



**Office of the Development Commissioner for
Handlooms**

Ministry of Textiles

Government of India

Udyog Bhavan, New Delhi

Notice Inviting E-Tender (NIT)

RFP No: No. 11/5/2017/DCH/Cluster

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

**Inviting Expression of Interests (Eols) for appointment
of Cluster Monitoring Agency for Handloom Clusters**

TABLE OF CONTENTS

CONTENT	PAGE NO.
Notice Inviting e-Tender	3-5
Background	6
Terms of Reference	6-7
Sample size of study	7
Eligibility Norms	7
Activities to be undertaken by the agency	7
Timelines for submission of reports	8
Documents required with EOI	8
Submission of EOI	8
Selection Process	8-9
General terms and conditions of the work	9
Instructions for Online Bid Submission	10

No. **11/5/2017/DCH/Cluster**
Government of India
Ministry of Textiles
Office of the Development Commissioner Handlooms
Udyog Bhawan, New Delhi

Notice Inviting E-Tender

Sub: Inviting Expression of Interests (Eols) for appointment of Cluster Monitoring Agency (CMA) for Block Level Handloom Clusters sanctioned in various States under National Handloom Development Programme (NHDP) and Comprehensive Handloom Cluster Development Scheme (CHCDS)

Office of the Development Commissioner for Handloom, Ministry of Textile, Government of India invites online bids through two bid system (Technical and Financial) for appointing eligible agencies for engaging Cluster Monitoring Agency (CMA) for benchmarking, monitoring and independent assessment for the Block Level Handloom Clusters being implemented in States under National Handloom Development Programme (NHDP) and Comprehensive Handloom Cluster Development Scheme (CHCDS).

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	30/11/2017
2	Bid Document Download Start Date and Time	30/11/2017 at 10:00 AM
3	Bid Document Download End Date and Time	21/12/2017 at 02:00 PM
4	Bid Submission End Date and Time	21/12/2017 at 05:00 PM
5	Fee/technical Bid Opening Date and Time	22/12/2017 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>" in the **Annexure-II**. 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:

Earnest Money Deposit for one Zone	INR 2,00,000 (Indian Rupees two lakh only) per Zone in the form of DD in favour of PAO (Tex.), New Delhi or BG from a Nationalized Bank in India, 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 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 two parts, viz., Fee/Technical bid and Financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

9.1 Fee/Technical Bid (Check list):

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

- a) Scanned Copy of Certificate of Incorporation / Registration / MOA, PAN Card and GST Registration certificate as applicable.
- b) Scanned Copy of Audited Balance sheet plus Profit and Loss account of last three years audited by certified CA.
- c) Scanned copy of RFP Acceptance Letter and Power of Attorney for the Authorized Signatory as per **Annexure – IV and V**.
- d) Scanned copy of non-blacklisting certificate and completion of work undertaken for Govt. (Central/States) as per **Annexure – VI and VII**
- e) Scanned copy of proof for payment of EMD and previous three years Income tax return.
- f) Scanned copy of Approach, Methodology and detailed Work/Activity Plan

9.2 Financial Bid (Check list):

Price bid is to be furnished by the Bidder as per **Annexure-VIII**

Sd/-
(Director)

RFP for appointment of Cluster Monitoring Agency (CMA) for Block Level Handloom Clusters sanctioned in various States under NHDP and CHCDS.

1. BACKGROUND

i) Government of India introduced Block level cluster programme as one of the components of NHDP and CHCDS in 2015 for an integrated and holistic development of the handloom clusters. Features of Block level cluster are as follows:

Block Level Cluster approach is more flexible to suit the requirements of the cluster with higher scale of funding by Gol, 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. The proposal by the Implementing Agency is required to be submitted through the State Government.

ii) Under NHDP & CHCDS, 325 Block level clusters (average no. of weavers per cluster = 700) have been sanctioned so far and released an amount of Rs. 131.09 cr. to various Implementing Agencies (IAs). Of 325 clusters, 254 clusters have been taken up in phases for benchmarking, concurrent monitoring and impact assessment through an agency for 1 ½ years. Of 254 clusters, benchmarking, concurrent monitoring and impact assessment of 115 clusters already completed while for 139 clusters, benchmarking is over and concurrent monitoring and impact assessment is in progress and will be over by Oct 2017. 71 new clusters and additional clusters are to be taken up for benchmarking, concurrent monitoring and impact assessment. Details are at **Annexure - I.**

iii) In order to ensure targeted, speedy and efficient implementation of the cluster programme, competent professional Cluster Monitoring Agency/ies is/are proposed to be engaged by the Office of Development Commissioner – Handlooms, Ministry of Textiles.

2. Terms of Reference

The scope of Cluster Monitoring Agency is to assist the Office of the Development (Handlooms) in benchmarking, concurrent monitoring, evaluation (impact assessment) and identification of issues, which require attention in effective execution of the programme. Cluster Monitoring Agency (CMA) will be required to perform following tasks:

- a) Cluster-wise benchmarking on various parameters for impact assessment.
- b) Cluster-wise and intervention-wise quarterly physical and financial concurrent monitoring.
- c) Cluster-wise qualitative and quantitative impact assessment
- d) To visit Office of DC (HL) as and when called either for presentation of quarterly monitoring report and impact report or otherwise.
- e) Any other information which is of importance may be provided by CMA.

3. Sample size of study

Sample size is to cover atleast 10% of handloom weavers (beneficiaries) and 2% other stakeholders of cluster.

4. Eligibility Norms

Expression of Interests (EOIs) is invited for appointment of a Cluster Monitoring Agency, which

- Should have proven and demonstrable experience, expertise and resources in providing services for holistic and integrated development of clusters.
- Should have experience of working and development of the Handloom sector.
- Should have preferably experience of cluster development approach;
- Should have professionals with expertise in Handloom, Project Management, capacity building, evaluation of projects, market development and institutional development, etc;
- Should have reasonable experience in areas relating to working with Central/ State Governments;
- Should have average turnover of atleast Rs. 3.00 cr. in last 3 years (Turnover should be of the applicant agency only and should not have been tied up with other agency).
- Should have net profit in each of last 3 years (not applicable for NGOs or any other agency exempted by Govt. supported by relevant documents).

5. Activities to be undertaken by the agency

325 handloom clusters have been sanctioned so far in 26 States. Of these, 115 clusters will be assigned to the agency/ies for atleast 1 year for concurrent monitoring and evaluation, 139 clusters will be assigned to the agency/ies in the third quarter of 2018-19 for concurrent monitoring and evaluation while remaining 71 clusters and additional clusters as and when sanctioned will be assigned to the agency concerned for benchmarking, concurrent monitoring and evaluation.

6. Timelines for submission of reports

- a. Benchmarking report is to be submitted to O/o DC (HL) within 45 days of the work assigned.
- b. Concurrent monitoring is to be done on quarterly basis and report is required to be submitted within 25 days of closing of quarter.
- c. Impact report is required to be submitted on yearly basis and to be submitted within 40 days of year end from the date of assigning the project.

7. Submission of EOI

For the purpose of carrying out the assignment, States have been divided into three Zones i.e. Zone 1, Zone 2 and Zone 3. Zone-wise States covered are as follows:

Zone	States covered
Zone 1	8 NER States, Jharkhand, West Bengal
Zone 2	Kerala, Tamil Nadu, Karnataka, Andhra Pradesh, Telangana, Puducherry
Zone 3	Gujarat, Madhya Pradesh, Rajasthan, UP, Delhi, Haryana, Punjab, HP, J&K, Uttarakhand, Bihar, Maharashtra, Odisha, Chhattisgarh

The agency concerned may submit the financial bid for one Zone or more than one Zone but the cost has to be given per cluster for each Zone separately. The quote should include all costs, excluding taxes.

8. Selection Process

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

Technical evaluation Criteria for selection of Agency				
Name of Agency :				
S.No.	Eligibility Criteria	Score	Maximum Score	Marks Allotted
1.	No. of projects taken up in the Textile sector during 2014-15 to 2016-17 for Central/State Govt. a. Upto 20 projects b. More than 20 projects	10 15	15	
2.	No. of projects taken up in the Textile sector during 2014-15 to 2016-17 for Central/State Govt. a. Upto 05 projects c. Between 5 to 10 projects	05 10	15	

	d. More than 10 projects	15		
3.	No. of projects taken up for cluster development/monitoring/evaluation during 2014-15 to 2016-17 for Central/State Govt. a. Upto 5 projects b. More than 5 projects	10 20	20	
4.	Average turnover for the last 3 years a. More than Rs. 3.00 cr. and upto Rs. 5 cr. b. More than Rs. 5.00 cr. and upto Rs. 10.00 cr. c. More than 10.00 cr.	03 04 05	05	
5.	No. of regular professionals* a. Upto 30 professionals b. More than 30 professionals	03 05	05	
6.	Methodology and understanding of the project through presentation	40	40	
	Total Marks		100	

*Professionals do not include the clerical staff.

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

70% weightage is for technical bid and remaining 30% for financial bid. Agency obtaining atleast 60 marks out of 100 marks in technical evaluation will be eligible for opening of financial bid. Date of opening financial bid will be communicated to only eligible bidders.

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

10. General terms and conditions of the work

The selected Agency will sign an Agreement with the Office of Development Commissioner – Handlooms, Ministry of Textiles, Government of India, New Delhi for rendering services. Office of the Development Commissioner (Handlooms) reserves the right to reject any EOI without assigning any reason.

11. 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.

12. 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.

13. 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.

14. 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.

15 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.

16 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. Foreign bidder can get help at +91-7878007972, +917878007973.

Annexure-I

S. No	States	Number of clusters taken up in Phase-I in April 2016 for one and half years	Number of clusters taken up in Phase-II in May 2017 for one and half years	Number of new clusters proposed to be taken up for benchmarking, monitoring and Impact assessment	Total No. of clusters
1	Andhra Pradesh	34	0	14	48
2	Arunachal Pradesh	2	0	6	8
3	Assam	6	25	5	36
4	Bihar	0	11	1	12
5	Chhattisgarh	6	0	3	9
6	Gujarat	0	0	3	3
7	H.P.	1	2	2	5
8	J & K	0	2	6	8
9	Jharkhand	0	22	8	30
10	Karnataka	0	1	1	2
11	Kerala	4	0	0	4
12	Maharashtra	0	0	5	5
13	M.P.	0	5	0	5
14	Manipur	4	6	0	10
15	Meghalaya	3	0	0	3
16	Mizoram	7	0	0	7
17	Nagaland	3	2	8	13
18	Odisha	6	13	0	19
19	Rajasthan	0	0	1	1
20	Sikkim	1	0	0	1
21	T.N.	32	11	0	43
22	Telangana	2	4	2	8
23	Tripura	3	0	0	3
24	U.P.	0	33	4	37
25	Uttarakhand	0	1	0	1
26	West Bengal	1	1	2	4
	Total	115	139	71	325

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 for appointing eligible agency for Cluster Monitoring Agency (CMA) for benchmark monitoring and independent assessment for the Block Level Handloom Clusters being implemented in States under National Handloom Development Programme (NHDP) and Comprehensive Handloom Cluster Development Scheme (CHCD) 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.

AGENCY DETAILS AND BID DOCUMENTS
(To be submitted in Firm's own letter head)

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

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

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

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

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

Date:

Place:

Signature of Bidder

Name of Bidder

Name of the firm/agency

Seal of Bidder

RFP ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

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

Sub: Acceptance of Terms & Conditions of RFP.

RFP No: 11/5/2017/DCH/Cluster

Name of RFP / Work: - for engaging Cluster Monitoring Agency (CMA) for benchmark monitoring and independent assessment for the Block Level Clusters being implemented in States under NHDP and 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: 11/5/2017/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. **11/5/2017/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

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

*** Please attach copies of work completion certificate for each assignment.**

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

Subject: RFP for appointing eligible agencies for engaging Cluster Monitoring Agency (CMA) for monitoring, independent assessment and strengthening of operational framework for the Block Level Handloom Clusters being implemented in States under NHDP and CHCDS

(in Rs.)

Zone	Cost per cluster excluding taxes for concurrent monitoring and evaluation of already taken up 254 clusters	Cost per cluster excluding taxes for benchmarking, concurrent monitoring and evaluation of 71 new clusters and additional clusters
Zone I		
Zone II		
Zone III		

Date: _____ Authorised Signatory _____

Place : _____ Name : _____

Seal of the Organization: _____ Designation _____