



No.10/1/2017-DCH/Cluster  
**Government of India**  
**Ministry of Textiles**  
**Office of the Development Commissioner for Handlooms**  
**Udyog Bhavan, New Delhi-110011**

**Inviting Expression of Interest (EOI)/Request for proposal (RFP) for selection of Project Management Unit (PMU) for Block Level Clusters (BLCs) under National Handloom Development Programme (NHDP)/Comprehensive Handloom Cluster Development Scheme (CHCDS)**

The Office of the Development Commissioner for Handlooms, Ministry of Textiles, Government of India is implementing the “**National Handloom Development Programme (NHDP)/Comprehensive Handlooms Cluster Development Scheme (CHCDS)**” for integrated & holistic development of Block Level Clusters.

Expressions of Interests (Eois)/Request for proposal (RFP) are invited from eligible agencies for selection of **Project Management Unit (PMU) for Block Level Clusters (BLCs) under National Handloom Development Programme (NHDP)/Comprehensive Handloom Cluster Development Scheme (CHCDS)**

Interested agencies may submit their EOI in a sealed envelope, super scribing the title of the project on the envelope within 21 days of the date of the advertisement. In case, the 21<sup>st</sup> day falls on a holiday, the next working day will be considered as the last day.

This advertisement is only indicative. For complete details about project components, funding pattern, eligible agency criteria, selection process and other terms, please refer to the Inviting Expression of Interest (EOI) and details of the NHDP/CHCDS available on <http://handlooms.nic.in>

Sd/-

(Director)

# **Request For Proposal (RFP) for selection of Project Management Unit (PMU) for Block Level Clusters (BLCs) under NHDP/CHCDS**

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## **1. Introduction**

### **1.1 Block Level Clusters**

Block Level Cluster is one of the components of National Handloom Development Programme (NHDP) & Comprehensive Handloom Cluster Development Scheme (CHCDS). It was introduced in 2015 and is more flexible to suit the requirements of the cluster with higher scale of finding by Gol, discontinuation of the State financial contribution, direct release of funds to Implementing Agency, direct transfer of funds in the bank account of beneficiary through ECS etc. Further, a cluster in the block is eligible to avail the financial assistance upto Rs.2.00 crore for various interventions such as setting up of Common Facility Centre (CFC) (including Common Service Centre (CSC), engagement of textile designer-cum-marketing executive, construction of workshed, appointment of Cluster Development Executive (CDE), technological up-gradation, skill up-gradation etc. Besides, financial assistance upto Rs.50.00 lakh is available for setting up of dye house at district level.

### **1.2 Components and their funding**

- Upto Rs. 50.00 lakh for setting up of CFC, including Common Service Centre
- Upto Rs. 70.00 lakh for interventions directly benefitting the individual weavers, like loom/accessories, construction of individual, lighting unit. Funding for construction of individual/common Workshed is limited to 1/3<sup>rd</sup> of Rs. 70.00 lakh.
- Upto Rs. 35.00 lakh for skill up-gradation in technical, managerial areas and IT.
- Upto Rs. 15.00 lakh for engaging designer-cum-marketing executive,
- Upto Rs. 15.00 lakh as Project Management Cost,
- Upto Rs. 5.00 lakh as corpus fund for yarn depot/marketing,
- Upto Rs. 10.00 lakh for other interventions, including product development, documentation of cluster activities. Computer Aided Textile Design (CATD) system, service charges to National Handloom Development Corporation (NHDC) for transfer of funds through DBT in the Bank account of beneficiaries for purchase of looms/dobby/jacquards etc.

Note: CATD will be made available preferably for a group of clusters at Weavers' Service Centre concerned.

## **Total: Upto Rs. 2.00 crore per cluster in a Block**

In addition, upto Rs. 50.00 lakh for setting up of dye house, with Effluent Treatment Plant (ETP), if required at district level.

### **1.3 Implementing agency**

- i. National Level Handloom Organizations
- ii. State Handloom Development Corporations
- iii. State Apex Handloom Weavers' Co-operative Societies.
- iv. Central Government Organizations.
- v. Bigger Primary Handloom Weavers' Co-operative Society, having large presence in the Block as identified by the State Govt. but their project should cover atleast 30% non-member weavers of the Cluster
- vi. Any other appropriate legal entity working for handlooms (recommended by the State Govt. and approved by the DC (Handlooms)).

For implementation of Block Level Cluster, eligible Agency (except WSC, IIHT etc.) should have net profit in last 2 years.

### **1.4 Duration of project**

Duration of implementation is 3 years from the date sanction of 1<sup>st</sup> instalment.

### **1.5 Submission of the proposal**

State Govt. will submit the proposals to office of the Development Commissioner (Handlooms).

### **1.6 Release of financial assistance**

Funds will be released directly to the Implementing Agency in two or more installments of the total GoI share. 1<sup>st</sup> installment will be released in advance, and 2<sup>nd</sup> installment will be released on receipt of 70% utilization Certificates and Physical and Financial Progress report of 1<sup>st</sup> installment. In respect of individual interventions benefitting individual weavers, financial assistance will be released in the Bank account of the beneficiary through RTGS/ECS by Implementing Agency/NHDC.

### **1.7 Number of clusters sanctioned**

During the year 2015-16 and 2016-17, 325 Block Level Clusters have been sanctioned in 26 States. Sanction of the Block Level Clusters in various States is a continuous process.

Guidelines of the scheme are available on the website: [handlooms.nic.in](http://handlooms.nic.in)

## **2. Existing websites relating to Block level clusters**

Office of the Development Commissioner for Handlooms, Ministry of Textiles got recently developed following sites, which are functional:

- a. [www.handloomcensus.gov.in](http://www.handloomcensus.gov.in) - for monitoring physical and financial progress of the clusters.
- b. [www.handloomschemes.gov.in](http://www.handloomschemes.gov.in) – for online submission of cluster projects by the State Govt. concerned.

## **3. Objective & Scope of the Proposal**

The office of the Development Commissioner for Handloom propose to engage an agency to act as Project Management Unit (PMU) for assisting in monitoring and management of the Block Level Cluster interventions for a period of one year, which is extendable on year to year on mutually agreed terms & conditions. The objectives & scope of the proposal are as follows:

- i. Setting up the PMU (Project Management Unit) for Block Level Cluster scheme/interventions and deploy resources.
- ii. To assess the functionality of the existing modules i.e. MIS and on-line module for submission of cluster projects to Office of development Commissioner (Handlooms), conceptualize and develop new modules/features for various interventions as per the guidelines of the Block Level Cluster.
- iii. To incorporate modifications in the existing modules and incorporate features as per the requirement of office of the Development Commissioner (Handlooms) for improvement and better monitoring of the scheme.
- iv. Facilitate integration of the Direct Benefit Transfer (DBT) platform.
- v. Design modules for real time monitoring of Training programmes, which should be in public domain concurrently.
- vi. Design module for geo tagging of all assets created under the BLCs.
- vii. Make provision for providing details of beneficiates on the MIS in public domain for interventions such as work-shed, training, loom accessories, lighting unit etc.
- viii. Design user friendly dashboard for different stakeholder capturing both physical and financial progress of the various interventions of BLC.
- ix. Regular progress reporting and ensuring timely follow up for implementation of project and achieving financial closure of BLC.
- x. Drafting of Reports/ Power Point Presentation and generating data of various forms/kinds as per the requirement of the DC handloom from time to time.
- xi. Management and maintenance of centralized web-based MIS and facilitate interface to all stakeholders under the scheme.
- xii. Handholding of the new agencies/stakeholders and officials of DC (Handlooms) on modules developed and conducting training session to the various stakeholders for regular update of the progress.
- xiii. Coordination of the various activities of different stakeholders and resolution of their concerns/issues, if any from time to time

- xiv. Data analysis for assessing the progress and quality of implementation of the scheme

#### 4. Key Personnel for the PMU

The Project Management Unit (PMU) will be led by a Project Manager cum Functional Consultant, for assisting office of the Development Commissioner for Handloom in Coordination, Implementation and Monitoring of the Scheme.

Besides, a team of 3 professionals duly qualified and experienced in project management, financial analysis, management, data analysis and information technology on implementation of cluster management & skill development projects will assist the department in coordination and implementation of BLC. The functions and profile of the key personnel shall be as given below.

| <b>Role</b>                                   | <b>No of Post</b> | <b>Function</b>   | <b>Qualifications &amp; Experience</b>  |
|---|-------------------|---|---|
| (i) Project Manager cum Functional Consultant | 1                 | <ul style="list-style-type: none"> <li>- For overall functioning of the entire project.</li> <li>- Responsible for Requirement gathering, coordination with stakeholders involved in the project</li> </ul> | <ul style="list-style-type: none"> <li>• MBA from recognized institution</li> <li>• At least 10 years of working experience and min. 3 years of experience in project management and scheme implementation.</li> <li>• Experience in textile sector is desirable</li> </ul> |
| (ii) MIS Expert                               | 2                 | For designing, maintenance and updation of MIS system   | <ul style="list-style-type: none"> <li>• B.Tech (IT, CS) /MCA having min 3 years of experience in designing and maintenance of MIS system</li> </ul>  |
| (iii) Support staff                           | 1                 | Responsible for support to stakeholders via telephone/email, telephonic for any issues and other assigned work by the client  | <ul style="list-style-type: none"> <li>• Graduate and atleast 6 months diploma in Computer/IT</li> </ul>  |

**Note:** CVs of the personnel proposed to be deployed for PMU should be

submitted along with the proposal. Upon selection of the agency, the office of Development Commissioner for Handloom will assess the suitability of each of the proposed resources through personal interview and will have exclusive rights in deciding his/her deployment/continuation in PMU team.

Working hrs: 9.30 a.m. to 6 p.m. from Monday to Friday. However, the agency may have to work beyond working hrs. and also, on holidays as required from time to time on approved cost.

## **5. Deliverables of the PMU**

- (a) The PMU team shall be in place immediately upon awarding of the contract.
- (b) The agency to take over the functions of PMU along with the control of centralized web based MIS portal and on-going activities from the outgoing agency immediately upon award of the contract.
- (c) A plan of action for the entire project period along with Monthly Plans for achievement of specific milestones to accomplish tasks as in para 3 above
- (d) List of the deliverables is exhaustive. However, some more milestones may be included with mutual consent within approved cost based on experiences during the implementation period.

## **6. Contract Validity**

6.1 The contract with the selected agency will be for a period to one year, extendable on year to year basis on mutually agreed terms & conditions. The selected agency has to perform the functions efficiently to the satisfaction of the office of the Development Commissioner for Handloom, Ministry of Textiles and shall not be allowed to withdraw from the contract before one year under any circumstances. The contract will be open for extension subject to approval for continuation of BLC and depending upon the performance of the agency on the same terms and conditions.

6.2 If the selected agency fails to perform the functions of PMU as agreed upon in the contract to be signed with office of the Development Commissioner for Handloom or commit breach of any of the terms and conditions, provisions or stipulations of the contract, office of the Development Commissioner for Handloom shall take appropriate action including termination on the contract with the agency and the risk and cost of the agency.

6.3 In the event of non-extension of the contract or termination of the contract, the items procured/developed for the project will be transferred to the office of the Development Commissioner for Handloom or the agency identified by the office of the Development Commissioner for Handloom for

the purpose. Until such time, the deliverables are completed along with complete knowledge transfer by the agency, the project will be treated as "incomplete" and the fee will be proportionately deducted by the office of the Development Commissioner for Handloom.

## **7. Payment Terms**

### **7.1 Emoluments**

The agency would be required to present detailed work plan based on the broad terms of reference of the project for every quarter of the project period and the payment milestones would be mutually agreed post selection stage which would be based on deliverables to the extent possible to be quantifiable. Based on the actual performance/achievements made over the agreed milestones, payment will be made to the agency after every quarter over the period of the project.

During execution of the Project, shortcomings/ deficiencies/delays over the agreed terms, if any, are found, then penalty of 0.5% of the contract value per week (subject to maximum of 5%) may be imposed by the office of the Development Commissioner for Handloom.

### **7.2 *Incidental expenditure***

Apart from the contract amount, reimbursement of economy airfare/ taxi/ rail fare for visit outside Delhi of personnel to the project site for inspection/ monitoring, lodging/boarding on actual basis (on production of tickets/ bills) will be made by the D. C. Handlooms. The eligible amount will be decided as per tour allowance norms for Group A Officers with a Grade Pay of Rs. 5,400/- of the Government of India. These reimbursements will only be for the visits undertaken based on the action plans approved by the office of Development Commissioner (Handlooms), Ministry of Textiles. The tour programmes have to be pre-approved by office of the Development Commissioner for Handloom.

### **7.3 Management Consultancy Fee:**

Management consultancy fee will be based on a quarterly basis on submission of Invoice.

### **7.4 Prices quoted shall be inclusive of all taxes.**

### **7.5 Taxes**

Taxes as applicable due on the charges for the services being provided by PMU would be deducted at source by the Government from the payment made by it.

## 7.6 Penalty for exit/replacement

- a. Replacement of resources shall generally not be allowed during the contract period. The replacement of agreed personnel by the bidder will be allowed in the event of disability/death of the incumbent as reasons for replacement of personnel or in case of personal reasons for leaving the bidder organization by the individual with the present employer.
- b. In case of failure to meet the standards set for delivering the project, (which includes efficiency, cooperation, discipline and performance), bidder may be asked to replace the personnel without any penalty for replacement/exit.
- c. The replaced personnel will be accepted by the Office of Development Commissioner for Handlooms, Ministry of Textiles only if he scores the same or more on the evaluation criterion mentioned in this RFP and is found suitable to the satisfaction of the office of the Development Commissioner for Handloom. The outgoing personnel should complete the knowledge transfer with the replaced personnel as per the satisfaction of the Office of Development Commissioner for Handlooms, Ministry of Textiles. There shall be no gap in the replacement of the personnel.
- d. The penalty per personnel would be imposed if a personnel has not resigned and is removed from the project by the bidding agency.
  - (i) If removed within 3 Months : Rs. 2, 00,000/- (Rupees Two Lacs )
  - (ii) From 3 months to 6 Months- Rs. 1,00,000/- (Rupees One Lacs)
  - (iii) Beyond 6 months- 50,000/- (Rupees Fifty Thousand)
- e. In case immediate replacement not being provided, a penalty of Rs. 10,000/-per working day per personnel will also be imposed till suitable replacement is provided.

(In case of point d & e above, the replacement procedure will be as per the terms mentioned at point c above).
- f. However, Office of Development Commissioner for Handlooms, Ministry of Textiles is free to relieve any personnel at any time during contract period for reasons recorded in writing, by serving 15 days advance notice. The company will be liable to provide the suitable replacement as per the terms mentioned at point c above.



## **8. Intellectual Property Rights**

8.1 The Intellectual Property Rights of all the database, programs, source-code, reports, formats etc. developed/created for this project would vest in the Government. However, any liability arising out of negligence contributory or willful by way of inaccurate/ wrongful/ data construction shall solely vest with the agency. Also, the attendant actual/ potential loss, cost to the Government of India on account of such negligence shall be borne by the agency.

8.2 Any website, web-space, website registration, database servers etc. developed / created for this project shall be purchased / registered in the name of the Office of Development Commissioner for Handlooms, Ministry of Textiles and the Office of Development Commissioner for Handlooms would have full right to control the information put on the same.

8.3 For operating the above mentioned system, the Company, (as the operator or facilitators of the system) would be given appropriate rights to use the information, databases etc.

## **9. Tender Methodology:**

For the purpose of selection of the successful Consultant, two-stage bidding process will be followed.

- i. The response to the present tender is to be submitted in two parts, i.e. the Technical Proposal and the Financial Bid in separate sealed covers to be marked distinctly.
- ii. The "Technical Proposal" will contain the exhaustive and comprehensive details of approach, methodologies to be followed, assertions, documents and any other collateral the Consultant would want to submit to Office of Development Commissioner for Handlooms, Ministry of Textiles.
- iii. The Bids would be evaluated on a Technical-cum-Financial Evaluation methodology.
- iv. Technical Performance would be assessed and evaluated by Proposal Evaluation Committee on the basis of points awarded to each of the bidder.
- v. The Criteria for evaluating the Technical Bids would be as follows-

| <b>No</b> | <b>Heading</b>                  | <b>Description</b>  | <b>Criteria for point allocation</b>   | <b>Max. Points</b> |
|-----------|---------------------------------|---|--|--------------------|
| <b>1</b>  | Firm's Experience ( Marks = 40) | Years of experience as Project management consultant for Government projects (State and Central projects) | < 3 years' experience =0<br>3-5 years' experience =4<br>More than 5 years upto 8 years' experience =8<br>> 8 years' experience= 10 | 10                 |
|           |                                 | Proven and demonstrable experience, expertise and resources in providing                                  | • < 5 projects = 10<br>• Additional one mark for additional project  | 15                 |

|                    |  |  |  |            |
|--------------------|--|--|--|------------|
|                    |  | management consultancy in IT consultancy project funded by Government (central/State Govt.)(Max Marks 15). | undertaken   |            |
|                    |  | Turnover of the Company  | Average turnover during last 3 years (in INR crores) <ul style="list-style-type: none"> <li>• Up to 8 crores = 2</li> <li>• &gt; 8-30 crores = 4</li> <li>• &gt; 30-50 crores = 6</li> <li>• &gt; 50-75 crores = 8</li> <li>• &gt; 75 crores = 10</li> </ul> | 10         |
|                    |  | Net profit of the Company  | Average net profit during last 3 years (in INR crores) <ul style="list-style-type: none"> <li>• &lt; Rs. 1.00 crores = 1</li> <li>• 1.00 – 5.00 crores = 2</li> <li>• &gt; 5.00 – 10.00 crores = 3</li> <li>• &gt; 10.00 crores = 5</li> </ul>               | 5          |
| <b>2</b>           | Key Personnel & Organizational strength ( Marks = 25)    | Based on the educational qualification and work of the team experience as per para 4                       | Project Manager -cum Functional consultant (1)= 7<br>MIS/Technical Expert (2) = 6 (3 marks each)<br>Support Staff (1) = 2  | 15         |
|                    |  | No. of professional employed on payroll  | 100 to 150 = 5<br>> 150 to 200 = 7<br>> 200 & above = 10   | 10         |
| <b>5</b>           | Project Methodology, approach and work plan (Marks = 35) | Technical Approach & methodology for the project   | Agency to provide planning, strategy, approach, methodology, and detailed work/actively plan, etc. for scheme implementation within given timelines  | 10         |
|                    |  | Presentation on the proposal   | Appropriateness of presentation in highlighting needs of scheme and key points of proposal   | 25         |
| <b>Grand total</b> |  |  |  | <b>100</b> |

**b. Selection criteria**

- i. The selection of the Consultant shall be based on a Quality and Cost Based Selection (QCBS) system – 70:30 (technical score: financial score) and procedures as described in this RFP.
- ii. The Bidder obtaining highest final score would be selected.
- iii. The decision of the Proposal Evaluation Committee in this regard will be final.
- iv. Proposal Presentations: Ministry may invite each pre-qualified bidder to make a presentation before the Proposal Evaluation Committee. The purpose of such presentations would be to allow the bidders to present the key points in their proposals. The bids of those bidders who will not present themselves before the Evaluation Committee for presentation will not be considered.

- v. The financial score will be calculated as such-

|                   |           |
|-------------------|-----------|
| Financial Score = | { _____ } |
|-------------------|-----------|

- vi. The final score of an agency will be calculated as such:

$$\text{Final Score} = (70\% \times \text{Technical Score}) + (30\% \times \text{Financial Score})$$

- vii. **Minimum qualifying technical score required is 70 out of 100. The financial bid of agency with lesser than 70 marks in technical score will not be opened.**

**c. Minimum Qualifications for the Bidder/ Eligibility Criteria**

- i. IT firm registered under the Societies Act/Companies Act/Limited Liabilities Partnership Act.
- ii. Minimum Experience – Should have been working in the Government consultancy assignments (Central and State Govts.) for a minimum of 5 years; This should be supported by satisfactory work completion letters/certificates from the clients clearly showing the name and designation of the person who has signed the letter/certificate. A copy of the award of the contract and proof of the final instalment released will be accepted for completed projects. The name and designation and contact number of the client for whom the work has been done should be furnished.
- iii. Minimum Turnover: Rs 8 Crores average in the last 3 years. Audited Balance sheet and Income statements should be submitted for the last three financial years
- iv. Minimum Professional Employees strength : 100
- v. Firm should have net profit in last 3 years.
- vi. Consortiums/Tie-ups of two or more firms and agencies are NOT permitted to bid in the project.

**10. Bid Format:**

- a. The main cover shall be superscribed "Proposal for Selection of Project Management Unit (PMU) for Block Level Cluster under NHDP/CHCDS. The three sealed covers within the main cover should contain:
  - i. Qualification, Credentials and Earnest Money Deposit clearly superscribed "Packet A"
  - ii. Technical bid clearly superscribed "Packet B" and
  - iii. Financial bid clearly superscribed "Packet C".
- b. The Packet „A" should contain :

- i. Proposal submission form containing details of the Bidder, Contact Address, email, phone, Fax, Name of Contact person for this project. – As in Annexure – I
  - ii. Documents in support of the eligibility criteria for this bid (as per Para 9).
  - iii. Refundable Earnest Money Deposit (EMD) by way of Demand Draft drawn in favour of “Pay & Accounts Officer, Ministry of Textiles, New Delhi for an amount of Rs. 2,00,000/-.
  - iv. Copies of Income tax (PAN), Service Tax Registration.
  - v. Unabridged annual reports or audited financial accounts for the last three years (2014-15, 2015-16 and 2016-17)
- c. The Technical Bid (Packet “B”) Technical bids shall contain following information/ Documents in support of the Technical Criteria:-
- i. Technical Bid (Packet “B”)

| S No | Heading           | Description   | Information provided by Bidder*   | Points allotted |
|------|-------------------|---|---|-----------------|
| 1    | Firm's Experience | i) Experience as Project Management Consultant in Implementing Government Projects (State and Central Govts.)   | <i>Quantum for the company in respect of the parameter indicated be mentioned here; Contract copy is to be attached as a proof of the experience</i>        |                 |
|      |                   | ii) Proven and demonstrable experience, expertise and resources in providing management consultancy to Government projects (State and Central Govts.) in similar projects i.e. for skill development/HRD projects | <i>Quantum for the company in respect of the parameter indicated be mentioned here; Contract copy is to be attached as a proof of the experience</i>        |                 |
|      |                   | iii) Turnover & net profit of the company   | <i>Quantum for the company in respect of the parameter indicated be mentioned here; Audited Balance Sheets / P&amp;L Account to be attached as a proof;</i> |                 |
| 2    | Key Personnel     | Experts and supporting staff  | <i>Name of the personnel who would be deployed for the project CV to be attached separately. (Format for CV (F1) is as below)</i>                           |                 |

| S No        | Heading                        | Description  | Information provided by Bidder*  | Points allotted |
|-------------|--------------------------------|--|--|-----------------|
| 3           | Project Methodology & Approach | a. Technical Approach & methodology for the management and monitoring activity | <i>PI provide a brief here; Attach Details separately.</i>   |                 |
|             |                                | b. Work plan and manpower deployment   | <i>Please Provide Activity &amp; work Schedule for both of above activities separately in the format (F3) provided below. Please also provide time schedule for deployment of key personnel in the format (F4) below</i> |                 |
| Grand Total |                                |  |  |                 |

#### F1 Format for CV

| SI |                                    |                                  | Information provided by Bidder  | Marks |
|----|------------------------------------|----------------------------------|---|-------|
| #  | Name of Person & Position proposed | Educational Qualifications       | <i>Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.</i>   |       |
|    |                                    | Experience                       | <i>Starting with present position, list in reverse order every employment held. List all positions held by staff member of last 5 years giving dates, names of employing organizations, titles of positions held, and locations of assignments.</i> |       |
|    |                                    | Experience in Similar assignment | <i>Please provide a list of project brief, and position at which the personnel had worked in assignments having professional requirement similar to this project.</i>   |       |
|    |                                    |                                  | Total Marks   |       |
|    |                                    |                                  | Points to be carried forward  |       |

F2 : Format for relevant services carried out in the last five years that best illustrate Firm's Experience at S. No. 1 in the above table.

Using the format below, provide information on main assignments for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

|  |                               |  |  |
|--|-------------------------------|--|--|
| Assignment Name:   |                               | Country:   |  |
| Location within Country:   |                               | Professional Staff Provided by Your Firm/Entity(profiles):                         |  |
| Name of Client:  |                               | No. of Staff:  |  |
| Address:   |                               | No. of Staff-Months; Duration of Assignment:                                       |  |
| Start Date (Month/Year):   | Completion Date (Month/Year): | Approx. Value of Services (in Rs Lakhs):   |  |
| Name of Associated Consultants, If Any:  |                               | N <sup>o</sup> of Months of Professional Staff Provided by Associated Consultants: |  |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: |                               |  |  |
| Narrative Description of Project:  |                               |  |  |
| Description of Actual Services Provided by Your Staff:   |                               |  |  |

F3 : Format for Activity (Work) Schedule. (3 (b) in the table above)

| A. Evaluation & Management Activity |  |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |
|-------------------------------------|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|
|                                     | <i>[1<sup>st</sup>, 2<sup>nd</sup>, etc. are months from the start of assignment.]</i> |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |
|                                     | 1 <sup>st</sup>  | 2 <sup>nd</sup> | 3 <sup>rd</sup> | 4 <sup>th</sup> | 5 <sup>th</sup> | 6 <sup>th</sup> | 7 <sup>th</sup> | 8 <sup>th</sup> | 9 <sup>th</sup> | 10 <sup>th</sup> | 11 <sup>th</sup> | 12 <sup>th</sup> |
| Activity (Work)                     |  |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |
|                                     |  |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |
|                                     |  |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |

B. Completion and Submission of Reports (if applicable)

| Reports | Date |
|---------|------|
|         |      |
|         |      |
|         |      |

F4: Format for Time Schedule for Professional Personnel (3 (b) in the table above)

| Name | Position | Reports Due/Activities | Months (in the Form of a Bar Chart) |   |   |   |   |   |   |   |   |    |    |    | Number of Months |              |
|------|----------|------------------------|-------------------------------------|---|---|---|---|---|---|---|---|----|----|----|------------------|--------------|
|      |          |                        | 1                                   | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |                  |              |
|      |          |                        |                                     |   |   |   |   |   |   |   |   |    |    |    |                  | Subtotal (1) |
|      |          |                        |                                     |   |   |   |   |   |   |   |   |    |    |    |                  | Subtotal (2) |
|      |          |                        |                                     |   |   |   |   |   |   |   |   |    |    |    |                  | Subtotal (3) |
|      |          |                        |                                     |   |   |   |   |   |   |   |   |    |    |    |                  | Subtotal (4) |

Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_  
Reports Due: \_\_\_\_\_  
Activities Duration: \_\_\_\_\_

d. The Financial Bid (Packet „C“) should contain

Financial quote for the services expected from PMU in the Request for Proposal (RFP) document for the scheme should include break up for the following two components:

- (i) Maintenance of web-based MIS and monitoring system by using the MIS system developed in BLC.
- (ii) Details of emoluments including man days of the key personnel to be deployed as part of the PMU.
- (iii) Management Consultancy fee as a percentage of size of the Implementation Plan giving details of the breakup of the Management Consultancy fee.

Summary Format for Packet “C”:-

| S. No. | Item  | Cost |
|--------|---|------|
| 1      | MIS Maintenances, new developments or additional features on MIS for improvement of the scheme + Manpower Cost + Miscellaneous etc. |      |
|        | Management Consultancy fee  |      |
|        | Total   |      |

The above mentioned fees should be inclusive of all taxes. Any conditionality in the financial bid stage would render the offer liable for rejection.

#### 11. Bid opening:

- a. Bids not supported by EMD shall be summarily rejected.
- b. Technical bids of eligible bidders will only be opened.
- c. The financial bid will be opened after completion of the technical evaluation by the Proposal Evaluation Committee. The financial bid of agency with less than 70 marks in technical score out of 100 marks will not be opened.
- d. **The last date of submission of bid document is 26<sup>th</sup> October, 2017 by 1500 hours.**

#### 12. Right to accept / reject any applications

a. The Ministry reserves the right to accept or reject any or all Applications and to annul the qualification process at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons. Implementing Agencies and Assessment Agencies under BLC are not eligible for submission of proposal under this RFP.

### **13. Right to Termination:**

- a. Ministry of Textiles reserves the right to terminate the Agreement, if it is of the opinion that the performance of the consultant is not satisfactory at any point of time during the period of the contract at the risk and cost of the agency.
- b. In the event of any dispute arising, the same shall be settled under the provision of Arbitration and Conciliation Act, 1996 as amended from time to time and the rules formed there under. The sole arbitrator shall be appointed by Secretary, Ministry of Textiles and the jurisdiction shall be Delhi.

### **14. CONFLICT OF INTEREST:**

- a. The PMU (or its partner organizations) would not undertake any consultancy or other assignment from any of the Implementing Agencies (IA) for preparation/ drafting/ consultancy of a project on their behalf for the purposes of submission to the Ministry of Textiles for funding under the project.
- b. The PMU will not undertake the consultancy or assignment of any Implementing Agency/other consultants of any component under Ministry of Textiles. The PMU or its partner organization would not be permitted to participate as IA in the Scheme or other consultants.
- c. The PMU would not receive any remuneration in connection with the assignment except as provided in this agreement. The company and its affiliates would not engage in consulting or other activities that conflict with the interest of O/o DC(Handlooms), Ministry of Textiles under this Agreement.

### **15. Confidentiality of Information**

The PMU will follow all the guidelines regarding information technology security & cyber security policy which are being issued by Office of Director General, Indian Computer Emergency Response Team (CERT-IN), Ministry of Communication & IT, New Delhi, from time to time.

### **16. Amendment of RFP document**

- a. At any time, prior to the deadline for submission of Applications, the O/o DC(Handlooms), Ministry either on its own or on request of the Applicant may amend the RFP documents by issuing addendum or addenda including those issued after the pre bid conference. These addenda shall be posted at the website of the Ministry and shall be treated as a part of the RFP Documents.
- b. The O/o DC(Handlooms), Ministry may, at its discretion, extend the deadline for the submission of Applications.



## 17. Other information:

a. Bidders may submit requests for clarification to this RFP by sending an email on our address **manoj.jain@nic.in** and **meena.dl@nic.in**. Clarification requests must be received by 17<sup>th</sup> October, 2017.

b. Proposals are required to be submitted in sealed cover to:

Director, Room No. 57-A, Office of Development  
Commissioner for Handloom, Ministry of Textiles, Udyog  
Bhawan, New Delhi

Email: manoj.jain@nic.in

c. Proposals must remain valid for a period of 90 days of the submission.

d. Information from the oral presentation will also be used as part of the technical evaluation process. Based on the oral presentation, the final marks on the "Project Methodology & Approach" Criteria would be awarded by the evaluation committee.

e. The purpose of the oral presentation and question and answer session is to test the Bidder's understanding of the work by addressing some case scenarios. Each

Bidder will be allowed 30 minutes to make their oral presentation. The time should be divided into: 20 minutes for bidder's presentation and 10 minutes for Questions and Answers.

f. Earnest Money Deposits of the bidders, other than the successful bidder will be returned within 1 month from the completion of the bid process.

g. The successful bidder would be required to submit (and keep active for the life of the project) a performance guarantee (by way of bank guarantee) amounting to 10% of the contract value for successful performance of the activities in the contract.

h. The Performance Guarantee deposits will be released to the agency after 6 months from the date of successful completion and handing over of the project on being satisfied about the proper execution of the project.

i. O/o DC(Handlooms), Ministry will provide the format of Performance Guarantee to the successful bidder.

j. The selected Agency has to sign an Agreement with the O/o DC(Handlooms), Ministry of Textiles for rendering satisfactory services and completion of the projects in a time bound manner. The Agreement shall include provisions for taking performance guarantee, payment terms, damages for delay or award for early completion, besides other clauses as are finalized by the O/o DC(Handlooms), Ministry of Textiles.



## **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.

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