



**Request for Proposal (RFP) for  
Selection of Project Management Agency for Development of  
Handicrafts in Bihar for  
Upendra Maharathi Shilp Anusandhan Sansthan**



Tender Reference No: 108 DATE 25/01/2021

**January 2021**

## **Table of Content**

Tender Notification .....	4
Section 1: Introduction and Background .....	6
A. Background .....	6
B. Vision of UMSAS .....	6
C. Key Objectives of UMSAS .....	6
D. Focus Area of UMSAS .....	7
E. Need for PMA Support .....	7
Section 2: Terms of Reference .....	8
A. Scope of Work .....	8
B. Resource Requirements: .....	10
C. Payment Terms and Schedules: .....	14
Section 3: Instruction to Bidders .....	15
A. General Instructions .....	15
B. Compliant Proposals/Completeness of Response .....	15
C. Pre-bid Meeting and Clarification .....	15
C.1 Bidders Queries .....	15
C.2 Responses to Pre-Bid Queries and Issue of Corrigendum .....	16
C.3 Key requirements of the Bid .....	16
Section 4: Technical and Commercial Evaluation .....	21
A. Technical Proposal Evaluation .....	21
A.1 Technical proposal guidelines .....	21
A.2 Technical evaluation process .....	22
A.3 Technical evaluation methodology .....	22
A.4 Pre-qualification Criteria .....	23
A.5 Technical evaluation criteria .....	23
B. Commercial Evaluation .....	26
B.1 Evaluation Of Commercial Bids .....	26
B.2 Final Selection Of The Eligible Bidder .....	27
C. Overall Evaluation Methodology and Award Criteria .....	27
C.1 Opening of the financial bid .....	27
C.2 Award of Contract .....	28
D. Notification of Award .....	28
E. Signing of Contract .....	28
F. Performance Bank Guarantee .....	28
G. Fraud and Corrupt Practices .....	29
Section 5: Annexure .....	31
Form T1: Format for Submission of the Pre-Qualification Bid .....	31
Form T2: Bidder Information .....	32

<i>Form T3: Undertaking on Personnel</i> .....	33
<i>Form T4: Undertaking of not being black listed</i> .....	34
<i>Form T5: Financial Information of bidder/ consortium members</i> .....	35
<i>Form T6: Project Experience</i> .....	36
<i>Form T7: CV format</i> .....	37
<i>Form C1: Financial proposal submission form</i> .....	38
<i>Form C2: Manpower Cost Estimate</i> .....	39

**Govt. of Bihar**  
**Department of Industries**  
**Upendra Maharathi Shilp Anusandhan Sansthan, Patna**  
**Tender Notification**

**Ref No. 108 Date:25/01/2021**

**Request for Proposal for:** Selection of a Project Management Agency to develop handicrafts in Bihar for Upendra Maharathi Shilp Anusandhan Sansthan, Patna

1. Upendra Maharathi Shilp Anusandhan Sansthan, Patna intends to hire a Project Management Agency with the objective to promote and develop handicrafts in Bihar.
2. This Request for Proposal (RFP) is to solicit technical and financial proposals from the prospective bidders for undertaking Project Management service for developing handicrafts in Bihar and providing day to day operational and financial management support for the specified period to Upendra Maharathi Shilp Anusandhan Sansthan(UMSAS).
3. The Project Management Agency (PMA) selected through this bidding procedure shall deliver requisite services directly to the UMSAS. UMSAS shall also monitor the PMA services and shall make related contractual payments based on acceptance and certification of deliverables/activities.
4. The period for the requested tender is 24 months.
5. The Bidding will be conducted in accordance with Single-Stage, Two Envelope Bidding Procedure based on the evaluation and qualification criteria detailed in Section 3 of this RFP.
6. UMSAS will not be responsible for any costs or any expenses incurred by the bidders in connection with the preparation of pre-bid queries, participation in pre-bid conference, preparation or delivery of bids.

**FactSheet**

#	Information	Details
a)	RFP No. and Date	108 Dated 25/01/2021 The bidders can download the RFP document from the following websites : <a href="http://www.umsas.org.in">www.umsas.org.in</a>
b)	Sale & RFP Document Purchase Price	INR 5,000/-(Rupees Five Thousand only)in the form of Demand Draft from a Nationalized bank/ Scheduled Bank in favour of "Upendra Maharathi Shilp Anusandhan Sansthan (UMSAS)" payable at "Patna"
c)	Date and Address of pre-bid meeting	03/02/2021 at 15:00Hrs. <b>Address:</b> Chamber of Director of Industries, Govt. of Bihar, 2 <sup>nd</sup> Floor, Vikash Bhawan, Bailey Road, Jawaharlal Nehru Marg, Patna, Bihar-800015
d)	Last date for receipt of bid	26/02/2021 BY 3:00 PM
e)	Address for submission of Proposal	Upendra Maharathi Shilp Anusandhan Sansthan, PatliputraIndustrialArea,Patna-800013 Telephone:+91612-2262482 <a href="http://www.umsas.org.in">http://www.umsas.org.in</a>
f)	Earnest Money Deposit (EMD)	INR 5, 00, 000/- (Rupees Five Lakh only) in the form of BankGuaranteefromaNationalizedbank/ScheduledBank infavourof"UpendraMaharathiShilpAnusandhanSansthan,Patna"validfor180daysfromthedateof Submission of the bid.
g)	Bid Validity Period	180 Days (One Eighty Days) from the date of Submission of the Bid.

Request for Proposal (RFP) for selection of Project Management Agency for development of handicrafts in Bihar for Upendra Maharathi Shilp Anusandhan Sansthan

h)	Date & Address of opening of Technical Bid	02/03/2021 AT 2:00 PM <b>Address:</b> Chamber of Director of Industries, Govt. of Bihar, 2 <sup>nd</sup> Floor, Vikash Bhawan, Bailey Road, Jawaharlal Nehru Marg, Patna, Bihar-800015
i)	Date of opening of Commercial Bid	Will be intimated later through email.
j)	For any further clarification	Director Upendra Maharathi Shilp Anusandhan Sansthan, Patliputra Industrial Area, Patna-800013 Telephone: +91612-2262482 <a href="http://www.umsas.org.in">http://www.umsas.org.in</a>

Director  
Upendra Maharathi Shilp Anusandhan Sansthan,  
Patna (Bihar)

## Section 1: Introduction and Background

### A. Background

Upendra Maharathi Shilp Anusandhan Sansthan (UMSAS) is an institute established in 1956 by the Department of Industries, Government of Bihar to preserve, research and promote various forms of Bihar handicrafts. The institute is continuously working towards growth and development of crafts sector and crafts men in an integrated manner. The Institute conducts product development, research and training activities and also attempts to safeguard the languishing craft soft he state.

### B. Vision ofUMSAS

To be the State nodal agency for preservation and promotion of Biharhandicrafts. To establish crafts of Bihar on the world platform and work towards preserving, encouraging and enhancing the rights of artisans/craftsperson.

### C. Key Objectives ofUMSAS

UMSAS was established with an objective to support craft production, ensure artisan welfare, support craft marketing initiative, support establishment of craft resource banks etc. A brief outline of the institute's key objectives across various dimensions is given below:

- ❑ **Support Craft Production** – To facilitate (i) formation of Self Help Groups/ Co-operative societies/ associations of craft persons, (ii) establishment of common facilities centers and up- gradation of technology, and (iii) acquire movable and immovable propertiesfor production and marketing initiatives.
- ❑ **Strengthen Craft Marketing Initiatives:** To facilitate: (i) organizing buyers-sellers meet, craft exhibitions and bazaars, (ii) web based marketing and e-commerce avenues, (iii) conducting conferences, symposia, seminars, workshops, awareness camps etc., (iv) branding of particular traditional handicrafts and marketing, (v) obtaining patent /registering for G.I. for particular traditional handicrafts, (vi) establishment of craft-parksetc.
- ❑ **Establish craft resource bank/ preservation and revival:** To facilitate: (i) development of craft data banks, (ii) management of state crafts museum/ galleries, physical and digital craft archives, (iii) preservation and revival of languishingcrafts.
- ❑ **Outreach, Collaboration and Network:** To assist in: (i) establishing synergy among various development partners in the field of handicrafts, (ii) entering into collaborative arrangements with other organizations for transfer of improved technology, procurement of raw-materials, marketing and sale of handcrafted products, and (iii) formulation of project reports for craft persons/ associations
- ❑ **Artisan welfare and revenue generation:** To facilitate: (i) registration of craft- persons/associations of craft persons, (ii) arrangement of welfare of crafts persons, (iii) recognition of craft persons in the field of handicrafts by giving awards, (iv) raising funds by way of fees/charges, grants, loans, contribution including foreign aid, through and from Govt. of India, Govt. of Bihar, statutory corporations, bodies, financing institutions & other sources, (v) establishment, management and supervision of trainingcenters
- ❑ **Design and product Development:** To facilitate: (i) conducting examination for assessment of skill, (ii) certifying quality of handcrafted products, (iii) managing and supervising the state level design center in order to promote design development, product innovation and product

diversification, and (iv) Conducting design development programs, arrange competitions among craft persons for development of new design.

#### **D. Focus Area of UMSAS**

- ❑ **Workshops:** The institute conducts several craft-specific workshops and training programs to help artisans with new designs, tools, technology, techniques, raw material, etc. Most of these workshops have had global consultants coming together to work with groups of 20-50 artisans at a time.
- ❑ **Education & Training:** The institute runs training program of six months duration throughout the year in 10 various forms of art and craft. Students get trained under the guidance of skilled craftsmen. They also learn entrepreneurial skills, promotional activities connected with their traditional arts and crafts.
- ❑ **Marketing:** In the past few years, UMSAS has collaborated with other agencies, NGOs and organizations to provide inputs on design as well as marketing suggestions to local artisans. The institute also organizes exhibition of handicrafts for marketing purpose.
- ❑ **Promotions of Art & Crafts :** The institute provides facilitation support in promoting Bihari art and crafts such as Manjusha Art (Angika Art), Patna Kalam, Tikuli Art, Craft, Bamboo & Cane craft, Metal Craft, Papier Mache, Pottery & Ceramics, Sikki Craft, Stone Carvings, Wood Craft, Textile, Applique, Block Printing, Sujini Embroidery and etc.

#### **E. Need for PMA Support**

Even though the handicraft articles of Bihar are being appreciated & recognized around the world, the sector needs institutional support in design development and technological support to survive. Unless, the traditional craft is protected, promoted & supported, survival of the craftsmen may come at stake. There is a great market potential for the handicraft of Bihar in the national and international market which can also bring immense livelihood opportunities among the Artists of Bihar.

The PMA support is aimed towards development of handicrafts sector by way of developing craft Cluster with definite goals and targets of enhancing the exports and providing an enabling environment to artisans for marketability of their products as per the present market needs and requirements. The specific objective is to increase income and job opportunities for Craftsperson /Artisans/ Entrepreneurs in selected Crafts by improving productivity, diversification, and products quality while establishing efficient marketing services and facilities. Further, the selected PMA will also support in managing day to day operation of UMSAS at HQ and at the field level. To execute this project and other projects sanctioned to Upendra Maharathi Shilp Anusandhan Sansthan (UMSAS), Dept. of Industries, Govt. of Bihar, UMSAS is planning to hire Project Management Agency (PMA) for implementation of these projects.

## Section2: Terms of Reference

### A. Scope of Work

#### Activity #1: Assistance in Cluster formation

- a) Identify potential areas in the state for handicraft cluster formation. Select at least 20 artisans for each cluster on the basis of eligibility criteria as decided by UMSA later
- b) Provide assistance to UMSA in creating and developing infrastructure for new clusters or revival of existing clusters.
- c) Assistance to UMSA in establishment of Common facility centre (CFC) equipped with suitable modern machineries required for training cum production of quality products for providing avenues for value addition, production, quality assurance, etc. The design of the CFC shall vary from craft to craft and on the basis of expressed/identified need of the artisans & blocks. The basic infrastructure covering a godown, office, facilities for dyeing, training along with internet facilities in the form of CFC, may be set up at the block having artisans.
- d) Prepare an action plan for ensuring the availability of required infrastructure to artisans in CFC.
- e) Assess the present condition of the infrastructure in CFC and suggest need based addition required to be made for running this CFC effectively.
- f) Identify and suggest structure & strategy to be adopted for formation of the institutional framework and organizational structure for running of CFC.
- g) Support UMSA information and registration of producer organization. Identify the group of Artisans including State & National Awardees for particular trade/items and form producer organizations.
- h) Provide handholding support in the area such as branding, packaging, labeling, barcoding, etc.

#### Activity #2: Skill Development

- a) Mapping of existing skills available in the cluster for the identified crafts and need of skill up-gradation and technical training.
- b) Assess the training need of local artisans in each of the clusters and prepare a training need assessment report
- c) Suggestion for proposed interventions in the areas of skill development including Entrepreneurship Development.
- d) Facilitate various skill development training programs and workshops to enhance the competencies of local artisans for increasing livelihood opportunities and socio economic development.
- e) Empanelment of State/National level awardees professional with working experience in handicraft sector to provide necessary skill development trainings.
- f) To arrange training by engaging trainers / master trainers for providing design, design guide-lines and other related services to the CFC of Artisans on continuous basis and establish a "Design Bank" to cater to the need of retail/wholesale traders, merchant traders, exporters, entrepreneurs and other several channels etc.



#### Activity #3: Fund Mobilization

- a) Provide assistance to UMSAS in getting funds from Govt. of India and Govt. of Bihar.
- b) Educate local artisans/craftsperson about various schemes under Development Commissioner (Handicrafts).
- c) Identify other funding sources such as multi-lateral institutions, micro-credit institutions etc. and facilitate in obtaining such funding
- d) Identify funding sources from GOI and other sources and facilitate in obtaining necessary funding support
- e) Facilitate funding through CSR initiative of various other organizations

#### Activity #4: Marketing and Promotion

- a) To enhance the access of artisans to various markets and marketing channels along with creating awareness about handicrafts amongst consumers & public at large both in domestic and international market
- b) Assist UMSAS in organizing and participating in seminar, national and international trade fairs and workshops, symposium and exhibitions, organize and participate in buyers sellers meet and domestic exhibition
- c) Assistance in setting up the buyers bank etc.
- d) PMA should establish its own quality control unit which should keep strict control on the quality of the raw material and the finished products. The unit has to give the quality certificate before the product goes into the market.
- e) Supervise the Sales of UMSAS outlets that is operated by UMSAS and its appointed executive. Also will monitor the work and ensure that it will be implemented according to the SOP.
- f) Manage and operate the various e-commerce channels of UMSAS. If required, PMA can suggest new e-commerce channel to promote and enhance the sales. Also can develop the new e-commerce portal for UMSAS if it doesn't have own existing e-commerce platform.
- g) Manage and operate the store of UMSAS. PMA will be responsible to manage the stock that will be stored in UMSAS campus and will dispatch it to the respective outlets according to the requirement. The store at outlets can be managed by the respective store in-charge appointed by UMSAS and PMA will supervise and provide a monthly product movement report.

#### Activity #5: Provide day to day support

The PMA will provide support to UMSAS in performing their day to day technical, administrative and financial management support as per the action plan of UMSAS.

## B. Resource Requirements:

#	Designation	Responsibilities	Qualification and Experience	Category & No.
1	Team Leader	Acting as technical lead for all substantive and analytical work assigned. Coordinating and supervising the activities of the entire team. Assuming final responsibility of submission of deliverables/outputs/activities of UMSAS as assigned. Overseeing quality control of key deliverables /outputs. Acting as spokesperson for the PMA	<ul style="list-style-type: none"> <li>• MBA in Rural Management/Development having minimum 15 years of experience in Rural development/ Rural Marketing.</li> <li>• Minimum 6 years of experience as Team Leader/Project head in Handicraft development projects.</li> </ul>	CAT A 1
2	IT and MIS Specialist	Create and maintain database (including data entry). Perform MIS related tasks as deemed necessary by UMSAS. Online Marketing Management, Data Entry, Inventory Management and manage day to day reporting of the team. Collecting Data from the IT/MIS expert of the clusters and prepare a central database.	BTECH/BCA/MCA/Post Graduate in Computer Science with minimum 3 years of experience in web based data base design, web design and implementation (DBMS/RDBMS). Must be able to write clear, concise technical reports of high quality in English.	CAT A 1
3	Design and Development Specialist	Develop new prototypes to suit the tastes and preferences of contemporary market using the traditional skill of artisans and introduction of new techniques and technologies for enhanced production. Manage the Craft Design centre of UMSAS. The designer will provide only those ranges of product, which are acceptable to the targeted market/buyer and shall be responsible for the success of the products.	Graduate from NID/NIFT. Minimum 6 years of experience post qualification in the area of design and development of Handloom/Handicraft etc.	CAT A 1
4	Marketing cum Procurement Specialist	To enhance the sales of handicraft products across the state. Assist producers organizations in meeting their sales target. Create a feasible strategy to enhance the market access of handicraft products and establish market linkages with entities to grow market network. Improve overall retail management, customer service and sales skills of local artisans. Quality control and Management of handicraft for marketing/promotion etc	MBA/PGDM/MFM in Marketing Management. Minimum 6 years of experience in procurement and marketing preferably in craft/rural products.	CAT A 1

#	Designation	Responsibilities	Qualification and Experience	Category & No.
5	Sr. Accountant cum procurement specialist	Prepares monthly statements by collecting data, analyzing and investigating variances, summarizing data, information, and trends. Prepares state quarterly and annual statements by assembling data. Provide necessary transaction advisory assistance to UMSAS	Post Graduate/Bachelor of Commerce (B.com/M.com). Minimum 5 years of experience in financial accounting. Should have experience in transaction advisory related experience with Govt departments/agencies.	CAT B 1
6	IT and MIS Expert	Create and maintain database (including data entry). Maintain a list of all Raw material suppliers with their contact number. Comprehensive list of all product/items related to handicraft produced in Bihar. Perform MIS related tasks as deemed necessary by UMSAS. Online Marketing Management, Data Entry, Inventory Management	BCA/BSC-IT/ B. Tech in Computer Science or Information Technology. Minimum 2 years of experience in web based data base design, web design and implementation. Must be able to write clear, concise technical reports of high quality in English.	CAT B 2
7	E-commerce Expert	Responsible for managing, controlling and executing the e-commerce platform for sales. Also will be responsible to handle the digital media platform like Twitter, Facebook, Instagram and etc. Responsible for Product packaging and stock managing.	BTech-IT/MCA/ with minimum 2 years of experience in managing e-commerce websites, social media handling and have certification of Digital Marketing. Must be able to write clear, concise technical reports of high quality in English.	CAT B 1
8	Cluster Development Expert	Responsible for managing the CFC at clusters. Conduct regular SHG meeting, PO formation and cluster formation. Also will create raw material bank in their respective clusters. Facilitate the procurement, production and marketing of handicrafts, training and capacity building, book keeping at SHG/PO/cluster level.	MBA. Having 3 years of experience in this sector. Experience of working in the handicraft sector will be preferred.	CAT B 6
9	Marketing expert	To enhance the sales of handicraft products across the state. Assist producers' organizations in meeting their sales target. Create a feasible strategy to enhance the market access of handicraft products and establish market linkages with entities to grow market network.	MBA/PGDM/ Master in Fashion Management/ Marketing Management. Minimum 3 years of experience in Sales and Marketing preferably in craft/rural	CAT B 2

#	Designation	Responsibilities	Qualification and Experience	Category & No.
		Improve overall retail management, customer service and sales skills of local artisans	products.	
10	Design expert	Develop new prototypes to suit the tastes and preferences of contemporary market using the traditional skill of artisans and introduction of new techniques and technologies for enhanced production. Prepare business plan for establishment of craft design centre. The designer will provide only those ranges of product, which are acceptable to the targeted market/buyer and shall be responsible for the success of the products	Graduate from NID, NIFT, and IICD with minimum 3 years of experience post qualification in the area of design and development.	CAT B 3
11	Designer	Develop new design for UMSAS training section. Prepare range of traditional and contemporary products using skills of artisan/students and introduction of new techniques and technologies for enhanced production.	Diploma in Fashion Designing having 1 year of experience in Handicraft sector. Preference will be given to state awardee/National Awardee.	CAT B 1
12	Curator	Managing the museum of UMSAS. Organizing show/exhibitions of craft. Documenting the craft history etc. Profiling of the artifacts.	M.A. in Ancient Indian History & Archaeology and other related areas. Strong computer skills with experience in MS Office, supported with Degree/Diploma/Certificate etc. 3 years of experience working in a museum of repute	CAT B 1
13	Accountant cum Cashier	Prepares monthly statements by collecting data, analyzing and investigating variances, summarizing data, information, and trends. Prepares state quarterly and annual statements by assembling data. Provide necessary transaction advisory assistance to UMSAS.	Bachelor/Master of Commerce(B.com/M. Com)/MBA Finance Minimum 5 years of experience in financial accounting and transaction advisory related experience. Work experience in computer operation/accounting software etc	CAT B 1

#	Designation	Responsibilities	Qualification and Experience	Category & No.
14	Librarian	Managing the library of UMSAS. Updating the library software	B. Lib Experience of 2 years in managing the libraries etc.	CAT B 1
15	Photographer	Provide photography support to UMSAS in developing catalogues etc.	Certificate/ Diploma in Photography from any recognized institutes. Minimum 2 years of experience in photography	CAT B 1
16	Office Executive	Provide day to day office management support to UMSAS	Graduate with minimum of 55% mark. Good in writing Hindi and English. Strong computer skills with experience in MS Office, supported with Degree/Diploma/ Certificate etc. Minimum 2 years of work experience	CAT B 3
17	Hostel Superintendent	<ul style="list-style-type: none"> <li>Responsible for allotment of rooms to the students.</li> <li>Responsible for maintenance of the hostels.</li> <li>Looks after the quality of food served in the hostels.</li> <li>Keeps strict discipline among students of the hostels.</li> <li>Reports to the Director in case of any indiscipline or misbehavior by the students.</li> <li>Looks into the grievances/complaints of the students if found genuine.</li> <li>Arranges for first-aid in case of any emergency and arrange for hospitalization of student/staff, if required.</li> </ul>	Graduate with minimum of 55% mark. Having 3 years of experience in the field of hostel management and supervision.	CAT B 1
18	Store In-charge	Manage Inventory Requisition, Purchase Orders Receipts, Materials Received Register (MRR) , Storage , Dispatch , and Inventory Control. Executing all the Day - to - Day Stores Function as per the SOP (Standard Operating Procedure).	Any Graduate having 2 years of experience in managing the store. Shall be comfortable in working in computer (MS word/excel/power point etc)	CAT B 1

#	Designation	Responsibilities	Qualification and Experience	Category & No.
19	Public Relation officer	Responsible for product publicity, corporate publicity, establish relationship with other departments and organizations, publish publications like a newsletter, magazines etc. Also will handle the digital media platform of the UMSAS and create the new one if required.	Bachelor's degree in Mass communication/Media Journalism with minimum 2 years post qualification experience.	<b>CAT B 1</b>
			Total =	30

All categories of staff will be at UMSAS office/cluster level or as directed by UMSAS. They have to be the interface between the artisans/community and the UMSAS.

### C. Payment Terms and Schedules:

The selected agency will be required to submit the invoice for every month along with the monthly progress report. The rates would be used as per commercials quoted by the selected agency to arrive at the costing of the assignment under the agreed strategy plan and payments. The terms of payment component-wise will be as follows.

Disbursement and conditions	Monthly Fee Payment
Monthly fees for Category A & B resources will be disbursed after submission of the Monthly Progress Report.	Monthly fees will be paid after submission and approval of monthly progress report.

Note:- Monthly progress report will be examined by UMSAS officials within 15 days of submission. After approval of the MPR, the payment can be released.

## Section3: Instruction to Bidders

### A. GeneralInstructions

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the consultancy support required. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to thisRFP.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the UMSAS on the basis of thisRFP.
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the UMSAS. Any notification of preferred bidder status by the UMSAS shall not give rise to any enforceable rights by the Bidder. The UMSAS may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of theUMSAS.
- d) ThisRFPsupersedesandreplacesanypreviouspublicdocumentation&communications,and Bidders should place no reliance on suchcommunications.

### B. Compliant Proposals/Completeness ofResponse

- a) Bidders are advised to study all instructions, forms, requirements, appendices and other information in the RFP documents carefully. Submission of the bid / proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of it implications.
- b) Failure to comply with the requirements of this paragraph may render the Proposal noncompliant and the Proposal may be rejected. Biddersmust:
  - (i) Comply with all requirements as set out within thisRFP.
  - (ii) Submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP
  - (iii) Include all supporting documentations specified in thisRFP
  - (iv) Submit Resume/CV of category A & B resources

### C. Pre-bid Meeting andClarification

#### C.1 BiddersQueries

UMSAS shall hold a pre-bid meeting with the prospective bidders on due date as given in the notice.

The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to UMSAS by hard copy on or before due date as given in the notice.

The queries should necessarily be submitted in the following format

S.No.	RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of Clarification
1			
2.			

UMSAS shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications after the indicated date and time will not be entertained by the UMSAS.

### **C.2 Responses to Pre-Bid Queries and Issue of Corrigendum**

- a) The Nodal Officer notified by the UMSAS will endeavor to provide timely response to all queries. However, UMSAS makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does UMSAS undertake to answer all the queries that have been posed by the bidders.
- b) At any time prior to the last date for receipt of bids, UMSAS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- c) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, UMSAS may, at its discretion, extend the last date for the receipt of Proposals.

### **C.3 Key requirements of the Bid**

#### **Right to Terminate the Process**

- a) UMSAS may terminate the RFP process at any time and without assigning any reason. UMSAS makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This RFP does not constitute an offer by UMSAS. The bidder's participation in this process may result in UMSAS selecting the bidder to engage towards execution of the contract.

#### **RFP Document Fees**

- a) RFP document can be purchased at the address & dates provided in the Fact sheet by submitting a non-refundable bank demand draft of INR 10,000/- (Rupees Ten Thousand only), drawn in favor of "Upendra Maharathi Shilp Anusandhan Sansthan (UMSAS)" payable at Patna, Bihar from any scheduled commercial banks.
- b) The bidder may also download the RFP documents from the website. In such case, the demand draft of RFP document fees should be submitted along with Proposal. Proposals received without or with inadequate RFP Document fees shall be rejected.

#### **Earnest Money Deposit (EMD)**

- a) Bidders shall submit, along with their Bids, EMD (amount specified in the tender notification table), in the form of a Demand Draft/ Bank Guarantee drawn from any nationalized bank or scheduled bank in favour of Upendra Maharathi Shilp Anusandhan Sansthan, payable at Patna branch and valid for 180 days from the last date of the bid submission. Bid security in any other form will not be accepted. EMD in the shape of Bank Guarantee shall be submitted in the format provided in the section 5 of this RFP.
- b) The EMD i.e. bid security is interest free
- c) The bid security, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee. The bid security of all unsuccessful bidders will be returned by the client at the earliest either after expiry of the final bid



validity or within 30 day after award of the contract to the successful bidder.

- d) The bid submitted without bid security, mentioned above, will be liable for rejection without providing any further opportunity to the bidder concerned.
- e) The bidder shall extend the validity of the offer and EMD on request by the client
- f) The bid security may be forfeited, if a bidder withdraws its bid during the period of bid validity or/ and in case of a successful bidder, if the bidder fails to sign the agreement in accordance with terms and conditions

**Deadline for submission of proposals**

- a) Proposals, in its complete form in all respects as specified in the RFP, must be submitted to the address as specified in Tender Notification.
- b) Last Date & Time of submission: As given in the Tender Notification
- c) The client may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum, in which case all rights and obligations of the client and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

**Submission of Proposals**

- a) The bidders should submit their responses as per the format given in this RFP in the following manner
  - (i) Response to Pre-Qualification Criterion and Technical Proposal: 1 Original + 2 Copies + 1 CD in first envelope
  - (ii) Commercial Proposal - 1 Original in second envelope
- b) The Response to Technical Proposal and Commercial Proposal (As mentioned in previous paragraph) should be covered in separate sealed envelopes super scribing "Technical Proposal" and "Commercial Proposal" respectively. Each copy of each type of bid should also be marked as "Original" OR "Copy" as the case may be.
- c) Please Note that prices should not be indicated in the Technical Proposal but should only be indicated in the Commercial Proposal.
- d) The two envelopes containing copies of Technical Proposal and Commercial Proposal should be put in another single sealed envelope clearly marked "Response to RFP for <Name of the assignment>-< RFP Reference Number> and the wordings "DO NOT OPEN BEFORE <Date and Time>".
- e) The outer envelope thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder to enable the Bid to be returned unopened in case it is declared "Late".
- f) All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- g) The original proposal/bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initiated by the person (or persons) who sign(s) the proposals.

- h) All pages of the bid including the duplicate copies, shall be initialed and stamped by the person or persons who sign the bid.
- i) In case of any discrepancy observed by Department of Industries in the contents of the submitted original paper bid documents with respective copies, the information furnished on original paper bid document will prevail over others.
- j) Bidder must ensure that the information furnished by him in respective CDs is identical to that submitted by him in the original paper bid document. In case of any discrepancy observed by Department of Industries in the contents of the CDs and original paper bid documents, the information furnished on original paper bid document will prevail over the softcopy.

#### **Authentication of Bid**

A Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal submitted in response to this RFP.

#### **Proposal Preparation Cost**

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by UMSAS to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. UMSAS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### **Language**

The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

#### **Venue and Deadline for Submission of proposals**

Proposals, in its complete form in all respects as specified in the RFP, must be submitted as per the details provided in section 1: Fact sheet of this RFP document.

#### **Amendment of Request for Proposals**

At any time prior to the deadline (or as extended by UMSAS) for submission of bids, UMSAS for any reason, whether at its own initiative or in response to clarifications requested by prospective bidder may modify the RFP document by issuing amendment(s). All bidders will be notified of such amendment(s) by publishing on the website, and these will be binding on all the bidders. UMSAS, at its discretion, may extend the deadline for the submission of proposals. UMSAS may change the scope after the submission of technical bids by the Bidders. In this case, UMSAS will release a corrigendum/ clarification and ask the Bidders to resubmit their commercial bids only.

#### **Commercial Bid Price**

1. Commercial Bid shall be as per the format provided in this RFP. Bid price for evaluation purpose is inclusive of all applicable taxes, duties, other levies and charges etc. All applicable taxes, duties, other levies and charges etc. shall be required to be mentioned as per the commercial format. .

2. Bidders shall quote for the entire scope of contract on “overall responsibility” basis such that the total commercial bid price covers all the Bidder’s obligations mentioned in or to be reasonably inferred from the bidding documents in respect of providing the product /services.
3. Prices quoted by the Bidder shall remain fixed during the entire contract period and not subject to variation on any account. A bid submitted with an adjustable price quotation or with incomplete details will be treated as non-responsive and shall be rejected.
4. The bidder has to provide computer/laptop to all the team members engaged in the head quarter/clusters during the project period.
5. The **local official travel including lodging/staying of all the PMA** team shall be borne by the PMA
6. Any incidental expenses related to the project execution shall be borne by PMA
7. **The PMA team members may have to handle the office/project fund during the execution of the work in the field. So any loss/misappropriation of funds by the PMA team shall be responsibility of the PMA and recoverable/adjusted from the Fee/Performance Security.**
8. The cost of any overhead/institution charge/insurance of PMA team members/tax/PF/EPF/Office stationery of managing the PMA shall be included in the manpower cost and become part of the commercial bid.
9. The PMA Shall not pay less than 50 % of the price quoted against each position in the bid to the PMA team members.

#### **Late Bid**

- a) Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- b) The bids submitted by telex/telegram/ fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- c) UMSAS shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- d) UMSAS reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

#### **Evaluation Process**

- a) UMSAS will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders.
- b) The Proposal Evaluation Committee constituted by the UMSAS shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- c) The decision of the Proposal Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
- d) The Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals

- e) The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f) Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

**Tender Opening**

- a) Tender Opening shall happen as per the details provided in Data Sheet under the chairmanship of Nodal Officer or any other officer authorized by UMSAS, in the presence of such of those Bidders or their representatives who may be present at the time of opening.
- b) The representatives of the bidders are advised to carry the identity card or a letter of authority from the tendering firms to identify their bonafide for attending the opening of the proposal.

## Section 4: Technical and Commercial Evaluation

### A. Technical Proposal Evaluation

#### A.1 Technical proposal guidelines

- a) The invitation for bids is open to all entities registered in India who fulfill technical criteria as specified in this RFP
- b) Bidders declared to be ineligible to participate for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices by the client shall not be eligible
- c) Bidders whose EMD was forfeited by any state or central government agency on serious/grave grounds i.e. submission of false/forged/tampered/fabricated/manipulated documents/information at any occasion during last five years from the date of issue of RFP, shall not be qualified
- d) Breach of general or specific instructions for bidding, general and special conditions of contract with any state or central government agency during the past 5 years may make a firm ineligible to participate in the bidding process
- e) The bidder is expected to understand the complete solution footprint, the processes and functions of the client while preparing the Technical Proposal
- f) The bidder is expected to bid for the project with a complete understanding that, all the processes, functions, services requirement etc., given in this RFP, at a fixed price, without any provisions for bargaining for a different interpretation of the specifications in this RFP and changes in scope, while executing the project
- g) While the bidder has the freedom in making any assumptions about the processes and functions of the client while interpreting the details given in this RFP, such assumptions cannot be the basis for any bargaining or different interpretation during the execution of the project. The client interpretation shall be final and binding on all the bidders. The assumptions made by the bidder shall not have any impact on the commercial bids submitted
- h) The client retains the right of the final say in the interpretation of the scope of the Project in terms of the interpretation of the functions and processes of the client, as listed in this RFP
- i) The Technical proposal should address all the areas/ sections as specified in the RFP and should contain a detailed description of how the bidder will provide the required services outlined in this RFP. It should articulate in detail, as to how the bidder's Technical Solution meets the requirements specified in the RFP.
- j) The Technical proposal must not contain any pricing information.
- k) The bidder is expected to respond using the specified formats for the response, wherever applicable. Failure to use the specified formats may result in disqualification.
- l) Wherever the customer name is asked for, in experience or deliverables, the bidder is required to provide the name. Not providing the name of the customer will be treated as incomplete information and will affect the evaluation process.
- m) The bidder is requested to provide documentary evidence of experience, methodology or any other information provided in the Technical proposal. However, the bidder is expected to provide the names of the organizations, only if the organization is the direct customer (had a direct contract) of the bidder.

- n) The bidder shall number all the pages of the Technical proposal including the annexure and other attachments.
- o) The Technical proposal shall be in line with the requirements and shall strictly comply with all the forms and formats as provided in section 5 of this RFP
- p) Proposed Approach and Methodology and Work Plan should include overall approach and methodology for all components including optional components (if any) and the detailed workplan
- q) Project Staffing Plan should include staffing plan, number and quality of people proposed for solution deployment, number and quality of people proposed for support.

## **A.2 Technical evaluation process**

- a) The client may seek clarifications from the bidder on the Technical Proposal. Any of the clarifications submitted by the bidder on the Technical proposal should not have any commercial implications.
- b) All such clarifications will be sent to the contact persons indicated in the proposal by e-mail
- c) The bidder has the option to respond or not respond to these queries. If the bidder fails to respond within the stipulated time period, the client has the right to make assumptions on the Technical proposal submitted by the bidder and if such assumptions lead to disqualification of the Technical proposal, the client is not accountable for these omissions
- d) The responses by the bidder to the queries raised by the client will be treated as part of the proposal by the respective bidders
- e) If such clarifications are oral in nature, they will only be considered in the form of minutes of the meeting duly signed/agreed to by all the participants.
- f) If any of the responses by the bidders to the queries sent by the client has commercial implications, these commercial aspects will not be accommodated in the commercial evaluation process
- g) All the responses to the clarifications will be part of the Technical Proposal of the respective bidders, and if the clarifications are in variance with the earlier information in the proposal, the information provided in later stages will be the part of the agreement for implementation between System Integrator and the Client

## **A.3 Technical evaluation methodology**

- a) The technical bid has to comply with all the pre-qualification criteria as given in this RFP.
- b) If any of the bids fails to meet the pre-qualification requirements, the same shall be rejected.
- c) The technical bid meeting all the pre-qualification requirements will be evaluated as per the criteria given in this RFP. The minimum technical score cut-off is 80. Proposals scoring 70 or above points will qualify for commercial opening and further evaluation.
- d) The commercial bids of bidders who do not qualify technically shall be returned unopened to the bidder's representatives after the completion of the evaluation process.
- e) The client shall indicate to all the bidders the results of the technical evaluation through a written communication. The technical scores of the bidders will be announced prior to the opening of the commercial bids.
- f) The technically qualified bidders will be informed of the date and venue of the opening of the Commercial bids through a written communication.

#### A.4 Pre-qualification Criteria

The bidder must respond to all the criteria and meet the criteria to qualify for technical evaluation. The bid proposal should strictly be in line with the formats provided in this RFP.

#	Criteria	Support documents
1.	The bidder should be a company/partnership firm/LLP Registered in India under the Companies Act-1956,/ Partnership act 1932 or LLP act 2008	As per the form given in section 5. Certificate of Incorporation and Certificate of Commencement of Business (if applicable) issued in India.
2.	The bidder should be operational in India for at least last (10) Ten financial years as of 31 <sup>st</sup> March 2020.	As per the form given in section 5. Certificate of Incorporation and Certificate of Commencement of Business (if applicable) issued by the Register of Companies, India.
3.	The bidder should have an average annual turnover of at least INR 30 Crores in the last three financial years ending 31 <sup>st</sup> March 2020 as evidenced by the CA certificate or Statutory auditor certificate.	As per the form given in section 5
4.	The bidder should have experience of PMC/PMA/PMU/PIA/CMTA for at least 2 craft based projects in India with minimum project value of Rs 50 lac or more	As per the form given in section 5
5.	The Bidders should have at least 150 people in its role.	HR certificate in company letter head has to be submitted. As per the form given in section 5
6.	The bidder should not have been blacklisted by any State Government, Central Government or any other Public sector undertaking or a Corporation or any other Autonomous organization of Central or State Government as on Bid submission date.	As per the form given in section 5

#### A.5 Technical evaluation criteria

The bidder must respond to all the criteria and meet the minimum marks to qualify for commercial evaluation. The bid proposal should strictly be in line with the formats provided in this RFP.

#	Criteria	Basis for Evaluation	Max Marks	Supporting Documents
<b>1.</b>	<b>Company Profile</b>		<b>10</b>	
	Average annual turnover of Company/Partnership Firm/ LLP in last 3 years. (Turnover in Rs. Crores)	<ul style="list-style-type: none"> <li>• More than Rs. 50Crores: 10 marks</li> <li>• Between Rs. 40 Crores to Rs. 50Crores: 5 marks</li> <li>• Between Rs 30 Crores to Rs.40 Crores: 2mark</li> <li>• (no mark for less than Rs 30 cr turnover)</li> </ul>	10	As per the form given in section 5  Extracts from the audited Balance sheet and Profit & Loss;
<b>2.</b>	<b>Relevant Strengths</b>		<b>35</b>	
A	Experience of PMC/PIA/ PMA/PMU/CMTA etc for any state or central government agency or anyother Public sector undertaking or aCorporation in India	<ul style="list-style-type: none"> <li>• Each project 1 mark and maximum of 10marks</li> </ul> <p>Note: Projects less than INR 50 Lakhs will not be considered for evaluation.</p>	10	As per the form given in section 5.  Completion Certificates from the client;/work order/agreement copy/last invoice copy
B	Experience of undertaking projects in following areas: <ul style="list-style-type: none"> <li>• Training &amp;Capacity building,</li> <li>• Marketing &amp;Promotion,</li> <li>• Design and Technology development</li> <li>• Common Facility Centers etc.</li> </ul>	<ul style="list-style-type: none"> <li>• 2 or more projects undertaken in any of these areas: 10 marks</li> <li>• 1 project undertaken in any of these areas: 5 marks</li> </ul>	10	As per the form given in section 5.  Completion Certificates from the client;/work order/agreement copy/last invoice copy
C	Experience of undertaking craft based projects as PMA/PMU/PMC/PIA with minimum of Rs. 50 lac project value during the last 5 years	<ul style="list-style-type: none"> <li>• 2 or more projects undertaken in any craft cluster: 10 marks</li> <li>• 1 project undertaken in any craft: 5 marks</li> </ul>	10	As per the form given in section 5.  Completion Certificates from the client;/work order/agreement copy/last invoice copy



D	Experience of handling Development Commissioner – Handicraft/ Ministry of Textiles funded projects during the last 5 years	<ul style="list-style-type: none"> <li>Each project 1 mark and maximum of 5 marks</li> </ul>	5	Work order/ agreement/ completion certificate/ latest invoice copy/communication from the client
3.	<b>Approach Methodology Proposed</b>		30	
	Approach & Methodology proposed for the demonstration of understanding of scope of work, which would be required to deliver the service required by the department	<p>Qualitative Assessment based on demonstration of understanding of the Department's requirements through providing:</p> <ul style="list-style-type: none"> <li>Understanding of the objectives of the assignment: The extent to which the approach and work plan respond to the objectives indicated in the Statement/Scope of Work</li> <li>Approach proposed and its components</li> <li>Learning on Issues</li> <li>Completeness and responsiveness: The extent to which the proposal responds exhaustively to all the requirements of all the Terms of Reference</li> </ul>	20	As per the form given in section 5
	Project work break down structure	Qualitative assessment based on timelines, resource assignment, dependencies and Milestones	10	As per the form given in section 5
4.	<b>Project Management Resource Profile</b>		25	

	Resume of all key technical resources proposed for the assignment (Project Management Team Resumes )	Qualitative assessment. Following profiles will be evaluated on the basis of educational qualification (50%) and Experience (50%):  <ul style="list-style-type: none"> <li>• Team Leader: 8Marks</li> <li>• IT/ MIS Specialist: 6 Marks</li> <li>• Designer and Development Specialist – 6 marks</li> <li>• Marketing cum Procurement specialist :5 Marks</li> </ul>	25	As per the form given in section 5
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Note: The projects should have been either completed or an ongoing project during the last 5 years

## B. Commercial Evaluation

- All the technically qualified bidders will be notified to participate in Commercial Bid opening process.
- The commercial bids for the technically qualified bidders will then be opened on the notified date and time in the presence of representatives of qualified bidders and reviewed to determine whether the commercial bids are in accordance with the RFP requirements. Bids that are not substantially responsive are liable to be disqualified at UMSASdiscretion.
- The Commercial Bids of only the technically qualified bidders will be opened forevaluation.
- The Commercial bids would then be opened in the presence of the bidders' representatives on a specified date and time to be intimated to the respectivebidders.
- The bidder names, the bid prices, the total amount of each bid and such other details as the client may consider appropriate, will be announced and recorded at theopening.
- The Bidder should strictly use the Commercial proposal response formonly

### B.1 Evaluation Of Commercial Bids

- In this phase, the Commercial Bids of the Bidders, who are found technically qualified in previous phase, will be taken for commercial evaluation for each pocketseparately.
- The date for opening of commercial bids will be separatelyadvised.
- Relative Technical Score (RSTech) of the technically qualified bids would be announced before the representatives of the bidders and the commercial bids of those bidders would be opened for commercial evaluation, for eachpocket.

- The agency with the lowest commercial bid will be selected for further discussion for finalizing contract for the specific pocket subject to satisfying all the terms and conditions defined in this RfP document.
- Relative Commercial Score (RSCom) for each bidder will be calculated as follows:

		$RS_{Com} = C_{Low} / C \times 100$	
<hr/>			
<b>Where:</b>			
RSCom	=	Relative score for Commercial Bid of the bidder	
C	=	Commercial bid value of the bidder under consideration	
C <sub>Low</sub>	=	Lowest commercial bid value out of all the eligible commercial bids obtained.	

## B.2 Final Selection Of The Eligible Bidder

Total Relative Score (RS) obtained by each eligible bidder will be calculated as follows separately for each pocket:

$$RS = RS_{Tech} \times 0.70 + RS_{Com} \times 0.30$$

The eligible bidder will be selected based on maximum Relative Score (RS) obtained.

The bidder with the highest Relative Score (RS) will be selected for further discussion.

In case of a tie after the commercial evaluation stage, the Bank's decision will be final and will be based on marks scored in the technical evaluation only.

The Bidders shall submit their offers strictly in accordance with the terms & condition of the Tender document

## C. Overall Evaluation Methodology and Award Criteria

### C.1 Opening of the financial bid

- The Financial Bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives.
- The Bidder, who has submitted the lowest Commercial bid, shall be selected as the L1 and shall be called for further process leading to the award of the assignment
- The technical bid will be analyzed and evaluated, based on which the Relative Technical Score (RSTech) shall be assigned to each bid on the basis of parameters mentioned above.
- Relative Technical Score (RSTech) for each agency will be calculated as follows based on above parameters:

$$RSTech = T / T_{High} \times 100$$

Where,

<b>RS</b>	=	Relative score obtained by the bidder
<b>Tech T</b>	=	Technical score obtained by bidder
<b>T<sub>High</sub></b>	=	Highest Technical score secured among the Bidders

- Technical Bids receiving a RSTech greater than or equal to a score of 70 (cut-off marks) will be

eligible for consideration in the subsequent round of commercial evaluation.

- If less than 3 bidders qualify as per above criteria (RSTech  $\geq 70$ ), UMSAS reserves the right to short list maximum top 3 bidders subject to RSTech  $\geq 60$ .
- Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered
- Any conditional bid would be rejected
- In case of tie amongst two or more bidders who have the same bid price, the bidder with the highest technical scores will be invited for discussions for issuance of letter of intent.
- Upon issuance of letter of intent, the successful bidder's furnishing of performance bank guarantee, the client will promptly notify each unsuccessful bidder and return their EMD.
- The client reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of agreement, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for its action.

## **C.2 Award of Contract**

UMSAS will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

## **D. Notification of Award**

Prior to the expiration of the validity period, UMSAS will notify the successful bidder in writing that its proposal has been accepted. The notification of award will constitute the formation of the contract. Upon the successful bidder's furnishing of Performance Bank Guarantee (PBG), UMSAS will promptly notify each unsuccessful bidder and return their EMD/ Bid Security.

## **E. Signing of Contract**

- a) After the notification of award, UMSAS will issue Purchase Order (PO)/Letter of Intent (LoI). The Bidder shall sign and return back to UMSAS duplicate copy of the Purchase Order/LoI as an acceptance of the PO/LoI within 7 working days from the date of issuance of PO/ LoI along with a Performance Bank Guarantee.
- b) On receipt of the Performance Bank Guarantee UMSAS shall enter into a contract with the successful bidder. UMSAS shall have the right to annul the award in case there is a delay of more than 30 days in signing of contract, from the date of acceptance of PO/LoI, for reasons attributable to the successful bidder and follow Government guidelines for the award of contract to next best value bidder as per evaluation criteria.

## **F. Performance Bank Guarantee**

- a) The successful Bidder shall at his own expense deposit with UMSAS, within seven (7) working days from the date of issuance of PO/ LoI, an unconditional and irrevocable Performance Bank Guarantee (PBG) from any Nationalized bank to UMSAS, in the format prescribed in Section <<>>, payable on demand, for the due performance and fulfillment of the contract by the bidder.

- b) This Performance Bank Guarantee will be for an amount equivalent to 10% of total contract value. PBG shall be invoked by UMSAS in the event the Bidder:
- c) Fails to perform the responsibilities and obligations as set out in the RFP to the complete satisfaction of UMSAS.
- d) Misrepresentations of facts/information submitted to UMSAS
- e) The performance bank guarantee shall be valid for 180 days post satisfactory completion of the overall engagement/work as stipulated in MSA. In the event of any amendment to Agreement, the Bidder shall within 15 days of receipt of such amendment furnish the amendment to the Performance Guarantee as required.
- f) The performance bank guarantee may be discharged/returned by UMSAS 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 performance bank guarantee.
- g) In the event of the Bidder being unable to service the contract for whatever reason, UMSAS would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of UMSAS under the contract in the matter, the proceeds of the PBG shall be payable to UMSAS as compensation for any loss resulting from the bidder's failure to perform/comply its obligations under the contract. UMSAS shall notify the bidder in writing of the exercise of its right to receive such compensation within 40 days, indicating the contractual obligation(s) for which the bidder is in default.
- h) UMSAS shall also be entitled to make recoveries from the bidder's bills, performance bank guarantee, or from any other amount due to him, an equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.
- i) In case the project is delayed beyond the project schedule as mentioned in this RFP, the performance bank guarantee shall be accordingly extended by the Bidder.

## **G. Fraud and Corrupt Practices**

- a) The Applicants/Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the UMSAS shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the UMSAS shall, without prejudice to its any other rights or remedies, forfeit and appropriate the EMD or PBG, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the UMSAS for, inter alia, time, cost and effort of the UMSAS, in regard to the RFP, including consideration and evaluation of such Applicant's Proposal.
- b) Without prejudice to the rights of the UMSAS under Clause above and the rights and remedies which the UMSAS may have under the LOI or the Agreement, if an Applicant or Consultant, as the case may be, is found by the UMSAS to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOI or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by the UMSAS during a period of <period> from the date such Applicant, as the case may be, is found by the UMSAS to have directly or through an agent,

engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case maybe.

c) For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

- “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the UMSAS who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the UMSAS, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Award or the Agreement, who at any time has been or is a legal, financial or technical consultant/adviser of the UMSAS in relation to any matter concerning the Project;
- “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
- “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by UMSAS with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

## Section5: Annexure

### Form T1: Format for Submission of the Pre-Qualification Bid

To,

Director

Upendra Maharathi Shilp Anusandhan Sansthan, Patliputra Industrial Area, Patna

Subject: Submission of the Pre-Qualification Proposal for Selection of Project Management Agency for UMSAS

Dear Sir,

We, the undersigned, offer to provide project management services to UMSAS with reference to your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Pre- qualification proposal.

We hereby declare that all the information and statements made in this Pre-qualification proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of all the volumes of this RFP document. We would hold the terms of our proposal valid for the number of days as stipulated in the RFP document.

Yours sincerely, (Authorized Signatory) Signature:

Name:

Designation:

Address:

Seal:

Date:

**FormT2:BidderInformation**

**Declaration by Applicant's Agency's Authorised Representative and Signatory on Company's Letter Head with Sign and Seal)**

S. No	Description	Details
1	Name of Applicant Agency	
2	Registration details	
3	Name of Authorized Signatory	
4	Address of Registered Office	
5	Contact Address and Number	
6	Registration Number (Please attach certificate of incorporation)	
7	Date of Registration	
8	Place of Registration	
9	PAN Card (Please attach copy of the document)	
10	Whether you are exempted under GST for the existing types of services rendered? If Yes, attach relevant documents	
11	Name of Single Point of Contact (For Communication Purpose)	
12	Email	
13	Contact Number	

Yours Sincerely



### Form T3: Undertaking on Personnel

(To be submitted on the Letterhead of the  
bidder)

[Date]

To,

<Insert client address>

Sub: Undertaking on Personnel

Dear Sir,

1. We do hereby undertake that those persons whose CV's have been submitted as part of technical proposal shall be deployed during the project as per our bid submitted in response to the RFP.
2. We undertake that any of the above personnel shall not be removed or replaced without the prior written consent of the Upendra Maharathi Shilp Anusandhan Sansthan, Department of Industries, GoB.
3. Under exceptional circumstances, if the above personnel are to be replaced or removed, we shall put forward the profiles of personnel being proposed as replacements, which will be either equivalent or better than the ones being replaced.
4. We also undertake to staff the project with competent team members in case any of the proposed team members leave the project either due to voluntary severance or disciplinary actions against them.
5. We acknowledge that Upendra Maharathi Shilp Anusandhan Sansthan has the right to seek the replacement of any member of the project team being deployed by us, based on the assessment of Upendra Maharathi Shilp Anusandhan Sansthan that the person in question is incompetent to carry out the task expected of him/her or found that person does not really possess the skills /experience/qualifications as projected in his/her profile or on the ground of security concerns or breach of ethics.
6. In case we assign or reassign any of the team members, we shall be responsible, at our expense, for transferring all appropriate knowledge from personnel being replaced to their replacements within a reasonable time.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp of bidder:

**Form T4: Undertaking of not being black listed**

(To be submitted on the Letterhead of the bidder)

[Date]

To,

<Insert client address>

Dear Sir,

I/We hereby declare that our company <insert details> is not blacklisted in any manner whatsoever by any State Government, Central Government or any other Public sector undertaking or a Corporation or any other Autonomous organization of Central or State Government as on Bid submission date or is having unblemished past record and was not declared blacklisted or ineligible to participate for bidding as on date of submission of the bid by any State/Central Govt. or PSU due to, breach of general or specific instructions, corrupt /fraudulent, Non Performance or any other unethical business practices.

It is hereby confirmed that I/We are entitled to act on behalf of our company/corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp of bidder:

**Form T5: Financial Information of bidder/ consortium members**

(To be submitted on the Letterhead of the bidder)

TO WHOMSOEVER IT MAY CONCERN

On the basis of information, explanation and documentation provided to us by \_\_\_\_\_ - - - - -  
----- having its registered office at -----  
-----, We hereby certify that  
Turnover & Net worth for the past three financial years i.e. FY. 2017-18, 2018-19 & 2019-20 are as  
follows

SI NO	Financial year	Annual Turnover (in INR crores)	Net Worth (in INR crores)
1	FY 2017-18		
2	FY 2018-19		
3	FY 2019-20		
<b>Grand Total</b>			
<b>Average for the three years</b>			

This Certificate is issued on the basis of audited financial statements of the Company for the  
financial

year ended March 31, 2018, March 31, 2019 and March 31, 2020

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of

Firm:

Address:

Seal/Stamp of bidder:

\*Turnover means Revenue from operations & other income.

## Form T6: Project Experience

(Please use separate forms for multiple citations)

<b>Client Information</b>	
Name of client	
Name of the person who can be referred to from Clients' side, with name, email and contact number	
Project value	
<b>Project Details</b>	
Brief description of the Project	
Month & year of go-live/completion	
Scope of work	
Modules implemented	
Number of users	
<b>Supporting Documents</b> <p>Bidder need to submit anyone or more of the following documents. These supporting document(s) should clearly specify the scope of project, value of the project and project status with month &amp; year of go- live/completion.</p> <ol style="list-style-type: none"> <li>1) a clientletter</li> <li>2) work order/contractcopy</li> <li>3) completion/go-livecertificate</li> <li>4) a clientemail</li> <li>5) Published citation in the client'swebsite</li> </ol> <p>The above document(s) should be duly certified by authorized signatory.</p>	
<p>Authorized Signature [In full and initials]:</p> <p>Name and Title of Signatory:</p> <p>Name of Firm:</p> <p>Address:</p> <p>Seal/Stamp of bidder:</p>	

**Form T7: CV format**

(Please use separate forms for multiple CVs)

Name of the Resource	<<insert details>>
Proposed Position	<<insert details>>
Date of Birth	<<insert details>>
Qualification Details	<<insert details – year of pass, percentage details, graduated in, college name, place>>
Language known	<<insert details>>
No. of years of Experience (post qualification)	<<insert details>>
No of year of experience in Govt. Project	<<insert details>>
Project details	For each project <<insert details – Project name, client name, year, roles & responsibilities of the resource>>

**Form C1: Financial proposal submission form**

Location, Date

To

<insert client address> Dear Sirs:

We, the undersigned, offer to provide the Project Management Services to Upendra Maharathi Shilp Anusandhan Sansthan in accordance with your Request for Proposal dated <<>>> and our Technical Proposal.

Our attached Financial Proposal is for the amount of INR ----- (Rupees-----  
-----)and is inclusive of all taxes, duties, levies as may be applicable and any Out-of-pocket and incidental expenses.

Our Financial Proposal shall be binding upon us until the expiration of the validity period of the Proposal.

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

We remain, Your's sincerely,

Authorized Signature [In full and initials]: Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp of bidder:

## FormC2:ManpowerCost Estimate

S.No	Designation	Category	No of Experts	Man Month Cost (In INR)	Total Monthly Cost (In INR)	Total Annual Cost (inINR)
1	Team Leader	CAT A	1			
2	IT and MIS Specialist	CAT A	1			
3	Design and Development Specialist	CAT A	1			
4	Marketing cum Procurement Specialist	CAT A	1			
5	Sr. Accountant cum procurement specialist	CAT B	1			
6	IT and MIS Expert	CAT B	2			
7	E-commerce Expert	CAT B	1			
8	Cluster Development Expert	CAT B	6			
9	Marketing expert	CAT B	2			
10	Design expert	CAT B	3			
11	Designer	CAT B	1			
12	Curator	CAT B	1			
13	Accountant cum Cashier	CAT B	1			
14	Librarian	CAT B	1			
15	Photographer	CAT B	1			
16	Office Executive	CAT B	3			
17	Hostel Superintendent	CAT B	1			
18	Store In-charge	CAT B	1			
19	Public Relation officer	CAT B	1			
20	Total (1 TO 19)		30			
21	Applicable GST @ 18% on 20			NA		
22	Total cost (20+21)			NA		

[illegible]