

MINISTRY OF TEXTILES GOVERNMENT OF INDIA

UDYOG BHAVAN, RAFI MARG, NEW DELHI

REQUEST FOR PROPOSAL (RFP)

Selection of Project Management Unit (PMU) under “समर्थ(Samarth)” Scheme for Capacity Building in Textile Sector

MINISTRY OF TEXTILES GOVERNMENT OF INDIA

UDYOG BHAVAN, NEW DELHI



सत्यमेव जयते

CRITICAL DATE SHEET

Publishing Date	18.12.2020 1230 hrs
Bid Submission Start Date	18.12.2020 1230 hrs
Clarification Start Date	18.12.2020 1230 hrs
Clarification End Date	24.12.2020 1730 hrs
Pre bid meeting	28.12.2020 1100 hrs
Bid Submission End Date	08.01.2021 1730 hrs
Bid Opening Date	11.01.2021 1200 hrs

MINISTRY OF TEXTILES
GOVERNMENT OF INDIA
UDYOG BHAWAN, NEW DELHI

REQUEST FOR PROPOSALS

For and on behalf of the President of India, bids are invited in two bid system through online mode only on CPP Portal for selection of a consultancy firm for execution and monitoring of 'SAMARTH' Scheme.

2. The 'Scheme for Capacity Building in Textile Sector (SCBTS)' is known by the name "समर्थ (Samarth)", signifying the broad objective of the scheme to skill the youth for gainful and sustainable employment in the textile sector.

3. The objectives of the Scheme are:

- (i) To provide demand driven, placement oriented National Skills Qualifications Framework (NSQF) compliant skilling programmes to incentivize and supplement the efforts of the industry in creating jobs in the organized textile and related sectors, covering the entire value chain of textiles, excluding Spinning and Weaving.
- (ii) To promote skilling and skill upgradation in the traditional sectors of handlooms, handicrafts, sericulture and jute.
- (iii) To enable provision of sustainable livelihood either by wage or self employment to all sections of the society across the country.

4. The Ministry proposes to select an agency to take over all the on-going functions/activities from the existing Project Management Unit (PMU) with regard to implementation and monitoring of the training programmes under the scheme. The selection of the agency will be subject to approval of the Scheme by the competent authority. The agency will have to take over the on-going activities from the outgoing agency pertaining to Samarth and ensure complete knowledge transfer from the outgoing agency to perform functions of PMU for the scheme as mentioned in the RFP document.

5. The Ministry invites online proposals from management consulting firms in accordance with the Terms of Reference specified in the RFP document. The RFP can be downloaded from the Ministry's website www.texmin.nic.in and CPPP site <http://eprocure.gov.in/eprocure/app> as per the schedule as given in Critical Date Sheet.

6. Interested applicants are requested to submit their responses online to the "RFP" at the address mentioned below on Central Public Procurement Portal (CPPP, <https://eprocure.gov.in/eprocure/app>). **Physical bids shall not be accepted.**

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Request For Proposal (RFP) for selection of Project Management Unit (PMU) under the Samarth i.e. Scheme for Capacity Building in textile sector

1 Introduction

The textile and apparel industry is one of the earliest industries developed in India. Its entire value chain from fiber to apparel manufacturing has a strong presence within the country. It is the biggest employer after agriculture. In order to meet the skill gap in the industry and also to supplement its efforts initiated through the Special Package for Garments and Made-ups, the Government has approved the new scheme titled “समर्थ (Samarth)” Scheme for Capacity Building in Textile Sector (SCBTS) for the entire value chain of textiles except Spinning and Weaving in the organized sector with an outlay of Rs. 1300 crore. Detailed guidelines of the Scheme is available on the web site of Ministry of Textiles i.e. www.texmin.nic.in

1.1 The scheme focuses to impart training in demand driven courses for various job roles to address the skilled manpower requirement across all value chain of various segments of textile sector, except spinning and weaving.

2. Objective & Scope of the Proposal

The Ministry proposes to select an agency to take over the on-going functions of the existing Project Management Unit (PMU) in conceptualization, commissioning and monitoring of the training programme under the scheme. The selection of the agency through this RFP will be on provisional basis and award of contract to selected agency will be subject to approval of continuance of the scheme by the competent authority. The agency will have to take over the on-going activities from the outgoing agency pertaining to SAMARTH & ISDS, ensure complete knowledge and data transfer from the outgoing agency to perform the functions of PMU for the scheme which includes the following tasks:

2.1 *Management of Scheme*

- (i)** Setting up the PMU and deploy resources centrally as per the pattern approved by Ministry. PMU will be solely responsible in executing the scheme implementation as per the direction of the Ministry.
- (ii)** Taking over of existing activities in management of the training programmes under “समर्थ (Samarth)” along with the control of centralized web based Management Information System on as is what is basis.
- (iii)** Aligning of scheme with the broad policy framework of Ministry of Skill Development & Entrepreneurship including National Skill Qualification Framework and Common Norms.
- (iv)** Empanelling of more Implementing Partners under the scheme and to frame an action plan for implementing a new scheme that government may decide further.
- (v)** Evaluating the institutional capacity of training partners to allocate training targets.
- (vi)** Designing formats for DPR, MoUs/ Agreements/ notices/ Reports/ communications, wherever required, for any activity relating to implementation of the scheme.
- (vii)** Evaluation and Analysis of the project reports of Implementing Partners such as DPR Evaluation, Funds release request of subsequent installments, withdrawal request, closure proposals and any other task under “समर्थ (SAMARTH)” as per the direction of Ministry from time to time.
- (viii)** Close monitoring of head wise fund utilization by Implementing Partners vis-à-vis progress of training programme and detailed evaluation of proposal for fund releases including scrutiny of Utilization Certificates.

- (ix) Accounts and financial advisory services.
- (x) Budget proposals, wherever required as per the direction of Ministry.
- (xi) Drafting of Reports/ Power Point Presentation and generating data of various forms/kinds as per the requirement of the Ministry from time to time.
- (xii) Coordinating Assessment & Certification process, curriculum development with Resource Support Agency and Sector Skill Councils.
- (xiii) Any other task/assignments in connection with implementation of “समर्थ (SAMARTH)”.
- (xiv) Recalibration of financial / quality/ content/ format norms in accordance with the Government of India orders and the instructions issued from time to time.

2.2 Monitoring of Scheme

- (i) Design parameters and framework to assess the performance of training programme as per the approval of the Ministry including enrolment, training, evaluation and progress.
- (ii) Data analysis of the training parameters for assessing the progress and quality of implementation of the scheme including training, assessment, certification and placement and to suggest/recommend improvements in rectifying the shortfalls for better management of the scheme implementation.
- (iii) Designing parameters & methodologies for assessing performance & monitoring progress of the projects being executed by Implementing Partners.
- (iv) Deploying resources as appropriate to evaluate implementation agencies through field level visits as per the direction of Ministry from time to time.
- (v) Monitor the report of placements and placement tracking report of skilled trainees submitted by the Implementing Partners and verifying the genuineness of claims of placements
- (vi) Defining the audit and monitoring mechanism, Design strategy/ methodologies for preventing misuse/mis-utilization of funds allotted to Implementing Partners.
- (vii) Designing incentives and penalties to be specified to the Implementing Partners for ensuring proper implementation & success of the projects.
- (viii) Any other activities/task in connection with implementation of new scheme:

2.3 Management Information System (MIS), Call Centre, Mobile App and other IT solutions

Web based Management Information System (MIS), Customized dashboards, Call Centers and Mobile App has already been developed for the Scheme. Therefore, there is no need for de novo development of these IT solutions. However, as the scheme is dynamic in nature, the firm which will be awarded contract as PMU has complete responsibility to take over IT solutions/applications from the existing PMU, maintain these solutions for smooth implementation of scheme and most significantly develop and improve existing solutions and new customized solutions from time to time as per the following requirement of scheme:

- (a) Execution, monitoring and evaluation of the entire training lifecycle as per scheme guidelines including selecting Implementing Partners, enrolment of trainees and trainers, batch creation, training, assessment, placement, and post-placement tracking.
- (b) Submission of proposals by Implementing Partners (IPs) using Digital Signature Certificate (DSC) and multi-level evaluation of proposals at each level of PMU and Ministry with DSC enabled at each level.
- (c) Viewing, reporting and evaluation of physical verification report submitted by Physical Verification Agency, including automated training centre capacity allocation to each training centre

- (d) Development, maintenance and improvement of customized reporting modules for each stakeholder category including Ministry, PMU, Implementing Partner, Assessment Agency, RSA, Physical Verification Agency (Nodal officer and Regional Offices), Physical Verification Executives, etc.
- (e) Management, maintenance and improvement of centralized web-based MIS in facilitating interface to all stakeholders under the scheme.
- (f) Handholding of the new agencies on the MIS and conducting training session to the various stakeholders for execution of trainings on the MIS activities.
- (g) Coordination of the MIS activities of different stakeholders and resolution of their concerns / issues, if any, from time to time
- (h) To incorporate modifications in the existing MIS in facilitating additional modules and features as per the requirement of the Ministry from time to time for improvement and better monitoring of the scheme. This may include system for obtaining reports through different queries, sorting of data etc
- (i) Weekly generation of MIS reports on Physical and Financial progress under the scheme.
- (j) Development, maintenance and improvement of customized mobile application for physical verification of new training centers proposed by Implementing Partners, with geo-tagging and timestamps on each upload.
- (k) Development, maintenance and improvement of customized mobile application for random physical verification of existing training centers where training is under progress, with geo-tagging and timestamps on each upload.
- (l) Development, maintenance and improvement of customized mobile application for use by Implementing Partners/Training Centres to upload and view daily geo-tagged time-stamped photographs of each running batch.
- (m) Development, maintenance and improvement of customized mobile application for submission and tracking of grievances by all stakeholders
- (n) Setting up and running of dedicated call centre having toll-free helpline number in minimum 8 Indian languages covering all sections of country's geography (North/South/East/West).
- (o) Call centre shall be equipped for addressing of queries from all stakeholders, feedback collection from trainees, monthly verification of placement agencies/post-placement tracking.
- (p) Call centre must provide call recording facility for all inbound and outbound calls, provision for follow-up call-back, customized CRM, and ticket raising option.
- (q) Call centre services shall include periodic reports and analytics and providing required programming support; Providing the agreed management reports in mutually agreed formats
- (r) Any other new development of MIS and others will be borne by the agency.

2.3.1 At the time of completion/termination of contract, the agency will ensure seamless migration of MIS without affecting integrity of data.

2.4 Key Personnel for the PMU

The Project Management Unit (PMU) will be led by a Project Director, for assisting the Ministry in Coordination, Implementation and Monitoring of the Scheme. Besides, a team of at least 8 professionals duly qualified and experienced in project management, financial analysis, management, data analysis and information technology on implementation of skill development projects will deploy in the Ministry to coordinate and implement the scheme. The functions and profile of the key personnel shall be as given below.

Role	No. of Post	Function	Minimum Qualifications & Experience criteria	Desirable Qualifications/ Experience criteria
Project Manager	1	Responsible for overall operation management of the PMU activities covering management and monitoring tasks under “समर्थ (SAMARTH)”	(i) MBA or PGDM equivalent to MBA from a recognized & reputed Institution. (ii) 10 yrs of working experience in Project Management including 4 yrs of experience in Government projects.	Experience in handling government skilling/HRD schemes for 3 years.
Senior Management Expert – Project Management Domain	1	To assist in management functions like coordination with Implementing Partners and other stakeholders, analysis of physical and financial progress, adherence to DPR and assistance to the Ministry for overall management of the scheme.	(i) MBA or PGDM equivalent to MBA from a recognized & reputed Institution. (ii) 5yrs of working experience in Project Management including 2yrs of experience in Government projects.	Experience in handling government skilling/HRD schemes for 2 years.
Senior Management Expert – Textiles Domain	1	To assist in management functions like coordination with Implementing Partners and other stakeholders, support and coordination for RSA functions, and assistance to the Ministry for overall management of the scheme.	(i) Either of any degree from a recognized & reputed Institution a. M.Tech (Textiles domain only) b. B.Tech (Textiles domain only) along with MBA or PGDM equivalent to MBA (ii) 5yrs of working experience in Project Management in Textiles sector including 2yrs of experience in Government projects.	2 years experience in assessment and course design in skill projects of Government schemes.
Junior Management Expert	3	To assist in management functions like coordination with Implementing Agencies and other stakeholders, analysis of physical and financial progress, adherence to DPR and assistance to the Ministry for overall management of the scheme.	(i) Either of any degree from a recognized & reputed Institution. a. MBA or PGDM equivalent to MBA b. B. Tech c. M.SC (Physics, Chemistry, Math) d. M.A (Maths, Statistics, Economics) (ii) 3yrs of working experience in Project Management including 1 year of experience in Government projects.	Experience in handling skilling/HRD schemes for 1 year.

MIS Expert/Business Analyst	1	For requirement gathering, discussion with Ministry in terms of MIS new development and maintenance during entire duration.	(i) Either of any degree from a recognized & reputed Institution a. B.Tech in Computer Science b. MCA or PGDCA equivalent to MCA (ii) 5yrs of working experience in development & design of IT solutions including 2 year of experience in Government projects.	M. Tech in Computer Science
Process Executive	1	To be responsible for look after the day to day routine activities data collection, report generation, process relating to files, Data Entry and random verification over telephone/ e-mail/ others	(i) Graduate from recognized institutions and 6 months diploma in IT (ii) 3 years working experience in Government projects.	Experience in handling Government skilling/HRD schemes for 1 year.
Total	8			

Note:CVs of the personnel proposed to be deployed for PMU should be submitted along with the proposal. Upon selection of the agency, the Ministry will assess the suitability of each of the proposed resources through personal interview and will have exclusive rights in deciding his/her deployment/continuation in PMU team. During the execution of the contract replacement of any key personnel is not allowed without prior approval of substitute by Ministry.

It may be noted that apart from the Project Director, all members will be required to work exclusively for the project and made available in the Ministry on all working days.

3. Deliverables of the PMU

- (a) The PMU team shall be in place immediately upon awarding of the contract.
- (b) The agency to take over the functions of PMU along with the control of centralized web based MIS portal and on-going activities from the outgoing agency immediately upon award of the contract.
- (c) The agency will deliver all the work as mentioned in para 2 above in time bound manner without any deviation.
- (d) The agency will deploy key personnel as mentioned in para-2.4
- (e) The agency will submit a consolidated and key personnel wise monthly achievement report at the end of every month.
- (f) List of the deliverables is not exhaustive and some more milestones may be included with mutual consent based on experiences during the implementation period.

4. Terms and Conditions of the RFP

- 4.1 The contract with the selected agency will be initially valid for a period of one year

from the date of award of contract subject to extension of scheme by Competent Authority. The selected agency has to perform the functions efficiently to the satisfaction of the Ministry during the contract period and shall not be allowed to withdraw from the contract till its expiry under any circumstances. The contract will be open for extension depending upon the performance of the agency on the same terms and conditions.

4.2 If the selected agency fails to perform the functions of PMU as agreed upon in the contract to be signed with Ministry or commit breach of any of the terms and conditions, provisions or stipulations of the contract, Ministry shall take appropriate action including termination of the contract with the agency at the risk and cost of the agency and forfeiture of bank guarantee.

4.3 In the event of non-extension of the contract or termination of the contract, the items procured/developed for the project will be transferred to the Ministry or the agency identified by the Ministry for the purpose. Until such time the deliverables are completed along with complete knowledge transfer by the agency, the project will be treated as 'incomplete' and the fee will be proportionately deducted by the Ministry.

4.4 **Payment Terms**

4.4.1 Payment will be made to the agency after every quarter on achievement of deliverables as mentioned in para 2& 3 above and compliance of terms and conditions of contract.

4.4.2 Deduction will be made proportionately in case of non deployment of key personnel.

4.4.3 Incidental expenditure

The maximum ten single visits will be out of the contract amount. Beyond ten (10) visits, reimbursement of economy airfare/ taxi/ rail fare for visit of personnel to the project site for inspection/ monitoring, lodging/boarding on actual basis (on production of tickets/ bills) will be made by the Ministry. The eligible amount will be decided as per tour allowance norms for Group 'A' Officers with a Grade Pay of Rs. 5,400/- (pre-revised) of the Government of India. These reimbursements will only be for the visits undertaken based on the action plans approved by the Ministry. The tour programme have to be pre-approved by Ministry of Textiles.

4.4.4 **Taxes**

Goods and Service tax as applicable due on the charges for the services being provided by PMU would be deducted at source by the government from the payment made by it.

4.4.5 During execution of the Project, shortcomings/deficiencies over the agreed terms, if any, are found, then a penalty of 0.5% of the contract value per week (subject to maximum of 5%) may be imposed by the Ministry.

4.4.6 Prices quoted shall be inclusive of all taxes.

4.5 **Intellectual Property Rights**

4.5.1 The Intellectual Property Rights of all the database, programs, source-code, reports, formats etc. developed/created for this project would vest in the Government. However, any liability arising out of negligence contributory or willful by way of

inaccurate/ wrongful/ data construction shall solely vest with the agency. Also, the attendant actual/ potential loss, cost to the Government of India on account of such negligence shall be borne by the agency.

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

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

4.6 Earnest Money Deposit (EMD)

4.6.1 Bidders will submit (photocopy uploaded with technical bid and original sent to the Ministry) an Earnest Money of Rs.2,00,000/- (Rupees Two Lakh only) in the form of Bank Draft/Demand Draft in the favour of Pay and Account Officer, Ministry of Textiles, payable at New Delhi.

4.6.2 Bids not accompanied EMD shall be rejected.

4.6.3 The EMD of unsuccessful bidders will be returned within one month of signing of the contract.

4.6.4 EMD of those bids which are withdrawn during the validity of bids will be forfeited.

4.7 Performance Guarantee

4.7.1 The selected bidder shall be required to furnish a Performance Bank Guarantee equivalent to 10% of the contract value in the form of Bank Guarantee from a scheduled commercial bank in India in favor of Pay and Accounts Officer, Ministry of Textiles, Payable at New Delhi for the period 60 days beyond the completion of all contractual obligations.

4.7.2 On submission of Performance Guarantee, EMD of successful bidders will be returned.

4.8 Conditional bids will not be accepted.

4.9 The agency shall not assign, transfer, pledge or sub contract the work to any other agency.

4.10 Bidder submitting more than one proposal will be summarily rejected.

4.11 Bid validity- Bidder's bid must remain valid for 120 days from the date of submission of bid.

4.12 Right to Termination:

4.12.1 Ministry of Textiles reserves the right to terminate the Agreement, if it is of the opinion that the performance of the consultant is not satisfactory at any point of time during the period of the contract at the risk and cost of the agency.

4.12.2 In the event of any dispute arising, the same shall be settled under the provision of Arbitration and Conciliation Act, 1996 as amended from time to time and the rules formed there under. The sole arbitrator shall be appointed by Secretary Ministry of Textiles and the jurisdiction shall be Delhi.

4.13 Right to accept / reject any applications

4.13.1 The Ministry reserves the right to accept or reject any or all Applications and to annul the selection process at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons. Implementing Agencies and Assessment Agencies under Samarthare not eligible for submission of proposal under thisRFP.

4.14 Conflict of Interest

4.14.1 The PMU (or its partner organizations) would not undertake any consultancy or other assignment from any of the Implementing Partners (IPs) or Assessment Agencies for preparation/ drafting/ consultancy of a project on their behalf for the purposes of submission to the Ministry of Textiles for funding under the SamarthScheme.

4.14.2 The PMU will not undertake the consultancy or assignment of any Implementing Partner/other consultants of any component under Ministry of Textiles. The PMU or its partner organization would not be permitted to participate as IP in the Scheme or otherconsultants.

4.14.3 The PMU would not receive any remuneration in connection with the assignment except as provided in this agreement. The company and its affiliates would not engage in consulting or other activities that conflict with the interest of Ministry of Textiles under thisAgreement.

4.15 Confidentiality of Information

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

4.16 Amendment of RFP document

4.16.1 At any time, prior to the deadline for submission of Applications, the Ministry either on its own or on request of the Applicant may amend the RFP documents by issuing addendum or addenda including those issued after the pre bid conference. These addenda shall be posted at the website of the Ministry and shall be treated as a part of the RFPDocuments.

4.16.2 The Ministry may, at its discretion, extend the deadline for the submission of Applications.

5. Tender Methodology:

5.1 Tender will be called through online mode only on Central Procurement Portal (CPP). No physical tender will be accepted.

5.2 For the purpose of selection of the agency, a two-stage bidding process will be followed i.e. Technical Bid and the Financial Bid.

5.3 The 'Technical Proposal' will contain the exhaustive and comprehensive details of approach, methodologies to be followed, assertions, documents and any other collateral the Consultant would want to submit to the Ministry.

5.4 As per Rule 192 of GFR-2017, Quality and Cost Based Selection (QCBS) mode will be followed for evaluation of technical and financial bids.

6. Evaluation of Technical Bid:

6.1 Technical Evaluation Committee will evaluate technical bids of all firms responded to the RFP as per the criteria prescribed below in para 6.2 Financial bids will be opened for those agencies which have declared eligible in technical evaluation.

6.2 The Criteria for evaluating the Technical Bids

6.2.1 The agency must be National / International reputed consulting firm registered under the Societies Act/ Companies Act/Limited Liabilities Partnership Act of the Union of India.

6.2.2 The agency must agree with all terms and conditions of RFP as mentioned in para-4

6.2.3 The agency must have minimum turnover of Rupees 10 crore each in the last three financial years (2017-18, 2018-19 and 2019-20).

6.2.4 The agency must have minimum employee strength of 50.

6.2.5 The agency must have a valid PAN and GST registration under relevant Acts.

6.2.6 Consortiums/ Tie-ups of two or more firms and agencies already working under Samarth Scheme are NOT permitted to bid in the project.

6.2.7 The agency has not been debarred for business by any Government /Government agency.

6.2.8 The agency must obtain minimum **60 marks out of 100 marks** in the following marking system:

No	Heading	Description	Criteria for point allotment	Max. Points
1	Firm's Experience (Marks = 50)	i) Experience as Project Management Consultant in implementation of Government Projects (period of experience will be counted from the date of award of first contract by State or Central Govts. to 31.12.2020)	<ul style="list-style-type: none">• < 5 years' experience = 0• 5-7 years' experience = 4• 8-9 years' experience = 8• ≥10 years' experience = 10	10

		(ii) Proven and demonstrable experience, expertise and resources in providing management consultancy to Skilling and HRD project funded by Government (Central and State Govts.) of last 10 years with cut-off date 31.12.2020.	2 marks for each project to maximum 10 projects	20
		(iii) Experience of the agency in providing IT management solutions/ development of MIS/dashboard/ mobile applications for government schemes of last 10 years with cut-off date 31.12.2020.	2 marks for each project to maximum 10 projects	20
2	Turnover (10 marks)	Turnover of the Company	Average turnover during last 3 years (in INR crores) <ul style="list-style-type: none"> • More than 100 crores = 10 • 75-100 crores = 8 • 50-75 crores = 6 • 25- 50 crores = 4 • 10-25crores = 2 • Up to 10 crore = 0 	10
3	Key Personnel (Marks = 20)	Based on the educational Qualification and work experience of the team as per para 2.4	Project Manager (1): 2 marks Senior Management Experts (2): 3 marks (1.5 marks x 2) Junior Management Experts (3): 3 marks (1 mark x 3) MIS Expert/Business Analyst (1): 1 mark Process Executive (1): 1 mark (Additionally, each key personnel will get equal marks indicated above for Qualification & experience, in case he/she possesses the desirable qualification/experience also as mentioned in para 2.4)	20
4	Project Methodology, approach and work plan. (Marks = 20)	Technical Approach & Methodology for the project	Bidder to provide planning, strategy, approach, methodology, and detailed work/activity plan, etc for scheme implementation within given timelines.	10
		Presentation on the proposal	Appropriateness of presentation in highlighting the strategy and key points of proposal.	10
Grand Total				100

6.2.9.The agency has to submit all necessary documents to support the claims made in para6.2 such as:

Sl No	Document to be submitted	Required in terms of para concerned in the RFP
1	Certificate of incorporation	6.2.1
2	CA certified statement of annual turnover of last three years	6.2.3 & SINO.2 of 6.2.8
3	Certified list of employees	6.2.4
4	Certified copies of work orders in respect of firm's experience	SINO.1(i). 1 (ii) & 1 (iii) of 6.2.8
5	Copy of PAN card	6.2.5
6	Copy of GST Registration	6.2.5
7	CV of key personnel and supporting documents as proof of educational Qualification & experience (including desirable Qualification/ experience)	Sl.No.3 of 6.2.8
8	Certificate regarding non-debarring of the company.	6.2.7
9	Earnest Money Deposit (EMD) in original	4.6

7.Proposal Presentations by bidder:

To obtain marks under category 4 of point table of para 6.2.8, those bidders who qualified para 6.2 has to make a presentation before the Proposal Evaluation Committee. The purpose of such presentations would be to allow the bidders to present the key points in their proposals. The Project Manager, Senior Management Expert (Project Management Domain) and MIS Expert proposed by the bidder should present during the presentation. The bids of those bidders who will not present themselves before the Proposal Evaluation Committee will not be considered.

8. Evaluation of Financial Bid

- i. The selection of the Consultant shall be based on a Quality and Cost Based Selection (QCBS) system – 70:30 (technical score: financial score) and procedures as described in this RFP.
- ii. The Bidder obtaining highest final score (H1) would be selected.
- iii. The decision of the Proposal Evaluation Committee in this regard will be final.
- iv. The financial score will be calculated as such-

Financial Score =	$\frac{\text{Minimum Quote} \times 100}{\text{Agency Quote}}$
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- v. The final score of an agency will be calculated as follows:
Final Score = (70% X Technical Score) + (30% X Financial Score)

9. Bid Format: There are 2 parts of bid:

- i) Technical bid (Annexure-I)

10. Penalty for exit/replacement

- a. Replacement of resources shall generally not be allowed during the contract period. The replacement of agreed personnel by the bidder will be allowed in the event of disability/death of the incumbent as reasons for replacement of personnel or in case of personal reasons for leaving the bidder organization by the individual with the present employer.
- b. In case of failure to meet the standards set for delivering the project, (which includes efficiency, cooperation, discipline and performance) bidder may be asked to replace the personnel without any penalty for replacement/exit.
- c. The replaced personnel will be accepted by the Ministry of Textiles only if he/she scores the same or more on the evaluation criterion mentioned in this RFP and is found suitable to the satisfaction of the Ministry of Textiles. The outgoing personnel should complete the knowledge transfer with the replaced personnel as per the satisfaction of the Ministry of Textiles. There shall be no gap in the replacement of the personnel.
- d. The penalty per personnel would be imposed if a personnel who has resigned or is removed from the project by the bidding agency.
 - (i) If removed within 6 Months: Rs. 10,00,000/- (Rupees Ten Lacs)
 - (ii) From 6 months to 12 Months- Rs. 5,00,000/- (Rupees Five Lacs)
 - (iii) Beyond 12 months- 3,00,000/- (Rupees Three lacs)
- e. In case of immediate replacement not being provided, a penalty of Rs. 10,000/- per working day per personnel will also be imposed till suitable replacement is provided.

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

Format of Technical Bid

- 1 Name of Agency/Organisation
- 2 Complete Address with telephone number/fax number and e-mail
- 3 Details of Registration (Please indicate all details including incorporation)
- 4 Annual Turnover for last 3 years
- 5 Whether the agency has been balcklisted
- 6 PAN
- 7 GST
- 8 Profile of the Organisation
- 9 Whether bidder agrees unconditionally with all the terms and conditions mentioned in para-4 (Yes/No)
- 10 Details of EMD
- 11 Details of first project for Management consultancy for Government (with date of award of contract)
- 12 Details of all consultancy projects executed in skilling/HRD funded by Govt. during last 10 years
- 13 Details of all IT solution projects executed for Central/State Govt. during last 10 years
- 14 Total Number of employee of firm
- 15 Details of Key personnel as mentioned in para-2.4

(Scanned copies of all requisite documents in support of the above points and mentioned in para 6.2.9 must be uploaded along with Technical Bid)

Format of Financial bid

S. No.	Item	Cost (in figures)	Cost (In words)
1	Development/Modifications and maintenance of web-based MIS/ developing additional features in MIS, developing app-based monitoring system, setting up of call centre for feedback and addressing of queries along with the cost of manpower required for the entire MIS system including call center and Management Consultancy fee.		
2.	Details of emoluments including man days of the key personnel (8) to be deployed as part of the PMU.		
	Total		

The above mentioned fees will be inclusive of all taxes. Any conditionality in the financial bid stage would render the offer liable for rejection. In case of any discrepancy, item wise cost and cost in words will be final.