

CORRIGENDUM**Order No. 23 /, Dated 10.06.2025 /**

SADHAC FN 360

Request for proposal (RFP) for engagement of Project Management unit (PMU) for “Development of Odisha Handlooms” in Directorate of Textiles, Odisha, Bhubaneswar.

The following clauses of the RFP for engagement of one Project Management unit (PMU) for “Development of Odisha Handlooms” in the Directorate of Textiles, Odisha, Bhubaneswar published in Times of India (New Delhi, Mumbai, Kolkata, Bangalore, Bhubaneswar editions) and Sambad Newspapers on Dt. 22.05.2025 and the Bid documents uploaded in website of SADHAC (www.sadhacodisha.org) & Directorate of Textiles, Odisha (<https://textiles.odisha.gov.in>), vide Tender Reference No.-21/(FN-360) Dtd. 21.05.2025 has been modified on the basis of the discussion held in the Pre Bid Meeting on Dtd. 03.05.2025 at 11.00 AM.

1.2 Time schedule of RFP process:

No.	Particulars / Activities	Time Schedule
1	Start date for issue of RFP (Publication of Advertisement)	22.05.2025
2	Last date for receiving queries/ requests for clarification	31.05.2025 (17:00 hrs)
3	Pre Bid Meeting virtual mode	03.06.2025 (11:00 hrs)
4	SADHAC/ Directorate of Textiles response to queries/ requests of or clarification / Date of Corrigendum	10.06.2025 (17:00 hrs)
5	Last date of receipt of proposals	02.07.2025 (17:00 hrs)
6	Date & Time for opening the Pre-qualification documents	04.07.2025 (11:00 hrs)
7	Date & Time of opening of Technical Bid	08.07.2025 (16:00 hrs)
8	Presentation by successful applicants meeting the pre-qualification criteria	19.07.2025 (12:00 hrs) or will be intimated
9	Opening of Financial bids	24.07.2025 (12:00 hrs)
10	Address of submission of Bid document by post (Registered/ Speed post) only To, The Member Secretary, SADHAC 1 st floor, Directorate of Textiles, Govt. of Odisha, At/ PO- Satya Nagar, Bhubaneswar, PIN -751007 E mail: sadhacorissa@gmail.com , Phone no: 0674-2572256/ 7978420057 (from 11:00 AM to 5:00 PM only)	

2.3 Governance Structure: The PMU will be structured as follows:**A) Team Leader-cum-Project Manager (01):**

- Prepare DPR as and when required, complete audit and submit Utilization Certificates. (This point has been deleted)

C) i) Market Survey & Export linkage Consultant (01):

- Conduct Market survey/ research to provide market intelligence reports and updates on trade policies.
- Identify potential export destinations and develop an export strategy aligned with international trends and buyer preferences.

- Assist Handloom exporters in meeting international quality standards and compliance enhancing the global competitiveness of Odisha Handloom products.
- Improves Capacity building, Training and establish forward and backward marketing linkages to strengthen Handloom sector.

ii) E Commerce Consultant (01)

- Promote branding, marketing and digital outreach for global market penetration. Strengthen collaborations with international buyers, trade bodies and Governments.
 - Improves Capacity building, Training and establish forward and backward marketing through E commerce.
- Any other assignment related to digital marketing assigned by the Team Leader-cum-Project Manager.

2.5 Quarterly Key Performance Indicators:

The role of the PMU is to implement all the activities at ground level to facilitate PWCS/ Apex Societies. The physical outcomes are tentatively fixed. However final figure will be decided during inception of work.

3.4 Earnest Money Deposit

- An Earnest Money Deposit in the form of a Demand Draft/ Bank Guarantee, from a scheduled Indian Bank in favour of State Agency for Development of Handloom Clusters (SADHAC), Bhubaneswar payable at Bhubaneswar, for the sum of **Rs.1,00,000/- (Rupees One Lakh only)** shall be required to be submitted in original by each applicant. The Bank Guarantee shall be in the format 4F.
- The Demand Draft/Bank Guarantee in original shall be placed in an envelope and marked as - EMD (No). EMD can also be deposited online through NEFT/ RTGS and copy of the same will be submitted along with the proposal.

Department	In favour of	Bank	Branch	Account No	IFSC no.
Directorate of Textiles, Odisha	State Agency for Development of Handloom Clusters (SADHAC)	State Bank of India	Satyanagar, Bhubaneswar	39486123362	SBIN0012023

- The client provides an exemption of EMD for Micro and Small Enterprises (MSEs) registered firms.

3.5 Preparation of Proposal

- The proposals must be digitally pre-signed by the Authorized Representative, as detailed below:
 - By the proprietor in case of a proprietary firm,
 - By a partner, in case of a partnership firm and/or a limited liability partnership; or
 - By a duly authorized person holding the Power of Attorney/Board Resolution, in case of a Limited Company or corporation.

All pages of the tender document shall be initiated by the authorized signatory who signed the bids.

vii) Financial Proposal:

- The resources deployed may have to travel outside their base stations (various Handloom clusters of Odisha), as per requirements of Directorate of Textiles. In such

cases, TA/DA shall not be payable to the resources by the Client. In case of any travel other than link to KPIs or any specific travel ordered by the client, TA & DA to the resources will be paid as per the Govt. norm.

3.6 Submission, receipt and opening of Proposals

- i. The RFP document can be downloaded from Directorate of Textiles website textiles.odisha.gov.in and sadhacodisha.org and a non-refundable amount of **Rs.10,000/- (Rupees Ten thousand)** only has to deposited in the form of Demand Draft in favour of **“State Agency for Development of Handloom Clusters (SADHAC)”** payable at Bhubaneswar and it should be enclosed along with the pre-bid document.

3.9 Minimum Qualification Criteria

S. No.	Basic Requirements	Specific Requirements	Documents Required	Document
5	Turnover	Should have a minimum annual turnover of Certificate from INR 50 Crore from Indian operations in each statutory auditor of the previous three financial years (audited FY 2021-22, 2022-23, and 2023-24). Must have positive net financial worth. For the year 2024-25 (provisional) can also be accepted.	Certificate from Statutory auditor/ audited financial statements for the last three financial years	Form 4C

3.10 Technical Evaluation:

SI No	Criteria parameters	Marking	Maximum Marks
A	Project Experience (Form 4D)		30 marks
1.	Experience of running PMU or equivalent for Central Govt./ State Govt. including their Directorates/ agencies in the last 5 years of minimum contract value of INR 2.0 Crores each	1-2 PMUs = 3 mark 3 marks for each additional PMU, subject to a maximum of 15 marks	15 marks
2.	Experience of undertaking assignments related to Textiles sector, Handlooms, Handicrafts (or equivalent) granted by Central Government/ State Governments/ District Administration including their Departments and agencies, International Organizations, Multi-Lateral Agencies etc. in the last 10 years of minimum contract value of INR 50 Lakhs	1 project = 3 mark 3 marks for each additional assignment, subject to a maximum of 15 marks	15 marks
Work Order/ LOI/ MoU/ Completion Certificate or equivalent official document are required to be submitted for each experience.			
B.	Team*Experience(Form 4H)		30 marks
1.	Team Leader-cum-Project Manager (One)	<ul style="list-style-type: none"> Min. educational qualification Master's Degree (or equivalent) in Business Management (MBA), Development Studies/ Practice, Social Work or related field(s) from a reputed and recognized University/Institution. Min. total work experience- 07 years 	10 marks <ul style="list-style-type: none"> Educational qualification- 2 marks Total work experience- 1 mark Relevant/ specific experience- 2 mark

SI No	Criteria parameters	Marking	Maximum Marks
		<ul style="list-style-type: none"> Experience in managing large social sector / projects in Central Govt. State Govt./ District Administration PMUs or Consultancy Assignments/ multi-lateral agencies/ international organizations/ reputed National level NGOs 	<ul style="list-style-type: none"> For each project additional 1 mark maximum of 5 marks
2.	Quality Control and Quality Assurance Consultant(two)	<p>i) Senior QAQC Consultant-01</p> <ul style="list-style-type: none"> Min. educational qualification –M Tech/ B. Tech. in Textile Engineering from a reputed and recognized University/ Institution , Min. total work experience- 02 years (For M Tech.)/ 04 years (for B. Tech.) Experience in quality control in the field of Textile in Central/ State Govt./ PSU/ PMUs or Consultancy Assignments/ international organizations/ reputed national level NGOs / Export house. <p>ii) QAQC Consultant-01</p> <ul style="list-style-type: none"> Min. educational qualification– B. Tech. in Textile Engineering/ Diploma in Textile Technology from a reputed and recognized University/ Institution , Min. total work experience- 02 years (for B. Tech) / 05 years (for Diploma). Experience in quality control in the field of Textile in Central/ State Govt./ PSU/ PMUs or Consultancy Assignments/ international organizations/ reputed national level NGOs / Export house. 	<p>5 marks each (5 x 2 = 10 marks)</p> <ul style="list-style-type: none"> Educational qualification- 1 marks Total work experience -2 mark Relevant/ specific experience- 2 marks
3.	Market Linkage & Market Survey Consultant (two)	<p>i) Export Market Linkage Consultant-01</p> <ul style="list-style-type: none"> MBA in relevant field Min. total work experience- 5 years Experience in Marketing in the field of Textile in Central/ State Govt./ PSU/ PMU or Consultancy Assignments/ international organizations/ reputed national level NGOs/ Export house. <p>ii) E- Commerce Consultant -01</p> <ul style="list-style-type: none"> MBA in relevant field Min. total work experience- 5 years Experience in E- Marketing in the field of Textile in Central/ State Govt./ PSU/ PMU or Consultancy Assignments/ international organizations/ reputed national level NGOs/ Export house. 	<p>5 marks each (5 x 2 = 10 marks)</p> <ul style="list-style-type: none"> Educational qualification- 1 marks Total work experience -2 mark Relevant/ specific experience- 2 marks
C	Approach & Methodology(Form- 4I), including technical presentation**		40 marks
1	Understanding of the Assignment and Issues/Challenges		10 marks
2	Approach and Methodology		15 marks
3	Case study of Textiles & Handloom/Allied Sector, Textiles, Handlooms, Handicrafts 15 marks (or equivalent) assignments undertaken previously		15 marks
	Total (A+B+C)		100 marks

3.12 Method of Selection:

The Tender Evaluation Committee will determine the final selection of the Agency based on their combined technical (St) and financial (Sf) scores using weight of 70% for technical proposal and 30% for financial proposal.

$$S = St \times 0.70 + Sf \times 0.30$$

The tenderer securing the highest score will be invited for negotiations.

3.14 Grant of Work Order

- iii. **Penalty:** The selected agency has to provide services as per the requirements of the RFP. In case the services rendered are not as per the requirement of the Directorate of Textiles, the selected agency will have to come up with a solution within a given time frame failing which 10% * will be deducted from the amount payable. Any dispute regarding penalty shall be handled as per dispute settlement provision.

* In case of delay in delivery of KPIs 1% per week will be deducted as penalty subject to maximum up to 10% and in case of non satisfactory performance of resource persons request for withdrawal of key persons may be sent to the Agency by the Committee.

Form 4A: Pre-Qualification Proposal Submission Form

Pre-Qualification Criteria for bidders (Please attach documents)

Sl.No	Pre-Qualification Documents	Documentary evidence
14	Proof of minimum average annual financial turnover amounting to Rs. 100.00 Lakh in the relevant event management filed from the firm of Chartered Accountant during 5 financial years ending 31st March each of the following years Year 2019-20 to the Year 2023-24. FY 2024-25 (provisional) can also be accepted.	Attach Copy of certificate from a firm of Chartered Accountant for 5 years.

Form 4C: Format for Pre-Qualification Proposal

(Cumulative Annual Turnover of Applicant)

Sl. No	Financial years	Turnover from Indian operations (INR)
1	2021-22	
2	2022-23	
3	2023-24	
4	2024-25 (Provisional)	
	Cumulative Annual Turnover	

Form 5 B: Summary of Costs

Following are the man-month details of our Financial Proposal (Table X):

Sl. No.	Resources	Unit Man -Month Rates (INR, including taxes)	
		Year 1	Year 2
1	Team Leader-cum-Project Manager (1)	R1	5% Man-Month over Year 1 increment Rates
2	Quality Assurance & quality control Consultant (2)	R2	
3	Export Market Linkage Consultant (1) E Commerce Consultant (1)	R3	
Total Cost (Year Wise)		$X1 = \{R1 + (R2 \times 2) + (R3 \times 2)\} \times 12$	$X2 = X1 \times 1.05$
Total Cost for Two Years (X) (Subject to requirement and extension)		$X = X1 + X2$	

e) In case of any travel other than link to KPIs or any specific travel ordered by the client, TA & DA to the resources/ team will be paid as per the Govt. norm.

6.5 Intellectual Property

iii) IPRs may be utilised with approval of the client. Retain the documents with permission of client subject to relevance of documents within the contract period.

6.6 Obligations of the Consultancy Firm

ii) **Conflict of interest:** Prohibition of Conflicting Activities: Neither the Consultancy Firm's sub consultants nor their personnel shall directly engage in any of the following activities:

- a) During the term of this Work Order, any business or professional activities which would conflict with the activities assigned to them under this Work Order; and
- b) After the termination of this contract, for a period of six months, such other activities as may be specified in the Work Order."

iii) **Confidentiality:** The Consultancy Firm, their sub-consultants, and the personnel of either of them shall not, either during the term or after the expiration of this Work Order, disclose any proprietary or confidential information relating to the project, the services, this contract or the Client's business or operations without the prior written consent of the Client.

Documents prepared by the Consultancy Firm to be the property of the Client: All designs, reports, other documents and software submitted by the Consultancy Firm pursuant to this Work Order shall become and remain the property of the Client, and the Consultancy Firm shall, not later than upon termination or expiration of this Work Order, deliver all such documents and software to the Client, together with a detailed inventory thereof. The Consultancy Firm may retain a copy of such documents and software, restrictions about the future use of these documents and software, if any, shall be specified in the Work Order.

It may be allowed to disclose information for successful accomplishment of work and for regulatory and internal compliance purposes after getting permission from the client.

6.12 Miscellaneous

- vi) The resources should be on the pay roll prior to the date of deployed.

6.13 Penalty

- i. The selected agency has to provide services as per the requirements of the RFP. In case the services rendered are not as per the requirement of the Client, the selected agency will have to come up with a solution within a given time frame failing which up to 10% will be deducted from the amount payable. In case of delay in delivery of KPIs 1% per week will be deducted as penalty subject to maximum up to 10% and in case of non satisfactory performance of resource persons request for withdrawal of key persons may be sent to the Agency by the Committee.

Director of Textiles and Handloom, Odisha