



प्रस्ताव हेतु अनुरोध
Request for Proposal (RFP)
के लिए/ For

**वृहत समूह विकास कार्यक्रम हेतु नैदानिक अध्ययन रिपोर्ट/
विस्तृत परियोजना तैयार करना**
**Preparation of Diagnostic Study Report (DSR)/Detailed
Project Report (DPR) for Mega Cluster Development
Programme**

**नेशनल बैकवर्ड क्लासेज फाइनेन्स एण्ड डेवलपमेंट कॉरपोरेशन (एन.बी.सी.एफ.डी.सी.)
National Backward Classes Finance & Development Corporation (NBCFDC)**

5वां तल, एन.सी.यू.आई. भवन, 3, सीरी इन्सटीट्यूशनल एरिया

अगस्त क्रान्ति मार्ग, नई दिल्ली- 110016

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Website: www.nbcfdc.gov.in, E-Mail: nbcfdc@del3.vsnl.net.in

Detailed RFP Notice, Instructions & Detailed Scope of Work



National Backward Classes Finance & Development Corporation (NBCFDC)

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REQUEST FOR PROPOSAL (RFP) FOR PREPARATION OF DIAGNOSTIC STUDY REPORT (DSR)/ DETAILED PROJECT REPORT (DPR) FOR MEGA CLUSTER DEVELOPEMNT PROGRAMME

NBCFDC invites proposals from interested and eligible agencies for the preparation of Diagnostic Study Report (DSR)/Detailed Project Report (DPR) for development of Handicrafts and Handlooms clusters across India under cluster development initiatives of DC Handicrafts & DC Handloom being implemented by NBCFDC. The Proposals are invited under a two packet system.

Interested agencies having similar experience may submit their RFP in the prescribed format. The details of eligibility criteria, Terms of Reference (TOR), guidelines for submission of proposal and other terms and conditions, may be downloaded from the our website www.nbcfdc.gov.in. **The last date for submission of proposal alongwith tender document fee of Rs 1000/- only is 14:00 Hrs on 26/5/2017.**

For & on behalf of

SD/-

1. BACKGROUND

National Backward Classes Finance & Development Corporation (NBCFDC) has been entrusted with the responsibility by Office of Development Commissioner (Handicrafts) and Development Commissioner (Handlooms), Ministry of Textiles, Govt. of India as a Project Implementation Agency (PIA) for development of cluster of artisans & weavers which will require mandatory preparation of Detailed Project Report (DPR) inclusive of a holistic baseline survey as per the need and requirement of the artisans. The basic objective is to identify the artisans / craft persons actually engaged in the specified crafts in these clusters and interventions required to upgrade their training skills, design inputs, marketing etc and also project the expected impact around 15 clusters of approx 500 artisans/weavers. While clusters have to be developed on a pan India basis, as of now the concentration of cluster development is higher in North East & Eastern States.

2. TERMS OF REFERENCE

While preparing the DSR/DPR, following activities may be taken into account as per guideline of DC (Handicrafts) & DC (Handlooms) office.

a) Skill mapping of the cluster.

- Mapping of existing Skills available in the cluster for the identified crafts and handlooms and need of skill up-gradation and technical training.
- Suggestion for proposed interventions in the areas of skill development including Entrepreneurship Development leading to setting up of the small business units for exports.

b) Techno Economic Feasibility Report.

- Diagnostic Study Report need to be done to enhance the production, infrastructure, marketing, processing and export potential of the Handicrafts & Handlooms products.
- Constraints faced by the Weavers/artisans / craft persons, SHGs / NGOs, manufacturers & exporters for availability of new and innovative designs on regular and perpetual basis.
- Need and requirement for design centre with the services of qualified designers for supply of new designs and techniques on constant basis including trends & forecasts.
- The intricate mapping of existing wages earned & suggestions of enhancement due to the implementation of proposed interventions for the identified handicrafts and handlooms
- Recommend measures for enhancing productivity, infrastructure and marketing.
- The Techno Economic Feasibility Report will be purely based on the explorative, descriptive and analytical-research approach without any duplication.

c) Details of the Product range, average inventory of the artisans/weavers, marketing avenues and working capital need.

- Collection of samples of all types of products prepared by artisans, weavers and craftsmans from cluster to review for design and range of products, quality of product and marketability.
- Average Inventory manufacture by the artisans/weavers for the market.
- Present level of process for procurement & availability of the quality raw material and constraints faced including pricing.
- Need for quality & graded raw material and requirement of Raw Material Bank and their interest for its Running and Management.
- Costing process and the marketability of the product.
- Appropriateness of production methods, raw materials and tools used.

d) Details of Weavers, Entrepreneur, Master craftspersons, shilp Gurus, national awardees, and national merit certificate holders, state awardees in the cluster.

- Conduct survey of weavers, entrepreneur, master craftspersons, shilp gurus, national awardees, national merit certificate holders, state awardees in the prescribed format.
- Holding awareness camps for cluster weavers, artisans, discussion and formation of Annual action Plan of artisans activities.
- Mandatory to Issue Artisans' Identity Cards (AIC) to all cluster artisans.
- Processing of the surveyed data in MS Excel Sheet format containing artisans' details such as identity card No., Photographs, Aadhar no., Voter Id Card, bank Account No. with bank name.

e) Existing Infrastructure (Both Govt. and Non Govt.) in support of handicrafts & handlooms development in the cluster.

- Mapping of existing available technical infrastructure of State or Central Agencies and Non Govt agencies and its appropriate usage without any duplication.
- To ascertain the needs and requirement of necessary technical infrastructure such as training centre, CFC, Testing Laboratory or any other such requirement which leads to the enhancement of exports.

f) Need assessment and gap identification.

- Present level of production limitations from the point of quality and sustainable supply chain management
- Identification of faster production techniques such as need of new CFC / Incubation centres etc.
- Identification of required technologies for CFC including plant, machinery, tools, equipment, molds, casting, prototyping, etc. based on the feedback from artisans / craft persons, weavers ,SHGs, NGOs, Manufacturers etc.
- Suggestions for implementation among users and its running and management.

g) Sex, caste and education ratio.

- Identification of male and female artisans/ weavers number present in the clusters.
- Segregation of Backward class artisans and weavers from other categories
- Identification of average literacy rate in each cluster and Qualification of each artisan/ weavers.

h) Details of local exports/bulk buyer in the cluster/block if any

- The details of Local markets near cluster and block.
- The details of existing measures being used for marketing by the weavers ,artisans / craft persons, manufacturers & exporters at Institutional and big retails.
- Suggestions for global branding building of the respective Clusters

i) Details of the other government schemes being implemented.

- j) Any central & state government schemes already taken up by the artisans/ weavers present in the cluster must be documented.

k) The artisans/ weavers organization should be successfully registered with at least 50% of the cluster artisans and weavers as their members/ shareholders.

l) Preparation of Detail Project Report

On the basis of above needs and requirements and baseline survey, a Diagnostic Study Report (DSR)/Detailed Project Report (DPR) to be prepared to meet out the constraints being faced by the artisans as well as weavers in the cluster. The DPR should clearly set the objectives in terms of increasing weavers /artisans income , total production and encouraging new persons to take up

handicrafts/ handlooms as full time/part time activity and should invariably contain the following :-

- **Project area(specification of village , development block and district with map)-**
- Target group indicating number of artisans and weavers.
- Project Goal :
 - I. Expected increase in sales of all cluster artisans and weavers from Rs ____ lakhs to Rs. _____ Lakhs.
 - II. Expected increase in the average daily earning of cluster artisans/ weavers from Rs____ to Rs_____.
 - III. Preserving heritage /languishing arts/Crafts/handlooms.
 - Problems to be addressed.
 - Details of need assessment done in the area before deciding on the project.
 - Proposed interventions with yearly programmes and expected expenditure.
 - Proposed system of procuring raw materials.
 - Proposed methodology of manufacturing / branding / marketing etc.
 - Machinery & equipment/tools to be used.
 - Kind of raw materials to be used and supportive accessories etc.
 - Design & technology to be adopted.
 - Branding and promotional activities.
 - Product line such as home furnishing, garments/dress material, decorative and kitchen items etc.
 - Targeting different markets.
- **Capacity to supply on demand.**
 - I. **Proposed methodology of manufacturing / branding/ marketing etc.**
 - II. **Proposed training on salesmanship, marketing and leadership development among the cluster artisans / groups to which make them competent to explore new markets and successfully sell their products.**
 - III. **Proposed training on packaging, branding and e-marketing of handicrafts & Handlooms.**
 - IV. **Proposed plan for innovation methods of promoting cluster products.**

Note: These are indicative /Illustrative terms only.

3. MODUS OPERANDI FOR UNDERTAKING THE ABOVE WORK

- The agency will deploy ample number of competent personnel to undertake door to door baseline survey of the clusters.
- The agency shall develop a statistical framework for the collection and analysis of data as described in the objectives for this DSR/DPR and structure of database for encoding the baseline data in consultation with NBCFDC and taking into account future data updating and augmenting.
- Visits to the clusters, prepare an Inception Report, sampling strategy and sample size, proposed data collection instruments and timeline for activities.
- Analyze the data collected and prepare a draft report that responds fully to the requirements of the ToR and present this to the NBCFDC.
- Receive and incorporate feedback from NBCFDC and incorporate in the final report for submission to NBCFDC.
- Make available to the NBCFDC all data that has been collected.
- Prepared a final DPR for the proposed interventions to be covered under the project.
- Make a presentation on the DPR which may required to be presented to the relevant authorities of The State & Central Governments.

4. ELIGIBILITY CRITERIA

- The agency / organization should be a registered entity with minimum 3 years of experience in survey, evaluation, preparation of Detailed Project Report (DPR) etc. of the projects in the field particularly relating to handicrafts, handloom, silk, jute /rubber/bamboo/cane sectors etc.
- The agency should have undertaken baseline survey and DPR preparation works for the offices of DC(Handicrafts) and DC (Handloom) or any State Govt. or Govt. of India Ministry/Deptt. involved in such activities.
- Due weightage will be given to those agencies/organizations who have worked in the North East and Eastern States.
- The agency should have professionals with expertise in areas of social Development, project financing, infrastructure planning, capacity building, technology up-gradation, market development, institutional development, etc.
- It is clearly understood here that the completion of each DPR/DSR activities in a proper manner as per timelines stipulated in each extent case is of paramount importance. Inability of agency to undertake the said activities without valid reasons can result in the forfeiture of the performance security and in extreme case blacklisting of the agency from carrying out the

DPR/DSR work by NBCFDC under due intimation to the offices of DC (Handicrafts) and DC (Handlooms).

5. GUIDELINES FOR SUBMISSION OF RFP

- **Cover-A** : Sealed and super scribed envelop which should have proforma of applicant viz. full name, postal address, fax, email, telephone with "Technical Bid" which includes all the documents mentioned in the "Selection Criteria and Evaluation Process" as follows:
 - Agency's Profile in brief with details of staff / key personnel and 3 year experience in similar job with the documentary evidence.
 - Copies of the audited Balance Sheet for the last three years should be enclosed, duly signed by the Chartered Accountant along with attested copies of Income Tax returns filed in last three years.
 - PAN No., Service Tax No., ITR, EPF Statements, ESI Details, VAT (If applicable).
 - Bid Document fee Rs 1000/- to be submitted in the form of a DD in favour of NBCFDC on a Non Refundable basis.
 - Earnest Money/Bid Security of Rs 50,000/- to be submitted in the form DD favouring NBCFDC while the EMD of the unsuccessful bidder will be returned interest free. The EMD of the successful bidder will be retained as performance security deposit and returned interest free after completion of the Assignment of the contact.
 - In case of any discrepancy in the words & numbers w.r.t quotes, the quote in words will prevail.
- **Cover – B**: Financial Bid: - quoting lumpsum rates per cluster exclusive of taxes as per proforma attached.
- In case of any discrepancy in the words & numbers w.r.t quotes, the quote in words will prevail.

RIGHT

- NBCFDC reserves the right to reject the proposal/s not conforming to the documentary requirement specified in the RFP document.

6. LAST DATE FOR SUBMISSION OF RFP

Interested applicants may send queries if any, on the document by email to nbcfdctraining2017@gmail.com latest by 15.05.2017, on which clarification(s) if any, will be put up on NBCFDC website by 19.05.2017.

The last date for submission of RFP is within working hours on 14:00 Hrs on 26/5/2017. The RFP received after due date shall not be accepted. The RFP should be addressed to General Manager (Projects), National Backward Classes Finance & Development Corporation (NBCFDC), 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016

Tel.: +91-11- 45854400, Fax: +91-11-26850086, Website: www.nbcfdc.gov.in

E-Mail: nbcfdctraining2017@gmail.com

The bids will be opened at 15:00 Hrs on 26/5/2017.

7. EVALUATION CRITERIA / MODE OF SELECTION

- A Committee will evaluate the proposal in the context of the requirement laid down in RFP documents, based upon which shortlisting shall be done.
- The profile & track record of the applicant, turnover, credentials including past similar assignments etc. shall be used as a means of evaluating the capability and capacity of each applicant to execute the job in a safe, successful and timely manner.
- The evaluation of Technical Papers will be done on the following parameters subject to minimum qualification:

SL. NO	CRITERIA	MAX. POINTS/ WEIGHTAGE
1.	PAST EXPERIENCE OF THE AGENCY	
A.	Number of years experience <ul style="list-style-type: none">- 3-5 year - Max. 6 points- 5 years and above - Max.15 Points	
B.	Previous Experience <ul style="list-style-type: none">- in survey, evaluation, appraisal etc. of projects in the field particularly relating to handicrafts, handlooms, Jute, silk, Bamboo/cane/rubber sectors. Max. 15 Points- Previous experience for undertaking projects of North East / Eastern states Max. 15 Points	60

	- Proof of satisfactory completion certificate by relevant state or central Govt agency . Max. 15 Points	
2.	EXPERIENCE OF KEY PERSONNEL	
A.	- List of proposed Team for the DPR proposal. Max. 10 points - Curriculum vitae (CV) of professionals on roll of the agency/organization proposed to be provided as part of the Proposal - Max. 15 points	25
3.	FINANCIAL STRENGTH OF THE COMPANY	
A	Turnover figure for last three years(average turnover should not be less than 25 lakhs) - Max.10	15
B	Net Profit Figure for last three years – Max.5	
	Total	100

Against each parameter the agency having the maximum experience/personnel/turnover etc will be awarded full marks & thus will be graded on a prorata basis. All Applicants securing 60 points or more shall be shortlisted for opening of the financial bids.

The work will be awarded to the lowest responsive bid who may be entrusted the work of preparation of DPR inclusive of Baseline Survey for upto 15 clusters over a period of one year at the discretion of NBCFDC.

Note: For any further announcement please visit NBCFDC website: www.nbcfdc.gov.in

तकनीकी निविदा हेतु प्रारूप
PROFORMA FOR TECHNICAL BID

(एजेंसी द्वारा भरा एवं प्रस्तुत किया जाएगा/ To be filled & submitted by the Agency)

(सभी कॉलम भरे जाएंगे। यदि लागू न हो, एन.ए. लिखा जाएगा/

All columns should be filled. If Not Applicable 'NA' may be written)

1.	परियोजना का नाम Name of the Project	
2.	इंस्टीट्यूट/संस्थान/एजेंसी का नाम Name of the institute/Organization/ Agency	
3.	संस्था की स्थिति (कंपनी/भागीदारी फर्म/गैर सरकारी संस्थान/ सोसाइटी/ कॉलेज/इन्सटीट्यूट/अन्य) Status of the entity (Company / Partnership firm/ NGO / Society / College/ Institution /Others)	
4.	संस्था के पते की स्थिति (राज्य मुख्यालय/ जिला मुख्यालय/ अन्य) Organization Address Location (State Head Quarters/ District Head Quarters / other)	
5.	टेलीफोन/मोबाइल नं. Telephone /Mobile No.	
6..	ई-मेल का पता E-Mail Address	
7.	वेब-साइट Web site	
8.	मुख्यालय का नाम सहित पूरा पता एवं संपर्क नं. Name of the Head of the organization with complete Postal Address , Contact No	
9.	अन्य मुख्य अधिकारियों के नाम एवं उनके संपर्क नं. एवं पते Name of other Key functionaries & their Contact No. & address	
10.	पंजीकरण की तिथि Date of registration	

11.	पंजीकरण सं., पंजीकरण की वैधता तिथि, अधिनियम जिसके तहत पंजीकृत है Registration number, validity of registration. ,Act under which registered			
12.	सर्विस टैक्स नं., आय-कर रिटर्न एवं पैन नं. Details of service tax No. , Income Tax Return and PAN			
13.	वित्तीय विवरण पिछले तीन वर्षों का टर्नओवर (औसत टर्नओवर 25 लाख से कम नहीं होना चाहिए) Financial details: Turnover figure for last three years (average turnover should not be less than 25 lakhs)	FY 2015-16	FY 2014-2015	FY 2013-2014
14	पिछले तीन वर्षों के शुद्ध लाभ की धनराशि (धनात्मक/ ऋणात्मक) Net profit figure the past three years (Positive/ negative)	FY 2015-16	FY 2014-2015	FY 2013-2014
15.	क्या संस्थान हस्तशिल्प एवं हैंडलूम/समान परियोजनाओं के डीपीआर/ डीएसआर तैयार करने से संबद्ध है। Whether the organization is engaged in the preparation of DPR/DSR of Handicrafts and Handlooms/similar projects.			
16.	भारत सरकार/राज्य सरकार की किसी अन्य योजना के डीपीआर / डीएसआर तैयार करने में कुल अनुभव। Total experience in preparation of DPR/DSR any other scheme of GOI/State Govt.	(कार्य पूरा होने के समर्थन में कम से कम तीन कार्य आदेशों सहित संबंधित संस्थान के प्रमाण-पत्र/कार्य आदेश के अनुसार भुगतान विवरण संलग्न करें/Please enclose minimum three Work Orders in support alongwith completion certificate from respective organization /payment details as per work orders)		

17.	<p>कृपया किए गए कार्यों पर संक्षिप्त नोट संलग्न करें। Please attach brief Note on the activities undertaken</p>	
18.	<p>कार्य को करने हेतु अंगीकृत कार्य पद्धति पर संक्षिप्त टिप्पणी Process and Methodology in brief that will be adopted for undertaking the assignment</p>	
19.	<p>आधारभूत सर्वेक्षण इत्यादि हेतु उपलब्ध सुविधाओं एवं अवसरचना का विवरण Brief description of facilities and infrastructure available for base line survey etc</p>	
20.	<p>नाम, योग्यता एवं संख्या सहित मानव शक्ति का विवरण Details of Manpower Available with Name, Qualification and No. of</p>	<p>(कृपया समर्थन में व्यावसायिकों के जीवन वृत्त संलग्न करें/ Please enclose CVs of Professionals in support)</p>
	<p>समान प्रकार की परियोजना पर कार्य करने के अनुभव वर्ष years of experience for execution of similar project.</p>	
21.	<p>हस्तशिल्पियों एवं हैण्डलूम समूहों के साथ एवं समयबद्ध रूप से बेसलाइन सर्वेक्षण आयोजित करने में अपने संस्थान की तैयारी का वर्णन करें। Describe the preparedness of your organization in conducting Baseline Survey For Handicrafts & Handloom Clusters with and Timelines.</p>	

22.	<p>एन.बी.सी.एफ.डी.सी. को नई दिल्ली में देय ईएमडी के रूप में रु. 50000 के डिमाण्ड ड्राफ्ट का विवरण. Details of EMD of 50000/-by way of DD in favour of NBCFDC payable at New Delhi</p>	
23	<p>वित्तीय प्रस्ताव (मुहर बंद लिफाफे में अलग से जमा किया जाएगा) Financial Proposal (To be submitted in separate sealed envelope)</p>	<p>To be submitted separately</p>

टिप्पणी: निविदाकर्ताओं के संबंध में वित्तीय निविदा, जो कम से संदर्भ मानकों को पूरा करेंगे, समिति द्वारा विचारार्थ खोले जाएंगे।

Note: The financial bid in respect of bidders who shall acquire minimum bench marks shall be opened by the committee for consideration.

स्थान/Place:

दिनांक/Date:

प्राधिकृत उच्चाधिकारी के हस्ताक्षर
Signature of Authorized dignitary

वित्तीय निविदा हेतु प्रारूप
PROFORMA FOR FINANCIAL BID

(अलग लिफाफे में रखे जाएंगे/ To be kept in separate envelope)

संस्थान का नाम/ Name of organization. _____

संदर्भ/ Reference _____

क्र.सं. Sl No.	कार्य का विवरण/ Description of job work:	धनराशि/ Amount
1	एन.बी.सी.एफ.डी.सी. द्वारा क्रियान्वित डी.सी. हस्तशिल्प एवं डी.सी. हैंडलूम के समूह विकास हेतु भारत भर में हस्तशिल्पियों एवं हैंडलूम समूहों के विकास हेतु बेसलाइन सर्वेक्षण सहित नैदानिक अध्ययन रिपोर्ट/विस्तृत परियोजना तैयार करना/ Preparation of Diagnostic Study Report (DSR)/Detailed Project Report (DPR) inclusive of baseline survey for development of Handicrafts and Handlooms clusters across India under cluster development initiatives of DC Handicrafts & DC Handlooms being implemented by NBCFDC.	
2	लागू कर/ Taxes as applicable	
3	समस्त करों सहित कुल लागत/ Total cost including all Taxes	

दरें उद्धृत करने में, शब्दों एवं संख्या में किसी भी विसंगति की दशा में शब्दों में लिखा गया मान्य होगा।
In case of any discrepancy in the words & numbers w.r.t quotes, the quote in words will prevail.

मैं/हम उपरोक्त संदर्भित आपके पत्र में दी गई समस्त सेवा-शर्तों को स्वीकार करते हैं।
I/we accept all the terms and conditions of your letter referred to above.

स्थान/Place

तिथि/ Date

Yours" faithfully

हस्ताक्षर/Signature:

पदनाम/Designation:

मुहर/SEAL:

सम्पर्क (मोबाइल) Contact (M):

ई-मेल पता/ Email ID: