



DIRECTORATE OF HORTICULTURE, DEPARTMENT OF AGRICULTURE, BIHAR



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Ref. No. :

/Hort., Patna, Date :

December, 2025

Subject : Call for Application for Nomination as member of National Makhana Board (NMB)

1) Background

The Government of India has constituted the National Makhana Board (NMB) to improve production, processing, value addition, marketing and export promotion of makhana. As part of the nomination process, Directorate of Horticulture, Department of Agriculture, Bihar has been entrusted with the responsibility to recommend a transparently panel of qualified, filtered and eligible stakeholders to GoI. Final nomination rests with GoI.

Category : **Member nominee representing Makhana exporters (may also be processor-exporter)**

2) Eligibility Criteria

| Eligibility requirement | Evidence/verification |
|---|---|
| Valid Importer-Exporter Code (IEC) and active makhana export business for at least 3 years. | Self-declaration + documentary proof as listed in Section 4 |
| Export-ready capacity: minimum 80-100 MT per year; production/processing capacity minimum 150-200 MT per year (own/contracted with traceability). | Self-declaration + documentary proof as listed in Section 4 |
| Proven export track record to at least 3 international markets in last 3 FYs. | Self-declaration + documentary proof as listed in Section 4 |
| International standard packaging and labeling with traceability and batch records. | Self-declaration + documentary proof as listed in Section 4 |
| Food safety certifications relevant to markets (e.g., FSSC 22000 / FDA / EU equivalent) and/or BRCGS where applicable. | Self-declaration + documentary proof as listed in Section 4 |
| Not blacklisted by DGFT/Customs/APEDA; no major compliance violation. | Self-declaration + documentary proof as listed in Section 4 |

3) Preferable

- (i) Valid Plant Quarantine (PQ) and health certifications aligned to importing countries (as applicable).
- (ii) Documented quality assurance: batch testing, recall mechanism, complaint handling.
- (iii) Technology-supported order tracking and customer feedback systems.
- (iv) Annual turnover minimum Rs 10 crore per year with audited accounts.
- (v) Active participation in export promotion events and support to grower linkages.

4) Documents Required

- (i) IEC certificate; APEDA registration/RCMC (if applicable); GST and PAN.
- (ii) Shipping bills, e-BRC/FIRC, export invoices and country-wise export statement for last 3 FYs.
- (iii) Quality/food safety certifications (FSSC/BRCGS/other) and lab test reports (sample).
- (iv) Audited financials for last 3 FYs and turnover CA certificate.

- (v) Packaging/label samples, traceability SOP, and buyer references/contacts.
- (vi) Declarations/undertakings (Col, non-lobbying, authenticity, consent to verification).

LEAKAGE-PROOF / ANTI-BOGUS MEASURES

- (i) Only direct applications (no agent/representative). One applicant = one application for this category.
- (ii) Applications will be cross-verified using official portals/records (land records, MCA, GSTN, DGFT-IEC, FSSAI etc., as applicable).
- (iii) Physical verification/site visit and telephonic reference checks may be conducted without prior notice.
- (iv) Any false/forged document or misrepresentation will lead to rejection and may invite legal action and debarment from future empanelment.
- (v) Applicants must sign Conflict-of-Interest and Non-lobbying declarations; related-party interests must be disclosed.

5) How to Apply

- (i) Submit the filled Annexure-I application form along with self-attested copies of documents (Section 4).
- (ii) Submission mode (choose one and strike off the other): (a) Hard copy at [Address] OR (b) Email to [email] with subject: 'NMB Application - Exporters'.
- (iii) Provide a single PDF file (max 10 MB) for email submissions; name the file as:
<Category>_<ApplicantName>_<Mobile>.pdf.
- (iv) For any query, contact: Smt. Ruby Kumari, Deputy Director Horticulture, Mobile: 9031643115.

6) Scrutiny & Recommendation Process (Transparent)

- (i) Stage 1: Document completeness + eligibility screening (non-negotiable criteria).
- (ii) Stage 2: Desk verification of claims using official databases/records and financial/compliance documents.
- (iii) Stage 3: Field verification/site visit (where applicable) + stakeholder reference checks.
- (iv) Stage 4: Screening Committee scoring and preparation of category-wise panel, panel of 3 names across each stakeholders position will be forwarded to GoI.
- (v) Stage 5: GoI/NMB will select and nominate members as per notified composition; this office has no role in final selection.

7) Important Notes

- (i) Incomplete applications will be rejected without notice.
- (ii) This is not a job or financial grant; it is a call for recommending names for nomination.
- (iii) Submission of application does not confer any right to be nominated.
- (iv) Applicants should be ready to attend meetings in Delhi/Bihar as and when called, as per GoI norms.

ANNEXURE-I: APPLICATION FORM (EXPORTERS)

National Makhana Board (NMB) - Stakeholder Nomination Recommendation Panel

A) Applicant Details

| | |
|---|---|
| 1. Name of applicant / Entity | |
| 2. Category | Exporters |
| 3. Address (with District/State/Pin) | |
| 4. Mobile & Email | |
| 5. Unique IDs (as applicable) | Aadhaar: _____ PAN: _____ GSTIN: _____ IEC: _____ FSSAI: _____ |
| 6. Years of relevant makhana experience | |
| 7. Brief profile (max 150 words) | |
| 8. Key contribution to makhana sector (max 5 points) | |
| 9. Any conflict-of-interest to disclose (Yes/No). If Yes, details | |
| 10. Two references (name, organisation, mobile) | |

B) Category-specific Information (attach sheets if needed)

Provide the following evidence summary in 5-8 bullet points (attach 1 additional page, maximum, if required):

- (i) Production/operations scale
- (ii) Market reach
- (iii) Compliance and certifications
- (iv) Linkages with farmers/FPOs
- (v) Capacity-building or sector leadership
- (vi) Any awards/recognition

C) Declarations (Mandatory)

1. I/We declare that the information furnished is true and complete. I/We understand that false information/forged documents will lead to rejection and legal action.
2. I/We consent to verification of records, including field/site verification and reference checks.
3. I/We disclose that I/We have the following related-party interests in the makhana value chain (if any):
_____.
4. I/We undertake not to canvass/lobby for nomination and will maintain the dignity of the process.

Place: _____ Date: _____

Signature (Applicant/Authorised Signatory) with Seal: _____