

## 1. Critical Information and Important Dates

1.1 M/o Textiles invites bidders to submit their technical and financial offer to participate as consultant for conducting a study 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 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 of Advertisement	10/06/2019
2.	Last date (deadline) for submission of bids	01/07/2019 (latest by 11:00 AM)
3.	Opening of technical bids	10/07/2019 (by 2.30 PM)
4.	Technical presentation by bidders	Will be intimated later to the eligible bidders
5.	Place, time and date of opening of financial proposals received in response to the RFP notice	Will be intimated later
6.	Bid validity period	90 days from the last date (deadline) for submission of proposals
7.	Contact person for queries	R.K.Singh, Under Secretary
8.	Addressee and address at which proposal in response to RFP notice is to be submitted	Ministry of Textiles, Udyog Bhawan, Maulana Azad Road, New Delhi- 110011 Tel:011-23061770 Email:rakesh.singh71@nic.in

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 Ministry of Textiles ([www.texmin.nic.in](http://www.texmin.nic.in))

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

R. K. Singh  
Under Secretary to the Govt. Of India  
Ministry of Textiles, Udyog Bhavan, Room No. 57D,  
Maulana Azad Road, New Delhi  
Tel: 011-23061770  
Email: rakesh.singh71@nic.in

## Background

### **1. INVITATION OF BID:**

Ministry of Textiles, Government of India invites sealed offers from reputed consultancy organizations having proven multi-disciplinary competence for conducting “**Study on Japan Textile and Apparel Sector**”.

### **2. Terms of Reference**

- i. Overview of Japan Textile and Apparel Industry-  
(This will include e.g., aspects such as size and structure of industry, major units, role of Japanese importing conglomerates, trends in production (apparel & textiles), size of the domestic market, domestic consumption patterns, contribution of the sector to the Japanese economy, size of domestic textile machinery manufacturing, areas of partnerships that can be explored with India in the machinery segment, size of technical textiles segment and partnerships that can be explored with India, etc.)
- ii. Overview of Japanese Trade in Textiles & Apparel-  
(This will include, inter alia, analyses of Japan’s trade agreements, trade in textiles under CEPA with India, tariff preferences received from major trading partners, integration with global/regional value chains particularly with ASEAN nations, HS line-wise most traded products globally including in bilateral trade with India, tariff and non-tariff measures faced by Indian exporters, etc.)
- iii. National Policy on Investment and Incentives-  
(This will include e.g., investment environment and policies, investments made by Japan in the textile sectors in India, Vietnam, Myanmar, Pakistan, etc., potential of investment by Japan in technical textiles and machinery segments in India etc.)
- iv. Approach to Design and Quality in Apparel-  
(This will include e.g., Japanese standards in textiles and apparel, standards followed by retail chains, major testing facilities within Japan, compliance requirements to be followed by exporting nations to the Japanese market, compliance readiness of competing countries, e.g., Bangladesh to the Japanese market, quality as a non-tariff barrier in Indian exports of apparel, scope for collaboration with Japanese testing bodies etc.)

In addition to the above, the Consultant may wish to incorporate additional aspects/sub-segments to further elaborate on each of the four broad issues and include any other over-arching issue.

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

Technically qualified and financially sound Consultancy firms, having experience of providing management consultancy service to the textile sector may apply. The bidder will have to submit credentials and documents in support of their experience of working

with textile sector. The firm should have minimum 3 years of experience and an average turnover of minimum Rs. 2 crore in last 3 years.

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

The project duration for the study is eight (8) months from the date of placement of the work-order. The selected agency would be required to submit an Inception Report within 30 days and Draft report at the end of the 6<sup>th</sup> month. The Final Report is to be submitted after detailed discussions with Ministry of Textiles by end of the 8<sup>th</sup> month.

Ten hard copies of the Final Report and 10 soft copies in electronic format in CD shall be submitted by the agency at the end of the project.

#### **5. SUBMISSION OF BIDS:**

Interested parties shall submit three sealed covers containing Packets “A”, “B”, “C”.

**Packet A:** Qualification, credentials and Earnest Money Deposit

**Packet B:** Technical bid

**Packet C:** Financial bid

##### **Packet A should contain**

- (a) Earnest Money of Rs. 50,000/- by way of Demand Draft in favour of DDO, Ministry of Textiles, New Delhi. The Earnest Money Deposit of the successful bidder will be retained as Security Deposit while those of unsuccessful bidders will be refunded.
- (b) Details of the Bidder, Contact Address, email, phone, Fax, name of Contact person for this project.
- (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 studies carried out for textile sector
- (f) Copies of PAN/TAN 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 Dt..... Drawn on.....	Enclosed		
3	PAN/TAN Card Details		Copy attached		
4	Service Tax Registration Details		Copy attached		
5	Experience in similar consultancy assignments	(list of projects)			
6	Annual turnover	2018-19 (Rs. Crores)	2017-18 (Rs.Crores)	2016-17 (Rs.Crores)	Unabridged annual reports or audited financial accounts attached
7	Documents 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 conducting the study
3. Time-plan for executing the study
4. Manpower deployment with indicative outline of the qualification 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 study	
	Plus taxes	
	Total	
	(Rupees..... .....)	

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

All 3 envelopes should be put in a bigger envelope- duly sealed and clearly **marked Bid for Consultancy Assignment for 'Study on Japan Textile and Apparel Sector'** and submitted to :Under Secretary, Room No. 57D, Ministry of Textiles, Udyog Bhawan, New Delhi-110011 Tel: 011 23061770 by 11:00 am on 1<sup>st</sup> July 2019.

The bids will be opened on the notified date in a 3 steps procedure with Packet A&B being opened in Step 1 for preliminary screening, in step 2 for screening capacities and step 3 for opening of financial bids as provided in packet C.

## 6. 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 basis eligibility of the bidder. The technical proposals bids viz. Packet B of only those agencies will be opened which list out contents as provided in Packet A.
- II Packet B** will be opened thereafter. Technical scores 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 Consultant	<ul style="list-style-type: none"> <li>• More than 10 years=15</li> <li>• 5 to 10 years =10</li> <li>• 3 to 5 years=7</li> </ul>	15
		ii) Proven and demonstrable experience and resources in carrying out textile sector studies and/ or international trade studies	<ul style="list-style-type: none"> <li>• Details of Research conducted earlier will be assessed by the Committee.</li> </ul>	15
		iii) Average Turnover of last 3 years	<ul style="list-style-type: none"> <li>• &gt; Rs. 8 crores =5</li> <li>• 5 to 8 crores =3</li> <li>• 2 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	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
				20

	plan	ii) Work plan & manpower deployment	
Grand Total			100

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

III. After Technical Evaluation, **Financial proposals viz., Packet C of only those consultants who qualify technically will be opened.**

IV. Financial bid value will be calculated using following formula

Financial bid value=Total fees including taxes.

V. The financial marks will be estimated using the following formula

$$\text{Financial Marks (F)} = \frac{\{\text{Financial Quote given by the lowest bidder}\}}{\{\text{Financial Quote Given by the Bidder}\}} \times 100$$

i.e., the minimum financial marks of 100 will be given to the lowest bidder

#### VI. Evaluation of the total Score

- Technical score will have a 70% weightage while financial offers will have a 30% weightage out of total of 100 points each in deciding the final selection of the consultant.
- Bids would be finally evaluated on Total marks determined by following formula

$$\text{Total Score} = (0.7 \times T) + (0.3 \times F)$$

Where

T= Technical marks (out of 100) awarded to the bidder and

F= Financial Marks (out of 100) awarded to the bidder

#### VII. Selection Criteria

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

#### 7. PAYMENT SCHEDULE:

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

- 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.
- 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 and its acceptance by the Government.

**Penalty:** Any delay in submission of report without the approval by the Ministry will attract a penalty of 2% per month from the order date.

## **8. RIGHT OF MINISTRY OF TEXTILES:**

(i) Ministry of Textiles 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) Ministry of Textile 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. OTHER TERMS AND CONDITIONS:**

1. Confidentiality of any data and information provided by Ministry of Textiles and other government agencies to the Consultant should be maintained.

2 The report will be the sole property of the 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 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 Ministry of Textiles.

5. Governing Law and jurisdiction: This agreement shall be governed by the law in India.

## **10. FORCE MAJEURE:**

The failure to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default insofar as such inability arises from an event of Force Majeure. For the purpose of this RFP "Force Majeure" means an event which is beyond the reasonable control of the Ministry and is not foreseeable.

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**CERTIFICATE**

It is certified that:

1. The information given above is TRUE to the best of my knowledge. The institution /organization shall stand liable for any information given above which is later found to the FALSE.
2. Our institution /organization is interested to undertake the proposed research study.
3. I am competent to sign this Certificate.

(Signature of the bidder)

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

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

Place:

Date:

Seal of the Institution / Organization: