



भारत सरकार/ **Government of India**
वस्त्र मंत्रालय/ **Ministry of Textiles**
पटसन आयुक्त का कार्यालय/ **Office of the Jute Commissioner**
पटसन भवन, सीएफ ब्लॉक, / **Patsan Bhawan, CF Block,**
सातवा व आठवां तल, एक्शन एरिया- I, / **7th & 8th Floor, Action Area-I,**
न्यूटाउन, कोलकाता - 700156/ **Newtown, Kolkata – 700156**

File no. Jute (Econ)/Allocation/2016

Date: 3rd March, 2025

To
Managing Director/Director
All Jute Mills

Subject: Submission of firm written Commitment for Supply of B. Twill Bags - regarding:

Sir,

In continuation to this office letter no. Jute (Econ.)/Allocation/2016 dated 10th September, 2024 on the subject cited above; all the jute mills are requested to furnish their firm written commitment for supply of B. Twill jute bags in the form of an **UNDERTAKING** for next six (6) months i.e. from April 2025 to September 2025.

A proforma of undertaking for supply of B. Twill jute bags is enclosed with this letter. It is pertinent to mention that the undertaking has to be submitted on a Non-Judicial Stamp paper of ₹20/- to this office positively by 12th March 2025.

The issuance of monthly Production-Cum-Supply Orders (PCSO) would be in accordance with the allocation policy as decided by the O/o the Jute Commissioner from time to time. **It is to be noted that if any mill fails to submit their commitments by 12th March 2025, it would be presumed that such mill is not willing to supply B-Twill bags and thus shall not be considered for PCSO allocation until submission of the commitment.**

This issues with the approval of Jute Commissioner.

Yours faithfully

Ruby Rani
3/3/2025

Ruby Rani)
Deputy Director
(Executive & Finance)

Encl: As above.

FORM SERIAL

NO.

FORM OF UNDERTAKING TO BE EXECUTED BY JUTE MILLS FOR RECEIVING B-TWILL BAGS PRODUCTION CONTROL-CUM-SUPPLY ORDERS FROM JUTE COMMISSIONER:

Our mill having considered the offer made by the Jute Commissioner vide his letter No Jute (Econ)/Allocation/2016, Dated on the issue of supply of B-Twill bags for the period April, 2025 to September, 2025 and undertake as follows:

- (i) The mill supply B-Twill bags conforming to BIS standard IS 16186:2014 to government agencies as ordered by the Jute Commissioner as per the following schedule:-

Sl. No.	Months	Total Quantity (In : Bales) (To be supplied against PCSO)
1.	April' 2025	
2.	May' 2025	
3.	June' 2025	
4.	July' 2025	
5.	August' 2025	
6.	September' 2025	

Note: Each bale shall consists of 500 B-Twill bags of 580 gm each conforming to IS 16186: 2014.

- (ii) The B-Twill bags will be supplied against Production Control-Cum-Supply Order (PCSO) subject to the total quantity committed in each month as at serial (i) above or the maximum capacity of the mill/unit (as recognized by the Jute Commissioner) whichever is lower, at price to be declared by the Jute Commissioner.
- (iii) We shall not, in the course of the year, be entitled to modify the quantities committed as above.
- (iv) The terms and conditions of supply shall be guided by the PCSOs. Terms and Conditions of supply may change during the year. The monthly allocation to the jute mills shall be as per the policy to be decided by the Jute Commissioner.

We also understand the following:

- 1) The commitment of the mill to supply B-Twill bags will not automatically entitle us to receive Production Control-cum-Supply Order. The quantity specified in the Production Control-cum-Supply Order will also depend upon the overall requirement of jute bags by government agencies.
- 2) In case the commitment made is larger than the capacity of the mill as assessed by the Jute Commissioner, the Jute Commissioner shall be entitled to limit the order to within the assessed capacity.

- 3) The minimum commitment to supply in any month shall not be less by more than 20% of the maximum commitment during the period. (e.g. If a mill commits a maximum capacity of 7000 bales in any month during the period, its minimum commitment during the period shall not be less than $7000 - 1400 = 5600$ bales). If such a variation is detected, the Jute Commissioner shall be free to adjust the quantities accordingly.
- 4) The Jute Commissioner will endeavor to issue PCSO within the 6th of any calendar month subject to indents being received by the 4th of that month and the mill will be required to offer this quantity for inspection before the end of the month.
- 5) In case of failure of the mill to supply B-Twill bags as per the Production Control-cum-Supply Orders issued in accordance with this policy, the Jute Commissioner shall be entitled to take such penal measures against the mill as per provisions contained in the Jute and Jute Textiles Control Order, 2016.
- 6) In the event of failure to intimate the Jute Commissioner about closure / suspension of work / strike within twenty four hours from the incident, Production Control-cum-Supply Orders (PCSO) shall not be issued for the next six months from the date of reopening of the mill/withdrawal of suspension of work or strike.
- 7) If a mill is found to have indulged in unfair practices like supply of used bags, under weight bags, poor quality bags and bags illegally imported, action will be initiated as per clause 8 of the Jute and Jute Textiles Control Order, 2016.
- 8) Submission of the following returns by jute mills will be monitored by the office of the Jute Commissioner every month/year. If a mill fails to submit any return as per the time schedule mentioned below, appropriate measures including denial of Production Control-cum-Supply Order or blacklisting of the said mill will be initiated.

Sl.No.	Type of reports/returns	Frequency	Deadline for submission
1	Jute consumption & Production Report	Monthly	Within 10 th (Ten) of the following month.
2	Manpower & Productivity Report	Monthly	Within 10 th (Ten) of the following month.
3	Payment Position of Statutory dues (to Jute Workers / Jute Farmers / Balers)	Monthly	By 20 th of the following month.
4	Annual Operational & Performance Report	Yearly	By 15 th January of every year.
5	Annual Report on Installed Machinery	Yearly	By 30 th April of every year.
6	History Sheet	Yearly	By 30 th April of every year.

I/We have fully understood the implication of our obligation in production and supplying of B-Twill jute bags on government account and submissions of reports and returns as required from time to time and voluntarily undertake to abide by the conditions stipulated hereinbefore.

I/We am/are submitting this undertaking and accordingly request that our mill
..... be considered for B-Twill allocation as per the quantity mentioned in the above
table.

Signature

Name in Block Letters

Designation

Full Official Address

.....

Place

Date