

District Magistrate cum Deputy Commissioner, Palamu
(District Planning Office, Palamu)

1st Floor Block -A; New Administrative Building, Medininagar 822101

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Tender Reference No: -

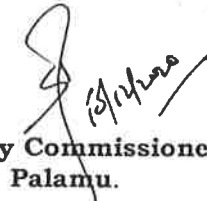
Date:-09th Nov, 2020

VERY SHORT NOTICE FOR INVITATION OF EXPRESSION OF INTEREST

S. No	INFORMATION	DETAILS
1	NAME OF THE WORK	शिल्पकार - शिल्पकारिका सतक्षन् - A Common Facilitation Centre for artisans practicing Clay Pottery in Palamu
2	PERIOD OF WORK	1 Year
3	LAST DATE & TIME OF RECEIPT OF EOI	5 th Jan, 2021 at 1:00 PM
4	EOI SUBMISSION PLACE	District Planning Office 1 st Floor, Block A, New Collectorate Building, Medininagar
5	DATE & TIME OF FOR THE POWER POINT PRESENTATION AND OPENING OF EXPRESSION OF INTEREST	5 th Jan, 2021 at 1:30 PM
6	VENUE FOR THE POWER POINT PRESENTATION AND OPENING OF EXPRESSION OF INTEREST.	Chamber of Deputy Commissioner, 1 st Floor, Block A, New Collectorate Building, Medininagar. 822101
7	NAME & ADDRESS OF OFFICE INVITING EOI	Collectorate Office Palamu, Kutchery, 822101
8	HELPLINE NUMBER	+91 9997335193, +91 9867840738

NOTE: - For further information please visit website: www.palamu.nic.in

जिला योजना पदाधिकारी
पलामू
9/12/2020


Deputy Commissioner
Palamu.

COLLECTORATE PALAMU, JHARKHAND

NITI AAYOG KOSHANG (DISTRICT PLANNING OFFICE) EXPRESSION OF INTEREST (EOI)

Background of the District

Palamu is a District in north-western Jharkhand, on the border of Districts Chatra in the east, Garhwa in the west, Latehar in the south and state of Bihar in the north. It came into existence on 1st January 1928. Palamu district lies between 23°50'- 24°8' north latitude and between 83°55'- 84°30' east longitude. It covers the area of 5043.8 Sq. Km. The administrative headquarter of Palamu is Daltonganj (Medininagar), situated on the bank of Koel river in between 24°3' north and 84°4' east. Daltonganj got its name from Colonel Dalton, Commissioner of Chhotanagpur in 1861. The new name of Daltonganj is now Medininagar in the name of the king Medini Rai.

- Main Crop: Paddy & Sugarcane
- Rivers: Son, Koel, and Auranga
- Minerals: Iron ore, Bauxite, Lithium, Dolomite, and Coal
- Industries: Bihar Caustic & Chemicals Ltd., Japla Cement Company, Furniture Industries
- Newspaper: Rashtriya Navin Mel, Dharti, Palamu Times, Chotanagpur Bhumi
- Library: District Library
- University: Nilamber Pitamber University
- Aerodrome: One located 5 km from Daltonganj
- Vehicle Registration No. begins with: J.H. 03

Rationale of the proposed project

Palamu District has a significant population of artisans practicing clay pottery since time immemorial now, these are highly skilled artisans who earn their daily bread and butter by manufacturing and selling items like earthen pots, ewers, pitchers, planting pots, lamps during Deepawali season etc. Currently the artisans are using traditional tools and equipment for manufacturing these things and selling them individually in local market during weekly Haats. There is a huge potential of increasing the monthly income of these artisans by enhancing their capacity so that they can add value to their products.

District administration of Palamu is thus inviting Expression of Interest for interested agencies/ bidders for the following (read: **Scope of Work**)

- 1) Design & Build a Common Facilitation Centre for 100 Artisans Practicing Clay Pottery with State of Art Equipment and facilities
- 2) Mobilize 100 Artisans with the help of District Administration and register them under an already existing Artisans Cooperative
- 3) Capacity building of 100 Artisans on manufacturing of Terracotta & Ceramic Products which are in high demand in the market
- 4) Capacity Building of 100 Artisans on Design, Aesthetics and utility of Terracotta & Ceramic Products
- 5) Capacity building of 100 Artisans on managing the business verticals involved in the manufacturing process
- 6) Setting and defining processes, integrating and automating the processes as much as possible to reduce the costs and optimize the revenue (read: profits) – Design an Organizational structure for the artisans
- 7) Conduct seminars/ conclaves/ talks on virtual or physical platforms – once per quarter for one year of engagement of the firm – with an objective of providing exposure to the artisans and making them aware of the industrial best practices
- 8) Provide an IT solution to manage verticals like Inventory, Finance and Human Resource etc.
- 9) Establish Forward Market linkage
- 10) Provide Annual maintenance of one year post installation and completion of project.

All of the above combined together will eradicate left wing extremism and improve livelihood of Palamu. It will result in Palamu contributing to the economy of state and nation.

NOTE: The space for building the Common Facilitation Centre (CFC) in form of an already existing government building in the district will be provided by the District Administration in consultation with the artisans already registered under the **MridaPalashSahkariSamiti Ltd** – a cooperative of Artisans practicing clay pottery

1. KEY REQUIREMENT OF THE BID

A. RIGHT TO TERMINATE THE PROCESS

The Administration may terminate the EoI process at any time and without assigning any reason. The Administration makes no commitment, expressed or implied that this process will result in a business transaction with anyone.

This EOI does not constitute an offer by the Administration. The bidder's participation in this process may result the Administration selecting the bidder to engage towards execution of the contract.

B. SUBMISSION OF PROPOSALS

- a. The bidders should submit their responses as per the format given in this EoI in the following manner:

The responses (Technical Proposal and Financial Proposal should be covered in three separate sealed envelopes super-scribing "**A-Technical Proposal: शिल्पकार - शिल्पकारिका सतक्षन् - A Common Facilitation Centre for artisans practicing Clay Pottery in Palamu)**"

and

"B-Financial Proposal: शिल्पकार - शिल्पकारिका सतक्षन् - A Common Facilitation Centre for artisans practicing Clay Pottery in Palamu.

- b. Please note that prices should be indicated in the Financial Proposal only.
- c. The outer envelope thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder to enable the Bid to be returned unopened in case it is declared "Late".
- d. All the pages of both original and copy of the proposals must be serially numbered (page <.> of <.>) and must contain an index with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- e. The original Proposal/Bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting.
- f. All pages of the original and copy of the bid documents shall be signed and stamped by the person or persons authorised to sign the bid.

C. AUTHENTICATION OF BIDS

A Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal.

D. PREPARATION & SUBMISSION OF PROPOSALS

i. PROPOSAL PREPARATION COSTS

The bidder shall be responsible for all costs incurred in connection with participation in the EOI process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of proposal, in providing any additional information required by the Administration to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. The Administration will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

ii. LANGUAGE

The Proposal should be filled by the bidders in English/ Hindi language only. If any supporting documents submitted are in any language other than English/ Hindi, true and verbatim translation of the same in English/ Hindi language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English/ Hindi translation shall govern.

iii. VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals, in its complete form in all respects as specified in the EOI, must be submitted to the District Administration at the address specified below: Addressed to	Deputy Commissioner, Palamu
Address	Collectorate Office Palamu, Kutchery, 822101
Telephone	+91-9997335193; +91-9867840738; 06562-230859
Email ID	akshaya@aspirationaldistricts.in ; chitvan@aspirationaldistricts.in ; dpopalamau@gmail.com
Last Date & Time of submission	01:00 PM on 5th Jan, 2020

E. EVALUATION PROCESS/ SELECTION PROCESS

1. The Administration will constitute a **शिल्पकार - शिल्पकारिका सतक्षन् - A Common Facilitation Centre for artisans practicing Clay Pottery in Palamu Evaluation Committee** to evaluate the responses of the bidders.
2. The **शिल्पकार - शिल्पकारिका सतक्षन् - A Common Facilitation Centre for artisans practicing Clay Pottery in Palamu Evaluation Committee** constituted by the Administration shall evaluate the responses to the EOI and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection. *
3. The decision of the **शिल्पकार - शिल्पकारिका सतक्षन् - A Common Facilitation Centre for artisans practicing Clay Pottery in Palamu Evaluation Committee** in the evaluation of the responses to the EOI shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
4. The **शिल्पकार - शिल्पकारिका सतक्षन् - A Common Facilitation Centre for artisans practicing Clay Pottery in Palamu Evaluation Committee** may ask for meetings and presentations with the Bidders and/or seek clarifications on their proposals.
5. The **शिल्पकार - शिल्पकारिका सतक्षन् - A Common Facilitation Centre for artisans practicing Clay Pottery in Palamu Evaluation Committee** reserves the right to reject any or all proposals on the basis of any deviations.
6. Each of the responses shall be evaluated as per the criteria and requirements specified in this EOI.

F. BID OPENING

The Proposals to be submitted up to **01:00 PM on 5th Jan, 2021 & will be opened at 01:30 PM on 5th Jan, 2021** by the Nodal Officer or any other officer(s) authorized by the Administration, in the presence of such of those Bidders or their representatives who may be present at the time of opening. The representatives of the bidders should carry the identity card or a letter of authority from the bidding firms to identify their bona fide for attending the opening of the proposal.

G. BID EVALUATION

- a. Bid evaluation will be held in three stages. Initial Bid scrutiny will be held after opening of **Technical Proposals** followed by **Presentations** and finally the **Financial Bid** Opening of bidders/ agencies who qualify for the last level. Following defects of bids detected during initial scrutiny will be treated as non-responsive, if proposals;
 - are not submitted as specified in the EOI document
 - are received without the Letter of Authorization (Power of Attorney)
 - are with incomplete information, subjective, conditional offers and partial offers
 - are submitted without the documents requested in the checklist
 - have non-compliance of any of the clauses stipulated in the EOI
 - are with lesser validity period

- a. All responsive Bids will be considered for further processing as below:
The Administration will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the EOI. All eligible bids will be considered for further evaluation by the Committee according to the Evaluation process defined in this EOI document. The decision of the Committee shall be final in this regard.

H. COSNSORTIUM/ JOINT VENTURES

Any consortium or Joint Venture of bidders is not permissible. Bidders are required to respond to the EOI and participate in the bidding process as individual entity.

1. LATE BID:

Any bid received by the district planning office after the stipulated time and date for the receipt of bids prescribed in this document will be rejected and be returned unopened to the Agency.

2. EVALUATION:

Evaluation shall be on the basis of following three areas of scores. The weightage shall be accordingly.

Evaluation Segments	Score percentage
Technical Evaluation	30%
Presentation	30%
Financial/Commercial Bid	40%

a. TECHNICAL EVALUATION CRITERIA

Sr. No	Qualification Criteria	Documentary Evidence Required
1	The Bidders shall be either a company incorporated under the Companies Act, 2013 or the Companies Act, 1956, or a Trust established under Indian Trust Act, 1882 or a Society established under Indian Societies Registration Act, 1860, or any other legal entity. Consortium in any form is not allowed.	Agency should provide the AoA(in case of registered firm), Bye Laws and certificate of registration (incase of Pvt Ltd. and LLC) and Partnership Deed (in case of partnership deed) or any other form of Incorporation/ Registration certificate must be provided.
2	The Bidder/Agency should be registered with the GST/PAN/ TAN Number.	Provide the copy of PAN/ TAN and GST registration number.
3	The Bidder/Agency should be minimum total number of Annual Average Turnover of 25 lakhs in last three Financial Years	Provide the copy of the audited P&L statement/Balance sheet/Net worth of the company and certified from the CA clearly stating the turn over.
4	The Bidder/Agency should deposit a non refundable fees of INR 5,000 (Ten Thousand Only)	Provide the DD at the time of Technical and Bid Submission. This fees is non refundable in nature, i.e. the submitted amount will not be returned in any case
5	The Bidder/Agency should be positive net worth for each of the last 3 financial years	Provide the copy of the audit balance sheet of the company and certificate from the chartered Accountant clearly stating the turnover from similar services.
6	The Bidder/Agency shall be specialized in operation, maintenance, capacity building and infrastructure development&management of similar services, agencies who have worked with GoI/ any State Government/ other Government Agency will be given first	→ Relevant Project implementation experience with work orders/ completion certificate has to be submitted. → MSMEs registered unit in Jharkhand will be eligible for exemptions as per MSME norms

	first preference.	→ Start-ups registered under “Start-up India” will be exempted as per “Start-up India” norms NOTE: The supporting documents for exemptions have to be provided by the Bidder/ Agency explicitly
7	The Agency should have updated GST return	Provide Documentary proof of GST returns issued by GST Department.
8	The Agency should have office in Jharkhand. In case of agency has no presence in Jharkhand, agency shall furnish an undertaking that an office shall be opened in Jharkhand with sufficient personnel and inventory of spares within a month of selection as Successful Bidder.	Copy of Electricity Bill, Tax Bill or Copy of the Agreement to be attached.
9	The Agency shall not be under a declaration of ineligibility for corrupt or fraudulent practices, and should not be blacklisted by any state Govt. / Central Govt. / PSU for any reason.	The Agency should provide affidavit in original for non-engagement in fraudulent corrupt practice, non-blacklisting in any Govt./PSU in the last three financial years.

b. PRESENTATION: MARKS - 30

The Bidder's presentation for the component(s) applied will be assessed on the basis on the following criteria:

- i. **शिल्पकार - शिल्पकारिका सतक्षन् - A Common Facilitation Centre for artisans practicing Clay Pottery: 10 slides only**

SLIDE NUMBER	CONTENT FOR THE SLIDE	ASSESSMENT PARAMETERS
1	About the Company	Work Experience in Similar Project
2	Mobilization of Artisans	Identification of Artisans – Methodology Initial stage of counseling – identification of progressive artisans Briefing about 10% Contribution of the Artisans who are willing to join this CFC
3	Registration of Artisans with the already existing Cooperative	Artisans' willingness to accrue Shared Capital – Opex Facilitation of all the paper work Time Duration
4	Capacity Building of Artisans	Management Verticals Aesthetics, design of products (terracotta & Ceramics both)which are in high demand Plan of Conclave/ seminars/ exposure talks – at least one per quarter Manufacturing of Terracotta & Clay Pottery Products Maximum Value addition options available at the lowest possible costs
5	Designing Organizational Structure	Organizational Structure – setting of processes – integration & automation of processes to reduce costs and optimize profits – revenue sharing model (between artisans and cooperative)
6	About the equipment/ machines & finished Products	Type of equipment to be used – function and number of each equipment accommodating 500 Artisans – safety gear – type

		of finished products that can be manufactured in the unit
	Digitization of each and every node of the project – Financial Management, Inventory Management, Book Keeping etc	User Friendliness of the Solution Training Module for artisans handling the IT solution Machine Learning, Artificial Intelligence Module in the solution – a feature to analyze and predict market demand/ trend
8	Forward Market Linkage	Feasibility of the Options to be presented by the bidder
9	Exit Plan	Timeline of Implementation, Period of Engagement, Sustainability Quotient
10	Other necessary Information	Innovative Features of the Solution – Water management – Waste Water management – Fuel Management – Eco Friendly Solutions – Solar Enabled Unit

c. FINANCIAL BID EVALUATION: MARKS -40

- i. **The Financial Bids should be submitted with Product specification & cost wise of proposed solution** and it will be opened in the presence of Bidder's representatives. The date, time and venue of opening of financial bid will be communicated to the technically qualified bidders separately and/or posted in the District Administration website www.palamu.nic.in
- ii. If an Agency quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
- iii. The Agency/Bidder with lowest qualifying financial bid (L1) will be awarded 100% score (amongst the bidders which did not get disqualified on the basis of point (b) above). Financial Scores for other than L1 bidders will be evaluated using the following formula:
Financial Score of a Bidder (Fn) =
{(Financial Bid of L1/Financial Bid of the Bidder) X 40} (Rounded off to two decimal places)
- iv. Financial Bid price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- v. The **bid price will include all taxes and levies** and shall be in Indian Rupees.
- vi. Any conditional bid would be rejected.
- vii. **Errors & Rectification:** Arithmetical errors will be rectified 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. If there is a discrepancy between words and figures, the amount in words will prevail".
- viii. The Bidder shall require providing a break up of Salary component and Non-Salary component in the Financial Bid. Sub-head wise cost breakup is mandatory to submit.

I. APPOINTMENT OF CONSULTING AGENCY

a. AWARD CRITERIA

The District Administration will award the Contract to the successful Bidder(s) whose proposal has been determined to be substantially responsive and has been determined as the most responsive bid, i.e., has secured highest overall score as per the process outlined. The contract for each of the six components would be awarded separately. One party may submit bid for more than one component but they would all be considered individually.

b. RIGHT TO ACCEPT ANY PROPOSAL & TO REJECT ANY OR ALL PROPOSAL(S)

The District Administration reserves the right to accept or reject any proposal, and to annul the tendering process/ Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or bidders of the grounds for the District

Administration's action.

c. NOTIFICATION OF AWARDS

Prior to the expiration of the bid validity period, the District Administration will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case, due to some unforeseeable circumstances, the tendering process is not completed within the bid validity period, the District Administration may like to request the bidders to extend the validity period of the bid.

The notification of award will constitute the formation of the contract (Agreement).

d. PERFORMANCE GUARANTEE:

The District Administration will require the selected Bidder to provide a Performance Bank Guarantee (PBG), within 15 days from the Notification of award, for a value equivalent to 10% of the total cost of the assignment. The Performance Guarantee should be valid for a period of **12 months** initially. The Performance Guarantee shall be renewed as and when required and kept valid for a period of three months beyond the completion of the project and Warranty period. The Performance Guarantee shall contain a claim period of three months from the last date of validity. The selected Bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected bidder fails to submit performance guarantee within the time stipulated, the District Administration at its discretion may cancel the order placed on the selected bidder without giving any notice.

The District Administration shall invoke the performance guarantee in case the selected Agency/Vendor fails to discharge their contractual obligations during the period or the District Administration incurs any loss due to Agency/Vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.

e. SIGNING OF CONTRACT

Post submission of Performance Bank Guarantee by the successful bidder, the District Administration shall enter into a contract with the successful bidder incorporating necessary details of scope of work, deliverables, timeline, payment schedule, pre-bid clarifications, and resource person's deployment, the financial proposal of the bidder and other clauses as necessary.

f. FAILURE TO AGREE WITH THE TERMS & CONDITIONS OF THE EOI

Failure of the successful bidder to agree with the proposed Contract Terms and Terms & Conditions of the EOI shall constitute sufficient grounds for the annulment of the award, in which event the District Administration may award the contract to the next best value Bidder or call for new proposals from the interested Bidders. In such a case, the District Administration shall invoke the PBG of the most responsive bidder.

g. FORCE MAJEURE:

i. DEFINITION:

In this Clause "**Event of Force Majeure**" means an event beyond the control of the District Administration and the Consulting Agency, which prevents either Party from complying with any of its obligations under the Contract, including but not limited to:

1. Acts of God (such as, but not limited to, fires, explosions, earthquakes, drought, tidal waves and floods); war, hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilisation, requisition, or embargo;
2. Rebellion, revolution, insurrection, or military or usurped power, or civil war;
3. Riot, commotion, strikes, go slows, lock outs or disorder, unless solely restricted to employees of the Consulting Agency; or Acts or threats of terrorism.

ii. CONSEQUENCES:

1. Neither the District Administration nor the Bidder/Agency shall be considered in breach of the Contract to the extent that performance of their respective obligations (excluding payment obligations) is prevented by an Event of Force Majeure that arises after the date of signing of contract.

2. The affected Party prevented from carrying out its obligations under the contract shall give notice to the other Party of an Event of Force Majeure upon it being foreseen by, or becoming known to, the affected Party.
3. If and to the extent that the Bidder/Agency is prevented from executing the Services by the Event of Force Majeure, the Bidder/Agency shall be relieved of its obligations to provide the Services but shall endeavour to continue to perform its obligations under the Contract so far as reasonably practicable and in accordance with Good Operating Practices, [PROVIDED that if and to the extent that the Consulting Agency incurs additional Cost in doing so, the Bidder/Agency shall be entitled to the amount of such Cost [COST BEING DEFINED AS HAVING NO PROFIT COMPONENT] (the Consulting Agency having taken reasonable steps to mitigate the Cost)].
4. If and to the extent that the Bidder/Agency suffers a delay in execution of the contractual services beyond the timeline fixed for each phase as a result of an Event of Force Majeure then it shall be entitled to an extension of the time for completion as may be mutually decided by both the parties.
5. The Bidder/Agency shall be entitled to payment as per payment schedule mentioned in Section 10 after grant of extension of timeline for phase completion prescribed in Section 9 read with 5.7.2.iv due to the period of interruption caused by the Event of Force Majeure.
6. The Contract Period shall be extended by a period of time equal to the period of interruption caused by an Event of Force Majeure.

iii. **OPTIONAL TERMINATION, PAYMENT & RELEASE**

Irrespective of any extension of time, if an Event of Force Majeure occurs and its effect continues for a period of 365 days, either the District Administration or the Consulting Agency/Bidder may give to the other a notice of termination of contract, provided that if the District Administration is paying fee during Force Majeure, then Consulting Agency will not have a termination right, which shall take effect 30 days after the giving of the notice. If, at the end of the 30-days period, the effect of the Force Majeure continues, the Contract shall terminate. After termination of contract under this Sub-Clause, the Bidder/Agency shall comply with such termination provisions as may be prescribed in the contract and the District Administration shall pay the Consulting Agency an amount calculated and certified in accordance with relevant clauses of termination of contract.

J. LITIGATION:

Any dispute arising out of this EOI or the contract signed by the District Administration with the successful bidder or any other bidder participating in this procurement process shall be subject to the jurisdiction of Jharkhand High Court.

ANNEXURE-1

COMPLIANCE SHEET FOR TECHNICAL BID - शिल्पकार - शिल्पकारिका सतक्षन् - A COMMON FACILITATION CENTRE FOR ARTISANS PRACTICING CLAY POTTERY IN PALAMU

Sr No	Name of Equipment/ machines/ tools	Functionality of Equipment	No of Artisans required to operate	Quantity of tools/ machines/ equipment required to facilitate a CFC of 500 Artisans

COMPLIANCE SHEET FOR TECHNICAL BID - शिल्पकार - शिल्पकारिका सतक्षन् - A COMMON FACILITATION CENTRE FOR ARTISANS PRACTICING CLAY POTTERY IN PALAMU

Sr No	Name of Equipment/ machines/ tools	Quantity of tools/ machines/ equipment required to facilitate a CFC of 500 Artisans	Unit Cost	Total Cost
Grand Total				

UPPER LIMIT (FIXED BUDGET) FOR शिल्पकार - शिल्पकारिका सतक्षन् - A COMMON FACILITATION CENTRE FOR ARTISANS PRACTICING CLAY POTTERY IN PALAMU: INR 50.00 LAKH ONLY

