

INITIAL BUSINESS PLAN FORMAT

1. GENERAL INFORMATION

1.1 Name of the Entrepreneur:

1.2 Proposed Project:

1.3 Major Produce/Services:

1.4 Proposed Location:

1.5 Type of Organisation:

2. ENTREPRENEUR PROFILE:

Educational Qualification:

Technical Skills: (If any)

Work Experience: (if any)

3. TYPE OF PRODUCT/SERVICES:

Type of the Project:

3.2 Product / Services description (Type , Quality & uses etc)

3.3 Major Consumers :

MARKET POTENTIAL

Present Demand and Supply of the Product

Competition

Target Clients/selected Market Area

Marketing Strategy (USP)

MANUFACTURING PROCESS

3.1 Technical Know-how Availability

3.2 Step-by-Step Description of the Manufacturing Process from Raw Material to Finished Goods [Attach Process Flow Chart]

PRODUCTION SCHEDULE

- 5.1 No. of Working Days per Annum -
 5.2 No. of Working Shifts (8hrs) per Day -
 5.3 Installed Capacity (annual) -
 5.4 Utilized Capacity (%): -
 I - Year -
 II - Year -
 III - Year -

4. DETAILS OF THE PROPOSED PROJECT:

(A) LAND AND BUILDING

| Sr.No. | Particular | Area Required | Total Value | Remarks |
|--------|------------|---------------|-------------|---------|
| 1. | Land | | | |
| 2. | Building | | | |
| | | Total: | | |

(B) MACHINERIES / EQUIPMENTS

| Sr. No | Description | Nos. Required | Rate (Rs.) | Total Value (Rs.) |
|--------|-------------|---------------|------------|-------------------|
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| | | | | |
| | | | Total: | |

(C) MISC. FIXED ASSETS

| Sr. No. | Particulars | Nos. Required | Rate (Rs.) | Total Value (Rs.) |
|---------|-------------|---------------|---------------|-------------------|
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| | | | | |
| | | | Total: | |

(D) PRELIMINARY AND PRE-OPERATIVE EXPENSES

| Sr. No | Particulars | Amount (Rs.) |
|--------|--------------------------------|--------------|
| | Interest during implementation | |
| | Establishment Expenses | |
| | Start-Up Expenses | |
| | | |
| | | |
| | | |
| | | |
| | Misc. Expenses Total | |

(E) SALES REVENUE

| Year | Items(s) | Quantity Sold/Year | Rate per Unit (Rs) | Sales Realisation (Rs) |
|------|----------|--------------------|--------------------|------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | Total | |

(F) RAW MATERIAL (MONTHLY REQUIREMENT) *Annually*

| Sr. No | Items(s) | Quantity | Rate (Rs) | Total Value(Rs) |
|--------|----------|----------|-----------|-----------------|
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(G) UTILITIES - ~~Monthly~~ *Annually*

| Sr. No | Particulars | Annual Expenditure (Rs) | Remarks |
|--------|-------------------|-------------------------|---------|
| 1. | Power/Electricity | | |
| 2. | Water | | |
| 3. | Coal/Oil/Steam | | |
| 4. | Any other item | | |
| | Total | | |

(H) MAN POWER (Salaries/Wages)- ~~Monthly~~ *Annually*

| Sr. No | Particulars | No. | Wages/Salaries per Month (Rs.) | Annual Expenses (Rs) |
|--------|--------------|-----|--------------------------------|----------------------|
| 1. | Skilled | | | |
| 2. | Semi Skilled | | | |
| 3. | Unskilled | | | |
| 4. | Office Staff | | | |
| | Total | | | |

(I) REPAIRS AND MAINTENANCE - Monthly *Annually*

| Sr. No | Particulars | Amount (Rs) |
|--------|-------------|-------------|
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(J) SELLING AND DISTRIBUTION EXPENSES - Monthly *Annually*

| Sr. No | Particulars | Amount (Rs) | Remarks |
|--------|--------------------|-------------|---------|
| 1. | Publicity Expenses | | |
| 2. | Travelling | | |
| 3. | Freight | | |
| 4. | Commission | | |
| 5. | Misc. | | |
| | Total | | |
| | | | |

(K) ADMINISTRATIVE EXPENSES - Monthly *Annually*

| Sf. No | Particulars | Amount(Rs) | Remarks |
|--------|------------------------------|------------|---------|
| 1. | Stationery & Printing | | |
| 2. | Post/Telephone/Fax | | |
| 3. | Guest Entertainment Expenses | | |
| 4. | Misc. | | |
| | Total | | |
| | | | |

(L) INTEREST - Annual (@12-14% on loan)

| Loan Amount (Rs) | Interest (Rs) | Installment (Rs) | Balance (Rs) |
|------------------|---------------|------------------|--------------|
| | | | |
| | | Total | |
| | | | |

(M) DEPRECIATION

| Sr. No. | Type of Asset | Cost of Asset | Depreciation (WDV) | Amount |
|---------|-----------------------|---------------|--------------------|--------|
| 1 | Buildings | | 10% / 5% | |
| 2 | Plant & Machinery | | 33% / 10% | |
| 3 | Moulds and Equipments | | 50% / 30% | |
| 4 | | | | |
| 5 | | | | |
| | | | Total | |

(N) Insurance (~~@ 12~~ 12% on)

5. WORKING CAPITAL (one month) / One Cycle

| Sr. No. | Item | Rs. |
|---------|-----------------------------------|-----|
| 1. | Raw-Material | |
| 2. | Salary/Labour | |
| 3. | Administrative expenses | |
| 4. | Repairs and Maintenance exp. | |
| 5. | Selling and distribution expenses | |

6. TOTAL COST OF THE PROJECT

| Sr. No | Particulars | Total Value (Rs.) |
|--------------------|--|-------------------|
| 1. | Fixed Capital (Cash → Material → Goods/Process) → Finished Product | |
| 2. Margin of money | Working capital (One Cycle) | |
| 3. | Preliminary & Pre-operative Expenses | |
| 4. | Cost escalation & Contingencies (@ 10%). | |
| | Total | |

7.0 MEANS OF FINANCE

| Sr. No | Particulars | Amount (Rs.) | Remarks |
|--------|----------------------|--------------|---------|
| 1. | Own Investment | | |
| 2. | Term Loan | | |
| 3. | Working Capital Loan | | |
| 4. | Any Other Source | | |
| | Total: | | |

8.0 PROFITABILITY PROJECTIONS

| Sr. No. | Particulars | Amount (Rs.) |
|---------|-------------------------------------|--------------|
| | | |
| A. | Sale Realisation | |
| B. | Cost of Manufacturing/ Servicing | |
| | i) Raw Materials | |
| | ii) Utilities | |
| | iii) Salaries/Wages | |
| | iv) Repairs & maintenance | |
| | v) Selling & Distribution | |
| | vi) Expenses | |
| | vii) Administrative Expenses | |
| | viii) Interest | |
| | ix) Rent | |
| | x) Depreciation | |
| | xi) Misc. Expenses | |
| | Total | |
| C. | Gross Profit/Loss (A-B) | |
| D. | Income-tax | |
| E. | Net Profit/Loss | |
| F. | Repayment | |
| G. | Retained Surplus | |

$$\text{Break Even Point} = \frac{\text{Fixed Cost} \times 100}{\text{Fixed Cost} + \text{Profit}}$$