

**FMC invites open Tender for Organising Trainings, Seminars, Training of the Trainers (ToT), Workshops and Exposure visit in Bamboo Sector**

**Tender No. FMC/EU/21-22/002**

The Tender are available at <https://fmc.org.in/tender/> Please apply by 12th January, 2022 (5.30 PM) Please note that the Financial quote must be submitted in original with signature and seal in a separate envelopes, FMC shall open the financial quote, once the technical evaluation stage complete. For any query, please email at [accounts@msmefoundation.org](mailto:accounts@msmefoundation.org)

The proposals may also be submitted to:

**Mr. Amit Tyagi**

Procurement Officer

Foundation for MSME Clusters (FMC)  
 USO House, 2nd Floor, USO Road, Off Shaheed Jeet Singh Marg,  
 6, Special Institutional Area, New Delhi – 110067  
 Tel No. 011-40563323-24

<b>A.</b>	<b>Project Title: - Promote Bamboo MSME Clusters for Sustainable Development</b>
<b>B.</b>	<p><b>Context &amp; Background:</b> There are more than 5 million people, half of them being women in the tribal regions across 18 states out of the 29 states of India where abundant quantity of bamboo is available as a resource for their livelihoods. However, in the bamboo processing and product manufacturing segment, the number is likely to be around 3 million only. While this bamboo resource has been augmented by a range of public initiatives but not sufficiently harnessed in terms of its potentiality. There is a huge scope for replacement of less sustainable resources like timber, plastic, steel, etc. and for creation of green jobs by effectively harnessing bamboo by upgrading existing products and introducing new products duly linked with new markets, technical institutions and production processes. For a brief summary of the project, please refer to <a href="https://fmc.org.in/promote-bamboo-msme-clusters-for-sustainable-development/">https://fmc.org.in/promote-bamboo-msme-clusters-for-sustainable-development/</a> The Foundation for MSME Clusters (FMC) is the lead implementing organisation in partnership with Small Industries Development Bank of India (SIDBI), Common Wealth Educational Media Centre for Asia (CEMCA) and Copenhagen Business School (CBS).</p> <p><b>The overall objective of the Action</b> is to promote bamboo as sustainable resource and generate green jobs. The Action is designed to help local community and other stakeholders collaborate for the promotion of green economy, sustainable growth, economic prosperity, and poverty reduction in India along with mitigation of climate change.</p> <p><b>Project locations: 9 states</b> of India (Viz: Assam, Arunachal Pradesh, Meghalaya, Mizoram, Tripura, Odisha, Chhattisgarh, Jharkhand &amp; Madhya Pradesh). However, the origin &amp; destination travels may be from/ to anywhere in India.</p> <p><b>Specific relationship:</b> The Action aims to connect a range of stakeholders in the bamboo sector</p>

	<p>viz. artisans/ entrepreneurs/ industries/ government officials/ bankers/ academic institutions/ service providers with contemporary markets and production systems.</p> <p><b>National Trainings, Seminars, ToTs, Workshops:</b> The project intends to organise a total of 20 such events (Exposure visits cum Training Programmes) for 20-25 beneficiary participants each (400-500) over 12 months from the start of the contract. The participants may come from anywhere in India and will visit 1-2 destination locations in India for learning events, each lasting from 3-5 days. The most likely destinations will be Bengaluru, Mumbai and Kudal (Maharashtra) but the project retains flexibility to change the same.</p>
<b>C.</b>	<p><b>Job Description for the Vendor:</b> The Vendor will organize</p> <ul style="list-style-type: none"> <li>(i) Air/Train/ Bus travels from any home location city of India (with an airport/ train/ Bus station) to 1 or 2 locations (with airports/ train station/ bus station) for a total of 400-500 beneficiaries of each learning event and return to the home location city. The bookings for travel must be flexible to the extent feasible &amp; subject to our approval</li> <li>(ii) Local stay at a hotel (on single &amp; double occupancy basis) at the 1-2 locations. The category of hotels will be modest in the range of Rs. 1000 to 2500 per room night per person.</li> <li>(iii) Local transport (mostly an air-conditioned bus with reclining chairs) for the 20-25 participants for each Event. The beneficiaries will mainly be drawn from the above-mentioned states (Project locations) but can also come from other locations.</li> <li>(iv) Expert charges and Institutional costs as per the event</li> <li>(v) Arrangement of conference halls/ event venue etc.</li> </ul>
<b>D.</b>	<b>Duration:</b> - 14th January 2022 to 30 <sup>th</sup> October 2022.
<b>E.</b>	<b>Payment Terms:</b>
	The vendor will submit bills for every Event in a consolidated manner according to a format provided by FMC and seek queries/ clarifications within a week of submission by the vendor. The FMC will pay within 15 days from the date of submission of queries/ clarification.
<b>F.</b>	<b>Reporting relationship</b>
	The vendor will coordinate with designated FMC staff person based in Kudal (Maharashtra) with a copy marked to the Technical Expert (FMC) to the project who is currently Mr. Sanjeev Karpe, also based in Kudal and to Mr Iqbal Ahmed, General Manager FMC and LPM EU SA Project.
<b>G.</b>	<b>Eligibility &amp; Requirements for the Vendor</b>
<b>1</b>	Organization with a soundtrack record of organizing travel programmes for business institutions with a turnover of not less than Rs. 1 Crore p.a. for providing the services required under this tender. And must have experience in organising similar events.
<b>2</b>	The organization must be IATA approved.
<b>H.</b>	<b>Selection system:</b> The vendor will be selected by a procurement committee based on least cost basis. The following must be provided by the potential vendor(s).
<b>1</b>	Organization profile with a note (not more than 500 words) giving citations for similar services provided.
<b>2</b>	A self-certified statement on vendor organization letterhead the annual turnover for the last 3 financial years as per the audited statements of accounts duly certified by the authorized person.
<b>3</b>	A quote for the services provided for the below mentioned Components

## Travel Components and Requirements

S. No.	Components	Requirements
1	Air Ticket	Three options to be made available to be approved basis cheapest/convenience. Only economy class with online check in.
2	Travel Train	Three options to be made available to be approved basis cheapest/convenience.
3	Local Travel	3 quotations required initially which can stay valid for a period of time as mutually agreed upon.
4	Stay (Three-to-one-star hotels)	Three options to be provided with quotations Recommend value for money option with justification. To be approved by FMC.
5	Food	Actual bill. B. upper limits at an average of Rs.700 per person per day. No quotes required.
6	Conference hall/ Venue charges	Will give 3 options
7	Organisation charges/ Experts fee	As per nomination/ requirements of the selected institutions about which FMC will inform the vendor
8	Coordination and service charges	To be mentioned separately
9	Goods and Service Tax (GST)	GST should be calculated on the 'Coordination and service charges' only. Sr. no. 1 to 7 paid on the actual basis

- i. If accepted, the quote will be applicable with immediate effect
- ii. Quotes should be valid up to 30th October 2022
- iii. For Indian Railways and State bus transport-3 quotes not required
- iv. For other transport- 3 quotations required
- v. Bills to be submitted to FMC within 5 days.
- vi. FMC to make payment within 15 days of receipt of bills.
- vii. Documents required: Copy of PAN, GST, TAN, TAN, cancelled cross cheque.