

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 the skill gap analysis in the Textiles and Clothing Sector of 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	21/07/2015
2.	Pre-bid Meeting date	31/07/2015
3.	Last date (deadline) for submission of bids	21/08/2015 (latest by 4.30 PM)
4.	Opening of technical bids	Time on 21/08/2015 (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	180 days from the last date (deadline) for submission of proposals
8.	Contact persons for queries	Shri T K Rout, Deputy Director (MR) Tel: 022-66527516
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, 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

The production and supply chain of textiles industry is very vast and one facet of the industry is different to another in varied skill sets for manufacturing of the products. For example-The RMG industry requires specialized job roles for cutting, stitching, washing, packing etc for apparel making. Further, each skill level has been segmented into different levels depending upon the importance and assigned role in the supply chain. For ex. the cutting activities in RMG industries by job roles like cutting, cutter, cutting master etc. Similar is the case for weaving and knitting industry and other value chain activities. Hence, there is a need to have mapping of the occupations based on the activities performed and skill level required in the production process. The occupational mapping of this sector may bring about an overview in the different manpower's required by each segment of the industry.

In order to study the textiles and clothing industry requirements of skilled manpower for each job role and the present availability in the labor market, a Skill gap analysis for each job roles has to be taken up. The skill gap analysis will provide detailed information on present available workforce on each job role, industry requirements, may also project the future requirements of each job role etc. Accordingly, the demand and supply gap in the skilled workforce may be identified for bridging the gap by means of skill development. The gap analysis may also suggest developing measures to make a balance between supply and demand of job roles.

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 manpower requirements, skilling etc especially in the textiles sector for **organising a quantitative survey for Skill Gap Analysis in the Textiles and Clothing Sector of India**. Under this project, the skill set data of around 35 million people engaged in the textiles production across the country are to be collected. The RFP is meant for organizing a quantitative study to ascertain the skill gap existing in the different segments of the textile industry namely, SPINNING, WEAVING, KNITTING, PROCESSING, GARMENTING, MADE-UPS and TECHNICAL TEXTILES.

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

- I. Defining the job roles and skill sets as applicable to the seven segments of the textile and clothing industry i.e spinning, weaving, knitting, processing, garmenting, made ups and technical textiles as per the existing technology.
- II. Mapping of Occupations related Skills in tandem with the technology level prevalent in the various segments of the textiles industry at different clusters
- III. Assessing the availability of skilled man power in each selected segments with respect to the existing technology.
- IV. Assessing the requirement of the skilled manpower at each job roles & skill sets of the selected segments of the textile industry.
- V. Assess the skill gap in each of the occupations in tandem with the technology level in various segments of the textiles industry at different clusters

- VI. Development of cluster/ state / national level skill gap analysis reports
- VII. Projecting the future requirement of the skilled manpower for each selected segments upto 2024-25.

3. BASIC QUALIFICATIONS OF THE BIDDERS:

Technically qualified and financially sound Consultancy firms having experience of organizing field studies in the area of manpower requirements, skilling 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 6 months from the date of placement of the work-order. The selected firm would be required to submit the report of one segment 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 6th 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 10 copies along with the software containing the basic data developed for this purpose 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 **organising a quantitative survey for Skill Gap Analysis in the Textiles and Clothing Sector of India** and submitted to: **The Secretary, Textiles Committee, P. Balu Road, Prabhadevi, Mumbai – 400 025, Tel: 022 66527507** by 4:30 pm on 21st August, 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. 2,00,000/- 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 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 quantitative survey for Skill Gap Analysis in the Textiles and Clothing Sector of 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 report of one segment 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 output tables for at least 4 segments within 3 months from the date of award of work.

(iii) Third & final Installment: 50% - on submission of the final report, the software and output tables 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-

S. No.	Heading	Description	Criteria for point allotment	Max. Points
1	Firm's Experience	i) Years of Experience as software developer	<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 software development 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. 10 crores = 5• 5 to 10 crores = 3• 3 to 5 crores = 1	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) = $30 * \frac{\text{Financial Quote given by the Lowest bidder}}{\text{Financial Quote Given by the Bidder}}$

[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 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 software development and related work.
3. I am competent to sign this Certificate.

(Signature of the bidder)

Name: _____

Designation: _____

Place:

Date:

Seal of the Institution/Organisation: