

# **Request For Proposal (RFP) for selection of Project Management Unit (PMU) under Integrated Skill Development Scheme (ISDS)**

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## **1 Introduction**

1.1 The Ministry of Textiles, with a view to address the trained manpower needs of textiles and related segments is implementing Integrated Skill Development Scheme (ISDS) during 12th Plan Period with an objective to train 15 lakh persons.

1.2 The Scheme focuses to impart training in demand driven courses for basic entry level training with aim to make non- worker a worker in textiles and other related segments.

1.3 The scheme leverages on the existing strong institutions and training experience within the Ministry under the Component-I, ensures private sector participation through a PPP Model under Component-II and to fulfill the paucity of skilled manpower to various states under Component-III which comprises State Government Institutes/Agencies.

1.4 Under the scheme, the Government meets 75% of the total cost of the identified training programme with the balance 25% to be met by the Implementing Agencies. In the 12<sup>th</sup> Plan, the Government grant per trainee is fixed at Rs.10,000/-.

1.5 The guidelines of the Scheme may be referred to from Ministry's website.

## **2. Objective & Scope of the Proposal**

The Ministry proposes to select an agency to take over the functions and manning Project Management Unit (PMU) for assisting the Ministry in conceptualization, commissioning and monitoring of the training programmes under the scheme. The agency will take over the functions from the outgoing agency which includes the following tasks:-

### **(i) *Management tasks***

- a) Setting up the PMU and deploy resources centrally and regional basis as per the pattern approved by Ministry
- b) Taking over of existing activities in management of the training programmes under ISDS along with the control of centralized web based Management Information System on as is what is basis
- c) Aligning of ISDS with the broad policy framework of Ministry of Skill Development & Entrepreneurship including National Skill Qualification Framework and Common Norms
- d) Continuing the process of empanelling of more Implementing Agencies under the scheme and to frame a road map to achieve the balance training target of about 8 lakh in the balance period of 12<sup>th</sup> FYP.
- e) Evaluating the institutional capacity of training partners to allocate training targets.

- f) Designing formats for DPR, MoUs /Agreements/ notices/ Reports/ communications, wherever required, for any activity relating to implementation of the scheme.
- g) Evaluation and Analysis of the project reports of implementing agencies such as DPR Evaluation, Funds release request of subsequent instalments, withdrawal request and any other task under ISDS as per the direction of Ministry from time to time.
- h) Close monitoring of head wise fund utilization by implementing agencies vis-à-vis progress of training programme and detailed evaluation of proposal for fund releases including scrutiny of Utilization Certificates.
- i) Accounts and financial advisory services.
- j) Budget proposals, wherever required as per the direction of Ministry.
- k) Drafting of Reports/ Power Point Presentation and generating data of various forms/kinds as per the requirement of the Ministry from time to time.
- l) Coordinating Assessment & Certification process, curriculum development with Resource Support Agency and Sector Skill Councils.
- m) Any other task/assignments in connection with implementation of ISDS.
- n) Recalibration of financial / quality/ content/ format norms in accordance with the Government of India orders and the instructions issued from time to time.

**(ii) *Monitoring tasks***

- (a) Design parameters and framework to assess the performance of training programme as per the approval of the Ministry.
- (b) Management and maintenance of centralized web-based MIS developed by the Ministry in facilitating interface to all stakeholders under the scheme.
- (c) Handholding of the new agencies on the MIS and conducting training session to the various stakeholders for execution of trainings on the MIS activities.
- (d) Coordination of the MIS activities of different stakeholders and resolution of their concerns / issues, if any, from time to time
- (e) To incorporate modifications in the existing MIS in facilitating additional modules and features as per the requirement of the Ministry for improvement and better monitoring of the scheme.
- (f) 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.
- (g) Weekly generation of MIS reports on Physical and Financial progress under all the three components of the scheme.
- (h) Designing parameters & methodologies for assessing performance & monitoring progress of the projects being executed by Implementing Agencies.
- (i) Deploying resources as appropriate to evaluate implementation agencies through field level visits as per the direction of Ministry from time to time.

- (j) Monitor the report of placements and placement tracking report for 6 months of skilled trainees submitted by the Implementing agencies
- (k) Defining the audit and monitoring mechanism, Design strategy/ methodologies for preventing misuse/ mis-utilization of funds allotted to Implementing Agencies.
- (l) Designing incentives and penalties to be specified to the Implementing Agencies for ensuring proper implementation & success of the projects.
- (m) Any other activities/task in connection with implementation of ISDS:

### 3. Key Personnel for the PMU

3.1 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 15 professionals duly qualified and experienced in project management, financial analysis, management, data analysis and information technology on implementation of skill development projects will assist the Ministry in coordination and implementation of ISDS. The functions and profile of the key personnel shall be as given below.

Role	No of Post	Function	Qualifications & Experience
(i) Project Director	1	For overall in charge of the PMU and responsible for the entire project.	(i) MBA from a recognized & reputed Institution (ii) At least 15 yrs of working experience and min 7 yrs of experience in advising Central & State Governments in scheme implementation.
ii) Project Manager	1	Responsible for overall operation management of the PMU activities covering management and monitoring task under ISDS	(i) MBA from a recognized & reputed Institution (ii) At least 10 yrs of working experience and min 3-4 yrs of experience in advising Central & State Governments in scheme implementation. (iii) Experience in Textile Sector is desirable.
(i) 3 Senior Management Experts	3	To assist in management functions like coordination with Implementing Agencies and other stakeholders, analysis of physical and financial progress, adherence to	(i) MBA from recognized & reputed Institutions. Having at least 3 years of working experience in Project Management and deliverables relating to scheme implementation.
(ii) 4 Junior Management Expert (with	4		(ii) Graduation in Commerce/Statistics/engineering

graduation in commerce/statistics & diploma)		DPR and assistance to the Ministry for overall management of the scheme.	Desirable qualification Diploma in Management
(i) Two IT/MIS Expert	2	For designing, maintenance and updation of MIS system.	(i) Engineer in Computer Science/ I.T having min 3 years working experience in designing and maintenance of MIS system. Or Masters in Computer Applications/ I.T having 3 years working experience in designing and maintenance of MIS system. Or Post Graduate Diploma in Computer Applications/I.T having 5 years working experience in designing and maintenance of MIS systems
(i) One officer of Accounts Service / Chartered Accountant (Financial Expert)	1	For handling the financial and accounting functions like financial statements, Utilization Certificate, Grant proposals etc.	(i) Chartered Accountant/Cost Accountant/CFA/ MBA (Finance). Having at least 5 years of working experience in Project relating scheme implementation.
(i) Analyst	1	For data analysis and generating report on physical and financial progress data in MIS to assess the quality of the training programme	Having Master's Degree in Finance /Statistics with at least 5 years of experience in financial/ data analysis
(i) Three Data Entry Operators	3	To be responsible for Data Entry and random verification over telephone/ e-mail/ others	(i) Graduate and at least 6 months diploma in Computer/IT

**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.

It may be noted that apart from the Project Director and Financial Expert, all members will be required to work exclusively for the ISDS project and made available in the Ministry as per the requirement.

#### **4. Deliverables of the PMU**

- (a) The PMU team shall be in place immediately upon awarding of the contract.
- (b) The agency to take over the functions of PMU along with the control of centralized web based MIS portal and on-going activities from the outgoing agency immediately upon award of the contract.
- (c) A plan of action for the entire project period along with Monthly Plans for achievement of specific milestones to accomplish tasks as in para 2 above
- (d) List of the deliverables is not exhaustive and some more milestones may be included with mutual consent based on experiences during the implementation period

#### **5. Contract Validity**

5.1 The contract with the selected agency will be for a period till 31.03.2017. 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 before 31.03.2017 under any circumstances. The contract will be open for extension subject to approval for continuation of ISDS beyond 12th Five Year Plan and depending upon the performance of the agency on the same terms and conditions.

5.2 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 on the contract with the agency and the risk and cost of the agency.

5.3 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.

#### **6. Payment Terms**

##### **6.1 *Emoluments***

The agency would be required to present detailed work plan based on the broad terms of reference of the project for every quarter of the project period and the payment milestones would be mutually agreed post selection stage which would be based on deliverables to the extent possible to be quantifiable. Based on the actual performance /achievements made over the agreed milestones, quarterly payment will be made to the agency, after every quarter over the period of the project.

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.

## **6.2 Incidental expenditure**

Apart from the contract amount, 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/- 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 programmes have to be pre-approved by Ministry of Textiles.

**6.4 Management Consultancy Fee:** Management consultancy fee will be based on successful completion of output milestones detailed at para 4 on a quarterly basis.

**6.5 Prices quoted shall be inclusive of all taxes.**

## **6.6 Taxes**

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

## **6.7 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 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 not resigned and is removed from the project by the bidding agency.
  - (i) If removed within 3 Months : Rs. 10, 00,000/- (Rupees Ten Lacs )
  - (ii) From 3 months to 6 Months- Rs. 5,00,000/- (Rupees Five Lacs)

(iii) Beyond 6 months- 3,00,000/0 (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 c above).

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

## **7. Intellectual Property Rights**

7.1 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 wilful 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.

7.2 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.

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

## **8. Tender Methodology:**

- a. For the purpose of selection of the successful Consultant, a two-stage bidding process will be followed.
  - i. The response to the present tender is to be submitted in two parts, i.e. the Technical Proposal and the Financial Bid in separate sealed covers to be marked distinctly.
  - ii. The 'Technical Proposal' will contain the exhaustive and comprehensive details of approach, methodologies to be followed, assertions, documents and any other collateral the Consultant would want to submit to the Ministry.
  - iii. The Bids would be evaluated on a Technical-cum-Financial Evaluation methodology.
  - iv. Technical Performance would be assessed and evaluated by Proposal Evaluation Committee on the basis of points awarded to each of the bidder.

v. The Criteria for evaluating the Technical Bids would be as follows-

No	Heading	Description	Criteria for point allotment	Max. Points
1	Firm's Experience (Marks = 30)	i) Years of Experience as Project Management Consultant in implementation of Government Projects (State and Central Govts.)	<ul style="list-style-type: none"> <li>• &lt; 5 years experience = 0</li> <li>• 5-7 experience = 4</li> <li>• 8- 9 years experience =8</li> <li>• ≥10 year experience =10</li> </ul>	10
		Proven and demonstrable experience, expertise and resources in providing management consultancy to Skilling and HRD project funded by Government (Central and State Govts.)	<ul style="list-style-type: none"> <li>• Experience in 5 projects relating to the current assignment =5 marks</li> <li>• Additional one mark each for each additional project undertaken.</li> </ul>	10
		Turnover of the Company	Average turnover during last 3 years (in INR crores) <ul style="list-style-type: none"> <li>• &gt; 100 crores =10</li> <li>• &gt;75 -100 crores = 8</li> <li>• &gt;50-75 crores= 6</li> <li>• &gt;10-50 crores = 4</li> <li>• Upto 10 crore = 2</li> </ul>	10
2	Key Personnel (Marks= 30)	Based on the educational Qualification and work experience of the team as per para 3.1	<p><b>Project Director (1):</b> 5 marks for Project Director:</p> <p><b>Project Manager (1)</b> 4 marks for the Project Manager</p> <p><b>.Other Team members :</b></p> <p>Two MIS Experts for MIS maintenance, smooth functioning and new Development on MIS (3 marks each, totalling 6 marks)</p> <ul style="list-style-type: none"> <li>• Three Management</li> </ul>	30 marks total



No	Heading	Description	Criteria for point allotment	Max. Points
			experts 9 marks (3 marks each) <ul style="list-style-type: none"> <li>Financial Expert, Analyst and other team members ( total 6 marks)</li> </ul>	
3	Project Methodology, approach and work plan  (Marks= 40)	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.	25
		Presentation on the proposal	Appropriateness of presentation in highlighting the strategy and key points of proposal.	15
<b>Grand Total</b>				<b>100</b>

**b. Selection criteria**

- i. The selection of the Consultant shall be based on a Quality and Cost Based Selection (QCBS) system – 70:30 (technical score: financial score) and procedures as described in this RFP.
- ii. The Bidder obtaining highest final score would be selected.
- iii. The decision of the Proposal Evaluation Committee in this regard will be final.
- iv. Proposal Presentations: Ministry may invite each pre-qualified bidder to make a presentation before the Proposal Evaluation Committee. The purpose of such presentations would be to allow the bidders to present the key points in their proposals. The bids of those bidders who will not present themselves before the Evaluation Committee for presentation will not be considered.
- v. The financial score will be calculated as such-

Financial Score =	$\left\{ \frac{\text{Minimum Quote}}{\text{Agency Quote}} \right\} \times 100$
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- vi. The final score of an agency will be calculated as such:

$$\text{Final Score} = (70\% \times \text{Technical Score}) + (30\% \times \text{Financial Score})$$

- vii. **Minimum qualifying technical score required is 70 out of 100. The financial bid of agency with lesser than 70 marks in technical score will not be opened.**

**c. `Minimum Qualifications for the Bidder/ Eligibility Criteria**

- i. National / International reputed consulting firm registered under the Societies Act / Companies Act/Limited Liabilities Partnership Act.
- ii. Minimum Experience – Should have been working in the Government consultancy assignments (Central and State Govts.) for a minimum of 5 years; This should be supported by satisfactory work completion letters/certificates from the clients clearly showing the name and designation of the person who has signed the letter/certificate. A copy of the award of the contract and proof of the final instalment released will be accepted for completed projects. The name and designation and contact number of the client for whom the work has been done should be furnished since the Ministry reserves the right to verify the proof given. The successful bidder should ensure that the completion letters/certificates form clients for whom the work was done are furnished before the signing of the contract with the successful bidder.
- iii. Minimum Turnover: Rs 10 Crores average in the last 3 years. Audited Balance sheet and Income statements should be submitted for the last three financial years
- iv. Minimum Employee strength : 50
- v. Consortiums/ Tie-ups of two or more firms and agencies already working under ISDS are NOT permitted to bid in the project.

**9. Bid Format:**

- a. The main cover shall be superscribed “Proposal for Selection of Project Management Unit (PMU) under Integrated Skill Development Scheme (ISDS)”. The three sealed covers within the main cover should contain:
  - i. Qualification, Credentials and Earnest Money Deposit clearly superscribed “Packet A”
  - ii. Technical bid clearly superscribed “Packet B” and
  - iii. Financial bid clearly superscribed “Packet C”.
- b. The Packet ‘A’ should contain :
  - i. Proposal submission form containing details of the Bidder, Contact Address, email, phone, Fax, Name of Contact person for this project. – As in Annexure – I
  - ii. Documents in support of the eligibility criteria for this bid.(as per Para 8(c)).
  - iii. Refundable Earnest Money Deposit (EMD) by way of Demand Draft drawn in favour of “Pay & Accounts Officer, Ministry of Textiles, Government of India” transferable at New Delhi for an amount of Rs. 2,00,000/-.
  - iv. Copies of Income tax (PAN), Service Tax Registration.

- v. Unabridged annual reports or audited financial accounts for the last three years
- c. The Technical Bid (Packet 'B') should contain: Technical bids shall contain following information/ Documents in support of the Technical Criteria:-

i. Technical Bid (Packet 'B')

S. No.	Heading	Description	Information provided by Bidder*	Points Allotted
1	Firm's Experience	i) Experience as Project Management Consultant in implementing Government Projects (State and Central Govts.)	<i>Quantum for the company in respect of the parameter indicated be mentioned here; Contract copy is to be attached as a proof of the experience</i>	
		ii) Proven and demonstrable experience, expertise and resources in providing management consultancy to Government Projects (State and Central Govts.) in similar projects i. e for skill development/HRD projects	<i>Quantum for the company in respect of the parameter indicated be mentioned here; Contract copy is to be attached as a proof of the experience</i>	
		iii) Turnover of the Company	<i>Quantum for the company in respect of the parameter indicated be mentioned here; Audited Balance Sheets / P&amp;L Account to be attached as a proof;</i>	
2	Key Personnel	Experts supporting staff and	<i>Name of the personnel who would be deployed for the project. CV to be attached separately.(Format for CV (F1) is as below)</i>	
3	Project Methodology & Approach	a. Technical Approach & Methodology for the Management & Monitoring Activity	<i>PI provide a brief here; Attach Details separately.</i>	

		b. Work Plan & manpower deployment	<i>Please Provide Activity &amp; work Schedule for both of above activities separately in the format (F3) provided below. Please also provide time schedule for deployment of key personnel in the format (F4) below</i>	
Grand Total				

F1 Format for CV

SI			Information provided by Bidder	Marks
#	Name of Person & Position proposed	Educational Qualifications	<i>Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.</i>	
		Experience	<i>Starting with present position, list in reverse order every employment held. List all positions held by staff member of last 5 years giving dates, names of employing organizations, titles of positions held, and locations of assignments.</i>	
		Experience in Similar assignment	<i>Please provide a list of project brief, and position at which the personnel had worked in assignments having professional requirement similar to this project.</i>	
			Total Marks	
			Points to be carried forward	

F2 : Format for relevant services carried out in the last five years that best illustrate Firm's Experience at S. No. 1 in the above table.

Using the format below, provide information on 5 main assignments for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:	Country:
Location within Country:	Professional Staff Provided by the Firm/Entity(profiles):
Name of Client:	No. of Staff:

Address:		No. of Staff-Months; Duration of Assignment:	
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Rs Lakhs):	
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by Associated Consultants:	
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:			
Narrative Description of Project:			
Description of Actual Services Provided by Your Staff:			

F3 : Format for Activity (Work) Schedule. (3 (b) in the table above)

A. Evaluation & Management Activity													
	[1 <sup>st</sup> , 2 <sup>nd</sup> , etc. are months from the start of assignment.]												
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	
Activity (Work)													

B. Completion and Submission of Reports (if applicable)

Reports	Date

F4: Format for Time Schedule for Professional Personnel (3 (b) in the table above)

			Months (in the Form of a Bar Chart)													
Name	Position	Reports Due/Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of Months	
																Subtotal (1)
																Subtotal (2)
																Subtotal (3)
																Subtotal (4)

Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_  
 Reports Due: \_\_\_\_\_  
 Activities Duration: \_\_\_\_\_

d. The Financial Bid (Packet 'C') should contain

Financial quote for the services expected from PMU in the Request for Proposal (RFP) document for the scheme should include break up for the following two components:

- (i) Maintenance of web-based MIS and monitoring system by using the MIS system developed in ISDS.

- (ii) Details of emoluments including man days of the key personnel to be deployed as part of the PMU.
- (iii) Management Consultancy fee as a percentage of size of the Implementation Plan giving details of the breakup of the Management Consultancy fee against each of the milestones/tasks specified in para 4 (c).

Summary Format for Packet “C”:-

S. No.	Item	Cost
1	MIS Maintenances, new developments or additional features on MIS for improvement of the scheme + Manpower Cost + Miscellaneous etc.	
	Management Consultancy fee	
	Total	

The above mentioned fees should be inclusive of all taxes. Any conditionality in the financial bid stage would render the offer liable for rejection.

#### 10. Bid opening:

- a. Bids not supported by EMD shall be summarily rejected.
- b. Technical bids of eligible bidders will only be opened.
- c. The financial bid will be opened after completion of the technical evaluation by the Proposal Evaluation Committee. The financial bid of agency with less than 70 marks in technical score out of 100 marks will not be opened.
- d. **Pre –bid conference will be held on 14<sup>th</sup> June, 2016 at 1030 hours in Room No. 162, Udyog Bhawan, New Delhi.** Bidders are required to inform by e-mail the names and titles of the 2 representatives attending on their behalf 5 day in advance of the pre-bid conference.
- e. **The last date of submission of bid document is 23<sup>rd</sup> June, 2016 by 1500 hours.** The ‘Packet ‘A’ of the bids would be opened immediately thereafter.

#### 11. Right to Termination:

- a. Ministry of Textiles reserves the right to terminate the Agreement, if it is of the opinion that the performance of the consultant is not satisfactory at any point of time during the period of the contract at the risk and cost of the agency.
- b. In the event of any dispute arising, the same shall be settled under the provision of Arbitration and Conciliation Act, 1996 as amended from time to time and the rules formed there under. The sole arbitrator shall be appointed by Secretary Ministry of Textiles and the jurisdiction shall be Delhi.

#### 12. Right to accept / reject any applications

- a. The Ministry reserves the right to accept or reject any or all Applications and to annul the qualification process at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons. Implementing Agencies and Assessment Agencies under ISDS are not eligible for

submission of proposal under this RFP.

### **13. CONFLICT OF INTEREST:**

- a. The PMU (or its partner organizations) would not undertake any consultancy or other assignment from any of the Implementing Agencies (IA) for preparation/ drafting/ consultancy of a project on their behalf for the purposes of submission to the Ministry of Textiles for funding under the Integrated Skill Development Scheme.
- b. The PMU will not undertake the consultancy or assignment of any Implementing Agency/other consultants of any component under Ministry of Textiles. The PMU or its partner organization would not be permitted to participate as IA in the Scheme or other consultants.
- c. The PMU would not receive any remuneration in connection with the assignment except as provided in this agreement. The company and its affiliates would not engage in consulting or other activities that conflict with the interest of Ministry of Textiles under this Agreement.

### **14. Confidentiality of Information**

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

### **15. Amendment of RFP document**

- a. 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 RFP Documents.
- b. The Ministry may, at its discretion, extend the deadline for the submission of Applications.

### **16. Other information:**

- a. Bidders may submit requests for clarification to this RFP by sending an email on our address [nmcc-mot@nic.in](mailto:nmcc-mot@nic.in) and [isds-textiles@nic.in](mailto:isds-textiles@nic.in) . Clarification requests must be received by 10<sup>th</sup> June, 2016.
- b. Minutes of the Pre-bid Conference listing questions and the related clarifications will be placed on the MoT Website [www.texmin.nic.in](http://www.texmin.nic.in).

- c. Proposals are required to be submitted in sealed cover to:

Shri Matias Bihan,  
Under Secretary,  
Ministry of Textiles  
Udyog Bhavan  
Rafi Marg, New Delhi  
Email: [nmcc-mot@nic.in](mailto:nmcc-mot@nic.in), [isds-textiles@nic.in](mailto:isds-textiles@nic.in)

- d. Proposals must remain valid for a period of 90 days of the submission.
- e. Information from the oral presentation will also be used as part of the technical evaluation process. Based on the oral presentation, the final marks on the “Project Methodology & Approach” Criteria would be awarded by the evaluation committee.
- f. The purpose of the oral presentation and question and answer session is to test the Bidder’s understanding of the work by addressing some case scenarios. Each Bidder will be allowed 30 minutes to make their oral presentation. The time should be divided into: 20 minutes for bidder’s presentation and 10 minutes for Questions and Answers.
- g. Earnest Money Deposits of the bidders, other than the successful bidder will be returned within 1 month from the completion of the bid process.
- h. The successful bidder would be required to submit (and keep active for the life of the project) a performance guarantee (by way of bank guarantee) amounting to 10% of the contract value for successful performance of the activities in the contract.
- i. The Performance Guarantee deposits will be released to the agency after 6 months from the date of successful completion and handing over of the project on being satisfied about the proper execution of the project.
- j. Ministry will provide the format of Performance Guarantee to the successful bidder.
- k. The selected Agency has to sign an Agreement with the Ministry of Textiles for rendering satisfactory services and completion of the projects in a time bound manner. The Agreement shall include provisions for taking performance guarantee, payment terms, damages for delay or award for early completion, besides other clauses as are finalized by the Ministry.



PROPOSAL SUBMISSION FORM  
[Location, Date]

To:  
Shri Matias Bihan  
Under Secretary  
Ministry of Textiles  
Udyog Bhavan, Rafi Marg  
New Delhi

Sir,

We, the undersigned, offer to provide the consulting services as Project Management Unit of ISDS in accordance with your Request for Proposal dated [Date] and our Proposal. We are hereby submitting our Proposal.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

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. Ministry of Textiles (MoT) 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 MoT 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 MoT or their employees, to any consultant or otherwise arising in any way from the selection process for the Assignment.
4. MoT reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the Request for Proposal Application.
5. MoT reserves the right, without any obligation or liability, to accept or reject any or all the bids at any stage of the process, to cancel or modify the process or change/modify/amend any or all provisions of this Request for Proposal Document, at any time, without assigning any reason whatsoever.

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