

Expression of Interest

Appointment of Consultant for Providing Technical & Financial Guidance in upcoming establishing Weaving cum Stitching Unit at Bhagamunda TRCS, Keonjhar.

Approved by HT&H Department, Govt. of Odisha, Bhubaneswar.

Taken up by Assistant Director of Sericulture, Keonjhar

PIN -758001, Tel +91 6766 253257 email: adskeonjhar@yahoo.com

Sealed Offers for **Appointment** of Consultant for Providing Technical & Financial Guidance for establishing Weaving cum Stitching Unit at Bhagamunda TRCS, Keonjhar under Handlooms, Textiles & Handicrafts Dept., Govt. of Odisha. The EOI documents will be available up to dt.21-02-2019 during office hours 10.00 A.M. to 5.00 P.M. excluding holidays or the same can be downloaded from the website. The last date of receipt of offers is up to **5.00 P.M. on Dt.21-02-2019** and will be opened on dt.22-02-2019 at 11.00 A.M. in the office of the undersigned. For detail term & conditions please visit to the website. **The authority reserves the right to accept or reject any or all offers without assigning any reason thereof.**

Sd/-

ASSISTANT DIRECTOR, SERICULTURE, KEONJHAR

**OFFICE OF THE ASSISTANT DIRECTOR, SERICULTURE
KEONJHAR**

No .072/Kdjr Date the 30th Jan 2019

To

**The Deputy Director (Advertisement) &
Deputy Secretary to Government,
I & P.R. Department, Odisha, Bhubaneswar.**

Sub: - Publication of Advertisement for appointment of consultant and supply
Of equipments and machineries for Tasar Silk Park, Bhagamunda,
Keonjhar.

Sir,

In inviting a reference to the subject cited above, this is to enclose here with one page
material (both in hard and soft copy) for advertisement in leading local news paper both in
Odia and English daily.

You are therefore requested to publish the enclosed advertisement in one leading Odia
and one English daily news paper on or before 01-02-2019 and the bill towards advertisement
cost may be submitted to this office for payment.

This is urgent.

Yours faithfully

**Assistant Director, Sericulture
KEONJHAR**

Date 30.01.2019

Memo No 73

Copy forwarded to the Director of Textiles and Handlooms, Odisha, Bhubaneswar for
information with a request to hoist the EOI notice in the government website/Portal for wide
publicity.

**Assistant Director, Sericulture
KEONJHAR**

Date 30.01.2019

Memo No 74

Copy to Dy. Secretary, Regional Office, Central Silk Board, Bhubaneswar, for wide
publicity.

**Assistant Director, Sericulture
KEONJHAR**

Date 30.01.2019

Memo No 75

Copy to the notice board of office of ADS, Keonjhar for advertisement.

**Assistant Director, Sericulture
KEONJHAR**

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1. SCHEDULE OF EOI PROCESS

- i. **Period of availability of EOI document : Up to 21-02-2019** during office hours from 10.00 A.M. to 5.00 P.M. (Excluding holidays) or can be Downloaded from website www.odisha.gov.in
- ii. **Place of availability: O/o- ASSISTANT DIRECTOR SERICULTURE, KEONJHAR Court Chowk, Keonjhar.**
- iii. **Cost of EOI Document: Rs.1000/- (Rupees One Thousand) only non-refundable**
- iv. **Earnest money to be deposited with EOI document : Rs.10,000/- (Rupees ten thousand only in shape of D.D. in favour of ASSISTANT DIRECTOR SERICULTURE, KEONJHAR**
- v. **Pre bid meeting: 21.02.2019 at 6.00 P.M**
- vi. **Last date for receipt of Sealed offers : up to 5.00 P.M. on dt.22-02-2019** in the office of the **ASSISTANT DIRECTOR SERICULTURE, KEONJHAR**
- vii. **Date and Time of opening of Sealed offers : 11.00 A.M. on Dt.22-02-2019** in the office the **ASSISTANT DIRECTOR SERICULTURE, KEONJHAR**

viii. **For further information : ASSISTANT DIRECTOR SERICULTURE, KEONJHAR** Court Chowk, Keonjhar, PIN - 758001, Tel +91 6766 253257
email: adskeonjhar@yahoo.com, www.odisha.gov.in

2. INTRODUCTION

Assistant Director of Sericulture is in the process to bring up a Weaving cum Stitching Unit at Bhagamunda, Keonjhar in the campus of Bhagamunda TRCS. This office will appoint a consultant for technical and financial guidance for the same project.

Eligible candidates/ firms desire to serve the purpose may apply in the prescribed format to the Assistant Director, Sericulture, Keonjhar with full biodata confirming the eligibility criteria along with E.M.D. The sealed envelope containing the offer should be super scribed with "Application for appointment of Consultant for Weaving cum Stitching Unit" and should be addressed to the Assistant Director, Sericulture, Keonjhar.

Upon selection of the successful bidder, the Consultant would be required to provide end-to-end services for the Project. The detailed scope of services, which inter alia includes but not limited to, are as follows:

PHASE-I

Stage 1: Preparation of Timeline implementation of approved project.

Preparation of a presentation for timely implementation and establishment of Weaving cum stitching unit at Bhagamunda TRCS as per the approved DPR.

Stage 2: Checking the quality of the instruments for procurement at source.

Testing of quality of the instruments of the unit at the place of supplier and Certification at supplier's godown. Bringing written commitment of the supplier for timely supply of the instruments.

PHASE-II

Stage 3: Statutory Approval

Approval of the quality and quantity of the instruments at Bhagamunda TRCS after the due supply by the supplier. Monitoring of installation and operation of the unit on time.

Stage 4: Documentation of the installed equipments and stand by equipments

Preparation of proper documentations of the procured equipments, installed equipments and standby equipments and repairing kits etc.

1. DELIVERABLES

Once the unit is established the consultant need to prepare the procurement of proper designs for the fabric, identify the source of fabrics with due comparative

statement depicting the economic viability of the sourcing the design and raw material.

He should also identify and suggest the marketing chain for the finished products of the unit.

2. Project Milestones

Establishment of Weaving cum Stitching unit at Bhagamunda TRCS, Keonjhar.

6. ELIGIBILITY CRITERIA:

1. The Applicant must be an Textiles Engineer/ Textile Engineering firm with experience of more than 15 years as on 1st Jan 2019.
2. Must have experience in preparation of DPR for Central Govt. Projects.
3. Must have work with any state/Central/world Bank funded Projects.
4. The average annual Turnover of the Applicants with respect to Textiles consultancy for the last 5 (five) financial years i.e., 2014-15,2015-16,2016-17, 2017-18, 2018-19 shall not be less than INR 50 lakhs per annum;
5. The Applicant should have successfully completed providing Textile Consultancy in a single Work order as a lead consultant for production units in Handloom & Handicrafts Department, Handlooms & Handicrafts showrooms, Development of handloom & Handicrafts villages etc. for Govt. or Govt aided projects.

7. SUBMISSION REQUIREMENT

To be eligible for appointment, the applicants shall provide evidence satisfactory to services. In addition, all applications submitted shall include the following information:

- a) Covering Letter in the required format in **Annexure-1**
- b) Information of the Applicant in **Annexure- 2**
- c) Reports on the financial status of the applicant in **Annexure- 3**
- d) Details of the experience and past performance of the applicant on works of a similar nature and details of current works in hand and other commitments in **Annexure- 4;**
- e) Document Purchase Fee in the shape of Demand Draft/Pay order from any Scheduled commercial bank in favour of Assistant Director, Sericulture, Keonjhar, payable at Keonjhar for INR1000/- (Rupees one thousand only)
- f) EMD in shape of Demand Draft / Pay order from any scheduled commercial bank in favour of Assistant Director, Sericulture, Keonjhar, payable at Keonjhar for INR10000/- (Rupees ten thousand only) is to be furnished by the applicant.

8. SUBMISSION OF EOI - PACKING, SEALING AND MARKING:

- a. The EOI must be inserted in sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and super scribed in "**Expression of Interest for appointment of Consultant for providing Technical & Financial Guidance in upcoming establishing Weaving cum Stitching Unit at Bhagamunda TRCS, Keonjhar.**"

ix. b. The EOI shall be addressed to **ASSISTANT DIRECTOR SERICULTURE, KEONJHAR Court Chowk, Keonjhar.** *If the envelope is not sealed and marked as*

mentioned above, THE UNDERSIGNED will not be responsible for any misplacement or premature opening. (Telex, cable or facsimile EOI will be rejected).

9. DOCUMENT PURCHASE FEE

Non-refundable Document (downloaded from www.odisha.gov.in) cost in the shape of Demand Draft/Pay order from any scheduled commercial bank in favour of Assistant Director, Sericulture, Keonjhar for INR1000/- (Rupees one thousand only) is to be furnished by the applicant. EOI without the requisite Document cost shall be treated as non-responsive and rejected.

10. EARNEST MONEY DEPOSIT (EMD)

EMD in shape of Demand Draft / Pay order from any scheduled commercial bank in favour of Assistant Director, Sericulture, Keonjhar, payable at Keonjhar for Rs.10,000/- (Rupees ten thousand only) is to be furnished by the applicant. EOI without the requisite EMD shall be treated as non-responsive and rejected. No exemption from submission of EMD is allowed.

Unsuccessful applicant's EMD will be discharged /returned within 30 days from the date of issuance of the letter of appointment to the empanelled firms. No interest will be paid on EMD. The EMD may be forfeited if an applicant withdraws its EOI during the period of validity of the EOI. The EMD amount shall be kept as Security deposit with Assistant Director, Sericulture, Keonjhar, for the empanelled firms for a period of two years after which it shall be refunded to them.

11. VALIDITY OF EOI

EOI Offer shall remain valid for 180 days after the date of Offer opening. An Offer valid for a shorter period shall be rejected as non-responsive.

12. DISPUTES

Any disputes arising out of appointment shall be referred to the court of Director of Textiles & Handloom, Odisha, Bhubaneswar.

13. ADDENDUM / CORRIGENDUM / NOTICE

Any Addendum / Corrigendum / Notice etc. for this assignment issued by Assistant Director, Sericulture, Keonjhar will be hosted only on the website www.odisha.gov.in

14. ACKNOWLEDGEMENT BY APPLICANT

It shall be deemed that by submitting the EOI, the applicant has:

- a) Made a complete and careful examination of the EOI, general condition of contract, submission formalities and evaluation mechanism;
- b) Received all relevant information requested from Assistant Director, Sericulture, Keonjhar.
- c) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of Assistant Director Sericulture, Keonjhar.
- d) Satisfied itself about all matters, things and information necessary and required for submitting the offer and performance of all of its obligations there under;
- e) Acknowledged that it does not have a conflict of interest with any other Textile Firm/consultant; and
- f) Agreed to be bound by the undertaking provided by it under and in terms hereof. Assistant Director, Sericulture, Keonjhar shall not be liable for any

omission, mistake or error on the part of the firm in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by the Assistant Director, Sericulture, Keonjhar.

15. RIGHT TO REJECT ANY OR ALL OFFERS

Notwithstanding anything contained in this EOI document, the ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR reserves the right to accept or reject any Offer and to annul this selection Process and reject all Offers, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof. ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR, also, reserves the right to reject any Offer if:

- a) at any time, a material misrepresentation is made or uncovered, or
- b) the applicant does not submit sufficient information as being asked for

16. AMENDMENT / MODIFICATION

At any time prior to the deadline for submission of EOI Offer, ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify any of the terms mentioned in this invitation document by the issuance of Addendum/ Amendment. All such amendments / addendum will be circulated to the applicants and will be binding on all. In order to abide by the issuance of the amendment or allow the applicants for giving a reasonable time for considering an amendment into their offer, or for any other reason, the ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR may, in its sole discretion, extend the due date of EOI Offer.

17. PENALTY

In the event of delay in stage wise execution of work, specified in this Contract / furnishing deliverables due to negligence or in-efficiency attributable to the selected bidder, the selected bidder shall be liable to a penalty @ 0.1% of the value of work order in respective phases, for every week of delay up to a maximum of 5% (five) of the contract value after which ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR shall be at liberty to cancel the award. For the purpose of this clause, part of a week shall be considered to be a full week inclusive of Govt./Local holidays.

18. LANGUAGE

The EOI and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this invitation document.

19. EOI SUBMISSION DUE DATE

Duly sealed EOI offer from the applicant filled in all respect must reach ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR at the address, time and date specified in the invitation letter through Speed / Regd. Post or courier or can be dropped in the Drop Box at ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR. If the specified date for the submission of EOI offer is declared as a Govt. holiday, the EOI offer will be received up to the appointed time on the next working day.

20. LATE SUBMISSION

EOI Offer received after the deadline for submission prescribed by ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR will not be entertained and be rejected.

21. MODIFICATIONS AND WITHDRAWAL OF EOI OFFERS

No modifications to the EOI Offers shall be allowed once it is received by ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR, Bhubaneswar.

22. EOI OFFERS OPENING DATE

ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR will open all EOI Offers, in the presence of authorized representatives who choose to attend, at the date and time mentioned. The representatives of applicants who are present shall sign a opening schedule /register evidencing their attendance. In the event of the specified date being declared a holiday, the offer shall be opened at the appointed time and location on the next working day or as intimated to the agencies.

23. APPOINTMENT PROCEDURE

The broad procedure for appointment of consultants constitutes as under.

a) Invitation of Expression of Interest (EOI): ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR invites the application from eligible consultants to submit their expression of interest to participate in the appointment procedure.

b) Submission of EOI: The participants will submit the EOI to ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR along with the details as required in the prescribed manner.

c) Scrutiny by the A.D.S. – The ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR will scrutinize all the EOI offers received as per the eligibility criteria mentioned in this document.

d) Appointment: The eligible applicants would be selected for the appointment on the basis of their credentials, competence and previous work records.

24. AWARD OF APPOINTMENT

After selection, a Letter of appointment (LOA) shall be issued by ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR to the eligible applicants and the eligible applicants shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the eligible applicants is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR.

25. EXECUTION OF AGREEMENT

After acknowledgement of the LOA as aforesaid by the eligible applicants, it shall execute the Contract Agreement within the period of 15 days from the date of issuance of LOA. The eligible applicants shall not be entitled to seek any deviation in the Agreement.

26. AWARD OF WORK:

Procedure for the award of work shall be as follows:-

a) Award of work will be done for project specific purpose;

- b) ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR will communicate through a written intimation to the appointment consultants along with project specific details, land area, location, project objective and detailed scope of services;
- c) ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR shall invite financial quotations from the empanelled consultants;
- d) ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR, if required, may invite Textiles competition along with financial bids from the empanelled firms;
- e) After receiving the financial quotations where Textiles competition is not invited evaluation shall be on the basis of least Cost (L-1). In the event of Textiles competition, the selection will be done with weightage for best concept plan-70% and financial bid-30%;
- f) Letter of Award shall be sent to the successful Consultant
- g) After finalization of negotiation the work order shall be issued to the successful Consultant
- h) After receiving the work order, the successful Consultant shall submit the Performance security if required and shall commence the services.

27. PROFESSIONAL FEE:

In consideration of the professional services rendered by the consultant, He/the firm shall be paid professional fee for the particular project selected through separate Textiles competitions.

28. SPECIAL CONDITIONS:

- I. ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR shall have proprietary right on the drawing, design, estimate prepared by the consultant for which payment has been made to the consultant by ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR/ Secretary, Bhagamunda TRCS.
- II. ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR shall have right to use the drawing design estimate etc. for any prototype projects with or without modification.

29. PERIOD OF APPOINTMENT:

The appointment shall be valid for a period of **2(two) years** from the date of signing of the Contract Agreement. The appointment would be extended by ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR at its own discretion. Notwithstanding anything contained in this EOI document, ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR would have sole irrevocable right to terminate the appointment and/ or increase the number of members of such appointment and/ or issue fresh notice of invitation for similar appointment without assigning any reason whatsoever.

30. TERMINATION OF APPOINTMENT:

If in the view of ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR, the performance of a Consultant is not satisfactory/ the Consultant has failed to safeguard the interest of ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR, ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR may at its sole discretion, terminate the engagement of the consultant, for particular project as well as

terminate the consultant's appointment with the ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR. ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR, in doing so, shall intimate the consultant in written termination letter. The decision of ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR in this matter shall be final and binding.

Sd/-

ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR

Annexure- 1

Covering Letter (On the Letterhead of the applicant)

Date: _____

To:

ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR , **Odisha.**

Sub: "Appointment of Consultants for providing Comprehensive Textiles services" to ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR (ADS) for different projects under Bhagamunda TRCS, Keonjhar, Odisha.

Dear Sir,

Having examined the EOI document, we hereby submit all the necessary information and relevant documents for our selection in the appointment of Consultant for providing Textiles Services to ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR.

The application is made by us, on behalf ofin the individual capacity duly authorized to submit the offer.

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our offer we hereby represent and confirm that our Offer is unconditional in all respects and we agree to the terms and conditions of the Request for Offer.

We hereby certify and confirm that in the preparation and submission of our Offer, we have not acted in concert or in collusion with any other applicant or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive

We understand that ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR reserves the right to reject any application without assigning any reason thereof.

(Signature of Authorised Person)

Date:

Enclosures:

Annexure- 2

Information of Applicants

Name of the Consultant (In full):

Address:.....

Telephone No:.....

E-mail address:.....

Website (if any):.....

Company/Partnership firm :.....(please provide relevant documents)

Year of establishment:.....

(Certificate of Registration/Incorporation under Indian Companies Act to be furnished)

Place of business:.....

(Signature of Authorised Person)

Date:

Annexure- 3

Financial Status

A. Name of the consultant.....

B. Average annual Turnover from Textiles Consultancy (for each of the last 5 financial years) (Indian Rupees in Lakhs) along with audited balance sheet for last three years.

S.No	Year	Turnover
1.	2012-13	
2.	2013-14	
3.	2014-15	
4.	2015-16	
5.	2016-17	
6.	Average	

(Signature of Authorized Person)

Date:

Annexure- 4

Applicant's Experience of Relevant Projects

Format for Project Data Sheet

Sl.No. Parameters Remarks

- 1 Project Title
- 2 Project Description
- 3 Location
- 4 Name of Client
- 5 Total Project Cost (In Indian Rupees)
- 6 Total Built-up area in Sq.ft.
- 7 Period of Services rendered by the Applicant (Start date and End date)
- 8 Consultancy Fees of the Applicant (In Indian Rupees)
- 9 Present Status of the Project (Completed/ongoing)
- 10 Other Information relating to Project
- 11 Copy of appointment Letters and Completion Letter

Note: The work order along with the completion certificates shall be attached with every Project.

(Signature of Authorised Person)

Date: