakhtunkhwa Office

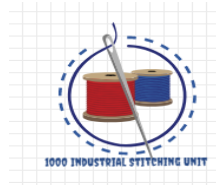
Address: Ground Floor,
State life Building, The Mall,
Peshawar Cantt.
Tel: (091)-111-111-456, 991-9213945-7
Fax: (091)-5286938

ISUs Punjab Office

Address: 3rd Floor, 3rd Building
Aiwan-e-Iqbal Complex,
Egerton Road, Lahore
Tel: (042)-111-111-456
Fax: (042)-36304926, 36304927

ISUs Sindh Office

Address: 5th Floor,
Bahria Complex II,
M.T. Khan Road, Karachi
Tel: (021)-111-111-456
Fax: (021)-35610572



GRANT APPLICATION FORM

**‘PHASE-1: ESTABLISHMENT OF 150 INDUSTRIAL STITCHING UNITS ACROSS THE COUNTRY’
OF
A PSDP PROJECT TITLED “1000 INDUSTRIAL STITCHING UNITS”**

Date of Submission: _____ (To be filled by PMU/Regional Offices, SMEDA)

Registration No: _____ (To be filled by PMU/Regional Offices, SMEDA)

IMPORTANT INFORMATION & INSTRUCTIONS FOR APPLICANTS:

1. This form is free of cost.
2. For assistance in filling of the form please visit to PMU/ SMEDA’s Regional Offices.
3. Please go through the eligibility criteria (given below) & the project brief before applying for grant.
4. Please keep the receipt provide at the time of submission for further reference.
5. Submission of application does not make the project liable to process the case or award a grant.
6. Provide required information in all sections. All sections are mandatory.
7. All completed and submitted applications shall be processed within short time
8. For assistance in preparation of Business Plan, visit www.smeda.org.pk
9. The project only awards matching grants that requires a minimum share of **40%** by the applicant(s) and **60%** by the project.

EXISTED SME/STARTER’S ELIGIBILITY CRITERIA:

1. Applicant(s) is a citizen of Pakistan including AJ & K, GB & FATA.
2. Applicant(s) is not a bank defaulter/black listed.
3. The applicant(s) shall have minimum of matriculation level of education with a verifiable experience in the field of textiles, not less than 03 years, in a registered company or formal education in field of textiles i.e. One Year Diploma/DAE (03 years)/ Bachelors (04 years) from any recognized institute.

PERSONAL INFORMATION:

1	Applicant’s Name										Photo
2	Gender	Male			Female			Others			
3	Applicant’s CNIC										
4	Date of Birth										
5	Father’s/Husband’s Name										
6	Father’s/Husband’s CNIC										
7	Marital Status										

BUSINESS BASIC INFORMATION

1	Business Name									
2	Business Nature: Sole Proprietor <input type="checkbox"/> Partner Ship <input type="checkbox"/> Company <input type="checkbox"/>									
3	SME Nature: New Startup <input type="checkbox"/> Already Existed <input type="checkbox"/>									
4	Available Space for Stitching Centre									
	Owned		Family		Rented		if rented, Attach rent agreement			
5	Office Address:									

	Tehsil		District		Town/City	
	Phone No. with Area Code				Mobile	
	Mobile SIM registered in applicant's own name					
	e-mail Address (if any)					
6	Permanent address if present address is different from address in CNIC					
	Tehsil		District		Town/City	
7	Experience/Skills/Education (if any)					
8	Current occupational status					
	Employed		Self employed		Unemployed	
9	Business Plan					
10	Provincial/Regional quota (Please specify)					
	special quota (Please specify)					

A-LIST of MECHINERY TO BE PROCURED:

S. No	Description	Quantity (Nos.)	Cost in PKR
1	Single Needle Lock Stitch Machine		
2	Double Needle Lock Stitch Machine		
3	4-Thread Over Lock Machine		
4	5-Thraed Over Lock Machine		
5	Flat Lock Machine		
6	Button Hole Machine		
7	Button Attach Machine		
8	Cover Stitch Machine		
9	Hand Cutter		
10	Bottle Press		
11	Fusing Machine		

B-LIST OF EXISTING MACHINERY (for Existing SMEs)

S. No	Description	Price

--	--	--

C – OWNER BASIC FACT SHEET – FOR INDIVIDUALS

FIRST REFERENCE INFORMATION

Name:				Address:			
Phone:				E-mail:			
Residence		Office		Mobile:			
Computerized CNIC Number							

D - GRANT VALUE

APPLICANT AND GRANT SHARE		
APPLICANT SHARE (40%)	PROJECT SHARE (60%)	APPLICANT SHARE + PROJECT SHARE

E – SECURITY/GUARANTEE

The applicant(s) shall submit a Security/Guarantee (after scrutiny) equal to **2% (TWO PERCENT)** of the anticipated grant amount in from of **Bank Draft or Pay Order/ Deposit at Call or Bank Guarantee** from a Scheduled Bank of Pakistan in favor of **Project Director, Phase-1: Establishment of 150 Industrial Stitching Units.**

D-IMPORTANT TERMS & CONDITIONS (Document Check list)

1. Attested copies of educational Certificate/Diploma/DAE/Bachelor in textiles (minimum Matric with 3 years' experience in textile sector).	
2. Experience Certificate	
3. Three attested photocopies of the CNIC	
4. List of existing employees & existing machinery on firm letter head (if applicable)	
5. Three quotations of required machinery with a procurement plan mentioning tentative date and price.	
6. Existing SMEs Registration Certificate with Chamber/Cluster's Association (registered with Government) and/or SECP (whichever applicable)	
7. Financial Health Certificate (Bank Statement etc.)	
8. Registration Certificate	
9. Business Plan.	
10. Any other document that the applicant may submit in support of this application.	

Declaration by the Applicant on a Stamp paper of Rs. 100/-

I Mr./Ms. _____ agree the following terms and conditions:

1. I am ensuring that the documents/information provided is correct /genuine.
2. I agree that it is a right of executing agency to accept or reject the applications.
3. I admit that I shall bear the cost of any loss incurred as a result of failure of business.
4. I shall bear the cost of repair/ up-gradation/maintenance of machines.
5. I will submit Business Plan as per SMEDA format.
6. I shall regularly submit the profit and loss statement of the business on quarterly/half yearly/annual basis to the SMEDA/Textile Division.

Date: _____

Signature/Thumb impression



1000 INDUSTRIAL STITCHING UNIT

RECEIPT OF APPLICATION SUBMISSION

(For Office Use Only)

Received an application from Mr. /Ms. (Name, Address & Phone): _____

For grant/assistance under '**Phase-1 of 150 Industrial Stitching Units**' of a PSDP Project titled "1000 ISUs".

Amount: Rs. _____

Amount in words Rupee:

Reference Number: _____ Submission Date:

____/____/____

Signature & Stamp

PMU/SMEDA Regional Office



1000 INDUSTRIAL STITCHING UNIT