

Government of Odisha
Handlooms, Textiles & Handicrafts Department

No. 31066700012015/ 3047/HT&H, Bhubaneswar dtd. The 07/05/2018

From

Sri Jogendra Kumar Nayak,
Under Secretary to Government

To

The Head, State Portal,
Odisha Secretariat, Bhubaneswar


Sub: Publication of advertisement in Govt. Website of HT&H Deptt.

Sir,

I am directed to enclose a copy of the advertisement materials along with ToR of Expression of Interest for engagement of Consultant and request you to please upload the same in the HT&H Department Website i.e. www.handloom.odisha.gov.in for its wide publication by 7th May, 2018 which may kindly be displayed in web portal of the Department during the period from 7th May, 2018 to 29th May, 2018 till 5.00 P.M.

This may please be treated as extremely **URGENT**.

Yours faithfully,


07/05/2018

Under Secretary to Government



THE ORISSA STATE COOPERATIVE SPINNING MILLS FEDERATION LTD (SPINFED)

(Under the Administrative Control of HT&H Deptt., Govt. of Odisha).

HASTATANTA BHAWAN, JANAPATH, UNIT-IX, BHUBANESWAR-751022.

Website: www.Spinfedodisha.org. email: spinfedodisha@gmail.com,

Phone-0674-2540432.

EXPRESSION OF INTEREST.

SPINFED invites tenders for engagement of Consultant for proposed Incubation Centre at Bhubaneswar as per terms of reference available at www.spinfedpdisha.org & www.handloom.odisha.gov.in from reputed firm/individuals in apparel sector.

2. Manner of Submission of Tender: The tender documents are to be submitted in two bid system i.e. a) Technical bid and b) Financial bid in the prescribed proforma provided in Annexure-I and Annexure-II of tender documents. Tenders not submitted in the prescribed proforma shall be rejected.

2.1 **Technical Bid:** The Technical bid, in the proforma prescribed at Annexure-I is to be placed in a sealed cover and superscribed as "**Technical Bids**".

2.2 **Financial Bid:** The Financial bid is to be furnished in the prescribed Proforma given in Annexure-II and placed in a sealed cover superscribed as "**Financial Bid**".

2.3 Two separate sealed covers containing the Technical Bid and the Financial Bid should be placed in another sealed cover and addressed to the Managing Director, SPINFED, Hastatanta Bhawan, Janapath, Unit-IX, Bhubaneswar-751022. The cover should be superscribed as "Tender for Engagement of Consultant."

3. **Last date of receipt of Tender:** The Tender, complete in all respect should reach Managing Director, SPINFED by 5.00 P.M. on or before dt. 29th May 2018 through speed post/Registered Post only. In no case delivery by hand / courier will be accepted. The authority shall not be responsible for any postal delay.

4. The Tender shall be opened at 11.30 A.M. on dt. 30th May 2018 at Directorate of Textiles, Satyanagar, Janpath, Bhubaneswar in presence of the Bidders or their representative.

5. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

MANAGING DIRECTOR

EXPRESSION OF INTEREST

**ENGAGEMENT OF CONSULTANT
FOR
PROPOSED INCUBATION CENTER
AT
BHUBANESWAR**



The Orissa State Co-operative Spinning Mills Federation Ltd. (SPINFED)

Hastatanta Bhawan, Janpath, Unit-IX, Bhubaneswar-751022

Engagement of Consultant by Orissa State Co-operative Spinning Mills Federation Ltd.
(SPINFED) for "PROPOSED INCUBATION CENTER" at Patia, Bhubaneswar, Odisha

Terms of Reference (ToR)

1. Introduction :

The SPINED, Odisha is an Apex organization of Cooperative Spinning Mills and Power loom Societies of the State of Odisha. It functions under the administrative control of Handlooms, Textiles & Handicrafts Deptt., Govt. of Odisha. The main objectives of this Apex Federation are:-

- a. To Promote Textile Industries in the State right from the Cotton Ginning, Pressing, Spinning, Weaving, Processing & Apparel Industries etc.
- b. Formulate Apparel & Textile policies to encourage investors / entrepreneur for setting up of textiles & its allied industries in the State.
- c. To create skill work force in textile and apparel sector.
- d. To create employment opportunities in textile sector.
- e. To create awareness among the ginners, spinners, power loom weavers and apparel manufacturing operators for the improvement of quantitative and qualitative production in conformity with national & international standard through training programs and seminars.

2. Objective:

To assist SPINFED and proposed incubatees for grounding of Incubation Center at Bhubaneswar and smooth implementation and execution of this scheme in other parts of the State. Through such centers, it will create employment opportunities promote entrepreneurship in apparel manufacturing and give a boost to the apparel manufacturing in the state.

3. Scope of the work assigned to the Consultant:

The Consultant shall

- a. Assist in the process for selection of incubatees.
- b. Assist in identification, selection and procurement of machineries and equipments.
- c. Assist in the installation, erection and grounding of machineries.
- d. Assist in the positioning and balancing of machineries and other allied equipments.
- e. Recommend necessary measures for its smooth functioning.
- f. Assist in oversee the grounding of the incubation center.
- g. Assist in training the key persons in management of the Incubation Center.
- h. Assist in marketing and market tie-ups.

4. Deliverables and duration of the assignment:

The duration of consultancy assignment will be for one year from the issue of appointment order and may be extended beyond the duration depending on performance and requirement with mutual consent on same terms and conditions. The

assignment for other projects located in the State may be considered with the same terms and conditions depending upon performance and requirement with mutual consent. The consultant will be required, to be available for their guidance / assistance at any point of time by SPINFED for the purpose.

5. Payment schedule:

The payment will be released in 03 (Three) phases to consultant after deduction of TDS by SPINFED.

- a) In the 1st phase of payment 15 % will be released after acceptance of total functional modality report, which will comprise of entire scope of work and 15% after final selection of incubatees (3 Nos.).
- b) The 2nd phase of payment (40 %) will be released on purchase / procurement of machineries and its installation and commissioning at incubation center.
- c) Balance 30 % of payment will be released on successful completion of the project and commencement of production along with marketing support & market tie-ups for the incubatees.
- d) All payment will be made after deduction of TDS.

6. Qualification / Experience Criteria:

- a. The bidder must have a team of technically qualified persons of which at least one must be an MBA / Degree Engineer with more than 7 years of work experience in the garment industry.
- b. The bidder should have valid registration number and PAN number etc. as required for Apparel industries.
- c. The bidder should have minimum 20 years experience in the domain of consultancy services in the Apparel sector.
- d. The bidder should have provided consultancy to at least 30 Apparel projects.
- e. Bidder should have provided consultancy services to at least 5 companies / units engaged in exports.
- f. Preference will be given to bidders who have provided consultancy to International clients.

7. Application and Evaluation Criteria:

- a. The formats of Technical and Financial Bid is at Annexure-I and Annexure-II.
- b. The bidder is required to submit 02 (two) copies of bids for Technical Offer (each of which will be treated as original) and one copy of Financial Offer, duly sealed in separate envelopes. Failure to do so will render them ineligible .
- c. Technical component will carry 80% weightage and Financial component 20% weightage.
Total weight = 100% (80% + 20%)
- d. The bids of the eligible bidders as per Clause 6 will be scrutinized by Consultancy Evaluation Committee (CEC) and shortlisted bidders will be called for interaction with the CEC when they will be required to make a presentation on their capability / qualification and strategy.

Technical Parameters	Marks
Experience of the bidder in the area of consultancy services in Apparel sector .	30
Adequacy and quality of the proposed methodology & work plan a. Technical approach, methodology presentation - 30 Mark b. Work plan - 10 Mark	40
Assignment completed & key experts of team a. List of assignment with certificates from the clients- 20 Mark b. List of key experts team along with experience - 10 Mark	30
Total Technical Score	100

- e. The minimum qualifying marks in the Technical Evaluation is "70" of the total score for technical component (St).
- f. Bidders qualified after Technical evaluation, as per Clause 7 (e), shall be notified for financial bid.
- g. The financial bid of the technically qualified bidders as per clause 7(e) shall be opened immediately after completion of evaluation of the technical bids. Representative of qualified bidders desirous of attending the financial bid opening may join the same at scheduled place, date and time. Financial bids of only those bidders shall be opened whose technical bids shall be found responsive and accepted by the Competent Authority in CEC.
- h. CEC reserves the right to split the contract and create a panel of consultant in the interest of competitiveness and reliability of service, availability of more and experienced manpower. The bidder who stands at Number L-2 may be asked to match the rates quoted by L-1 bidder.
- i. Only successful bidder would be communicated the award of consultancy assignment.
- j. The right to reject any or all bids rests with the SPINFED without assigning any reason.
- k. The 'SPINFED' and the Consultant both would have option to terminate the contract by giving a notice of one month or the equivalent remuneration in lieu thereof. In such cases, the Consultant shall be paid fees after taking into consideration the part of assignment completed prior to such foreclosure, termination or cancellation of the engagement as may be decided by the 'SPINFED' and the decision of the 'SPINFED' shall be conclusive and binding. The fees so fixed and paid shall be deemed to be final payment in such cases.
- l. The consultant shall abide with the Contract signed with SPINFED.

m. The name and designation of the Contact person for seeking clarifications on any matters relating to this is given below:

Managing Director
Orissa State Cooperative Spinning Mills Federation Ltd. (SPINFED)
Hastatanta Bhawan, Janpath,
Unit-IX, Bhubaneswar-751022.
Land Line No. (0674) 2540432

8. Other Terms and Conditions:

- a. The consultant shall not appoint any sub-consultant for this work under any circumstances.
- b. The bidder shall be reimbursed the TA expenses incurred for the site visits as per Govt. norms.
- c. Income Tax, if applicable, shall be deducted at source from all accepted payments, in accordance with the provisions of income Tax Act, 1961 as amended from time to time.
- d. The consultant shall not disclose or divulge any business secrets, information, facts relating to SPINFED acquired or gained while discharging their professional duties (under this agreement) or after termination of contract without the prior written permission of SPINFED. The firm shall, however, disclose conflict of interest, if any.
- e. The consultant should not have been indicted or convicted by any court of law. No adverse orders should have been passed against the consultant by any Government authorities. No investigation by any authority as stated above should be pending against the consultant. He must furnish an undertaking to this effect.

9. Earnest Money Deposit (EMD):

The bidder shall furnish EMD of Rs. 5000/- (Rupees Five Thousands) only in the form of Demand Draft / Banker's Cheque from a scheduled commercial bank, drawn in favour of "Orissa State Co-operative Spinning Mills Federation Ltd" payable at Bhubaneswar. After finalization of bidding process, the successful bidder will submit a bank guarantee of equal amount of EMD in favour of Orissa State Co-operative Spinning Mills Federation Ltd till completion of the contract period in exchange of the EMD.



TECHNICAL BID

Two copies of the proposal to be submitted in a separate sealed envelope super scribed as "Technical Bid"

1. General Information
 - a. Name and address of the bidder
 - b. Telephone number / Fax number
 - c. Email id
 - d. Name of the authorized person in case ,bidder is a firm.
 - e. PAN number
 - f. Any other relevant registration number, if any
2. Details of educational qualification.
3. Details of work experience in garment industry.
4. Details on consultancy to at least 30 Apparel projects.
5. Details on consultancy services to at least 5 companies / units engaged in exports.
6. Details on consultancy to International clients.
7. Details of team.
8. Note on approach and understanding to take up consultancy work of proposed Incubation center at least 500 words.
9. Undertaking as per Clause No.8 (e & d) of the bid
10. Letter of authorization for 1(d) above

Signature of the bidder / authorized person

(Self attested copies of documents in support of above information should be submitted)



FINANCIAL BID

To be placed in a separate sealed envelope super scribed as "Financial Bid"

Amount of Fee proposed for;

Components	Amount (in Rs.)
1. Consultancy charges	
2. Misc. / others (if any)	
TOTAL	

(The amount quoted is inclusive of statutory levies and taxes)

(Rupees _____)

Signature of the bidder / authorized person

