



टीबोर्डभारत Tea Board India
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www.teaboard.gov.in

Date: 18/08/25

Trade Notice

Sub: Extension of the last date for submission of Project Proposal on Service Plus for implementation of the Tea Development & Promotion Scheme (TD&PS) sub-component viz. "2.2.5: Setting up value-addition Units (Blending and Packaging Units)"

With regard to the aforesaid subject and in reference to the Trade Notice dated 12/06/25 uploaded on Tea Board's website, this notice has been served to apprise the trade about the further extension of date for receiving applications on "Service Plus" portal till 11-59 pm of 03/09/25. The following is the URL for accessing the Service Plus Portal in this context:

<https://serviceonline.gov.in/>

In this context, the following documents are uploaded in the Tea Board's website for facilitating invitation of the applications from the interested entrepreneurs:

- (i) Sub-component guidelines-> For gaining clarity on the implementation aspects of the sub-component [https://www.teaboard.gov.in/pdf/Tea_Development_and_Promotion_Scheme_2024_25_to_2025_26_Packaging_Units_pdf704.pdf]
- (ii) SOP for Registration of the applicant(s)-> This is the prerequisite before applying on the "Service Plus" for the sub-component through [https://www.teaboard.gov.in/pdf/SOP_For_Registration_pdf8183.pdf]
- (iii) SOP for submitting applications-> After an applicant gets registered on the "Service Plus", submission of application can be made through [https://www.teaboard.gov.in/pdf/SOP_For_Application_For_m_Packaging_Unit_pdf8749.pdf]

For any query/clarification, email can be sent to the following id:

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Secretary

2.2.5 SETTING UP OF VALUE-ADDITION UNITS (BLENDING & PACKAGING UNITS)

A. OBJECTIVE

The objective behind this sub-component is to enhance the export of Indian Tea through value-added packaged tea exports. It is proposed to set up blending & packaging units at the designated locations in India, which will serve as common user facilities (CFC) for value-addition and packing for exports. They will be offered on first-come-first-serve basis as per the requirements of the individual users. A user only pays for the services it uses.

B. ELIGIBILITY CRITERIA

- 1) Any entrepreneur, willing to set up a unit, and confirming to run it on sustained basis and to offer it for utilization on user charge basis.
- 2) The applicant must have a minimum average turnover of Rs. 25 crores during the last 5 years

C. CONDITIONS

1. The installed packing capacities that would be eligible for financial assistance should not be less than 80 tons of tea packets and 20 tons of tea bags per month
2. All statutory licenses and approval shall be required to be obtained by the applicant
3. Preference will be given to proposals for setting up units dealing with packaging of tea in tea bags and packaging of organic tea, green tea and flavored tea.
4. Only Indian tea needs to be packed in packages of not more than 3 kg. Packaging in bulk packs is not allowed.
5. Only one application per company in a financial year shall be entertained for consideration of the subsidy.
6. Completed project proposal comprising project-cum-site plan and all investment details, quotations and cost estimates have to be submitted.
7. Financial assistance shall not be allowed for any equipment if imported under the Export Promotion Capital Goods Import (EPCG) scheme or any other pertinent scheme. A certificate/declaration to this effect is to be given that similar benefit has not been availed of from such Scheme(s).
8. Quality Certifications such as HACCP, ISO, GMP and other requisite Food safety standard certifications will have to be obtained from the authorized agencies.

9. The installation of all the machineries/civil work in the unit shall be completed by the applicant within four (04) months from the date of receipt of approval of the project and commencement of operations should begin within 45 days after the installations of the machines/equipment. Tea Board shall have the right to adjust sanctioned amount of financial assistance with defaulted dues pertaining to any other scheme of the Board at the time of releasing the financial assistance.
10. A unit cannot be sold or ownership transferred for a minimum period of 10 years after receipt of full financial assistances from Tea Board.
11. Financial assistances will not be given for units where machineries have already been procured/ installed and/or civil work has been completed prior to submission of the application.
12. The beneficiary shall allow full access to the officers of the Tea Board India and other representatives authorized by the Tea Board India on its behalf for inspecting the unit, verifying its records.
13. He/she shall adopt all recommendations with regard to good manufacturing practices, procurement of raw materials, storing of teas etc.
14. The unit should offer the following services:
 - (i) Tea Blending facility: This should include blending drum with storage hopper, vibrator for feeding blended tea, de-stoner plant, vibrator shifter with feed chute etc.
 - (ii) Tea Packaging facility: This should comprise machines for packing tea in different formats and sizes of tea packets and tea bags.
 - (iii) The units after their set up should also obtain factory stuffing permissions in order to enable calling for containers and directly moving to ICD/Port from the unit.
 - (iv) The units should also have storage spaces for raw material and finished goods for a maximum of 30 days of storage capacity.
 - (v) The unit should have facility for carrying out pre-packing operations such as cleaning, grading and sorting, which is preferably integrated with the packing lines.
 - (vi) The unit should have hassle-free inbound logistics about tea ingredients and other material such as packing material and outbound logistics of the stuffed containers.

D. SUBMISSION OF APPLICATION

Application shall be submitted online uploading the following documents:

- i. Copies of Registrations and Trade Licenses
- ii. CA certificates about the Balance Sheets, P & L statements (for the last 5 years)
- iii. Full project proposal

- iv. All the Quality Certificates and the requisite Food safety standard certificates.

E. APPLICATION FEE

A non-refundable application fee of Rs. 10000/- to be paid online only

F. SCRUTINY OF APPLICATIONS AND SELECTION

In addition to the points already mentioned at Sections B, C & D, the following will be applicable in the context of selection:

(I) A committee comprising the following members will be constituted for scrutinizing the applications and for according approval to the projects:

- i. Dy. Chairman, Tea Board
- ii. Executive Directors (Coonoor & Guwahati)
- iii. FA & CAO, Tea Board
- iv. One representative from the Promotion Directorate not below the rank of Dy. Director, Tea Board
- v. Two experts from Industry but not limited to Tea Industry

(II) Selection and approving the projects will be done in accordance with the criteria to be drawn up by the Committee., which may include factors such as location of the project, company profile, capacity of packing facility proposed, financial health, extent of coverage/outreach to the stakeholders etc in order to provide maximise opportunities for value-added exports etc.

G. INTIMATION ABOUT COMPLETION OF PROJECTS

- 1) Intimation regarding completion of installment of machineries and commissioning of the plant should be given to Tea Board in writing in line with the point 9 of the Section C.
- 2) All bills/invoices, money receipts and completion certificates along with certified expenditure details for civil work from a government registered civil engineer will need to be submitted.
- 3) Adherence to the above two requirements will enable Tea Board in releasing trances of financial assistances in line with the disbursement schedule as delineated below.

H. SCHEDULE OF DISBURSEMENTS

The disbursements will be made in line with the following schedules:

Sr. No.	Schedule	Quantum of disbursements
1.	After installment of machineries & equipment	First tranche (20%)
2.	Upon commencement of operations	Second tranche (40%)
3.	After 2 months of operations	Third tranche (40%)

Note: Prior to release of the second tranche, no dues certificates are required to be obtained from the machineries/equipment vendor(s) in all respects.

I. SCALE OF ASSISTANCE

Scale of assistance would be on 50: 50 basis up to a ceiling of Rs 10 Cr. However, the land needs to be arranged by the selected company.