



**Office of the Development Commissioner for Handlooms
Ministry of Textiles
Government of India
Udyog Bhavan, New Delhi**

Notice Inviting E-Tender (NIT)

RFP No.: 18/2/2016/DCH/DHDS/Census

Request for Proposal (RFP)

For Appointing Survey Agency for
Conducting Fourth Nationwide Census for Handlooms and
Issue of Photo Identity Cards to Handloom Weavers

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Office of the Development Commissioner for Handlooms

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Notice Inviting E-Tender

1. Office of the Development Commissioner for Handloom, Ministry of Textile, Government of India invites online bids through three bid system (Pre-Qualification, Technical and Financial) for appointing Survey Agency for “**conducting fourth nationwide Census for Handlooms, issue of Photo Identity cards to Handloom weavers and modification in the present working software**”. Manual bids shall not be accepted.

2. The tender document 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	10/10/2016
2	Bid Document Download Start Date and Time	10/10/2016 at 10:00 AM
3	Pre-Bid meeting	25/10/2016 at 03:00 PM
4	Bid Submission Start Date	28/10/2016
5	Bid Document Download End Date and Time	08/11/2016 at 02:00 PM
6	Bid Submission End Date and Time	08/11/2016 at 05:00 PM
7	Bid Opening Date and Time	09/11/2016 at 03:00 PM

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>” and in the Annexure - XIII. 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. EMD and Bid document cost:

Cost of Bid document	INR 10,000 (Indian Rupees Ten Thousand only) in the form of DD drawn in favor of PAO(Textiles), New Delhi.
Earnest money deposit	INR 20,00,000 (Indian Rupees Twenty Lakh only) in the form of DD or BG from a Nationalized bank in India and drawn in favor of PAO(Textiles), New Delhi.

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 and bid document cost 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 and bid document cost are liable to be rejected. The bid document fee shall be non-refundable. NSIC registered agencies are exempted for EMD and bid document fee.

Additional Development Commissioner (Handlooms)
Room no. 55A, Udyog Bhawan
Ministry of Textiles, New Delhi – 110 011

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

9. Submission of Bids:

The bids shall be submitted online in three parts, viz., Fee/Pre-Qualification bid, 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 Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

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

The following documents are to be self attested and furnished by the Bidder along with Fee/Pre-Qualification Bid (Annexure - I) as per the bid document(As applicable):

- a) Scanned Copy of Certificate of Incorporation / Registration / MOA as applicable.
- b) Scanned Copy of PAN card and Service Tax Registration certificate.
- c) Scanned Copy of Audited Balance sheet plus Profit and Loss account of last three years audited by certified CA.
- d) Scanned copy of RFP Acceptance Letter as per format provide in Annexure - II.
- e) Scanned copy of Power of Attorney for the Authorized Signatory as per format provide in Annexure - III.
- f) Scanned copy of blacklisting certificate as per format provide in Annexure - IV.
- g) Scanned Copies of certificate of work completion along with the details as per the format provided in Annexure - V.
- h) Scanned copy of proof for payment of EMD and bid document cost.

9.2 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 bid document(As applicable):

- a) Scanned copy of previous three years Income tax return.
- b) Scanned copy of Team Composition as per format provided in Annexure - VI.
- c) Scanned copies of detailed CVs of Key Personnel as per format provided in Annexure - VII.
- d) Scanned copy of Approach, Methodology and Detailed Work Plan as per format provided in Annexure – VIII.

9.3 Financial Bid (Check list):

The following documents are to be self attested and furnished by the Bidder as a part of Financial Bid as per the bid document(As applicable):

- a) Price bid undertaking (Annexure – X)
- b) Schedule of price bid in the form of pdf format. (Annexure - XI).

1. PRE-QUALIFICATION / MINIMUM ELIGIBILITY CRITERIA :

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

Sl.	Pre-Qualification Criteria	Proof Required
1	The Survey Agency should be a Company registered under Companies Act, 1956/ Society Registration Act, 1860/ Autonomous Body / Partnership Firm in existence for the last 3 years	Copy of Certificate of Incorporation / Registration / MOA as applicable.
2	The Survey Agency should have a valid PAN and Service Tax Registration in India	Copy of PAN card and Service Tax Registration certificate.
3	The Survey Agency should have a minimum average annual turnover of INR 20 Crores (Rupees 20 Crores) on survey related / Similar activities during the last three years (i.e. 2013-14, 2014-15 & 2015-16)	Copy of Audited Profit and Loss Statement and Balance sheet.
4	The firm should have previous experience of having surveyed a sample size of at least 3 Lakh people in last 5 years with at least 1.5 lakh rural people.	Copy of certificate of work completion along with the details as per the format provided in Annexure – VI.

A consortium of upto 3 companies duly backed up by an Agreement (to be submitted along with Pre-Qualification bid) is also eligible to participate subject to the following conditions and satisfaction of the Tender Evaluation Committee during the evaluation of the tender:

- The lead partner should fulfill at least 50% of the minimum average turnover and previous experience mentioned in pre-qualification criteria.
- The lead partner of this consortium shall be liable for adherence to all provisions of this Agreement. However, documents related to all the partners need to be submitted with the bid document.
- The consortium will draw upon human, technical and other resources of all the members during the execution of the project. The Technical Bid shall include exact details in this regard, so that a consortium is not artificially created only to improve the score in Technical Bid. In the event of consortium being unacceptable to the office of Development Commissioner for Handlooms, the Prime Bidder may be given an option of going on its own. The firm in case of any split shall inform in writing to office of Development Commissioner for Handlooms to enable it to take a fresh view on continuation/cancellation of the contract.

2. TERMS OF REFERENCE / SCOPE OF WORK:

The objectives of the proposed Census would be to cover socio-economics mapping of weavers / allied workers. The allied handloom workers shall include those involved in warping, winding, dyeing, printing, furnishing, sizing, Jala making, Jacquard cutting etc. The term weaver shall henceforth include allied workers in the scope of this RFP. The Term of Reference / Scope of Work will be as follows:

To create a data base regarding:

Actual number of weavers, number of household and non-household weaving units as well as number of handlooms with emphasis on working handlooms, all over the country by a door to door survey.

Bio data of the weavers and allied workers which includes:

Personal profile

Social Profile

Demographic Profile

Economic Profile

Social Security Profile

Health Profile

Production profile

Usage pattern

Indebtedness

Hank yarn consumption

Crafts/weaves used by the Weaver

New skill needs

Major hurdles faced

Organizational structure

Employment structure

Requirements at individual and community level for undertaking high value production

Potential analysis

To issue Photo Identity cards to all the weavers and allied workers in the country.

The technical specifications of plastic laminated photo identity card that is to be issued, would be as per standard ID cards like the Credit/Debit Card/PAN Card/Driving License made of PVC duly plastic coated that may be carried in purse or wallet with following specifications –

- | | | |
|----------------------|---|--|
| a) Size of card | : | 2.63" x 3.88" (67mmx99mm) with rounded Corners with a radius of 2.88-3.48 mm. |
| b) Thickness of card | : | 30 mils (.762 mm) |
| c) Printing quality | : | Arial normal – 8 (Print multilingual in English and Vernacular language). On its reverse, instructions regarding its property right and year of issuance etc., shall be printed. |
| d) Card Material | : | PVC – duly plastic coated. |

The agency shall print multilingual Weavers Photo Identity cards (in English and vernacular language) which should be as per specifications mentioned above.

To make necessary modification in the authorized software of Development Commissioner (Handlooms) to accommodate the survey data obtained.

3. IMPLEMENTATION SCHEDULE:

The survey agency is required to complete the entire census study within 8 months from the date of signing of agreement with Development Commissioner (Handlooms).

4. PRE BID CONFERENCE:

The Office of Development Commissioner for Handlooms shall organise a Pre Bid Conference from 03:00 PM on 25/10/2016 in the O/o Additional 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 - IX) in writing not later than 05:00 PM on 24/10/2016. 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: rajesh.sahu@nic.in.

5. 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.

6. GUIDELINES FOR SUBMITTING BIDS:

6.1 Pre-Qualification Bid:

The Pre-Qualification Bid shall include the following information:

- a. Copy of Certificate of Incorporation / Registration / MOA as applicable.
- b. Copy of PAN card and Service Tax Registration certificate.
- c. Copy of Audited Balance sheet plus Profit and Loss account of last three years audited by certified CA.

- 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 - V . Copy of Work Completion Certificate shall be attached for each of the assignments.
- e. Copy of RFP Acceptance Letter as per format provide in Annexure - II.
- f. Copy of Power of Attorney for the Authorized Signatory as per format provide in Annexure - III.
- g. Copy of blacklisting certificate as per format provide in Annexure - IV.
- h. Copy of proof for payment of EMD and bid document cost.

6.2 Technical Bid:

The Technical Bid shall include the following information:

- a. Income Tax Return for last three years.
- b. Agency shall provide brief detail of the human resources to be deployed for the proposed study. The following information may be provided:
 - 1. Qualification and experience of key personnel (Team Leader, Trainer-cum- coordinator, Senior Data Analyst, Data Analyst, Data Entry Operator and Field Supervisors) proposed for this project shall be given in the Format provided in Annexure - VI.
 - 2. Attach curriculum vitae of the individual Key Staff members (Team Leader, Trainer-cum-coordinator, Senior Data Analyst, Data Analyst, Data Entry Operator and Field Supervisors) to be assigned the work as per the Format provided in Annexure - VII.
- c. 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 in the Format provided in Annexure - VIII.

6.2. Financial Bid:

- a. The financial quotes should cover the entire cost of household survey, data entry, data cleaning, consolidation, training the survey staff / data entry operators, travels & allowances, all resource cost etc. , issuance of Photo identity cards and modification in the software.
- b. The cost quoted should be inclusive of all taxes except Service Tax.
- c. **Financial Bid shall be submitted as per format provided in Annexure - XI along with Financial Bid undertaking as per format provide in Annexure - X .**

7. SELECTION CRITERIA:

S. No	Sélection criteria	Marks
1	Agency credentials & Past experience	45 Marks
2	Team composition	25 Marks
3	Presentation before committee	30 Marks

Agency credentials & Past experience(Max marks : 45)			
S. No	Criteria	Marks Obtainable	Criteria for awarding marks
1	Financial Turnover	5	More than 100 Crores : 5 Marks Between 70 to 100Crores : 4 Marks Between 40 to 70 Crores : 3 Marks Between 20 to 40 Crores : 2 Marks
2	Presence in different parts of country - Only permanent offices would be considered	5	<ul style="list-style-type: none"> • More than 2 offices in all the 5 zones of the country : 5 Marks • One office in all the 5 zones of the country: 3 Marks • One office in at-least 3 zones of the country: 2 Marks Zones: East zone, West zone, North zone, South zone and North-East zone.
3	Experience in conducting Surveys	30	Maximum 3 surveys conducted during last 5 years will be considered. The following will be the criteria for each survey: <ul style="list-style-type: none"> • If the total sample size surveyed is more than 10 lakhs :10 Marks • If total sample size surveyed is between 7 to 10 Lakhs : 8Marks • If total sample size surveyed is between 5 to 7 Lakhs : 6 Marks • If total sample size surveyed is between 3 to 5 Lakhs : 4 Marks *(The surveys undertaken in single work order would only be considered)
4	Experience of having worked with different Governmental Agencies	3	<ul style="list-style-type: none"> • More than 4 Central/State/PSUs : 3 marks • Between 3 and 4 Central/State/PSU organisations : 2 marks • Between 1 and 2 Central/State/PSU organisations : 1 marks
5	Management information system(MIS) Capabilities :Computer data entry and data analysis & report preparation	2	One mark for each project completed in last 5 years to a maximum of 2 marks

Team Composition(Max marks : 25)			
S. No	Criteria	Marks Obtainable	Criteria for awarding marks
1.	<p>Team Leader:</p> <p>Doctorate / Post graduate in Social sciences with minimum 10 years / 14 years' experience in case of Doctorate and Master degree respectively</p>	5 marks	<ul style="list-style-type: none"> • Ph. d with >15 years of experience - 4 Marks • Ph. d with >10 years of experience - 3 Marks • Masters with > 19 years of experience – 4 Marks • Masters with > 14 years of experience - 3 Marks <p>Candidates holding degrees from reputed Universities outside India and Institute of National important in India would be given 1 additional mark.</p>
2.	<p>Assistant Team Leader:</p> <p>Post graduate in Social sciences / MBA with minimum 8 years experience</p>	4 marks	<p>Masters with > 11 years of experience - 3 marks</p> <p>Masters with > 8 years of experience - 2 marks</p> <p>Candidates holding degrees from reputed Universities outside India and Institute of National important in India would be given 1 additional mark.</p>
3	<p>Trainer-cum Coordinator:</p> <p>Post Graduate in Statistics / Economics / Mathematics with at least 7 years of experience in training of survey methods with expertise of using IT tools</p>	3 marks	<p>> 12 years of experience - 3 marks</p> <p>> 10 years of experience - 2 marks</p> <p>> 8 years of experience 1.5</p>
4	<p>Senior Data Analyst:</p> <p>Post Graduate in IT / MCA with at least 6 years of experience in data base administration.</p>	3 marks	<p>> 10 years of experience - 3 marks</p> <p>> 8 years of experience - 2 marks</p> <p>> 6 years of experience - 1.5 mark</p>

5	Senior Data Analyst: Post Graduate in IT/ MCA with at least 5 years of experience in data base administration alongwith experience of working in MIS	2 marks	>10 years of experience - 2 marks >8 years of experience - 1.5 marks >6 years of experience - 1 marks
6	Handloom expert: with 6 years of experience in Handloom sector	2 marks	>10 years of experience - 2 marks >8 years of experience - 1.5 marks >6 years of experience - 1 marks
7	Field Supervisors: Post Graduate in Social Sciences with experience of at least 5 years - at least 10	6 marks	> 9 years 0.6 marks each >7 years 0.4 marks each >5 Years 0.25 marks each (Maximum 6 marks)

Presentation before committee (Max marks : 30)		
S. No	Scoring criteria	Marks
1	Methodology of execution	8
2	Understanding of TOR and submission of sample questionnaire of survey form	5
3	Quality assurance measures	6
4	New techniques and innovation	6
5	Q&A/ Overall presentation	5

8. SELECTION PROCESS

Agencies have to submit a single bid. The evaluation would be based on QCBS (Quality & Cost Based Selection) wherein the technical score would be given a weightage of 70% and financial score of 30%.

A three-stage procedure shall be adopted in evaluating the proposals:

- (I) The pre-qualification bids submitted would be evaluated at first. The bids meeting the pre-qualification / eligibility criteria would be eligible for technical evaluation. Any proposal not complying with the requirements of pre-qualification criteria will not be processed further.
- (II) The technical bids of the bidders meeting the pre-qualification criteria would be evaluated. In order to assist Development Commissioner for Handlooms in evaluation of bids, the bidder

will have to make a presentation on the technical bid submitted at Development Commissioner for Handlooms office as per the schedule provided in this RFP. Based on the technical proposal submitted and the presentation on the same made by the bidder, the technical bid would be evaluated out of a total score of 100 points / marks. The technical bids / proposal scoring at least 70 per cent points/marks would be considered responsive for financial evaluation. A technical proposal failing to achieve 70% of the marks shall be rejected.

If more than 5 agencies have secured more than 70% marks only the top 5 ranked agencies will be shortlisted for financial bid opening. However if less than 3 agencies score more than 70% marks, DC(Handlooms) at his discretion may shortlist top 3 firms based on technical score.

(III) In the third stage, financial bids of those who have qualified for the Technical proposal would be evaluated. Financial proposals would be ranked on the basis of lowest rates quoted.

(IV) Points obtained by the Agency for both Technical (70%) as well as Financial (30%) scores would be clubbed for the final selection.

$$\text{Total Score} = 0.70 \times \text{Technical Score} + L1/L \times 0.30$$

Where, L1 = Lowest Financial Bid,

L = Financial Bid of the Agency

(V) In the third handloom census conducted during 2009-10, 27.83 lakh handloom workers households and 43.31 lakh handloom workers were reported. The same figure will be utilized for arriving the composite cost of financial bid.

10. AWARD OF CONTRACT:

- Development Commissioner for Handlooms will not notify the Agencies whose proposal did not meet the minimum requirement of qualifying marks and simultaneously notify the Agencies who have obtained the qualifying mark. The notification will be sent by a registered post/ telex/ Fax/ email.
- Development Commissioner for Handlooms shall reserve the right to negotiate with the bidder (s) whose proposal has been ranked first by the committee on the basis of Joint Technical and Commercial Evaluation. If 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. Development Commissioner for Handlooms reserves the right to present a contract to the bidder selected for negotiations. 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 Fourth Handloom Census project, price and other factors considered.
- 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.
- 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 within this period.

- 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.
- On completion of the process of selection, the agency selected shall be awarded the contract of survey 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.
- The successful survey agency cannot sublet the assignment to other individual/ firms/ organizations.
- The fee will be subject to taxes, cases, etc. as per the applicable Indian laws.
- Please furnish the detailed address, telephone number, fax number and electronic mail address for proper and fast communications.
- Information/ clarification, if any required, may be obtained from Office of Development Commissioner for Handlooms, Ministry of Textiles, Udyog Bhawan, New Delhi. Tel: 23061865; Fax: 23063744; E-mail : rajesh.sahu@nic.in.

11. PAYMENT SCHEDULE:

The payment schedule for the Fourth Handloom Census Project is provided in the table below:

Sl. No.	Installment	% of Total Project Cost	Time of Payment
1.	First Installment	15%	As a mobilization fee on the deployment of the team for the project. This fee would be provided against a bank guarantee of the equal amount
2.	Second Installment	20%	On completion of survey of 5 lakh households.
3.	Third Installment	20%	On completion of survey of 10 lakh households.
4.	Fourth Installment	20%	On submission of draft survey report.
5	Fifth Installment	15%	On submission of final report and issuance of photo id cards
6	Sixth Installment	10%	6 Months after final submission provided no significant discrepancy has been found in the survey report.

12. 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.
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 at para 3. 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 2 months, 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 survey 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 study.
- 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) In case errors in data are observed beyond the threshold limit during quality checks undertaken by Development Commissioner for Handlooms or the third party audit, the Survey Agency would be required to revisit all the households in the sample unit for verification of the information collected as an integral part of the survey.
- m) Failure to comply with the quality control procedure will invite suitable penalties.
- n) Infrastructure support for Data entry shall be the responsibility of the Survey Agency.
- o) Continuance of the Core Team members for the entire project period is strongly desired in order to ensure effective execution of the project. However, to take care of unavoidable circumstances, the Survey agency should have appropriate clause in their contract agreement to bind the outgoing member of the core team for at least one month to ensure proper handover, training and handholding to the newly appointed resource. This should invariably be done with the concurrence of the Development Commissioner for Handlooms In case of any attrition in the survey team, the agency would be required to ensure that the new staff is appropriately trained before putting them to the task. The training and handover is to be monitored by the team leader and the status of completion for the same is to be reported to the Development Commissioner for Handlooms.
- p) Cost of travel and stay of the officials from survey agencies for attending training/meeting will not be reimbursed by Development Commissioner for Handlooms.

13. 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.

14. Information Security:

Information Security would be as per Department of Information Technology (Deity), Government of India Guidelines.

PRE-QUALIFICATION 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	Name of the Authorized persons, who may sign on the tender documents	
03	Full Communication (Postal) address of the Agency/ Firm	
04	Telephone Nos. Office	
05	Telephone Nos. Residence	
06	Mobile No:	
07	e-mail id	
08	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.	
09	Value Added tax (VAT) or TIN No. (Certificates to be scanned and attached)	
10	Permanent Account Number(PAN) / TAN No. (Certificates to be scanned and attached)	
11	The 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).	
12	Accepted the terms and conditions of the said tender notice.	Yes/No
13	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
14	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
14	Details of Earnest Money Deposit (Enclose DD/BG)	DD / BG No.
		Date
		Issuing bank
		Branch
		Amount
15	Details of Bid Document Cost (Enclose Demand Draft)	Draft 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: 18/2/2016/DCH/DHDS/Census

Name of RFP / Work: -

RFP for appointing Survey Agency for conducting fourth nationwide Census for Handlooms and issue of Photo Identity cards to Handloom weavers.

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: **18/2/2016/DCH/DHDS/Census**

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. **18/2/2016/DCH/DHDS/Census** 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:

UNDERTAKING ON BLACKLISTING

(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.

Signature of the Bidder:

Place:

Name of the Signatory:

Date:

Name of the Firm/agency:

Seal of the Firm/Agency:

Outline of Relevant Experience

ProjectTitle: <i>(Attach separate sheet for each project)</i>	
Name & Address of the Client:	Duration of Assignment:
Type of Survey:	Sample Size:
Start Date(month/year):	End Date(month/year):
Use of Portable /Computing devices(Yes/ No): (If yes provide description for the same)	Use of IT/software application (Yes/No) : (If yes provide description for the same)
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 for each assignment.**

ANNEXURE - VI

Team Composition

Sl. No.	Name	Position	Educational Qualifications	Years of Relevant Experience

Detailed CVs of the Key Personnel

Proposed Position:				
Name of Firm:				
Name of Staff:				
Date of Birth:				
Nationality				
Education:				
Trainings Attended:				
Languages: (Good, average, poor)	Language	Speaking	Reading	Writing
Years of Relevant Experience				
Areas of Specialization				
Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:				

ANNEXURE - VIII

Approach, Methodology and Detailed Work Plan

a. Approach and Methodology – including plan of action, recruitment plan, monitoring plan, quality control, timeline etc.

b. Work Plan - including training plan, zone-wise plan of action etc.

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

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

Name of the Company:

Name of the Concerned Person:

SI 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.: 18/2/2016/DCH/DHDS/Census

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, Annexure-XI inclusive of all applicable taxes except Service Tax.

Yours faithfully

(Signature of the Authorized Representative)

Place: Name of the Signatory_____

Date: Name of the Firm/Agency_____

Seal of the Firm/Agency_____

FINANCIAL BID
(To be submitted in firm's own letter head)

Subject: RFP for appointing Survey Agency for conducting fourth nationwide Census for Handlooms and issue of Photo Identity cards to Handloom weavers

Items	Charges in Rupees (In Words)	Charges in Rupees (In Figures)
Charges for survey per household		
Charges per Photo Identity card		
Charges for software modification		

Date:

Authorized Signatory _____

Place:

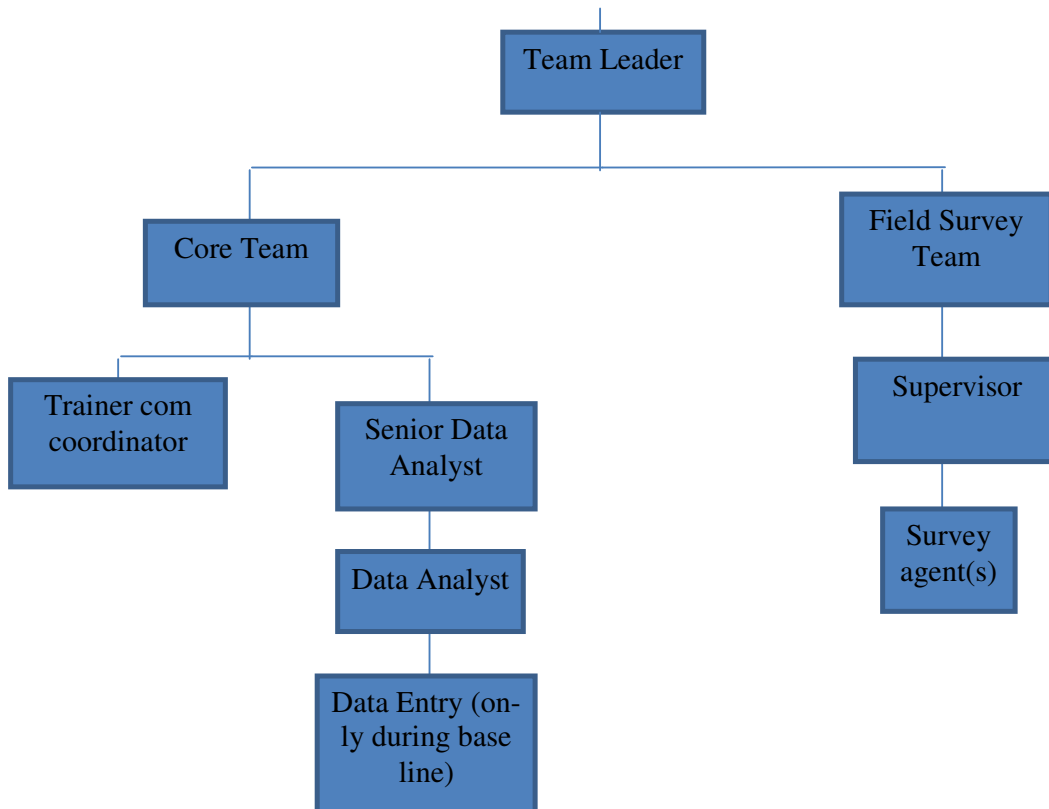
Name:

Seal of the Organization:

Designation:

SURVEY AGENCY TEAM STRUCTURE

The Survey Agency would be required to deploy a set of Core Team & Field Survey Team. The number of core team resources would remain the same for all the zones, however the bidder need to take into account the varying number of Field Survey Team resources depending on the number of households in the zone .



The type and qualification of resources and their roles & responsibilities, in brief, for both the categories are provided in the table below:

1	<p>Team Leader Doctorate / Post graduate in Social sciences minimum 10 years/14 years’ experience in case of Doctorate and Masters degree respectively</p>
2	<p>Assistant Team Leader Post graduate in Social sciences / MBA minimum 8 years’ experience.</p>
3	<p>Trainer - cum Coordinator: Post Graduate in Statistics / Economics / Mathematics with at least 7 years of experience in training of survey methods with expertise of using IT tools</p>

4	Senior Data Analyst: Post Graduate in IT/ MCA with at least 6 years of experience in data base administration.
5	Senior Data Analyst: Post Graduate in IT/ MCA with at least 5 years of experience in data base administration. With experience of working in MIS
6	Handloom expert with 6 years of experience in Handloom sector
7	Field Supervisors – Post Graduate in Social Sciences with relevant experience of at least 5 years - Minimum 10

Instructions to Bidders 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>.

1. 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 / nCode / eMudhra 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 log-in by entering their user ID / password and the password of the DSC / e-Token.

2. 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 / e-mail 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.

3. 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 provided to the bidders. 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.

4. SUBMISSION OF BIDS

- 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 tender fee / 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/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.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie 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.
- 9) 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.

5. 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 number 0120-4200462, 0120-4001002 .