



Office of the Development Commissioner for Handlooms

Ministry of Textiles

Government of India

Udyog Bhavan, New Delhi

Notice Inviting E-Tender(NIT)

Request for Proposal (RFP)

No.15/1/2022-DCH/Cluster/CMA

Request for Proposal (RFP) for engagement of Cluster Monitoring Agency (CMA) for third party impact evaluation/assessment and concurrent monitoring of financially assisted Cluster Development Programmes and interventions other than assisted Clusters in various States/UTs and 01 Mega Handloom Cluster in East Imphal, Manipur under National Handloom Development Programme(NHDP)

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PART-I

No.15/1/2022-DCH/Cluster/CMA
Government of India
Ministry of Textiles
Office of the Development Commissioner (Handlooms)
Udyog Bhawan, NewDelhi

Notice Inviting E-Tender

Sub: Request for Proposal(RFP) for engagement of Cluster Monitoring Agency (CMA) for third party impact evaluation/assessment and concurrent monitoring of financially assisted Cluster Development Programmes, interventions other than assisted Clusters in various States/ UTs and 01 Mega Handloom Cluster in East Imphal district of Manipur State under National Handloom Development Programme(NHDP)

Office of the Development Commissioner for Handlooms, Ministry of Textile, Government of India invites online bids through two packet system (Technical and Financial) for engagement of Cluster Monitoring Agency (CMA) for third party impact evaluation/assessment and concurrent monitoring of financially assisted Cluster Development Programmes, interventions other than assisted Clusters and in various States/ UTs and 01 Mega Handloom Cluster in East Imphal district of Manipur State under National Handloom Development Programme.

2. The tender documents may be downloaded from official website of O/o DC(Handlooms) 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	Bid Publishing Date	19.10.2023 at 15:00 hours
2	Pre-Bid meeting	26.10.2023 at 15:00 hours
3	Bid submission Start Date and Time	02.11.2023 at 15:00 hours
4	Bid Submission End Date and Time	20.11.2023 at 15:00 hours
5	Technical Bid Opening Date and Time	21.11.2023 at 15:00 hours
6	Financial Bid opening Date and Time	To be intimated later on

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

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

5. Intending tenderers are advised to visit official website of Office of Development Commissioner for Handlooms 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	INR Rs. 3,50,000/- (Indian Rupees Three lakh fifty thousand only) in the form of Demand Draft or Banker's Cheque or Bank Guarantee (BG) from any of the Scheduled Commercial Bank in India drawn in favour of PAO (Textiles), New Delhi. Annexure-VIII.
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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. Soft copy of the instrument in respect of EMD needs to be uploaded with technical bid and 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 from EMD.

Additional Development Commissioner (Handlooms)
Ministry of Textiles
Room no. 57-A,
Udyog Bhawan, New Delhi-110011

8. The EMD of unsuccessful bidders, who have qualified for evaluation of financial bid will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of contract. In case of bidders who have not qualified technically, EMD will be returned within 30 days of declaration of results of technical evaluation etc. EMD of those bids which are withdrawn during the validity of bids will be forfeited. Bids will be opened as predate/time as mentioned in the Tender Critical Data Sheet. After online opening of Technical-Bid, the result of their qualification as well as Financial Bid opening will be intimated earlier.

9. **SUBMISSION OF BIDS:**

The bids shall be submitted online in two parts, viz., 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 will not be considered. No correspondence will be entertained in this matter.

Technical and financial bids along with relevant documents including Annexures are required to be submitted. Tender documents should specifically mention the tenders:

Inviting Request for Proposal (RFP) for engagement of Cluster Monitoring Agency (CMA) for third party impact evaluation/assessment and concurrent monitoring of financially assisted Cluster Development Programmes, interventions other than assisted Clusters in various States/ UTs and 01 Mega Handloom Cluster in East Imphal district of Manipur State under National Handloom Development Programme.

9.1 Technical Bid (Checklist):

The following documents are to be self-attested and furnished by the Bidder as a part of Technical Bid as per the **Annexure-II** alongwith 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 five financial years (2018-19, 2019-20, 2020-21, 2021-22& 2022-23)audited by certified CA.
- c) Scanned copy of RFP Acceptance Letter and Power of Attorney for the Authorized Signatory as per **Annexure – III and IV.**
- d) Scanned copy of non-black listing certificate and completion of work undertaken for Govt.(Central/States)as per **Annexure – V and VI**
- e) Scanned copy of proof for payment of EMD and previous five financial years (2018-19, 2019-20, 2020-21, 2021-22 & 2022-23) Income tax return.
- f) Scanned copy of Approach, Methodology and detailed Work/Activity Plan.
- g) Financial Bid Undertaking (as per **Annexure-XI**)
- h) Financial Bid (as per **Annexure-XII**)

9.2 Financial Bid(Checklist):

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

PART-II

1. PRE-QUALIFICATION / MINIMUM ELIGIBILITY CRITERIA :

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

Sl	Pre-Qualification Criteria	Proof Required
1.	The Agency should be a Company registered under Companies Act, 1956/ Society Registration Act, 1860/ Autonomous Body/Partnership Firm/ Proprietorship Firm/Limited Liability Partnerships in existence for the last 5 years	Copy of Certificate of Incorporation / Registration / MOA as applicable.
2.	The Agency should have a valid PAN and GST	Copy of PAN and GST certificate.
3.	The Agency should not have been blacklisted by any Central/State Government/Public Sector Undertaking in India.	Self certification/undertaking of no blacklisting.
4.	The Agency should have a minimum average annual turnover of Rs. 2 Crore (Rupees Two Crore) in any three years from the last five years	Copy of Audited Profit and Loss Statement and Balance sheet.
5.	I. The Agency should have previous such experience of evaluation study in last 5 years. II. The Agency should have completed atleast one project of evaluation study of total cost of Rs. 2.00 crore in last 5 years.	Copy of certificate of work completion along with the details as per the format provided in Annexure – VI .

2. Timelines for submission of reports

The agency is required to submit the draft report within 5 months time from the date of awarding the work. The agency will be required to make presentation of the draft report to the office of Development Commissioner for handlooms. 10 hard copies of the final report and 05 soft copies in electronic format shall be submitted by the agency at the end of study.

3. Pre Bid Conference

The Office of Development Commissioner for Handlooms shall organise a Pre Bid Conference from 26th October 2023 at 15:00 hours in the Additional Development Commissioner (Handloom), Room No. 57A, Udyog Bhawan, Ministry of Textiles, New Delhi – 110011. The bidders are requested to submit any questions in the format given at **Annexure - X** in writing not later than upto 25th October 2023 at 12:00 hours. However, prospective bidders are free to raise their queries during the meeting and responses will be conveyed to all the prospective bidders by way of hosting amendments/ clarifications on the websites at www.handlooms.nic.in and <https://eprocure.gov.in/eprocure/app> in accordance with the respective clauses of the RFP. Queries can also be sent to Email: meena.dl@nic.in / bharat.2308@gov.in

4. Amendment of Bidding Documents:

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

- (b) All eligible Bidders are requested to visit the said websites on regular basis for checking necessary updates.
- (c) In order to allow bidders a reasonable time to take the amendment into account in preparing their bids, Office of Development Commissioner for Handlooms, at its discretion, may extend the deadline for the submission of bids.

5. GUIDELINES FOR SUBMITTING BIDS:

A) Pre-Qualification/ Technical Bid:

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

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

B) Financial Bid:

Financial Bid is to be submitted as per format in Annexure-XII.

6. SELECTION CRITERIA

The Cluster Monitoring Agency shall be selected through a competitive bidding process on Quality and Cost Based Selection (QCBS) method. 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.	Total experience of the agency a) Upto 5 years b) Between 5 to 10 years c) 10 to 15 years d) More than 15 years	05 10 15 20	20	
2.	No. of projects taken up in the Textile sector from 2018-19 to 2022-23 for Central/State Govt. a. Upto 10 projects b. More than 10 projects	10 15	15	
3.	No. of projects taken up for cluster development/monitoring/evaluation in handlooms/ handicrafts sector from 2018-19 to 2022-23 for Central/State Govt. a. Upto 5 projects b. More than 5 projects	10 15	15	
4.	Average turnover for the last 5 years a. Rs. 2.00 cr. and upto Rs. 5.00 cr. b. More than Rs. 5.00 cr. and upto Rs. 10.00 cr. c. More than Rs.10.00 cr.	03 04 05	05	
5.	No. of regular professionals ^{*#} a. Upto 20 professionals b. More than 20 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.

Key professionals should include: 01 Project Manager/Team Leader with an MBA (or equivalent degree) with a minimum of 10 years of experience, preferably in Handloom/Textile sector and 01 Subject Matter Expert (SME) with a graduation degree from any recognized institution in any field with a minimum of 05 years of experience in conducting surveys/monitoring/evaluation studies, preferably in Handloom/Textile sector.

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

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

Normalization process for financial scores

The lowest financial proposal (Fm) among the technically qualified bids will be taken as the base/reference and will be given a Financial Score (Sf) of 100 marks. The financial scores of the other Financial Proposals will be determined using the following formula:

[Sf = 100 x Fm/F], in which Sf is the financial score, Fm is the lowest price, and F is the price quoted in the financial proposal (in INR) under consideration.

The combined score shall be based on Quality cum Cost based Selection (QCBS). Proposals will be ranked according to their combined technical and financial scores using the weightage given to the Technical and Financial proposals @70% and @30% respectively:

Final Score = (70% x Technical Score) + (30% x Financial Score)

The bidder scoring the highest marks shall be declared as L1.

Activities to be undertaken by the agency alongwith Time lines for submission of reports

This would include but not limited to:

- a. Total 158 projects (59 Small financially assisted clusters and intervention in 99 Handloom Pockets provided financial assistance other than assisted Cluster) in different States/UTs from FY 2018-19 to 2023-24 (upto 31.07.2023) will be assigned to the agency for submission of impact assessment. The agency will submit impact assessment report of 158 projects within five months from the date of awarding of work.
- b. 200 small clusters financially assisted during 2021-22 to 2023-24 (69 during 2021-22, 110 during 2022-23 & 21 during 2023-24 i.e. upto 31.07.2023) will be assigned to the agency first for concurrent monitoring for 18 months (for 6 quarters) and subsequently for impact evaluation after completion of 18 months (6 quarters) from the date of awarding of work. The agency will submit quarterly concurrent monitoring report of the clusters within 30 days of closing each quarter and final impact assessment report within 45 days of closing of 18 months (6 quarters).
- c. Individual interventions distributed as 1st installment under 01 Mega Handloom Cluster, East Imphal, Manipur during 2022-23 first for concurrent monitoring for 18 months (for 6 quarters) and subsequently for impact evaluation after completion of 18 months (6 quarters) from the date of awarding of work. The agency will submit quarterly concurrent monitoring report of the clusters within 30 days of closing each quarter and final impact evaluation report within 45 days of closing of 18 months (6 quarters).
- d. If any, additional small clusters and Mega handloom clusters as and when approved, will be assigned to the agency at same rate, terms & conditions, first for concurrent monitoring for 18 months (for 6 quarters) and subsequently for impact assessment after completion of 18 months (6 quarters) from the date of awarding of work.

Submission of REP

RFP shall be submitted through two-bid system for project approval viz. Technical Bid & Financial Bid. Bids should be submitted separately through e-tender.

Selection Process

The agency shall be selected through a competitive bidding process. The bidding process shall be carried out in two stages i.e. Technical Bid and Financial Bid.

7. Award of Contract:

- a) The notification regarding qualification/disqualification will be through e-procurement portal only. No separate notification will be sent in this regard.
- b) The evaluation committee will determine whether the proposal is complete in all respects and the decision of the evaluation committee shall be final.
- c) In case of failure on part of successful bidder (L-1) to accept the offer for execution of the given award of contract due to any reasons, Development Commissioner for Handlooms is unable to finalize a service agreement with the bidder ranked first, Development Commissioner for Handlooms may proceed to the next ranked bidder, and so on until a contract is awarded. A contract will be awarded to the responsible, responsive bidder whose proposal conforms to the RFP and is, in the opinion of the Development Commissioner for Handlooms, the most advantageous and represents the best value to the project, price and other factors considered.
- d) The proposal will be valid for 120 days from the last date of submission (deadline) of proposal; Development Commissioner for Handlooms will make its best effort to select the survey agency within this period.
- e) Cost of preparing the proposal and incidental expenses shall be borne by the bidders and the Development Commissioner for Handlooms will in no case be responsible or liable for these expenses regardless of the conduct or outcome of the tenders.
- f) On completion of the process of selection, the agency selected shall be awarded the contract by issuing the letter of intent (LOI). The issue of LOI shall be the deemed date of commencement of the assignment and shall be completed as per the period stipulated in the contract. Within 15 days of LOI, the survey agency should execute an agreement with the Development Commissioner for Handlooms.
- g) The successful survey agency cannot sublet the assignment to other individual/ firms/ organizations.
- h) Bidders shall furnish their detailed address, telephone number, fax number and electronic mail address for proper and fast communication.
 - i) Agencies associated with implementation of Cluster development Programme (CDP) component under NHDP are not eligible to bid.
 - j) The bidders are not allowed to submit more than one bid.
- k) Information/ clarification, if any required, may be obtained from Office of Development Commissioner for Handlooms, Ministry of Textiles, Udyog Bhawan, New Delhi.
Tel: 23062238, 23062463; E-mail: meena.dl@nic.in/bharat.2308@gov.in.

8. GENERAL INSTRUCTION AND TERMS & CONDITIONS:

- a) The proposal along with all the correspondence and documents relating to the RFP exchanged by the Agency and Development Commissioner for Handlooms shall be written in English language.
- b) Development Commissioner for Handlooms reserves the right to cancel the RFP at any stage without assigning any reason.
- c) **Performance Bank Guarantee (PBG):** The successful bidder shall at its own expense deposit with Development Commissioner for Handlooms, within ten (10) days of date of issue of letter of intent to signing of agreement whichever is earlier, and unconditional and irrevocable Bank Guarantee or Account Payee Demand Draft, Fixed Deposit Receipt with validity for 60 days from the date of completion of all contractual obligations acceptable to office of Development Commissioner of

Handlooms, payable on demand, for the due performance and fulfilment of contract by the bidder. On submission of the Performance Bank Guarantee, the EMD of successful bidder will be returned. The PBG format is at Annexure IX.

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

- d) The bidder is advised to attach any additional information that is considered necessary in regard to establish the capabilities. No further information will be entertained after submission of application unless it is required. The Office of Development Commissioner for Handlooms, however, reserves the right to call for additional information and clarification on information submitted by the bidders.
- e) No penalty shall be imposed for delay in completion of work of upto 02 (two) weeks of the agreed implementation period with reasonable justification. However, penalty shall be imposed beyond two weeks delay in completion of work at the rates as under:
 - (i) Beyond 02 weeks and upto 04 weeks: 0.25% of total project cost (week or part thereof).
 - (ii) Beyond 04 weeks and upto 08 weeks: 0.50% of total project cost (week or part thereof).
 - (iii) More than 08 weeks: DC(Handlooms), at his/her discretion, may terminate the contract and allot the incomplete work to another agency at risk & cost of the contracted agency.
- f) The person to sign the contract agreement shall be duly authorized.
- g) The data, schedules, reports and other material used by the agencies during the conduction of the task shall remain the property of the Development Commissioner for Handlooms. The Agencies will not be allowed to use this information in any forum, national or international, without the explicit permission given in writing by the Development Commissioner for Handlooms.
- h) The RFP shall not bind the Development Commissioner for Handlooms in any way what so ever to offer any job to the applicant if it is decided to abandon the task.
- i) If any dispute arises, it may be referred to a sole arbitrator appointed on mutual consent. The place of the arbitration shall be New Delhi, India. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended from time to time. The proceedings of arbitration shall be in English language.
- j) The Development Commissioner for Handlooms may at any time terminate the Contract Agreement by giving a written notice to the Agency. Termination of contract will be without Compensation to the Agency provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Development Commissioner for Handlooms.
- k) Infrastructure support to carry out the task shall be the responsibility of the Agency selected.
- l) Cost of travel and stay of the officials from agencies for attending training/meeting will be borne by the selected Agency/Firm.

9. Payment Schedule:

- 1) **First Installment:** Mobilization fee @15% of total project cost will be provided as advance against a bank guarantee of equal amount.

Thereafter, the payment will be made based on actual work carried out in terms of study by the agency as under:

- 2) **Second Installment:** 25% - on submission of concurrent monitoring report of 1st quarter of 200 small clusters & One Mega Handloom Cluster and impact evaluation report of 158 projects (59 CDP + 99 supported Handloom pockets other than CDP) and its acceptance by the Government of India.

- 3) **Third Installment:** 20% - on submission of concurrent monitoring report of 2nd and 3rd quarter of 200 small clusters & One Mega Handloom Cluster within 30 days of closing of 3rd quarter and its acceptance by the Government of India.
- 4) **Fourth Installment:** 20% - on submission of concurrent monitoring report of 4th and 5th quarter of 200 small clusters & One Mega Handloom Cluster within 30 days of closing of 5th quarter and its acceptance.
- 5) **Final Installment:** 20% - on submission of concurrent monitoring report of 6th quarter for 200 small clusters & One Mega Handloom Cluster within 30 days of closing of 6th quarter and final impact evaluation report of 200 small clusters & One Mega Handloom Cluster within 45 day from closing of 18 months from the date of awarding the project and its acceptance by the Government of India.

10. Force Majeure:

If at any time the performance, in whole or in part, by either of any obligation under the contract, shall be prevented or delayed by reasons of any war or hostility, acts of public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restriction, strikes, or acts of god (herein after referred to as events), provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence of the event, party shall by reasons of such event, be entitled to determine the contract arising out of the contract nor shall either party have any claim for damages against the other in respect of such event. Obligations arising out of this contract shall resume after the event or events have come to an end or ceased to exist. The decision of DC (Handlooms) as to whether such event or events have come to an end or ceased to exist will be final.

11. General Terms and Conditions of the Work:

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

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 on line 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 their 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 keyusage) issued by any Certifying Authority recognized by CCA India (e.g.Sify/ TCS/nCode/ eMudhraetc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured login by entering their user ID / password and the password of the DSC / e-Token.

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. The separate meters 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 key words 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/Addendum published on the tender document before submitting their bids.
- 2) Bidders shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. It shall be ensured that 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, shall make ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they could 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. Procedure for Submission of Bids on Portal

- 1) Bidder should login to the site well in advance for bids 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 format with the tender document, then the same is to be downloaded and to be filled by all bidders. If the standard format 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 opener's 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 1800 3070 2232. Foreign bidder can get help at +91-7878007972, +91-7878007973.

PART-III

RFP for engagement of Cluster Monitoring Agency (CMA) for third party impact assessment and concurrent monitoring of financially assisted Cluster Development Programmes and interventions other than assisted Clusters in various States/ UTs and 01 Mega Handloom Cluster at East Imphal district of Manipur State under National Handloom Development Programme.

1. BACKGROUND

Earlier financial assistance were provided for development of Block Level Cluster (BLC), an erstwhile component of National Handloom Development Programme (NHDP) & Comprehensive Handloom Cluster Development Scheme (CHCDS). Subsequently, BLC had been renamed as 'Cluster Development Programme (CDP)' and CHCDS had been subsumed under NHDP as 'Mega Handloom Cluster' as one of its component and revised guidelines of NHDP were issued on 25.10.2021.

Further, to avoid duplication and for better convergence across the Ministries and within the Ministry, guidelines of NHDP have been revised and issued on 12.04.2023 for implementation upto 2025-26.

1.(a) Scheme Objectives:-

Objective is to develop Handloom Clusters that are located in clearly identifiable geographical locations that specialize in specific products, with close linkages and inter dependents amongst the key players in the cluster by improving the infrastructure facilities, with better storage facilities, technology up-gradation in pre loom/post-loom operations, weaving shed, skill up-gradation, design inputs, etc. which would eventually be able to meet the discerning and changing market demands both at domestic and at the international level and raise living standards of the millions of weavers engaged in the handloom industry. The broad objectives of the scheme are as follows:

- To empower handloom weavers and build their capacity to enhance competitiveness of their products in the domestic as well as global market in a sustainable and reliant manner;
- To facilitate collectivization of handloom and service provides for procurement, production, marketing and other support activities to promote sustainable growth and diversification;
- To give a proper thrust to design development through creation of design studio and involvement of professional designers, To involve professional marketing chains and marketers to identify the items of production to meet the changing demands of the market,
- To provide requisite support/linkages in terms of adequate core & technical infrastructure, technology, product diversification, design development, raw material banks, marketing & promotion, credit, social security and other components that are vital for sustainability of weavers engaged in the handloom sector;
- To provide for development of handloom clusters in an inclusive and holistic manner in an environment of empowered and participative decision making;
- To encourage convergence of schematic assistance and support services from various schemes and programmes of various Government and other agencies in the cluster to optimize resource utilization for betterment of the livelihood, quality of the life of handloom weavers and increase income level of the weavers.

1.(b) Under NHDP, development of Handloom clusters is taken up under following components:-

(i) Small Cluster Development Programme (SCDP)

The Small Cluster Development Programme (SCDP) focuses on development of weavers' groups as a visible entity, so that the groups become self-sustainable. The quantum of assistance for each cluster is need based, depending on the requirement of the cluster, the scope of the activities envisaged technical, financial and managerial capacity of the cluster Organization, level of maturity and past track record of the cluster etc. Maximum permissible GoI financial assistance is upto Rs. 2.00 crore per cluster covering 500 weavers.

Duration of implementation of the project is 3 years from the date sanction of 1st installment.

Component-wise upper limit of funding

1. Upto Rs. 150.00 lakh towards HSS i.e. loom/accessories, lighting units, construction of individual workshed, construction of common workshed, Solar Lighting System for common workshed, etc. Funding for construction of individual workshed is limited upto 1/3rd of Rs. 150.00 lakh.
2. Up to Rs. 15.00 lakh for engaging Textile Designer.
3. Upto Rs. 15.00 lakh as Project Management Cost, which includes remuneration of CDE, call charges and local travel cost of CDE, stationery items, administrative cost to IA, purchase of computer/printer etc.
4. Upto Rs. 20.00 lakh for Other Interventions
 - i) Baseline Survey, Diagnostic Study, Formation of Consortium, Awareness Programmes (upto Rs. 2.00 lakh)
 - ii) Product Development (upto Rs. 5.00 lakh)
 - iv) Participation in exhibitions/BSM s/publicity etc. (upto Rs. 5.00 lakh)
 - v) Exposure visit to the handloom pockets of other States (upto Rs. 1.50 lakh)
 - v) Documentation of Cluster activities (upto Rs. 0.50 lakh)
 - vi) Incentive to IA, if all approved interventions in cluster with GoI share of atleast Rs. 1.50 crore are implemented on time (within 3 years) (Rs. 1.00 lakh)
 - vii) Any other intervention

Implementing agencies:-

- i. Central/State Government Organizations
- ii. National/State Level Handloom Organizations
- iii. State Commissionerate/Directorate In-charge of Handlooms & Textiles
- iv. State Commissionerate/Directorate In-charge of Sericulture
- v. State Apex Handloom Weavers' Co-operative Societies.
- vi. Primary Handloom Weavers' Co-operative Society, having large presence in the Cluster covering at least 50% individual weavers as non-members.
- vii. Self Help Groups/Producers' Company.
- viii. Any other appropriate entity working for handlooms (recommended by the State Govt. and approved by the DC (HL)).

Funding Pattern:

- (i) Interventions like Baseline Survey, Diagnostic Study, Formation of Consortium, Awareness Programmes, Product Development, Exposure visit, participation in exhibitions/BSMs/publicity, Documentation of cluster activities, service charges to designated agency, Project Management Cost, Engagement of Textiles Designer, wage compensation to the trainees for skill up-gradation, incentive to IA etc. will be fully funded by GoI, excluding land cost.
- (ii) Other Interventions benefitting directly individual weavers like Upgraded looms & accessories and lighting units will be funded in the ratio of 90:10 by the GoI : Beneficiary
- (iii) Individual Workshed- BPL/SC/ST/Women/differently-abled/Transgender – 100% by GoI share. For others beneficiaries – 75% by the GoI: 25% beneficiary
- (iv) Common Workshed – 90% by the GoI: 10% beneficiary
- (v) Solar Lighting System for Common Workshed - 90% by the GoI: 10% beneficiary

Submission of the Proposal

State Directorate of Handloom and Textiles submit the proposals along with the recommendations of the State Level Project Committee (SLPC) chaired by the State Director of Handloom and Textiles. Proposals are scrutinized & complete proposals are approved by the O/o DC (HL).

Release of financial assistance

Funds are released with the approval of DC (HL)/Integrated Finance Wing (Textiles) as follows:

- a) 50% of GoI an advance as 1st installment.
- b) 2nd installment is released on receipt of UC of atleast 70% of release of 1st installment in GFR-12-A, Intervention-wise physical & financial progress report signed by IA, intervention-wise expenditure statement duly signed by the Chartered Accountant

(ii) Financial Assistance for interventions other than Assisted Clusters

Financial Assistance for Components like upgraded looms/accessories, lighting units, construction of individual work-sheds, engagement of textile designer, product development etc. shall be provided on need basis in areas/handloom pockets other than assisted Clusters.

Procedure of submission of proposal is as under:

- These Components are implemented by the concerned WSCs, State Directorate in-charge of Handlooms.
- The proposal are prepared in prescribed format along with intervention-wise list of beneficiaries by Officer In-charge, WSC concerned/State Directorate in-charge of Handlooms as the case may be and are submitted directly to O/o DC(HL)
- Financial Assistance is provided item-wise for individual beneficiary as one time support in the form of small project, hence funds are released in one go as full & final installment.

State/UT-wise details of SCDPs and handloom pockets/interventions other assisted cluster are at **Appendix-II**

(iii) Mega Cluster Development Programme

Under Mega Clusters, need based financial assistance upto Rs.30.00 Crore (GoI share) is provided to eligible State/UT Govts/ Handloom organizations for holistic & integrated development of Mega handloom cluster having atleast 10,000 handlooms. Interventions involve individual implementation like upgraded looms/accessories, design and product development/diversification, marketing and export promotion, setting up of common infrastructure such as Value Addition centre (Garment/Apparel Unit), Reeling, Processing, Printing Units etc.

Duration of implementation of the project is 5 years from the date sanction of 1st installment

Funding Pattern

General States	–	GoI: State Govt./IA - 80:20
NER States, Himachal Pradesh, Uttarakhand, UTs of Jammu, Kashmir and Ladakh,	–	GoI: State Govt./IA - 90:10

Land cost is borne by the State Govt./Implementing Agency and is not part of the project cost.

In case, the project is to be implemented by the WSCs/IIHTs, the entire funding of the project, including land cost is borne by the GoI.

Financial assistance other interventions such as HSS items for up-gradation of looms/accessories to improve quality of the fabric & productivity and reduce drudgery of handloom weavers/workers, lighting units, construction of individual worksheds etc. is provided in accordance with guidelines of SCDP.

Submission of Detailed Project Report/Proposals

Based on diagnostic study, DPR is submitted to the office of Development Commissioner (Handlooms) along with the Minutes of State Level Project Committee (SLPC) headed by State Commissioner/Director of Handlooms & Textiles having representatives of Handloom Organization (Apex Weavers' Coop. Society or State Handloom Corporation), leading Exporter, Head of Office of the WSC, representative of the IA, weaver from the group of SHGs, Special Invitees (if any) etc.

The DPR received from the State Government is scrutinized by a Technical Committee constituted under the Chairmanship of Zonal Director, concerned Weavers' Service Centre and finally recommended to the O/o DC (HL) for approval.

Subsequently, the DPR recommended by the State Government and Technical Committee placed before the Project Approval and Monitoring Committee chaired by Secretary (Textiles) for approval. On approval, project-wise reports are prepared by the IA and the same with the recommendation of the State Director of Handlooms are sent to the DC (HL) for approval and funds are released to IA with the concurrence of Integrated Finance Wing (Textiles).

Release of funds

Funds are released in two equal installments

- i) 50% as 1st Installment as advance.
- ii) 50% as 2nd installment on utilization of 70% amount of 1st installment and submission of UC in GFR 12(A) and audited accounts duly certified by the Chartered Accountant.

Monitoring of Projects

At cluster level, the projects are monitored jointly by the Head of Office of Weavers Service Centre and State Directorate of Handloom & Textiles concerned. At headquarter level, projects are reviewed by PAMC, chaired by Secretary (Textiles).

Detail of Imphal East in Manipur Mega Handloom cluster is at Appendix-III

In order to ensure targeted, speedy and efficient implementation of the Cluster Development Programmes, competent professional Cluster Monitoring Agencies is/are proposed to be engaged by the Office of Development Commissioner for Handlooms, Ministry of Textiles.

2. Scope/Activities to be undertaken by the Agency for evaluation

The scope of Cluster Monitoring Agency is to assist the Office of the Development Commissioner (Handlooms) in concurrent monitoring, 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 which would include and not limited to:

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

3. Methodology

3.1 Approach (Methodology adopted), Division of Country into 9 Geographical Regions

Detailed questionnaire and format of output will be prepared by the selected Agency. The Agency shall interact with beneficiaries of the schemes, officials of the DC (Handlooms), State Government, Weaver's Service Centre, SPVs/Implementing Agency concerned for which selected agency is required to undertake field visits. Agency shall be selected through a competitive financial bidding process. The agency will be selected on Quality & Cost basis Selection (QCBS) method.

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

The sample size is to cover at least 25% of scheme Beneficiaries and all stakeholders of each project/cluster. The agency will be required to make presentation of the draft report to the Office of the Development Commissioner for Handlooms.

Eligibility Norms

Request for Proposals (RFP) 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 with the Handloom sector;
- Should have preferably experience of cluster development programme;
- Should have professionals with expertise in Handloom sector, Project Management, capacity building, Monitoring and Impact Assessment of projects etc;
- Should have reasonable experience in areas relating to working with Central/State Governments/PSUs;
- Should have average turnover of at least Rs.2.00 cr. during any 3 years in last 5 years (Turn over should be of the applicant agency only and should not have been tied up with other agency).
- The Agency should have completed atleast one project of evaluation study of total cost of Rs. 2.00 crore in last 5 years.
- Should have net profit in each of last 5 years (not applicable for NGOs or any other agency exempted by Govt. supported by relevant documents).

Note: Consortium of more than one agency is also eligible for bidding. Participating agencies or consortium of agencies should produce documentary proof /agreement signed among them for working together. However, eligibility in respect of average turnover will be decided on the basis of larger Agency of consortium and it should have net profit in each of last 5 years.

4. Objective of the Study

4.1 Performance of the scheme based on the Output / Outcome indicators: The scheme leads to direct benefit to handloom weavers in the sector. However the study may focus on overall impact of the scheme on the handloom sector as under:

- a) Whether the scheme has benefited the handloom weavers and if so, to what extent.
- b) How far the scheme has been instrumental in creating job opportunities.
- c) How far the scheme has been instrumental in stopping migration of weavers to other profile.
- d) Whether the scheme has enhanced the income of weavers
- e) To study the general perception & expectation of the weavers and the extent to which the same have been met.
- f) Whether the benefit of the schemes is actually passed on to the weavers in full, if not to what extent?
- g) To identify the deficiencies/weaknesses and shortcoming in the implementation of the scheme to suggest remedial measures.

4.2 Additional Parameters:

a) Coverage of beneficiaries

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

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

4.4 **Key Bottlenecks & Challenges:** The evaluating agency should focus on financial and administrative aspect of the scheme and indicate bottleneck & challenges if any, for benefits of ultimate beneficiary of the handloom sector.

4.5 **Input Use Efficiency:** The agency may seek to evaluate the requirement and allotment of manpower for effective implementation of the scheme in order to increase input use efficiency within the scope of scheme guidelines.

5. **Observation and Recommendations**

5.1 **Thematic Assessment:** Thematic assessment should focus on accountability, role, function, involvement/support of the State Government/Implementing Agency and Weavers Service Centre concerned.

5.2 **Externalities:** The agency should see if any best practices were replicated in similar kind of scheme and if yes, give the details of the best practices.

6. **Conclusion-**

6.1 **Issue & Challenges:** The evaluating agency should bring out issues and challenges before the Govt. in protection of interests of handloom weavers through implementation of this scheme.

6.2 **Vision for the future:** The evaluating agency should envision forceful impact of this scheme to ensure protective environment around the handloom weavers engaged in production /manufacturing of reserved articles to earn a livelihood in handloom sector.

6.3 **Recommendation for scheme with reasons:**

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

7. **Reference:**

Scheme Guidelines of National Handloom Development Programme dated 12.04.2023 for implementation upto 2025-26 are available on the website: handlooms.nic.in.

8. **Appendices:**

- Output-Outcome Framework – **Appendix – I**
- List of State/UT-wise Small Cluster Development Programmes and handloom pockets (interventions other than assisted clusters) financially assisted from 2018-19 to 2022-23 considered for impact evaluation and concurrent monitoring- **Appendix – II**
- Details of Individual interventions sanctioned under East Imphal Mega Handloom Cluster in Manipur State considered for concurrent monitoring-**Appendix-III**

PART-IV

APPENDIX-I

Output-Outcome Framework

Outputs FY.....			Outcomes FY....		
Output	Indicators	Target (No. beneficiaries)	Outcomes	Indicators	Target
Financial assistance provided to handloom workers by way of implementation of various interventions like technological up gradation, common infrastructure, design & marketing support etc. under NHDP.	Number of Weavers benefitted		Increase in productivity, average working days and earning of the weavers.	Increase socio-economic condition of the weavers.	Increased employment opportunities with great number of working days and increased wages.

APPENDIX-II

State/UT-wise no. of Small Clusters and handloom pockets (interventions other than assisted clusters) financially assisted under NHDP during 2018-19 to 2023-24 (upto 31.07.2023) and proposed to be taken for impact Assessment and concurrent monitoring

S. No.	State/UT	No. of Small Clusters and handloom pockets (interventions other than assisted clusters) to be taken up for impact evaluation			No. of small Clusters financially assisted during 2021-22 to 2023-24 i.e. upto 31.07.2023 (to be taken up for concurrent monitoring & impact evaluation)
		No. of Small Clusters during 2018-19 to 2020-21	No. of handloom pockets (intervention for other than assisted clusters) taken up during 2021-22 to 2023-24 (upto 31.07.2023)	Total	
1	Andhra Pradesh	3	23	26	30
2	Arunachal Pradesh	1		1	10
3	Assam	2	3	5	10
4	Bihar		7	7	15
5	Chhattisgarh		2	2	3
6	Gujarat	2	2	4	1
7	Haryana		2	2	
8	Himachal Pradesh		2	2	5
9	Jammu & Kashmir	2	4	6	2
10	Jharkhand		3	3	
11	Karnataka	5	12	17	2
12	Kerala	1	2	3	8
13	Ladakh	1	1	2	
14	Madhya Pradesh		5	5	5
15	Maharashtra	1	7	8	1
16	Manipur				21
17	Meghalaya				3
18	Mizoram	1	3	4	12
19	Nagaland		2	2	1
20	Odisha	11		11	4
21	Punjab		2	2	
22	Rajasthan		1	1	1
23	Sikkim				1
24	Tamil Nadu		2	2	14
25	Telangana	1	5	6	21
26	Tripura	1		1	12
27	Uttar Pradesh	4	6	10	13
28	Uttarakhand	1	2	3	
29	West Bengal	22	1	23	5
	Total	59	99	158	200

Details of Individual interventions sanctioned under Mega Handloom Cluster East Imphal, Manipur and funds released as 1st installment

S. No.	COMPONENT	Total no. of items approved	Amount released as 1 st instalment (Rs. in lakh)	No. of items distributed in 1 st instalment
1	INDIVIDUAL INTERVENTION			
	a) Loom & Accessories			
	Frame Loom (Fly Shuttle Loom) 56" RS @Rs.30,000/-	3077	415.26	1538
	Frame Loom (Iron) up to – 56" RS (along with reed, heald) @Rs.26000/-	56	6.552	28
	Frame Loom – 102" RS @Rs.57000/-	62	15.903	31
	Warp Beam (5" dia) for 56" loom @Rs.5000/-	450	10.125	225
	Cloth Beam (4" dia) for 56" loom @Rs.3500/-	450	7.0875	225
	Warp Beam (6" dia) for 96"/102" loom @Rs.11500/-	450	23.2875	225
	Cloth Beam (5" dia) for 96"/102" loom @Rs.8300/-	450	16.8075	225
	Loom Accessories: Set of heald, reed, bobbin, shuttle, charkha etc@Rs.6000/-	11161	301.32	5580
	Motorized Pirn winding machine @Rs.60000/-	50	13.50	25
	b) Individual worksheds @Rs.120000/-	200	20.25	100
	c) Lighting Unit@Rs.15000	300	120.00	150
	Total (1)	16706	950.0925	8352
2	Engagement of Textile Designer	3	22.50	
3	Project Management Cost	3	20.25	
4	MISC. INTERVENTIONS			
	Baseline Survey, DSR, Formation of Consortium, evaluation of cluster etc.	0	0.90	
	Product Development		2.25	
	Documentation of Cluster Activities		0.225	
	Total (4)		3.375	
	Grand Total (1 to 4)		996.2175	

PART-V

ANNEXURE-I

PROPOSAL SUBMISSION FORM

[*Location,*

Date]To:

Additional Development Commissioner (Handlooms)
Room No.57-A.
Office of DC Handloom
Udyog Bhavan, Maulana Azad Road, New Delhi

Sir,

We, the undersigned offer for appointing eligible agency as Cluster Monitoring Agency (CMA) for concurrent monitoring and impact evaluation/assessment of Handloom Clusters being implemented in various States/UTs under National Handloom Development Programme. Agency to undertake concurrent monitoring and impact evaluation of clusters in accordance with your Request for Proposal dated [.....].We are here by submitting our Proposal.

We understand that 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 processor 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, whom assign 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 3years. (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/BC/BG)	DD/BC/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)

To,

Additional Development Commissioner for Handlooms
Office of Development Commissioner for Handlooms Ministry of Textiles
Udyog Bhawan, NewDelhi

Date.....

Sub: Acceptance of Terms & Conditions of RFP.

Name of Work:- RFP for engaging Cluster Monitoring Agency (CMA) for concurrent monitoring and impact assessment of Handloom Clusters being implemented in various States/UTs under NHDP.

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/ organization too has 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 black listed/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/ organization 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:

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

Dear Sir,

With reference to RFP **No. 15/1/2022-DCH/Cluster/CMA** we hereby authorize the following person as authorized signatory to carry out necessary bid formalities with Office of Development Commissioner for Handlooms with reference to this RFP and authorize to sign the bid documents and contract/ agreement with Office of Development Commissioner for Handlooms.

Thanking you,

Yours faithfully

Place:

Date:

(Signature with Company's seal)

Name:

Designation:

UNDERTAKING ON NON- BLACKLISTING

(To be submitted in Firm's own letter)

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

Signature (with stamp) 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 with in the assignment:	
Relevance of the assignment	

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

Approach, Methodology and Detailed Work Plan

a. Approach and Methodology

b. Work Plan

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

Bid Security Form

To
Pay & Accounts Officer (Textiles),
Ministry of Textiles,
Government of India,
Udyog Bhavan,
New Delhi-110011

FORMAT OF BID BOND (EMD)

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

THE CONDITIONS of the obligation are:

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

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

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

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

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

Signature of the Bank Authority

Name

Signed in Capacity of:

Full address of Branch:

Tel No. of Branch:

Fax No. of Branch:

Name & Signature of witness

Address of witness

Performance Bank Guarantee

To
 Development commissioner (Handlooms),
 Ministry of Textiles, GOI
 Udyog Bhavan,
 New Delhi-110011
 (With due stamp duty if applicable)

OUR LETTER OF GUARANTEE No.: _____

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

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

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

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

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

 Authorized Signature

Manager Seal of Bank

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

RFP No.:

Name of the Company:

Name of the Concerned Person:

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

Name and Signature

Of the Bidder’s Representative

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

RFP No:-
From: (Full Name and address of the bidder)

Dear Sir,

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

Yours faithfully

(Signature of the Authorized Representative)

Place: Name of the Signatory_____

Date: Name of the Firm/Agency_____

Seal of the Firm/Agency_____

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

Subject: RFP for engaging Cluster Monitoring Agency (CMA) for concurrent monitoring and impact evaluation/assessment of Handloom Clusters being implemented in various States/UTs under NHDP.

(in Rs.)

Details	Basic Rate (excluding GST)	Total no of clusters/ handloom pockets	Total cost (excluding GST)
Cost per cluster excluding GST/taxes for concurrent monitoring of 200 small clusters for 18 months (six quarters) and impact assessment after closing 18 months and subsequent additional clusters.			
Cost per Mega Handloom Cluster excluding GST/taxes for concurrent monitoring for 18 months (six quarters) and impact assessment after closing 18 months of Imphal East (Manipur) Mega Handloom Cluster and subsequent additional clusters.			
Cost per cluster excluding GST/taxes for impact assessment of 59 small clusters and subsequent additional clusters.			
Cost per handloom pocket(interventions other than assisted clusters) excluding GST/taxes for impact assessment of 99 handloom pockets and subsequent additional interventions/handloom pockets			
Grand Total Cost			
Total Amount in Words:			

Note: GST+ Other Taxes as applicable.

Date:

Authorized Signatory_____

Place:

Name:

Seal of the Organization:

Designation