



Office of the Development Commissioner for Handlooms

Ministry of Textiles

Government of India

Udyog Bhawan, New Delhi

Notice Inviting E-Tender (NIT)

Expression of Interest (EoI)/Request for Proposal (RFP)

No. 15/2/2019-DCH/WW

Inviting Expression of Interest (EOIs) for engagement of Agency for evaluation of Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)/Pradhan Mantri Suraksha Bima Yojana (PMSBY) and converged Mahatma Gandhi Bunkar Bima Yojana (MGBBY), components of Handloom Weavers Comprehensive Welfare Scheme (HWCWS).

TABLE OF CONTENTS

CONTENT	PAGE No.
Part – I- Notice Inviting e-Tender	3-5
Part – II- Pre – Qualification/Minimum Eligibility Criteria	6
Time Frame	6
Pre-Bid Conference	6
Amendments and Bidding Document	6
Guidelines for Submitting Bids	7
Selection Criteria and Selection Process	7-8
Award of Contract	8
General Instructions and Terms & Conditions	9-10
Payment Schedule	10
Force Majeure	10
Instruction for Online Submission Bids	10-13
Part- III- Terms of reference / Scope of work:	14-21
Appendix	
I.Output-Outcome Framework	22
II.List of Stakeholders	23-25
III.Detailed Demand for Grant (DDG2019)	26
IV.State-wise sample size with details of handloom weavers enrolled	27
Annexures	
I-Proposal Submission Form	28-29
II- Pre-Qualification/Technical Bid	30-31
III- RFP acceptance letter	32
IV- Format for Power of Attorney for the Authorized Signatory	33
V- Format of Undertaking on Blacklisting	34
VI- Format of outline of Relevant Experience	35
VII- Approach, Methodology and Detailed work plan	36
VIII- Bid Security form	37-38
IX- Performance Bank Guarantee	39
X- Format for seeking clarifications	40
XI- Financial Bid Undertaking	41
XII- State-wise enrolment of handloom weavers/workers (2017-18 to 2018-19 & current year)	42

No. 15/2/2019-DCH/WW
Government of India
Ministry of Textiles
Office of the Development Commissioner for Handlooms

Notice Inviting E-Tender

PART-I

Sub: Inviting Expression of Interest (EOIs) for engagement of Agency for evaluation of Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)/Pradhan Mantri Suraksha Bima Yojana (PMSBY) and converged Mahatma Gandhi Bunkar Bima Yojana (MGBBY), components of Handloom Weavers Comprehensive Welfare Scheme (HWCWS).

Office of the Development Commissioner for Handloom, Ministry of Textile, Government of India invites online bids through two bid system (Technical and Financial) for engaging eligible agency for evaluation of Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)/Pradhan Mantri Suraksha Bima Yojana (PMSBY) and converged Mahatma Gandhi Bunkar Bima Yojana (MGBBY) components of Handloom Weavers Comprehensive Welfare Scheme (HWCWS).

2. The tender documents may be downloaded from Office of Development Commissioner for Handlooms website www.handlooms.nic.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

1	Published Date	13/09/2019, 18:00 Hrs
2	Bid Document Download Start Date and Time	13/09/2019, 18:00 Hrs
3	Pre-Bid Meeting	18/09/2019, 15:00 Hrs
4	Bid Submission Start date	25/09/2019, 18:00 Hrs
5	Bid Document Download End Date and Time	03/10/2019, 15:00 Hrs
6	Bid Submission End Date and Time	03/10/2019, 15:00 Hrs
7	Technical Bid Opening Date and Time	04/10/2019, 15:00 Hrs
8	Financial Bid Opening Date and Time	To be intimated later on

3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Contractors/Bidders are advised to follow the instructions provided in the "Instructions to the Contractors/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>" in the **Annexure - I**. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Bidders shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with Office of Development Commissioner for Handlooms.

5. Intending tenderers are advised to visit Office of Development Commissioner for Handlooms website www.handlooms.nic.in and CPPP site <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/addendum/amendment.

6. Earnest Money Deposit (EMD):

Earnest money deposit	INR 50,000 (Indian Rupees Fifty Thousand only) in the form of DD in favour of PAO (Textiles), New Delhi or BG from a Nationalized Bank in India, drawn in favour of PAO (Textiles), New Delhi (BG format is at Annexure-VIII)
-----------------------	---

7. If the EMD is submitted through BG, the minimum validity date of the BG should be 120 (one hundred twenty) days from the last date of submission of the bids. The Hard Copy of original instruments in respect of EMD must be delivered to the address given below on or before bid submission end date/time as mentioned in the critical date sheet. Bids not accompanied with EMD are liable to be rejected. NSIC/MSME registered agencies are exempted for EMD.

Deputy Development Commissioner (Handlooms)
Room no. 55A, Udyog Bhawan
Office of Development Commissioner for Handlooms
Ministry of Textiles, New Delhi – 110 011
Contact No. 011-23061865
E-mail: kcshakdwipee@gmail.com

8. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid, the results of their qualification as well as Financial Bid opening will be intimated later.

9. Submission of Bids:

The bids shall be submitted online in two parts, viz., Fee/Technical bid and Financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Fax/email shall not be considered. No correspondence will be entertained in this matter. Technical and Financial bids alongwith relevant documents including Annexures are required to be submitted separately. Tender documents should specifically mention the tender as:

Inviting Expression of Interest (EOI) for engagement of Agency for evaluation of Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)/Pradhan Mantri Suraksha Bima Yojana (PMSBY) and converged Mahatma Gandhi Bunkar Bima Yojana (MGBBY), components of Handloom Weavers Comprehensive Welfare Scheme (HWCWS).

9.1 Fee/Pre-Qualification/Technical Bid (Check list):

The following documents are to be self-attested and furnished by the Bidder as a part of Technical Bid as per the **Annexure –II** along with EMD as applicable:

- Scanned Copy of Certificate of Incorporation / Registration / MOA, PAN Card and GST Registration certificate as applicable.
- Scanned Copy of Audited Balance Sheet plus Profit and Loss Account of last three years audited by certified CA.
- Scanned copy of RFP Acceptance Letter and Power of Attorney for the Authorized Signatory as per **Annexure – III and IV**.

- d) Scanned copy of non-blacklisting certificate of work completion alongwith the details in **Annexure – V and VI**.
- e) Scanned copy of proof for payment of EMD and Income Tax return of previous three years (last three years).
- f) Scanned copy of Approach, Methodology and Detailed Work/Activity Plan provided in **Annexure – VII**.
- g) Bid Security Form in **Annexure – VIII**.
- h) Performance Bank Guarantee in **Annexure-IX**.
- i) Financial bid undertaking **Annexure-XI**

9.2 Financial Bid (Check list):

Financial Bid Submitted in the form of Bill of Quantity (BOQ) uploaded on portal.

PART-II

1. PRE-QUALIFICATION / MINIMUM ELIGIBILITY CRITERIA :

Bidders need to fulfil all the pre-qualifications conditions mentioned in the table given below:

Sl. No.	Pre-Qualification Criteria	Proof Required
1.	The Agency should be a Company registered under Companies Act, 1956/ Society Registration Act, 1860/ Autonomous Body/ Partnership Firm / Proprietorship Firm /Limited Liability Partnerships in existence for the last 3 years	Copy of Certificate of Incorporation/Registration/ MOA as applicable.
2.	The Agency should have a valid PAN and GST	The Agency should have a valid PAN and GST
3.	The Agency should have a minimum average annual turnover of INR 2 Crores (Rupees Two Crores) during the last three years	Copy of Audited Profit and Loss Statement and Balance sheet.
4.	The Agency should have previous such experience of evaluation study in last 5 years.	Copy of certificate of work completion along with the details as per the format provided in Annexure – VI .

2. TIMELINE FOR SUBMISSION OF REPORTS:

The agency is required to submit the draft report within 60 days from the date of awarding the work. The agency will be required to make presentation of the draft report to the office of Development Commissioner for Handlooms. 25 hard copies of the final report and 05 soft copies in electronic format in a CD shall be submitted by the agency at the end of study.

3. PRE BID CONFERENCE:

The Office of Development Commissioner for Handlooms shall organise a Pre Bid Conference from 18/09/2019 at 03:00 PM in the Deputy Development Commissioner (Handloom), Room No.55 A, Udyog Bhawan, Ministry of Textiles, New Delhi – 110011. The bidders are requested to submit any questions in the format given at **Annexure – X** in writing not later than upto 18/09/2019 at 01:00 PM. However, prospective bidders are free to raise their queries during the meeting and responses will be conveyed to all the prospective bidders by way of hosting amendments/ clarifications on the websites at www.handlooms.nic.in and <https://eprocure.gov.in/eprocure/app> in accordance with the respective clauses of the RFP. Queries can also be sent to Email: kc.shakdwipee@gov.in

4. AMENDMENT OF BIDDING DOCUMENTS:

(a) At any time prior to Pre-Bid Conference or the deadline for submission of bids, Office of Development Commissioner for Handlooms, for any reason, whether at its own initiative or in response to the clarifications requested by prospective Bidders may modify the bidding documents by issuing amendment(s).

(b) All eligible Bidders are requested to visit the said websites on regular basis for checking necessary updates.

(c) In order to allow bidders a reasonable time to take the amendment into account in preparing their bids, Office of Development Commissioner for Handlooms, at its discretion, may extend the deadline for the submission of bids.

5. GUIDELINES FOR SUBMITTING BIDS:

A) Pre-Qualification/ Technical Bid:

The Pre-Qualification/Technical Bid shall include the following information:

- a) Copy of Certificate of Incorporation / Registration / Service Tax Registration certificate MOA, PAN Card and GST Registration certificate as applicable
- b) Copy of Audited Balance sheet plus Profit and Loss account of last three years audited by certified CA.
- c) Copy of RFP Acceptance Letter as per format provide in Annexure - II.
- d) Outline of relevant experience of the Agency on works of a similar nature with details of past experience and current work in hand in the Format provided in Annexure - VI. Copy of Work Completion Certificate shall be attached for each of the assignments.
- e) Copy of Power of Attorney for the Authorized Signatory as per format provide in Annexure -IV.
- f) Copy of blacklisting certificate as per format provide in Annexure - V.
- g) Copy of proof for payment of EMD.
- h) Income Tax Return for last three years.
- i) A description of the manner in which agency would plan to execute the work. It should include approach, methodology and detailed work plan for carrying out the work in the Format provided in Annexure - VII.
- j) Financial Bid undertaking as per format provide in Annexure - XI

B). Financial Bid:

Financial Bid Submitted in the form of Bill of Quantity (BOQ) uploaded on portal.

6. SELECTION CRITERIA:

The Agency for evaluation study shall be selected through a competitive bidding process. The bidding process shall be carried out in two stages i.e. Technical Bid & Financial Bid. The Technical Bids shall be evaluated and thereafter, financial bids of only those agencies meeting the technical criteria shall be opened. Criterion for technical evaluation is as follows:

Technical evaluation Criteria for selection of Agency				
Name of Agency :				
S.No.	Eligibility Criteria	Score	Maximum Score	Marks Allotted
1.	Years of experience in the consultancy work a) Upto 01 to 05 years b) Between 05 to 10 years c) 10 to 15 years d) More than 15 years	0 03 05 10	10	
2.	No. of Studies of similar nature done i.e. evaluation of Government/PSU Schemes in Handlooms, Handicrafts, Textiles, Khadi, Medium and Small Enterprises etc. (with copy of Work order).		10	

	a) Upto 01-02 projects b) Between 02-05 projects c) More than 05 projects	03 05 10		
3.	The Agency should have total turnover exceeding Rs.15 crores during last three years with positive network. a. Less than 15 Cr b. 15 Cr. to 19 Cr. c. 20 Cr. to 25 Cr. d. More than 25 Cr.	0 03 05 10	10	
4.	The Agency should have office presence in at least 10 different locations in India, including metros. a. Less than 10 b. 10-15 c. 16-20 d. More than 20	0 03 05 10	10	
5.	The Agency should have trained manpower with minimum experience of 10 years in carrying out evaluation studies in textile sector/handloom sector. a. Less than 10 b. 10-15 c. 16-20 d. More than 20	0 03 05 10	10	
6.	Project Methodology, approach and work plan including (a) listing of information needed to address the issues outlined, (b) details of methodology proposed specifically outlining type of studies proposed for specific information and proposed sequencing of those studies (c) time lines for each study proposed and (d) any other relevant details to develop greater understanding of weavers agency.	Criteria, adequacy and appropriateness of the proposed methodology and work plan w.r.t. scope of work	50	
	Total Marks		100	

*Professionals do not include the clerical staff.

Note: Submit relevant documents in support of above eligibility criterion, failing which bid stands cancelled.

70% weightage is for technical bid and remaining 30% for financial bid (QCBS). Agency obtaining atleast 60 marks out of 100 marks in technical evaluation will be eligible for opening of financial bid.

7. AWARD OF CONTRACT:

a) The notification regarding qualification/disqualification will be through e-procurement portal only. No separate notification will be sent in this regard.

b) The evaluation committee will determine whether the financial proposal/ information is complete in all respects and the decision of the evaluation committee shall be final.

c) In case of failure on part of successful bidder (L-1) to accept the offer for execution of the given award of contract due to any reasons, Development Commissioner for Handlooms is unable to finalize a service agreement with the bidder ranked first, Development Commissioner for Handlooms may proceed to the next ranked bidder, and so on until a contract is awarded. A contract will be awarded to the responsible, responsive bidder whose proposal conforms to the RFP and is, in the opinion of the Development Commissioner for Handlooms, the most advantageous and represents the best value to the project, price and other factors considered.

d) The proposal will be valid for 120 days from the date of submission; Development Commissioner for Handlooms will make its best effort to select the survey agency with in this period.

e) Cost of preparing the proposal and incidental expenses shall be borne by the bidders and the Development Commissioner for Handlooms will in no case be responsible or liable for these expenses regardless of the conduct or outcome of the tenders.

f) On completion of the process of selection, the agency selected shall be awarded the contract by issuing the letter of intent (LOI). The issue of LOI shall be the deemed date of commencement of the assignment and shall be completed as per the period stipulated in the contract. Within 15 days of LOI, the survey agency should execute an agreement with the Development Commissioner for Handlooms.

g) The successful survey agency cannot sublet the assignment to other individual/ firms/ organizations.

h) Please furnish the detailed address, telephone number, fax number and electronic mail address for proper and fast communications.

i) Information/ clarification, if any required, may be obtained from Office of Development Commissioner for Handlooms, Ministry of Textiles, Udyog Bhawan, New Delhi. Tel: 23061865; E-mail :kc.shakdwipee@gov.in.

8. GENERAL INSTRUCTION AND TERMS & CONDITIONS:

a) The proposal along with all the correspondence and documents relating to the RFP exchanged by the Agency and Development Commissioner for Handlooms shall be written in English language.

b) Development Commissioner for Handlooms reserves the right to cancel the RFP at any stage without assigning any reason.

c) **Performance Bank Guarantee (PBG):** The successful bidder shall at his own expense deposit with Development Commissioner for Handlooms, within ten (10) working days of the date of issue of letter of intent or prior to signing of the agreement whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) with validity not less than 14 months from a Nationalised / Scheduled bank acceptable to Development Commissioner for Handlooms, payable on demand, for the due performance and fulfilment of the contract by the bidder. The PBG format is at **Annexure-IX.**

This Performance Bank Guarantee (PBG) will be for an amount equivalent to 10% of the contract value. All incidental charges what so ever such as premium, commission etc. with respect to the performance bank guarantee shall be borne by the bidder. The performance bank guarantee may be discharged/returned by Development Commissioner for Handlooms upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance bank guarantee.

- d) The bidder is advised to attach any additional information that is considered necessary in regard to establish the capabilities. No further information will be entertained after submission of application unless it is required by Development Commissioner for Handlooms. The Development Commissioner for Handlooms, however, reserves the right to call for additional information and clarification on information submitted by the bidders.
- e) Penalty will be imposed if agency fails to execute the work within the period mentioned in the implementation schedule. For delay after elapse of agreed contract duration, a penalty of 1% of the total project cost will be deducted on a weekly basis. If the delay is more than 2months, DC(Handlooms), at his discretion, may terminate the contract and allot the incomplete work to another agency at risk & cost of the contracted agency.
- f) The person to sign the contract agreement shall be duly authorized.
- g) The data, schedules, reports and other material used by the agencies during the conduction of the task shall remain the property of the Development Commissioner for Handlooms. The Agencies will not be allowed to use this information in any forum, national or international, without the explicit permission given in writing by the Development Commissioner for Handlooms.
- h) The RFP shall not bind the Development Commissioner for Handlooms in any way what so ever to offer any job to the applicant if it is decided to abandon the task.
- i) Should any dispute arise, it may be referred to a sole arbitrator appointed on mutual consent. The place of the arbitration shall be New Delhi, India. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended from time to time. The proceedings of arbitration shall be in English language.
- j) The Development Commissioner for Handlooms may at anytime terminate the Contract Agreement by giving a written notice to the Agency. Termination of contract will be without Compensation to the Agency provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Development Commissioner for Handlooms.
- k) Selected agency is required to submit the progress report on fortnightly basis to the office of Development Commissioner for Handlooms.
- l) Infrastructure support to carry out the task shall be the responsibility of the Agency selected.
- m) Cost of travel and stay of the officials from agencies for attending training/meeting will not be reimbursed by Development Commissioner for Handlooms.

9. PAYMENT SCHEDULE:

Mobilization fee @15% of total project cost will be provided as advance against a bank guarantee of equal amount. Afterwards the payment will be made based on actual work carried out by the agency. Following payment terms for this study will be as under:

- 1) **First Installment:** 20% - on submission of inception report within 30 days from the date of awarding of the contract with a presentation on ground covered.
- 2) **Second Installment:** 30% - on submission of the draft report within 2 months from the date of award of work.
- 3) **Final Installment:** 35% - on submission of the final report and its acceptance by the Government.

10. FORCE MAJEURE:

If at any time the performance, in whole or in part, by either of any obligation under the contract, shall be prevented or delayed by reasons of any war or hostility, acts of public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restriction, strikes, or acts of god (hereinafter referred to as events), provided notice of happening of

any such eventuality is given by either party to the other within 21 days from the date of occurrence of the event, party shall by reasons of such event, be entitled to determine the contract arising out of the contract nor shall either party have any claim for damages against the other in respect of such event. Obligations arising out of this contract shall resume after the event or events have come to an end or ceased to exist. The decision of DC(Handlooms) as to whether such event or events have come to an end or ceased to exist will be final.

11. INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / n Code / e Mudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6) Bidder then logs in to the site through the secured login by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ' My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been made. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

PROCEDURE OF SUBMISSION OF BIDS ON PORTAL

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/banker cheque any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be

viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Foreign bidder can get help at +91-7878007972, +917878007973.

12. Office of the Development Commissioner for Handlooms, Ministry of Textiles reserves the right to reject any EoI without assigning any reason.

Sd/-
Deputy Development Commissioner (Handlooms)

PART-III

TERMS OF REFERENCE / SCOPE OF WORK:

1. EXECUTIVE SUMMARY

The Government of India is implementing **Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)/ Pradhan Mantri Suraksh Bima Yojana (PMSBY) and converged Mahatma Gandhi Bunkar Bima Yojana (MGBBY)**, components of Handloom Weavers Comprehensive Welfare Scheme (HWCWS) for enrolment of handloom weavers/workers throughout the country. Enrolment cycle under these components of the scheme is started from 1st June to 31st May, every year.

2. OVERVIEW OF THE SCHEME

The Government of India introduced the Bunkar Bima Yojana in December, 2003 which was a combination of Janshree Bima Yojana and Add-on Group Insurance Scheme being implemented in collaboration with the Life Insurance Corporation of India. Since, 2005-06, this scheme was revised and has been implemented under the revised nomenclature "Mahatma Gandhi Bunkar Bima Yojana". During the 12th Plan, the component i.e. Mahatma Gandhi Bunkar Bima Yojana (MGBBY) under the Handloom Weavers Comprehensive Welfare Scheme (HWCWS) was implemented to avail social security benefits to handloom weavers/workers. The scheme had two components namely (i) Health Insurance Scheme (HIS) which enabled weavers to access healthcare facilities upto 30.09.2014 and (ii) Mahatma Gandhi Bunkar Bima Yojana (MGBBY) which provided insurance coverage in case of natural/accidental death, total and partial disability.

Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY) and Pradhan Mantri Suraksha Bima Yojana (PMSBY) were launched by the Hon'ble Prime Minister on 9th May, 2015 for creating a universal and affordable Social Security System. While PMJJBY provides life insurance cover, PMSBY provides accidental insurance cover for accidental death or disability.

3. BACKGROUND OF THE SCHEME:

During the 12th Plan, the component i.e. Mahatma Gandhi Bunkar Bima Yojana (MGBBY) under the Handloom Weavers Comprehensive Welfare Scheme (HWCWS) was implemented to avail social security benefits to handloom weavers/workers. Now, under the PMJJBY/PMSBY, life, accidental and disability Insurance coverage is provided to all handloom weavers/workers in the age group of 18-50 years. However, closed group of handloom weavers/workers in the age group of 51-59 years which are already enrolled under the Mahatma Gandhi Bunkar Bima Yojana (MGBBY) would continue to get covered under the converged MGBBY.

a) **Brief Write up on the Scheme including objective implementation Mechanism, Scheme architecture/design:-**

Life, accidental and disability Insurance coverage is provided to all handloom weavers/workers in the age group of 18-50 years under PMJJBY/ PMSBY. However, closed group of handloom weavers/workers in the age group of 51-59 years which are already enrolled under the Mahatma Gandhi Bunkar Bima Yojana (MGBBY) would continue to get covered under the Converged MGBBY.

Main objective of the Scheme is to provide Social Security coverage to handloom weavers/workers throughout the country under PMJJBY/ PMSBY and converged MGBBY, components of Handloom Weavers Comprehensive Welfare Scheme (HWCWS). Life Insurance Corporation (LIC) Ltd., is the implementing agency.

(i) The details of the benefits and total annual premium share i.e. Govt. of India, LIC of India and Weavers/Workers under PMJJBY/PMSBY & converged MGBBY are as follows:-

Scheme components	Age Group	Insurance coverage	Benefits (in Rupees)	Annual premium
PMJJBY	18-50 years	Natural Death	2,00,000	Rs.330/- Gol share - Rs.150/- LIC share - Rs.100/- Weaver/worker - Rs.80/-
		Accidental Death	2,00,000	
PMSBY	18-50 years	Accidental Death	2,00,000	Rs.12/- entirely borne by GOI
		Total Disability	2,00,000	
		Partial Disability	1,00,000	
Converged MGBBY	51-59 years	Natural Death	60,000	Rs.470/- Gol share - Rs.290/- LIC share - Rs.100/- Weaver/worker - Rs.80/-
		Accidental Death	1,50,000	
		Total Disability	1,50,000	
		Partial Disability	75,000	

The State-wise enrolment of handloom weavers under the scheme from 2017-18 to 2018-19 (upto March, 2019) is at **Annexure-XII**.

(ii) In order to ensure targeted, speedy and efficient implementation of the PMJJBY/PMSBY and converged MGBBY, competent professional Insurance Scheme Monitoring Agency/ies is/are proposed to be engaged by the Office of the Development Commissioner (Handlooms), Ministry of Textiles.

b) Name of Sub-Schemes/components:-

The Comprehensive Handloom Weavers Comprehensive Welfare Scheme (HWCWS) has been approved for the period from 2017-18 to 2019-20. The components of HWCWS are as under:

- (i) Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)
- (ii) Pradhan Mantri Suraksha Bima Yojana (PMSBY) and;
- (iii) Converged Mahatma Gandhi Bunkar Bima Yojana (MGBBY):-

c) Year of commencement of Scheme:

From 2017-18 to 2019-20, the life & accidental insurance coverage provided under PMJJBY/PMSBY and converged MGBBY.

d) Present status with coverage of scheme (operational/non-operational):

At present the Scheme is operational in all over India. 1.70 lakh handloom weavers/workers during 2017-18 and 1.45 lakh handloom weaver/workers during 2018-19 have been enrolled under the PMJJBY/PMSBY and converged MGBBY by the State of Assam, Andhra Pradesh, Madhya Pradesh, Maharashtra, Himachal Pradesh, J&K, Orissa, Kerala, Tamil Nadu, Rajasthan, Uttar Pradesh, Utrakhand and West Bengal.

e) Sustainable Development Goal (SDG) Served:

Life, accidental and disability Insurance coverage is provided to all handloom weavers/workers under PMJJBY/PMSBY and converged MGBBY through LIC of India.

f) National Development Plan (NDP) Served:

Government of India share of Premium of Rs.162/- under PMJJBY/ PMSBY and Rs.290/- under converged MGBBY is released to LIC of India for providing Social Security benefits to handloom weavers/workers.

4. BUDGETARY ALLOCATION AND EXPENDITURE PATTERN OF THE SCHEME

(Rs. In crore)

Scheme Name	2014-15			2015-16			2016-17			2017-18			2018-19		
	BE	RE	Actual												
HWCWS	85.00	57.50	42.26	20.00	18.91	18.61	30.00	28.50	26.56	32.00	25.00	25.00	19.00	10.05	2.05

5. SUMMARY OF PAST EVALUATION SINCE INCEPTION OF SCHEME

Year of Evaluation	Agency hired for Evaluation	Recommendations made and accepted	Recommendations made but not accepted
2011-12	M/s HARYALI Centre for Rural Development	<p><u>ESTABLISHMENT OF OFFICE AT CLUSTER LEVEL</u></p> <ol style="list-style-type: none"> Awareness camps about the benefits of the Scheme should be organized regularly at the cluster level which will ensure more enrolment of beneficiaries in the MGBBY. IEC should be prepared in simple and local languages. Publicity of the scheme should be done in Local Newspapers, Radio and Television, etc. <p><u>VALIDITY OF POLICY</u></p> <ol style="list-style-type: none"> Beneficiaries have suggested that the policy validity period should be increased from 1 year to 2 years. Accordingly, the beneficiaries will get 12 more months for renewing their policy. <p><u>REVISED PREMIUM AND INSURANCE AMOUNT</u></p> <ol style="list-style-type: none"> There is a need to set-up an LIC office for enrolment and claim purposes. Most of the beneficiaries have suggested that the existing premium amount at Rs. 80/- is slightly high for them and it should be Rs. 30/- or may be free. 	NA

7. Renewal notices to the beneficiaries should be sent well in advance for taking timely action.
8. Beneficiaries have stated that the existing amount on various type of claims have to be revised and suggested amount is given below:

Type	Existing Amount (Rs.)	Suggested Amount (Rs.)
Natural Death	60,000/-	1,50000
Accidental Death	1,50,000/-	2,50000
Total Disability	1,50,000/-	2,50000
Partial Disability	75,000/-	1,50000

9. Beneficiaries have also suggested that all claims should be on-line and also the updated information should be made available on website. This will allow all the beneficiaries to get first-hand information about the policy, schemes, benefits etc.
10. Payment of claims should be through ECS.
11. In case cheques are given to the beneficiary by LIC it must also bear account number of the beneficiary.
12. Efforts to be made to encourage beneficiary to open saving bank accounts preferably in the networking banks.

REGARDING SCHOLARSHIP

13. The scholarship amount should be paid on time.
14. Scholarship should also be provided to the students who are also studying in class 6 to 8 instead of starting from class IX onwards. Thus the scholarship would be given from class 6 to 12th.
15. Scholarship amount should be increased and it should be Rs. 2,000/-

REGARDING CLAIMS AND OTHERS

16. Age limit to be increased from 59 to 65 years for making the scheme more acceptable to the beneficiaries.
17. Enrolment card should be issued to all the beneficiaries.
18. Policy document should to be provided to all the beneficiaries for their information.
19. Beneficiaries have suggested reimbursement claim be settled within 2 months after the claim has been put up.
20. Helpline facility should be provided to the beneficiaries to lodge their complaints or to come to know about the existing and forthcoming MGBBY activities.

		<p>21. A suggestion box must be placed in each cluster area regarding the problems and solutions with regards to MGBBY.</p> <p>22. An office of LIC needs to be established at district level to facilitate the weavers in getting proper information on availability of various services available under the MGBBY.</p> <p>23. Grievances Redressal Centre (GRC) should be established at regional level in each state for Redressal to their problems.</p> <p><u>DATA MANAGEMENT</u></p> <p>24. Data management is not satisfactory. A systematic computerized data bank should be compiled and this should be available on-line to facilitate all those concerned with the scheme.</p> <p><u>MONITORING</u></p> <p>25. Regular monitoring play an important role for the success of any scheme. It is suggested that regular Monitoring should be done preferably by any External Agency and quarterly progress report should be submitted to the Ministry as well as to the implementing agency.</p>	
--	--	--	--

6. METHODOLOGY

a) Approach (Methodology adopted), Division of Country into 9 Geographical Regions / Zones :

The scheme is presently implemented in all the States/UTs through the Directorate of Handlooms and its field offices/Nodal Offices with the coordination of LIC Units in the concerned States.

b) Sample size and sample selection process, tools used : field study / questionnaire, primary and secondary data:

The sample size is to cover at least 10% handloom weavers/workers (Beneficiaries) and each stakeholder of concerned State i.e. Director, Incharge of Handlooms etc. of **10 States** as per Appendix- IV. The agency will be required to make presentation of the draft report to the Office of the Development Commissioner for Handlooms. 25 copies of the final report alongwith soft copy are required to be submitted to this office.

7. Eligibility Norms:

Expression of Interests (EOIs) is invited for engagement of agency for Evaluation Study of PMJJBY/PMSBY and converged MGBBY, which

- Should have proven and demonstrable experience, expertise and resources in providing services for holistic and integrated development of handloom sector.

- Should have experience of working and development of the Handloom Sector.
- Should have professionals with expertise in Handloom, Project Management, capacity building, evaluation of projects, market development and institutional development etc.
- Should have reasonable experience in areas relating to working with Central/State Governments;
- Should have average turnover of atleast Rs.2.00 cr. in last 3 years (Turn over should be of the applicant agency only and should not have been tied up with other agency).
- Should have net profit in each of last 3 years (not applicable for NGOs or any other agency exempted by Govt. supported by relevant documents).

8. OBJECTIVE OF THE STUDY

- **Performance of the scheme based on the Output / Outcome indicators:** The scheme leads to direct benefit to handloom weavers/workers in the sector. However the study may focus on overall impact on the handloom sector as under:
 - a) Whether the scheme has benefited the handloom weavers/workers and if so, To what extent.
 - b) How far the scheme has been instrumental in coverage of weavers/worker.
 - c) How far the scheme has been instrumental in arresting migration of weavers/workers.
 - d) Whether benefit of weavers/workers has to enhance for getting Insurance claims under these components of the scheme.
 - e) To study the general perception & expectation of handloom weavers and the extent to which the same have been met.
 - f) Whether the coverage from LIC of India is sufficient to meet the requirements of handloom weavers/workers on the satisfaction level on the following parameter:-
 - g) Whether the benefit/insurance claims of reimbursement are paid through DBT is actually passed on to the weavers in full, if not to what extent? Whether there is a need to enhance the reimbursement rate: if so, to what extent.
 - h) The enrolment of handloom weavers/workers in certain States including North Eastern States is far below. What are the reasons for this and how can the enrolment be enhanced.
 - i) Whether there is any diversion of the settlement of Insurance claims under this scheme towards any other purpose; if so, to what extent, and suggestions for prevention for future.
 - j) The study shall also include:-
 - Whether the weavers/workers suffered due to delays in settling insurance claims under the scheme and if so the details
 - Details of complaints made if any
 - Details of satisfaction over the action taken on complaints made if any
 - Details of any other point with regard to the scheme not favorable to the weavers' community/end beneficiaries
 - k) To identify the deficiencies/weaknesses and shortcoming in the implementation of the scheme to suggest remedial measures.

9. ADDITIONAL PARAMETERS:

a) Coverage of beneficiaries

State				District			
Urban		Rural		Urban		Rural	
Male	Female	Male	Female	Male	Female	Male	Female
SC/ST/OBC							

Fund is directly provided to IA i.e. LIC of India for implementation of scheme.

b) Implementation mechanism:

The enrolment mechanism is as Under:-

- The Cycle for enrolment of handloom weavers/workers/beneficiaries is from 1st June, to 31st May, every year.
- The State Director-in-charge of Handlooms & Textiles and its field offices are the Nodal agencies for implementation of the scheme.
- The weaver shall fill up the enrollment form given at Annexure – I and submit the same to the nodal agency along with receipt of deposit of his/her share of the premium in the bank account of the nodal agency.
- The State Nodal Offices will collect the data and premium share of handloom weavers/workers for onward submission to respective LIC Unit Office for the enrolment under the scheme.
- Life Insurance Corporation of India is the Implementing Agency for settling the claim.
- All assistance to individual beneficiaries must be mandatorily through Direct Benefit Transfer (DBT).
- Details of individual beneficiaries catered by Implementing Agencies should be available in Public Domain.

c) Training / Capacity building of administrators / facilitators:

PFMS (EAT) Module training is given to avail all central assistance. DRISHTI dashboard for monitoring CPSE conclave Action Plans.

d) **IEC activities:** Information, Education and Communication (IEC) programmes aims to increase publicity of the implementing agency, LIC of India. The LIC should widely publicize the Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)/ Pradhan Mantri Suraksha Bima Yojana (PMSBY). Focused publicity of the scheme will be done through print and electronic media in vernacular languages, social media, printing and distribution of pamphlets and hand bills, posters and wall paintings etc.

e) **Asset / Service creation & its maintenance plan:** N/A

f) **Benefits (individual, community):** The benefits of the scheme percolates directly to handloom weavers/workers and handloom weavers' community.

g) **Convergence with scheme of own Ministry / Department or of other Ministry / Department:** There is no such schemes in other Ministry/Department to which this scheme could be converged. Therefore convergence of this scheme with any other scheme of Ministry/department is ruled out.

h) **Gaps in achievement of outcome:** Any gaps in scheme, attributed to absence of intervention / non- performance of existing intervention etc. are to be evaluated by evaluators within the given architecture of the scheme.

- i) **Key Bottlenecks & Challenges:** The evaluating agency should focus on financial and administrative aspect of the scheme and indicate bottleneck & challenges if any, for benefits of ultimate beneficiary of the handloom sector.
- j) **Input Use Efficiency:** The agency may seek to evaluate the requirement and allotment of manpower for effective implementation of the scheme in order to increase input use efficiency within the scope of scheme guidelines.

10. OBSERVATION AND RECOMMENDATIONS

- a) **Thematic Assessment:** Thematic assessment should focus on accountability, role, function, involvement/support of the LIC. Cross cutting themes cannot be assessed, as architecture of the scheme hardly have any scope for generation of primary data due to indirect benefit to handloom weavers/workers.
- b) **Externalities:** The agency should see if any best practices were replicated in similar kind of scheme and if yes, give the details of the best practices.

11. CONCLUSION:

- a) **Issue & Challenges:** The evaluating agency should bring out issues and challenges before the Govt. in protection of interests of handloom weavers/workers through implementation of this scheme.
- b) **Vision for the future:** The evaluating agency should envision forceful impact of this scheme to ensure protective environment around the handloom weavers/workers engaged in production /manufacturing of reserved articles to earn a livelihood in handloom sector.
- c) **Recommendation for scheme with reasons:**

The importance of scheme are to be recommended / evaluated by evaluation agency and recommendations may be provided in any of the following categories (a) continue in existing form (b) continue with some modification (c) scale up the scheme(Financial/Physical/both) (d) Scale down the scheme (e) Close (f) Merge with another scheme as sub-scheme/component etc are to be evaluated in perception of livelihood & interest of millions of handloom weavers and rich cultural heritage of India from the encroachment by evaluator.

12. APPENDICES:

- Output-Outcome Framework – Appendix – I.
- List of various State holders - Appendix – II.
- Detailed Demand for Grant (DDG2019) of Handloom Weavers Comprehensive Welfare Scheme - Appendix – III.
- State-wise sample size with details of handloom weavers enrolled –Appendix- IV.

Output-Outcome Framework

Outputs 2019-20			Outcomes 2019-20		
Output	Indicators	Target 2019-20	Outcomes	Indicators	Target 2019-20
Insurance coverage is provided to handloom weavers/workers.	Number of Weavers 6.57 lakh handloom weavers/workers to be enrolled.	20.00 Crore	Social Security benefits/coverage to number of handloom weavers/ workers provided.	Number of handloom weavers enrolled against the target.	6.57 lakh handloom weavers/workers

List of Stakeholders

S. No.	Address	Phone No.	Fax No.	E-mail ID
1	Commissioner of Handlooms & Textiles Govt. of Andhra Pradesh, A.P. Mangalgi, Amrawati	040-23225805	040-23224542	handloom_textiles@yahoo.com
2	Director of Textiles & Handicrafts, Govt. of Arunachal Pradesh, Itanagar	0360-2211815	0360-2211815	dht1999@rediffmail.com
3	Director of Handlooms & Textiles, Govt. of Assam, Vastra Bhavan, GNB Road, Ambari, Guwahati - 781 001	0361-2736550	0361-2736650	assamhandloom@gmail.com
4	Director of Handlooms & Textiles, Govt. of Bihar, Vikash Sadan, Bailey Road, Patna - 800001	0612- 2215637	0612-2215806	dirhs_bih@rediffmail.com
5	Director of Handlooms & Textiles, Deptt. Of Rural Industries, Govt. of Chattisgarh, Hathkargha Sanchanlya, Raipur- 492001	0612-2215637	0612-2215637	dirhs_bih@rediffmail.com
6	Commissioner of Industries, (Handlooms & Handicrafts), Govt. of NCT of Delhi, 419, Udyog Sadan, Patparganj Industrial Area, Delhi - 110092	011-22163757 22151015	011-22156996	comind@nic.in
7	Commissioner of Cottage & Rural industries, Govt. of Gujarat, Block No.7/1, Udyog Bhawan, Gandhinagar - 382011	079-23259477 23259478	079-23259479	comcri@gujarat.gov.in
8	Director of industries, Govt. of Haryana, 30 Bays Building, 1 st Floor, Sector – 17/C, Chandigarh - 160092	0172-2701344	0172-2701943 2701343	ipcharyana@yahoo.com
9	Director of Handlooms/ Industries & Textiles, Govt. of Himachal Pradesh, Udhog Bhavan, Bemloi, Shimla - 171001	0177-2813414	0177-2650657	dirindushp@nic.in
10	Director of Handloom Development Dept., Govt. of J&K, 5 B/C Gandhi Nagar, Near Govt. Hospital, Jammu	0191-2477122	0191-2477122	director@jkhandloomdepartment.org
11	Director of Handlooms, Sericulture & Handicrafts, Govt. of Jharkhand, Nepal House Secretariat, Doranda, Ranchi - 834002	0651-2491305	0651-2491858	jahrkhand_sericulture@rediffmail.com

12	Commissioner for Development & Director of Handlooms & Textiles, Govt. of Karnataka, No. 14/3A, 3rd floor, R.P. Building, Nrupathunga Road, Bangalore 560001	080-22271628	080-22226082	texcomgok@gmail.com
13	Director of Handlooms & Textiles, Govt. of Kerala, 4th floor, Vikas Bhawan, Thiruvananthapuram - 695033	0471-2303427	0471-2304191	handloomdirector@gmail.com
14	Commissioner for Handlooms & Handicrafts Govt. of Madhya Pradesh, Board of Secondary Education Campus, 2nd floor, Shivaji Nagar, Bhopal 462016	0755-2553934	0755-2553968	dhtbpl76@gmail.com
15	Director of Handlooms & Textiles, Govt. of Maharashtra, Old Secretariat Building, Civil Lines, Nagpur - 440001	0712-2561247	0712-2565428	directortextiles@rediffmail.com
16	Director of Commerce & Industries, Govt. of Manipur, New Secretariat, West Block, Imphal - 795004	0385-2414220	0385-2414550	dcimanipur@gmail.com dirhandloom@gmail.com
17	Director of Sericulture & Weaving, Govt. of Meghalaya, 3rd floor, Lower Lachumiere, Additional Secretariat Building, Shillong - 793001	0364-2223247	0364-2223279	dirswgovt_megh@hotmail.com
18	Director of Handlooms & Textiles, Govt. of Mizoram, Khatla Aizwal - 796001	0389-2322450	0389-2326007	secytrademz@nic.in
19	Director of Industries & Commerce, Govt. of Nagaland, Upper Chanderi, Kohima - 797001	0370-2270421 2245164	0370-2270420	dirsgovt_megh@hotmail.com industrynaga@gmail.com
20	Director of Handlooms & Textiles, Govt. of Odisha Satya Nagar, Bhubaneswar-751 007	0674-2575783	0674-2575790	textilesorissa@yahoo.co.in textsec@ori.nic.in
21	Director in-Charge of Handlooms, Govt. of Punjab, Udyog Bhawan, 18, Himalaya Marg, Sector-17, Chandigarh-160017	0172-2701214	0172-2722945	dir.ind@punjab.gov.in
22	Director of Industries, Govt. of Rajasthan, Udyog Bhawan, Tilak Marg, JAIPUR-302001.	0141-2227796 2227788	0141-2227516	indraj@rajasthan.gov.in
23	Director of Handlooms & Handicrafts, Govt. of Sikkim, Zero Point, Gangtok	03592-203123	03592-203123	director_dhhsikkim@gmail.com

24	Director of Handlooms & Textiles, Govt. of Tamil Nadu, Kuralagam, IInd floor, Chennai - 600 108	044-25341204	044-25341084	dirhandlooms@yahoo.co.in
25	Director of Handlooms & Textiles, Apperel Export Park, Govt. of Telangana C Block, 5th Floor, BRKR Bhawan, Tank Bund Road, Hyderabad - 500 063	040-23221684	040-23221685	tshandtex@gmail.com
26	Director of Handlooms & Textile, Govt. of Tripura, Pandit Jawahar Lal complex, Gorakha Basti, Agartala	0381-2325340		bc_trip2003@yahoo.co.in
27	Director of Handlooms & Textiles, Govt. of Uttar Pradesh, Kabir Bhawan, G.T.Road, Kanpur - 208002	0512-2297181	0512-2242443	dhtup@rediffmail.com
28	Director of Industries, Deptt. of Industries & Handlooms, Urban Development, Govt. of Uttrakhand, Sectt. 4 B, Subhas Road, Dehradun - 248001	0135-2520604 2728227	0135-2728226	rrajesh.kumar@ias.nic.in
29	Director of Textiles (Handlooms) Govt. of West Bengal, New Secretariat Bldg, B Block, 5th floor, 1 Kiran Sankar Roy Road, Kolkatta - 770 001	033-22310871	033-22484537	dir.handloomwb@gmail.com handtextwb@yahoo.co.in

Detailed Demand for Grant (DDG 2019) of Handloom Weavers Comprehensive Welfare Scheme

S.No	Head	Description	Amount (Rs. In crore)
1	2851.00.103.48.01.31	General	2.80
2	2851.00.789.54.01.31	SCSP	10.00
3	2851.00.796.54.01.31	STSP	05.50
4	2552.00.226.14.01.31	NER	1.50
5.	2851.00.10.48.01.26	Advtt.& Pub.	0.10
6.	2851.00.10.48.01.20	OAE	0.05
7	2851.00.10.48.01.28	Professional Service	0.05
Grand Total			20.00

State-wise sample size with details of handloom weavers enrolled under Pradhan Mantri Jeevan Jyoti BimaYojana (PMJJBY)/ Pradhan Mantri Suraksha Bima Yojana (PMSBY) and Converged Mahatma Gandhi Bunkar Bima Yojana (MGBBY) from 2017-18 to 2019-20 (upto 9.9.2019).

Sl.No.	Name of States	Converged MGBBY	PMJJBY & PMSBY	Converged MGBBY	PMJJBY & PMSBY	Converged MGBBY	PMJJBY & PMSBY
		2017-18 (As on 01.06.2017 to 31.05.18)		2018-19 (As on 01.06.2018 to 31.05.19)		2019-20 (As on 09.09.2019)	
1	Odisha	3348	9930	0	0	0	0
2	West Bengal	5107	28187	1046	10926	0	0
3	Assam	0	106	0	0	0	0
4	Maharashtra	02	50	0	52	0	0
5	Himachal Pd.	161	1630	129	1231	0	0
6	J & K	34	105	0	359	0	0
7	Uttar Pradesh	228	2303	0	8779	0	64
8	Andhra Pradesh	0	0	0	6088	0	2162
9	Kerala	781	1307	743	2052	0	0
10	Tamil Nadu	44999	71870	41330	71949	0	0
	Total:	54660	115488	43248	101436	0	2226

PROPOSAL SUBMISSION FORM

[Location, Date]

To:

Deputy Development Commissioner(Handlooms)
Room No. 55 A.
Office of DC Handloom
Udyog Bhavan, Maulana Azad Road
New Delhi

Sir,

We, the undersigned offer for appointing eligible agency for evaluation of the Central Sector Scheme for appointing agency for evaluation study of the implementation of Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)/ Pradhan Mantri Suraksha Bima Yojana (PMSBY) and converged Mahatma Gandhi Bunkar Bima Yojana (MGBBY), components of Handloom Weavers Comprehensive Welfare Scheme (HWCWS) is being implemented in accordance with your Request for Proposal dated[Date]. We are hereby submitting our Proposal.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Email:

Name of Contact Person:

Email:

Telephone:

Mobile:

Fax:

Address:

DISCLAIMER

1. Though adequate care has been taken in preparation of this Request for Proposal (RFP) document, the Consultancy Company / Firm submitting detailed techno-commercial proposals in response to this RFP should satisfy itself that the information provided in the RFP document is complete in all respects.
2. Office of Development Commissioner for Handlooms, Ministry of Textiles does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this Request for Proposal document.
3. Neither O/o D. C. Handlooms nor its employees will have any liability to any prospective Consultancy Company/ Firm or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this Request for Proposal document, any matter deemed to form part of this Request for Proposal document, the award of the Assignment, information or any other information supplied by or on behalf of D. C. Handlooms or their employees, to any consultant or otherwise arising in any way from the selection process for the Assignment.
4. Office of Development Commissioner for Handlooms, reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the Request for Proposal Application.
5. Office of Development Commissioner for Handlooms, reserves the right, without any obligation or liability, to accept or reject any or all the bids at any stage of the process, to cancel or modify the process or change/modify/amend any or all provisions of this Request for Proposal Document, at any time, without assigning any reason whatsoever.

PRE-QUALIFICATION/TECHNICAL BID
(To be submitted in Firm's own letter head)

Sr. No.	Description of Facts	Documents to be enclosed / Information to be shared
01	Name of Agency	
02	Location of head office and own field offices	
03	Name of the Authorized persons, who may sign on the tender documents	
04	Full Communication (Postal) address of the Agency/ Firm	
05	Telephone Nos. Office	
06	Telephone Nos. Residence	
07	Mobile No:	
08	e-mail id	
09	Legal Status: Please specify as to whether Agency is a sole proprietorship or partnership firm or company (Pvt. Or Public) or any other form etc.	
10	Date of incorporation of Agency	
11	GST No.	Yes/No
12	Permanent Account Number(PAN)	Yes/No
13	Annual Turnover for the last 3 years. (Please attach the proof of audited profit & loss account as well as balance sheet of each year, duly signed by the authorized person and stamped by seal of Agency).	Yes/No
14	Accepted the terms and conditions of the said tender notice.	Yes/No
15	Whether Agency or any other entity with which any of its Director/Partner or proprietor etc. are / have been associated or any Director/Partner etc. had ever been convicted for any offence by any court of law at any point of time. Give details, if any.	Yes/No
16	Whether Agency and or its Directors/Partners etc. are black listed by any Government Departments/ Organizations as on date. Give Details , if any	Yes/No
17	Approach, Methodology and detailed work/Activity Plan.	Yes/No
18	Details of Earnest Money Deposit (Enclose DD/BG)	DD / BG No.
		Date
		Issuing bank
		Branch
		Amount

This is to certify that I/we before signing this bid have carefully read the contents of the Bid Document and fully understood all the terms and conditions contained therein and undertake myself/ourselves to abide by the same.

I /We hereby declare that the information /facts provided is true, correct and to best of my/our knowledge and belief.

In case any information /facts found to be incorrect, misleading or factually wrong, Office of Development Commissioner for Handlooms is empowered to take any decision /action, as deemed fit.

Note: Please strike out Not Applicable (N/A) against the columns, which does not relate, while filling up the above formats.

Date:

Place:

Signature of Bidder

Name of Bidder

Name of the firm/agency

Seal of Bidder

RFP ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Development Commissioner for Handlooms
 Office of Development Commissioner for Handlooms
 Ministry of Textiles
 Udyog Bhawan, New Delhi

Sub: Acceptance of Terms & Conditions of RFP.**RFP No: 15/2/2019/DCH/WW****Name of RFP / Work: -**

RFP for appointing Survey Agency for "appointing Agency to conduct Evaluation study of the Implementation of Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)/ Pradhan Mantri Suraksha Bima Yojana (PMSBY) and converged Mahatma Gandhi Bunkar Bima Yojana (MGBBY), components of Handloom Weavers Comprehensive Welfare Scheme (HWCWS) in the country during 2017-18 to 2019-2020".

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'RFP/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,**(Signature of the Bidder, with Official Seal)**

**FORMAT FOR POWER OF ATTORNEY FOR THE AUTHORISED SIGNATORY
(To be submitted in Firm's own letter head)**

RFP No: **15/2/2019-DCH/WW**

To,

Development Commissioner for Handlooms
Office of Development Commissioner for Handlooms
Ministry of Textiles
Udyog Bhawan, New Delhi

Dear Sir,

With reference to RFP No. **15/2/2019-DCH/WW** we hereby, authorize the following person as authorized signatory to carry out necessary bid formalities with Office of Development Commissioner for Handlooms with reference to this RFP and authorize to sign the bid documents and contract/ agreement with Office of Development Commissioner for Handlooms.

Thanking you,

Yours faithfully

Place:

Date:

(Signature with Company's seal)

Name:

Designation:

U N D E R T A K I N G O N B L A C K L I S T I N G
(To be submitted in Firm's own letter)

It is certified that my firm/agency/company has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertaking of the Government of India or State Government and no criminal case is pending against the said firm/agency as on date.

Place:

Date:

Signature of the Bidder:

Name of the Signatory:

Name of the Firm/agency:

Seal of the Firm/Agency:

Outline of Relevant Experience

Project Title: <i>(Attach separate sheet for each project)</i>	
Name &Address of the Client:	Duration of Assignment:
Type of Project:	
Start Date(month/year):	End Date(month/year):
Narrative Description of Project:	
Description of Actual Services provided by your staff within the assignment:	
Relevance of the assignment	

* Please attach copies of work completion certificate.

Approach, Methodology and Detailed Work Plan

a. Approach and Methodology

b. Work Plan

** Please attach a separate sheet for work plan if space is not enough*

Bid Security Form

To
 PAO (Textiles),
 Ministry of Textiles, GOI
 UdyogBhavan,
 New Delhi-110011

FORMAT OF BID BOND (EMD)

Whereas (hereinafter called "the Bidder") has submitted its bid dated.....for the providing of vide Tender No. Dated KNOW ALL MEN by these presents that WE OFhaving our registered office at (hereinafter called "the Bank") are bound upto Development commissioner (Handlooms)(hereinafter called "the Purchaser") in the sum of Rs..... for which payment will and truly to be made of the said Purchaser, the Bank binds itself, its successors and assigns by these present.

THE CONDITIONS of the obligation are:

- i. The Bidder withdraws their Bid during the period of Bid validity specified by them on the Bid letter form.
- ii. During the bid process, if a Bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of the client regarding forfeiture of the Bid Security shall be final & shall not be called upon for question under any circumstances.
- iii. Violates any of such important conditions of this RFP document or indulges in any such activity as would jeopardize the interest of the DC (Handlooms).
- iv. Bidder does not respond to requests for clarification of their Bid.
- v. Bidder fails to co-operate in the Bid evaluation process.
- vi. In case of a successful Bidder, the said Bidder fails:
 - to sign the Contract Agreement in time; or
 - to furnish Performance Guarantee, in accordance with the instruction to bidders.

The decision of the client regarding forfeiture of the Bid Security shall be final & shall not be called upon question under any circumstances.

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand, the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including THIRTY (30) days after the Period of bid validity and any demand in respect thereof should reach the Bank not later than the specified date/dates. However, if the Bidder agrees to extend validity of its Bid but does not commensurately extend validity of the EMD till 15 days before original expiry of the same,

the Purchaser may either forfeit the EMD or ask the Bank to extend validity of the Bank Guarantee, in the latter situation, the Bank shall comply with such a request of extension.

Signature of the Bank Authority

Name

Signed in Capacity of :

Full address of Branch:

Tel No. of Branch:

Fax No. of Branch:

Name & Signature of witness

Address of witness

Performance Bank Guarantee

To
Development commissioner (Handlooms),
Ministry of Textiles, GOI
UdyogBhavan,
New Delhi-110011

(With due stamp duty if applicable)

OUR LETTER OF GUARANTEE No. : _____

In consideration of Development commissioner (Handlooms), having its office at New Delhi- 110011 (INDIA) (hereinafter referred to as "DC(Handlooms)" which expression shall unless repugnant to the content or meaning thereof include all its successors, administrators and executors) and having entered into an agreement dated _____/issued Purchase Order No. _____ dated _____ with/on M/s _____ (hereinafter referred to as " Agency" which expression unless repugnant to the content or meaning thereof, shall include all the successors, administrators, and executors).

WHEREAS the Service Provider having unequivocally accepted to carry out the task as per terms and conditions given in the Agreement dated _____ /Work Order No. _____ dated _____ and DC(Handlooms) having agreed that the Agency shall furnish to DC(Handlooms) a Performance Guarantee for the faithful performance of the entire contract, to the extent of 10% (ten percent) of the value of the Work Order i.e. for _____.

We, _____ ("The Bank") which shall include OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No. _____ in your favor for account of _____ (Agency) in cover of performance guarantee in accordance with the terms and conditions of the Agreement/Work Order.

Hereby, we undertake to pay up to but not exceeding ____ (say _____ only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount claimed is due by reason of the Agency having failed to perform the Agreement and despite any contestation on the part of above named Agency.

This guarantee will remain in force up to date of validity and any demand in respect thereof should reach the Bank not later than the specified date/dates. However, notwithstanding anything else contained to the contrary in this Guarantee, if the service provider does not submit the fresh performance bank guarantee till 15 days before expiry of this performance bank guarantee, the Purchaser may either forfeit the guarantee or ask the Bank to extend validity of the Bank Guarantee. In the latter situation, the Bank shall comply with such a request of extension.

 Authorized Signature

Manager Seal of Bank

Format for Seeking Clarifications, Submitting Queries / Suggestions for the Pre Bid Conference

RFP No. : 15/2/2019-DCH/WW

Name of the Company:

Name of the Concerned Person:

Sl No Reference	No. of the RFP	Clause/ Section of the RFP	Page No	Query / Suggestion
1				
2				
3				

Name and Signature

Of the Bidder's Representative

**FINANCIAL BID UNDERTAKING
(To be submitted in Firm's own letter head)**

RFP No:- 15/2/2019-DCH/WW

From: (Full Name and address of the bidder)

Dear Sir,

1. I submit the Financial Bid for and related activities as envisaged in the bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer at the rates as indicated in the Financial bid (BOQ), inclusive of the financial quotes should cover the entire cost including visit to premises, data entry, training the staff / data entry operators, travels & allowances, all resource cost etc. The cost quoted should be inclusive of GST and other applicable taxes.

Yours faithfully

(Signature of the Authorized Representative)

Place: Name of the Signatory_____

Date: Name of the Firm/Agency_____

Seal of the Firm/Agency_____

State-wise details of handloom weavers enrolled under Pradhan Mantri Jeevan Jyoti BimaYojana (PMJJBY)/ Pradhan Mantri Suraksha Bima Yojana (PMSBY) and Converged Mahatma Gandhi Bunkar Bima Yojana (MGBBY) from 2017-18 to 2019-20 (upto 9.9.2019).

Sl.No.	Name of States	Converged MGBBY	PMJJBY & PMSBY	Converged MGBBY	PMJJBY & PMSBY	Converged MGBBY	PMJJBY & PMSBY
		2017-18 (As on 01.06.2017 to 31.05.18)		2018-19 (As on 01.06.2018 to 31.05.19)		2019-20 (As on 09.09.2019)	
1	Bihar						
2	Chhattisgarh				331		
3	Jharkhand						
4	Odisha	3348	9930	-	-		
5	West Bengal	5107	28187	1046	10926		
6	Arunachal Pradesh						
7	Assam	-	106				
8	Manipur						
9	Meghalaya						
10	Mizoram						
11	Nagaland						
12	Sikkim						
13	Tripura						
14	Gujarat						
15	Goa						
16	Madhya Pd.		-		20		
17	Maharashtra	02	50		52		
18	Delhi						
19	Haryana						
20	Himachal Pd.	161	1630	129	1231		
21	J & K	34	105		359		
22	Punjab						
23	Rajasthan				18		
24	Uttar Pradesh	228	2303	0	8779	0	64
25	Uttrakhand	-	50		181		
26	Andhra Pradesh				6088	0	2162
27	Karnataka						
28	Kerala	781	1307	743	2052		
29	Pondicherry						
30	Tamil Nadu	44999	71870	41330	71949		
31	Telangana						
	TOTAL:	54660	115538	43248	1,01,986	0	2226
	G. Total:	1,70,198		1,45,234		2226	
