

F. No. 10/06/99/NHHM
Government of India, Ministry of Textiles
o/o Development Commission(Handicrafts)
National Crafts Museum & Hastkala Academy (NCM & HKA)
(earlier known as National Handicrafts and Handlooms Museum)

Pragati Maidan, New Delhi
Dated 5th Feb 2020

CORRIGENDUM – II TO E TENDER ID 2019 DCHC-530928 1
THIRD PARTY EVALUATION STUDY FOR CDP AT CRAFTS MUSEUM
RE-TENDER FOR EXTENTION OF BID SUBMISSION DATE

With reference to tender document published on CPP Portal vide ID 2019_DCHC 530928_1 dt 30 Dec 019 and Re-tendered vide ID 530928_2 dt 27 Jan 2020 on the subject cited above, this is to inform that the bid submission end date has been extended due to lack of competition even after simplified qualification criteria as follows :-

- (a) Minimum Average turnover Rs. 50 lakhs in last three consequent years.
- (b) Agency should have under taken and completed at least five evaluation studies in handicrafts / handlooms sector in State / Central Govt / PSU.
- (c) Agency must be in existence for last 5 years.
- (d) Agency should be having registered under GST.
- (e) Those bidders having fulfilled the above eligibility criteria will be considered as qualified in technical bids without any weightage of marks for either turnover or presentation. Subsequently, the financial bids will be opened of only those bidders who have been declared technically qualified and tender will be finalised based on lowest financial bid only.

Last date for submission of e-bids is extended for one week from the date of publication of this corrigendum under heading Re-tender on CPP Portal . Those who are already participated no need to bid again in re-tender, their earlier bid for subject tender ID will be considered. However, they are free to re-bid again, in such cases latest bid will be considered.

(Sohan Kumar Jha)
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Distribution

All stake holders through CPPP Portal

Dy Dir (D&D) Members of Tender Committee

A&SO, NCM& HKA - window Advt be published in two news papers immediately and also inform all initial participated bidders for tender ID 500259_1 dt 04 Sep 2019..

Pragati Maidan, New Delhi
Dated 27 Jan 2020

CORRIGENDUM TO E TENDER ID 2019 DCHC-530928 1
THIRD PARTY EVALUATION STUDY FOR CDP AT CRAFTS MUSEUM
RE-TENDER WITH RELAXATION OF TERMS AND CONDITIONS

With reference to tender document cited above, this is to inform that the terms and conditions have been modified / simplified as follows to facilitate more bidders to participate :-

- (a) Minimum Average turnover Rs. 50 lakhs in last three consequent years.
- (b) Agency should have under taken and completed at least five evaluation studies in handicrafts / handlooms sector in State / Central Govt / PSU.
- (c) Agency must be in existence for last 5 years.
- (d) Agency should be having registered under GST.
- (e) **Simplified Method of Selection.** Those bidders having fulfilled the above eligibility criteria will be considered as qualified in technical bids without any weightage of marks for either turnover or presentation. Those are qualified in technical bids, whose financial bids will be opened subsequently and tender will be finalised based on lowest financial bid only.

Last date for submission of e-bids is extended for one week from the date of publication of Re-tender on CPP Portal . Those who are already participated no need to bid again in re-tender, their existing bid for subject tender ID will be considered. However, they are free to re-bid again, in such cases latest bid will be considered.

The issues with the approval of competent authority.



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Distribution

All stake holders through CPPP Portal

Sir Dir (M) Dy Dir (D&D) Members of Tender Committee


**Government
eProcurement
System**
eProcurement System Government of India
Tender Details

Date : 27-Jan-2020 03:13 PM

Print

Basic Details			
Organisation Chain	Development Commissioner(Handicrafts) National Handicrafts and Handloom Museum - DCHC		
Tender Reference Number	10/06/99/NHHM		
Tender ID	2019_DCHC_530928_2		
Tender Type	Open Tender	Form of contract	Fixed-rate
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments		Cover Details, No. Of Covers - 2				
Offline	S.No	Instrument Type	Cover No	Cover	Document Type	Description
	1	Demand Draft	1	Fee/PreQual/Technical	.pdf	tender doc
			2	Finance	.xls	financial bid

Tender Fee Details, [Total Fee in ₹ * - 0.00]				EMD Fee Details			
Tender Fee in ₹	0.00	Fee Payable To	Nil	EMD Amount in ₹	50,000	EMD through BG/ST or EMD Exemption Allowed	Yes
Fee Payable At	Nil	Fee Payable At	Nil	EMD Fee Type	fixed	EMD Percentage	NA
Tender Fee Exemption Allowed	No			EMD Payable To	CPAO DCHC	EMD Payable At	NEW DELHI

Work /Item(s)					
Title	Evolution study of Crafts Demonstration Programme by Professionals				
Work Description	Evolution study of Crafts Demonstration Programme by Professionals				
Pre Qualification Details	refer tender doc				
Independent External Monitor/Remarks	To be nominated by O/o DC(HC)				
Tender Value in ₹	10,00,000	Product Category	Consultancy	Sub category	Evolution study of Crafts Demonstration Programme
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work (Days)	45
Location	Crafts Museum New delhi	Pincode	110001	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	CRAFTS MUSEUM
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates					

Publish Date	27-Jan-2020 03:13 PM	Bid Opening Date	04-Feb-2020 05:00 PM
Document Download / Sale Start Date	27-Jan-2020 04:00 PM	Document Download / Sale End Date	03-Feb-2020 05:00 PM
Clarification Start Date	27-Jan-2020 04:30 PM	Clarification End Date	02-Feb-2020 09:00 AM
Bid Submission Start Date	28-Jan-2020 09:00 AM	Bid Submission End Date	03-Feb-2020 05:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	tender document	511.06

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Additional Documents	corridendum.pdf	Corrigendum on modification / simplification of terms and conditions	684.10

Tender Inviting Authority

Name	SENIOR DIRECTOR MUSEUM
Address	crafts museum bhairon mark pragati maidan new delhi - 110001

Tender Ref No. 10/06/99/NHHM



Government of India

Ministry of Textiles, O/o Development Commissioner (Handicrafts)

National Crafts Museum & Hastkala Academy (NCM & HKA)

[earlier known as National Handicrafts and Handlooms Museum (NHHM)]

Bhairon Marg, Pragati Maidan, New Delhi- 110 001

Website : <http://nationalcraftsmuseum.nic.in>

Online Tender Document

Third Party Evolution Study

Crafts Demonstration Programme at NCM&HKA

KEY DATES (Tentative)

(Please refer CPP portal for actual date & time)

S.No.	Activity Description	Schedule
01	Date of Publishing Source of Tender Document	27 Dec 2019 http://eprocure.gov.in/e-procure/app or http://nationalcraftsmuseum.nic.in/
02	Pre-bid meeting	03 Jan 2019 at 0400 PM
03	Starting date for bid submission	05 Jan 2019
04	Last date for upload of bids	25 Jan 2020 at 0600 PM
05	Proposed date of Tech bid opening	27 Jan 2020
06	Date of Delivery of Presentation	30 Jan 2020
07	Earnest Money Deposit	Rs. 50,000 /-
08	Cost of Bid document	Nil
Note : Please check from CPP Portal, as the dates mentioned in CPP portal are the final		

Any inquiry / Clarification, please contact on 011-23371641 or 23370265 or 23371353 or mail on pprocraftsmuseum@gmail.com or aso-nnhm@gov.in

F.No. 10/06/99/NHHM
Government of India, Ministry of Textiles
Development Commissioner (Handicrafts)
National Crafts Museum & Hastkala Academy

1. Notice inviting Tender (NIT)

On behalf of the President of India, National Crafts Museum & Hastkala Academy subordinate office of Development Commissioner (Handicrafts) M/o Textiles invites on-line bids through CPP Portal under two bid system (Technical & Financial) for undertaking Third Party Evaluation Study of Crafts Demonstration Programme being implemented since long at NCM & HKA for Craftspersons from all over India throughout the year

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/bidders are advised to follow the instructions provided in the 'Instructions to the Tenderer/bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>'.

Tenderer who has downloaded the tender from the website of Office of the national crafts museum www.nationalcraftsmuseum.nic.in or Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner.

2. Eligibility Criteria

- i. Agency should have minimum average annual turnover of more than Rs. 2crore in last three years.
- ii. Agency should have under taken and completed at least 10 (ten) evaluation studies in Handicrafts/Handlooms sector in State/Central Government /PSU.
- iii. Out of total ten completed studies 3 evaluation studies should be more than Rs.10 lakhs as consultancy fee.
- iv. Agency should have conducted studies in at least 10 States.
- v. Agency must be in existence for last 5 years.

3. Submission of Tender

The tender shall be submitted online in Two part, viz., Technical bid and Financial bid as detailed in para 1 . All the pages of bid being submitted must be sequentially numbered by² the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

4. Technical bid:

The following documents are to be furnished by the bidders along with the Technical Bid as per **Annexure-I** of the tender documents.

- I. The average turnover of the bidder for the past 3 years should not be less than Rs. 2crore per annum and proof of the same should be submitted in the form of Audited Balance Sheet.
- II. List of at least 10 studies with the copy of the work order for evaluation study of Handicrafts/Handlooms sector in State/Central Government /PSU.
- III. The proof of conducting 3 studies more than Rs. 10 Lakh as consultancy fee.
- IV. The proof of conducting study in 10 States.
- V. The proof of existence of last 5 years.
- VI. The firm should be having PAN (Permanent Account Number) allotted by the Income Tax Department, document proof of the same has to be enclosed.
- VII. There should be no legal suit/ criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in-force and should not be black listed by the any Government organization. The self-certification as per **Annexure-II** should be enclosed. There should not be any pending project/UC with O/o the D C (Handicraft) which is sanctioned before three years.

5. Financial BID:

Financial bid is to be submitted as per format given in **Annexure-III**. Bidder shall not tamper/modify downloaded financial bid template in any manner.

6. Terms and conditions

- i. The bidder has to quote the price inclusive of all taxes.
- ii. O/o DC (H) reserves the right to reject any bids without assigning any reasons.
- iii. To facilitate undertaking study the relevant information will be provided at Annexure IV and by NHHM . Copy of last study conducted by M/s Santex Constultants Pvt Ltd will be provided for reference purpose .
- iv. **Time Schedule for completing the study:** - The selected bidders has to submit the draft report within 45 days from the date of award of the study and final report within 7 days from the approval of draft report.

v. Deliverables:- The selected bidder for conducting the study will provide

- i. Soft copy and 4 hard copies of draft report.
- ii. Soft copy and 10 hard copies of the final report
- iii. Unit level information in soft copies
- iv. Presentation on draft report as well as on final report

vi. **EMD:** - Earnest Money Deposit of Rs. 50,000/-(Rupees Fifty Thousand only) is to be deposited in the form of Demand Draft/ Pay Order in favour of CP&AO O/O DC (HC) payable at New Delhi. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

vii. **Performance Guarantee:** -Performance guarantee of 10% of value will have to be deposited within 20 days of placing order in the form of a performance bank guarantee of a Nationalized Bank or a private sector bank authorized to conduct government business. This shall be valid up to 90 days beyond the completion of study period. Performance guarantee will be returned after successful compilation of warranty period without any interest.

viii. **Terms of Payment.**

- 50% as an advance (1st instalment) at the time of awarding study (The successful Bidders has to submit bank guarantee against the advance sanctioned.
- 30 % on submission of draft report along with Utilization Certificate and details of expenditure duly Certified by the Chartered Accountant.
- 20 % on submission of 15 copies of Final Report (with 5 CDs) and its acceptance along with Utilization Certificate and details of expenditure duly certified by the Chartered Accountant of earlier release.

ix. Conditional tenders will not be accepted.

x. Any cutting and overwriting in the financial bid will not be accepted. The O/o DC (H) reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

xi. **Penalty clause:** - If the agency/organization/institutions is not able to complete the evaluation in time and/or is unable to furnish the reports in time the agency would be liable to be penalized 1% of the fee (excluding taxes) per week for delay or part of it subject to maximum of 10%.

xii. Selection of Bidder.

The Agency will be selected through a competitive bidding process. The bidders who fulfill eligibility criteria have to make presentation on the methodology for conducting the study before a committee for which maximum 30 points are earmarked. The presentation will be conducted preferably within a week after opening a technical bids and the actual date, time and place of presentation will be intimated telephonically on the given numbers. The technical and financial scores secured by each bidder will be added using weightage of 40% and 60 % respectively to compute a composite Bid Score. The bidder securing highest Composite Bid Score will be declared as the Best Value Bidder for awarding the Project. The criteria will be adopted for evaluation of technical bid are as follows:

SI No	Evaluation Criteria/Parameter	Max. Score
01	Annual Turnover (With three years Audit Report) - 10 marks, if agency has annual turnover more than 10 crore - 7 marks, if agency has annual turnover 5-10 crore - 5 marks, if agency has annual turnover 2-5 crore	10
02	Sample size, Technical presentation on Methodology adopted for conducted the study, Detailed Concept Plan	30

Note .

- xiii. All legal proceedings, if necessity arises to the O/o DC (H) may be any of the parties shall have to be lodged in the courts situated at New Delhi and not elsewhere.

a. Brief write-up on the Scheme

The Crafts Demonstration Programme (CDP) in the Museum a regular monthly activity from the last 40 years with the approval of Competent Authority. Under this programme, about 50 craftsperson's which includes artisans, weavers and performers are invited for the period of one month throughout the year. The participants are paid TA/DA as per approved norms and free accommodation facilities in the ShilpKutir in the Museum.

The objective/purpose of this programme is participants not only demonstrate their skills to the visitors but at the same time also due to marketing of their artifacts. Handicrafts & Handloom including folk dances & songs are our intangible cultural heritage. The Craft Demonstration Programme provides a platform to the participants as a holder of the knowledge of these traditions and skills. These artisans, weavers and performers are safe guarding the intangible cultural heritage of the country. The participant of this programme belongs to our traditional sector which provides livelihood to more than 50 lakhs next to agriculture in the country. Machine made products are giving stiff competition in recent decades to artisans and weavers were making hand made products. In this back drop, it has become necessary for the Government to intervene with all support for the preservation and promotion of the traditional handmade products.

Promotion of traditional sector at the sustainable basis involves concerted efforts in the area of study, research, preservation, etc. o the one hand and trade related aspects of development of design as per market demand, capacity and skill upgradation of the artisans and taking up marketing on the other hand. The rich cultural and tradition of the India has been the source of the inspiration for the rest of the world. Promotion and projection of the Indian Handicrafts & Handloom in proper manner has the potential to attract foreigners for visit as tourists.

Keeping in view the above, the Crafts Demonstration Programme is required to be continued with revision of norms and inclusion of crafts activity.

b. Objective

- To provide support for better access to domestic.
- To provide support for marketing support.
- To increase employment opportunities.
- To promote skill of artisans, weavers & performers through demonstration, display & sale.
- To increase awareness of India's intangible cultural heritage.

- To provide a platform for the interaction of craftpersons with designers, exporters, scholars, public.
- To provide a platform for craftpersons to market products directly [without middlemen]
- To show skills of different kinds of crafts from different parts of country crafts at one platform.
- To exchange knowledge of each other craftpersons of their crafts.
- Exposure to these artisans, weavers & performers who in general comes from rural areas with customers& admirers of crafts of urban areas including foreign tourists.
- Financial and residential support to the participants otherwise it may not be possible for them to come to Delhi and get opportunity to interact with varied kinds of customers & visitors.
- Right from beginning the artisans & weavers are being patronized and promoted to safeguard the intangible cultural heritage.
- Museum is a place of visual education where children's & students of school and colleges visit and get exposed to our traditions.
- To provide an opportunity to the visitors to have a feeling of a free atmosphere from the monotony of everyday life by seeing the exhibition and display of objects.
- The programme is like a workshop which justifies the proverb one physical look is better than to refer 100 books.

c. Implementation Mechanism

Every year an advertisement in newspaper including vernacular is given in all the States for inviting applications from the artisans, weavers & performers for participation in the Crafts Demonstration Programme. All the applications received are categorized in various crafts and states and then serial order is prepared based on the first cum first serve basis. Selection of craftpersons is being done by giving representation to maximum number of states and maximum number of crafts on the basis of applications received in Crafts Museum from craftspersons. Except for special events which are based upon a particular region of State, not more than two artisans from a particular state may be invited for a particular month. Following is the state wise and crafts wise allocation of artisans which will be followed in the selection of craftspersons.

State wise and crafts wise allocation of artisans for crafts demonstration programme of NHHM

Sl.No.	States	Crafts	Artisans
1.	J&K	Shawls (Oct to Jan) Other crafts	1 1
2.	Himachal Pradesh	Shawls	1
3.	Nagaland	Shawls	1
4.	Manipur	Shawls	1
5.	Assam	Any craft	1
6.	Gujarat	Shawls	1
		Other crafts	1
7.	Rajasthan	Value added textiles	1
		Other Crafts	1
8.	Odisha	Value added textiles	1
		Other Crafts	1
9.	Uttar Pradesh	Value added textiles	1
		Other Crafts	1
10.	Bihar	Folk Painting	2
		Other Crafts	1
11.	West Bengal	Value added textiles	1
		Other Crafts	1
12.	Chhattisgarh	Iron, Metal	1
		Other Crafts	1
13.	Madhya Pradesh	Any Craft	1
14.	Andhra Pradesh	Any Craft	1
15.	Karnataka	Any Craft	1
16.	Delhi/Haryana (Alternate months)	Any Craft	1
17.	Uttaranchal/ Jharkhand (Alternate months)	Any Craft	1
	19 states		26

1. The state wise allocation has been made keeping in mind the seasonal factor. In winter months preference has been given to the artisans of woolen shawl weavers of J&K, Himachal Pradesh, Gujarat, Nagaland and Manipur; silk and Tussar weavers of West Bengal, Bihar, Chhattisgarh, Uttar Pradesh, Orissa, Assam, Karnataka, Madhya Pradesh, etc. During summer months preference has been given to the artisans of cotton sari weavers, embroidered textiles and other cotton textiles of Manipur, Assam and other NER States, West Bengal, Gujarat, Rajasthan, Orissa, Uttar Pradesh, Chhattisgarh, Maharashtra, Madhya Pradesh, Bihar, Andhra Pradesh, Tamil Nadu, Karnataka, Kerela, etc. In the lean months [July-September], only the states in the vicinity of Delhi will be called as the artisans from other states are generally not willing to participate in these months.
2. A particular craft represented during a particular month in general is not repeated during the month, as far as possible.
3. State wise and craft wise allocation of artisans for the programme has been made but if no applications are available from a particular state/craft, the slot is allotted to the other state/craft by the Selection Committee.
4. The applications of the artisans is entertained/considered, only if a copy of artisan identity card issued by O/o DC[HL], DC[HC] or any other state agency is enclosed with the application.
5. An artisans once selected for the programme, the application of his/her and his husband/wife is not considered for next three years.
6. To maintain and enhance the quality of the programme. Awardee Artisans & Weavers are always considered for participation by the Selection Committee.
7. All application received from 1st September to 31st July of next year are to be considered every month for selection of craftsperson from October upto August.

2.2 Budgetary allocation and expenditure pattern of the scheme

Rs. In Lakhs

Year	CDP
2014-15	35.72
2015-16	36.52
2016-17	24.28
2017-18	28.49
2018-19	23.32

National Development Plan

Through this programme objective to increase the income of artisans, weavers performers as well as development and promotion of intangible cultural heritage gets serve.

3. Methodology / Research / Components to be covered under the study

Monitoring & Evaluation will be the vital and integral part of the Sub-Mission to assess the implementation and progress of the programme. In accordance with the set norms of guidelines. As per the Department of Economic Affairs (DEA), Ministry of Finance OM No. 66(59)/PFC-ii/2018 dated 17-09-2018 an independent third party evaluation of all the schemes have to be completed for its continuation beyond March, 2020. Therefore, it is now proposed to undertake a third party evaluation study of the scheme to evaluate the performance of the programme implementation in order to assess its impact in fulfilling the objective envisages under the scheme. The parameters of the study is as under :-

- To assess the impact of Programme in qualitative and quantitative terms.
- To assess the adequacy of existing components, funding pattern and delivery system.
- Impediments/bottlenecks in the implementation of scheme and suggestions thereof.

- To assess the performance and extent to which the scheme has fulfilled its objectives.
- To assess the social-economic condition of beneficiary artisans.
- To assess the implementation of DBT through PFMS in transfer of financial benefits to all concerned stakeholders.
- To assess the effectiveness in implementation of scheme along with root cause analysis and corrective measures.
- To assess the current system of implementation of scheme and suggest suitable modification in scheme/guidelines/terms & conditions, if any, to make it more relevant and result oriented.
- To assess the benefits to the artisans/weavers.
- To adequate awareness of the programme for the benefit of the artisans & weavers.
- To assess the feasibility of the programme for the benefits of artisans & weavers.
- The wage compensation should be suitably paid to artisans and weavers.
- The programmes should be cover in all States including languishing crafts?
- To assess the time frame of the programme as per need based or convenient to artisans and weavers.
- Feedback of the participants and footfall during the programme?
- Identifications of new areas of intervention to promote, popularize and effective implementation of the programme
- Whether to be continued in the same pattern in the next plan also? If so, reasons therefore?

- During the programme any complaint has been received from the participants and readdressed accordingly
- To assess the special attention to the artisans/weavers coming from NER & J&K in case of allowances, TA/DA, etc.
- Artisans/weavers covered during the past are from various parts of the country.
- Arrangements for security of the infrastructure are suitable. Suggestive measures can be given.
- The aims and objectives which fulfills the programme.
- Submission of SWOT analysis of the programme.

3.2 Sample size and sample selection process, tools used field study/Questionnaire, primary and secondary data:

The sample size will be 20% of artisans, weavers & performers benefited. The evaluation study can be made by date obtained, questionnaire and field visit.

4. Objective of the Study

4.1 Performance of the scheme based on the Output/Outcome Indicators:

To assess the performance of the projects, following indicators of outcome may be taken reference to:

In terms of production:

- % increase in production of the artisans & weavers

In terms of employment:

- Increase in number of working days
- Direct employment
- Indirect employment

In terms of income:

In terms of awareness % increase in their income

In terms of market penetration:

- Value of the orders received
- Value of Business enquiry generated
- Value of sales through e-commerce

4.2 Additional Parameter

[a] Coverage of beneficiaries

Urban								Rural							
Male				Female				Male				Female			
GN	SC	ST	EWS	GN	SC	ST	EWS	GN	SC	ST	EWS	GN	SC	ST	EWS

[b] Implementation mechanism

To assess whether the project has been implemented as per guidelines.

[c] Benefits [Individuals, community]: To assess the overall development of society.

[d] Convergence with scheme of own Ministry/Department or of other Ministry/Department:

Not applicable

4.3 Gaps in achievement of outcomes:

To assess the parts/components/interventions that were left incomplete while implementing the projects and the reasons thereof.

Note : Please refer Annexure IV for Template / other parameters

Third Party Evolution Study
Crafts Demonstration Programme at NCM&HKA

Performa for Technical Evaluation

The agencies are requested to furnish the following information/documents for Technical evaluation. The documentary proof is required for each information.

1	Name of the agency along with name of proprietors/ Directors	
2	GST Regn number of the firm	
3	Whether any legal suit/criminal case pending or contemplated or legal notice having being served to this effect against the proprietor of the agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in-force and agency is not black listed by any Government organization. (attached annexure-III). There should not be any pending project/UC with O/o the D C (Handicraft) which is sanctioned before three years.	
4	Whether the agency has enclosed the proof of documents as per para 4 (I to V) of tender documents.	
5	The Agency Contact Details	Office Address: ... E-mail Phone no.
6	Details of Earnest Money Deposit	

Note: Submission of documentary proof for the entire above Qualifying Requirement is mandatory. In case of absence of documentary proof the bid is liable to be rejected. O/o NCM & HKA may demand original documents for verification.

Authorized Signatory _____
Name _____
Designation _____

**Third Party Evolution Study
Crafts Demonstration Programme at NCM&HKA**

PART I : UNDERTAKING BY THE AGENCY

I, _____, on behalf of _____
(Name of the firm/agency) hereby declare that there is no legal suit / criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in force and company is not black listed by any Government Organization.

I, _____, on behalf of _____
(Name of the firm/agency) hereby undertake that all relevant statutory requirements will be complied with.

I, _____, on behalf of _____
(Name of the firm/agency) understand that if the above declaration is found incorrect, the present engagement would be terminated and _____
(name of the firm/agency) would be debarred from any further engagement by O/o DC (Handicrafts) ever.

(Signature)

Name:

Address:

Date:

Third Party Evolution Study
Crafts Demonstration Programme at NCM&HKA

Financial Bid

I hereby submit financial quote (**including of all**) for evaluation study of Crafts Demonstration Programme at NCM & HKA of the Development Commissioner (Handicrafts), Ministry of Textiles.

Total Cost of Evaluation Study (In figure) (Inclusive all)	Rs.
(In Words)	

SIGNATURE OF THE AUTHORISED SIGNATORY(with seal) _____

Annexure-IV

Template for Evaluation of Central Sector Scheme:
[Scheme Name]

Name of Department / Name of Ministry

- 1 EXECUTIVE SUMMARY
- 2 OVERVIEW OF THE SCHEME
- 2.1 Background of the Scheme

- a) Brief write up on the scheme including Objectives, Implementation Mechanism, Scheme architecture/design.
- b) Name of Sub-Schemes/ components
- c) Year of commencement of scheme
- d) Present status with coverage of scheme (optional/non-optional)
- e) Sustainable Development Goals (SDG) Served
- f) National Development Plans (NDP) Served

- 2.2 Budgetary allocation and expenditure pattern of the scheme

Scheme/ Component	Par 1]	Par 2]	Par 3]	Par 4]	Par 5]

- 2.3 Summary of past evaluation since inception of scheme

Year of Evaluation	Agency hired for Evaluation	Recommendations made and accepted	Recommendations made but not accepted

3. METHODOLOGY

3.1 Approach (Methodology adopted), Division of country into 6 Geographical Regions / Zones (North, South, East, West, North East and Central) as classified by BNSO.

3.2 Sample size and sample selection process, tools used: field study/ questionnaire, primary and secondary data.

4. OBJECTIVE OF THE STUDY

4.1 Performance of the scheme based on the Output/Outcome indicators.

4.2 Additional parameters.

a) Coverage of beneficiaries

State				District			
Urban		Rural		Urban		Rural	
Male	Female	Male	Female	Male	Female	Male	Female
SC/ST	SC/ST	SC/ST	SC/ST	SC/ST	SC/ST	SC/ST	SC/ST

b) Implementation mechanism.

c) Training/Capacity building of administrators/ facilitators

d) IEC activities.

e) Asset / Service creation & its maintenance plan

f) Benefits (Individual, community)

g) Convergence with scheme of own Ministry/ Department or of other Ministry / Department.

4.3 Gaps in achievement of outcomes.

4.4 Key Bottlenecks & Challenges

4.5 Inputs Use Efficiency.

5. OBSERVATIONS AND RECOMMENDATIONS

5.1 Thematic Assessment

5.2 Externalities

6. CONCLUSION

6.1 Issues & challenges

6.2 Vision for the future

6.3 Recommendation for scheme with reasons

7. REFERENCES

xiv. APPENDICES

EXPLANATORY MEMORANDUM

2.1(a) Latest guidelines of the scheme may also be annexed.

2.1(b) Sub-schemes/ components which have separate budgetary allocations either through budget line or through Detailed Demand for Grants (DDG) may also be listed along with component-wise budget allocation.

2.1 (d) Details of number of states/districts/villages where the scheme is functional may be included.

2.1(e) & (f) May be linked with objective of the scheme.

2.2 If DDG makes allocations for certain items which are not shown as sub schemes/ components, the same may be separate indicated along with allocation in the table.

3.1 Complete list of states as classified by NSSO may be seen on its website.

4.1 Output / Outcome Indicators as proposed/ prepared by NITI Aayog may be considered. In the absence of these, indicators as spelt out in SFC/EFC memorandum during appraisal of the scheme may be utilized.

Output / Outcome Indicator (number or percentage) must be compared with base year value at all time points (periodicity) as per monitoring mechanism framework, also defined in SFC/EFC Memorandums.

4.2 (a) Tabulated information up to Tehsil / Block Level and if possible, upto village level may be provided.

4.2 (b) Focus should be on clarity of instructions, availability of scheme or programme guidelines, clear definition of roles and responsibilities of functionaries and the number and nature of clarifications / additional instructions issued w.r.t. scheme guidelines.

4.2 (c) Details about training (PFMS /EAT Module, scheme's portal or any other) with number of interventions and levels at which these interventions were carried out may be included.

4.2 (d) Details about Stakeholders / Beneficiaries, details of campaigns, media frequency, feedback etc. may be included.

4.2 (g) Details about apparatus manpower office transport etc. may be included. If there is no convergence, NIL may be recorded.

4.3 These gaps could be attributed to absence of interventions/ non-performance of

existing interventions.

4.4 Focus may be on Financial, Administrative, Project Management and any other Key Bottlenecks & Challenges.

4.5 Details of (a) requirement of funds as indicated in EFC / SFC in relation to actual allocation of funds including timelines of release (b) requirement and allotment of manpower in implementation of scheme/ programme at various levels (PMU/Central/ State) (c) Involvement of private players, volunteers, non-governmental organizations and local community etc. in the scheme may be provided.

5.1 Thematic assessment should focus on Accountability, Transparency, Employmentgeneration (direct / indirect), Climate change and sustainability, Role of TSP/ SCSP. Use of IT, Behavioural change in stakeholder/ beneficiary, R & D, Role, Functions, involvement/ Support of State Govts.

Cross cutting themes can be assessed both through secondary data as well as primary. While conducting meta-analysis of existing reports, the evaluator should actively review the cross-cutting themes. The primary data for cross cutting themes will be elicited through specific questions and responses during the key informant interviews and beneficiary surveys. For example, use of IT in scheme implementation, fund flow, monitoring and evaluation can be assessed from interaction with concerned ministries/ departments as well as states official. Similarly, gender mainstreaming can be assessed by introducing specific questions on changes in knowledge, attitude and practices pertaining to gender equality, attributable to the CS intervention at hand, through household surveys.

5.2 Details of best practices, innovations or scheme / projects where best practices were replicated may be provided.

6.3 It is essential to highlight the importance of recommendations made for the scheme. The evaluation agency may provide recommendation for the scheme in any of the following categories (a) Continue in existing form (b) Continue with some Modifications (suggest modifications) (c) scale up the scheme (Financial/Physical/both) (d) Scale down the scheme (Financial/Physical/both) (e) Close (f) Merge with another scheme as sub-scheme/component.

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:

[For each position of key professional, separate form CV will be prepared]

2. Name of Firm/entity:

(Insert name of consultancy proposing the staff):

3. Name of Staff:

(Insert full name):

4. Date of Birth:

5. Nationality:

6. Education:

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

10. Languages Known:

11. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since first employment, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From[Year]:

To [Year]:

Employer:

Positions held:

12. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

13. Work Undertaken that best illustrates capability to handle the Tasks assigned:

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/ jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/ job or project:

Year:

Location:

Main project features:

Positions held:

Activities performed:

14. Certification:

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.

Date:

Place:

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]:

DISCLAIMER

The information contained in the Request for Proposal (RFP) document or subsequently provided to Applicants on behalf of the NCM & HKA, M/o Textiles, Government of India (GoI) is provided to Applicants on the terms and conditions set out in the RFP and such other terms and conditions subject to which such information is provided.

The RFP is not an agreement and is neither an offer nor invitation by the NCM & HKA GoI to the prospective Applicants or any other person.

The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon the 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 Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion in the law expressed herein.

NCM & HKA also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP. NCM & HKA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of the RFP does not imply that NCM & HKA is bound to select any Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and NCM & HKA reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation

and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by NCM & HKA or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and NCM & HKA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection Process.