



**TEXTILES COMMITTEE
GOVERNMENT OF INDIA
MINISTRY OF TEXTILES
P. BALU ROAD, PRABHADEVI
MUMBAI – 400 025**

REQUEST FOR PROPOSAL (RFP)

For engagement of a firm for “Digitizing Conventional/ Traditional Patterns of Odisha Handloom Designs/ Motifs”

10th June, 2015

1. Critical Information and important dates

1.1 Textiles Committee under the Ministry of Textiles, Government of India invites bidders to submit their technical and financial offer to participate as an agency for Digitizing the Conventional / traditional Patterns/ designs/ motifs of Odisha Handloom Industry in accordance with the conditions and manner prescribed in this RFP document.

1.2 Bidder agencies are advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

2.1 Important dates and information

S.No	Information	Details
1.	RFP release date	10/06/2015
2.	Pre-bid Meeting date	22/06/2015 (11.00 AM)
3.	Last date (deadline) for submission of bids	03/07/2015 (latest by 4.00 PM)
4.	Opening of technical bids	Time on 03/07/2015 (by 5.00 PM)
5.	Technical presentation by bidders	Will be intimated later to the eligible bidders
6.	Place, time and date of opening of financial proposals received in response to the RFP notice	Will be intimated later
7.	Bid validity period	60 days from the last date (deadline) for submission of proposals
8.	Contact persons for queries	Shri T.K Rout, Deputy Director (MR) Tel: 022-66527516 Shri S Krishna Kumar, Market Research Officer Tel: 022-66527658
9.	Addressee and address at which proposal in response to RFP notice is to be submitted	Textiles Committee (Ministry of Textiles, Government of India) P. Balu Road, Prabhadevi, Mumbai - 400 025 Tel: 022 -66527507 e-mail: secytc@gmail.com

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

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

Dr. P. Nayak, Textiles Committee (Ministry of Textiles, Government of India), P. Balu Road, Prabhadevi, Mumbai - 400 025, Tel: 022 -66527507, e-mail: secytc@gmail.com

Background

1. INVITATION OF BID:

The Secretary, Textiles Committee under the Ministry of Textiles, Government of India invites sealed offers from reputed consultancy organizations having proven competence in digitization of designs for digitizing conventional designs and motifs of Odisha. Under this project, the traditional / conventional designs/ motifs of Odisha handloom industry comprising ten designs for each product for about 10 products are planned and digitized using appropriate software such as GC Kala -2004 with interface Paint Pro (PSP) or similar software. The RFP is meant for digitizing the conventional / traditional designs/ motifs of the handloom industry of Odisha.

2. Terms of Reference & Scope:

The present RFP is aimed at Digitizing Conventional / traditional Patterns of Odisha handlooms are planned using appropriate software such as GC Kala – 2004 with interface Paint Shop Pro (PSP) or similar software. The work involves the digitization of ten designs / motifs each of 10 selected handloom products of the state.

The main designs/ motifs could be grouped into three categories – large, medium and small size. The normal process of digitization involved are grouped in three stages – design input, design processing and design plan.

(i) The design input involves creation of designs and motifs by transferring them onto the system through scanner or other input devices;

(ii) Design processing could be carried out by using Paint Shop Pro (PSP) or other appropriate software where in the designs and motifs are resized with respect to width and height and saved in appropriate latest image file formats that are widely adopted in computer system for simulation;

(iii) In design plan, the created image file is further refined in GC Kala-2004 software or other software(s) with respect to colour of the point paper, design and grouping of squares etc.

3. BASIC QUALIFICATIONS OF THE BIDDERS:

Technically qualified and financially sound Software Firms, having experience of providing software management consultancy service to textile sector and/or similar area may apply. The bidder will have to submit credentials and documents in support of their experience of working with textile sector and/or similar area. The firm should have minimum 3 years of experience and an average turnover of minimum Rs. 1 crore in last 3 years.

4. TIME-FRAME AND DELIVERABLES:

The project duration is for 3 months from the date of placement of the work-order. The selected firm would be required to submit the digitized designs of one product within 30 days for approval from the

Textiles Committee and the Final Digitized Designs at the end of the 3rd month. Textiles Committee will carryout quality checking activity of around 10% of the work. Soft copies of the digitized designs/ motifs developed for this purpose should be submitted in electronic format in a CD at the end of the project.

5. SUBMISSION OF BIDS:

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

Packet A: Qualification, Credentials and Earnest Money Deposit

Packet B: Technical bid

Packet C: Financial bid

All 3 envelopes should be put in a bigger envelope - duly sealed and clearly marked Bid for Consultancy Assignment for Digitizing the selected conventional / traditional designs of Odisha handloom industry and submitted to: **The Secretary, Textiles Committee, P. Balu Road, Prabhadevi, Mumbai – 400 025, Tel: 022 66527507** by 4:00 pm on 3rd July, 2015.

The bids will be opened on the same day at 5.00 pm in presence of the bidders who choose to be present.

6. PROPOSAL CONTENTS

(A) PACKET 'A' SHOULD CONTAIN -

- (a) Details of the Bidder, Contact Address, email, phone, Fax, Name of Contact person for this project.
- (b) Earnest Money of Rs. 50,000/- by way of Demand Draft drawn in favour of Textiles Committee, Mumbai . The Earnest Money Deposit of the successful bidder will be retained as Security Deposit while those of unsuccessful bidders will be refunded.
- (c) Documents in support of the establishment of the company
- (d) Unabridged annual reports or audited financial accounts for last three years
- (e) List of projects of similar nature. Similar project means software developed for textile or similar sectors
- (f) Copies of PAN Card and Service Tax Registration
- (g) A covering statement as follows:

1	Name of the Bidder	
	Address	
	e-mail address, Telephone / Fax	

	Contact person with Mobile No:				
2	Details of Earnest Money Deposit:	DD No:	Enclosed		
		Date:			
		Drawn on:			
3	PAN Card Details				Copy attached
4	Service Tax Registration Details				Copy attached
5	Experience in similar assignments	(list of projects)			
6	Annual turnover	2014-15 (Rs. Crores)	2013-14 (Rs. Crores)	2012-13 (Rs. Crores)	Unabridged annual reports or audited financial accounts attached
7	Document in support of the establishment of the company				Copy attached

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

1. Brief Profile of the Organization
2. Detailed technical approach and methodology to be followed for digitizing the conventional / traditional designs / motifs of Odisha handlooms.
3. Time-plan for executing the work
4. Manpower deployment with indicative outline of the qualifications of the personnel deployed

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

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

1	Total fees including expenses* for the assigned work	
2	Plus taxes	
	Total	
	(Rupees.....)	

* Travel, board & lodging, communication, out of pocket expenses, etc.

7. PAYMENT SCHEDULE:

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

- (i) First Installment: 20% - on submission of the digitized designs of one product within 30 days from the date of awarding of the contract.

(ii) Second installment: 30% - on completion of the digitization of five products or 2 months from the date of award of work whichever is earlier

(iii) Third & final Installment: 50% - on submission of the digitization of all products, and its acceptance by Textiles Committee.

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

8. RIGHTS OF TEXTILES COMMITTEE:

(i) Textiles Committee reserves the right to accept / reject the offers received, or call for any additional information /clarification, or modify / cancel the bidding process, if so required, without assigning any reasons whatsoever.

(ii) Textiles Committee reserves the right to cancel/terminate the agreement any time without assigning any reason or failing to submit the report within stipulated time or unsatisfactory report or any reason as deemed fit.

9. EVALUATION CRITERIA:

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

I. Packet A will be opened first for ascertaining the basic eligibility of the bidder. The technical proposals bids viz. Packet B, of only those agencies will be opened which meet the minimum standard as detailed in basic qualification section above.

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

III. Financial bid value will be calculated using following formula Financial bid value = Total fees including taxes

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

Evaluation parameters and criteria for Technical Score-

S. No.	Heading	Description	Criteria for point allotment	Max. Points
1	Firm's Experience	i) Years of Experience in digitization related work	<ul style="list-style-type: none">• More than 10 years = 10• 5 to 10 years =7• 3 to 5 years = 5	10

		ii) Proven and demonstrable experience, expertise and resources in undertaking the digitization and related work in Indian Textile Sector or similar sectors in last 3 years	<ul style="list-style-type: none"> • More than 07 assignments = 15 • 3 to 07 assignments = 10 • Upto 3 assignments = 5 	15
		iii) Experience of working with Ministry of Textiles and its bodies	<ul style="list-style-type: none"> • More than 10 assignments = 5 • 5 to 10 assignments = 3 • <5 assignments = 1 	5
		iv) Average Turnover of last 3 years	<ul style="list-style-type: none"> • >Rs. 5 crores = 5 • 3 to 5 crores = 3 • 1 to 3 crores = 1 	5
2	Key Personnel	Personnel having experience of working in digitization	Would be assessed by the Committee	15
3	Project Methodology, approach and work plan	i) Technical Approach & Methodology for the project	Criteria, adequacy and appropriateness of the proposed methodology and work plan w.r.t. scope of work	30
		ii) Work Plan & manpower deployment		20
	Grand Total			100

V The minimum qualifying score for Technical Evaluation will be 60 marks.

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

II. Financial Marks (F) = $30 * \frac{\text{Financial Quote given by the Lowest bidder}}{\text{Financial Quote Given by the Bidder}}$

[Financial Quote Given by the Bidder]

VI Selection criteria

- 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 above. In final Evaluation, the weightage of the Technical Bid would be 70%.

- The weightage of the Financial Bid would be 30%. The Financial Marks would be determined by the formula:

$$\text{Financial Marks (F)} = \frac{30 * [\text{Financial Quote given by the Lowest bidder}]}{[\text{Financial Quote Given by the Bidder}]}$$

- The Bids would be finally evaluated on Total marks determined by following formula:

$$\text{Total Marks (M)} = (0.7 \times T) + F$$

Where, T = Technical marks (out of 100) awarded to the bidder; F = Financial Marks

- The Bidder obtaining highest Total Marks (M) would be selected
- The decision of the Evaluation Committee in this regard will be final.

Final Score = [S(t)] + [S(f)] , where:

$$S(t) = \text{Technical Score} \times 70\%$$

$$S(f) = \text{Financial Score} \times 30\%$$

10. INTELLECTUAL PROPERTY RIGHT

1. The IPR of all the digitized designs/ motifs etc, would vest in the Textiles Committee.

11. OTHER TERMS AND CONDITIONS:

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

11. FORCE MAJEURE:

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

CERTIFICATE

It is certified that:

1. The information given above is TRUE to the best of my knowledge. The institution/organisation shall stand liable for any information given above which is later found to be FALSE.
2. Our institution/organisation is interested to undertake the proposed digitization of the traditional designs/ motifs of Odisha and related work.
3. I am competent to sign this Certificate.

(Signature of the bidder)

Name: _____

Designation: _____

Place:

Date:

Seal of the Institution/Organisation: