

**Updated Request for Proposal (RFP) in response to Pre-Bid  
Queries**

**For**

*Selection of Consulting Agency for Preparation of Strategic Investment Plan (SIP)  
under Raising and Accelerating MSME Performance (RAMP) Programme in the  
Union Territory of Jammu & Kashmir*

File No. IC-DIC/207/2022-02 dated: 06-05-2023

**DEPARTMENT OF INDUSTRIES & COMMERCE**  
**Government of Jammu & Kashmir**

## **Disclaimer**

This Request for Proposal (RFP) document for “Selection of Consulting Agency for Preparation of Strategic Investment Plan (SIP) under RAMP Programme in Union Territory of Jammu & Kashmir” (“the Proposal”).

This Document does not purport to contain all the information that may be required by the Bidder. The bidder should conduct their own independent assessment, investigations and analysis and should check the reliability, accuracy, and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their proposals.

Department of Industries and Commerce, UT Administration of Jammu and Kashmir (“the Department”), its employees and advisers make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restriction or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from, to be incurred or suffered on account of anything contained in this document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Terms of Reference and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.

The Department reserves the right to accept or reject any or all applications without giving any reasons thereof. The Department will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the entries to be submitted in accordance with the conditions listed in this RFP.

# Table of Contents

1.	Introduction .....	6
1.1	Raising and Accelerating MSME Performance (RAMP) .....	6
2.	Invitation for Bids.....	7
3.	Bidders Queries & Clarifications .....	7
3.1	Bidder Queries.....	7
3.2	Responses to Bidders Queries and Issue of Corrigendum .....	8
4.	Pre-qualification Criteria.....	8
5.	Scope of Work.....	10
5.1	Part A: Baseline Assessment for SIP .....	11
5.2	Part B: Preparation of SIP .....	12
6.	Survey of MSMEs as Sub-Contracting.....	15
7.	Evaluation Criteria.....	16
8.	Team Composition .....	18
9.	Deliverables & Payment Schedule .....	25
10.	Bid Submission Instructions:.....	27
11.	General Information and Terms and Conditions: .....	28
11.1	Cost of proposal.....	28
11.2	Earnest Money Deposit (EMD) .....	28
11.3	Proposal Opening & Evaluation of Pre-Qualification Proposal and Technical Proposal: .....	29
11.4	Evaluation of Financial Proposals – QCBS Selection Procedure.....	29
11.5	Performance Bank Guarantee.....	30
11.6	Obligations of the Consultant.....	31
11.7	Signing of Contract.....	31
11.8	Duration of the assignment.....	31
11.9	Consortium.....	31
11.10	Confidentiality.....	32
11.11	Limitation of Liability .....	32
11.12	Termination.....	32
11.13	Indemnity .....	32
11.14	Failure to agree with the Terms & Conditions of the RFP/Contract.....	34
11.15	Resolution of disputes.....	34
11.16	Force Majeure .....	34
12.	Forms .....	36
12.1	Form 1: Bid Submission Form .....	36
12.2	Form 2: Turnover and Net Worth Certificate .....	37
12.3	Form 3: Pre-Qualification Proposal .....	37
12.4	Form 4: Organization Project Experience .....	40

12.5 Form 5: CV .....	40
12.6 Form 6: Financial Proposal .....	41

## Fact Sheet

S. No.	Information	Details
1.	RFP Name	RFP for Selection of Consulting Agency for Preparation of Strategic Investment Plan (SIP) under RAMP Programme in Union Territory of Jammu & Kashmir
2.	RFP Issuing Authority	Department of Industries & Commerce, Government of Jammu & Kashmir
3.	RFP Issue Date	6.05.23 at 10:00 AM
4.	Last date and time for bid submission	3.06.23 at 04:00 PM
5.	Availability of RFP documents	JK tenders Portal <a href="http://jktenders.gov.in">jktenders.gov.in</a> ,
6.	Tender Cost (Non-Refundable)	Rs. 10000/- (Rupees Ten Thousand only) through online payment
7.	Earnest Money Deposit (EMD)	Rs.5,00,000 (Rupees Five Lacs only) through Demand Draft/Insurance Surety Bond, Fixed Deposit receipt, or Bank Guarantee.  The earnest money will be refunded to the unsuccessful bidders within a time period not exceeding 30 days of finalization of the contract.
8.	Last date and time for submission of queries for clarifications	18.05.23
9.	Date for replying to queries	23.05.23
10.	Date, Time and Place for Pre-Bid meeting	20.05.23 at 10.30 am Online link shall be shared separately.
11.	Technical Bid opening Date	05.06.2023 at 12:00 Noon
12.	Date, time and venue for the Technical Presentation	To be declared to bidders through email.
13.	Place, time and date of opening of Financial Bid	To be declared to technically qualified bidders through email.
14.	Language	Proposals should be submitted in English only.
15.	Name and address for submission of letters/forms, for	Mamta Devi Additional Secretary to the Government,

S. No.	Information	Details
	<p>communication, seeking clarifications against the tender.</p> <p><b>Note:</b> All pre-bid queries to be submitted online only to the mail id provided in this section.</p>	<p>Industries &amp; Commerce Department, J&amp;K.</p> <p><a href="mailto:suggestjkindcom@gmail.com">suggestjkindcom@gmail.com</a></p>
16.	Bid Validity	90 Days

# 1. Introduction

Jammu & Kashmir is the newly formed Union Territory of Indian Union created under the Jammu & Kashmir Reorganization Act, 2019 on 31st October 2019. The Union Territory (erstwhile Jammu & Kashmir State) has made progress in Industrial Development over the last decades. The industrial landscape of the UT is dominated by MSMEs, and it plays a crucial role in propelling industrial growth and economy in the UT as they contribute around 8% to the GSDP and employ the largest number of people in the manufacturing and services sectors. There are approximately 7 lakh MSME units in the state and contributing almost 60% of the total investment and 90% of the total employment in the industrial sector in the UT. MSMEs employ around 11 lakh people in the UT.

Department of Industries & Commerce, Government of Jammu & Kashmir is responsible for all round industrial development of the Union Territory (UT). It acts as a catalyst to modernize & strengthen the MSMEs to make them globally competitive. Government of Jammu & Kashmir notified the “Jammu and Kashmir Industrial Policy 2021-30” on 19.04.2021, which aims to create a conducive ecosystem for industry, attracts investment in focus sectors leading to sustainable, equitable, environment friendly and balanced industrial development thereby creating employment opportunities for the youth, income generation and overall development of the region.

## 1.1 Raising and Accelerating MSME Performance (RAMP)

To support the overall Covid Resilience and Recovery Programme of Ministry of MSME (MoMSME), the Government of India, has launched a new World Bank supported Central Sector Scheme, i.e., **"Raising and Accelerating MSME Performance (RAMP)"**. The scheme has been launched for a period of five years, to be jointly funded by the World Bank and Government of India. The RAMP programme is a Programme-for-Results (P for R) and aims at improving MSMEs' access to market and credit, strengthening institutions and governance at the Centre and State, improving Centre-State linkages and partnerships, addressing issues of delayed payments and greening of MSMEs. RAMP programme seeks to address the generic and COVID related challenges in the MSME sector by way of impact enhancement of existing MSME schemes, especially on the competitiveness front.

In addition to building the Ministry of MSME's capacity at the National level, the RAMP Programme also seeks to scale up implementation capacity and firm coverage in the participating States and UTs. Thus, as per the design of the programme, the UT of J&K is required to prepare a long-term roadmap, i.e., Strategic Investment Plan (SIP) for enhancing the performance of the MSME sector through greater outreach. The purpose of SIP is to develop a holistic MSME-support Programme to further complement the UT's efforts towards boosting MSME growth by:

- Enabling effective implementation of Ministry of MSME's market access and competitiveness schemes in convergence with similar UTs MSME schemes.
- Ensuring availability of infrastructure (power, transportation networks, serviced industrial land), skills training and development, and environmental improvements (reduced waste and pollution).

The Department of Industries & Commerce intends to engage a consulting agency for preparation of Strategic Investment Plan (SIP) to facilitate the participation of Union Territory of Jammu & Kashmir under Government of India's Raising and Accelerating MSME Performance (RAMP) Programme.

## **2. Invitation for Bids**

Bidders are advised to study the RFP document carefully. Submission of RFP shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. The Bidders are expected to examine all instructions, forms, terms, and other information in the tender document. Failure to furnish all information required as mentioned in the tender document may result in rejection of the proposal.

Bidders are required to submit bids through JK tenders Portal [jktenders.gov.in](http://jktenders.gov.in), not later than the date and time laid down for the bid submission.

### **Note:**

- 1) Department of Industries & Commerce shall not be responsible for any delay about non-receipt/ non-delivery of the EMD & document fees.
- 2) Complete bid will only be accepted online i.e., through JK tenders Portal [jktenders.gov.in](http://jktenders.gov.in). Any document submitted in hardcopy shall not be considered in the bid evaluation. However, the Department shall retain the exclusive jurisdiction to ask for some missing historic documents, as on last date of bid submission, or seek any details subsequent to bid submission. A outer timelimit of 48 hours shall be allowed to bidders to furnish such details.
- 3) The terms & conditions are tentative and subject to change.
- 4) Any modification of the RFP document which may become necessary shall be made by the Department of Industries & Commerce, Government of Jammu & Kashmir exclusively through the issue of an addendum/ corrigendum.
- 5) If the opening of bid or any other scheduled date falls on any gazetted holiday, then next working day will be treated as per schedule.

## **3. Bidders Queries & Clarifications**

### **3.1 Bidder Queries**

- (i) Bidder can submit their queries/ seek clarification by sending e-mails to the contacts mentioned in Fact Sheet.
- (ii) The Bidders will have to ensure that their queries should reach to the Department by email on or before last date for sending Prebid queries mentioned in Fact Sheet.
- (iii) The queries should necessarily be submitted in the following format through e-mail by authorized representative of the bidder.



Section/Page No	Content of RFP requiring Clarifications	Change/Clarification Requested	Remarks

- (iv) The Department shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the Department.
- (v) The purpose of query clarification is to provide the bidders with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project. However, the Department reserves the exclusive right to hold or re-schedule the Pre-Bid meeting or hold second Pre-bid meeting, if really necessitated.

### 3.2 Responses to Bidders Queries and Issue of Corrigendum

- (i) The Department will endeavor to provide timely response to the queries. However, the Department makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does the Department undertake to answer all the queries that have been posed by the bidders.
- (ii) At any time prior to the last date for receipt of bids, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- (iii) The Corrigendum (if any) & clarifications to the queries from all bidders will be uploaded on the JK tendersPortal [jktenders.gov.in](http://jktenders.gov.in).
- (iv) Any such corrigendum shall be deemed to be incorporated into this RFP.
- (v) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, the Department may, at its discretion, extend the last date for the receipt of Proposals.

## 4. Pre-qualification Criteria

The bidder must meet following qualification requirements to qualify for the bidding.

S. No.	Section	Specific Requirement	Supporting Documents Required
1.	Legal Entity	The bidder firm must be a company registered in India under the Companies Act 1956, or a partnership firm registered under Limited Liability Partnership Act of 2008, a society registered under the	Certificate of Incorporation/ Registration

S. No.	Section	Specific Requirement	Supporting Documents Required
		Societies Act or a Trust in India.	
2.	Financial Capacity - 1	The Bidder should have a minimum average annual turnover of INR 100 Crore in India in the previous three financial years (FY 2019-20, 2020-21 & 2021-22).	Certificate from CA
3.	Financial Capacity - 2	The Bidder should have positive net worth in the previous 3 financial years (FY 2019-20, 2020-21 & 2021-22).	Certificate from CA
4.	Prior Experience	<p>i) Bidding Agency should have at least 5 years of experience in working MSME sector</p> <p>ii) List of similar projects managed in the last 3 years and other development assistance projects they have managed like MSME ecosystem (<i>including</i> MSME studies/cluster development/technology upgradation/ marketing linkages/ formation &amp; implementation of district action plan/ vendor development/ entrepreneurship acceleration/ skill development/ promotion of Business Development Services/ financial services for MSMEs, capacity building/innovation) with at least one project of minimum value of INR 3 crores, or two projects with a minimum value of 2 Crores or three project with a minimum value of ₹ 1.5 crores, in the last 5 years.</p>	<p>Work order/Letter of intent/contract agreement/Letter of Award and job completion certificate<sup>1</sup> related to the activity.</p> <p>The bidders shall also submit an affidavit detailing:</p> <p>(i) What all they did for the Centre/ State/ UT in context of the aforesaid experiences.</p> <p>(ii) Name, skillset and relevant experience of the key people they deployed in context of their relevant prior experience.</p>
5.	Manpower	The Bidder should have on its rolls a team of at least 10 experts competent to undertake such MSME-related	Self-certification duly countersigned by the HR Head or

<sup>1</sup>If securing a Completion Certificate is not feasible, the firm may choose to furnish an affidavit, under signatures of the authorised signatory of the firm, of having successfully completed the work, along with a certificate from the Chartered Accountant, who handles the work of the company, of having received the full payment against that work.

S. No.	Section	Specific Requirement	Supporting Documents Required
		assignment.	Authorized Signatory, with the names of the 10 experts.
6.	Authorized Signatory	The bidder must submit letter of authorization by the Board/ Partnership firm/LLP, authorizing the signatory, for signing the bid	Board resolution/Power of Attorney authorizing the signatory to sign on behalf of the agency
7.	Blacklisting	Must not be currently debarred or have been debarred or blacklisted by any Central/ State/UT Govt. or Government agency in last 3 years, at the time of submission of bid.	Self- declaration on Companies letter head duly authenticated by the authorized signatory.
8.	Earnest Money Deposit (EMD)	EMD of Rs 5,00,000 Rupees Five Lacs only shall be paid through Demand Draft/Insurance Surety Bond, Fixed Deposit receipt, or Bank Guarantee.	Copy of the payment receipt and the DD/Insurance Surety bond, FDR or BG.
9.	Tender Fee	Tender Fee of Rs. 10000 (Rupees Ten Thousand only)	Copy of the receipt etc.

*Note: The evaluation of Technical Proposal of only those bidders who have qualified in the pre-qualification will be carried out. If the Technical proposals are found to be inadequate and do not correspond to the scope of service and terms of reference, they could be summarily rejected at the discretion of the Department.*

## 5. Scope of Work

The SIP preparation is based on a diagnostic exercise which will gather evidence-based data and information on the MSME sector in the Union Territory of Jammu & Kashmir. The diagnostic exercise will use a systemic process – using a mix of desk research, stakeholder interviews and focus group discussions and surveys. However, in case the circumstances are duly justified, the successful bidder, may use the online interactions (which shall be fully recorded) and secondary survey data with the prior approval of the client- to collect data and information. The document has to be prepared in alignment with prescribed guidance from Ministry of MSME, Govt. of India on the diagnostic exercise and standard SIP template provided as part of the Programme Implementation Manual (PIM). The scope of services of

the Consulting Agency will be to assist and support the Department in preparation of SIP, and has been divided into 3 parts:

- **Part 1: Baseline Assessment for SIP**
- **Part 2: Preparation of SIP**
- **Part 3: Implementation/operation of SIP**

#### **5.1 Part A: Baseline Assessment for SIP**

A critical part of the SIP is the assessment of MSMEs in the Union Territory of Jammu & Kashmir, at district-level, across various parameters. The baseline study should cover all details pertaining to the current ecosystem of MSMEs.

- a) Identification of MSME/ stakeholder participants across all districts to conduct the consultations and study.
- b) Support in conducting one Focus Group Discussion in each district with identified MSMEs and Industries Associations.
- c) Undertaking a state level primary survey of about
  - 2000 units over 20 districts of Jammu & Kashmir which are registered under Udyam Registration portal of GoI; and
  - Minimum 500 MSME units over 20 districts of Jammu & Kashmir which are not registered under Udyam Registration portal of GoI.
  - Selection of sample size\* shall be based on type of units (micro, small, medium), gender, category (General/ OBC/ SC/ ST, etc.), ownership type (Proprietorship/ Partnership/ Public, etc.), sector type, type of products manufactured, services provided, activities undertaken, etc.
  - The mode of survey would include ground survey, one to one meeting, focus group discussions, along-with a mix of desk research. However, the successful bidder may use the secondary survey data and online interactions (which shall be verbatim recorded), with the prior approval of the client shall be permitted.

\*Sample size and relevant methodology to be finalized in consultation with the Department.

On finalization of sampling methodology, the successful bidder would work with the Department to pick up the actual units for primary survey.

- d) Mapping of the existing UT's MSME ecosystem on the following parameters:
  - Number of MSMEs and growth; MSME clusters, geographical concentration, aspirational districts and clusters; sector/industry wise information; women headed MSMEs, etc.
  - Assessing performance of the MSMEs in the UT based on various parameters viz data on Employment (including skilled and unskilled manpower), output, value added, productivity, size distribution, Exports and participation in GVCs, etc.

- Assessing status of MSMEs with respect to access to credit facilities/ funds, usage of technology/ R&D, product designing, quality control measures etc.
  - Identify PSEs and large private anchor buyers and their MSME vendors.
  - Identify products of strategic importance where the MSMEs in UTJK (would require assessment of demand-supply gaps in UTJK and adjoining states) enjoy an inherent strength and how these could be supported by UTJK to give a comparative and competitive strength to its MSMEs.
  - Identify products of strategic importance where the MSMEs in UTJK have export potential
- e) Conduct SWOT analysis based on consultations and study.
- f) Mapping the MSMEs with Champion scheme/ and other strategies (scheme and strategies to be elaborated) which will be suitable to upgrade MSMEs.

The data and findings will then be incorporated in SIP.

## **5.2 Part B: Preparation of SIP**

The scope of work for SIP includes following:

### **5.2.1 Overview of the MSME sector, identification of key constraints, and gaps in interventions in priority sectors through diagnostic study:**

- a) Baseline profiling for existing enabling infrastructure (certification labs, incubators, R&D institutions, raw material banks, etc.). Presence of large industries, PSU etc. CSIR labs for testing and technology transfer. Data on historical performance, existing markets, potential for new target markets and key challenges.
- b) Benchmarking of best practices:
  - Benchmark performance of the UT's MSME sector against various parameters (such as access to finance, market, technology, skilled resources, etc.) with 3 leading states/UTs (to be decided in consultation with UTJK), wherever appropriate.
- c) Stakeholder consultations:
  - Conduct stakeholder consultations through one-to-one meeting, focus group discussion, workshops, etc. in the respective districts with all important stakeholders including all MSME industries associations (geography based and sectoral), district administrations, MSME enterprises, SHGs, NGOs, banks, relevant government agencies etc. to understand existing gaps and collate feedback.
- d) Need assessment and gap study:
  - Conduct needs assessment and gap identification on the basis of the base line study, benchmarking and stakeholder consultations.

- Identify key constraints to MSME growth in priority sectors. An understanding of perceived barriers to growth at the MSME level including skills and technology gaps based on interviews and Focused Group Discussions with MSME associations.
- Identify gaps in MSME support, policy development and delivery, including Mapping of the institutions and agencies in the UT for MSME development; Assessing existing capacity of Industries & Commerce Department and DICs by functional areas and other key support agencies; Assess coordination mechanisms across UT institutions and departments on the MSME development agenda; Assess existing M&E for UT Administration interventions in the MSME sector; Map & assess existing UT Administration portals that deliver services to MSMEs, their current usage and gaps, if any.
- Market level challenges: Identification of existing and target domestic, regional, and global market opportunities, existing pathways through which MSMEs are accessing such markets and specific gaps preventing enhanced access to these markets.
- Finance level challenges: Identification and assessment of financing gaps for MSMEs in priority sectors. Facilitating access to finance for business functioning and growth needs and identifying and removing hindrances in between to reach financing access. Ensuring coverage of targeted sectors of the MSMEs by the financial institutions that should service them for their financial needs.
- Technology challenges: Identification of technology deficit, and how the MSMEs could encompass contemporary/ futuristic/ digital technologies with the identification and assessment of nodal technical institutions and last mile consultants in the State, relating to technical support for MSMEs in the above gap areas.
- Challenges with respect to Environmental and occupational health and safety standards compliance and “greening”, infrastructure, and technical support. Assessment of implementation framework for compliance with existing State and National environmental and occupational health and safety regulations and against target market standards. Identification of areas for strengthening regulatory supervision and technical service provision to improve outcomes in these areas.
- Challenges and gaps with respect to the existing M&E systems.
- Infrastructure constraints: Assessment and identification of infrastructure gaps including core public infrastructure-power, water, roads, industrial land, sector specific infrastructure provided through third party providers (such as warehousing, cold chains, transportation); and on “soft” infrastructure such as laboratory and inspection capacity to support meeting required standards.

- Gender Gaps: Identifying sectors and clusters which have a higher proportion of women; and additional barriers faced by women owned MSMEs in accessing technical services, markets and credit. The specific interventions required under the SIP to enhance proportion of women supported schemes.
- e) Preparation of Plan of action: Propose interventions to address gaps identified in SIP
- Provide recommendations for key programmes, projects, schemes, policies, strategies, and initiatives, including for startups, while learning from best practices across the country, for the phase-wise implementation across key sectors to yield maximum financial and social returns.
  - Provide inputs on projects prioritization based on multi criteria and suggest implementation strategy and action plan for development of priority projects.
  - Outline implementation roadmap
  - Develop short, medium, and long-term implementation action plan, milestone linked key performance indicators (KPIs) for the same and approaches to monitor them.
  - Recommend approaches for resolving implementation bottlenecks and facilitate in implementation of the same.
  - Suggest appropriate strategies for Udyam registration, Onboarding on GEMs, ONDC, TReDS platform, other relevant digital technologies, etc.

### **5.2.2 Output-outcome Framework leveraging baseline numbers and programme goals**

- Provide recommendations for intermediate and development-level outcome goals – with baseline numbers and programme goals over a four-year period - for total number of MSMEs to be supported through RAMP to align with the overall objectives of RAMP.
- Propose all relevant interventions/policies/schemes, etc., key central and UTs activities to be implemented, required to address the constraints and challenges identified.
- Finalize the recommendations in consultation with the department.

### **5.2.3 Budgeting & prioritization of interventions**

- Assess and prepare budgetary requirements for identified projects.
- Suggest project funding strategies for timely implementation in the project duration (including funding from existing MoMSME schemes, UT's MSME schemes and RAMP budgets)
- Provide recommendations for prioritizing them over a four-year period.

#### 5.2.4 Outreach plan for identification and mobilization of MSMEs

- Develop strategy for targeted communication outreach.
- Prepare outreach plan for identification and mobilization of MSMEs including communication strategy.
- Facilitate partnerships with Industry Associations, anchor companies and other relevant Government bodies (such as, State Rural and Urban Livelihoods Missions) and DIC-level outreach efforts.

#### ▪ Implementation/operation of SIP

The Consultant shall subsequently work with the Directorates in Jammu and Srinagar to implement the strategy and action plan with the objective of MSME ecosystem transformation in the UTJK. The following areas would *also* be covered as part of the implementation plan:

- i. Identification of clusters for enhancing MSME competitiveness through Government of India MSE-CDP scheme.
- ii. Formalization of UT MSMEs through promotion of Udyam Registration
- iii. Strategic partnerships with ecosystem player for financial & marketing linkages
- iv. Promotion of TReDS for addressing MSME delayed payment issues

### 6. Survey of MSMEs as Sub-Contracting

Ground and realistic survey of MSMEs in the Union Territory of Jammu & Kashmir and its logical analysis shall be the base for preparation of the SIP. Sub-contracting shall not be allowed for conducting survey of MSMEs in the Union Territory of Jammu & Kashmir without the prior approval of client department. Data Quality will need to be maintained during data collation and data review, and properly scrutinized data to be submitted to Department.

However, in case the subcontracting is undertaken, after the due approval of the Department, the consultant will ensure that the sub-contractor takes proper care of tools used for data collection, analyse the data collected, and ensure the quality of it for analysis purpose during the contract period. The Sample size for survey should be from

- I. Minimum 2,000 individual units over 20 districts of Jammu & Kashmir which are registered under Udyam Registration portal of Govt. of India; and
  - II. Minimum 500 MSME units over 20 districts of Jammu & Kashmir which are not registered under Udyam Registration portal of Govt. of India.
- Selection should be from each District, focal point and Industrial Zone. Format of survey should be approved from the Department of Industries & Commerce.
- List of 2000 MSME units shall be shared and verified by GM DICs/Labour Department and Pollution Department.

**Note:** If sub-contractor is proposed to be deployed by the bidder, then the former shall need to be present and prepared to respond to queries raised at the time of



Presentation to the Department. Selection of sample size shall be based on type of units (micro, small, medium), gender, category (General/ OBC/ SC/ ST, etc.), ownership type (Proprietorship/ Partnership/ Public, etc.), sector type, type of products manufactured, services provided, activities undertaken, etc.

- III. The mode of survey/ stakeholder consultation would include ground survey, through one to one meeting, focus group discussions, along-with a mix of desk research.

## 7. Evaluation Criteria

- I. Evaluation of the consulting agency shall be done based on the following pattern:

Sr. No.	Technical Evaluation Criteria	Maximum Marks
1	<b>Relevant Firm Experience (in handling similar assignments)</b>	<b>35</b>
2	<b>CVs of Proposed Resources</b> <ul style="list-style-type: none"> <li>• <b>Educational Qualification: 10marks</b></li> <li>• <b>Experience: 25marks</b></li> </ul>	<b>35</b>
3	<b>Presentation (Action Plan, Methodology, Detailing Scope of Work and Timeline)*</b>	<b>30</b>
		<b>100</b>

\* All activities in the Scope of Work shall need to be covered and this is non-negotiable.

*For all likely activities relevant to the Scope of Work and which are essential for faithful completion of the work, the Bidder shall clearly state, during their written submissions at the stage of pre-bid meeting, what all activities it perceives is not covered in the Scope of Work and for which it would depend on the Department officials or a Third party to handle the same. No such submission at the stage of pre-bid meeting would imply that the bidder would be willing to handle all associated tasks itself.*

- II. Detailed Evaluation Criteria

Sr. No.	Technical Evaluation Criteria	Maximum Marks
<b>1</b>	<b>Relevant Firm Experience*</b>	<b>35</b>

Sr. No.	Technical Evaluation Criteria	Maximum Marks
i.	<p>Bidder should have experience of working on projects (as per Pre-eligibility criteria) large scale transformation projects (long term over 1 year) with Central/State Government/ or their agencies/institutions/ corporations/ autonomous bodies as Programme Management Unit/Programme Management Consultant for Industrial/MSME ecosystem development (including level MSME/Industrial studies/cluster development/ technology upgradation/ marketing linkages/ vendor development/ entrepreneurship acceleration/ skill development/ promotion of Business Development Services/ financial services for MSME's, capacity building/innovation) with at least one project of minimum value of INR 3 crores, or two projects with minimum value of INR 2 Crores each or three projects with minimum value of INR 1.5 crores each, in the last 5 years.</p> <p>a) For threshold projects as per pre-eligibility criteria –  <b>2 Marks</b></p> <p>b) 2 marks each for two similar additional projects – <b>max. 4 Marks</b></p> <p>c) Bidder should have experience of working on two World Bank/other multilateral/ bilateral funded/ Development FIs sponsored project on MSME development agenda <b>4 marks (1 project: 2 marks)</b></p>	10
ii.	<p>Bidder should have prepared diagnostic study reports/prepared detailed project reports for MSMEs under state/centre sponsored scheme in last 5 years. Such diagnostic study reports/detailed project reports must have received satisfactory completion certificate from the client Department/Project Approval Committee.</p> <p>Final Approval certificate would be preferred. However, the bidder has the option of submitting satisfactory completion certificate for each DSR/ DPRs completed.</p> <p>a) For 5 diagnostic studies with at least 3 approved DSRs/DPRs of project cost of at least ₹ 4 Crores – 6 marks</p> <p>b) For 10 diagnostic studies with at least 5 approved DSRs/DPRs of project cost of at least ₹ 4 Crores – 10 marks</p>	10
iii.	<p>Bidder should have facilitated GoI/GoI Department/PSU/agency/corporation investment/grants-in-aid of at least INR 20 Crore for any state Government/ agency for MSME growth &amp; development, experience. for infrastructure development projects, such as setting up of common infrastructure (common infrastructure for skilling, business development</p>	10

Sr. No.	Technical Evaluation Criteria	Maximum Marks
	support, technology upgradation, etc.). a) Facilitated investment of INR 20-40 Crore: 5 marks b) Facilitated investment of more INR 40 Crore: 10 marks	
iv.	Bidder should have experience of undertaking an assignment for designing and developing linkages of MSMEs via Banks/ FIs/ Central/State Government agencies in India with a project cost over Rs. 2 Cr. in last 5 years for enabling easy access to finance/financial products/financial incentives	5
2	<b>Education &amp; Experience of Proposed Resources</b> <b>Education (10) + Experience (20)</b> <b>Preference will be given to higher qualification(5)</b>	<b>35</b>
i.	<b>Project Manager/Team Leader</b>	8
ii.	<b>Finance Expert</b>	6
iii.	<b>Marketing &amp; Research Expert</b>	5
iv.	<b>Public Policy Expert</b>	4
v.	<b>Procurement Expert</b>	4
vi.	<b>MIS Specialist</b>	4
vii.	<b>Consultant - M&amp;E, Data Analysis &amp; Report Writing</b>	4
3	<b>Team Presentation</b>	<b>30</b>
i.	Understanding of the Scope of Work with Action Plan	20
ii.	Approach & Methodology and Timeline	10
		<b>100</b>
<p><i>*Both ongoing (of minimum duration of 6 months, if performance judged satisfactory by the client Department)/completed projects shall be considered for evaluation</i></p> <p><i>*Supporting documents to include copy of contract agreement/addendum/work order/LoA and self-declaration from the agency/firm on the status of the engagement</i></p> <p><i>Technical score= Total points obtained for the above criteria 1,2 and 3</i></p> <p><i>The minimum technical score required to pass is: 70 marks</i></p>		

## 8. Team Composition

The consulting agency will be required to engage a team of following experts & specialists to conduct the SIP preparation exercise, and thus, ensure Government of India support through

the RAMP Programme in the Union Territory of Jammu & Kashmir and maximize impact on UT's MSMEs.

S#	Position	Roles and Responsibilities	Number	Qualification & Experience	Man months
1.	Team Leader (Minimum 10 years)	<p>1) Preparation of a comprehensive and innovative SIP Strategy suiting the needs of UTJK</p> <p>2) Overall management and establishing full functionality of PIU as planned and ensuring Program triggers are met.</p> <p>3) Periodic reporting of the overall performance of program to the Program Director.</p> <p>4) Ensuring timely communication and compliance with all agreed upon financial and procurement procedures at State levels.</p> <p>5) Establishing clear working relationship with district level agencies and ensuring flow of information, discussions and feedback among various stakeholders.</p> <p>6) Convening meeting of the</p>	1	<p><b><u>Preferred Educational Qualification</u></b></p> <p>BTech, with Post Graduation (MBA, PGDBM), Masters or equivalent in Management, Mathematics/ Finance/ Economics/ Marketing/ Public Policy, Public Administration, MSc in related relevant field.</p> <p><b><u>Relevant Experience</u></b></p> <ul style="list-style-type: none"> <li>Overall experience of <b>10 years</b> with <b>minimum 5 years</b> in government/- bilateral/multilateral agencies sponsored projects</li> <li>Experience of at least 2 years <b>leading projects in MSME sector development</b> in the country with government/bilateral and multilateral agencies</li> <li>Experience of working towards <b>increasing productivity of MSMEs</b> under following domains of MSME development: <i>CFC cluster development projects with DPR approval, Enhancement of marketing linkages, Technology upgradation/Process improvements, Linkages with Business Development Service Providers</i>, etc.</li> <li>Person with full familiarity with MSME Best Practices/ Schemes/ Projects across the country and ability to lead them</li> <li>At least three years of experience in Program implementation in a leadership role.</li> </ul>	<b><u>17.5 months</u></b>

S#	Position	Roles and Responsibilities	Number	Qualification & Experience	Man months
		State Level Committees and putting forth issues to be decided upon time to time during implementation of the program.  7) Support to the department to enable convergence with various schemes identified under RAMP		<ul style="list-style-type: none"> <li>Preferred work experience in the State in managing and leading Government Programs.</li> </ul>	
2.	M&E, Data Analysis & Report Writing (5-8 years)	1) Provide professional advice and support to the state in all matters relating to M&E and Data Analysis in the RAMP program. 2) Developing the MIS to track the progress of the programme in the State and aligning it with State MIS 3) Providing regular reports on physical and financial progress of the program 4) Participate in regular monitoring and evaluation of the program at the State level 5) Developing	1	<p><b><u>Preferred Educational Qualification</u></b>  Graduation(BCom/ Economics/Statistics/Mathematics/Data Analytics/MBA/PGDBM).The candidate must have the knowledge of quantative and qualitative research tools such as SPSS/STATA.</p> <p><b><u>Relevant Experience</u></b>  Minimum experience of <b>5 years</b> with <b>at least 3-year</b> experience in government/bilateral/ multilateral agencies sponsored projects in <b>monitoring or data analytics and report writing</b> on developmental programme at state or national level.</p>	<b><u>16 months</u></b>

S#	Position	Roles and Responsibilities	Number	Qualification & Experience	Man months
		reports with respect to inputs, outputs, outcomes, processes and impacts of the various interventions and their compliance. 6) Preparing /collating and submitting all reports related to RAMP for internal and external reporting.			
3	Finance Manager (8-10 years)	1) Developing and coordinating partnerships with financial service providers 2) Tracking the delayed payments and registrations of NBFCs and MSMEs on TReDS platform. 3) Coordinating with banks to track the gender and greening products of CGTMSE for MSME. 4) Coordinating with business service providers to review business plans for enterprises. 5) Facilitation in preparation of SIP/other plans	1	<b><u>Preferred Educational Qualification</u></b> CA/MBA(Finance)/PGDBM(Finance ) <b><u>Relevant Experience</u></b> <ul style="list-style-type: none"> <li>Minimum 8 years of experience in working with atleast 3 years in Central/ state government/ MSME Schemes/financial institutions in enhancing MSME financing.</li> <li>Experience of atleast 3 years in enhancing linkages of MSMEs with FIs/ alternate financing.</li> </ul>	<b><u>16 months</u></b>

S#	Position	Roles and Responsibilities	Number	Qualification & Experience	Man months
		<p>6) Facilitating convergence with central schemes and availing benefits of State incentives for MSMEs</p> <p>7)To prepare annual financial statements of the program, liaison with auditors on audit matters, obtain audit reports and ensuring audit compliances.</p> <p>8) Tasks as assigned by State Lead.</p>			
4.	Marketing & Research Expert/Enterprise Development Manager (5 – 8 years' experience )	<p>1) Increasing the reach and performance of Market access schemes under RAMP</p> <p>2) Monitoring the BDS providers for last mile service to units</p> <p>3) Providing domain inputs in review of Strategic Investment Plans</p>	1	<p><b><u>Preferred Educational Qualification</u></b></p> <p>Graduate BE/ BTech OR Post-Graduation (Marketing/ Economics/Mathematics/Statistics/Business Management) from a reputed College/University</p> <p><b><u>Relevant Experience</u></b></p> <ul style="list-style-type: none"> <li>Minimum overall experience of <b>5 years</b> with <b>at least 3 years</b> in market research and analysis along with experience in creation of marketing linkages for industries, preferably in MSME development domain</li> <li>Atleast3 years' experience organising marketing and outreach events for Central/State Government.</li> <li></li> </ul>	<b><u>16 months</u></b>

S#	Position	Roles and Responsibilities	Number	Qualification & Experience	Man months
5.	Public Policy Expert (5 – 8 years' experience)	1) Reviewing and monitoring of all SIP from the social management perspectives in J&K's socio-economic environment. 2) work with select volunteer MSME enterprises to test the efficacy of the proposed SIP for MSMEs in J&K, and thereby create live examples for others. 3) Empowerment of women led MSMEs.	1	Post-Graduation (MBA/PGDBM) Masters or equivalent) in Economics/Social Sciences/Public Policy/ Public Administration/ Sociology/ Anthropology/ Environment management or related fields.  2) Minimum 5 years' experience, with atleast 3 years in public policy advisory/ policy formulation/ policy advocacy/ policy implementation	10 months
6.	Procurement Expert (5 – 8 years' experience)	1) Facilitating and assisting the State and other Program implementing agencies in the procurement of goods, works and services in	1	<b><u>Preferred Educational Qualification</u></b> Graduation (B.E./B.Tech/ B.Sc./B. Com/BA /BBA) with Post-Graduation (MBA, PGDM, PGDBM, Masters or equivalent) in Management, Finance, Economics,	<b><u>16 months</u></b>



S#	Position	Roles and Responsibilities	Number	Qualification & Experience	Man months
		<p>accordance with approved procurement plan, following the World bank procurement Regulations</p> <p>2) to provide operational advice to the state on concepts, policies and procedures for international and local procurement as per GFR and World Bank Procurement guidelines.</p> <p>3) To gather client needs and liaise with the domain experts for preparation of bid documents including EOI, RFPs etc.</p> <p>4) Maintenance of procurement related records and documentation for audit/review by the World Bank.</p> <p>5) Handle Procurement related complaints, if any, received as per the agreed procedure for the program.</p> <p>6) Ensure all</p>		<p>Marketing, Public Policy, or related field preferably with focus in contract management/procurement.</p> <p><b><u>Relevant Experience</u></b></p> <ul style="list-style-type: none"> <li>▪ Minimum experience of <b>5 years</b> with <b>at least 3 years'</b> experience in <b>public procurement</b> through GFR, Manual for Procurement guidelines, including through GEMS, ONDC. for establishment of common facilities/infrastructure for MSMEs</li> <li>▪ The resource should have assisted Central/ State Government for such public procurement</li> <li>▪ Experience in procurement methods of world bank/Asian Development Bank/ Multilateral funded projects is desirable.</li> </ul>	

S#	Position	Roles and Responsibilities	Number	Qualification & Experience	Man months
		disclosure requirements relating to procurements are uploaded on the Program website in a timely manner, including publication of contract award notices.  7) Extend support or any and all procurement related activities under the program.			
7.	MIS Specialist  (5 – 8 years' experience)	1) Providing technical support for integration for various portals and linking with Central portals 2) assist the State in setting up the linkage between Samadhaanportal, and ODR platforms for faster dispute resolution.	1	<b><u>Preferred Educational Qualification</u></b> Graduation in IT or related fields/ MCA (Preference will be given to higher qualification). <b><u>Relevant Experience</u></b> ▪ Atleast5 years of experience in promoting digitation initiatives, with at least 3 years' experience in MIS work in MSME programme implementation within a Government/semi-Government/ PSU/ multilateral/ bilateral set-up.	<b><u>10 months</u></b>

All the experts shall be deployed in Jammu (Nov – Apr) and in Srinagar (May-October), but based on need may be expected to travel between the 2 stations on own expenses.

Experts at S.No. 2 and S.No.3 may choose to be available online throughout the project. Additionally, experts at S.No. 1 and S.No. 7 may choose to be available online during the project implementation phase beyond (T+6 months) to (T+18 months). However, as and when required the Department may seek the physical presence of any Team member.

**Note:** During T+4 months to T+5.5 months (the draft SIP would need to be approved by the Ministry of MSME, GOI and presence of only the Team Leader would be required therein.

## 9. Deliverables & Payment Schedule (Milestone basis)

Sr. No.	Deliverable	Timelines	Payment as % of Total agreed Fee
I	SIP Preparation	T+4 months	40%
a)	Inception Report	T + 7 days	10%
b)	Diagnostic report: Overview of the UT's MSME sector, identification of key constraints and gaps in interventions in priority sectors, including through stakeholder Consultation.	T + 2months	15%
c)	<ul style="list-style-type: none"> <li>Report on Implementation roadmap: Output-outcome Framework leveraging baseline numbers and programme goals</li> <li>Draft Budget requirement &amp; Capacity building: Budgeting &amp; prioritization of interventions and Outreach plan for identification and mobilization of MSMEs</li> </ul>	T + 4months	15%
II	<ul style="list-style-type: none"> <li>Submission of Draft consolidated Report and Facilitating its approval from MoMSME(GOI)</li> </ul>	45 days	10%
I	Implementation of the Scheme	12 months	50%
a)	After successful presentation of Final Report and holding one workshop (with stakeholders) on action strategy in each district	T + 2months	20%
b)	Support the Directorates in implementation of Action Plan/ Strategies	T + 12 months	30%*

*T: Date of issue of work order*

\* 3% would be payable during each of these 10 months, subject to a satisfactory performance report from the Directorate of Industries & Commerce.

Note: The Implementation period shall be initially for 1 year and could be extended upto 3 years on same terms and conditions at the discretion of the Department provided the performance of the Consultant is judged satisfactory.

### Penalty

Penalty at 2% per month of cost of the contract amount, subject to an upper cap of 6% of the contract amount, shall be imposed on pro-rata basis for delays attributable to the successful bidder/ consultant, such as in deployment of resources, time taken to complete the assignment, etc.

## **10. Bid Submission Instructions:**

Submission of bids shall be in accordance to the instructions given below:

- i. The proposal should be submitted online as per the schedule and guidelines mentioned Factsheet and Clause 2.
- ii. The proposal consists of 3 parts (i) Pre-Qualification Proposal(ii) Technical Proposal and (iii) Financial Proposal.
- iii. The Pre-Qualification Proposal shall provide the information as required in Clause 4 using the attached Form 3 and shall provide all documentary evidence for the same.
- iv. The Technical Proposal (TP) shall provide the following information using the attached Forms in Clause 12.
  - a. A brief description of the Consultant's organization
  - b. Outline of recent experience of the Consultant on assignments of a similar nature is required in Clause 7. For each assignment, the outline should indicate the names of Professional staff who participated, duration of the assignment, contract amount, and Bidder's involvement. Information should be provided only for those assignments for which the Bidder was legally contracted by the Employer as a corporation. Assignments completed by individual professional staff working privately or through other consulting firms cannot be claimed as the experience of the Bidder, but can be claimed by the professional staff themselves in their CVs. Bidder should be prepared to substantiate the claimed experience if so, requested by the Department.
  - c. list of the proposed resources along with their CVs, to be engaged in this assignment by area of expertise, the position that would be assigned to each staff team member
- v. The Pre-Qualification Proposal and Technical Proposal shall not include any financial information. A Pre-Qualification Proposal or Technical Proposal containing financial information shall be declared non-responsive.
- vi. The Financial Proposal shall be prepared using the attached Form 5. It shall list all costs associated with the assignment, including remuneration for staff.
- vii. The rate quoted in the financial proposal should include the professional charges for conducting survey, analysis of data collected, consultation workshops/interviews, manpower charges, SME charges, and any other charges deemed necessary for carrying out SIP preparation. No extra charges shall be

paid for any activity required for SIP apart from the quoted financials as per Form 5.

- viii. Bidder should provide the price of their services in Indian Rupees.
- ix. An authorized representative of the Bidder shall initial all pages of the Pre-Qualification, Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney/board resolution accompanying the Pre-Qualification, Technical and Financial Proposals or in any other form demonstrating that the representative has been duly authorized to sign.

## **11. General Information and Terms and Conditions:**

The Department reserves the right to withdraw/ cancel/ modify any action to this invitation without any prior notice. Notwithstanding anything contained in this document, the department reserves the right to accept or reject any request/proposal, or to annul the Tender process or reject all requests/proposals, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof.

This bid will be governed by the terms and conditions laid out in this RFP.

### **11.1 Cost of proposal**

- i. The tender document fee amounting to Rs 10000/- shall be deposited in. **Account No. 0110010100000121, IFSC CodeJAKA0MOVING**, Branch- **J&K Bank, Moving Secretariat, Srinagar** and scanned copy of the same (receipt etc.) must be uploaded online. Proof of receipt to be submitted with tender documents.
- ii. The tender document fee is not transferable to any other bidder.
- iii. The Bidder will bear all the cost associated with the preparation and submission of proposal.

### **11.2 Earnest Money Deposit (EMD)**

- i. Scanned copy of actual Earnest Money Deposit (In shape of Demand Draft/Insurance Surety Bond, Fixed Deposit receipt, or Bank Guarantee) amounting to Rs 5,00,000 (Rs. Five Lacs only) duly pledged to **Director Finance, Industries & Commerce Department, J&K**, must be uploaded online). Copy of the same to be uploaded with tender documents, and original to be deposited in the Accounts Section of Director Finance, I&C Department.
- ii. The EMD will be forfeited, if the bidder;
  - a. Withdraws from the bidding process at any time for any reasons,
  - b. does not respond to requests for clarification of its Proposal,
  - c. fails to provide required information during the evaluation process or is found to be non-responsive; and

- d. In case of being successful bidder, it fails to sign the Agreement in time; or furnish Performance Bank Guarantee.

### **11.3 Proposal Opening & Evaluation of Pre-Qualification Proposal and Technical Proposal:**

- i. Bidder must submit bid through JK tenders Portal [jktenders.gov.in](http://jktenders.gov.in),
- ii. The Department shall first evaluate the Pre-Qualification Proposal as per the Pre-Qualification Criteria detailed in Clause 4. The Pre-Qualification proposal shall be evaluated based on the information provided in the Form 3 and the supporting documents.
- iii. The technical proposals of only those bidders, who qualify in the evaluation of the pre-qualification proposals, shall be opened.
- iv. Technical Proposals shall be evaluated on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified as under Clause 7.
- v. Proposal shall be rejected if it is found deficient as per the requirement indicated in the Clause 7 & 10 for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation.
- vi. Evaluation of the technical proposal will be done and at this stage the financial bid (proposal) will remain unopened.
- vii. Consultants shall make presentation to the Department which will be evaluated, as indicated in Clause 7.
- viii. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, & particularly the scope of work, desired firm experience or proposed staff competency, or if it fails to achieve the minimum technical score of 70 marks.

### **11.4 Evaluation of Financial Proposals – QCBS Selection Procedure**

- i. Financial proposals of only those firms who are technically qualified shall be opened on the date & time communicated in advance by the Department, in the presence of the Bidder's representatives who choose to attend.
- ii. The Bidder shall be selected based on Quality cum Cost Based System (QCBS), whereby technical proposal will be allotted weightage of 80% and financial proposal will be allotted weightage of 20%.
- iii. The proposal with the lowest bid shall be given a financial score of 100 and the other proposals shall be given financial scores that are inversely proportionate to lowest financial proposal as stated below.
- iv. The total score, both technical and financial, shall be obtained by weighing the quality and cost score and adding them up.
- v. Financial Proposals of only those bidders who scores at least 70 marks in Technical Proposal evaluation shall be opened and evaluated as per financial evaluation criteria.

The Financial Proposals shall be given scores as follows:

$S_f = 100 \times F_m / \text{Financial Proposal of Applicant under consideration}$

$F_m$ : Lowest financial proposal

$S_f$ : Financial Score

- vi. For selection of consultant, final ranking will be determined based on the combined total score for each consultant separately.
- vii. This will be done by applying a weight of 0.80 (or 80%) and 0.20 (or 20%) respectively to the technical and financial scores of each qualifying proposal.

The Total Score of Technical Proposal and Financial Proposal shall be computed as follows:  $\text{Total Score} = (T_e \times 0.80) + (S_f \times 0.20)$

$T_e$ : Technical score.

$S_f$ : Financial Score Selection

- viii. The Applicant scoring the highest Total Score (H1) shall be declared as the Selected Consultant.
- ix. If the selected bidder refuses to take up the project, the applicant scoring the second highest score (H2) shall be Declared as the Selected Consultant, subject to matching the price with that of H1 bidder, if lower.

#### **11.5 Performance Bank Guarantee**

- i. The Bidder shall submit an irrevocable PERFORMANCE BANK GUARANTEE of 3% (three percent) of the total bid value (excluding GST) in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement, (not withstanding and / or without prejudice to any other provisions in the contract) within 15 days of issue of letter of intent. This period can be further extended by department up to a maximum period of 7 days on written request of the bidder stating the reason for delays in procuring the Bank Guarantee. This guarantee shall be in favor of **Director Finance, Industries & Commerce Department, J&K.**
- ii. A letter of Intent shall be issued in the first instance informing the successful bidder of the decision of the competent authority to accept his tender and the award letter shall be issued only after the performance bank guarantee is received. In case of failure by the contractor to furnish performance bank guarantee within the specified period, the department shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the earnest money absolutely.
- iii. The performance bank guarantee shall be initially valid up to the stipulated date of completion plus 30 days beyond that. In case the time for completion of work gets enlarged the bidder shall get the validity of performance bank guarantee extended to cover such enlarged time for completion of work. After recording of the

completion certificate for the work by the competent authority, the performance guarantee shall be returned to the bidder, without any interest.

#### **11.6 Obligations of the Consultant**

- i. The Consultant shall perform the services and carry out the services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices. The Consultant shall always act, in respect of any matter relating to the Services, as a faithful adviser to the Department, and shall always support and safeguard the Department's legitimate interests in any dealings with the third parties.
- ii. The Consultant shall employ and provide qualified and experienced manpower as are required to carry out the Services.
- iii. The Consultant may subcontract part of the Services to an extent as may be approved in advance by the Department. Notwithstanding such approval, the Consultant shall retain full responsibility for the Services.
- iv. All records, data, etc. related to this engagement shall be maintained and kept updated by the consultant in hard and soft mode for issuance to the Department as and when asked.
- v. The consultant may also manage to compile day-to-day physical and Financial Transactions related to this engagement for issuance to Department for scrutiny and audit at its end. The audit shall be restricted to the files/documents, etc. in relation to this agreement only.

#### **11.7 Signing of Contract**

The Bidder shall be required to enter into a contract incorporating all agreements between the bidder & the department, including any agreements reached during the negotiation process, if any with the Authorized Representative/Committee, within twenty-one (21) days of the award of the contract or within such extended period, as may be specified by the department.

This contract shall be on the basis of this document, the bid of the bidder, the letter of intent and such other terms and conditions as may be determined by the department to be necessary for the due performance of the work, as envisaged herein and in accordance with the Bid and the acceptance thereof.

#### **11.8 Duration of the assignment**

**The duration of the contract is 17.5 months from the issuance of work order and can be extended further as per para 9.**

#### **11.9 Consortium**

No Consortium/JV shall be permissible.



#### **11.10 Confidentiality**

- i. The Bidder shall keep confidential, any information related to this tender, with the same degree of care as it would treat its own confidential information. The Bidders shall note that the confidential information will be used only for the purposes of this tender and shall not be disclosed to any third party for any reason whatsoever.
- ii. At all-time of the performance of the services, the Bidder shall abide by all applicable security rules, policies, standards, guidelines and procedures. The Bidder should note that before any of its employees or assignees is given access to the Confidential Information, each such employee and assignees shall agree to be bound by the terms no less onerous than those contained under this tender and such rules, policies, standards, guidelines and procedures by its employees or agents.
- iii. The Bidder should not disclose to any other party and keep confidential the terms and conditions of this Contract agreement, any amendment thereof, and any Attachment or Annexure hereof.
- iv. Consultant may disclose confidential information: (a) to its employees, directors, officers and subcontractors, on a need-to-know basis, as required for performance of services, provided such employees, directors, officers and subcontractors are bound by confidentiality obligations; (b) where required by applicable law or regulation or for regulatory and compliance (both internal and external) purposes.
- v. Confidentiality obligations will survive for a period of 1 years from the date of expiry or termination.

#### **11.11 Limitation of Liability**

The entire and collective liability of consultant shall be maximum of the total contract value (excluding GST). Consultant shall not be liable for any indirect or consequential losses of any nature for any amount over and above the total contract fee.

#### **11.12 Termination**

- i. The Department may terminate this Agreement, upon a 15 days written notice to the successful bidder/ consultant if the Department reasonably determines that the successful bidder/ consultant is unable to perform satisfactorily as per the scope of work assigned to the successful bidder/ consultant.
- ii. Upon early termination of the contract, the Department is liable to make payments to the successful bidder/ consultant only till the date of issuance of notice but not for notice period. The Department may however additionally forfeit the Performance Bank Guarantee if the successful bidder/ consultant is found professionally incompetent to accomplish the assigned task.

#### **11.13 Indemnity**

The indemnities set out in this agreement shall be subject to the following conditions:

- i. the Indemnified Party as promptly as practicable informs the Indemnifying Party in writing of the claim or proceedings and provides all relevant evidence, documentary or otherwise;
- ii. the Indemnified Party shall, at the cost of the Indemnifying Party, give the Indemnifying Party all reasonable assistance in the Defense of such claim including reasonable access to all relevant information, documentation and personnel provided that the Indemnified Party may, at its sole cost and expense, reasonably participate, through its attorneys or otherwise, in such Defense;
- iii. if the Indemnifying Party does not assume full control over the Defense of a claim as provided in this clause, the Indemnified Party may participate in such defense at its sole cost and expense, and the Indemnified Party will have the right to defend the claim in such manner as it may deem appropriate, and the cost and expense of the Indemnified Party will be included in losses;
- iv. the Indemnified Party shall not prejudice, pay or accept any proceedings or claim, or compromise any proceedings or claim, without the written consent of the Indemnifying Party;
- v. all settlements of claims subject to indemnification under this Clause will:
  - a. be entered into only with the consent of the Indemnified Party, which consent will not be unreasonably withheld and include an unconditional release to the Indemnified Party from the claimant or plaintiff for all liability in respect of such claim; and
  - b. include any appropriate confidentiality agreement prohibiting disclosure of the terms of such settlement;
- vi. the Indemnified Party shall account to the Indemnifying Party for all awards, settlements, damages and costs (if any) finally awarded in favour of the Indemnified Party which are to be paid to it in connection with any such claim or proceedings;
- vii. the Indemnified Party shall take steps that the Indemnifying Party may reasonably require to mitigate or reduce its loss as a result of such a claim or proceedings;
- viii. In the event that the Indemnifying Party is obligated to indemnify an Indemnified Party pursuant to this clause, the Indemnifying Party will, upon payment of such indemnity in full, be subrogated to all rights and defenses of the Indemnified Party with respect to the claims to which such indemnification relates; and
- ix. If a Party makes a claim under the indemnity set out under Clause above in respect of any particular loss or losses, then that Party shall not be entitled to make any further claim in respect of that loss or losses (including any claim for damages).

#### **11.14 Failure to agree with the Terms & Conditions of the RFP/Contract**

Failure of the successful bidder to agree with the terms & conditions of the RFP/contract shall constitute enough grounds for the annulment of the award, in which event the department may make the award to the next best value bidder or call for new bids.

#### **11.15 Resolution of disputes**

- i. The Department and the selected Bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- ii. If, after thirty (30) days from the commencement of such informal negotiations, the department and the selected Bidder have been unable to amicably resolve dispute, either party may require that the dispute be referred for resolution by a mechanism, including the appointment of an independent person, by the Chief Secretary, UTJK.
- iii. In the event when no settlement can be reached through such negotiation, consultation or independent person and a court dispute arises, jurisdiction of Courts in J&K at Jammu/ Srinagar shall be binding on both parties. Each party shall bear its own expenses on account of attorney fee and other costs incurred in such case.

#### **11.16 Force Majeure**

The successful Bidder shall not be liable for forfeiture of its implementation guarantee, performance security, liquidated damages, or termination of contract, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure.

For the purpose of this clause, "Force Majeure" means an event beyond the control of the bidder and not involving the successful bidder fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of the department in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a force majeure situation arises, the bidder shall promptly notify the department within a period of 14 days in writing of such condition and the cause thereof unless otherwise directed by department in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

If a force majeure situation arises, and the successful bidder is not able to execute the work due to COVID-19 pandemic or otherwise, no claim for the payment shall be considered for that period.



## 12. Forms

### 12.1 Form 1: Bid Submission Form

To,

Mamta Devi

Additional Secretary to the Government

Industries & Commerce Department, J&K

Subject: Selection of Consultancy Agency for Preparation of Strategic Investment Plan (SIP) under RAMP Programme in the Union Territory of Jammu & Kashmir.

Dear Sir,

1. With reference to your RFP document dated, we, having examined the RFP documents and understood their contents, hereby submit our application for the aforesaid assignment.
2. All information provided in the proposal and in the appendices is true and correct.
3. This statement is made for the express purpose of showing interest as an applicant for undertaking the assignment.
4. We acknowledge that RFP is a process to identify the interested bidder to undertake the scope of work.
5. We understand that you may cancel the application process at any time and that you are neither bound to accept any application that you may receive nor to invite the applicants to apply for the assignment, without incurring any liability to the applicants, in accordance with the RFP document.
6. In witness thereof, we submit this application under and in accordance with the terms of the RFP document.

Yours sincerely,

<<Signature>>

Name of the Applicant

Title of Signatory:

Email Address

Telephone:

## 12.2 Form 2: Turnover and Net Worth Certificate

<<To be submitted on the letterhead of Chartered Accountant>>

Turnover from government operations & Tangible Net Worth in India for the period from FY 2019-20, FY 2020-21, and FY 2021-22

Using the format below, provide information of the turnover of your firm, duly certified by the Chartered Accountant / Auditor

Sr. No.	Financial Year	Turnover in India (in Rs. Crore)	Net Worth (in Rs. Crore)
1.	2019-20 (a)		
2.	2020-21 (b)		
3.	2021-22 (c)		
	Total (a + b + c)		
	Average [(a) + (b) + (c)]/3		

Note: Supporting documents to be attached:

Audited financial statements of the Bidder from financial years 2019-20 to 2021-2022. (Only main/relevant pages of Balance Sheet and P & L; without schedules; to be provided. Documents to have evidence of signing by Auditors).

Seal & Signature

Place:

Date:

## 12.3 Form 3: Pre-Qualification Proposal

The bidder must meet following qualification requirements to qualify for the bidding.

S. No.	Section	Specific Requirement	Supporting Documents Required
1.	Legal Entity	The bidder firm must be a company registered in India under the Companies Act 1956, or a partnership firm registered under Limited Liability Partnership Act of 2008, a society registered under the Societies Act or a Trust in India.	Certificate of Incorporation/ Registration
2.	Financial Capacity - 1	The Bidder should have a minimum average annual turnover of INR 100 Crore in India in the previous three financial years (FY 2019-20, 2020-21 & 2021-22).	Certificate from CA
3.	Financial Capacity - 2	The Bidder should have positive net worth in last 3 financial years (FY 2019-20, 2020-21 & 2021-22).	Certificate from CA
4.	Prior Experience	<p>i) Bidding Agency should have atleast 5 years of experience in working MSME sector</p> <p>ii) List of similar projects managed in the last 5 years and other development assistance projects they have managed like MSME ecosystem (<i>including MSME studies/cluster development/ technology upgradation/ marketing linkages/ formation &amp; implementation of district action plan/ vendor development/ entrepreneurship acceleration/ skill development/ promotion of Business Development Services/ financial services for MSMEs, capacity building/innovation</i>) with at least one project of minimum value of INR 3 crores, or two projects with a minimum value of 2 Crores or three project with a minimum value of ₹ 1.5 crores, in the last 5 years.</p>	<p>Work order/ Letter of intent/ contract agreement/ Letter of Award and job completion certificate related to the activity.</p> <p>The bidders shall also submit an affidavit detailing:</p> <p>(i) What all they did for the Centre/ State/ UT in context of the aforesaid experiences.</p> <p>(ii) Name, skillset and relevant experience of the people they deployed in the context of their relevant prior experience.</p>
5.	Manpower	The Bidder should have on its rolls a	Self-certification,

S. No.	Section	Specific Requirement	Supporting Documents Required
		team of at least 10 experts competent to undertake such MSME-related assignment.	duly countersigned by the HR Head or Authorized Signatory, with the names of the 10 experts.
6.	Authorized Signatory	The bidder must submit letter of authorization by the Board/ Partnership firm/LLP, authorizing the signatory, for signing the bid	Board resolution/ Power of Attorney authorizing the signatory to sign on behalf of the agency
7.	Blacklisting	Must not be currently debarred or have been debarred or blacklisted by any Central/ State/UT Govt. or Government agency/ Corporation/Institution, etc. in last 3years, at the time of submission of bid.	Self-declaration on Companies letterhead duly authenticated by the authorized signatory.
8.	Earnest Money Deposit (EMD)	EMD of Rs.5,00,000/- (Rupees Five Lacs only)shall be paid through Demand Draft/ Insurance Surety Bond, Fixed Deposit receipt, or Bank Guarantee.	Copy of the Demand Draft/Insurance Surety Bond, Fixed Deposit receipt, or Bank Guarantee
9.	Tender Fee	Tender Fee of Rs. 10000/- (Rupees One Thousand only)	Copy of the receipt etc.

Seal & Signature

Place:

Date:



## 12.4 Form 4: Organization Project Experience

Assignment Name:	
Name of Client:	
Approx. value of Contract:	
Total number of staff-months of the Assignment:	Location & Address:
Start Date (Month/Year): Completion Date (Month/Year)	Duration of Assignment (months):
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:	
Narrative description of project:	
Actual Services provided:	

## 12.5 Form 5: CV

<b>PHOTO</b>	<b>1. Name</b>			
	<b>2. Position</b>			
	<b>3. Date of Birth</b>			
	<b>4. Education</b>			
<b>5. Employment Record</b>	<b>From</b>	<b>To</b>	<b>Company</b>	<b>Position Held</b>
<b>6. Brief Profile</b>				
<b>7. Countries of Work Experience</b>				
<b>8. Languages Known</b>				
<b>9. Work Undertaken that Best Illustrates Capability to Handle the Task Assigned</b>				
<b>Project 1:</b>				
<b>Year:</b>				

<p><b>Location:</b></p> <p><b>Client:</b></p> <p><b>Position Held:</b></p> <p><b>Main features:</b></p> <p><b>Activities Performed:</b></p>
<p><b>Project 2:</b></p> <p><b>Year:</b></p> <p><b>Location:</b></p> <p><b>Client:</b></p> <p><b>Position Held:</b></p> <p><b>Main features:</b></p> <p><b>Activities Performed:</b></p>

## 12.6 Form 6: Financial Proposal

We, <name of the agency>, offer to provide the services and deliver the envisaged scope as defined in this RFP.

Sr. No.	Description	Total Fees (Rs.) including GST (A)
1.	Resource Deployment for first 6 months (as per para 8)	
2.	Resource Deployment beyond 6 months to 10 months (as per para 8)	
3.	Conducting primary survey for 2000 Udyam Registered MSMEs and 500 un-registered MSMEs in the districts of	

	Jammu & Kashmir	
4.	Conducting one workshop in each of 20 districts of Jammu & Kashmir*	
5.	Out of Pocket Expenses (Travel, lodging, printing other admin charges)	
6.	Contingency Charges	
	Total fees for SIP preparation	

Fees (in words; including GST & applicable taxes): \_\_\_\_\_

\* In case extra workshops are requested, they will be separately paid on a pro-rata basis.

**Note:** Please provide man-month rate for each of the resource persons S. No. 1 to 7

Signature of Authorized Representative

Name:

Seal