

Ref: NJB/MD /Jute Fair – Ranchi /2023-24

28/08/2023

To

All Existing JDP Units registered under NJB

Sub: Organisation of NJB's participation in exclusive Jute Fair, Ranchi, Jharkhand, tentatively from 21st to 25th Sep'23 for promotion and sale of Jute lifestyle products

Dear Sir / Madam,

As per the Annual Action Plan for 2023-24, NJB is planning to organize exclusive Jute Fair at the Banquet Hall of The Union club & Library , Ranchi , Jharkhand, which is scheduled to be held during 21st to 25th for promotion as well as sale of Jute Diversified products, and as a Preparatory measure :

1. Jute Units, willing to participate are requested to submit following supporting documents viz
(i) "Udyam Aadhar" having Valid Regn Certificate (Jute) -
(ii) Copy or NJB JDP ID card copy
(iii) GST Copy Registration
(iv) Additional Preference will be given to those Jute Units carrying **Jute Mark India Logo Registration**
(iv) **CONSENT letter i.e Application form as per NJB Format** indicating their "Jute Product details"
The complete application with all relevant documents must reach NJB, Kolkata Office, before **11th September 2023** , by Hand / Courier/ Email. (Email to t_ayyappan@yahoo.com).
2. **STALLS are very limited in number.** Stalls will be allotted on "**Lottery basis**" at NJB Kolkata Office by Head Marketing tentatively on 12th September'2023. "**On Confirmation**", Selected Jute units will get "**Transit Letter**", as "**Confirmation**", for Stall allotment, from NJB Kolkata H.O. Stall Charges are FREE for Micro Units.
3. "**On receipt of Confirmation**", **Selected units** may send sufficient Quantity of **Jute Products** for SALE to the venue, to reach on **20th September 2023** (evening), positively (**NJB will not take any responsibility for Products delivered before 20th September'23**). Display should be completed by the Jute units, after stall allotment, before the inauguration taken place on 21st September ,2023 tentatively at 11.00 am
4. Stall Allotment may be done either by NJB Official or by the Fair Authorities, and Participants are requested to adhere to the Terms & Conditions of NJB & Fair Organiser.
5. If any unit, after the confirmation, defaults (or) withdraw participation 4/5 days before the event, they will be debarred from participating in the future events and a part of the stall charges will be collected from the concerned defaulting units.

You are requested to send the CONSENT Letter, on your "**Letter Head**", duly filled, signed & stamped and send along with the above required supporting papers, by courier/ Email, to NJB Kolkata office, well before **11th September,2023**. Those who are "Not" sending the "**CONSENT Letter / Application Form – As per NJB Format**" & (valid) "**Udyam Aadhar**" Regn Certificate Copy or NJB JDP Id card copy and also GST Copy, within the "**Due Date**", may **NOT be considered** for Participation.

This may be treated as **Most Urgent**.

Thanking you,

Yours faithfully,


(T. Ayyappan)
Head Marketing