



6th Award for Responsible Indian BMOs

February 14, 2020 - New Delhi

- 1. Application Form**
- 2. Annex 1: Guidelines for Filling up Application form**
- 3. Annex 2: Guiding List of Responsible Business Activities by BMOs**
- 4. Annex 3: Guiding List of Paid Services by BMOs**

**Organised by
Foundation for MSME Clusters (FMC)**



Application Form

- A. Read the Guidelines carefully before filling up the Application Form. Incomplete application form is liable to be rejected. The Guidelines appear as Annex 1 (and also at bmoawards.org.in)
- B. Do not change any entry parameter. Doing so may lead to rejection of the Application Form.
- C. The jury and/or FMC (on behalf of the jury) can ask for additional information for clarification of information provided in the filled application from your or any other BMO who have applied for the award.

1. Full Name of our BMO (as mentioned in registration certificate)

2. Communication Details of our BMO

City/Town/Village																				
District																				
State																				
Pin Code																				
Email Id																				
Website																				
Was the website developed before March 31, 2019?								Yes <input type="checkbox"/> No <input type="checkbox"/> (tick appropriate box)												
Name of Contact Person																				
Communication Details of Contact Person								Phone number: Cell number: Email ID:												

3. (a) Type of our BMO (please ✓ mark) (For definition, please refer to Annex 1)

- i. Special Purpose Vehicle (SPV) Level
- ii. Industrial Area (IA)/Industrial Park (IP) Level
- iii. Cluster Level
- iv. District Level
- v. State Level
- vi. Country Level

(b) Total numbers of members of our BMO as on March 31, 2019: _____ numbers

(c) Of which (refer 3b) number of members who are large/medium/small/micro enterprises or their representatives are:

Numbers: Large _____, Medium _____, Small _____, Micro _____



4. Operational details of our BMO (tick appropriate box)

a) BMO is registered as Society / Trust / Cooperative Society / Company / Section 8 or Section 25 Company / Producer's Company / Any other (please specify)

b) 1. Total number of members of the highest decision making body of the BMO (e.g. Board/ Executive Committee/Governing Council/Governing Body) are: _____ numbers
 2. Of which number of members who are large/medium/small/micro or their representatives are: _____ numbers

- c) Does the BMO accept membership fee from members? Yes No
- d) Did the BMO have an office in its own name as on March 31, 2019? Yes No
- e) Is that office of the BMO on rented/leased premises? Yes No
- f) Is that office of the BMO, owned by BMO? Yes No
- g) Did the BMO have full time paid employees as on March 31st, 2019? Yes No
- h) If yes, number of full time paid employees the BMO had as on March 31st, 2019:_____ numbers

5. Has the BMO received/been awarded any of the following quality accreditation on or before March 31, 2019 and was the certificate valid as on March 31, 2019? (tick the appropriate box)

- a) BMO Accreditation from NABET-QCI Yes No
 If yes, attach a copy of valid certificate
- b) Any National/international quality certification (e.g. ISO certification) Yes No
 If yes, attach a copy of valid certificate

(Note: If you choose yes, for 5(a) / 5(b), attaching a copy of valid accreditation certificate is mandatory. Only then this information will be considered for evaluation.)

6. Five Responsible Business activities implemented by our BMO during the period 1stApril 2016 to 31stMarch 2019. (Guiding list appears as Annex 2)

	Name of the Responsible Business Activity	Year/s done (tick the appropriate box)		
		1 st April 2016- 31 st March 2017	1 st April 2017- 31 st March 2018	1 st April 2018- 31 st March 2019
1				
2				
3				
4				
5				



7. **Five paid services** provided by our BMO to members and/or non-members during 1stApril 2016 to 31stMarch 2019. **(Guiding list appears as Annex 3)**

	Name of service	Was part/full expense covered through fees from participants for the activity		Year of the service		
		Yes	No	1 st April 2016-31 st March 2017	1 st April 2017-31 st March 2018	1 st April 2018-31 st March 2019
1						
2						
3						
4						
5						

(Note: Paid service is one where part/full expense was charged from participants of the activity as a participation fee. A responsible business activity can also be a paid service and if so can also appear in this table too.)

8. (a) 3 schemes of Government of India/ State Government availed by our BMO during the period 1st April 2016 – 31st March 2019

- 1) _____
- 2) _____
- 3) _____

(Note: In such cases the subsidy fund transfer must take place in the BMO bank account.)

(b) 3 programmes /support availed by our BMO from national/international organisations/ companies during the period 1st April 2016 – 31st March 2019

- 1) _____
- 2) _____
- 3) _____

9. Details of **“Responsible Business Activity”** proposed by our BMO to be considered for Award.

(Note: Selecting an activity from point 6 above is preferred. Also the Responsible Business Activity must be in operation by the BMO during part/full time of the period 1st April 2016 to 31st March 2019.

a) Name of the Responsible Business Activity: _____

b) This Responsible Business Activity was operational by the BMO during the period 1st April 2016 - 31st March 2019.(tick appropriate box) Yes No

c) Type of Responsible Business Activity .(tick appropriate box)
Activity promoting “Green Environment”
Activity promoting *appropriate* “Social Causes/Ethical Practices”

(Note: You may like to refer to Annex 2 for selecting appropriate type of Responsible Business Activity)



d) Nature of the Responsible Business Activity .(tick appropriate box): Advocacy / Workshop or Seminar or Camp /Training/Exposure visit /Services / Infrastructure / Any other, please detail _____

e) Was the activity done .(tick appropriate box)

- | | | |
|---|------------------------------|-----------------------------|
| i. Continuously/more than once a year | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ii. Done at least once a year | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| iii. Done at least once every two years | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| iv. Done as and when necessary | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

f) When did this activity start its operation? (mention month and year)

g) If construction was involved, when was the construction completed? (tick appropriate box).
Before 2016-17 / During 2016-17 / During 2017-18 / During 2018-19

h) How did the activity help members of BMO?

i) Did the activity help the non-members of the BMO or local community? .(tick appropriate box)
Yes No

j) If yes, how? Who are these non-members/local community?

10. Innovativeness of the Activity

a) Is the responsible business activity mentioned for consideration of Award in Point no 9 innovative in nature? .(tick appropriate box) Yes No

b) If Yes, why?

c) As per your information, Is this activity .(tick appropriate box)

- | | | |
|--|------------------------------|-----------------------------|
| 1. Done by your BMO for the first time | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Done by any BMO in your district previously | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Done by any BMO in your state previously | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Done by any BMO in the country previously | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

d) The activity has benefitted _____ number of units

e) The activity will benefit _____ number of units



11. Declaration

(a) Declaration by BMO

1. We have read the application form thoroughly and have fully understood its terms and conditions.
2. We certify that our BMO is not involved in any litigation vis-a-vis the State/Union Government or any other public authority.
3. We certify that our BMO does not have any political or religious affiliation.
4. We also certify that the information furnished above (point 1 to 10) is correct to the best of our knowledge. We undertake to surrender the award and certificate, if awarded to our BMO, in case it is ever found that the information furnished above was incorrect.
5. We will share the necessary documents as proof of information provided by us, if required.
6. We do not have any objection towards publication of our case study by FMC in any form
7. Based on evidences and information provided in the application form, if the Jury finds that there is a technical error in ticking an appropriate box we give the Jury and FMC (on behalf of Jury) right to change it, after getting our concurrence. We accept that application will be dropped if we fail to provide a reply agreeing to the change suggested by the Jury or FMC (on behalf of the Jury) within 7 days (including holidays) from the day, we receive email communication from FMC.
8. In case the Jury or FMC (on behalf of the Jury) feels that our BMO is an NGO created primarily for promoting social causes, we agree to provide additional information to FMC for the same. If the Jury or FMC (on behalf of the Jury) is not convinced with the evidence that we give the Jury and FMC (on behalf of the Jury) all rights for not considering our application for the Award.
9. We agree to accept the judgement of the Jury and FMC (on behalf of Jury) to be final in all respect.

**Signature and Seal of the
BMO President/Office bearer**

Place:

Date:

(b) Special declaration by SPV created by BMO:

In case the BMO has created an organization for implementing the activity (9a) for which the Award has been applied for, then the following special declaration has to be certified by the said organisation

“This to certify that “**Name of BMO**” has given birth to “**Name of SPV**” and “**Name of BMO**” has played a major role in our success story. We have no objection for “**Name of BMO**” being awarded (if selected) for the activity of our promotion and our achievements particularly during the period **1st April 2016- 31st March 2019**”.

**Signature and Seal of the Organisation
Managing Director/ Director/Office Bearer**

Place:

Date:



Annexes to Application Form



Annex 1

Guidelines for Filling up Application Form

1. Basic Instructions

- a. Type/handwrite legibly
- b. Give all details of District, State, Pin Code, etc. of your address.
- c. All achievements (completed and ongoing) and activities (completed and ongoing) should be only for the period **1st April 2016 to 31st March 2019**.
- d. The “Responsible Business Activity” proposed for the Award should also be for the period 1st April 2016 to 31st March 2019. However, if BMO has initiated a Responsible Business Activity prior to 1st April 2016, and it continues to do the same Responsible Business Activity during any time period within 1st April 2016 to 31st March 2019, the same will be considered **eligible** for the Award. But in case a Responsible Business Activity was started before 1st April 2016 and got completed before 1st April 2016, it will be considered **ineligible** for the purpose of this Award.
- e. In case a BMO sends more than one application form, the application form that reaches us first (electronically or by post), will be considered for the Award.
- f. FMC will not be responsible for application forms received after the deadline. If the deadline is revised it will be intimated through the website bmoawards.org.in
- g. Decision of the jury will be final in all cases.
- h. For further details, please see <https://www.bmoawards.org.in> or please get in touch with FMC personnel at details given in Section 2.

2. Whom to Apply

- a. 1 copy of completed application form (in English/Hindi) is to be submitted either by mail at **bmoawards@msmefoundation.org** (soft copy) or by post (hard copy) in a **SEALED ENVELOPE** to Mr Sagnik Lahiri, Dy. General Manager, Foundation for MSME Clusters, 2nd Floor, USO House, USO Road, Off Shaheed Jeet Singh Marg, New Delhi-110067, India (Tel: 011-40563323/24).
- b. For any query please contact
Name: Mr. Sagnik Lahiri / Ms. Shivani Seth
Email Id: sagnik.lahiri@msmefoundation.org / shivani.seth@msmefoundation.org
Mob No: 9818246993 / 9910003198

3. Who can apply?

Only a Business Member Organisation (BMO) can apply. A BMO has individual entrepreneurs, firms, other BMOs, etc. as member, to whom (and also to non-members MSMEs) the BMO provides a variety of business related services to enhance their competitiveness, responsible production and consumption, innovation, etc.

4. Eligibility Criterion

- a) This award is for BMOs registered in India.
- b) A BMO can be registered as a Society/Trust/Co-operative Society/Company/Section 8 (earlier Section 25 Company)/Producers Company, etc. in India.
- c) Non-Government Organisations (NGOs), which are set up primarily for promoting social causes only, will not be considered for this Award. In case the jury feels that a particular applicant is an



NGO whose primary objective is to promote social cause, FMC(on behalf of the jury)may ask for additional information. Decision of jury and/or FMC (on behalf of the jury) will be final in all respect.

- d) Chief Executive Officer or President or Chairperson or a person with equivalent designation of a BMO should not be a government official or government nominated person
- e) The eligible activity for Award should address at least one Principle/Sub-theme of the National Guidelines on Responsible Business Conduct (NGRBC), as detailed in Annex 2.
- f) The Award winning BMOs and Special Jury Awardees in the previous five “Responsible Indian BMOs” Awards are not eligible to apply for the same Responsible Business Activity for which they had already been awarded by the previous BMO award.
- g) In case of any doubt with respect to the “*type of a BMO*” who has applied for the Award and for the “*award category*” for which the BMO has applied for, FMC can ask for further information to clarify the status. Thereafter, in case of technical discrepancy, FMC may suggest suitable changes in “*type*” and/or “*award category*” of the BMO. BMO needs to give written acceptance of the same within 7 days (holidays included). Failing which the application will not be considered for the Award.



Guiding List of Responsible Business Activities by BMO (as per NGRBC)¹

Promoting Green Environment

1. Promoting optimal material consumption, renewable, minimisation of nutrient loss and waste management
2. Promoting conservation of natural capital through reduction of soil degradation and loss of biodiversity and preservation of fresh water and marine eco system
3. Promoting reduction of noise and air pollution and GHG emission
4. Promoting energy efficiency and renewable source of energy
5. Promoting circularity
6. Any other activity of similar nature

Promoting Social Causes and Ethical Practices

1. Promoting improvement in cleanliness and sanitation within and outside the workplace of member firms
2. Promoting improvement in cleanliness and sanitation in the local community
3. Providing vocational education for families of workers and local community
4. Promoting employment and entrepreneurship of workers and local community
5. Promoting improvement in workplace conditions, setting up of hospitals, dispensaries, clinics, mobile health vans, etc. for workforce/stakeholders/community
6. Providing linkages for social benefit for workers
7. Guiding/handholding for setting up governance structure, promoting transparency, policy advocacy, gender mainstreaming, reducing/eliminating child labour, forced labour, slavery and human trafficking and promoting human rights, R&R of displaced community
8. Promote members to provide value to their customers and consumers responsibly
9. Promoting women empowerment, gender based activity
10. Any other activity of similar nature

¹This annex provides suggestive list of responsible activities. Please note, this list is suggestive only and not exhaustive



Paid services provided by BMOs (Point 7 of the application form)

- i. Getting rental income by providing use of machinery, equipment, etc owned by BMO
- ii. Getting rental income by providing use of space owned by BMO
- iii. Organizing buyer-seller meet
- iv. Common purchase of raw materials
- v. Providing services of experts to MSMEs on paid basis
- vi. Promoting business oriented (not related to responsible production/consumption) common facility centre, workshop/seminar, training, service, advocacy etc
- vii. Responsible activity mentioned in point 7 can also be a paid service and repeated here
- viii. Any other

Notes: Activities mentioned in point 6 of the application form can also be paid services and therefore, a paid responsible service can appear both in point 6 and point 7.