

Request for proposal (RFP) for selection and engagement of National Monitoring Unit for implementation of HRD Scheme and Support to Artisan scheme under ILDP during XI Plan.

1. Background:

- 1.1 The leather sector occupies a very important place in the Indian economy on account of substantial export earnings, employment opportunities and favourable factor conditions for its sustained growth. In order to compete at the global level, improving the standard of the workers of the sector is the foremost requirement in addition to making available new skilled workforce to the sector. A large number of skilled workers are required at all levels across various product segments viz. finished leather, footwear, goods and garments.
- 1.2 In order to provide assistance to the leather industry to develop its human resource, Department of Industrial Policy and Promotion (DIPP) has set aside funds under sub- scheme Human Resource Development (HRD) Mission for placement linked skill development / up gradation projects under the “Indian Leather Development Programme” (ILDP) in the XI Plan.
- 1.3 The scheme with an outlay of Rs. 60 crore was launched in August 29th 2008 in the XI Plan. So far, Department has approved three proposals for skill Development training, one each at Agra, Kanpur and Chennai at a total cost of around 19 crore.
- 1.4 In order to ensure efficient implementation and suggest effective policy interventions, the scheme has a provision for engagement of a professional agency as a National Monitoring Unit (NMU) by the DIPP.
- 1.5 Similarly, a sub-scheme under ILDP is “Support to Artisan”. There are various clusters in India making traditional footwear and other leather goods. The scheme is targeting these artisan clusters (both urban and rural) and aims to provide support for enhancing their designs as per the changing trends and fashion, corpus of revolving funds for obtaining bulk raw material, grant based livelihood support, marketing support/linkages and also bank linkages. The scheme aims at involving various agencies to participate in a project-based approach for providing livelihood and marketing support on the above lines to artisans groups.
- 1.6 The sub-scheme “Support to Artisan” was launched on 29th August, 2008 and so far Department has approved four projects in Athani in Karnataka , Jaipur and Alwar in Rajasthan , Jodhpur in Rajasthan and artisan footwear clusters like Patiala , Bhatinda , Fazilka , Muktsar (including kotakpura) , Malot , Firozpur , Abohar etc. in Punjab in September , 2008.

1.7 The sub-scheme “Support to Artisan” has a provision for impact assessment of the project approved under the scheme on completion of 2 years.

1.8 NMU to be appointed for HRD scheme would also be entrusted with the work of carrying out impact assessment of the project approved under “Support to Artisan” as mentioned in para 1.7 above.

1.9 Accordingly, proposals are invited from suitable organizations for selection and appointment as NMU to assist DIPP in monitoring of the HRD Mission and support to Artisan Schemes under ILDP.

2. Eligibility:

2.1. Should have experience of working as consultants to Government of India for any of the plan schemes related to Human Resource Development.

2.2 Should have experience of undertaking a skill development / upgradation project involving content development, identification of trainees, procurement of technology and trainers, industry participation, securing employment for the trainees and formalising contractual arrangements with various stakeholders.

2.3 Should have experience of using technology in delivering and monitoring skill development / upgradation training.

2.4 Should have pan- India presence, particularly in regions where leather clusters are located

3. Terms of Reference:

3.1 The NMU would assist the DIPP in implementation of projects under the scheme and shall, inter-alia, provide the following services:

(i) Assessment and certification of the participants;

(ii) Periodic monitoring of the training conducted by the Implementing Agency;

(iii) Assist DIPP in monitoring the progress on sanctioned projects through a suitable MIS to be developed by NMU;

(iv) Assessment of the impact of the Training conducted by the Implementing Agency every year and give recommendations for further improvements/applications/projects, if applicable;

(v) Devise Formats/guidelines for the assessment/monitoring of the effectiveness of IA;

(vi) Maintain database of all the trainees, their placement record and projects till the period of evaluation as per the guidelines;

(vi) Identify leading technical institutes (domestic and abroad) based on the survey of the institutes (national and international) and prepare a panel of the institutions for Domestic/Foreign Training of Trainers involved in the projects under HRD;

(vii) Examine the impact of the projects under the sub-scheme "Support to Artisan" on the form of art supported, number of artisans benefited under the project and their status in terms of physical and financial progress and general positive impact of the project in the cluster.

4. Areas of Training:

4.1 Training under HRD Mission may be in all the following areas;

- (i) Flaying and preservation
- (ii) Tanning and finishing
- (iii) Footwear
- (iv) Leather goods and garments
- (v) waste treatment and other related activities in leather industry.

5. Location Scope:

The scheme would be implemented on all India basis depending on the demand from the industry and decision of the Department of Industrial Policy & Promotion.

6. KEY DELIVERABLES:

6.1 Impact Assessment/Evaluation Report on the training conducted by the Implementing Agency(s). A Comprehensive report along with detailed analysis of the methodology, training materials/aids used and the certification and assessment of the participants and the recommendations document needs to be submitted as the prime requisite document as a part of the project implementation.

6.2 Comprehensive database of all the trainees along with the placement details to ensure effective implementation of the scheme as per the guidelines.

6.3 Development of suitable MIS for the monitoring of projects under HRD.

6.4 Quarterly Monitoring report of the training conducted by the Implementing Agency along with the suggestive measures for effective implementation of the scheme.

6.5 Panel of Technical Institutions in India & Abroad to be prepared for the purpose of Training the Trainers.

6.6 Impact assessment report on the projects approved by DIPP under sub-scheme "Support to Artisan". A Comprehensive report along with detailed analysis of the methodology, capacity building and product innovation , design support, marketing support, entrepreneurial guidance and support provided by the Implementing Agency and the benefit accrued to the artisans associated with the project (both physical and financial) , the art promoted by the project and the general positive impact of the project in the cluster.

7. PAYMENT TERMS:

7.1 NMU will be paid fees (inclusive of all taxes/duties), which would be in the form of **fixed** and **variable** charges.

7.2 A fixed amount (all inclusive) would be paid for all the activities to be undertaken by NMU as per the scope of work and key deliverables. Fixed amount would be paid in instalments. First instalment would be released as advance (against bank guarantee) which would be 30% of the total fixed charges payable to the NMU. Subsequent instalment would be released on utilization of the previous instalment and on submission of evaluation report by NMU for the training conducted by the Implementing Agencies, Impact Assessment Report of the projects under scheme "Support to Artisan" and on NMU putting in place a comprehensive database of all the trainees along with the placement details, in the manner to be decided by the Department after mutual consultation with all stakeholders.

7.3 Variable charges would be for certification of the training by NMU which would be a fixed amount per candidate which would vary depending on the number of candidates awarded certificates by NMU. Variable charges would be claimed by NMU after awarding certificates to the candidates actually trained through the implementing agency. The claim should be submitted for atleast 500 trainees at a time.

8. DURATION AND PHASING

8.1 The overall duration of consultancy is till completion of the deliverables from the date of issue of the LOI. While the phasing shall be decided on mutual basis, it is expected that all the execution work shall complete by 31.3.2012.

9. Submission of Proposal:

All interested and eligible organizations are hereby invited to submit the Proposal in two parts, as under:

9.1 Format of proposal

Part-I:

Documents named as "**Technical Proposal**"

- ▶ containing documents such as detailed profile of the organization with areas of expertise, experience in training activities, previous work of monitoring
- ▶ a copy of this TOR document duly signed on each page as a token of acceptance of all the terms & conditions of this tender
- ▶ Non-refundable 'Demand Draft' of Rs. 100/- (Rupees One Hundred only) in favour of "Pay and Accounts Officer, Department of Industrial Policy and Promotion, New Delhi payable at New Delhi.

Part-II:

Documents named as "**Financial / Commercial Proposal**"

- ▶ The applicant organization should submit the quotation for fixed and variable charges separately as detailed in para 7 above.
- ▶ A letter of authorization shall be indicated by written power-of-attorney accompanying the Proposal. The Proposal shall be typed and printed in indelible ink and shall be signed by the Applicant Organization or a person or persons duly authorized to bind the Applicant Organization to the Contract. All pages of the Proposal, including all Photostat copies, except for un-amended printed literature, shall be initialed by the person or persons signing the Proposal.
- ▶ Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the Proposal.

9.2 Sealing and Marking of Proposals

The Applicant Organization shall seal both parts of the Proposal in separate inner envelopes duly marking the envelopes as "**Technical Proposal**" and "**Financial / Commercial Proposal**". The applicant organization shall enclose a copy of this

RFP document duly signed & stamped by the person or persons signing the Proposal on each page as a token of acceptance of all the terms & conditions of this tender. Both the sealed envelopes should be kept in an outer envelope duly sealed and marked on the top as “**Appointment of National Monitoring Unit (NMU) for HRD**” to reach the following address by Registered Post/ Speed Post:-

**Shri R.K. Malik,
Director to the Government of India
Department of Industrial Policy and Promotion,
Ministry of Commerce & Industry,
Government of India,
Room No. 252
Udyog Bhawan
New Delhi – 110011.**

- ▶ The inner envelopes shall also indicate the name and address of the Applicant organization.
- ▶ If the outer envelope is not sealed and marked as required, DIPP will assume no responsibility for the Proposal's misplacement or premature opening.
- ▶ The proposal should be submitted by Registered post/speed post only. Telex, cable, email or facsimile Proposals will not be accepted in any circumstances.
- ▶ The last date for the receipt of the proposal is 26th February 2010 or one month from the date of publication of this advertisement (whichever is later)
- ▶ The application received after the last date will not be considered in any circumstances.

9.3 Evaluation of Bids

9.3.1 The bids shall be opened on the same day at 3.00 p.m (last date for receipt of bid). The representatives of the interested bidders may like to be present during opening of bids. The technical bids will be opened first and evaluated to assess whether the bids meet the eligibility conditions as stipulated or not. The financial bids of only those agencies that meet the eligibility conditions will be opened for evaluation. The lowest financial bidder shall be selected as the NMU for HRD scheme.

9.3.2 The evaluation would be Quality and Cost based. The technical proposal would be evaluated first and points would be allotted to each of the bidders as follows:

9.3.3 The minimum Technical Score to be obtained for considering Financial Proposal shall be 70 points:

S.No.	Criteria	Points
1.	Experience of working as consultant to GOI for any plan scheme related to HRD	20
2.	Experience of undertaking skill Development / upgradation projects (i) involving content development – 30 (ii) identification of trainees – 20% (iii) procurement of technology and trainers- 30% (iv) industry participation – 20%	40
3.	Experience of using technology in delivering and monitoring skill development/ upgradation training	20
4.	Having pan India presence particularly in regions where leather clusters are concentrated.	20
	Total	100

9.3.4 The financial evaluation would be done for only those proposals which qualify technically. The financial evaluation would be based on the total cost to DIPP which shall include the cost of carrying out the services as well as those taxes, duties, fees, levies and other charges

9.3.5 Each Technical and Financial Proposal will be assigned a technical score (ST) and financial score (SF) respectively. The DIPP will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the RFP within the total quoted price shall be that of the Consultant.

9.3.6 The lowest financial proposal (FM) will be given a score of 100 points. The financial scores (SF) of the other financial proposals will be calculated as:

$$SF = 100 \times FM / F$$

SF = Financial score of other financial proposals

FM = Price of lowest financial proposal

F = Amount of the financial proposal under consideration

9.3.7 The weights given to Technical and Financial proposals are $T_w = 0.80$ and $F_w = 0.20$ respectively

9.3.8 Proposals will be ranked according to their combined technical and financial scores using the weights mentioned above

$$S = ST \times T_w + SF \times F_w$$

Where;

S = Final combined score

ST = Technical score

T_w = weight given to technical score

SF = Financial score

F_w = weight given to financial score

9.3.9 The Selected Applicant shall be first ranked Applicant (having the highest combined score). The second and third ranked Applicants shall be kept in reserve for consideration in case the first ranked Applicant withdraws, or fails to comply with the requirements, as the case may be.

9.3.10 In the event of a tie in the final combined scores, the consultants having the lower financial quote amongst the two would be given preference.

10. General terms and conditions of the contract

10.1 The selected NMU is required to maintain the same team throughout the project duration unless otherwise requested by DIPP. In the event of one of the members of the team leaving the consultant / consulting organization, a professional with identical / similar profile is required to be deputed in consultation with DIPP. All events shall be reported to DIPP prior to any decision.

10.2 Prior to the commencement of the contract, the selected agency is required to sign an Agreement on non-disclosure, confidentiality and IPR to which access is provided to the consultant's resources.

10.3 No other charges shall be payable by DIPP other than those specified herein and the party shall be responsible for insurance and any other statutory requirements of the personnel deputed

carrying out the activities to accomplish the objective & scope of DIPP.

- 10.4 The selected Agency/NMU shall submit a performance bank guarantee valid upto 31st March, 2012 equivalent to the value of the charges agreed / payable prior to the commencement of the services.
- 10.5 Payment shall be processed for release in terms of Clause 7, subject to satisfactory progress of deliverables & achievement of milestones targeted/set forth by designated officials of DIPP.
- 10.6 The Applicant organization should give their proposal in 2 bid formats as per clause 9.1. The Price Bid should have the total price of the bid inclusive of taxes, if any. No other payment will be considered if not mentioned in the price bid. Any conditional offers, incomplete bids and those received after the due date and time shall be summarily rejected.
- 10.7 DIPP will not reimburse any of the expenses incurred by the applicant towards preparation of the EOI / Bid documents, traveling cost, boarding and lodging incurred for attending any pre-bid/bid meeting or visiting of DIPP's office for making the presentation. DIPP shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the EOI process.
- 10.8 Any disputes arising out of the agreement/contract shall be amicably settled through mutual discussion; failing which it shall be referred to the Arbitrator to be appointed by Secy(IPP) under Arbitration & Reconciliation Act 1996. The place of Arbitration and Judicial remedy, if any, shall be Delhi/New Delhi.

11. Clarification:

- 11.1 For any further clarification please contact Shri R. K Malik (Director to the Government of India) or Ms. Farida M Naik , Under Secretary, Department of Industrial Policy and Promotion, Room No. 320, 3rd Floor , Udyog Bhavan, New Delhi 110001 (Tel: 011- 23063933) .The detailed guidelines for the schemes are available on the website of the Department at www.dipp.nic.in.

