



सत्यमेव जयते

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

**REQUEST FOR PROPOSAL (RFP)**

For engagement of consultancy firm for organising a survey for assessment of training infrastructure needs of Textiles and Clothing Sector in India

**14<sup>th</sup> October '2015**

## 1. Critical Information and important dates

1.1 Textiles Committee under the Ministry of Textiles, Government of India which is functioning as Resource Support Agency (RSA) under the Integrated Skill Development Scheme invites bidders to submit their technical and financial offer to participate as a consultancy firm for organising a survey for assessment of training infrastructure needs of Textiles and Clothing Sector in India in accordance with the conditions and manner prescribed in this RFP document.

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

### 2.1 Important dates and information

S. No	Information	Details
1.	RFP Advertisement release date	14/10/2015
2.	Pre-bid Meeting date	<b>26/10/2015 at 4.00 pm</b>
3.	Last date (deadline) for submission of bids	<b>24/11/2015</b> (latest by 4.00 PM)
4.	Opening of technical bids	Time on 24/11/2015 (by 4.30 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	180 days from the last date (deadline) for submission of proposals
8.	Contact persons for queries	Shri T K Rout, Deputy Director (MR) Tel: 022-66527563
9.	Addressee and address at which proposal in response to RFP notice is to be submitted	Secretary, 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](http://www.textilescommittee.gov.in))

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

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

## Background

Textiles and clothing sector plays an important role in the economy of our country. It contributes around 4% to the GDP, 12% to the export earnings and most importantly the sector is the second largest employment generator in the country after agriculture. As envisaged in the Vision Document 2024-25, an additional 35 million jobs would get created upto 2025. This stupendous number of 35 million jobs require adequate training infrastructure for skilling of the people. In this context, there is a need to assess the training infrastructure available in our country especially for the textiles and clothing sector and project the requirement till 2024-25. In order to study the textiles and clothing industry requirements of training infrastructure for each of the segments and present availability in different states has to be taken up. The assessment of training infrastructure needs of the Textiles and Clothing sector will provide detailed information on present available infrastructure on each segments, course curriculum, faculty availability/requirements and may also project the future requirements of each segment.

### 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 organizing field studies in the area of infrastructure assessment and requirements, skilling etc especially in the textiles sector for **organising a survey for assessment of training infrastructure needs of Textiles and Clothing Sector in India**. Under this project, the training infrastructure available in the country is to be assessed. The RFP is meant for organizing a study to assess the training infrastructure needed in the country to meet the growing needs of the industry.

### 2. **TERMS OF REFERENCE AND SCOPE:**

- I. Assessment of the state wise Textiles and apparel training infrastructure in the country.
- II. Assessment of the courses available alongwith the course wise intake capacity of the institutes
- III. Assessment of the infrastructure available in textile and apparel training institutes namely equipments, trainers, etc
- IV. Assessment of the course wise infrastructure available in the training institutes and availability of the faculty in these institutes alongwith their qualifications.
- V. Projecting the future requirement of the state-wise training infrastructure upto 2024-25.

### 3. **BASIC QUALIFICATIONS OF THE BIDDERS:**

Technically qualified and financially sound Consultancy firms or research organisations having experience of organizing field studies in the area of infrastructure assessment, manpower requirements, etc especially in the textiles 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. 3 crore in last 3 years.

#### **4. TIME-FRAME AND DELIVERABLES:**

The project duration is for 4 months from the date of placement of the work-order. The selected firm would be required to submit the inception report within 30 days along with the detailed methodology adopted along with the schedules (with data) used for generating the report for approval from the Textiles Committee and the Final Report at the end of the 4<sup>th</sup> month. Textiles Committee will carry out quality checking activity of around 10% of the schedules. Ten copies of the Final Report – hard copies in bound form & soft copies in CD need to be submitted at the end of the 4<sup>th</sup> month.

#### **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 **organising a survey for assessment of training infrastructure needs of Textiles and Clothing Sector in India** and submitted to: **The Secretary, Textiles Committee, P. Balu Road, Prabhadevi, Mumbai – 400 025, Tel: 022 66527507** by 4:00 pm on 24<sup>th</sup> November, 2015.

The bids will be opened on the same day at 4.30 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 surveys/consultancy services related to infrastructure assessment, manpower, skill set, etc for textiles 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 organizing a survey for assessment of training infrastructure needs of Textiles and Clothing Sector in India
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 inception report within 30 days from the date of awarding of the contract with a presentation on ground covered.

(ii) Second installment: 30% - on submission of the draft report within 3 months from the date of award of work.

(iii) Third & final Installment: 50% - on submission of the final report etc. and its acceptance by the 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-

<b>S. No.</b>	<b>Heading</b>	<b>Description</b>	<b>Criteria for point allotment</b>	<b>Max. Points</b>
1	Firm's Experience	i) Years of Experience as Consultancy organization / research organisation	<ul style="list-style-type: none"><li>• More than 10 years = 10</li><li>• 5 to 10 years =7</li><li>• 3 to 5 years = 5</li></ul>	10
		ii) Proven and demonstrable experience, expertise and	<ul style="list-style-type: none"><li>• More than 07 assignments= 15</li></ul>	15

S. No.	Heading	Description	Criteria for point allotment	Max. Points
		resources in undertaking surveys and related work in training infrastructure assessment or skilling, etc in Indian Textile Sector, MSME sector, agri sector, automobile sector etc in last 3 years	<ul style="list-style-type: none"> <li>• 3 to 07 assignments = 10</li> <li>• Upto 3 assignments = 5</li> </ul>	
		iii) Experience of working with Central Govt. Ministries/ State Govt. Departments/ PSUs/Departments/Corporates, etc	<ul style="list-style-type: none"> <li>• More than 10 assignments = 5</li> <li>• 5 to 10 assignments = 3</li> <li>• &lt;5 assignments = 1</li> </ul>	5
		iv) Average Turnover of last 3 years	<ul style="list-style-type: none"> <li>• &gt;Rs. 10 crores = 5</li> <li>• 5 to 10 crores = 3</li> <li>• 3 to 5 crores = 1</li> </ul>	5
2	Key Personnel	Personnel having experience of working in textile sector	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) =  $\frac{30 * [\text{Financial Quote given by the Lowest bidder}]}{[\text{Financial Quote Given by the Bidder}]}$

[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:

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

[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 reports, formats 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 Agency/Consultant should be maintained.
2. The report will be 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 report would be 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.

#### **12. 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 quantitative survey for skill gap analysis in the textile sector of India and related work.
3. I am competent to sign this Certificate.

(Signature of the bidder)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Place:

Date:

Seal of the Institution/Organisation: