



**National Handloom Development Corporation Limited(A  
Government of India Undertaking)  
Registered office: A2-A5, Udyog Marg, Sector 2  
Noida – 201 301**

**Request for Proposal (RFP)  
for**

**Conducting Baseline and Diagnostic Study, Submission  
of DPR and Execution of Pilot Project Across India**

## **DISCLAIMER**

The information contained in this Request for proposal document ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of their employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate Sources.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal.

All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

**National Handloom Development Corporation Ltd,  
A2-A5, Udyog Marg, Sector 2,  
Noida – 201301**

**NOTICE INVITING RFP**

National Handloom Development Corporation Ltd (NHDC), a Govt. of India Undertaking, Ministry of Textile, invites online applications through Eligibility criterion/Technical Bid for “Request for proposal from reputed survey Intuitions / Agencies empaneled with NITI Aayog for Conducting Baseline and Diagnostic Study, Submission of DPR and Execution of Pilot Project Across India” for providing all schematic support in Handloom clusters on 100% Saturation mode”.

The tender document may be downloaded from [www.nhdc.org.in](http://www.nhdc.org.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

| S. No. | Particulars Details                                 | Date                           |
|--------|---|--------------------------------|
| 1.     | Date of Issue of Tender Document                    | <b>21/02/2025 at 15:00 Hrs</b> |
| 2.     | Starting Date and Time for Submission of Bid/Tender | <b>21/02/2025 at 15:00 Hrs</b> |
| 3.     | Last Date and time for submission of Tender         | <b>08/03/2025 at 11:00 Hrs</b> |
| 4.     | Date of Opening of Tender                           | <b>10/03/2025 at 11:00 Hrs</b> |

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Contractors/Bidders are advised to follow the instructions provided in the “Instructions to the Contractors/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>” in the Annexure - A. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Bidders shall not tamper/modify the tender form in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidderis liable to be banned from doing business with NHDC.

Intending tenderers are advised to visit National Handloom Development Corporation’s website [www.nhdc.org.in](http://www.nhdc.org.in) and CPPP site <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum /addendum/amendment.

**Tender Fee and EMD:**

|                      |   |
|----------------------|---|
| Cost of Bid document | INR 3,000 (Indian Rupees Three Thousand only) in the form of Demand Draft from a Nationalized bank in India and drawn in favour of National Handloom development Corporation Ltd, Noida.<br>Or In Bank Account<br>Account No:- 4604002100002434 |
|----------------------|---|

|                       |   |
|-----------------------|---|
|                       | Bank Name:- Punjab National Bank<br>IFSC Code:- PUNB0412700<br>Branch:- Sector 1, Noida   |
| Earnest money deposit | INR 3, 00,000 (Indian Rupees of Three Lakh only) in the form of DD or BG from a Nationalized bank in India and drawn in favour of National Handloom development Corporation Ltd, Noida. |

### **Submission of Bids:**

The bids shall be submitted online in following parts, viz., Technical Bid. All the pages of the bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter. Bids not accompanied with tender fee is liable to be rejected. The bid document fee shall be non-refundable. NSIC/MSME/DIC registered agencies are exempted for EMD and bid document fee. The DD shall be submitted at the below mentioned address before the tender closing date as per critical data sheet.

**National Handloom Development Corporation,  
A2-A5, Udyog Marg, Sector 2 Road,  
Noida – 201306**

### **Cover – I Fee / Eligibility Criterion: technical Bid (Check list):**

The following documents are to be self-attested and furnished by the Bidder along with Tender Fee as per the bid document (As applicable):

- a) Presentation on strategy, timeline and approach.
- b) Scanned copy of document as a proof for payment of EMD and Bid Document Fee.

### **Cover – II Financial Bid:**

The following documents are to be self-attested and furnished by the Bidder along with Tender Fee as per the bid document (As applicable):

- a) Detailed Financial proposal with breakup of the expenditures and estimated cost including applicable taxes.

## **PART A**

### **INTRODUCTION:**

National Handloom Development Corporation Ltd (A Govt. of India Undertaking) working under the aegis of Development Commissioner for Handloom, Ministry of Textiles, Govt. of India, New Delhi has been taking a number of measures to provide Marketing support to the handloom weavers in marketing their products by arranging Exhibition cum Sale besides other measures at various Metropolitan cities every year. Participants from various states, Apex Bodies, Primary Handloom Weavers Societies etc. participate in these Expo.

### **REQUEST FOR PROPOSAL:**

NHDC invites online bids to apply against its FRP from the shortlisted survey Intuitions / Agencies empaneled with NITI Aayog for “Conducting Baseline and Diagnostic Study, Submission of DPR and Execution of Pilot Project Across India for providing all schematic support in Handloom clusters on 100% Saturation mode” and intends to shortlist the agencies through competitive bidding process in accordance with the procedure set out herein.

Only the shortlisted agencies are eligible to apply.

The following agencies are eligible to apply for this RFP:

- 1 Academy of Management Studies (AMS)
- 2 AFC India Limited (Formerly Agricultural Finance Corporation Ltd.)

### **OBJECTIVE:**

Ministry of Textiles has desired that new pilot projects are to be implemented for providing schematic technical and financial assistance like yarn supply, distribution of HSS items & solar lighting units, Skilling, Design support, Linkage with prominent designers/big retailers, welfare (insurance coverage, scholarships, pension etc.), coverage of HLM/IHB, marketing support etc. on 100% saturation mode under the handloom schemes. For this baseline mapping of about 500 handloom workers both outside cooperative folds and those working with any organization associated in handloom sector, like cooperative societies, producer companies, master weavers, NGOs etc. in 27 districts at locations/clusters is required. These pilot projects will be Implemented by National Handloom Development Corporation Ltd. (NHDC) through its field offices.

Therefore, a baseline survey is required to conduct in consultation with WSCs/field offices of NHDC and the field offices of States Govt. to review the schematic requirement of handloom workers for each cluster including handloom workers outside cooperative folds and those working within any organization associated with the handloom sector like cooperative societies, producer companies, master weavers, NGOs etc. in the 27 locations/clusters.

### **GEOGRAPHICAL COVERAGE OF THE PROJECT:**

The geographical coverage of the project across the India. Total 27 locations were identified for the project. The tentative list of the locations is given below:

### LIST OF 27 HANDLOOM CLUSTERS IDENTIFIED FOR PILOT PROJECTS

| sl. NO. | Zone | WSC         | State             | District           | Tehsil/Taluk                | NHDCs concerned Regional Office |
|---------|------|-------------|-------------------|--------------------|-----------------------------|---------------------------------|
| 1       |      | Guwahati    | Assam             | Kamrup             | Chayani Barduar             | Guwahati                        |
| 2       |      |             | Arunachal Pradesh | Namsai             | Lekang                      | Guwahati                        |
| 3       |      | Imphal      | Manipur           | Bishnupur          | Nambol                      | Guwahati                        |
| 4       |      | Dimapur     | Nagaland          | Dimapur            | Dhansiripar                 | Guwahati                        |
| 5       |      | Aizawl      | Mizoram           | Aizwal             | Tlangnuam                   | Guwahati                        |
| 6       |      | Agartala    | Tripura           | West Tripura       | Barjala                     | Guwahati                        |
| 7       |      | Bhagalpur   | Bihar             | Bhagalpur          | Jagdishpur                  | Kolkata                         |
| 8       |      | Ranchi      | Jharkhand         | Godda              | Mandro                      | Kolkaa                          |
| 9       |      | Bhbaneswar  | Odisha            | Bargarh            | Attabira                    | Kolkata                         |
| 10      |      | Kolkata     | West Bengal       | Nadia              | Bethuadahari-I, Nakashipara | Kolkata                         |
| 11      |      | Bangalore   |                   |                    | Karnataka                   | Chamarajnar                     |
| 12      |      | Bangalore   | Karnataka         | Bagalkot           | Hungund                     | Bengaluru                       |
| 13      |      | Kannur      | Kerala            | Thiruvananthapuram | Balaramapuram               | Bengaluru                       |
| 14      |      | Salem       | Tamil Nadu        | Salem              | Salem                       | Coimbatore                      |
| 15      |      | Kanchipuram | Tamil Nadu        | Kanchipuram        | Kanchipuram                 | Coimbatore                      |
| 16      |      | Vijayawada  | Andhra prade      | Kakinada           | Mandapeta                   | Hyderabad                       |
| 17      |      | Hyderabad   | Telangana         | Gadwal             | Ghattu                      | Hyderabad                       |
| 18      |      | Ahmedabad   | Gujarat           | Surendranagar      | Limbdi                      | Bengaluru                       |
| 19      |      | Mumbai      | Maharashtra       | Nashik             | Nagade                      | Bengaluru                       |
| 20      | wz   | Nagpur      | Maharashtra       | Nagpur             | Dhapewada                   | Bengaluru                       |
| 21      |      | Raigarh     | Chattisgarh       | Raigarh            | Katgi                       | Varanasi                        |
| 22      |      | Indore      | Madhya pradesh    | Indore             | Maheshwar                   | Varanasi                        |
| 23      |      | Panipat     | Haryana           | Panipat            | Panipat                     | Panipat                         |
| 24      |      | Kullu       | Himachal Pradesh  | Kulu               | Naggarr                     | Panipat                         |
| 25      | NZ   | Jaipur      | Rajasthan         | Kota               | Lad Pura                    | Panipat                         |
| 26      |      | Srinagar    | J&K               | Bandipora          | Sumbal                      | Panipat                         |
| 27      |      | Varanasi    | Uttar Pradesh     | Chandauli          | Chandauli                   | Varanasi                        |

Note: This location subject to change as per the requirement.

### SCOPE OF WORK:

The O/o DC(HL) has desired that new pilot projects are to be implemented for providing schematic technical and financial assistance like yarn supply, distribution of HSS items & solar lighting units, Skilling, Design support, Linkage with prominent designers/big retailers, welfare (insurance coverage, scholarships, pension etc.), coverage of HLM/IHB, marketing support etc. on 100% saturation mode under the handloom schemes. For more details about the benefits for please go through the National Handloom Development Program for given link [Final Revised Guidelines NHDP 12.04.2023.pdf](#)

For this baseline mapping of about 500 handloom workers both outside cooperative folds and those working with any organization associated in handloom sector, like cooperative societies, producer companies, master weavers, NGOs etc. in 27 approved locations have been identified. (list enclosed) (few places in a particular state may be subject to change, based on request of the concerned WSC, NHDC ofc and after approval of the O/o DC(HL))

These pilot projects will be Implemented by National Handloom Development Corporation Ltd. (NHDC).

Therefore, it is decided to conduct baseline survey jointly with WSCs/field offices of NHDC in consultation with field offices of States Govt. and review the schematic requirement of handloom workers for each cluster including handloom workers outside cooperative folds and those working within any organization associated with the handloom sector like cooperative societies, producer companies, master weavers, NGOs etc. in the said 27 locations/clusters.

The steps/ Interventions for Implementing the pilot project will be based on the guidelines of National Handloom Development Program (NHDP) guidelines and may be as below –

- **Base Line Survey along with Disseminations cum awareness camps –**

The baseline survey would require visit to weaver households for preparing the profile of the cluster

- **Diagnostic Study to access the various interventions required –**

The objective of diagnosis is to understand and analyse the current scenario under which the handlooms are operating in the cluster i.e. analysis of business operations, nature of production activity, profiling of products, patterns of production and existing market potential for it, various interventions required for 100% saturation etc like – Yarn supply, Distribution of HSS items & solar lighting units, Skilling, Design support, Linkage with prominent designers/big retailers, welfare (insurance coverage, scholarships, pension etc.), coverage of HLM/IHB, marketing support etc.

- **Detailed Project Report (DPR) -**

The agency assessed the various interventions required for 100% saturation, based on the base line survey and diagnostic study in consultation NHDC and WSC then submit the detailed project report (DPR).

- **Handholding with various stake holders for 100% saturation -**

Based on the base line survey and diagnostic study, various interventions required for 100% saturation etc will be assessed and accordingly NHDC, WSC and Concerned State Directorate with collective efforts will arrange to deliver the interventions to the identified Handloom weavers.

- **Documentation – Formats, Data recording -**

On day-to-day basis, activities undertaken in the cluster should be compiled. After the cluster development programme is over, all the activities shall be documented for the purpose of record and reporting.

- **Monitoring -**

Continuous monitoring of various processes involved, timeliness, implementation should be monitored on regular basis for all the 27 clusters

- **Evaluation -**

Based on the implementation of various interventions and on 100% saturation, the impact of them on the Handloom weavers of the cluster i.e. increase in wages, livelihood, lifestyle, working environment, sales, designs, economic indicators etc will be evaluated to see the success of these pilot projects in the 27 clusters.

- **Report submission -**

Proper report submission of every cluster with all the necessary data collected and analysed, be prepared to submit at ministry level for further needful.

## **TIME FRAME AND DELIVERABLES**

The study and implementations should be completed in 1 year and 7 months from the date of issuance of the work order. The selected firm/agency would be required to submit the detailed project report within 3 months to present the preliminary understanding of the situation, approach and workplan.

| <b>Sr. No.</b> | <b>Deliverables</b>   | <b>Timeline</b> |
|----------------|---|-----------------|
|                | <b>Phase 1</b>  |                 |
| 1              | Commencement of services (post-issuance of Letter of Award and signing of contract) | T               |
| 2              | Kick of meeting   | T + 1 month     |
| 3              | Baseline Survey and Diagnostic study  | T + 3 months    |
| 4              | Submission of Detailed Project Report (DPR)   | T + 4 month     |
|                | <b>Phase 2</b>  |                 |
| 5              | Implementation/execution of various interventions required for weaver's             | T + 16 months   |
|                | <b>Phase 3</b>  |                 |
| 6              | Impact assessment of interventions provided   | T + 19 months   |
| 7              | Final Report Submission   | T + 20 month    |

## **PAYMENT MILESTONES**

The Agency's payments will be linked to the satisfactory completion of contractual



deliverables to be paid according to the following deliverable schedule subject to acceptance of Deliverables by Competent Authority:

| Sr. No | Deliverables   | Payment % of contract value |
|--------|--|-----------------------------|
| 1      | Mobilization advance upon submission of performance bank guarantee and signing of the contract | 10%                         |
| 2      | On submission of Detailed Project Report (T+4 months)  | 15%                         |
| 3      | On submission of progress presentation (T+10 months)   | 25%                         |
| 4      | On completion of interventions and initiation of Impact Assessment (T+16 months)               | 25%                         |
| 5      | On submission of impact assessment report (T+ 19 months)                                       | 10%                         |
| 6      | Submission of Final Report (T+20 months)   | 15%                         |

- a) Upon achievement of the above-mentioned milestones, the invoices should be submitted along with complete details of the work undertaken, supporting documents and bills (if required) as well as copies of the work/ material / produced for which the bills are submitted. With each invoice, an undertaking from authorized signatory of days spent by each resource as proposed in the workplan, must be submitted. NHDC reserves the right to seek certified copies of timesheet/s to verify the same. Any misrepresentation in this regard shall lead to immediate termination of contract and forfeiture of Performance Guarantee.
- b) The payment shall be released only after acceptance of the required work detailed in the RFP Document against the corresponding deliverable, which shall not be unreasonably withheld. In case of non-communication of any feedback by NHDC within 10 working days, the deliverable shall be deemed as approved.
- c) First evaluation of Deliverables to be done within 1 week from the date of receipt and payment to be released within 30 days, from the date of receipt of invoice after final acceptance of deliverable. In case of any conflict between the terms specified in this RFP and payment terms and conditions defined in CPPP, the terms defined in this RFP shall prevail.
- d) The bidder has to quote the all-inclusive price including Out of Pocket Expenses and GST while making a financial offer in a bid on CPPP. However, GST shall be reimbursed at actual as per prevailing GST rates.
- e) For facilitating the electronic transfer of funds, the selected agency will be required to indicate the name of the Bank and Branch, account number (i.e., bank names, IFSC Code and Bank A/c No.) and also forward a cheque leaf duly cancelled to verify the details furnished. These details should also be furnished on the body of every bill submitted for payments by the selected agency.
- f) **Currency:** The price is payable in local currency i.e., Indian Rupees.
- g) **Liquidated Damages:** The Agency will be engaged for 20 (twenty) months to

deliver the scope of work outlined in this RFP. The deliverable schedule/ timelines are already specified. In case of failure of Consulting Agency to deliver as per schedule, relevant clauses of liquidated damages as mentioned in the RFP (clause (h)) shall be applicable. However, Competent Authority reserves the right to waive the penalty and grant further time (hereby called a grace extension) to the Agency to complete deliverables in case the competent authority is of the opinion that the delay is not attributable to the Consulting Agency. It may be noted that no additional payment will be made whatsoever for the period of grace extension.

- h) Liquidated damages @ 0.5% of the invoice value will be deducted for delay of every week or part of the week. Total such LD will however not exceed 10% of the basic invoice value.
- i) Conditions in this Scope of Work / RFP document override other GTC / STC / ATC clauses of the CPPP.

## **PART B**

### **COST OF RFP DOCUMENT:**

The shortlisted bidders have to pay a non-refundable fee of Rs. 3000/- (Indian Rupees Three Thousand only) towards the cost of the RFP document through a demand draft in favour of 'National Handloom Development Corporation Ltd' drawn on any schedule bank and payable in Noida on in the bank account mentioned in the RFP. The demand draft / Payment proof must be submitted while submitting the bid.

### **SUBMISSION OF TENDER:**

Invites online bids through shortlisted agencies against Request for proposal issued by NHDC for "Conducting Baseline and Diagnostic Study, Submission of DPR and Execution of Pilot Project Across India". The tender document may be downloaded from [www.nhdc.org.in](http://www.nhdc.org.in) (for reference only) and to apply kindly visit CPPP site <https://eprocure.gov.in/eprocure/app>.

Hard Copy of EMD and Bid Document fee to be submitted at Following Address:

**National Handloom Development Corporation,  
A2-A5, Udyog Marg, Sector 2 Road,  
Noida – 201306**

### **PRE-BID CONFERENCE:**

The NHDC is not organizing the Pre-Bid meeting whereas, the bidders are free to send their queries to [tender@nhdc.org.in](mailto:tender@nhdc.org.in). If any clarification is required than responses will be to all the prospective bidders by way of hosting Corrigendum / amendments/ clarifications on the website i.e., at [www.nhdc.org.in](http://www.nhdc.org.in), NIC CPPP and reply to the communication e-mail.

### **SELECTION OF BIDDER**

The detail of selection process is as follows:

1. The Bidders has to submit the Presentation on strategy, timeline and approach for evaluation.
2. The selection of bidder shall be based on the Quality and Cost Based Selection (QCBS) method.
3. No changes/clarification by tenderer shall be entertained or allow during the opening of bid. It should be also clear that NHDC has authority to reject any tender at the tender opening stage, if bidder not submitted all the requisite documents.

## **TECHNICAL EVALUATION:**

1. The technical bid will be analyzed and evaluated, based on which Technical Score shall be assigned to each bid on the basis of the Presentation on strategy, timeline and approach submitted by the bidder.
2. The marks awarded by the Selection Committee would be based on the criterion of defined technical bid. No plea of reconsideration of the same shall be considered/entertained.

## **EVALUATION OF FINANCIAL BIDS**

The Evaluation process proposed for Financial Bid will be based on the following formula for determining the Financial Score:

$$\mathbf{Sf} = 100 * \mathbf{Fm} / \mathbf{F}$$

Where **Sf** means financial score, **Fm** means lowest price offered and **F** means the price of the proposal under consideration.

## **SELECTION OF IMPLEMENTING AGENCY**

This shall be based on the Quality and Cost Based Selection (QCBS) method where the Technical score (Tb) is given a weight of 0.7 i.e. (70%) and financial score is given a weight of 0.3 i.e. (30 %):

$$\text{Final Score of the bid} = (0.7 \times \text{Tb}) + (0.3 \times \text{Sf})$$

Where Tb is the Technical Score and Sf is the Financial Score of the bidder under consideration.

The bid with the highest final score calculated in this fashion shall be considered as the best value bid. In case of a tie, the bid that scored a higher Technical score (Tb) will be considered the best value bid and ranked as R1. Similarly other bids will be ranked as R2, R3 Rn.

## **NEGOTIATION WITH THE R1 BIDDER**

If the NHDC does not find the best offer (R1) acceptable, it may go in for techno- commercial negotiation with the R1 bidder. This revised offer will replace/supersede the earlier Financial Bid, provided that the original offer (i.e. Financial) will not be allowed to be changed to the detriment of the NHDC. Therefore, the R1 Bidder is advised to send sufficiently senior representatives (who can take spot decisions) if called for negotiation.

## **AWARD OF CONTRACT**

NHDC will award the contract to the R1 bidders effect whose bid has been determined to be responsive based on evaluation process. It is provided further that the bidder is determined to be qualified to perform the project satisfactorily.

**PERFORMANCE SECURITY DEPOSIT:**

Within 7 working days of the receipt of the notification of award (LOA) from NHDC against the tender, the successful Bidder shall furnish a performance security for an amount of 10% Of the project cost-. The Performance Security shall be valid for at least 90 (ninety) days beyond the completion of contract period and shall be denominated in Indian rupees and shall be a Bank Guarantee/Demand Draft/Fixed Deposit Receipt in favour of National Handloom Development Corporation Limited, payable at Noida, issued by a Nationalized bank in India. Performance Deposit will be forfeited, if any deviation is found against Terms and Conditions of Tender Document.

**VARIATIONS:**

NHDC reserves the right to increase or decrease the scope of work/contract agreement on any or all items or change the nature of work involved in any or all items of the contract in the line of said Scope of work. The contractor shall have no claim for loss of anticipated profits or for any other reason whatsoever on account of these variations.

## **PART C**

### **BIDDER'S RESPONSIBILITIES AND RELATED CONDITIONS:**

a. Attention of the Bidders is drawn to the relevant and extant instructions of GoI, GFR issued by Ministry of Finance, guidelines of Central Vigilance Commission (CVC) as applicable to the subject matter of advice

/ Service to be rendered by the Bidder and are required to be complied with.

b. The Bidder shall, subject to the provisions of the Assignment and with due care, execute the work and take all responsibility, including the supervision thereof and all other things, whether of a temporary or permanent nature, required in and for such execution.

c. The Bidder shall carry out and complete the work in accordance with prevailing good industry practices and using workmanship of the quality and standards there in specified, provided that where and to the extentsome approval of the quality of the standards of workmanship is a matter of opinion, such quality and standards shall be to the satisfaction of NHDC.

d. The Bidder should provide professional, objective, un-biased and impartial inputs, recommendation andadvice at all times and hold NHDC interest paramount and should observe the highest standard of ethics, values, code of conduct and honesty while executing the assignment.

e. The Bidder carries with him/her/it a certain degree of accountability for any advice or /and any services rendered to the NHDC, keeping in view norms of ethical business, professionalism and the fact that such advice or service is rendered for a consideration. NHDC may enforce such accountability in case of improper discharge of contractual obligations / deviant conduct by / of any of the parties to the contract. In this, shareof NHDC's responsibility, for accepting advice / and services provided by the Bidder, will also be taken intoconsideration.

f. The Bidder must act, at all times, in the interest of NHDC and render any advice / service with professional integrity. The Bidder shall always keep in view transparency, competitiveness, economy and efficiency in regard with matters related to the subject of the contract or assignment.

g. Bidder is expected to undertake an assignment/project, only in the areas of his/its expertise and where ithas capability to deliver efficient and effective advice /services to the client.

h. The Bidder will have to cooperate fully with any legitimately provided / constituted investigative body conducting enquiry into processing or execution of the consultancy contract / any other matter related with discharge of contractual obligations by the Bidder.

### **TERMINATION:**

NHDC may, without prejudice to any other remedy for breach of contract, by written notice of default to agency, terminate the Contract in whole or part:

- If the Agency fails to deliver any or all of the services within the period(s) specified in the Contract/Work Order, or within any extension thereof granted by NHDC; OR
- If the Agency fails to perform any other obligation(s) under the Tender/Contract.
- If the Agency, in the judgment of NHDC has engaged in fraud and corruption.

In the event of NHDC terminates the Contract in whole or in part, NHDC may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Agency shall be liable to the NHDC for any excess costs for such similar services. However, the agency shall continue the performance of the Contract to the extent not terminated

### **CONTRACT / NON-DISCLOSURE AGREEMENT NDA:**

The selected Bidder will be required to execute the following:

- a. Contract / Agreement which will include all the services and terms and conditions of the services to be extended as detailed here in and as may be prescribed or recommended by NHDC; and
- b. Non-disclosure Agreement (NDA)

If any Bidder differs / does not agree on any conditions / terms of the contract, NHDC has the right to appoint the next ranked Bidder without any obligation or without assigning any reasons to anyone and shall not be held liable for any losses or damages caused by such action.

Unless and until a formal Agreement is prepared and executed, this Tender (RFP) together with the written acceptance of the Bidder thereof shall constitute binding Terms and Conditions between the parties.

### **COMPLIANCE WITH ALL APPLICABLE LAWS:**

The Bidders shall undertake to observe, adhere to, abide by, comply with and notify NHDC about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this Tender and shall indemnify, keep indemnified, hold harmless, defend and protect NHDC and its employees/ officers/ staff/ personnel/ representatives/ agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising therefrom.

### **SINGLE POINT OF CONTACT AND AUTHORISED SIGNATORY:**

All shortlisted Bidder should have to provide details of single point of contact viz. Name, designation, address, e-mail address, telephone/ mobile no. etc and authorised someone as signatories as well for ongoing discussion etc.

## **RIGHTS IN INTELLECTUAL PROPERTY AND MATERIAL:**

All the rights relating to the Trade Marks and Copy Rights in respect of development done by the Bidders exclusively on behalf of NHDC and paid for by NHDC shall vest with NHDC.

In order to perform the services, the Bidder must obtain at its sole account, the necessary assignments, permits and authorizations from the title holder of the corresponding patents, models, trademarks, names or other protected rights and shall keep NHDC harmless and indemnify NHDC from and against claims, proceedings, damages, costs and expenses (including but not limited to legal costs) for and/ or on account of infringements of said patents, models, trademarks names or other protected rights.

All documents, report, information, data etc. collected and prepared by the Bidder in connection with the scope of work submitted to NHDC will be property of NHDC, it shall have every right to use data that may be in the possession of the consultant or its representative in the course of performing services under the agreement that may be entered into. The Bidder shall not be entitled either directly or indirectly to make use of the documents, reports given by NHDC for carrying out of any services with any third parties. The Bidders shall not without the prior written consent of NHDC be entitled to publish studies or descriptive article with or without illustrations or data in respect of or in connection with the performance of services.

The pre-existing intellectual property of the Bidder used in deliverables shall remain vested with the Bidder.

## **ARBITRATION:**

Any disputes and difference of any kind, whatsoever, arising out of or in connection with this contract or carrying out of the services, shall be settled amicably. If however, the parties are not able to resolve any dispute or difference amicably, the same shall be referred for arbitration in accordance with the provisions of Arbitration & Conciliation Act 1996 and any reenactment (s) and or modification(s) thereof and of the rules framed there under. The venue for the arbitration shall be New Delhi.

## **FORCE MAJEURE:**

Neither party shall be responsible for any failure to perform due to unforeseen circumstances or due to causes beyond the defaulting party's control even after exertion of best of efforts to prevent such failure, which may include but not be limited to, acts of God, war, riots, embargoes, strikes, lockouts, acts of any government authority, delay in obtaining licenses or rejection of proposal under the statutes, fire or floods.

## **CORRUPT AND FRAUDULENT PRACTICES:**

As per Central Vigilance Commission (CVC) directives, it is required that Consultants/Suppliers/ Contractors observe the highest standard of ethics during the procurement and execution of such contracts in pursuance of this policy:

a. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of values



to influence the action of an official in the procurement process or in contract execution;  
and

- b. "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of NHDC and includes collusive practice among consultants (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive NHDC of the benefits of free and open competition.

NHDC reserves the right to reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. NHDC reserves the right to declare a firm ineligible, either indefinitely or for a stated period of time as per its discretion, to be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

## **PART D**

### **TERM OF RFP RESPONSE:**

#### **1. USE OF BID AND INFORMATION:**

- a. This document has been prepared for shortlisting of agency for “Conducting Baseline and Diagnostic Study, Submission of DPR and Execution of Pilot Project Across India”. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between NHDC and any successful Bidder.
- b. While this document has been prepared in good faith, neither the NHDC nor any of its employees make any representation or warranty or shall have any responsibility whatsoever in respect of this document. Any liability is accordingly and expressly disclaimed.
- c. This document is meant to provide information only and upon the express understanding that the Bidders will use it only for the purpose set out herein.

#### **2. NUMBER OF PROPOSALS:**

No applicants or its associate shall submit more than one application. An Applicant individually or as an Associate shall not be entitled to submit another application either individually or as member of Associate.

#### **3. COST OF BIDDING:**

The Bidders shall bear all costs associated with the preparation and submission of the tender including but not limited to additional information required by the NHDC, attendance of meeting, etc. and NHDC will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tendering process. The bidders will quote their bid in Indian National currency i.e., INR.

#### **4. IMPLEMENTATION SERVICES:**

The Bidders must apply its own care and conduct, while conducting the tender work.

#### **5. NHDC RIGHT TO REJECT ANY OR ALL BIDS:**

NHDC reserves the right to reject any or all the bids without assigning any reasons thereof without thereby incurring any liability to the Bidders or any obligation to inform the affected Bidders on the grounds for the NHDC action or without assigning any reasons, whatsoever. The decision of NHDC shall be final, conclusive and binding on all the Bidders/parties directly or indirectly connected with the bidding process and the same shall not be questioned / challenged.

#### **6. CLARIFICATION/MODIFICATION:**

- a. NHDC may be notified of any omission / discrepancy in the RFP before the closure of bid. If required, the NHDC may thereafter modify the RFP. The modified RFP would be hosted on the NHDC and CPPP e-procurement site. Any subsequent modification in

the dates/timelines will be at the discretion of the NHDC.

- b. NHDC also reserves the sole right for carrying out any amendments/ modification/changes including any addendum to this RFP. Such amendments / modifications / changes including any addendum to this RFP shall be notified on the NHDC website [www.nhdc.org.in](http://www.nhdc.org.in) as well as NIC e-procurement site <https://eprocure.gov.in/eprocure/app> and these will be binding on the Bidders.
- c. NHDC reserves the sole right to cancel the RFP at any stage without assigning any reason.
- d. Before tendering, the Bidders are requested to carefully examine the Tender / Bid Documents, Terms & Conditions of Assignment, Specifications and if there is or appears to be any ambiguity therein, they should immediately refer the matter to NHDC, for clarification.

## **7. DELAYS OF BID:**

Any Tenders / Bids received by NHDC after the deadline for submission of tenders prescribed by NHDC will be summarily rejected and returned unopened to the Bidders. NHDC shall not be responsible for any delay or non-receipt/ non-delivery of the documents.

## **8. SUBMISSION OF BID:**

All submissions, including any accompanying documents, will become the property of the NHDC. The Bidder shall be deemed to have licensed, and granted all rights to the NHDC to reproduce the whole or any portion of their submission for the purpose of evaluation, to disclose the contents of the submission to other bidders and to disclose and/or use the contents of the submission as the basis for any resulting RFP process, notwithstanding any copyright or other intellectual property right of the Bidder in the submission or accompanying documents.

## **9. LANGUAGE OF BID**

All correspondence and other documents to be exchanged by the parties shall be written in the English language. The version written in English language shall govern its interpretation.

## **10. RFP VALIDITY PERIOD:**

RFP responses will remain valid and open for evaluation according to their terms for a period of at least 120 days from the bid opening date. NHDC shall also have the right at its sole and absolute discretion to continue the assignment/contract with the successful Bidder for future requirements on the rates finalized in this processing for various items/activities as described in the financial bid, or at the price negotiated thereafter, after expiry of current assignment period. In exceptional circumstances, NHDC may solicit the Bidder's consent to an extension period of validity.

## **11. APPLICATION MONEY:**

The Bidder shall submit Tender fee and EMD of Rs. 3,000/- and 3,000,00/- respectively

by way of Demand Draft issued in favour of National Handloom Development Corporation Limited, payable at Greater Noida. Tender fee is non-refundable and EMD will return to all unsuccessful bidders without any interest liability. NHDC, at its discretion, reject any Bidder where application money has not been furnished with the bid documents.

- 12.** In case of any dispute or differences, breach & violation relating to the terms of the contract, the said matter or dispute, differences shall be referred to CA, NHDC for arbitration, who himself or any other person appointed by him will work as sole arbitrator and the award of the arbitrator shall be final and binding on both the parties.
- 13.** The Corporation reserve the right to reject any or all tenders and award the remaining work to any other contractor without assigning any reason. Conditional tenders in any form, whatsoever shall be liable to be rejected outrightly.
- 14.** The Corporation shall be entitled to cancel the contract, if it is found that there has been any breach of condition of the contract and/or the work is found to be unsatisfactory. The Contractor in such cases will not be entitled for making any claim/compensation. The Corporation is entitled to forfeit the Security money and the contractor may not be considered for award of any similar contract in future.
- 15.** The Corporation has a right to cancel one or more or all events at any moment without assigning any reason what so ever or change the date of the events/contractor for any event. No compensation at all against such losses if any, will be given to the Contractor for the events concerned.

# **PART E**

## **Form – 1**

### **DECLARATION REGARDING SUBMISSION OF BIDS WITH ACCEPTANCE OF TERMS & CONDITIONS:**

To,

National Handloom Development Corporation  
Ltd, A2 – A5, Udyog Marg, Sector 2  
Noida – 201301

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document [No. NHDC/RFP/2024-25/001] regarding the shortlisting of agency for “Conducting Baseline and Diagnostic Study, Submission of DPR and Execution of Pilot Project Across India”.

I declare that all the provisions of this RFP Document are acceptable to my Firm/Agency/Institute. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours very truly,

Signature

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

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Note: - Copy of authorization by competent authority in the bidders company pertaining to not only this form but entire bid should be enclosed.

**Form - 2**

**INTEGRITY PACT:**

(Format for Affidavit) (On the letterhead of the Agency duly stamped and signed)

TO WHOMSOEVER IT MAY CONCERN

This is certified that our Agency:

1. Does not owe any money beyond 60 days to any other agency.
2. Has not been blacklisted/de-listed by any of the Central /State Government /Public Sector Undertakings  
/Public Sector Banks/any regulatory institution in the past 3 years.
3. Does not have any legal, civil, criminal, taxation and other cases pending against the Agency that may have an impact affecting or compromising the delivery of services required.

(AUTHORISED SIGNATORY)

## **Instructions to Bidders for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **1. REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **2. SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail

in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

### 3. PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### 4. SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time  
i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.



5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## 5. ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk number 0120-4200462, 0120-4001002.