



सत्यमेव जयते

સંઘ પ્રદેશ દાદરા અને નગર હવેલી અને દમણ અને દીવ

UT of Dadra and Nagar Haveli and Daman and Diu

Request For Proposal (RFP)

for

**Selection of Agency for Organizing Awareness Workshop,
Capacity Building and Vendor Development Program
under RAMP Scheme**

E-Procurement Portal Tender ID No.: **2025_UTDNH_7719_1**

Issued by

Department of Industries

UT of Dadra and Nagar Haveli & Daman and Diu



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a. Notice Inviting Tender

Department of Industries, DNH&DD

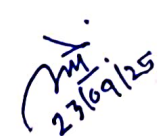
The Department of Industries, Dadra and Nagar Haveli and Daman & Diu, invites proposals from Company/Firms/Parties for execution of work "Selection of Agency for organizing Awareness Workshops and Vendor Development Programs under the RAMP Scheme".

| Sr. No. | Name of Work | Earnest Money Deposit (In Rupees) | Period of Execution of contract |
|---------|--|-----------------------------------|---|
| 1 | Request for Proposal (RFP) for Selection of agency for organizing Awareness Workshop, Vendor Development Program under RAMP Scheme | Rs. 2,70,000/- | 18 months from the date of Award of Contract or till Mar 2027 whichever is earlier. |

Key Dates

| S. No. | Description | Date and Time |
|--------|---|-------------------------|
| 1 | Issuance of RFP/Bid Submission Start Date | 24/09/2025 @ 17:00 hrs. |
| 2 | Last date for submitting pre-bid queries. | 29/09/2025 @ 17:00 hrs. |
| 3 | Pre-bid meeting | 30/09/2025 @ 11:00 hrs. |
| 4 | Bid Submission Closing Date | 14/10/2025 @ 17:00 hrs. |
| 5 | Technical Presentation of Bidders | 15/10/2025 @ 10:00 hrs |
| 6 | Bid Opening Date | 15/10/2025 @ 17:00 hrs. |

1. Bid Document(s) can be viewed and downloaded from website <https://dnhtenders.gov.in> in free of cost. There is no extra fee applicable for submission of bid.
2. Reply to pre bid queries (if any) and Corrigendum relating to tender (if any) will be published on website <https://dnhtenders.gov.in> only.


Director-cum-Joint Secretary
Department of Industries
DNH&DD


b. Proposal Instruction Sheet (PIS)

| S. No. | Instructions to Applicants | Specific Requirements |
|--------|--|--|
| 1 | Proposal submission starting date | 24/09/2025 For details of Key Dates & Deadline for Submission of Proposals refer to <i>Section a. Notice Inviting Tender</i> |
| 2 | Language of the Proposal: | English |
| 3 | Proposal Currencies | Indian Rupees |
| 4 | Proposal Validity Period | 120 Days |
| 5 | Contact address for requesting clarifications on documents | Clarifications should be addressed to General Manager, Department of Industries, DNH&DD, Udyog Bhavan, Amli, Silvassa and requests for clarifications should be sent to e-mail address: dic-dnh@ddd.gov.in |
| 6 | Proposal or Bid Security/ Earnest Money Deposit -EMD | Rs.2,70,000/- (Rupees Two Lakh Seventy Thousand only) In the form of Demand Draft in favor of General Manager. DIC, DNH. |
| 7 | Performance Security / Performance Bank Guarantee | Performance Security will be equivalent to [Five Percent (5%)] of the total bid price quoted in the form of Bank Guarantee as per the format in Appendix G). |

1. The Bidder will be selected based on the Evaluation Methodology and Criteria indicated in the RFP.
2. The Department of Industries, DNH&DD reserves all the rights to reject or accept any/all applications, without assigning any reason whatsoever. The Department of Industries, DNH&DD takes no responsibility for the delay, loss or non-receipt of any submission or letter sent by post, within the prescribed time period.
3. The Department of Industries, DNH&DD also reserves the right to terminate the tendering process at its discretion without assigning any reason.
4. Interested bidder must submit their proposal through online portal <https://dnhtenders.gov.in> before the end date for submission of proposals as mentioned in key date sheet.
5. For submission of the bids, the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities. For further details, aspiring bidders may go through the detailed instructions given in RFP.
6. Proposals are to be submitted online only at UT online portal <https://dnhtenders.gov.in> **Proposals Submitted manually or any other means will not be accepted.** The bidder would be responsible for ensuring that any Addendum/Corrigendum available on the website is also downloaded and incorporated. Any proposal or modifications to proposal (including discount) received outside the given UT portal will not be considered.
7. The bidders are not required to submit any original documents as a part of proposal unless otherwise specified. The complete proposal needs to be uploaded on UT online portal as per instruction in this document.

8. A pre-bid meeting will be held on **date and time** as specified in **Notice Inviting Tender(Bid) under Key Dates** at Department of Industries, DNH&DD, Udyog Bhavan, Amli, Silvassa to clarify the queries/ issues raised by the prospective bidders.
9. Other details can be seen in the RFP. The Client shall not be held liable for any delays due to system failure beyond its control. Even though the system will attempt to notify the bidders of any updates, the Client shall not be liable for any information not received by the bidder. It is the bidders' responsibility to verify the UT online portal for the latest information related to this Notice Inviting Tender
10. The address for communication is as under:

Director cum Joint Secretary,
Department of Industries,
DNH&DD, Udyog Bhavan,
Amli, Silvassa


Director-cum-Joint Secretary
Department of Industries
DNH&DD

c. Disclaimer

The information contained in this Request for Proposal document [hereinafter referred to as "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Department of Industries, DNH&DD (hereinafter referred to as "DoI"), (the "Client ") or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial offers pursuant to this RFP (the "Bid"). This RFP includes statements, which reflect various assumptions and assessments arrived at by the DoI in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the DoI, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Director cum Joint Secretary (DoI) accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Client and its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the information.

RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid Stage.

The Client also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Client is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for " Awareness Workshop, Capacity Building and Vendor Development Program" under RAMP Scheme and the Client reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the DoI or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

The Bidder shall be located in UT of Dadra & Nagar Haveli and Daman & Diu during execution of the assignment.

1. Introduction

1.1 General

Department of Industries ("the Client"), head office at DIC Udyog Bhavan, Amli, Silvassa- 396230 U.T. of Dadra & Nagar Haveli and Daman & Diu, India intends to invite proposal for “Selection of agency for organizing Awareness Workshop and Vendor Development Program under RAMP Scheme”

1.2 Background

Raising and Accelerating MSME Performance (RAMP) is a World Bank supported Programme, implemented by the Ministry of Micro, Small and Medium Enterprises (MoMSME) which aims at strengthening schemes that focus on improving market access, access to 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 focuses primarily on building capacity of National and State level agencies, build platforms for provision of critical services to MSMEs and enhancing outcomes from competitiveness related schemes.

For implementation of RAMP Program in UT of Dadra and Nagar Haveli & Daman and Diu, The Department of Industries, UT of DNH&DD (hereinafter referred to as “the Department”) has submitted its Strategic Investment Plan – Implementation Plan (SIP-IP) under RAMP Program, which has been duly approved by the UT RAMP Program Committee (UTRPC) and further approved by MoMSME, Government of India.

The SIP-IP comprises various interventions aimed at addressing the specific challenges faced by MSMEs within the UT. One of the key approved interventions is the conduct of Awareness Workshops and Vendor Development Programs (VDPs) across all three districts of the UT. The objective of this intervention is to build awareness among MSMEs regarding Government schemes, market access opportunities, sustainable business practices, and competitiveness enhancement strategies.

This RFP is issued for the implementation of a bundled set of approved interventions under the RAMP Scheme, consolidated into a single contract for streamlined execution and efficient monitoring. From an operational standpoint, the interventions—including Awareness Workshops on Exports, Greening and Sustainability, SME Exchange, Vendor Development, and Skill Upgradation /Capacity Building for Senior and Middle-Level Personnel in MSMEs

share significant commonalities. Each follows a structured framework involving stakeholder identification, industry and skill gap assessments, subject matter expert engagement for curriculum design, and delivery of targeted capacity-building sessions. The leadership development component focuses on enhancing competencies in strategic and operational management, mentoring, and decision-making to strengthen managerial capabilities within the MSME ecosystem. These sessions, like the others, require uniform planning for logistics, training materials, venue coordination, and facilitation support. Standardized documentation processes such as attendance tracking, feedback collection, and impact reporting will ensure consistency in execution and monitoring. Bidders are expected to harness these operational synergies to enable efficient delivery, scalability, and measurable outcomes across all thematic areas.

1.3 Invitation to Agency

By means of this Request for proposal ("RFP"), Department of Industries is pleased to invite Agencies/Firms/Parties (Hereinafter refer as "Agency") for implementation of "Selection of agency for organizing Awareness Workshop and Vendor Development Program under RAMP Scheme". Agency is required to assemble a team of specialists to cover the Requirements detailed in the RFP. The RFP submission will include Pre-Qualification, Technical & Financial Proposal as detailed in this RFP document.

1.4 Guidance for Online Proposal Submission

The bidders are required to submit soft copies of their proposals electronically on the UT tender portal <https://ddtenders.gov.in>, using valid Digital Signature Certificates. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of proposal opening. The confidentiality of the proposals is maintained and responsibility of Client. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

The instructions given below are meant to assist the bidders in registering on the UT tender portal <https://ddtenders.gov.in>, prepare their proposals in accordance with the requirements and submitting their proposals online on this.

1.5 Registration

- Bidders are required to enrol on the page of UT Tender portal (website: <https://ddtenders.gov.in>) by clicking on the link “**Online bidder Enrolment**” on the portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the Client/UT Portal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

1.6 Searching For Tender Documents

- There are various search options built in the portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the portal.
- Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the O/o Director-cum-Joint Secretary, District Industries Centre, Udyog Bhavan, Amli, Silvassa, DNH and DD.

1.7 Assistance To Bidders

- Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- Any queries relating to the process of online bid submission or queries relating to portal in general may be directed to the O/o Director-cum-Joint Secretary, District Industries Centre, Udyog Bhavan, Amli Silvassa, DNH and DD.
- More information useful for submitting online proposals may be obtained from the UT e-procurement portal website: <https://ddtenders.gov.in>

2. Instructions to the Bidder

2.1 General Terms of Bidding

- 2.1.1 Detailed description of the objectives, scope of services, Deliverables and other requirements relating to this work is provided in this RFP. The term applicant/ bidder (the "bidder") means the Sole Firm. The procedure for submission, evaluation, and acceptance of the Proposal is outlined in this RFP.
- 2.1.2 The Bidders are advised that the selection of Agencies shall be on the basis of an evaluation by the Client through the Selection Process specified in this RFP. Bidder shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Client's decisions are without any right of appeal whatsoever. A Bidder is eligible to submit only one Bid for entire assignment.
- 2.1.3 Notwithstanding anything to the contrary contained in this RFP, the detailed terms specified in the draft Contract Agreement shall have overriding effect; provided, however, that any conditions or obligations imposed on the Bidder hereunder shall continue to have effect in addition to its obligations under the Contract Agreement.
- 2.1.4 The Financial Bid should be furnished as mentioned in RFP, clearly indicating the bid amount (as per requirement of RFP document) in both figures and words, in Indian Rupees, and signed by the Bidder's authorized signatory. In the event of any difference between figures and words, the amount indicated in words shall be taken into account.
- 2.1.5 Bids submitted with any condition or additional stipulation shall render the liable to rejection as a non-responsive Bid.
- 2.1.6 The Bid and all communications in relation to Documents and the Bid shall be in English language.
- 2.1.7 The Bidding Documents including this RFP and all attached documents are and shall remain the property of the DoI and are transmitted to the Bidders solely for the purpose of preparation and the submission of a Bid in accordance herewith. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Bid. The Client will not return any Bid, or any information provided along therewith.
- 2.1.8 Bidder shall not have a conflict of interest (the "Conflict of interest") that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Client shall forfeit and appropriate the Bid Security or

Performance Security, as the case may be. Without limiting the generality of the above, a Bidder shall be considered to have a Conflict of Interest that affects the Bidding Process, if:

- i. such Bidder (or any constituent thereof) and any other Bidder (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this qualification shall not apply in cases where the direct or indirect shareholding in a Bidder or a constituent thereof in the other Bidder(s) (or any of its constituents) is less than 1% of its paid up and subscribed capital; or
- ii. a constituent of such Bidder is also a constituent of another Bidder; or
- iii. such Bidder receives or has received any direct or indirect subsidy other Bidder, or has provided any such subsidy to any other Bidder; or
- iv. such Bidder has the same legal representative for purposes of this other Bidder; or
- v. such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Bid of either or each of the other Bidder. Agency (including any of its constituents) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) preparation of the Terms of Reference of the assignment (ii) selection process for such assignment or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the DoI throughout the selection process and the execution of the Contract.

2.1.9 Bidder shall be liable for disqualification and forfeiture of Bid Security if any legal, financial or technical advisor of the DoI in relation to the Project is engaged by the Bidder in any manner for matters related to or incidental to such Project during the Bidding Process or subsequent to the (i) issue of the LOA or (ii) execution of the Contract Agreement. In the event any such advisor is engaged by the Selected Bidder, after issue of the LOA or execution of the Contract Agreement, then notwithstanding anything to the contrary contained herein or in the LOA or the Contract Agreement and without prejudice to any other right or remedy of the DoI including the forfeiture and appropriation of the Bid Security or Performance Security, as the case may be, the LOA or the Contract Agreement, as the case may be, shall be liable to be terminated without the DoI being liable in any manner whatsoever to the Selected Bidder for the same.

2.1.10 No Subletting of Contract will be allowed without prior consent of DoI. This RFPs is not transferrable.

2.1.11 If a Bidder could derive a competitive advantage from having provided services related to the assignment in question, the client shall make available to all other Bidders together with this RFP all information that would in that respect give such Bidder any competitive advantage over competing Bidders.

2.1.12 All correspondence exchanged by the Bidders and the client, shall be in English

2.2 Consortium

Consortium or Joint Venture is not allowed. However, bidder may engage professional agencies to associate and work on the Project, without any dilution to bidder's obligations.

2.3 Cost of Bidding

The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. The DoI will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process. In the event of any contradiction between the details furnished in this RFP and the same obtained through Bidders' own means, the data provided in RFP will prevail.

2.4 Right to accept and to reject any or all Bids

2.4.1 Notwithstanding anything contained in this RFP, DoI reserves the right to accept or reject any Bid and to annul the Bidding Process and reject all Bids at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

2.4.2 The Client reserves the right not to proceed with the Bidding Process at any time, without notice or liability, and to reject any Bid without assigning any reasons.

2.4.3 In case it is found during the evaluation or at any time before signing of the Contract Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith; if the Bidder has already been issued the LOA or has entered into the Contract Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the DoI to the Bidder, without the DoI being liable in any manner whatsoever to

the Bidder. In such an event, the DoI shall forfeit and appropriate the Bid Security or Performance Security, as the case may be without prejudice to any other right or remedy that may be available to the DoI.

2.4.4 DoI reserves the right to reject any Proposal, if:

- i. At any time, a material misrepresentation is made or discovered during verification of all statements, information and documents submitted by the Bidder; or
- ii. The Bidder does not respond promptly and diligently to requests supplemental information required for the evaluation of the Proposal

2.5 Pre-Bid Meeting

2.5.1 Pre-Bid Meeting with bidders will be held on 30/09/2025 at 11:00AM at venue to be informed by DoI. A maximum of one representative of each Applicant will be allowed to participate. Queries may also be sent by e-mail on dic-dnh@ddd.gov.in.

2.5.2 During the course of Pre-Bid Meeting, the bidders will be free to seek clarifications and make suggestions for consideration of the Client. The Client will endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive selection process.

2.6 Clarifications and Amendment of RFP

2.6.1 The DoI reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the DoI to respond to any question or to provide any clarification.

2.6.2 The DoI may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by the DoI in written shall be deemed to be part of the Bidding Documents.

2.6.3 At any time prior to the deadline for submission of Bids, the DoI may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify this RFP by the issuance of Addendum.

2.6.4 Any Addendum/Corrigendum would be posted only on the website <https://dnhtenders.gov.in> only.

2.6.5 In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the DoI may, at its own discretion, extend the Bid Due Date after considering the time required by Bidders to address such amendment.

2.7 Bid Due Date

The RFP document will be visible on the portal, from 24/09/2025. The client may, in exceptional circumstances, and at its sole discretion, extend the Application Due Date by issuing Addendum, uniformly for all Bidders, and the same shall be notified online only on website <https://dnhtenders.gov.in>.

2.8 Validity of Bids

The Bids shall be valid for a period of not less than 120 (one hundred and twenty) days from the Bid Due Date. The validity of Bids may be extended by mutual consent of the respective Bidders and the Client.

2.9 Confidentiality

Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Client in relation to or matters arising out of, or concerning the Bidding Process. The Client will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Client may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Client.

2.10 Correspondence with the Bidder

The Client shall not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

2.11 Bid Security (EMD)

2.11.1 The Bidder shall deposit as part of its bid, a Bid Security of Rs 2,70,000 /- (Rupees Two lacs Seventy Thousand Only) in the form of DD/FDR in favour of General Manager, DIC, DNH from any nationalized or scheduled bank of India payable in Silvassa.

2.11.2 The EMD must be submitted in original either by Registered Post or Speed Post, or deposited in person at the specified office address before the proposal submission deadline. The Tender Inviting Authority shall not be held responsible for any postal delays.

2.11.3 Proposals not accompanied by EMD/Bid security shall be rejected outright as incomplete bid.

- 2.11.4 The Bid Security must be kept valid throughout for 45 days beyond the validity period.
- 2.11.5 No interest shall be payable by DoI for the sum deposited as Bid Security
- 2.11.6 The EMD/Bid Security of the unsuccessful bidders would be returned back after issuance of LOA to the successful bidder.
- 2.11.7 The Bid Security of the successful bidder would be returned after submission of Performance Bank Guarantee and signing of agreement.
- 2.11.8 EMD/Bid Security shall be forfeited by DoI in the following circumstances:
- i. If any information or document furnished by the bidder turns out to be misleading or untrue in any material respect, or
 - ii. If the bid is withdrawn during the bid validity period or any extension thereof.
 - iii. If the offer is modified or varied in a manner not acceptable to DoI after opening of the proposals during the bid validity period or any extension thereof.
 - iv. If the success full bidder, after the award of work order, fails to submit the performance security within the stipulated time.

2.12 Preparation, Submission and Opening of Proposals

- 2.12.1 The Proposals must be submitted online through e-procurement portal of UT by the Proposal Submission End Date and Time as mentioned under Key dates mentioned in Notice Inviting Tender.
- 2.12.2 Any document submitted through any other means will not be considered
- 2.12.3 The bids shall consists of two parts, Part I (Pre-Qualification Proposal and Technical Proposal) and Part II (Financial Bid), has to be submitted.
- 2.12.4 All the bidders responding to this tender would need to meet the eligibility criteria for Pre-Qualification Proposal set in this RFP as per details provided under Section 3.2 with all relevant certificates.
- 2.12.5 The Technical Proposal should contain all the required documents mentioned in Technical Criteria under Section 3.3 as supporting and all the documents should be uploaded in Technical Proposal folder through UT e-procurement portal.
- 2.12.6 From the time the Proposals are opened to the time the Contract is awarded, the Bidders should not contact the client on any matter related to its Technical and/or Financial Proposal. Any effort by Bidders to influence the client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Bidders' Proposal.

- 2.12.7 The Client will evaluate only those Bids that are received in the required formats and complete in all respects.
- 2.12.8 The financial proposal submitted by the bidder shall be the total of the component-wise quoted prices, ensuring none exceed the specified ceiling limits. This total lump sum amount represents the bidder's proposed charge for executing the assignment. The quoted price should be inclusive of all out-of-pocket expenses such as travel, documentation, and communication. It must also include applicable GST, as per current norms (to be borne by the service recipient).
- 2.12.9 DoI reserves the right to reject any Proposal not submitted on time and which does not contain the information/ documents as set out in this RFP document.
- 2.12.10 To facilitate evaluation of Proposals, DoI may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Proposal.
- 2.12.11 The Proposals received from eligible Agency shall be evaluated on the basis of the criteria set out in this RFP document. Each Bidder shall submit a maximum of one (1) Proposal for the Assignment, in response to this RFP document. Any Bidder who submits more than one Proposal for the Assignment shall be disqualified

3. Evaluation of Bids

3.1 Evaluation Methodology and Process

The proposals shall be evaluated as per the parameters set below and ranked accordingly. The mode of evaluation will be through Quality-cum-Cost Bases (QCBS) as defined below.

- At the beginning of Evaluation process, the client will nominate the committee which will carry out the entire evaluation process.
- Nominated Committee will evaluate the submitted proposals after the dead line for opening of bid. The Financial proposal shall remain unopened.
- The committee shall first evaluate the Eligibility Criteria on the basis of information provided and the supporting documents as per requirements of RFP and the Criteria detailed in section 3.2. **The proposals not meeting the Eligibility requirement shall be rejected from further consideration.**
- The Client shall then evaluate the Technical Proposal of bids meeting the Eligibility requirements, on the basis of information provided and the supporting documents as per requirements of RFP and the Criteria detailed in Section 3.3. The client while evaluating

the Proposals shall have no access to the Financial Proposals until the Technical Proposal evaluation is concluded.

- Technical evaluation of qualified bidders shall be done, and marks shall be allotted, bidders securing minimum qualifying marks, i.e. at least 70 marks in Technical Proposal Evaluation shall be declared qualified and will be shortlisted for opening of financial bids. The total score of technical proposal is of 100 marks
- Along with the evaluation of Technical Proposal, a Technical Presentation will be conducted to help understand the Bidder's overall understanding of the assignment and approach and methodology towards the completion of the project.
- The Part II – i.e. Financial bid shall be opened only for those bidders who qualify Technical Evaluation. The Financial bid shall be opened online on UT e-procurement portal website on the designated date and time as communicated by the client, in the presence of the Bidders' representatives who may choose to attend.
- The Financial Proposals of the Bidders who qualify in Technical Evaluation shall be opened. The Bid Evaluation will be carried out as QCBS System.
- The Successful Bidder is required to enter into a Work Agreement/Contract with DoI and the draft of the same is set out in Appendix I.

3.2 Pre-Qualification Criteria (Eligibility Criteria)

As part of the evaluation, the Pre-Qualification Proposals submitted should fulfil the Minimum Pre-Qualification Criteria as set out in this clause. In case a Bidder does not fulfil the Minimum Pre-Qualification Criteria, the Technical Proposal of such a Bidder will not be evaluated further. In such cases, the Bid Security will be returned after issue of Letter of Award to the selected Applicant.

| Sr No. | Particular | Documents Required |
|---------------|-------------------|--|
| 1 | EMD | Copy of Rs. 2,70,000/- in Demand Draft in favour of GM, DIC, DNH |
| 2 | Cover Letter | The bidder must submit the cover letter as given in Appendix A1 |
| 3 | Details of Bidder | As per Appendix A2 |
| 4 | Legal Capacity | The Bidder 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 is to be attached |

| | | |
|----|--|---|
| 5 | Registration | Valid PAN, GST, and registration with appropriate statutory bodies |
| 6 | Financial Capacity – I | The bidder must have average annual turnover of ₹1.5 Cr or more in the last 3 financial years, i.e. FY2022-3, FY2023-24, FY2024-25 as given in Appendix B2 (Certification from Statutory Auditory / Certified CA) |
| 7 | Financial Capacity – II | Bidder should have been profitable (profit making) in the last three financial years, i.e. FY2022-3, FY2023-24, FY2024-25 as given in Appendix B3 (Certification from Statutory Auditory / Certified CA) |
| 8 | Declaration regarding non-Blacklisting | As given in Appendix F (self-certification) |
| 9 | Prior Experience – I | The bidder must have minimum 3 years of experience in executing training/awareness/event-based projects for Government/PSUs as given in Appendix B1 |
| 10 | Prior Experience – II | The bidder must have proven track record of handling at least 2 similar assignments in the last 5 years as given in Appendix B1 |
| 11 | Authorized Signatory | Board Resolution/ Power of Attorney authorizing the signatory to sign on behalf of the Agency as per Appendix C |
| 12 | ESG Compliance | As per Appendix H |

**Kindly attach relevant, LOAs, certificates from clients along with the details mentioned in the Appendices*

3.3 Technical Evaluation Criteria

The evaluation committee ("Evaluation Committee") appointed by the Client will carry out the technical evaluation of Proposals on the basis of the following evaluation criteria and points system. Each evaluated Proposal will be given a technical score (St) as detailed below. The maximum points/ marks to be given under each of the evaluation criteria are:

| S. No. | Technical Evaluation Criteria | | | Max Score (100) |
|---------------------------------------|--|---|----|-----------------|
| Work Experience Competence (30 Marks) | | | | |
| 1 | Agency having experience in Awareness workshop, Capacity building, skill upgradation and VPDs or similar project done in past Evaluation Criteria – Project Experience Score * | Experience of handling Awareness Workshop/VPDs or similar Assignment in MSMEs/Cluster Development/Skill upgradation 5 marks per project, minimum project cost of each project to be 50 lakh, maximum projects to be submitted 3 | 15 | 30 |

| | | | | |
|---|--|--|----------------|----|
| | (Format as per Appendix D) | Experience of handling Awareness Workshop/VDPs or similar Assignment in MSMEs/Cluster Development/Skill upgradation- 5 marks per project, minimum project cost of each project to be 25 lakh and maximum of 2 projects to be submitted | 10 | |
| | | Experience of handling Awareness Workshop/VDPs or similar Assignment in MSMEs/Cluster Development/Skill Development 5 marks per project, minimum project cost of each project to be 15 lakh and maximum of 1 project to be submitted | 5 | |
| Financial Competence (30 Marks) | | | | |
| 3 | Average Annual Turnover for the last three financial year (Format as per Appendix B2) | Above INR 3.5 Crore | 30 | 30 |
| | | Between 2.5- 3.5 Crore | 20 | |
| | | Between 1.5 – 2.5 Crore | 10 | |
| Demonstration and Presentation (25 Marks) | | | | |
| 4 | Presentation by Agency (15/10/2025 at 10:00hrs. other details of Presentation will be shared later by e- mail) | Following parameters will be evaluated: 1. Presentation of Approach &Methodology for Implementation 2.Company Profile 3. Training Module Development | | 20 |
| | | Proposed Project Team (20 marks) | | |
| 5 | | CV of the Team (Format as per Appendix J) | | |
| S. No. | Role | Minimum Qualification | Marks Assigned | |
| 1 | Team Coordinator (5 Marks) | Post-graduate qualification in a relevant discipline (e.g., MBA, MSW, Public Administration, or any other equivalent qualification | 1 | 8 |
| | | Minimum 10 years of experience in industry, government programs, consulting, or development projects | 3 | |
| | | At least 5 years in IEC campaigns, MSME training/ stakeholder engagement / Industrial upskilling programs / Vendor Development programs | 2 | |
| | | Held team leadership or coordination roles in similar large-scale, multi-stakeholder assignments (preferably government or donor-funded) | 2 | |

| | | | | |
|---|---|--|---------|----|
| 2 | One Subject Matter Expert under - Export, SME Exchange, Green Energy, VDP, Capacity Building for Senior and Middle-Level Personnel in MSMEs (2 Mark per CV) | Post Graduation in MBA/Master of Social Work or any other relevant qualification | 0.5 X 6 | 12 |
| | | The Subject Matter Expert must have a minimum of 5 years of relevant industry experience, preferably with demonstrated expertise in capacity building initiatives about the subject. | 1.5 X 6 | |

**All projects submitted under the categories should be mutually exclusive.*

The minimum technical score required to qualify technical evaluation is 70 out of 100. A proposal will be considered unsuitable and will be rejected at this stage if it does not respond to important aspects of RFP Document or if it fails to achieve the minimum technical score. The Client will notify Bidder who fail to score the minimum technical score about the same and shall leave the financial bid unopened.

3.4 Financial Bid Evaluation

3.4.1 The Bidder shall be selected on the basis of QCBS. The price bids of only technically qualified bidders would be opened for further consideration. The Bidder shall be selected on the basis of Quality cum Cost Based System (QCBS), whereby Technical Proposal will be allotted weightage of 70% and Financial Proposal will be allotted weightage of 30%.

3.4.2 The proposal with the lowest total financial quote shall be awarded a financial score of 100. All other proposals shall be assigned financial scores in inverse proportion to the lowest evaluated Financial Proposal, as per the formula provided below. For clarity, the evaluation will be based on the *total* quoted amount, which is the sum of all component-wise prices. As specified in **Appendix E**, each component has a defined upper ceiling, which the bidder must strictly adhere to. While the bidder is required to quote within the ceiling limits for each individual component, the final financial evaluation shall be conducted solely on the *cumulative total* of all components.

3.4.3 The total score, both technical and financial, shall be obtained by weighing the quality and cost score and adding them up. 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.

3.4.4 To ensure uniformity and cost control, bidders shall provide a component-wise financial breakup, strictly adhering to the maximum permissible ceiling for each component as outlined below. Any quote exceeding the ceiling for an individual component will lead to disqualification. The financial bid must include a detailed cost breakdown for each deliverable or line item.

From an operational standpoint, interventions such as Awareness Workshops on Exports, Greening and Sustainability, SME Exchange, Vendor Development, Skill Upgradation /Capacity Building for Senior and Middle-Level follow a common structure. Each involves identifying relevant MSME participants, conducting needs assessments, designing context-specific content, engaging subject-matter experts, and delivering targeted training/workshops. These activities require similar logistical arrangements, including venue setup, preparation of materials, and documentation of participation and feedback. All interventions also emphasize post-event follow-up through impact assessment and report submission, ensuring alignment in planning, execution, resource deployment, and performance monitoring. Bidders are expected to leverage these operational synergies for efficient and cohesive implementation across components.

3.4.5 The Financial Proposals shall be given scores as follows:

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

F_m : Lowest Financial Proposal

S_f : Financial Score

For selection of Agency, final ranking will be determined based on the combined total score for each Bidder separately. This will be done by applying a weight of 0.70 (or 70%) and 0.30 (or 30%) 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:

$\text{Total Score} = (T_m \times 0.70) + (S_f \times 0.30)$

T_m : Technical Marks

S_f : Financial Score

- a. *The quoted price shall be in Indian Rupees.*
- b. *All quoted prices shall be inclusive of all taxes/GST.*
- c. *Any conditional financial bid would be summarily rejected.*

3.4.6 Correction of Arithmetic Errors

Provided that the bid is substantially responsive, the competent Proposal Evaluation Committee shall correct arithmetical errors on the following basis:

- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the tendering authority (DoI) there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- If there is an error in a grand-total, corresponding to the addition or subtraction of sub-total, the sub-total shall prevail and the grand-total shall be corrected.

3.4.7 The Bidder shall mention clearly the team members to be committed to the assignment.

3.4.8 The score (Pe) for Technical Proposal would be the arithmetic sum assigned to the Bidders under each of the parameters listed in the RFP.

3.4.9 The Bidders shall submit Project Data Sheets as set out in Appendix D. The Project Data Sheets shall need to be accompanied with copies of work orders/advisory and/or consultancy services agreements/service certificates/completion certificate from clients, as applicable, as proof of experience. Projects without proof of experience shall not be considered for evaluation.

3.4.10 The score (Pe) for Technical Proposal would be the arithmetic sum of the marks assigned to the Bidders under each of the parameters listed above in Clause

3.4.6 Negotiations

- Negotiations may include a discussion of the Technical Proposal, the proposed technical approach and methodology and any suggestions to improve/modify the Scope of Work in terms of number of workshops to be conducted. The client and the Bidder will finalize the Scope of Work. These documents will then be incorporated in the Contract as “Description of Work”. Special attention will be paid to clearly defining the inputs and facilities required from the client to ensure satisfactory implementation of the assignment.
- After the technical negotiations are over, financial negotiations may be carried out in order to reflect any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under no circumstances, the financial negotiation shall result in an increase in the price originally quoted by the Bidder.

3.5 Award of Contract

- 3.5.1 The Authority may award the contract to the highest QCBS Scorer Bidder.
- 3.5.2 After completing negotiations the client shall issue a Letter to the selected Bidder, and promptly notify all Bidders who have submitted proposals about the decision taken.
- 3.5.3 The Bidder will sign the contract after fulfilling all the formalities/ pre-conditions mentioned in the standard form of contract in Appendix I, within 14 days of issuance of the letter to the selected bidder.
- 3.5.4 DoI shall issue Letter of Award (LOA) for carrying out the assignment. No information on the evaluation of Agency's proposal will be disclosed to any person other than those directly concerned with the selection process. Any Agency, who tries to influence the evaluation, will be liable to be rejected.

3.6 Performance Bank Guarantee (PBG)

- 3.6.1 The Successful Bidder shall furnish a Performance Security / Performance Bank Guarantee the Quoted Amount as per Appendix H.
- 3.6.2 The Bank Guarantee must be submitted after award of contract but before signing of contract.
- 3.6.3 The successful bidder has to renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any.
- 3.6.4 Performance Bank Guarantee would be returned after successful completion of assignment and after adjusting/ recovering/damages/Loss or any dues recoverable/payable from/by the successful bidder on any account under the contract
- 3.6.5 The above performance security can be liquidated by the authority i.e., DoI, stating that the amount claim is due by any of loss or damage cost to or suffered the authority by reason of any breach of any terms or conditions confined in the said agreement or by reasons of agency's failure to perform the said agreement. The decision of DoI shall be final and binding in this regard.
- 3.6.6 The PBG amount shall remain valid for a period of 90 days from the end of contract period, or beyond any period of extension subsequently as determined by DoI.

4. Fraud and Corrupt Practices

The Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Client shall reject an Bid without being liable in any manner

whatsoever to the Bidder if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process and such Bidder shall not be eligible to participate in any tender or RFP issued by the Client during a period of 2 (two) years from the date so determined.

For the purposes of this paragraph, the following terms shall have the meaning hereinafter respectively assigned to them:

- i. "Corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process.
- ii. "Fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process.
- iii. "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Bidding Process.
- iv. "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of interest; and
- v. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

The Bidders shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract (Agreement).

5. Role and Scope of work for the Agency

5.1 Introduction

To ensure the effective implementation of the RAMP program at the UT level, the Department of Industries intends to engage a professional agency with demonstrated expertise in organizing awareness and capacity-building programs for MSMEs. The selected agency will play a crucial role in conducting a range of Awareness Workshop and Vendor Development Programs across

the UT, as part of the Raising and Accelerating MSME Performance (RAMP) program. These programs are designed to enhance the capabilities of existing Micro, Small, and Medium Enterprises (MSMEs) in the UT. The plan should be multi-dimensional, covering each of the themes, the sectors relevant to the UT and relevance of the sectors with the regions where the MSMEs pertaining to that sector are present.

The selected agency will be responsible for the following:

- i. **Designing Project Plan** in line with the schedules for trainings under various heads: (a) Export Awareness (b) Vendor Development (c) Green Initiatives and (d) SME Exchange. Details under each is mentioned in *Schedule 4A Table*.
- ii. **Developing modules, workshop material** given through usage of presentations, videos, related digital content and ensuring the content delivered is according to the latest compliances, regulations in the MSME space.
- iii. **Dynamic Content Development** would be followed throughout the engagement. This would ensure that the content is modified as and when required according to the MSMEs' and industries' requirements. The bidder may also be asked to prepare sector specific modules with the key sectors in the region being: Plastics and Polymer, Chemicals and Pharmaceuticals, Packaging, Wires and Cables, Yarn, Engineering products related manufacturing and any other sector as may deem fit by the client.
- iv. **Stakeholder interactions** to ensure the need and adequacy of training imparted, which will include interaction with the relevant government bodies, industry associations and other industry members, etc.
- v. **Feedback from Client** before undertaking any training / workshop for quality check on the content along with provision of approvals to take the trainings/ workshops forward.
- vi. **Technical Experts** identification, selection and on-boarding of the professionals for delivering technical lectures as part of the training to the MSMEs
- vii. **MSME Mobilization** to ensure that MSMEs from all the districts and sub-regions are covered along with ensuring that women-led and marginalised group-led MSMEs also participate in the trainings / workshops. The bidder should also ensure that:
 - Equitable distribution of participants, micro / small / medium is maintained along with gender-distribution and social category inclusion
 - Sector specific MSMEs (for e.g. Plastics and Polymer related MSMEs to attend the trainings as specific to them, etc.) attend the sessions

- Region specific trainings are conducted. For instance, the regions / areas with maximum Plastic and Polymer based industries will have trainings and workshops under each of them (i.e. export, VDP, Green Initiatives and SME Exchange and Skill Upgradation and Capacity Building Programme for Senior and Middle-Level Personnel in MSMEs Senior Managers, relevant to the plastic manufacturing ecosystem.)

viii. **Project Management** must be ensured by the bidder. This would include, inception and submission of schedule for trainings / workshops, timely preparation and submission of training material, on-boarding of key technical experts, outreaching MSMEs and ensuring minimum participation is maintained in each session, pre and post training assessment and final report submission of each session which would include list of attendance, trainers' attendance, photographs, geo-tagged photographs, training material briefs, feedback from participants. The client may at any point during the project or post project completion ask for any other information/documentation as and when required related to the trainings / workshops to be conducted.

5.2 Details of various areas of training / workshop

The agency shall develop training modules addressing the following thematic areas, along with ensuring that the key sectors marked under *Schedule 4A table, are covered*. The plan to conduct workshop specific to the sector along with the having district relevance shall be presented to the client before undertaking the training / workshop. The details of trainings / workshops according to the various themes are as follows:

- Export Readiness and Market Access:** This thematic area will focus on equipping MSMEs with the knowledge and capabilities necessary to become export-ready and access international markets. Training shall be aligned with the "District as Export Hub (DEH)" initiative and will cover critical aspects such as export competitiveness, documentation procedures, packaging and labelling requirements, trade compliance norms, and quality certification standards. In addition, sessions shall introduce digital commerce tools to facilitate global outreach, provide insights into export financing and risk management strategies, and elaborate on logistical value chains and customs clearance processes.
- Vendor Development Programs (VDPs):** These programs are designed to enhance MSME participation in public procurement processes, particularly with Public Sector Undertakings (PSUs). Training will include guidance on procurement procedures, registration on the Government e-Marketplace (GeM), tender documentation and

submission protocols, and compliance with quality norms. The agency will also address sector-specific quality standards, scalability of production capabilities, and business negotiation skills.

- iii. **Green Initiatives:** This component of the training program is aimed at sensitizing MSMEs to sustainable industrial practices and promoting environmental stewardship. Workshops will introduce MSMEs to the principles and benefits of energy audits and water audits, resource optimization methods, and sustainable production processes. Additionally, training will address the use of renewable energy sources, eco-friendly technologies, and waste and water management techniques that reduce environmental impact and support compliance with environmental norms.
- iv. **SME Exchange:** Fundamentals of SME listing, processes and compliance, financial reporting, investor outreach, and regulatory norms. Training sessions under this thematic area will build the capacity of MSMEs to access equity financing and explore opportunities for listing on SME exchanges. The module will cover the fundamentals of SME listing, regulatory frameworks established by SEBI, BSE, and NSE, and the procedural requirements for Initial Public Offerings (IPOs).
- v. **Skill Upgradation and Capacity Building Programme for Senior and Middle-Level Personnel in MSMEs:** This component is designed to strengthen the core professional skills of senior and middle-level personnel in MSMEs, with a focus on practical application in day-to-day operations. Key skill areas covered include effective communication, team leadership, task delegation, operational planning, problem-solving, and data-informed decision-making. The training/workshops will be structured to build confidence in managing teams, aligning activities with enterprise goals, and responding proactively to operational challenges. The aim is to enhance the functional effectiveness of participants, enabling them to contribute more efficiently to enterprise productivity and sustained growth.

Schedule 4A given below marks the criteria, nos of workshops, MSMEs the days and the topics to be covered under each head, the bidder shall ensure to provide the plan for execution for the same in the approach and methodology section part of the Technical Criteria. **Kindly note:** The Number of Workshops per Activity mentioned in the below tables are in indicative nature. The actual number of workshops shall be communicated and finalised at the time of awarding of contract.

| Schedules 4A: Criteria for Training and Workshops | | | | |
|--|---|--|---------------------------|---|
| S. No. | Activity | Target for two years (Workshops × MSMEs) | Days/ Workshop | Topics to be Covered |
| 1 | Export Awareness Workshop | 20 Workshops × 35 MSMEs in each workshop = 700 MSMEs | 1 Day | Export readiness, UT-specific DEH product focus, documentation, packaging, trade compliance, Market Entry & Buyer Access, quality certification, e-commerce & digital exporting, Export Financing & Risk Management, Logistic Value Chain, Custom procedure |
| 2 | Vendor Development Program (VDP) | 21 Programs × 35 MSMEs in each program = 735 MSMEs | 2 Days | Day 1: workshop on PSU procurement, GeM registration, tendering, compliance, quality norms, sector-specific quality norms, production scalability, and negotiation skills Day 2: Buyer-seller meets, matchmaking, business leads & feedback |
| 3 | Green Initiative Workshop | 20 Workshops × 60 MSMEs in | 1 Day | Energy & water audit introduction, resource optimization, renewable energy usage, sustainable |

| | | | | |
|---|---|--|-------|---|
| | | each workshop = 1200 MSMEs | | waste management practices. |
| 4 | Skill upgradation/Capacity Building for Senior and Middle level Personnel in MSMEs | 40 Workshops x 60 Middle/Senior Personnel in each workshop = 2400 MSMEs | 1 Day | Introduction to smart digital tools, technology-enabled decision-making, process tracking through digital systems, template-based reporting methods, data-supported planning, and simplified performance monitoring |
| 5 | SME Exchange Awareness Workshop | 8 Workshops × 15 MSMEs in each workshop = 120 MSMEs | 1 Day | Equity funding, benefits of SME listing, SEBI/BSE/NSE norms, listing process, IPO readiness, compliance, investor relations & disclosure standards. |

The cost ceiling per workshop to be considered by the Bidder during the financial bid submission is given below:

| Particular | Cost Ceiling per Workshop including Taxes (In Rs.) | Remark |
|---|---|---------------------|
| Export Awareness Workshop | 90,000 | Inclusive all Taxes |
| Vendor Development Program (VDP) | 2,25,000 | Inclusive all Taxes |
| Green Initiative Workshop | 90,000 | Inclusive all Taxes |
| Skill upgradation/Capacity Building for Senior and Middle level Personnels in MSMEs | 1,12,500 | Inclusive all Taxes |
| SME Exchange Awareness Workshop | 90,000 | Inclusive all Taxes |

To ensure broad-based outreach and impact, each MSME shall be considered for participation only once per thematic component under this assignment. While an MSME may participate across different components (e.g., Export Awareness, Vendor Development, Green Initiatives, SME Exchange), repeat participation in the same component should be avoided and shall not be counted for reporting or payment purposes. The overall effort of the agency shall be to maximize the number of unique MSMEs reached across the UT. The agency shall maintain a verifiable, component-wise database of participating MSMEs, including Udyam Registration Numbers and other identifiers, to support validation and audit requirements.

The agency shall ensure provision of decent refreshments during each training/workshop. Where the session coincides with lunch hours, suitable lunch arrangements must be made. In case of morning or evening sessions, appropriate tea and snacks should be provided to ensure participant comfort and engagement.

5.3 Reporting

The agency will submit following documents to the department:

- i. **Action Plan:** The agency shall submit Action Plan within 15 days from the date of issuance of the Letter of Award (LoA)/ Contract Signature by the Client. This report shall outline the agency's understanding of the assignment and provide a clear implementation roadmap, including a district-wise schedule of activities, strategies for mobilizing MSMEs, Gantt Chart for two years of all programs. The Action Plan will serve as a baseline document for monitoring the agency's performance throughout the contract period.
- ii. **Post Workshop Report** to be submitted after every workshop which would have a detail of attendance, the training material, pre-post assessments and all relevant reporting from the session.
- iii. The agency shall submit detailed **Quarterly Progress Report (QPR)** including photos, geo-tagged location photo, attendance records, feedback summaries and a consolidated final report with key learnings, impact assessment and all the Post Workshop Reports for workshops conducted in that particular quarter.
- iv. **Submission of attendance** records with be with KYC details of attendees, Udyam Certifications, marking of sector in which MSME is functioning, size of MSME (micro/small/medium) and nature of MSME (manufacturing / service).

- v. **Mandatory Reporting on SC/ST/Women Participation:** The agency shall ensure that all participation data collected during the workshops and programs is disaggregated to include the social and gender composition of participants. Specifically, the data must capture the number of Scheduled Caste (SC), Scheduled Tribe (ST), and Women participants for each session. This disaggregated data shall be included in the Post Workshop Reports and Quarterly Progress Reports (QPRs) and shall be maintained in a verifiable format to support audit and evaluation requirements.
- vi. As part of the quarterly reporting process, the agency shall also compile basic Environmental, Social, and Governance (ESG) information from participating MSMEs using the prescribed format (refer Appendix H1). This will support broader impact assessment and promote awareness of responsible business practices within the MSME ecosystem.

6. Schedule of Deliverables

6.1 Payment Terms

- The Selected agency shall raise invoices in end of Quarter by submitting QPR in addition to the other reports as specified.
- Payment to the selected agency shall be made based on the actual number of workshops/programs successfully conducted, provided that each workshop/program meets the minimum MSME participation criteria specified in attached Schedule 6A table; failing which, and the agency shall be required to re-conduct the respective workshop/program.
- The per-unit cost for each workshop/program under the respective component (referred to as QA) shall be calculated by dividing the total amount quoted by the selected bidder for that component by the total number of workshops/programs proposed under that component.
- Quarterly payment shall be computed by multiplying the number of workshops/programs conducted under the respective component during the quarter with the per-unit cost (QA) of that component.
- Payments for each quarter shall be released only upon review and approval of deliverables by a duly constituted committee. The deliverables shall be assessed based on the number of workshops/programs conducted and MSMEs benefitted, in line with the quarterly schedule outlined in Table 6.2.

- The agency shall be eligible for 100% payment for a given quarter only upon achieving 100% of the quarterly deliverables, both in terms of the number of workshops/programs and MSMEs covered.
- If the agency achieves at least 70% of the quarterly deliverables (both in terms of workshops/programs and MSMEs), payment shall be made on a pro-rata basis. The amount shall be calculated as: Number of workshops/programs completed × per-unit cost (QA), provided the minimum required number of MSMEs is also met.
- To ensure clarity in computation, percentage achievements shall be calculated based on rounded-off values.
- The payment is to be made to the bidder are subject to deduction of tax(s) cess leviable by any Government as per rules.
- Payment will be done in Indian Rupees only.
- To ensure fair coverage and wider impact, efforts must be made by the agency to maximize outreach to unique MSMEs under each thematic component. As a principle, repeat participation of the same MSME within a single component shall not be considered for payment purposes. This condition is critical to verifying deliverables and shall be enforced during quarterly review and disbursement processes.

| Schedule 6A | | |
|---|--|---|
| Particular | Total no Awareness Workshop/ Program for entire project | Minimum nos. of MSMEs in each Workshop/Program |
| Export Awareness Workshop | 20 | 25 |
| Vendor Development Program (VDP) | 21 | 25 |
| Green Initiative Workshop | 20 | 50 |
| Skill upgradation/Capacity Building for Senior and Middle level Personnels in MSMEs | 40 | 50 |
| SME Exchange Awareness Workshop | 8 | 10 |

6.2 Timeline of Deliverables

The selected Agency shall be responsible for implementing the Project over a period from Date of Award of Contract till Dec 2026 by adhering to the following quarterly timeline, as given in the below Table 6.2.

| Table 6.2 | | | | | | |
|----------------------|------------|----|------------|----|----|-------|
| Activity Description | FY 2025-26 | | FY 2026-27 | | | Total |
| | Q3 | Q4 | Q1 | Q2 | Q3 | |

| | Oct 25- Dec 25 | Jan 26- Mar 26 | Apr 26- Jun 26 | Jul 26- Sep 26 | Oct 26- Dec 26 | |
|---|-------------------|-------------------|-------------------|-------------------------|-------------------|------------|
| Awareness workshops on Export Procedure | 4 | 3 | 5 | 4 | 4 | 20 |
| Vendor Development Programs | 4 | 3 | 4 | 5 | 5 | 21 |
| Awareness workshops on green initiatives | 3 | 3 | 5 | 6 | 3 | 20 |
| Skill upgradation/Capacity Building for Senior and Middle level Personnels in MSMEs | 4 | 9 | 9 | 8 | 10 | 40 |
| Workshops for SME exchange | 1 | 2 | 1 | 2 | 2 | 8 |
| Total | 16 | 20 | 24 | 25 | 24 | 109 |

7. Penalty

- i. In the event the agency fails to meet the scheduled number of workshops/programs in any quarter and the minimum number of MSMEs required per workshop, the following penalties shall be applicable:
- ii. If the agency achieves less than 70% of the scheduled workshops/programs in a quarter: 10% of the quarterly invoice amount shall be deducted.
- iii. If the agency achieves less than 50% of the scheduled workshops/programs in a quarter: 15% of the quarterly invoice amount shall be deducted.
- iv. The Total penalty imposed under this clause shall not be exceed 10% of the total contract value during the entire period.
- v. To avoid any confusion in calculation the numbers shall be considered after rounding off.

8. Miscellaneous

The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts at UT of DNH&DD/Bombay High Court shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.

Appendix A1

Covering Letter
(On the Letterhead of the Bidder)

Date:

To:

.....
.....
.....

Ref: DoI invites Proposal for “Selection of agency for organizing Awareness Workshop and Vendor Development Program under RAMP Scheme”

Dear Sir,

Being duly Authorized to represent and act on behalf of (hereinafter referred to as "the Bidder"), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of(Name of Bidder) for the captioned Project, with the details as per the requirements of the RFP, for your evaluation. We confirm that our Proposal is valid for a period of 120 days from (insert Proposal Due Date).

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the RFP document provided to us.

We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other Bidder or other persons and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully,

For and on behalf of [Name of Bidder)

Duly signed by the Authorized Signatory of the Bidder

(Name, Title and Address of the Authorized Signatory)

Appendix A2

Details of Bidder

(On the Letter Head of the Bidder)

1.
 - a) Name of Bidder:
 - b) Address of the office(s):
 - c) Date of incorporation and/or commencement of business:

2. Details of individual(s) who will serve as the point of contact / communication for DoI with the Bidder:
 - a) Name
 - b) Designation
 - c) Company/Firm
 - d) Address
 - e) Telephone number
 - f) E-mail address
 - g) Mobile number

Appendix B1

Format for Pre-Qualification Proposal (Projects)

Project Specific Experience

Provide information of the number of projects, required towards fulfilling prequalification criteria and for technical evaluation.

Note:

- Separate Table for Each Project. Limit the total pages per project to 2 pages of A4 size printed one side only.
- Attach proofs to substantiate the Details provided (Letter of Award, relevant Completion Certificate etc.). Projects without the proof of experience will not be considered for evaluation.

Client reserves the right to verify the details and ask to furnish necessary proofs in that regard.

| S. No. | Particulars | Details |
|--------|--|---------|
| 1 | Project Name | |
| 2 | Project area | |
| 3 | Name &. Address of Client | |
| 4 | Project Cost (in INR in Lakhs) | |
| 5 | In case of JV, Name of Lead Partner | |
| 6 | Approx, value of the contract (in INR in Lakhs) | |
| 7 | Approx, value of the services provided by your firm under the contract (in INR in Lakhs) | |
| 8 | Project Duration as per Contract (in Months) | |
| 9 | Project Commencement (Month, Year) | |
| 10 | Project Completion (Month, Year) | |
| 11 | Total No. of staff-months of the project | |
| 12 | Name of senior professional staff of your company/firm involved and functions performed, (indicate only the most significant profiles such as Project Director/Coordinator, Team Leader) | |
| 13 | Narrative Description of Project | |
| 14 | Description of actual services provided by your staff within the assignment | |

Authorized Signatory:

Full Name:

Designation:

Name of the Firm:

Address:

Seal of the firm:

Appendix B2

Format for Pre-Qualification Criteria (Financial Capacity I) Proposal (Average Annual Turnover of Agency)

| S No. | Financial years | Average Annual turnover (INR) |
|-------|-------------------------|-------------------------------|
| 1 | 2022-2023 | |
| 2 | 2023-2024 | |
| 3 | 2024-2025 | |
| | Average for three years | |

Certificate from the Statutory Auditor

This is to certify that [name of company] [registered address] has received the payments shown above against the respective years from consultancy services.

Name of Authorized Signatory:

Designation:

Name of firm:

Signature of Authorized Signatory:

Seal of Audit firm:

Note:

- In case the Agency does not have a statutory auditor, it may provide certificate from Chartered Accountant.

Appendix B3

Format for Pre-Qualification Proposal (Financial Capacity II)

(Annual Profit Recorded of Agency)

| S No. | Financial years | Net Profit (INR) |
|-------|-------------------------|------------------|
| 1 | 2022-2023 | |
| 2 | 2023-2024 | |
| 3 | 2024-2025 | |
| | Average for three years | |

Certificate from the Statutory Auditor

This is to certify that [name of company] [registered address] has received the payments shown above against the respective years from consultancy services.

Name of Authorized Signatory:

Designation:

Name of firm:

Signature of Authorized Signatory:

Seal of Audit firm:

Note:

- In case the Agency does not have a statutory auditor, it may provide certificate from Chartered Accountant.

Appendix C

POWER OF ATTORNEY

(On Stamp paper of relevant value)

Know all men by these presents, we(name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms (name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for "Selection of agency for organizing Awareness Workshop and Vendor Development Program under RAMP Scheme" including signing and submission of all documents and providing information/responses to General Manager, DoI in all matters in connection with our Proposal for the said Assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the Day of 2025

For

(Name and designation of the person(s) signing on behalf of the Bidder)

Accepted

..... Signature)

(Name, Title and Address of the Attorney)

Date:

Note:

1. To executed only if the Bidder is a Company firm.
2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of Attorney.
3. Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

Appendix D

Format for Project Data Sheet (For Technical Evaluation)

Attach details of Project to be consider for technical Evaluation

Name of the Agency:

| | |
|--|--|
| Project Name | |
| Project Location (within Country/ International) | |
| Name of Client | |
| Start Date (Month/Year) | |
| Completion Date (Month/Year) | |
| Total Cost of Project (Rs Lakhs) | |
| Name of Associated Firm(s) if any | |
| Name of Senior Staff (Project Director/Co- coordinator, Team Leader) involved, and functions performed | |
| Detailed Narrative Description of Project | |
| Detailed Description of Actual Services provided | |
| Training / Workshop Material Prepared | |

Note:

- Attach related proof of work such as, completion certificates, work orders
- Keep the Project Data sheet in not more than 1 Page.
- Please do not attach irrelevant unnecessary documents.

Appendix F

Declaration regarding non-blacklisting

(To be submitted on letterhead of the Bidder)

To,

Dated -----2025

General Manager,

DoI,

Udyog Bhavan, Amli,

Silvassa (U.T. of Dadra & Nagar Haveli and Daman & Diu)-396230.

Ref: "Selection of agency for organizing Awareness Workshop and Vendor Development Program under RAMP Scheme" against tender No

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document regarding "Selection of agency for organizing Awareness Workshop and Vendor Development Program under RAMP Scheme"

I hereby declare that my company is not debarred/blacklisted by any Government/Semi Government organizations in India/ Internationally as on the date offering this tender. I further certify that I am competent officer in my company to make this declaration.

In accordance with the above we would like to declare that:

1. We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
2. We are not blacklisted by any Central/State Government/Public Sector Undertaking in India.
3. The information provided in the tender document is true and no false representation has been made.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation Seal

Date:

Business Address:

Bidder's signature

Place:

with seal

Date

Appendix G

Sample form of bank guarantee for Performance Security (Bank Guarantee)

To,
General Manager,
DoI,
Udyog Bhavan, Amli,
Silvassa (U.T. of Dadra & Nagar Haveli and Daman & Diu]-396230.

THIS DEED OF GUARANTEE executed on this the day of at by (Name of the Bank) having its Head / Registered office at hereinafter referred to as "the Guarantor" which expression shall unless it be repugnant to the subject or context thereof include successors and assigns;

in favor of, General Manager, DIC, Udyog Bhavan, Amli, Silvassa (U.T. of Dadra & Nagar Haveli and Daman & Diu]-396230 hereinafter referred! © as "DoI", which expression shall, unless repugnant to the context or meaning thereof include its administrators, successors or assigns.

WHEREAS

- A. By the Agreement being entered into between DoI and a company incorporated under the provisions of the Companies Act, 1956, having its registered office/ permanent address at hereinafter called the Agency. "The Agency has been granted the rights to implement "Selection of agency for organizing Awareness Workshop and Vendor Development Program under RAMP Scheme" (herein referred to as "the Assignment").
- B. The Agency is required to furnish to DoI, an unconditional and irrevocable bank guarantee for an amount of Rs. /- (Rupees Only] as security for due and punctual performance/discharge of its obligations under the Agreement.

At the request of the Agency, the Guarantor has agreed to provide guarantee, being these presents guaranteeing the due and punctual performance/discharge by the Agency of its obligations under the Agreement.

NOW THEREFORE THIS DEED WITNESSETH AS FOLLOWS:

Capitalized terms used herein but not defined shall have the meaning assigned to them respectively in the Agreement.

1. The Guarantor hereby irrevocably guarantees the due and punctual performance by the Agency of all its obligations relating to the Assignment during the Agreement Period.

2. The Guarantor shall, without demur, pay to DoI sums not exceeding in aggregate Rs. /- (Rupees Only], within five (5) calendar days of receipt of a written demand therefore from DoI stating that the DoI has failed to meet its performance obligations under the Agreement. The Guarantor shall not go the veracity of any breach or failure on the part of the Agency or validity of demand so made by DoI and shall pay the amount specified in the demand notwithstanding any direction to the contrary given or any dispute whatsoever raised by the Agency or any other Person. The Guarantor's obligations hereunder shall subsist until all such demands are duly met and discharged in accordance with the provisions hereof.
3. In order to give effect to this Guarantee, DoI shall be entitled to treat the Guarantor as the principal debtor. The obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Agreement or other documents or by the extension of time for performance granted to the Agency or postponement/non exercise/ delayed exercise of any of its rights by DoI or any indulgence shown by DoI to the Second Party and the Guarantor shall not be relieved from its obligations under this Guarantee on account of any such variation, extension, postponement, non-exercise, delayed exercise of any of its rights by DoI or any indulgence shown by DoI provided nothing contained herein shall enlarge the Guarantor's obligation hereunder.
4. This Guarantee shall be irrevocable and shall remain in full force and effect until unless discharged/released earlier by DoI in accordance with the provisions of the Agreement. The Guarantor's liability in aggregate be limited to a sum of Rs. /- (Rupees..... Only).
5. This Guarantee shall not be affected by any change in the constitution or winding up of the Agency/ the Guarantor or any absorption, merger or amalgamation of the Agency /the Guarantor with any other Person.
6. The Guarantor has power to issue this guarantee and discharge the obligations contemplated herein, and the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under.....

IN WITNESS WHEREOF THE GUARANTOR HAS SET ITS HANDS HEREUNTO ON THE DAY, MONTH AND YEAR FIRST HEREINABOVE WRITTEN.

SIGNED AND DELIVERED

By Bank

By the hand of Shri

Its and authorized official.

(Signature of the Authorized Signatory)

(Official Seal)

Appendix H (ESG Format)

ESG compliance format consist of Part A, Part B and Part C checklist and is mandatory for Agency during submission of bid.

It must be filled by MSMEs/Participants also after completion of each workshop/program

Part A – E&S Compliance

| |
|---|
| Name of the Project/State/UT: Dadra & Nagar Haveli, Daman and Diu. |
| Name of the Agency |
| Address of Agency/MSME |

| S No. | Particulars | Yes/No/NA | Remark |
|-------|---|-----------|--------|
| 1 | Has the Checklist used for screening ? | | |
| 2 | How many units have filled in the checklist (in numbers and as % of total applications/beneficiaries) | | |
| 3 | Have the site visits undertaken for verification (on sample basis) ? | | |
| 4 | Details of awareness, Training and Capacity Building initiatives- | | |
| | i) Training module/content developed. | | |
| | ii) Calendar prepared. | | |
| | iii) Training provided to deputed personnel. | | |
| 5 | Has Grievance Redressal Mechanism put in place ? | | |
| 6 | Number of Grievance received ? | | |
| 7 | Number of Grievance resolved ? | | |

Part B – E&S Compliance (Social)

| S No. | Social Assessment | Y/N/NA | If Yes, pls specify details | If not, Social Mangement Measures |
|-------|--|--------|-----------------------------|-----------------------------------|
| 1 | Do you comply with the State's Minimum Wage regulation ? | NA | | |
| 2 | Do you abide by Child Labour (Prohibition & Regulation) Act ? | NA | | |
| 3 | Do you have safe drinking water Arrangements ? | NA | if No, the reasons | |
| 4 | Do you have First Aid Kits ? | NA | | |
| 5 | Is there a separate toilet for women workers ? | NA | | |
| 6 | Are there any arrangements for disposal of sanitary pads ? | NA | | |
| 7 | As workers in units are registered with ESI hospitals, get their medical checkup and treatments from hospitals ? | NA | | |
| 8 | Asny system in place at unit level to document accident or incident history and report to the authorities ? | NA | | |
| 9 | Any other measure taken by industry operator for health and safety workers. | NA | | |

Part C – E&S Compliance (Environment)

| S No. | Environmental Assessment | Y/N/NA | If Yes, pls specify details | If not, Environmental Management Measures |
|-------|--------------------------|--------|-----------------------------|---|
|-------|--------------------------|--------|-----------------------------|---|

| | | | | |
|---|---|----|--|--|
| 1 | Are you registered under the Factories Act, 1948? | NA | | |
| 2 | Is Consent to Establish (CTE) and Consent to Operate (CTO) applicable to you ? | NA | If yes, have you acquired the Certificate ? | |
| 3 | Does the unit generate solid waste? (e.g. sludge, oils, waste chemicals) | NA | If yes, have you applied for Solid Waste Management Authorization? | |
| 4 | Does the unit operations involve handling of hazardous/dangerous chemicals ? | NA | If Yes, have you applied for Hazardous Waste Management Authorization ? | |
| 5 | Does the unit operations produce E-waste ? | NA | If yes, do you have Authorised agency for E-waste management and handling? | |
| 6 | Does the unit operations produce Plastic waste ? | NA | If yes, do you have any EPR authorization agency for waste management /recycle ? | |
| 7 | Does the unit/Project has caused or will cause any health hazard to employees ? | NA | If yes, specify likely occupational hazards. | |
| 8 | Does the unit/Project comply with Fire Safety rules & Regulations ? | NA | If Yes, specify potential source of fire hazard and mitigation measures. | |

Name of Agency/MSME Representative

Date -

Contact of Agency/MSME Representative

Appendix I
Conditions of Contract (Agreement)

**Contract (Agreement) for Selection of Agency for Organizing Awareness Workshop and
Vendor Development Program under RAMP Scheme**

Contract No. _____

Between

Director cum Joint Secretary,
Department of Industries, DIC,
UT of Dadra & Nagar Haveli, Daman & Diu

And

<<<<<Name of Selected Agency>>>>>

Dated :- _____

i. Form of Contract

Contract Agreement

(To Be Used at the Time of Signing of Agreement with Selected Agency)

This agreement is made and entered into ----day of -----2025, between Department of Industries, Silvassa, UT of Dadra & Nagar Haveli and Daman & Diu (hereinafter called “client” which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the First Part.

And

M/s. _____, a Company incorporated under the Companies Act 1956 having Head Office at _____, (hereinafter called the “Agency” which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the Second Part.

WHEREAS:

- The Employer intends to engage the Agency for the execution of work titled “Selection of Agency for Organizing Awareness Workshop and Vendor Development Programs under RAMP Scheme” in accordance with the terms and conditions set forth in the Request for Proposal (RFP)/Tender No. __ dated ##.##.2025 (hereinafter referred to as the "Works/Services").
- The Agency has submitted its bid and has been selected based on the QCBS method, in accordance with the evaluation criteria specified in the RFP.
- The tenure of empanelment shall from the date of execution of this Agreement till Mar 2027, subject to satisfactory performance and compliance with the RFP terms.

The following documents attached hereto shall be deemed to form an integral part of this Contract:

- (a) The General Conditions of Contract
- (b) The Special Conditions of Contract.
- (c) Appendices:

Appendix AA: Description of Work

Annexure 1- Work Schedule and Planning for Completion of Project

Appendix BB: Reporting Requirement

Appendix CC: Financial bid submitted by the bidder

Appendix DD: All the correspondence till award of this contract i.e. amendments, pre bid query replies and any other document necessary to make the part of agreement.

The Agency shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same.

IN WITNESS OF WEREOF the parties hereto have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year first above written.

General Manager, District Industry Centre,
Udyog Bhavan, Amli, Silvassa, UT of
DNH&DD

Signed for and on behalf of the registered
company/firm in the presence of:

Signed for and on behalf of the Client in the
presence of:

Witnesses:

Witnesses:

II. General Conditions of Contract

A. GENERAL PROVISIONS

| | | |
|---|---|--|
| 1 | Definitions | <p>1.1. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:</p> <ul style="list-style-type: none"> (a) “Applicable Law” means the laws and any other instruments having the force of law in the Client’s country (b) “Client” means the Director cum Joint Secretary of Department of Industries that sign the contract for the work with Selected Bidder. (c) “Agency” means a bidder selected by the Client to provide the Services under the signed Contract. (d) “Contract” means the legally binding written agreement signed between the Client and the Agency and which includes all the attached documents listed in Contract agreement, the General Conditions (GCC), the Special Conditions (SCC), and the Appendices. (e) “Day” means a working day unless indicated otherwise. (f) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GCC10. (g) “Experts” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract. (h) “GCC” means these General Conditions of Contract. (i) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract (j) “Local Currency” means the currency of the Client’s country. (k) “Party” means the Client or the Agency, as the case may be, and “Parties” means both of them. (l) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written. (m) “Services” means the work to be performed by the Agency pursuant to this Contract, as described in Appendix-A hereto. (n) “Sub-consultants” means an entity to whom/which the Agency subcontracts any part of the Services while remaining solely liable for the execution of the Contract. (o) “Third Party” means any person or entity other than the Government, the Client, the Agency or a Sub-consultant. |
| 2 | Relationship between the Parties | <p>2.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Client and the Agency. The Agency, subject to this Contract, has complete charge of the Experts and Sub-consultants,</p> |

| | | |
|---|---|---|
| | | if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder. |
| 3 | Law Governing Contract | 3.1. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law of Union of India. |
| 4 | Language | 4.1. This Contract has been executed in the language specified in the SCC , which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. |
| 5 | Headings | 5.1. The headings shall not limit, alter or affect the meaning of this Contract. |
| 6 | Communications | <p>6.1 Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SCC.</p> <p>6.2 A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the SCC.</p> |
| 7 | Location | 7.1. The Services shall be performed at any of the location under UT of Dadra & Nagar Haveli and Daman & Diu. |
| 8 | Authorized Representatives | 8.1 Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Agency may be taken or executed by the officials specified in the SCC . |
| 9 | Corrupt and Fraudulent Practices a. Commissions and Fraudulent Practices | <p>9.1 Compliance to corrupt and fraudulent practices as applicable in client's county to be adhered to by the Agency.</p> <p>9.2 The Client requires the Agency to disclose any commissions, gratuities or fees that may have been paid or are to be paid to agents or any other party with respect to the selection process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee</p> |

| | | |
|----|--|--|
| | B. Commencement, Completion, Modification and Termination of Contract | |
| 10 | Effectiveness of Contractiveness of Contract | 10.1 This Contract shall come into force and effect on the date (the “Effective Date”) of the Client’s notice to the Agency instructing the Agency to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the SCC have been met. |
| 11 | Termination of Contract for Failure to Become Effective | 11.1 If this Contract has not become effective within such time period after the date of Contract signature as specified in the SCC , either Party may, by not less than twenty two (22) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto. |
| 12 | Commencement of Services | 12.1. The Agency shall begin carrying out the work not later than the number of days after the Effective Date specified in the SCC . |
| 13 | Expiration Contract | 13.1. Unless terminated earlier pursuant to Clause GCC 18 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC . |
| 14 | Entire Agreement | 14.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein. |
| 15 | Modification for Variations | 15.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party. |
| 16 | Force Majeure | |
| a | Definition | 16.1. For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies. |

| | | |
|---|------------------------------|--|
| | | <p>16.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract and avoid or overcome in the carrying out of its obligations hereunder.</p> <p>16.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.</p> |
| b | No breach of Contract | <p>16.4 The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract</p> |
| c | Measures to Be taken | <p>16.5 A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.</p> <p>16.6A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.</p> <p>16.7Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.</p> <p>16.8During the period of their inability to perform the Work/Service as a result of an event of Force Majeure, the Agency, upon instructions by the Client, shall either:</p> <ul style="list-style-type: none"> (a) demobilize, in which case the Agency shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Client, in reactivating the Services; or (b) continue with the Services to the extent reasonably possible, in which case the Agency shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred. <p>16.9In the case of disagreement between the Parties as to the</p> |

| | | |
|----|----------------------|--|
| | | existence or extent of Force Majeure, the matter shall be settled in front of Secretary Industries. To avoid any further escalation, both parties need to adhere the decision which is taken by Secretary Industries. |
| 17 | Suspension | <p>17.1 The Client may, by written notice of suspension to the Agency, suspend all payments to the Agency hereunder if the Agency fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension</p> <ul style="list-style-type: none"> (i) shall specify the nature of the failure, and (ii) shall request the Agency to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Agency of such notice of suspension. |
| 18 | Termination | 18.1 This Contract may be terminated by either Party as per provisions set up below: |
| a | By the client | <p>18.1.1 The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Client shall give at least thirty (30) calendar days' written notice of termination to the Agency in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e); and at least five (5) calendar days' written notice in case of the event referred to in (e):</p> <ul style="list-style-type: none"> (a) If the Agency fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC17; (b) If the Agency becomes insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary; (c) If the Agency fails to comply with any final decision reached as a result of arbitration proceedings. (d) If, as the result of Force Majeure, the Agency is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days; (e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract; <p>18.1.2. Furthermore, if the Client determines that the Agency has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Client may, after giving fourteen (14) calendar days written notice to the Agency, terminate the Agency's employment under the Contract.</p> |

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| b | By the Agency | <p>18.1.3. The Agency may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Client, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.</p> <ul style="list-style-type: none"> a. If the Client fails to pay any money due to the Agency pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Agency that such payment is overdue. b. If, as the result of Force Majeure, the Agency is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days. c. If the Client fails to comply with any final decision reached as a result of arbitration pursuant d. If the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Agency may have subsequently approved in writing) following the receipt by the Client of the Agency's notice specifying such breach. |
| c | Cessation of Rights and Obligations | <p>18.1.4. Upon termination of this Contract pursuant to Clauses GCC 11 or GCC 18 hereof, or upon expiration of this Contract pursuant to Clause GCC 13, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the Agency's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 23, and (iv) any right which a Party may have under the Applicable Law.</p> |
| d | Cessation of Services | <p>18.1.5 Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 18a or GCC 18b, the Agency shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Agency and equipment and materials furnished by the Client, the Agency shall proceed as provided, respectively, by Clauses GCC25.</p> |
| e | Payment upon Termination | <p>18.1.6 Upon termination of this Contract, the Client shall make the following payments to the Agency:</p> <ul style="list-style-type: none"> (a) payment for Services satisfactorily performed prior to the effective date of termination; and (b) in the case of termination pursuant to paragraphs(d)and (e) of Clause GCC 18.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract |
| | C Obligation of the Agency | |

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| 19 | General | |
| | a. Standard of Performance | <p>19.1 The Agency shall perform the Work/Services and carry out the work/services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Agency shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with the third parties.</p> <p>19.2 The Agency shall deploy such qualified and experienced professionals and agency as are required to carry out the Services</p> <p>19.3 The Agency may subcontract part of the Work/Services, however the Agency shall retain full responsibility for the Work/Services.</p> |
| | b. Law Applicable to Services | <p>19.4 The Agency shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that it comply with the Applicable Law.</p> |
| 20 | Conflict of Interests | <p>20.1 Agency shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.</p> |
| a | Agency Not to Benefit from Commissions, Discounts, etc. | <p>20.1.1 The payment of the Agency pursuant to GCC (Clauses GCC 30 through 34) shall constitute the Agency's only payment in connection with this Contract and Agency shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations here under</p> <p>20.1.2 Furthermore, if the Agency, as part of the Services, has the responsibility of advising the Client on the procurement of goods, works or services, the Agency shall comply with such responsibility in the best interest of the Client. Any discounts obtained by the Agency in the exercise of such procurement responsibility shall be for the account of the Client.</p> |

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| | Prohibition of Conflicting Activities | <p>20.1.3 The Agency shall not engage either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.</p> <p>20.1.4 Agency or its subsidiaries shall not participate in other tenders related to this project.</p> |
| 21 | Liability of the Agency | 21.1 Subject to additional provisions, if any, set forth in the SCC , the Agency's liability under this Contract shall be provided by the Applicable Law. |
| 22 | Insurance to be Taken out by the Agency | 22.1 If applicable, The Agency (i) shall take out and maintain, at its own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage specified in the SCC , and (ii) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premium therefore have been paid |
| 23 | Accounting, Inspection and Auditing | <p>23.1 The Agency shall keep, and shall make all reasonable efforts to keep, accurate and systematic accounts and records in respect of the Services and in such form and detail as will clearly identify relevant time changes and costs.</p> <p>23.2 The Agency shall permit, the client auditors/ other statutory auditors to inspect the Site and/or all accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed of the client.</p> |
| 24 | Reporting Obligations | 24.1 The Agency shall submit to the Client the reports and documents specified in Appendix AA , in the form, in the numbers and within the time periods set forth in the said Appendix. |
| 25 | Proprietary Rights of the Client in Reports and Records | 25.1 All reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Agency for the Client in the course of the Services shall remain the absolute property of the Client. The Agency shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof. The Agency may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract. |
| | D. Obligations of the Client | |

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| 26 | Assistance and Exemptions | 26.1 Unless otherwise specified in the SCC , the Client shall use its best efforts to: (a) Assist the Agency with obtaining work permits for its officials and any other similar documents as shall be necessary to enable the personnel of agency to perform the Services. (b) Provide to the agency any such other assistance as may be specified in the SCC . |
| 27 | Access to Project Site | 27.1 The Client warrants that the agency shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. |
| 28 | Change in the Applicable Law Related to Taxes and Duties | 28.1 If, after the date of this Contract, there is any change in the applicable law in the Client's country with respect to taxes and duties which increases or decreases the cost incurred by the Agency in performing the Services, then the fee payable to the Agency under this Contract shall not be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the Contract price. |
| 29 | Payment Obligation | 29.1 In consideration of the Services performed by the Agency under this Contract, the Client shall make such payments to the Agency for the deliverables specified in the contract if it has been approved by Client as per guidelines. |
| | E. Payments to the Agency | |
| 30 | Contract Price | 30.1 The Contract price is percentage of the total cost set forth in the SCC . |
| 31 | Taxes and Duties | 31.1 The Agency is responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the SCC . |
| 32 | Currency of Payment | 32.1 Any payment under this Contract shall be made in the INR only. |
| 33 | Mode of Billing and Payment | 33.1 Payment under this contract will be made as stated in the SCC . |
| 34 | Interest on Delayed Payments | 34.1 <i>If the Client had delayed payments beyond thirty (30) days after the due date interest shall be paid to the Agency on any amount due by, not paid on, such due date for each day of delay at the annual rate of 8% per annum for each day of delay.</i> |
| | F. Fairness and Good Faith | |

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| 35 | Good Faith | 35.1 The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract. |
| | G Settlement of Disputes | |
| 36 | Amicable Settlement | 36.1 The Parties shall seek to resolve any dispute amicably by mutual consultation. 36.2 If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party. |
| 37 | Dispute Resolution | 37.1 In the event of any dispute or difference relating to the interpretation and application of the provisions of this contract, such dispute or difference shall be taken up by either party for resolution in front of Secretary Industries, Vidyut Bhavan, Daman. The decision given by him should be the final decision and both parties have to own. But in any case still the disputes shall not resolved either party can raise concerns in Courts at UT of DNH&DD/Bombay High Court. |
| 38 | H. Liquidated Damages | |
| | Liquidated Damages for Delay in Performance | 38.1 The liquidated damages shall be payable to the client at the rate stated in the SCC for delay in the completion date beyond the contractual completion date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Client may deduct liquidated damages from payments due to the agency. Payment of liquidated damages shall not affect the agency obligations under the contract. |

III. Special Conditions of Contract

| Number of GCC Clause | Amendments of, and Supplements to, Clauses in the General Conditions of Contract |
|------------------------|--|
| GCC 4.1 | The language is: English |
| GCC 6.1 and 6.2 | <p>The addresses are:</p> <p>Client:</p> <p>Director cum Joint Secretary, Department of Industries, DIC, Udyog Bhawan, Amli, Silvassa UT of Dadra & Nagar Haveli and Daman & Diu</p> <p>Agency</p> <p>_____</p> |
| GCC 8.1 | <p>The Authorized Representatives are:</p> <p>For the Client: _____</p> <p>For the Agency: _____</p> |
| GCC 10.1 | The effectiveness condition of the contract is: the date of signing of the contract. |
| GCC 11.1 | <p>Termination of Contract for Failure to Become Effective:</p> <p>The time period shall be one month.</p> |
| GCC 12.1 | <p>Commencement of Services:</p> <p>Agency shall commence the services within 10 (ten) days from date of signing of the contract</p> |
| GCC 13.1 | <p>Expiration of Contract:</p> <p>The contract shall expire on 31st Mar 2027 unless otherwise extended by an amendment. The contract shall however be available for modification as per GCC 15.1</p> |
| GCC 15.1 | <p>Following is added:</p> <p>The client, however, reserves the right to modify the contract on its existing terms and conditions, allowing for reasonable timeline for completion subject to approval of competent authority for project completion timeline and funds etc. Such modifications can be more than once as per requirement of the project and shall be carried out by the client at the earliest.</p> |

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|-----------------|--|
| GCC 19 | <p>Add the following:</p> <p>19.4 The Completed Work/Services shall be approved by Department of Industries after submission of relevant documents. The Client has the ultimate right for rejection of completed work/services, if the work/services are not meeting the guidelines.</p> |
| GCC 21.1 | <p>“Limitation of the Agency’s Liability towards the Client:</p> <p>(a) Except in the case of gross negligence or willful misconduct on the part of the Agency in carrying out the Services, the agency, with respect to damage caused by the agency to the Client’s property, shall not be liable to the Client:</p> <p style="padding-left: 40px;">(i) for any indirect or consequential loss or damage; and</p> <p style="padding-left: 40px;">(ii) for any direct loss or damage that exceeds two times the total value of the Contract;</p> <p>(b) This limitation of liability shall not</p> <p style="padding-left: 40px;">(i) affect the agency’s liability, if any, for damage to Third Parties caused by the Agency;</p> <p style="padding-left: 40px;">(ii) be construed as providing the agency with any limitation or exclusion from liability which is prohibited by the “Applicable Law”.</p> |
| GCC 22.1 | <p>None of the payment regarding insurance of anything shall be incurred by Client. The insurance coverage against the risks shall be as follows if applicable.:</p> <p>(a) Professional liability insurance, with a minimum coverage of an amount equivalent to twice the value of the contract in relevant currencies</p> <p>b) Third Party liability insurance, with a minimum coverage of <i>as per applicable law</i>.</p> |
| GCC 26.1 | <p>Add the following:</p> <p>c) The Agency shall be responsible for coordination with MSMEs, and make sure for their presence in workshop/training</p> |
| GCC 30.1 | The Contract price basis is including of all taxes and all expenses incurred for conducting workshop/training |
| GCC 31.1 | Income Tax will be deducted at source as per the prevailing Income Tax Rules. |
| GCC 33.1 | <p>Payment for Agency Services:</p> <p>As mentioned in RFP under Clause 5.1.</p> |
| GCC 38.1 | <p>Rate per week for liquidated damages shall be 0.5% per week or part thereof of the proportionate value of work deemed incomplete.</p> <p>The total amount of liquidated damages shall not exceed the 10% of contract value.</p> |

IV Appendices

APPENDIX – AA

DESCRIPTION OF SERVICES

[Give Note: This Appendix will include the final Terms of Reference (ToR) worked out by the "Client" and the Agency during technical negotiations, dates for completion of various tasks, place of performance for different tasks/activities, specific tasks/activities/outcome to be reviewed, tested and approved by "Client", etc.]

Annexure – 1

Work Schedule and Planning for completion of project

Appendix BB

REPORTING REQUIREMENTS

In addition of document and process mentioned in RFP under Clause 4.b the following copies of documents to be submitted by Agency to the Client

- a. Letter of Acceptance
- b. Signed contract agreement
- c. Re-conciliation of Bills paid to the supplier contract wise, monthly summary
- d. Monthly progress report
- e. Monthly Statement of fund utilization

Appendix CC

TOTAL COST OF SERVICES

(Include here the rates quoted in the financial proposal)

Appendix DD

All the correspondence till award of this contract i.e. amendments, pre-bid query replies and any other document necessary to make the part of agreement.

Appendix J

CV for proposal personnel

Curriculum Vitae (CV) for Proposed Personnel

| | | | | |
|----|--|---|--------------------------------|----------------------|
| 1. | Proposed position | [whether Key Personnel, Core Management Personnel or Other Professional Personnel] | | |
| 2. | Name of firm | | | |
| 3. | Name of staff | [First] [Middle] [Surname] | | |
| 4. | Date of birth | [Day / Month / Year] | | |
| 5. | Nationality | | | |
| 6. | Education | [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and year of obtainment starting from the latest degree] | | |
| 7. | Membership of Professional | | | |
| 8. | Training & Publications | [Indicate significant training since education degrees (under 5) were obtained] | | |
| 9. | Countries of Work Experience | | | |
| 10 | Languages | Language | Proficiency (good/ fair/ poor) | |
| | | | Speaking | Reading Writing |
| | | English | | |
| | | | | |
| | | | | |
| 11 | Employment record [Starting with present position, list in reverse order] | Name of Organization | Position held | Duration |
| | | | | YYYY to present |
| | | | | |

| | | | | |
|-----------------------|--|--|--|--|
| | every employment | | | |
| | held by staff | | | |
| | member since | | | |
| | graduation] | | | |
| 12 | <p>Details of tasks assigned</p> <p>Work Undertaken that Best Illustrates Capability to Assigned Handle the Tasks Assigned</p> | <p>[Among the assignments in which the Staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks assigned] Name of assignment or project:</p> <p>Duration of project (provide month & year of start date and end date of project):</p> <p>Number of months worked on project:</p> <p>Location:</p> <p>Client:</p> <p>Project Cost:</p> <p>Main project features:</p> <p>Positions held:</p> <p>Activities performed:</p> | | |
| 13 | Certification | <p>I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and My experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.</p> | | |
| Signature | | Signature | | |
| Date: [dd/mm/yyyy] | | Date: [dd/mm/yyyy] | | |
| Name of staff member: | | Name of Authorized Signatory: | | |