

1. Critical Information and important dates

- 1.1 MoT invites bidders to submit their technical and financial offer to participate as consultant for conducting a study in accordance with the conditions and manner prescribed in this RFP document.
- 1.2 Bidder agencies are advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

2.1 Important dates and information

S. No	Information	Details
1.	RFP Advertisement release date	05/05/2017
2.	Last date (deadline) for submission of bids	15/05/2017 (latest by 3 PM)
3.	Opening of technical bids	Time on 16 /05/2017 (by 4.00 PM)
4.	Technical presentation by bidders	Will be intimated later to the eligible bidders
5.	Place, time and date of opening of financial proposals received in response to the RFP notice	Will be intimated later
6.	Bid validity period	180 days from the last date (deadline)
7.	Contact person for queries	Naveen Kumar, Asst Director, MOT
8.	Addressee and address at which proposal in response to RFP notice is to be submitted	Ministry of Textiles M.A.Road, New Delhi-110011 Tel: 011 23061380 Email: nk.nandal@gov.in

2.2 The RFP document containing the details regarding the scope of work/term of reference and qualification criteria can be downloaded from the websites of the Ministry of Textiles (www.texmin.nic.in)

2.3 All communications related to this RFP including the submission of the Proposal shall be addressed to:

Naveen Kumar, Asst Director
Ministry of Textiles
Room 549, Udyog Bhavan
M.A.Road, New Delhi
Tel: 011 -23061380
Email: nk.nandal@gov.in

Background

1. INVITATION OF BID:

The office of Economic Advisor, Ministry of Textiles, Government of India invites sealed offers from reputed consultancy organizations having proven multi-disciplinary competence for “**Making of Investment Guide for Textiles**” on following ‘**Term of Reference**’:

The proposed Investment Guide could inter-alia cover the following aspects:

- **Macro-economic scenario of India**
 - PESTLE Analysis – political, economic, social, technological, legal and environmental
- **Advantage India**
 - Increasing domestic consumption, demographics, export competitiveness, policy support
- **Applicable Rule & regulations**
 - Possible modes of investment
 - FDI policy
 - Business registration procedures
 - Taxation
- **Indian Textile and apparel sector overview**
 - Industry structure
 - Value chain capacities
 - Exports & domestic consumption
 - Investment scenario (FDI & Domestic)
 - Global Competitiveness
- **Policy support for sector**
 - Central Government support policies
 - State Government Support and incentives (of key textile manufacturing states)
 - Infrastructure support
- **Investment opportunities**
- **Key contact points**

Printing Specification:

The Investment Guide may be of International standard would be printed as per the following specification:

1	Size	22 cm * 28 cm (finished size) (subject to change)
2	Quantity	1000 copies in English
3	No. of Pages	30 approx {increase/ decrease in number of pages would be decided on pro-rata basis}
4	Colour	4+4 {throughout} with tint background
5	Febrication	Centre pinning
6	Paper	300 GSM Imported Art Paper (Megana Star/Mat Finish) for Cover. 135 GSM Impoted Art Paper (Megana Star/Mat Finish) for Inside.
6	Lamination/ UV Coating	Gloss Lamination/ UV coating on front cover and back cover
7	Scope	The Ministry will approve the text of the Investment Guide /Flyer in English
8	Proof Reading	Two rounds of proof- reading
9	Dummies	Two colour dummies to be provided for approval before printing. After approval 7 days for printing.
10	Completion	Printing to completed within seven days after approval of dummies.
11	Delivery	Delivery of the finished goods, in one or many lots, would be made available free of cost anywhere in Delhi/ New Delhi

Note: Decision for Printing of Investment Guide is to be taken by the committee.

2. Methodology

- To conduct both primary & secondary research to meet the concerned officers in the state governments to clearly establish the incentives and support provided by the govt. in the textile sector/industry.
- Secondary research to understand FDI policies, sector statistics, taxation, policies etc. with the help of published reference material, trade journal, and industry reports

5. BASIC QUALIFICATIONS OF THE BIDDERS:

Technically qualified and financially sound Consultancy Firms based in Delhi or NCR Region need only to bid. Consultancy firm having experience of providing management consultancy service to textile sector may apply. The bidder will have to submit credentials and documents in support of their experience of working with textile sector. The firm should have minimum 3 years of experience and an average turnover of minimum Rs. 3 crore in last 3 years.

6. TIME-FRAME AND DELIVERABLES:

The project duration for is **30** days from the date of placement of the work-order. The selected agency would be required to submit a Report within 30 days positively (**No extension or delay will be entertained**) and Final Report within 5 days. Multicolour printing of Investment Guide to be completed within 7 days after approval of final dummy by the Ministry of Textile subject to the decision for printing is to be taken by the committee. The study + printing may not exceed beyond 20th June, 2017.

7. SUBMISSION OF BIDS:

Interested parties shall submit **three sealed covers** containing Packets “A”, “B”, & “C” with the following content:

Packet A: Qualification, Credentials and Earnest Money Deposit

Packet B: Technical bid

Packet C: Financial bid

All 3 envelopes should be put in a bigger envelope - duly sealed and clearly marked **Bid for Consultancy Assignment for ‘Making of Investment Guide for Textile’** and submitted to: The Asst. Director, Room No 549,

Ministry of Textiles, Udyog Bhawan, New Delhi – 110011 Tel: 011 23061380
by 3:00 pm on **15th May, 2017**.

The bids will be opened on the next day at 4.00 pm in presence of the bidders who choose to be present.

8. PROPOSAL CONETNTS

(A) PACKET ‘A’ SHOULD CONTAIN -

- (a) Details of the Bidder, Pan No, Contact Address, email, phone, Fax, Name of Contact person for this project.
- (b) Earnest Money of Rs. 50,000/- by way of Demand Draft drawn in favour of DDO, Ministry of Textiles, New Delhi. The Earnest Money Deposit of the successful bidder will be retained as Security Deposit while those of unsuccessful bidders will be refunded.
- (c) Documents in support turnover of the company for last 3 years
- (d) List of projects of similar nature. Similar project means studies carried out for textile sector and printing of any such booklet/brochure undertaken etc
- (e) Copies of PAN Card and Service Tax Registration
- (f) A covering statement as follows:

1	Name of the Bidder		
	Address		
	E-mail address, Telephone /Fax,		
	Contact Person: with Mobile no.		
2	Details of Earnest Money Deposit:	DD. No Dt..... Drawn on.....	Enclosed
3	PAN Card Details		Copy attached
4	Service Tax Registration Details		Copy attached
5	Experience in similar consultancy	(list of studies undertaken of similar nature)	

	assignments				
6	Annual turnover	2014-15 (Rs.Crores)	2015-16 (Rs.Crores)	2016-17 (Rs.Crores)	

(B) PACKET ‘B’ SHOULD CONTAIN the Technical Proposal, which should give following Information-

1. Detailed technical approach and methodology to be followed for conducting the study
2. Time-plan for executing the study
3. Manpower deployment with indicative outline of the qualifications of the personnel deployed

(C) PACKET ‘C’ SHOULD CONTAIN the Financial Proposal, as per the following format-

The financial proposal should quote the professional fee and expenses as detailed below in INR:

1	Total fees including expenses for “Making of Investment Guide for Textiles”	
2	Per page rate for designing/printing of brochure (The total amount will be calculated on pro-rata basis for 30 Pages including cover page for Investment guide)	
3	Total Plus taxes if any(service tax, cess, swatch Bharat etc.	
	Total	
	(Rupees.....)	

** Travel, board & lodging, communication, out of pocket expense has to be borne by the consultant, etc.*

9. PAYMENT SCHEDULE:

Following is the payment terms for each assignment under this study will be as under:

- (i) **First Installment:** 20% - on submission of first report within 10 days from the date of awarding of the contract;
- (ii) **Second installment:** 30% - on submission of the second draft of the content report within 20 days from the date of award of work
- (iii) **Third & final Installment:** 50% - on submission of the final report and its acceptance by the Government.

Penalty : Any delay in submission of report or printing without the approval by the Ministry will attract a penalty of 5% per week from the stipulated date.

10. RIGHTS OF MINISTRY OF TEXTILES:

- (i) Ministry of Textiles reserves the right to accept / reject the offers received, or call for any additional information /clarification, or modify / cancel the bidding process, if so required, without assigning any reasons whatsoever.
- (ii) Ministry of Textiles reserves the right to cancel/terminate the agreement any time without assigning any reason or failing to submit the report within stipulated time or unsatisfactory report or any reason as deemed fit.

11. EVALUATION CRITERIA:

A Techno-financial evaluation of the submitted proposals will be carried out on a relative basis. The details are as follows:-

- 1. Packet A will be opened first for ascertaining the basic eligibility of the bidder. **The technical proposals bids viz. Packet B, of only those**

agencies will be opened which meet the minimum standard as detailed in basic qualification section above.

II. Technical score will have a 70% weightage while financial offers will have a 30% weightage out of total 100 points each in deciding the final selection of the consultant. **The financial proposals bids (Packet C) of only those consultants who qualify technically will be opened.**

III. **Financial bid value** will be calculated using following formula

Financial bid value = Total fees including taxes and printing of copies as per specification

IV. The technical score will be evaluated on the following parameters:

Evaluation parameters and criteria for Technical Score

S. No.	Heading	Description	Criteria for point allotment	Max. Points
1	Firm's Experience	i) Years of Experience as Consultant	<ul style="list-style-type: none"> • More than 10 years = 10 • 5 to 10 years = 7 • 3 to 5 years = 5 	10
		ii) Proven and demonstrable experience, expertise and resources in carrying out textile sector studies	<ul style="list-style-type: none"> • More than 07 studies = 15 • 3 to 07 studies = 10 • Upto 3 studies = 5 	15
		iii) Experience of working with MoT and its bodies	<ul style="list-style-type: none"> • More than 10 assignments = 5 • 5 to 10 assignments = 3 • <5 assignments = 1 	5
		iv) Average Turnover of last 3 years	<ul style="list-style-type: none"> • >Rs. 5 crores and above = 5 • 5 to 3 crores = 3 • 3 to 1 crores = 1 	5
2	Key Personnel	Personnel having experience of working in textile sector and also printing booklet/brochure	Would be assessed by the Committee.	15
3	Project Methodology, approach and	i) Technical Approach & Methodology for the project	Criteria, adequacy and appropriateness of the proposed	30

S. No.	Heading	Description	Criteria for point allotment	Max. Points
	work plan	ii) Work Plan & manpower deployment	methodology and work plan w.r.t. scope of work	20
Grand Total				100

V. *The minimum qualifying score for Technical Evaluation will be 70 mark.*

VI. **The financial proposals bids of only those consultants who qualify technically will be opened.** The financial proposal shall be allocated weightage of 30%.

VII. After Technical Evaluation , **Financial proposals viz. Packet C of only those consultant who qualify technically will be opened.**

VIII. **Financial bid value** will be calculated using following formula

Financial bid value = Total fees including taxes.

IX. The financial marks will be estimated using the following formula

$$\text{Financial Marks (F)} = \frac{[\text{Financial Quote given by the Lowest bidder}]}{[\text{Financial Quote Given by the Bidder}]} \times 100$$

i.e the minimum financial marks of 100 will be given to the lowest bidder

X. Evaluation of the Total Score

- Technical score will have a 70% weightage while financial offers will have a 30% weightage out of total of 100 points each in deciding the final selection of the consultant.
- Bids would be finally evaluated on Total marks determined by following formula:

$$\text{Total Score} = (0.7 \times T) + (0.3 \times F)$$

Where,

T = Technical marks (out of 100) awarded to the bidder and

F = Financial Marks (out of 100) awarded to the bidder

XI. Selection Criteria

- The Bidder obtaining highest **Total Score** would be selected
- The decision of the Evaluation Committee in this regard will be final.

12. OTHER TERMS AND CONDITIONS:

1. Confidentiality of any data and information provided by Ministry of Textiles and other government agencies to the Consultant should be maintained.
2. The report will be the sole property of the Ministry of Textiles; any portion or part of the report should not be produced / published or sold to others.
3. The report would be treated as final only after its approval by Ministry of Textiles.
4. All disputes/interpretation and other matters if any, concerning this agreement in any manner whatsoever shall be subject to final decision of the Ministry of Textiles.
5. Governing Law and Jurisdiction: This agreement shall be governed by the laws in India.

13. FORCE MAJEURE:

Both the parties shall bear with the force majeure, which could not be reasonably foreseen.

CERTIFICATE

It is certified that:

1. The information given above is TRUE to the best of my knowledge. The institution/organisation shall stand liable for any information given above which is later found to be FALSE.

2. Our institution/organisation is interested to undertake the proposed research study.

3. I am competent to sign this Certificate.

(Signature of the bidder)

Name: _____

Designation: _____

Place:

Date:

Seal of the Institution/Organisation: