

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 processors**

2) Eligibility Criteria

Eligibility requirement	Evidence/verification
Registered processing unit engaged in makhana processing/value addition for at least 3 years.	Self-declaration + documentary proof as listed in Section 4
Valid FSSAI licence for manufacturing/trade; compliance history (no major non-compliance in last 2 years).	Self-declaration + documentary proof as listed in Section 4
Minimum production capacity: 5-10 MT per month (or equivalent) with evidence of machinery and manpower.	Self-declaration + documentary proof as listed in Section 4
ISO 22000 certification (or equivalent food safety management system).	Self-declaration + documentary proof as listed in Section 4
Basic hygiene, sanitation, and documented SOPs for cleaning, grading, popping and packaging.	Self-declaration + documentary proof as listed in Section 4
Not blacklisted; no wilful default; consent for facility inspection.	Self-declaration + documentary proof as listed in Section 4

3) Preferable

- (i) Use of mechanisation across value chain (grading/drying/popping/packaging) with documented capacity
- (ii) Professional branding/packaging/labeling; traceability and batch numbering.
- (iii) Domestic market outreach across multiple states and/or organised retail/e-commerce presence.
- (iv) Quality assurance measures: in-house/third-party testing, recall mechanism, customer feedback tracking.
- (v) Employment generation with training records; CSR/extension to growers.

4) Documents Required

- (i) Entity registration + GST + PAN; factory licence as applicable.
- (ii) FSSAI licence + ISO 22000 certificate; latest audit/inspection report (if available).
- (iii) Machinery list with invoices/brochures + photographs of unit and process flow.
- (iv) Audited financials for last 3 FYs (2022-23, 2023-24, 2024-25) and turnover declaration.

- (v) Product catalogue, packaging samples/photos, and list of major buyers/markets.
- (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 - Processing Companies'.
- (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

- (i) Stage 1: Document completeness and 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) and stakeholder reference checks.
- (iv) Stage 4: Screening Committee scoring and preparation of category-wise panel, a panel of 3 names across each stakeholders positions 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 (PROCESSING COMPANIES)

National Makhana Board (NMB) - Stakeholder Nomination Recommendation Panel

A) Applicant Details

1. Name of applicant / Entity	
2. Category	Processing Companies
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: _____