1.1 Notice Inviting Tenders (NIT) for conducting Identification & Survey of Endangered Handicrafts under Research & Development Scheme of Office of the Development Commissioner (Handicrafts), Ministry of Textiles.

1.2 Online bids are invited under Bid Systems for conducting Identification & Survey of Endangered Handicrafts under Research & Development Scheme of Office of the Development Commissioner (Handicrafts), Ministry of Textiles.

1.3 Tender documents may be downloaded from website of Office of the Development Commissioner (Handicrafts) www.handicrafts.nic.in (for reference only) and CPPP site http://eprocure.gov.in/eprocure/app as per the schedule as given in CRITICAL DATE SHEET as under.

<table>
<thead>
<tr>
<th>Published Date</th>
<th>25.08.2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Document Download Start Date</td>
<td>25.08.2020</td>
</tr>
<tr>
<td>Bid Submission Start Date</td>
<td>25.08.2020</td>
</tr>
<tr>
<td>Bid Document Download End Date</td>
<td>15.09.2020</td>
</tr>
<tr>
<td>Bid Submission End Date</td>
<td>15.09.2020</td>
</tr>
<tr>
<td>Bid Opening Date</td>
<td>16.09.2020</td>
</tr>
</tbody>
</table>

1.4 Bids shall be submitted online only at CPPP website: https://eprocure.gov.in/eprocure/app. Tenderer/bidders are advised to follow the instructions provided in the ‘Instructions to the tenderer/bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at https://eprocure.gov.in/eprocure/app.

1.5 Tenderer who has downloaded the tender from the website of Office of the Development Commissioner (Handicrafts) www.handicrafts.nic.in and Central Public Procurement Portal (CPPP) website https://eprocure.gov.in/eprocure/app, https://eprocure.gov.in/epublish/app shall not tamper/modify the tender form including downloaded price bid template in any manner.

1.6 EMD Payment: Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty Thousand only) is to be deposited in the form of Demand Draft/ Pay Order in favour of the Accounts Officer at Office of the Development Commissioner Handicrafts West Block -7 R. K. Puram Sector -1 New Delhi. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.
1. Online bids are invited under bid systems for conducting Identification & Survey of Endangered Crafts under Research & Development Scheme of Office of the Development Commissioner (Handicrafts), Ministry of Textiles.

2. Eligibility Criteria
   
i. Agency should have minimum annual turnover of more than Rs. one crore in last three years.
   
ii. Agency should have undertaken and completed at least 10 (ten) survey/study of at least five different Ministry/Department of Government in last five years.
   
iii. Out of total ten completed studies 3 survey/study should be for more than Rs.10 lakhs as consultancy fee in last 5 years.
   
iv. Agency should have worked in at least 10 States in last 5 years.
   
v. Agency must be in existence for last 10 years.
   
vi. Agency must be registered on NGO portal of NITI Aayog.
   
vii. Any agency which have pending projects in the Office of the D C (Handicrafts) from more than 5 years shall not be eligible for the project.

3. Submission of Tender
   
The tender shall be submitted online in Two part, viz., Technical bid and Financial bid as detailed in para 1.4 to 1.6. All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter. Tenderers are advised to prepare an index submit all the requisite documents accordingly.

4. Technical bid: The following documents are to be furnished by the bidders along with the Technical Bid as per Annexure-I of the tender documents.

   I. The annual turnover of the bidder for the past 3 years should not be less than Rs. 1 crore per annum and proof of the same should be submitted in the form of Audited Balance Sheet.

   II. List of at least 10 clients with the copy of the work order for survey/study of at least 5 different Ministry/Department of Government in last 5 years.

   III. The proof of conducting 3 studies of more than Rs. 10 Lakh as consultancy fee in last 5 year.

   IV. The proof of providing consultancy in 10 States in last 5 year.
V. The proof of existence of last 10 years.

VI. The firm should be having PAN (Permanent Account Number) allotted by the Income Tax Department, document proof of the same has to be enclosed.

VII. There should be no legal suit/ criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in-force and should not be black listed by the any Government organization. The self-certification as per annexure-II should be enclosed.

5. Financial BID:

Financial bid is to be submitted as per format given in Annexure-III. Bidder shall not tamper/modify downloaded financial bid template in any manner.

6. Terms of reference (TOR)/ Scope of work for the bidders: - The bidders has to conduct identification and survey throughout the country on Endangered Handicrafts (as per criteria defined and given in Annexure – IV) under Research & Development Scheme of Office of the Development Commissioner (Handicrafts), Ministry of Textiles on the parameter given below.

- Identify the Endangered Crafts throughout the country at present and prepare a detailed write up on each identified Endangered Crafts.
- Whether the scheme of Office of the Development Commissioner (Handicrafts) has resulted in revival of earlier identified Endangered Crafts (Languishing Crafts).
- Suggest the suitable strategy for revival of Endangered Crafts and further establishing a Brand Name for Endangered Handicrafts products or even standardization of product for acceptance in national and international market.
- Suggest the effective measures to be taken by Regional Offices and HSCs for assisting artisans for revival of Endangered Crafts.
- What is the level of awareness about Endangered Crafts among Field Offices, Regional Offices and implementing agencies such as State/Central Handicrafts Development Corporations, NGOs, Exporters and Entrepreneurs, SHG Groups etc. /Export Promotion Councils/Trade Promotion Bodies?
- Suggestion for creating awareness among the masses for acceptance of Endangered Handicrafts products and their viability in daily use.
7. Terms and conditions

I. The bidder has to quote the price inclusive of all taxes.

II. O/o D C (H) reserves the right to reject any bids without assigning any reasons.

III. To facilitate undertaking study the relevant information will be provided by O/o DC (H).

IV. Office of the Development Commissioner (Handicrafts), Ministry of Textiles, GoI shall have the exclusive ownership rights over the final report on Identification & Survey of Endangered Handicrafts.

V. **Time Schedule for completing the study:** - The selected bidders has to submit the draft report within 6 months from the date of award of the study and final report within 12 months from the approval of draft report.

VI. **Deliverables:**

   a. **The selected bidder for conducting the study will provide**

      i. Soft copy and 2 hard copies of draft report.
      ii. Soft copy and 10 hard copies of the final report
      iii. Unit level information in soft copies
      iv. Presentation on draft report as well as on final report

   b. **The report must be prepared with fulfilling the following criteria:**

      i. Picture of each identified Endangered Handicrafts in high resolution (not less than 1000 dpi).
      ii. Write up on each identified Endangered Handicrafts in 250-300 words (covering number of artisans, geographical area where crafts practiced, historical background, tools used, material used etc.)

   c. **EMD:** - The bidder has to deposit Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty Thousand only) is to be deposited in the form of Demand Draft/ Pay Order in favour of the Accounts Officer at Office of the Development Commissioner Handicrafts West Block -7 R.K Puram Sector -1 New Delhi. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

   d. **Performance Guarantee:** - Performance guarantee of 10% of value will have to be deposited within 20 days of placing order in the form of a
performance bank guarantee of a Nationalized Bank or a private sector bank authorized to conduct government business. This shall be valid up to 90 days beyond the completion of study period. Performance guarantee will be return after successfully compilation of warranty period without any interest.

e. **Terms of Payment.**

   - 50% as an advance (1st instalment) at the time of awarding study (The successful Bidders has to submit bank guarantee against the advance sanctioned).
   - 50% on submission of 10 copies of Final Report (with 5 CDs) and its acceptance along with Utilization Certificate and details of expenditure duly certified by the Charted Accountant of earlier release.

f. Conditional tenders will not be accepted.

g. Any cutting and overwriting in the financial bid will not be accepted. The O/o DC (H) reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

h. **Penalty clause:** - If the agency/organization/institutions is not able to complete the evaluation in time and/or is unable to furnish the reports in time the agency would be liable to be penalized 1% of the fee (excluding taxes) per week for delay or part of it subject to maximum of 10%.

i. **Selection of Bidder:** - The Agency will be selected through a competitive bidding process. The technical and financial scores secured by each bidder will be added using weightage of 40% and 60% respectively to compute a composite Bid Score. The bidder securing highest Composite Bid Score will be declared as the Best Value Bidder for awarding the Project.

j. All legal proceedings, if necessity arises to the O/o DC (H) may be any of the parties shall have to be lodged in the courts situated at New Delhi and not elsewhere.
Annexure-I

**Performa for Technical Evaluation**

The agencies are requested to furnish the following information/documents for Technical evaluation. The documentary proof is required for each information.

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>1</td>
<td>Name of the agency along with name of proprietors/Directors</td>
</tr>
<tr>
<td>2</td>
<td>Whether the firm has a permanent Account Number (PAN/TAN)</td>
</tr>
<tr>
<td>3</td>
<td>Whether any legal suit/criminal case pending or contemplated or legal notice having being served to this effect against the proprietor of the agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in-force and agency is not black listed by any Government organization. (attached annexure-III)</td>
</tr>
<tr>
<td>4</td>
<td>Whether the agency has enclosed the proof of documents as per para 4 (I to V) of tender documents.</td>
</tr>
<tr>
<td>5</td>
<td>The Agency Contact Details</td>
</tr>
</tbody>
</table>
|   | Office Address: ...
|   | E-mail |
|   | Phone no. |
| 6 | Details of Earnest Money Deposit |

**Note:** Submission of documentary proof for the entire above Qualifying Requirement is mandatory. In case of absence of documentary proof the bid is liable to be rejected. O/o DC (Handicrafts) may demand original documents for verification.

Authorized Signatory _____________
Name _________________
Designation _______________
ANNEXURE - II

UNDERTAKING BY THE AGENCY

I, ___________________, on behalf of __________________________________ (Name of the firm/agency) hereby declare that there is no legal suit / criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in force and company is not black listed by any Government Organization.

I, ___________________, on behalf of __________________________________ (Name of the firm/agency) hereby undertake that all relevant statutory requirements will be complied with.

I, ___________________, on behalf of __________________________________ (Name of the firm/agency) understand that if the above declaration is found incorrect, the present engagement would be terminated and __________________________ (name of the firm/agency) would be debarred from any further engagement by O/o DC (Handicrafts) ever.

(Signature)

Name:
Address:
Date:
Annexure-III

Tender No. K-12012/4/18/2020-21/R&D/ST

Financial Bid

I hereby submit financial quotes (including of all) for conducting Survey & Study of Endangered Crafts under Research & Development Scheme of Office of the Development Commissioner (Handicrafts), Ministry of Textiles

<table>
<thead>
<tr>
<th>Total Cost of Evaluation Study (In Words) (Inclusive all)</th>
<th>Total Cost of Evaluation Study (In figure) (Inclusive all)</th>
</tr>
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<tbody>
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SIGNATURE OF THE AUTHORISED SIGNATORY (with seal) __________
ANNEXURE – IV

Tender No. K-12012/4/18/2020-21/R&D/ST

Criteria to identify Endangered Crafts

The craft must satisfy all the basic parameter and at least two secondary parameters to be identified as Endangered Craft.

Basic Parameters:

- The total numbers of craft practitioners are less than 25.
- The craft persons have replaced the craft activity with another activity because the craft practice is unviable. If reduction in time spent on the particular craft is more than 50% in the past three years.
- Next generation in the family is not learning the craft and there is no recruitment of new persons outside the family, percentage of new recruitment is less than 40%.

Secondary Parameters:

- The craft has not been produced for significant commercial transaction over the last three years.
- Economic gains have been reduced up to 50% in the last years.
- Integrity of the craft is lost, form of craft has been changed from the original in term of style, design, meaning and function.
- Quality of craft is deteriorating, the craft is losing its character, becoming lifeless and mechanical.
- Change in the technique of executing the craft, 40-50 % change in the last 3 years.
- Mechanization of the craft to the extent, it impinges the uniqueness of the craft.