



**Office of the Development Commissioner for
Handlooms**

Ministry of Textiles

Government of India

Udyog Bhavan, New Delhi

Notice Inviting E-Tender (NIT)

RFP No: 10/1/2017-DCH/Cluster

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)

TABLE OF CONTENTS

CONTENT	PAGE NO
Notice Inviting E-Tender	3-5
Introduction	6-8
Objective/ Scope of the Proposal	8-9
Key Personnel of the PMU	9-10
Deliverables of PMU	10
Contract validity	10-11
Payment Terms	11
Tender Methodology	13-15
Bid Format	15
Bid Opening	15
Right To Termination	15-16
Conflict of Interest	16
Other Information	17
Instruction for Online Bid Submission	18-20



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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 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). 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	23/11/2017
2	Bid Document Download Start Date and Time	23/11/2017 at 10:00 AM
3	Bid Document Download End Date and Time	13/11/2017 at 02:00 PM
4	Bid Submission End Date and Time	13/12/2017 at 05:00 PM
5	Bid Opening Date and Time	14/12/2017 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 - 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. EMD and Bid document cost:

Earnest money deposit	INR 1,00,000 (Indian Rupees one lakh only) in the form of DD in favour of PAO (Tex.) New Delhi or BG from a Nationalized bank in India and drawn in favor of PAO(Textiles), New Delhi.
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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 registered agencies are exempted for EMD.

Director
Room no. 57-A, 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 -II) 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 GST 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 provided in Annexure - III.
- e) Scanned copy of Power of Attorney for the Authorized Signatory as per format provide in Annexure - IV.
- f) Scanned copy of blacklisting certificate as per format provide in Annexure - V.
- g) Scanned Copies of completion of work undertaken for Govt. (Central/States) as per the format provided in Annexure - VI.
- h) Scanned copy of proof for payment of EMD.
- i) Scanned Copies of no. of persons engaged on payroll in the format provide in Annexure - VII

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 - VIII.
- c) Scanned copies of detailed CVs of Key Personnel as per format provided in Annexure - IX.
- d) Scanned copy of Approach, Methodology and detailed Work/Activity Plan

9.3 Financial Bid (Check list):

Price bid is to be furnished by the Bidder as a part of Financial Bid as per format given in Annexure-X

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

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 1/3rd 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 of cluster projects is 3 years from the date sanction of 1st 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 Gol share. 1st installment will be released in advance, and 2nd installment will be released on receipt of 70% utilization Certificates and Physical and Financial Progress report of 1st 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. MIS of Cluster is already in place. Progress of each cluster is to be uploaded by the Implementing Agency.

Guidelines of the scheme are available on the website: 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 - for monitoring physical and financial progress of the clusters.
- b. 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. PMU is required to undertake development software and effect changes wherever required and to be managed by PMU.
- ii. To assess the functionality of the existing modules i.e. MIS (PMU platform) 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 (on NIC server) 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.

Role	No of Post	Function	Qualifications & Experience
(i) Project Manager cum Functional Consultant	1	- For overall functioning of the entire project. - Responsible for Requirement gathering, coordination with stakeholders involved in the project	<ul style="list-style-type: none"> • MBA from recognized institution • At least 10 years of working experience and min. 3 years of experience in project management and scheme implementation. • Experience in textile sector is desirable
(ii) MIS Expert	1	For designing, maintenance and updation of MIS system	<ul style="list-style-type: none"> • B.Tech (IT, CS) /MCA having min 3 years of experience in designing and maintenance of MIS system
(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"> • Graduate and atleast 6 months diploma in Computer/IT
(iv) IT expert	1	To design and develop new module	<ul style="list-style-type: none"> • Post graduate in IT having minimum experience of 7 years in designing IT systems

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 primarily involves the activities highlighted in para-3 and are required to be completed in time frame. 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 paid based on achievement of milestone.

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-

No	Heading	Description	Criteria for point allocation	Max. Points
1	Firm's Experience (Marks = 40)	Years of experience as Project management consultant for Government projects (State and Central projects)	< 3 years' experience =0 3-5 years' experience =4 More than 5 years upto 8 years' experience =8 > 8 years' experience= 10	10
		Proven and demonstrable experience, expertise and resources in providing management consultancy in IT consultancy project funded by Government (central/State Govt.) (Max Marks 15).	<ul style="list-style-type: none"> • < 5 projects = 10 • Additional one mark for additional project undertaken 	15
		Turnover of the Company	Average turnover during last 3 years (in INR crores) <ul style="list-style-type: none"> • Up to 8 crores = 2 • > 8-30 crores = 4 	10

			<ul style="list-style-type: none"> • > 30-50 crores = 6 • > 50-75 crores = 8 • > 75 crores = 10 	
		Net profit of the Company	Average net profit during last 3 years (in INR crores) <ul style="list-style-type: none"> • < Rs. 1.00 crores = 1 • 1.00 – 5.00 crores = 2 • > 5.00 – 10.00 crores = 3 • > 10.00 crores = 5 	5
2	Key Personnel & Organizational strength (Marks = 25)	Based on the educational qualification and work of the team experience as per para 4	<ul style="list-style-type: none"> • Project Manager -cum Functional consultant (1)= 7 • MIS/IT Expert (1) = 3 • Support Staff (1) = 2 	15
		No. of professional employed on payroll	100 to 150 = 5 > 150 to 200 = 7 > 200 & above = 10	10
5	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
Grand total				100

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 =	{ _____ }
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- 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. Consulting firms including IT firm with experience in IT domain 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. Fee/Pre-Qualifications Bid, clearly superscribed “Packet A”
 - ii. Technical bid clearly superscribed “Packet B” and
 - iii. Financial bid clearly superscribed “Packet C”.

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.

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. Proposals must remain valid for a period of 90 days of the submission.
- b. 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.
- c. 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 15 minutes to make their oral presentation. The time should be divided into: 10 minutes for bidder's presentation and 05 minutes for Questions and Answers.
- d. Earnest Money Deposits of the bidders, other than the successful bidder will be returned within 1 month from the completion of the bid process.
- e. 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.
- f. 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.
- g. O/o DC(Handlooms), Ministry will provide the format of Performance Guarantee to the successful bidder.
- h. 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.

18. 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.

19. 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 / 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 log4n 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 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.

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.

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 180 0 3070 2232.

PROPOSAL SUBMISSION FORM
[Location, Date]

To:

Director
Room No. 57-A.
Office of DC Handloom
Udyog Bhavan, Maulana Azad Road
New Delhi

Sir,

We, the undersigned offer to provide the consulting services as Project management Unit of BLC 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 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	Date of incorporation of Agency	
10	GST No.	Yes/No
11	Permanent Account Number(PAN) / TAN No.	Yes/No
12	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).	
13	Accepted the terms and conditions of the said tender notice.	Yes/No
14	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
15	Whether Agency and or its	Yes/No

	Directors/Partners etc. are black listed by any Government Departments/ Organizations as on date. Give Details , if any	
16	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: 10/1/2017/DCH/Cluster

Name of RFP / Work: -

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)

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:

RFP No: 10/1/2017/DCH/Cluster

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. **10/1/2017/DCH/Cluster** 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:
Company's seal)

(Signature with

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 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 for each assignment.**

Details of manpower engaged on the payroll of Agency:

Sl. No.	Name	Designation	Professional Qualification	Date from which he/she is on payroll

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)	Languag	Speaking	Reading	Writing
Years of Relevant Experience				
Areas of Specialization				
Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:				

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

Subject : 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)

Item	Charges in Rupees (in words)	Charges in Rupees (In figures)
Charges for providing services as PMU for one year, excluding taxes		

Date: Authorised Signatory _____

Place : Name :

Seal of the Organization: Designation