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No.5/7/2011-Leather
Government of India
Ministry of Commerce & Industry
Department of Industrial Policy & Promotion

Udyog Bhawan, New Delhi
Dated the 9th November, 2012,

To

(As per list attached)

Subject: Request for Proposal (RFP) for inviting Limited tenders for engaging an institute/organization for evaluation of sub-schemes under Indian Leather Development Programme (ILDLP) implemented during 11th Plan.

Sir,

Please refer this Department's letter of even number dated 17th September, 2012 regarding evaluation of sub-schemes under Indian Leather Development Programme (ILDLP). The sub-schemes under Indian Leather Development Programme namely, Human Resource Development (HRD), Support to Artisan, Integrated Development of Leather Sector (IDLS), Innovation & Environmental Issues (with broader ambit in place of "Up-gradation /installation of infrastructure for environment protection in leather sector" operational in 11th Plan) are proposed for continuation during the 12th Plan period.

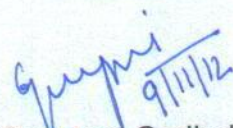
2. As per the Ministry of Finance, Department of Expenditure instructions, for continuation of schemes from XI Plan to XII Plan, the schemes are subjected to evaluation through an independent, impartial and reputed agency and the evaluation reports put through a rigorous scrutiny with regard to performance in the 11th Plan.

3. This Department intends to utilize the services of a prominent Institute/organization, included in the list of reputed Research Institutes prepared by the Planning Commission and empanelled for outsourcing Evaluation Studies and other reputed institutes dealing in leather sector, for evaluation of the sub-schemes under ILDP. A detailed brief of the sub-schemes under Indian Leather Development Programme implemented during the XI Plan period has already been sent to the Institute/organization vide this Department's letter cited above.

Contd.....

4. A copy of the Request for Proposal (RFP) inviting Limited tenders for evaluation of the sub-schemes under Indian Leather Development Programme (ILDIP) is enclosed. It is also available on the website of DIPP at www.dipp.nic.in.
5. You may send your proposal as per the Terms & Conditions laid down in the RFP document.

Yours faithfully,

9/11/12

(Gurpreet Gadhok)
Under Secretary to the Govt. of India
Tel: 011 - 23063933

Encl: RFP document

1. The Registrar
Harcourt Butler Technological Institute,
Nawabganj, Kanpur (U.P.)
Fax: 0512-2533812
2. NIFT Campus
Hauz Khas
Near Gulmohar Park,
New Delhi-110016
Fax: 011-26542151
3. The Registrar
IIT Madras
IIT Post Office
Chennai – 600 036
Fax: 044-22570509
4. The Registrar
Punjab Technical University (PTU),
Jalandhar-Kapurthala Highway,
Near Pushpa Gujral Science City,
Kapurthala – 155601 (Punjab)
Fax: 01822-662525
5. The Registrar
Muzaffarpur Institute of Technology (MIT),
Muzaffarpur, Bihar
Pin-842003
6. The Registrar
B.R.A. Bihar University,
Muzaffarpur,
Bihar – 842002
Fax: 0621-2242495
7. The Registrar
W.B. University of Technology,
Block-LB, Sector-III,
Salt Lake City,
Kolkata – 700098
West Bengal
Fax: 033-23358353

8. The Registrar
Govt. College of Engg. & Leather
Technology (Govt. of W.Bengal)
Block-LB, Sector-III,
Salt Lake City,
Kolkata – 700098
West Bengal
9. The Registrar
U.P. Technical University,
I.E.T. Campus, Sitapur Road,
Lucknow
Fax: 0522-2732185
10. The Secretary
National Productivity Council,
Utpadakta Bhavan,
5-6, Institutional Area,
Lodhi Road,
New Delhi – 110003
Fax: 011-24615002
11. The Secretary
National Council of Applied Economic
Research (NCAER),
Parisila Bhawan,
11, Indraprastha Estate,
New Delhi – 110002
Fax: 011-23370164
12. The Registrar
National Institute of Rural Development
(NIRD),
Rajendranagar
Hyderabad – 500030
Fax: 040-24016500
13. The Registrar
University of Madras,
Chepauk,
Chennai – 600 005

REQUEST FOR PROPOSAL (RFP) DOCUMENT

FOR

**Engaging an institute/organization for evaluation of sub-schemes
under Indian Leather Development Programme (ILDPA)
implemented during 11th Plan**

**Leather Section
Department of IPP
Ministry of Commerce and Industry
Government of India
New Delhi**

November 2012

DISCLAIMER

Department of Industrial Policy & Promotion has prepared this document to give interested parties the background information on the sub scheme. While Department of Industrial Policy & Promotion have taken due care in the preparation of the information contained herein and believe it to be accurate, neither Department of Industrial Policy & Promotion any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely on the information given in this document in submitting RFP. The information is provided on the basis that it is non - binding on Department of Industrial Policy & Promotion, any of its authorities or agencies or any of their respective officers, employees, agents or advisors. Department of Industrial Policy & Promotion reserves the right not to proceed with the sub scheme or to change the configuration of the sub scheme, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities requesting for proposal.

SCHEDULE FOR THE SUBMISSION OF RFP

EVENT	DATE
Availability of RFP document at DIPP web site	09/11/2012 to 16/11/2012
Last date for submission of queries	12/11/2012
Last date for issue of addendum to RFP document	14/11/2012
Last date and time for submission of completed RFP document	16/11/2012 at 5.00 P.M.
Opening of RFP	19/11/2012 at 3.00 P.M.

The RFP document containing the details regarding the scope of work, prescribed proforma and qualification criteria can be down loaded from the website of DIPP. The completed RFP documents have to be submitted before the date and time of submission along with the prescribed fee at the following address:-

Smt. Gurpreet Gadhok
Under Secretary,
Govt. of India,
Department of Industrial Policy & Promotion,
Ministry of Commerce and Industry,
Room No.319-A, Udyog Bhawan,
New Delhi- 110 107

REQUEST FOR PROPOSAL

FOR

Engaging an institute/organization for evaluation of sub-schemes under Indian Leather Development Programme (ILDPP) implemented during Eleventh Plan

SECTION -I

INSTRUCTIONS TO APPLICANTS

1. Background

1.1 The leather sector occupies a very important place in the Indian economy on account of substantial export earnings, potential for creation of employment opportunities and favourable factor conditions for its sustained growth. This sector is among the top 10 export earners of the country and has registered a compounded annual growth rate (CAGR) of 8.61 percent in exports during the last five years.

2. Need for Engagement of institute/organization

2.1 For continuation of on-going Schemes from XI to XII Plan, Ministry of Finance (Department of Expenditure) have issued instructions, vide their O.M. dated 23.4.2012, that administrative Ministries/Departments are required to ensure that before approving continuation of the Schemes in the XII Plan, the schemes are subjected to evaluation through an independent, impartial and reputed agency and the evaluation reports put through a rigorous scrutiny with regard to performance in the XI Plan.

2.2 Out of the 13 sub-schemes implemented under Indian Leather Development Programme (ILDPP) during the 11th Five Year Plan period, four sub-schemes have been recommended by the Working Group on Leather & Leather Products for continuation during the 12th Plan period. The four sub-schemes namely, Human Resource Development (HRD), Support to Artisan, Integrated Development of Leather Sector (IDLS), Innovation & Environmental Issues (with broader ambit in place of "Up-gradation /installation of infrastructure for environment protection in leather sector" operational in 11th Plan) have been proposed for continuation during the 12th Plan period.

3. Scope of Work/Terms of Reference

3.1 The scope of work/terms of reference for the institute/organization is as under:

1) To ascertain whether the objectives of each of the Sub-scheme/components under evaluation [the four sub-schemes namely, Human Resource Development (HRD), Support to Artisan, Integrated Development of Leather Sector (IDLS), Innovation & Environmental Issues (with broader ambit in place of “Up-gradation /installation of infrastructure for environment protection in leather sector” operational in 11th Plan) under Indian Leather Development Programme] which have been proposed for continuation during the 12th Plan period, were consistent with requirement of the sector/beneficiary. If not, the areas of mismatch and consequences thereof.

2) To evaluate targets/deliverables vis-à-vis, achievements in each of Sub-schemes / components, measure degree of success/benefits accrued or shortfall (if any), identify reasons/factors responsible for the shortfall and suggest remedial measures to overcome such situation and for improvements of the performance.

3) To examine efficiency and promptness of approval process comprising submission receipt of proposal, processing & approval and disbursement in terms of maintenance of timelines, delay (if any) and reasons thereof along with suggestions for improvement.

4) To evaluate performance of each of the implementing agencies engaged for different components.

5) To recommend whether the programme should be continued in the 12th Plan, if yes, the areas for improvements and modifications required.

3.2 The number/mode of report and timeline for the submission of Draft and Final Evaluation Reports are as under:-

- | | | |
|------|---------------|--|
| (i) | Draft Report: | Three signed copies within 30 days from the award of of the work (in soft & hard copy both) |
| (ii) | Final Report: | Three signed copies within 10 days after the acceptance of Draft Report by Department of Industrial Policy & Promotion (in soft & hard copy both) |

4. Location Scope

Evaluation report would be submitted in the Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, New Delhi as per the scheduled date and time.

5. Payment Terms

5.1 The organization would be paid the prescribed fee for rendering their services as per the contract. The fee should be quoted in rupee terms as per Form-III.

5.2 The Professional fee (including all expenses and taxes) would be payable in three installments:

- (i) 40% payment on assigning the study, in advance against a bank guarantee
- (ii) 20% payment on submission of draft study and
- (iii) 40% payment on submission of final evaluation Study Report

5.3 If bank guarantee for advance payment will not be submitted by the concerned organization then 60% payment would be paid after submission of draft study reports, the remaining 40% after submission of Final study report.

6. Submission of Proposal

6.1 The applicants are required to submit Financial Proposal only. Applicant with the lowest bid would be considered for the assignment, subject to meeting other conditions.

"Financial Proposal"

- (i) The applicant organization should submit the quotation of professional fee in rupee terms as detailed above in Para 5.
- (ii) The Proposal shall be typed and printed in indelible ink and shall be signed by the Applicant Organization or a person or persons duly authorized to bind the Applicant Organization to the Contract. All pages of the Proposal, including all photostat copies, except for un-amended printed literature, shall be initialed by the person or persons signing the Proposal.

(iii) Any interlineations, erasures or overwriting shall be valid only if they are

initialed by the person or persons signing the Proposal.

6.2 Sealing and Marking of Proposals

The Applicant Organization shall seal the envelope containing the "Financial Proposal". The applicant organization shall enclose a copy of this TOR document duly signed & stamped by the person or persons signing the Proposal on each page as a token of acceptance of all the terms & conditions of this tender. The sealed envelope should be kept in separate outer envelope and marked on the top as "Engaging an institute/organization for evaluation of sub-schemes under Indian Leather Development Programme" and addressed to reach the following address.

Smt. Gurpreet Gadhok
Under Secretary,
Department of Industrial Policy & Promotion,
Ministry of Commerce & Industry,
Room No.319-A, Udyog Bhawan,
New Delhi - 110 107
(Phone No. 011-23063933)

Other requirements

- (i) Both the inner envelopes shall also indicate the name and address of the Applicant organization.
- (ii) If the outer envelope is not sealed and marked as required, DIPP will assume no responsibility for the Proposal's misplacement or premature opening.
- (iii) The proposal may be submitted by Registered post/Speed post/Courier/ By hand delivery at Receipt & Issue of the department in front of Gate no. 11 of Udyog Bhawan. Telex, cable, email or facsimile Proposals will not be accepted under any circumstances.
- (iv) The last date and time for the receipt of the proposal is 16/11/2012 at 5:00 pm.
- (v) The application received after the last date will not be considered in any circumstances.

7. Duration & Phasing

The overall duration of evaluation is till completion of the task from the date of the Appointment or earlier as decided by the department.

8. General Terms and condition of work

8.1 The organization is required to submit the details of the team which is

proposed to handle the project with their experience in handling similar project. The same team would be maintained throughout the project duration unless otherwise requested by DIPP. In the event of one of the members of the team leaving the consultant / consulting organization, a professional with identical / similar profile is required to be deputed in consultation with the department. All events shall be reported to DIPP prior to any decision.

8.2 No other charges shall be incurred by DIPP other than those specified herein and the party shall be responsible for insurance and any other statutory requirements of the peronnel deputed carrying out the activities to accomplish the objective & scope of DIPP.

8.3 Payment shall be released subject to acceptance of the evaluation report by competent authority in Department of Industrial Policy & Promotion.

8.4 The Applicant organization should give the financial terms. The Price Bid should have the total price of the bid inclusive of taxes, if any. No other payment will be considered if not mentioned in the price bid. No subjective condition will be accepted in the price bid.

8.5 The decision of the Competent Authority of DIPP will be final in selecting the institute/organization for evaluation and no further queries will be entertained.

9. Conflict of Interest

The applicants shall not have a conflict of interest. All applicants found to have a conflict of interest as mentioned below are liable to be disqualified.

a) The selected applicants shall not engage in activities that conflict with the interest of the client under the contract and shall be excluded from downstream supply of goods or construction of works or purchase of any asset or provision of any other service related to the assignment other than a continuation of the services under the contract.

b) The selected applicants shall not engage in any assignment that would be in conflict of interest with their current obligations to the same or other clients.

c) The selected applicants (including their personnel, agents and/or sub consultants) that have a business or family relationship with such members of DIPP staff who are directly or indirectly involved in the project will not be considered for appointment as consultant.

10. Corrupt or Fraudulent practices

Department of Industrial Policy & Promotion, Government of India, requires that Applicants under this contract observe the highest standard of ethics. In pursuance of this policy, DIPP:

- (a) Defines, for the purpose of these provisions, the terms set forth below as follows:
 - i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public servant ; and
 - ii. "fraudulent practice" means a misrepresentation of facts in order to influence the decision to award the consultancy contract to the detriment of the Govt. of India and PPP and targeted stake holders and includes collusive practice among Applicants/Bidders (prior to or after the bid submission) designed to establish bid prices at artificial non-competitive levels and to Govt. of India and PPS and targeted stake holders of the benefits of free and open competition.
- (b) DIPP will reject a proposal for award of consultancy work if it is determined that the Applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (c) DIPP Will declare an Applicant/Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract / contracts, if it at any time determines that the Applicant/Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the consultancy contract.

11. Amendment of RFP Document

11.1 At any time, prior to the deadline for submission of Applications, DIPP either on its own or on request of the Applicant may amend the RFP Documents by issuing addenda.

11.2 An addendum issued under the sub-clause 11.1 shall be part of the RFP Documents and shall be posted at the website of DIPP.

11.3 To give Applicants reasonable time to take an addendum into account in preparing their Applications, DIPP may, at its discretion, extend the deadline for the submission of Applications.

12. Performance Bank Guarantee

The applicant who has been awarded the contract shall furnish a performance bank guarantee to the tune of 10% of the fees including expenses agreed to be paid to handle the assignment. The performance bank guarantee shall be made on a scheduled bank. The performance bank guarantee would be discharged on submission of the final report complete in all respects.

13. Language of Application

The language of the Application as well as the supporting documents shall be in English.

14. Application

Forwarding applications should be separately given and signed financial bids should be enclosed in a sealed cover.

15. Late Applications

Any Application received after the dead line of submission will not be considered or opened under any circumstances.

16. Evaluation

16.1 Without prejudice, in order to assist in the evaluation of Applications, DIPP may, at its sole discretion, ask any Applicant for any clarification on its Application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.

16.2 If an Applicant does not provide clarifications requested by the date and time set in DIPP's request for clarification, its Application is liable to be rejected. It is clarified that Applicants shall not be required to submit on their own, additional information or material subsequent to the date of submission and such material if submitted shall be disregarded. It is therefore essential to ensure that all questions are answered fully on the proforma or otherwise. The pages of the RFP document and annexures and additional information if any submitted shall be numbered sequentially and signed. General responses such as "included in brochure" without specific item reference may be avoided.

17. Responsiveness of Applicants

17.1 An application, which does not meet all the requirements of the RFP document, shall be rejected forthwith

17.2 Applicants should note that this RFP Enquiry is intended to provide preliminary information. The information contained herein shall not in any way be construed as binding on DIPP, its agents, successors or assignees.

17.3 Applicants are advised that selection of consultants for this Project shall be entirely at the discretion of DIPP. Applicants shall be deemed to have understood and agreed that no explanation or justification of any aspect of the RFP process shall be given either by DIPP and that the results of the RFP process shall be without any right of appeal to the Applicants whatsoever.

17.4 All documents and other information submitted by an Applicant to DIPP shall become the property of DIPP. Applicants are to treat all information as strictly confidential. DIPP will not return any RFP document submitted to it by the Applicants.

17.5 DIPP shall notify successful Applicant after evaluation. It will not entertain any query or clarification from Applicant who are not short listed in the RFP process.

18. Withdrawal of Applications

18.1 No modification or substitution of the submitted application shall be allowed.

18.2 An Applicant may withdraw its Application after submission, provided that written notice of the withdrawal is received by DIPP before the due date for submission of Applications. In case an applicant wants to resubmit his application, he shall submit a fresh application following all the applicable conditions.

18.3 The withdrawal notice shall be prepared in Original only and each page of the notice shall be signed and stamped by authorized signatories. The copy of the Notice shall be duly marked "WITHDRAWAL".

19. Liquidated Damages

If the selected organization/institute fails to complete the assignment as stipulated under the Agreement in the form of milestones, it shall pay to the client, fixed and agreed liquidated damages, and not as penalty, @ 0.5% of the contract fees for each week of delay. The aggregate maximum of liquidated damages payable to the client shall be subject to a maximum of 5% of the total contract fees.

20. Right to Accept/Reject any or all Applications

DIPP, Government of India reserves the right to accept or reject any or all Applications and to annul the qualification process at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.

21. Validity of Applications

21.1 The Application shall be valid for a period of 90 days from the last date of submission of Applications.

21.2 DIPP retains the right that in exceptional circumstances at its own discretion, it may ask the applicants to extend the validity of their application for a specified period. The Applicant not submitting the letter of extension of the validity period at that time shall not be further considered.

22. Court Jurisdiction

The disputes, if any, arising between selected organization/institute and DIPP shall be resolved amicably, failing which it shall be referred to an Arbitrator, mutually acceptable to both parties, appointed by the Secretary, DIPP as per the relevant provisions under Arbitration and Conciliation Act, 1996. Alternatively, this shall be subject to the exclusive jurisdiction of courts at Delhi/New Delhi.

23. Clarification

For any further clarification please contact Smt. Gurpreet Gadhok, Under Secretary, Department of Industrial Policy & Promotion, Room No.319-A, Udyog Bhawan, New Delhi- 110107 (Tel: 011-23063933) e-mail: gurpreet.gadhok@nic.in.

REQUEST FOR PROPOSAL (RFP) DOCUMENT

FOR

**Engaging an institute/organization for evaluation of sub-schemes
under Indian Leather Development Programme (ILD
implemented during 11th Plan**

PROFORMA APPLICATION FORM

LETTER OF TRANSMITTAL
(On the Applicant's Letter head)

FROM:

Date:

To:

SUBJECT: Engaging an institute/organization for evaluation of sub-schemes under Indian Leather Development Programme (ILDPP) implemented during Eleventh Plan

Sir,

Having examined the details given in RFP Notice and RFP document for the above project, we hereby submit the relevant information for considering our RFP document

1. We agree to abide by all the instructions, terms and conditions mentioned in the RFP document.
2. We hereby certify that all the statements made and information supplied in the enclosed Forms-I to III and accompanying statements are true and correct.
3. We have furnished all information and details necessary for RFP and have no further pertinent information to supply.
4. We also authorize DIPP, or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
5. We shall be jointly and severally liable to the Client for all the Project Consultant's obligation and liabilities as per the contract.
6. We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

Authorized Signatory (In full and initials) with seal
Name and Title of Signatory
Name of the Firm and Seal of the Firm
Address
Enclosures

GENERAL INFORMATION

1. Names of the organization:

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2. Registered Address, telephone, fax.

.....
.....

3. Contact Person, Designation and Address including email ID

.....
.....

4. Names and Addresses of Associated Companies to be involved in the Project and whether Parent / subsidiary/ others. (The relationship to be indicated)

5. In case the company is subsidiary, the involvement, if any, of the Parent Company in the Project:

6. State whether the in-house expertise is available for all services. If not, details of sub-consultants to be involved in the project.

Date:

Signature of the Bidder / Authorized representative

Seal/ stamp of the Firm

CVs OF KEY STAFF

(For information)

1. Name of the Staff
2. Designation
3. Name and address of the firm presently employed, if any
4. Years with the firm
5. Position in the Proposed project (describe degree of responsibility also)
6. Qualifications (Technical and General)
7. Membership in professional bodies
8. Experience and Training (Relevant in the context of assignment)
9. Employment Record (starting with present position, all previous assignments may be covered)

Name of the Firm	Position Held	Years of Employment
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10. Integrity

Date: Signature of the bidder / Authorized representative

Seal/ stamp of the Firm

FINANCIAL PROPOSAL

(On Applicant's letter head)

Financial Quote, inclusive of taxes	
In Figures	
In Words	

Note:

1. No conditional proposals will be accepted.
2. In case of discrepancy in figures & words, rate quoted in words will be accepted.
3. This cost is inclusive of professional fee, travel, and boarding and lodging, communication and all other out of pocket expenses.
4. The Financial Proposal shall take into account all applicable expenses, tax liabilities and statutory levies. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under Financial Proposal

DATE:

Signature of the Bidder / Authorized representative

Seal/ stamp of the Firm

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE RFP

Sl. No.	Details	Reference to Clause No.	Page No.
1.	Performance Guarantee	12	
2.	Letter of transmittal		
3.	Signature of the bidder of his/her authorized signatory on each page of the RFP document		

Date:

Signature of the Bidder / Authorized representative

Seal/Stamp of the Firm