



Government of West Bengal
Directorate of Micro & Small Scale Enterprises
New Secretariat Buildings (9th Floor)
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Memo No:50/12/NFM/e-tender/13-14

Date:31.10.2013

NOTICE INVITING e-TENDER

Notice Inviting e-Tender No. **MSSE/NFM/01/2013-2014** of The Director, Micro & Small Scale Enterprises, West Bengal, invites e-tender for the work detailed below.

(Submission of Bid through **online**)

Sl. No	Name of the work	Earnest Money (Rs.)	Period of Completion (Final report)	Remarks
1.	Phase-A Preparation of Techno Feasibility report along with Project Implementation structure on Natural Fibre Mission	Rs. 20,000.00 (Rupees twenty thousand) only in the form of demand draft in favour of Joint Director of Micro & SmallScale Enterprises (Accounts), West Bengal and payable at Kolkata at New Secretariat Buildings, 9 th floor,Block-A, 1. Kiran Sankar Roy Road, Kolkata-700 001.	49 (forty nine) days from the date of awarding of contract	For details, please refer to Para No. 3, Phase-A
2.	Phase-B Activity 1- Preparation of Feasibility Report for setting up of a Common Natural Fibre Centre (CNFC) at Kharagpur on a PPP mode. Activity 2 Preparation of Feasibility Report for setting up of a Silk Park on a PPP mode.		112 (one hundred twelve) days from the date of awarding of contract	For details, please refer to Para No. 3, Phase-B

(1) BACKGROUND

The scheme for implementation of the Natural Fibre Mission was proposed by the Department of MSSE&T, Govt of West Bengal under the aegis of the Special Backward Region Grant fund to roll out the scheme (on selected 8 fibres such as mat, bamboo, sabai, jute, sisal, coir, cotton and silk) in 11 backward districts of West Bengal. The Natural Fibre Mission Project aims at production of value added products from natural fibres available in backward districts in West Bengal. This unique intervention is based on generation of livelihood, creation of rural industries, through intervention of product diversification, market linkage, creation of infrastructure facility like Common Facility Centre (CFC); Common Production Centre (CPC) including soft intervention and household level intervention like supply of machineries, tool kits, equipment etc.

The total cost budgeted for the implementation of the Mission is sanctioned to be Rs.257.00 Crore by the planning commission, GOVT. of India to be implemented by the Directorate of M & SSE, Handloom, Sericulture and WBKVIB under the Department of M & SSE & T, under five broad heads: (i) Soft intervention (ii) Hard intervention at household level (iii) Setting up of Community production center (CPC) (iv) Setting up of Common Facility center (CFC) (iv) Setting up of Common Natural Fiber Center (CNFC) and Silk Park.

An integrated value chain approach will be adopted for the implementation of the mission with a view to scaling up the turnover substantially through the following broad strategic measures:

Director,
Directorate of M&SSE ,
Govt. of West Bengal
(Signature of Tender Accepting Authority)

Seal and Signature of the Tenderer.

- Developing community owned infrastructure and assets
- Improving the skills of the artisans
- Establishing market linkages
- Creating appropriate institutional structure for long term sustainability

It is in this context that the Directorate of MSSE, Govt of West Bengal is inviting Technical and Financial proposals from competent agencies/firms who comply with the criteria laid down in the subsequent sections to render services for preparation of Techno-economic Feasibility reports and project specific reports as per scope of work outlined hereunder.

(2) PURPOSE OF THE PROJECT

To implement a project of this nature, it is proposed to adopt an integrated value chain approach that would enhance the competitiveness of the sector in terms of increased market share and ensure increased productivity by higher unit value realization of the products.

The project is envisaged to be implemented through multi-level interventions at village level, *panchayat* level, block level

This would essentially be achieved through four building blocks:

- 1) Training and capacity building
- 2) Creation of appropriate infrastructure and community owned assets
- 3) Development of sustainable institutions
- 4) Establishment of forward market linkages

The Household level intervention involves training and capacity building supported by provision of tool/machines to each beneficiary depending on the activity. There will common production centres at the village/panchayat level, Common Facility centres at the block level. The industrial activity will be taken care of at the state level by promoting two major industrial parks namely Common Natural Fibre Centre(CNFC) at Kharagpur and Silk Park at Malda

For the implementation, monitoring and evaluation of the project the following 4(four) committees have been formed by the Govt. comprising of various professional/ expert in the related field with specific terms of reference.

1. State Level Monitoring Committee (SLMC)
2. Directorate Level Project Monitoring & Evaluation Committee.(DLPMEC)
3. District Project Implementation Committee.(DPIC)
4. Block Project Implementation Committee.(BPIC)

However, for implementation of a non-traditional project of this nature from concept to commissioning, effective coordination among various stakeholders and long term handholding by a competent professional agency is imperative. The current skills sets of the directorate may not be sufficient to do justice to same.

It is therefore proposed that a Professional Agency/ Consultant be appointed to assist the Directorate in the smooth implementation of the project

However, to begin with, the Directorate intends to examine the techno-economic feasibility of the project as well as the implementation structure for proper implementation of the project approved by the planning commission, Govt. of India. In view of the same, the Directorate wishes to engage a professional agency/ consultant in the preparation of reports as per the following scope of work.

**(3) SCOPE OF WORK/TERMS OF REFERENCE OF THE PROFESSIONAL AGENCY/
CONSULTANT:**

**Phase –A (49 days) :Preparation of Report on Techno-Economic Feasibility along
with Project Implementation Structure**

The scope of work of the agency/ consultant will be as follows:

- (i) Identification & study of Natural Fiber pockets and the existing natural fibre based clusters/ producer`s group in the proposed 11 BRGF districts of West Bengal. Sample of cluster/artisans may be taken in such a manner that there is a representation of each of the fibre in each of the proposed districts of West Bengal. However , in any case sample size may not be less than 1% of artisans of each 11 BRGF districts as proposed under the scheme
- (ii) Diagnostic Study will have to cover the followings:
- Finding out fibre specific clusters/artisans` strengths, weakness, threats and opportunities,
 - Problems, suggestions and a well-drawn action plan for competitiveness enhancement and sustainable growth of each fibre/cluster.
 - The study should focus on technology improvement, adoption of best manufacturing practices, diversification of products, marketing of products, and employment generation.
 - Scope of soft & hard interventions etc.
- (iii) Value chain analysis of each natural fibre and cluster.
- (iv) Development of the Program Concept and Strategy based on integrated value chain approach.
- (v) Formulation of a Plan of Action for implementation of the NFM scheme in the proposed 11 BRGF districts of West Bengal for each of the proposed 8 natural fibres
- (vi) District-wise fibre wise segregation and distribution of activities pertaining to development of value added natural fiber products and identification of probable handicraft product range and product line to be adopted for development.(for each of the proposed 8 varieties of natural fibres).
- (vii) Formulation of an appropriate institutional mechanism including clearly defined roles and responsibilities of each of the agencies/stakeholders.
- (viii) Preparation of a project management structure and a business cum financial model for implementation and operation of the proposed NFM scheme.
- (ix) Preparation of implementation framework (O&M) with an implementation time frame.
- (x) Development of a Monitoring and Evaluation Framework & format for reporting.
- (xi) Suggestive Output and Outcomes of the project in terms of employment generation, increase in export share, cluster sustainability, income level of artisans etc.

Phase – B (112 days)**(i) Activity I - Preparation of Feasibility Report for setting up of a CNFC at Kharagpur on a PPP mode.**

The Feasibility Study should cover:

- Need Assessment & Diagnostics study based on primary/secondary data analysis as well as stakeholder consultations
- Site and location analysis
- Analysis of issues related to developing the external infrastructure such as water supply, effluent treatment etc
- Proposed Interventions
- Concept plan with topographical survey.
- Business profile of the proposed CNFC at Kharagpur
- Statutory approvals and clearances required
- Estimation of block project cost and means of financing
- Financial Appraisal of Project
- Impact of the Project
- Risk Analysis and Mitigation
- Project implementation schedule

(ii) Activity -2: Preparation of Feasibility Report for setting up of a Silk Park on a PPP mode.

The broad activities to be covered here by the **agency/** consultant would include:

Project Identification: To identify the potential entrepreneurs, sensitise and mobilise them to participate in the process of implementation of the silk park. This would involve the following:

- Demand assessment
- Sensitizing and mobilizing the potential entrepreneurs
- Profiling the entrepreneurs willing to set up the Silk Park
- Preparation of the Project Concept which would include:
 - a. Site and location analysis
 - b. Analysis of issues related to developing the external infrastructure such as water supply, effluent treatment etc
 - c. Master plan/ layout plan
 - d. Business profile of the Park
 - e. Statutory approvals and clearances required
 - f. Estimation of block project cost and means of financing
 - g. Financial Appraisal of Project
 - h. Impact of the Project
 - i. Project implementation schedule.

(4.) DELIVERABLES

The deliverables under Phase-A would comprise of:

- Report on Techno-Economic Feasibility for each of the proposed 8 natural fibres..
- Project Implementation Structure.

The deliverables for Phase B would comprise of:

- Report on Feasibility study for the proposed CNFC at Kharagpur.
- Report on Feasibility Study for the proposed Silk Park at Malda.

5) In the event of e-filling, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

- 6) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>
- 7) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule mentioned in SI. No. 13
- 8) The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the 'Tender/Evaluation Committee' formed for the purpose. The decision of the 'Tender /Evaluation Committee' will be final and absolute in this respect.
- 9) **Opening and Evaluation of Technical Bids:** The Tender/ Evaluation committee would evaluate the technical bids of only those bidders who satisfy the pre-qualification criteria. Bidders should submit a brief write-up (not more than 1000 words) on Bidders clarity on total scope of work, approach and methodology & understanding of the Policy priorities of the Government. The write-up would be part of technical evaluation process. In order to facilitate the Technical Bid evaluation, the technical criteria laid down along with the assigned weights have been presented. The marking scheme presented is an indication of the relative importance of the evaluation criteria. Bidders securing a minimum of 50% marks in the technical evaluation will only be considered for further financial bid evaluation. Bids which don't secure the minimum specified technical score will be considered technically non-responsive and hence debarred from being considered from financial evaluation. Decision of the Tender evaluation Committee will be final and absolute in this respect.
- 10) **Opening and Evaluation of Financial Bids:** After evaluating the Technical Bids, the tender evaluation committee shall notify the bidders whose Technical Bids were considered acceptable to the tender evaluation committee.

The following points may be noted for the evaluation of the Commercial Bid.

- (i) Prices shall be written in both words and figures. In the event of difference, the price in words shall be valid and binding.
- (ii) Any discrepancy relating to prices quoted in the offer across different sections of the bid, only prices given in the prescribed format of this EOI shall prevail

Scores of the Commercial evaluation would be weighed prorata on a scale of 100 with the Bidder with the **lowest commercial quote** getting 100. These commercial scores would then be added up with the score of the technical evaluation and the Bidder getting the **maximum total score out of 100** would be considered as the successful bidder and called for negotiations.

Formula for Final Bid Evaluation is

$$B_m = 0.7 (TM) + 0.3 (F_n)$$

$$F_n = (F_{min} / F_b) * 100$$

Where

B_m is total marks of the bidder in consideration

TM is Technical Marks of the bidder in consideration

F_n is Normalized financial score of the bidder in consideration

F_b is Evaluated Cost of bidder under consideration

F_{min} is Minimum evaluated cost of any bidder

Tender evaluation committee reserves the right to negotiate with the Bidder whose proposal has been ranked first on the basis of best value.

11) **ELIGIBILITY CRITERIA**

The agencies intending to bid for appointment as Professional Agency/ Consultant shall fulfill the following qualification criteria:

- (i) The bidder shall be an agency/ firm registered under Company /Society /Cooperative Society Act.
- (ii) The agency/ bidder should have experience of conducting at least one survey work & preparation of techno- economic feasibility report of cluster based livelihood projects.
- (iii) Agency should have a strong understanding of the policy priorities of government and should have implemented or assisting in implementation at least three Natural Fibre/ handicrafts/handloom/ cluster based livelihood projects each having project budgeted value of Rs. 3 crore out of which minimum two project should be with the GoI / State Government.
- (iv) The bidder should have presence in India for more than 4 years.
- (v) The single bidder should have average annual turnover of ₹3.00 (three) crore in the last three years. Documentary evidence in the form of Balance Sheet, Profit & Loss Account/ Income & Expenditure Statement along with auditors' certificate needs to be submitted in support of the above by the bidders.
- (vi) The bidder should have PAN Number, Service Tax Registration Certificate, P.Tax deposit challan for 2012-13.
- (vii) The firm should have a local office in Kolkata and shall provide declaration in this regard.
- (viii) The bidder should have qualified manpower strength on its roll with expertise in natural fibre based products/cluster based rural livelihood projects, community organization, coordination & planning of such projects, marketing of such products in national and international markets.
- (ix) Bidders should never have been declared blacklisted/ineligible to participate for bidding during last five financial years by any State/ Central Govt. or State/Central PSU due to unsatisfactory performance, breach of general or specific instructions, corrupt/ fraudulent or any other unethical business practices. Bidders have to give self- declaration in this respect.
- (x) Consortium bidding is not allowed.
- (xi) The Department/ Directorate of M&SSE reserves the right to carry out the capability assessment of the organization and the decisions shall be final in this regard.

12) **Earnest Money:** Earnest Money is to be Rs. 20,000/- (Rupees twenty thousand) only which need to be remitted through Demand Draft issued from any nationalized bank in favour of the "**Joint Director of M&SSE(Accounts), West Bengal**" payable at Kolkata and also to be documented through e-filing. The original Demand Draft against Earnest Money Deposit (EMD)[**scan copy of EMD should be uploaded**] should be submitted physically to Joint Director of M&SSE(Accounts), Directorate of Micro & Small Scale Enterprises, Government of West Bengal, New Secretariat Buildings, Block-A, 9th Floor, 1, K.S. Roy Road, Kolkata – 700001 under sealed cover on or before **20.11.2013 up to 2.00 p.m**

13) **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T.& other Documents (online) (Publishing Date)	04.11.2013
2	Documents download/ start date (Online)	05.11.2013, 10.00 a.m
3	Pre-bid meeting to be held at Office of the Director, M&SSE, N.S. Building, 9 th Floor, Block-A, 1, K.S. Roy Road, Kolkata - 700001.	08.11.2013, 1.00 p.m
4	Bid submission start date (On line)	09.11.2013, 10.00 a.m
5	Date of submission of original copies Earnest Money Deposit and "Non Statutory Documents", if any (Off line) at Office of the Director, M&SSE, N.S. Building, 9 th Floor, Block-A, 1, K.S. Roy Road, Kolkata - 700001.	20.11.2013 up to 2.00 p.m
6	Bid Submission closing (On line)	19.11.2013 up to 3.00 p.m
7	Bid opening date for Technical Proposals (Online)	22.11.2013, 12.00 noon
8	Date of uploading list for Technically Qualified Bidder(online)	To be notified later
9	Date for opening of Financial Proposal (Online)	To be notified later

14) **SECURITY DEPOSIT:**

The successful bidder needs to deposit security deposit @5% of the accepted financial proposal. The same will be retained till completion of the assignment. The security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider (selected agency).

15) **Refund of EMD:** The amount of EMD shall be refunded to the unsuccessful bidders after selection of successful bidder. Bidders who have submitted the valid EMD as per the format shall be considered for further evaluation. The amount of EMD will be refunded to the successful bidder on deposition of security deposit money which will be 5% of the accepted financial proposal of the successful bidder and after signing the agreement with the finally selected bidder.

16) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Directorate of M&SSE, West Bengal. The Tender/Evaluation Committee formed for the purpose reserves the right to accept or reject any offer without assigning any reason whatsoever and the Directorate of M&SSE, West Bengal is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

17) **SELECTION PROCESS**

The Professional Agency/ Consultant shall be selected through a competitive bidding process. The bidding process shall be carried out in two stages i.e. Technical Bid & Financial Bid. The Technical Bids shall first be evaluated and only financial bids of the company meeting the technical criteria shall be opened. The financial bid of the bidder failing to meet the predetermined criteria would be remained unopened.

18) **Payment Milestone:**

Sl. No.	Milestone	Payment terms
1.	<u>Phase -A</u>	<ul style="list-style-type: none"> • 50 % on submission of draft Techno feasibility report for each of the 8 (eight) identified fibre/cluster. • 50% on submission of final Techno feasibility report for each of the 8 (eight) identified fibre/cluster accepted by the appropriate authority.
	<p><u>Phase -B</u></p> <p>I. Activity -1: Preparation of Feasibility Study for the proposed CNFC at Kharagpur.</p> <p>II. Activity 2 : Preparation of Feasibility Study report for the proposed Silk Park at Malda</p>	<ul style="list-style-type: none"> • 50% on Submission of Draft Feasibility Report. • 50% on Submission of Final Report accepted by the appropriate authority. • 50% on Submission of Draft Feasibility Report • 50% on Submission of Final Feasibility Report accepted by the appropriate authority.

19) **Evaluation Criteria**

Since the technical capability and experience of the Agency is more important for the work to be assigned, the selection of the agency would be done on the basis of **Combined Quality Cum Cost Based System(CQCCBS)**.

Agencies that have scored 50% or above marks in the technical evaluation will be considered eligible for opening the financial quote. The technical bid will be evaluated on a scale of 100, and the weightage for each criterion would be as follows:

Sl No.	Criteria/Sub Criteria	Description	Point System	Max Criteria/ Sub Criteria Points
1	Past Experience of the Bidder			
a.	Experience of conducting survey & preparation of techno-economic feasibility report of cluster based livelihood projects.	Past experience to be looked into	1 project=5 points 2-3 projects=10 points More than 3 projects=15 points	15
b.	Agency should either have experience of implementation or assisting in implementation of at least three natural fibre /handicraft/ handloom/ livelihood based cluster projects out of which minimum two projects should be with the GoI/State Govt.	Number of completed/ongoing Projects (with each having minimum project budgeted value of Rs 3 cr.) would be Considered	< 3 projects: 0 points. 3 projects: 5 points. 4-5 projects: 10 points. More than 5 projects: 20 points.	20
c.	Types of livelihood interventions	Variety of livelihood interventions in terms of sectoral variety (Sector means: bamboo , jute, sabai, cotton, siasal, mat, coir, silk etc.) to be looked at.	1-2 sector=5 points 3-4 sectors=10 points >4 sectors= 15 points.	15
2	Financial Strength of the Bidder			
	Turnover figure for Last three Years	Turnover of the bidder in last three years	Qualifying annual average turnover should be at least Rs. 3 crore. If < 3 crore=0 point, 3-6 crore= 10 point, > 6 crore = 15 point	15
3	Project Plan and Implementation Methodology			
	Understanding on the Scope of work	Write-up (not more than 1000 words) on the bidder's clarity of the total scope of work, approach and methodology and understanding of the policy priorities of the Govt. to be considered.	Marks allotted: 5	5

Resource Deployment				
a.	Key personnel involved in the assignment experienced in natural fibre based products (bamboo , jute, sabai, cotton, siasal, mat, coir, silk)	No. of key personnel involved in the assignment experienced in Natural Fibre based products (Supported by CVs of the key personnel)	2-5 persons= 5 points More than 5 persons= 10 points	10
b.	Key personnel involved in the assignment experienced in rural livelihood projects	No. keypersonal involved in the assignment Experienced in rural livelihood projects (Supported by CVs of the key personnel)	2-5 persons= 5 points More than 5 persons= 10 points	10
c.	Domain of resource person	Variety of domain (e.g handicraft expert , cluster expert, infrastructure expert, financial modeling expert ,engineering and design expert ,project manager, PPP modeling expert) of resource persons to be looked at	2-3 domain= 5 points > 3 domain= 10 points	10

20) GENERAL TERMS AND CONDITIONS OF THE WORK

The selected company has to sign an Agreement with the Directorate of M&SME, GoWB for rendering satisfactory services and completion of the assignments in a time bound manner. The Agreement shall include provisions for taking performance guarantee, damages for delay besides other clauses as are finalized by the Directorate of M&SSE, WB.

21) EVALUATION PROCEDURE

The evaluation would be Quality and Cost based.

- a. The financial evaluation would be done for only those proposals which qualify technically i.e. will secure 50% marks in technical evaluation.
- b. The lowest financial proposal (FPMin) will be given a score of 100 points which would be a combination of Phase A + Phase B. The financial scores of the other financial proposals (SF) will be calculated as:
- c. $SF = 100 \times FPMin / FP$
 - i. SF = Financial score of other financial proposals
 - ii. FPMin = Price of lowest financial proposal
 - iii. FP = Price of the proposal under consideration
- d. The weights given to Technical and Financial proposals are WT = 0.70 and WF = 0.30 respectively
- e. Proposals will be ranked according to their combined technical and financial scores using the weights mentioned above.

f. $S = ST \times WT + SF \times WF$

Where;

- i. S = Final combined score
- ii. ST = Technical score
- iii. WT = weight given to technical score
- iv. SF = Financial score
- v. WF = weight given to financial score

g. The agency achieving the highest combined technical and financial scores would be called for negotiations

h. In the event of a tie in the final combined scores, the agency/consultant having the lower financial quote amongst the two would be called for negotiations.

22) **PENALTY CLAUSE:**

For non-performance/ delayed performance, the following, all or any penalties may be imposed on the selected agency:

- (i) EMD will be forfeited in case of any mid-way unilateral withdrawal from the bidding process.
- (ii) Forfeiture of performance security in case of any mid-way unilateral withdrawal from the assignment or delayed performance beyond stipulated period (Maximum 112 days from the date of Agreement). Beyond 112 days, a penalty charge Rs. 1000/- per day will be imposed. However, decision of the Evaluation Committee will be absolute and final in this respect.

23) **CLARIFICATIONS**

In case any further clarification or information is required, the following officer may be contacted:- Joint Director of M&SSE(Empl) / Joint Director of M&SSE (Accounts), Directorate of M&SSE, Govt of West Bengal, 9th Floor, Block-A, New Secretariat Building, 1, K.S Roy Road, Kolkata-700001. Ph. 033-2262-5151

24) **COURT JURISDICTION**

This shall be subject to the exclusive jurisdiction of courts at West Bengal.

25) **THE TENDER COMMITTEE RESERVES THE FOLLOWING RIGHTS:**

(i) To reject any/all application without assigning any reason thereof at any time prior to award of contract without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidders of the ground for such action.

(ii) To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the project and the objective of the scheme without assigning any reasons thereof;

(iii) To include any other items in the Scope of Work at any time after consultation in the pre-bid meeting or otherwise during the course of implementation of the work assignment.

26) **REJECTION OF BID:**

- (i) It is not in prescribed form and not containing all required details/information/documents.
- (ii) Offer is received other than on line submission mode.
- (iii) Bid received without EMD.
- (iv) During scrutiny if it is comes to the notice that the credential or any other paper found incorrect/manufactured/fabricated.
- (v) If Financial Proposal is quoted only in Phase-A or Phase-B.
- (vi) If it is conditional and incomplete.

27) Prospective Bidders are advised to note carefully the minimum qualification criteria as mentioned in “ **Instruction to Bidders**” stated in **Section-A** before entering the Bids.

Director,
Micro & Small Scale Enterprises,
Govt. of West Bengal

Memo No: 50/1(1)/NFM/e-Tender/13-14

Date: 31/10/13

Copy forwarded for information to:-

The Principal Secretary to the Government of West Bengal, Writers Buildings, Kolkata -700001

Director,
Micro & Small Scale Enterprises,
Govt. of West Bengal

SECTION - A

INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

Instructions/ Guidelines for electronic submission of the tenders have been annexed for assisting the Bidders to participate in e-Tendering.

1. Registration of Agency / Consultant:

Any Agency willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in>. The Agency is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature certificate (DSC):

Each Agency is required to obtain a Class-II or Class-III Digital Signature Certificate(DSC) for submission of tenders from the approved service provider of the National Informatics Centre(NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

3. The Agency can search & download N.I.T.& Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.**4. Submission of Tenders:**

Tenders are to be submitted through online to the website stated in Section A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

(a). Statutory Cover Containing the following documents:**Technical doc 1**

- i) Technical Bid cover letter (Annexure-I of Section B)
- ii) EMD
- iii) Affidavit as per format given in Affidavit-X in Section B

Technical doc 2

- i) Company details as per Annexure-II of Section B
- ii) Credentials as per format in Annexure III, Annexure IV and Annexure V of Section B

Technical doc 3

- i) Manpower/key personnel details (As per Annexure-VI of Section B)

(b). Non-statutory Cover Containing the following documents:

Sl. No	Category name	Sub Category Description	Details
A	Certificates	A1 Certificates	<ul style="list-style-type: none"> PAN Latest IT Acknowledgement Service Tax Registration Certificate P. Tax Challen (2012-13)
B	Company details	B1 Company details1	<ul style="list-style-type: none"> Legal Status of the Agency such as Certificate of Incorporation with MoA , Certificate under Society Registration Act/ Co-operative Society Registration Act with bye laws.
		B2 Company Details 2	<ul style="list-style-type: none"> Company details like list of Board of Directors/ Executive Committee Members with address. Power of Attorney
C	Credential	C1 Credential1	<ul style="list-style-type: none"> Work Order/Work Completion certificate regarding Past experience on conducting survey & preparation of Tech Economic feasibility report of cluster based livelihood project(s).
		C2 Credential2	<ul style="list-style-type: none"> Work Order/Work Completion certificates showing Past experience of implementing or assisting in implementation of at least three (3) projects each having minimum project budgeted value of Rs. 3 (three) crore on Natural Fibre / Handicrafts /Handloom / cluster based livelihood projects out of which minimum two projects should be with the GoI /State Govt.
D	Financial Info	Balance Sheet 2010-11 Balance Sheet 2011-12 Balance Sheet 2012-13	D1 P/L , Balance Sheet & Income & Expenditure Statement 2010-2011 D2 P/L , Balance Sheet & Income & Expenditure Statement 2011-2012 D3 P/L , Balance Sheet & Income & Expenditure Statement 2012-2013

Sl. No	Category name	Sub Category Description	Details
E	Declaration	E1 Declaration 1	<ul style="list-style-type: none"> Brief write-up (not more than 1000 words) on bidder's clarity of the total scope of work, approach and methodology & understanding of the Policy priorities of the Govt.
F	Manpower	Key personnel	Details of personnel supported by CVs (as per Format-Y of Section-B)

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No 4(a) and Sl. No. 4(b) of Section A will render the tenderer liable to be rejected for both statutory & non statutory cover.

Click the check boxes beside the necessary documents in the My Document list and then click the tab " Submit Non Statutory Documents' to send the selected documents to Non-Statutory folder.

Next Click the tab " Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

N.B: If the space provided for uploading necessary documents is not sufficient, the Bidder may submit the documents off line following the respective Annexure submitted in the "Statutory Cover" in Sl. No. 4(a) of Section A. If any discrepancy between the Annexures and respective documents is found, the proposal will be liable for cancellation.

5. Tender Evaluation Committee (TEC)

- Evaluation Committee constituted for the purpose will function as Evaluation Committee for selection of technically qualified Agencies.
- Opening of Technical Proposal:
Technical proposals will be opened electronically using Digital Signature Certificate (DSC).
- Intending tenderers may remain present if they so desire.
- Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
- Summary list of technically qualified tenderers will be uploaded online.

f. During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

6. Financial Proposal

a. The financial proposal should contain **Financial Proposal Cover Letter** (Annexure-VII of Section B) and **Bill of Quantities** (BOQ).The Agency is to quote the rate online through computer in the space marked for quoting rate in the BOQ.

Note:

a. **Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Agency.**

b. The B.O.Q should indicate the fee chargeable (in INR) for both Phase-A and Phase-B (including Activity-I and Activity-II) separately.

c. Bill of Quantities(BOQ).shall be reckoned as inclusive of all taxes & levies, survey cost, travel, boarding & lodging, communication and all other out of pocket expenses.

d. The Financial proposal should be unconditional and valid for a period of 180 days from the date of submission.

SECTION – B

ANNEXURE I:
TECHNICAL PROPOSAL COVER LETTER

To
The Director,
Micro and Small Scale Enterprises,
Govt of West Bengal
9th Floor, New Secretariat Building
Kolkata – 700001

**Subject: Technical Proposal for appointment of Professional Agency/
Consultant under NFM.**

**Ref: e-NIT No. MSSE/NFM/01/2013-2014 of the Director, Micro & Small
Scale Enterprises, West Bengal.**

Sir,

Having gone through and carefully examined the N.I.T documents & Instructions to Bidders including the Statutory, Non-statutory documents, I /we hereby submit all the necessary information and relevant documents of technical proposal for evaluation.

The application is made by me / us on behalf of M/s.....
..... duly authorized to submit the bid.

The necessary evidence admissible by law in respect of authority assigned to me/ us on behalf of the agency for application and completion of the contract documents is attached herewith.

We certify that the information provided in the proposal are true to the best of our knowledge and understand that any variation to the same may lead to rejection of our proposal.

We understand that you are not bound to accept any proposal you receive.

Encl: e-Filing

1. Statutory documents.
2. Non-Statutory documents.

Yours sincerely,

Date:

Authorised Signatory (In full and initials)
Name and Title of Signatory
Name of the Firm
Address

SECTION – B

AFFIDAVIT-X

(To be furnished in Non – Judicial Stamp paper
of appropriate value duly notarized)

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no claim/objection will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our agency M/S nor any of constituent Director/Member had been declared blacklisted/ineligible to participate for bidding during last five financial years by any State/Central Government or State/Central P.S.U due to unsatisfactory performance, breach of general or specific instructions, corrupt/fraudulent or any other unethical business practices.
- 3) The undersigned certifies that the agency has a local office in Kolkata at.....(address)
- 4) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Directorate of M&SSE, West Bengal to verify this statement.
- 5) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Directorate of M&SSE, West Bengal.
- 6) Certified that I have applied in the tender on behalf of the agency M/s.....having been duly authorized by Power of Attorney by the said agency.

Signed by an authorized officer of the agency.

Title of the officer

Name of the agency with Seal

Date: _____

SECTION – B
Annexure-II

Company details

-
- 1) Name of Applicant with contact No. :
- 2) Name and Address of the agency with contact No. and e-mail ID :
- 3) i) Legal status of the agency
Company/Co-op. Society/ Society
- iii) Certificate No. & date
- 4) No. of Board of Directors/
Executive Committee member :
- 5) Whether the applicant has power of Attorney (Yes/No).....

.....
Signature of applicant including title
and capacity in which application is made.

Note: 1. Documents in support of the above information should be submitted in the **Non-Statutory cover**. If the space provided for uploading the documents is not sufficient, documents may be submitted off line on or before 20.11.2013 up to 2.00 p.m as per table at SI No. 13 of N.I.T documents, but that should match with the information given in the above table. Any mismatch in this regard will lead the cancellation of the entire proposal.

Note: 2. Extra documents not mentioned in the above table, if submitted, will not be considered.

Annexure –III

Experience in conducting survey work and preparation of techno-economic feasibility report

Sl. No	Name of Work order issuing authority	No. and date of work order	Nature of the work in brief	Value of the project (Rs.)	Whether ongoing or completed	Whether report submitted or not
1	2	3	4	5	6	7
1						
2						
3						
4						

Authorised Signatory (In full and initials)
Name and Title of Signatory
Name of the Agency
Address

Note: 1. If the work is completed and report submitted (column no. 6 & 7 of the above table) to the order issuing authority, work completion certificate should be submitted.

Note: 2. Documents of the above information are to be submitted in the **Non-Statutory cover**. If the space provided for uploading the documents is not sufficient, documents may be submitted off line on or before 20.11.2013 up to 2.00 p.m as per table at Sl No. 13 of N.I.T documents, but that should match with the information given in the above table. Any mismatch in this regard will lead the cancellation of the entire proposal.

Note: 3. Extra documents not mentioned in the above table, if submitted, will not be considered.

Annexure –IV

Experience of working in Natural Fibre / Handicrafts /
Handloom based cluster projects.

Sl No.	Name of Work order issuing authority	Central or name of State Govt.	No. and date of work order	Nature of the work in brief	Project value (Rs. in lakh)	Whether ongoing or comple- ted	Whether report submitt ed or not
1	2	3	4	5	6	7	8
1							
2							
3							
4							
5							
6							

Authorised Signatory (In full and initials)
Name and Title of Signatory
Name of the Agency
Address

Note: 1. If the work is completed and report submitted (column no. 7&8 of the above table) to the order issuing authority, work completion certificate should be submitted.

Note: 2. Documents of the above information are to be submitted in the **Non-Statutory cover**. If the space provided for uploading the documents is not sufficient, documents may be submitted off line on or before 20.11.2013 up to 2.00 p.m as per table at Sl No. 13 of N.I.T documents, but that should match with the information given in the above table. Any mismatch in this regard will lead the cancellation of the entire proposal.

Note: 3. Extra documents not mentioned in the above table, if submitted, will not be considered.

Annexure –V

List of documents showing sectoral variety of livelihood interventions.

Sl. No.	Name of the document with No. and date	Issuing authority	Nature of the work in brief mentioning Sector name.	Project value (Rs.)
1	2	3	4	5
1				
2				
3				
4				
5				
6				

Authorised Signatory (In full and initials)
Name and Title of Signatory
Name of the Agency
Address

Note: 1. Documents of the above information are to be submitted in the **Non-Statutory cover**. If the space provided for uploading the documents is not sufficient, documents may be submitted off line on or before 20.11.2013 up to 2.00 p.m as per table at Sl No. 13 of N.I.T documents, but that should match with the information given in the above table. Any mismatch in this regard will lead the cancellation of the entire proposal.

Note: 2. Extra documents not mentioned in the above table, if submitted, will not be considered.

Annexure –VI

List of key personnel/ man power resources

Sl. No	Name of key person	Qualification (both educational & technical)	Experience d in (e.g handicrafts / handloom / other Rural livelihood etc.)	Experience in natural fibre, if any (mention fibre name)	Domain of expertise (e.g infrastructure; finance ; marketing; Engg. & design; PPP modeling etc)	Years of experience	Associa ted with the agency since.... (menti on date)
1	2	3	4	5	6	7	8
1							
2							
3							
4							
5							
6							

Authorised Signatory (In full and initials)
Name and Title of Signatory
Name of the Agency
Address

Note: 1. CVs as per **format-Y of Section B** of the personnel whose names are given in the above table are to be submitted in the **Non-Statutory cover**. If the space provided for uploading the documents is not sufficient, documents may be submitted off line on or before 20.11.2013 up to 2.00 p.m as per table at SI No. 13 of N.I.T documents, but that should match with the information given in the above table. Any mismatch in this regard will lead the cancellation of the entire proposal.

Note: 2. Extra documents not mentioned in the above table, if submitted, will not be considered.

SECTION – B

Format-Y

CURRICULUM VITAE (CV) OF PROFESSIONAL STAFF

Proposed Position: _____

Name of Agency: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Agency/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Details of Tasks in this Assignment : _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of

activities performed and client references, where appropriate. Use about three-quarters of a page.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date: _____

[Signature of staff member and authorized representative of the Firm]
Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

SECTION – B

Annexure-VII

FINANCIAL PROPOSAL COVER LETTER

To
The Director,
Micro and Small Scale Enterprises,
Govt of West Bengal
9th Floor, New Secretariat Building
Kolkata - 700001

**Subject: Financial Proposal for appointment for Professional Agency /
Consultant under NFM.**

**Ref: e-NIT No. MSSE /NFM/01/ 2013-2014 of the Director, Micro &
Small Scale Enterprises, West Bengal.**

Sir,

We, the undersigned, are pleased to submit our Financial proposal for appointment as Professional Agency/Consultant under Natural Fibre Mission in accordance with Tender under reference.

Our Financial Proposal is unconditional and we acknowledge that any condition attached to the financial proposal shall result in rejection of our proposal. Our Financial proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity of the Proposal.

We understand that you are not bound to accept any Proposal you receive

Yours sincerely,

Authorised Signatory (In full and initials)
Name and Title of Signatory
Name of the Agency
Address