

Terms of Reference (ToR) for appointing Consultant/agency facilitating the registration of enterprises in Project States (viz-Assam, Meghalaya, Mizoram, Arunachal Pradesh, Tripura, Odisha, Chhattisgarh and Jharkhand) on GeM portal

Tender No. FMC/EU/21-22/009

The Tender is available at <https://fmc.org.in/tender/> . Please apply by 17th February, 2022 (till 5.30 PM). Please note that the **financial bid** must be submitted in original with signature with stamp and **password protected**. FMC shall open the financial bid, once the technical evaluation stage is completed. For any query, please email at eu.procurement@msmefoundation.org.

Project: Promote Bamboo MSME Clusters for Sustainable Development

- A. Context & Background:** 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 market applications. 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 markets.

For a brief summary of the project, please refer to <https://fmc.org.in/promote-bamboo-msme-clusters-for-sustainable-development/>

The overall objective of the Action 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. **The Project locations are 9 states** of India (Viz: Assam, Arunachal Pradesh, Meghalaya, Mizoram, Tripura, Odisha, Chhattisgarh, Jharkhand & Madhya Pradesh)

Specific relationship: The Action aims to connect the artisans/ entrepreneurs/ industries with public procurement by facilitated them to the conversant and part of the system by which procurement is made by the Govt and their entities.

B. Employment type: Fixed term Project based agreement for 8 Months, with no possible extension.

C. Payment T&C: Remuneration will be given as per schedules given at Para-G (4) below on the basis of targeted outputs as detailed in Para-E (I - II) below.

D. Purpose of Appointing Consultant/Agency:

The Govt of India has established Government e-Marketplace (GeM) as a **one stop portal to facilitate online procurement of common use Goods & Services required** by various Government Departments / Organizations / PSUs. The GeM aims to enhance transparency, efficiency and speed in public procurement with a mechanism which is paperless, cashless and system driven without any physical intervention between the buyer & seller. With increase in government's inclination towards bamboo sector and setting up of a page specific to bamboo on Government e-marketplace (GeM), an opportunity has arisen for the Bamboo Enterprises. The registration of artisans/ enterprises on GeM will help in seizing this opportunity with an increase in scope for bamboo-based enterprises to get bigger and consistent orders from various government Department and their agency.

E. Specific Role and Duties of Consultant/Agency:

The main task of the Consultant/Agency is to ensure the participation and selling of the products by the MSEs/Artisans on Govt e-Marketplace in the project States with the following expected outputs:

- I. Ensuring on-boarding of 200 Bamboo MSEs/Artisans from Project States and even some outside the Projects States on the GeM with minimum of 3 and maximum of 10 items of each MSEs/Artisans. Linkage support will be provided by our local T.A. in the State wherever possible but other than that it will be possible of the Consultant/Agency.
- II. Ensure participation of 25 firms/artisans in various public procurement tenders on the GeM. This can be done by the consultant/agency either on the behalf of the firms/artisans or helping the firms to do the same at their own level. The terms participation include uploading of technical/financial bids, reply to any clarification ensuring performance security, help in execution of orders, ensuring supplies and final payment to the firms.

F. Area of Scope: The Consultant/Agency will be required to pick up at least 80% of the targeted MSEs/Artisans from the project States and will have the flexibility to pick up the remaining 20% from other States.

G. Eligibility Criteria and other terms & conditions for the Consultant/ Agency for the scope of work as provided in ToR: -

1. **Entity of bidder:** The participating bidder should be a registered entity through Registrar of Companies of their respective jurisdiction or any other document as provided by the law of the country. In case of consultant, relevant document to establish its entity. Kindly attach scanned copy of Registration Certificate.
2. **Experience:** - The consultant/agency must have experience of on boarding enterprises on the GeM portal of the Government of India.
3. **Performance Security:** - The successful tenderer may be required to deposit Performance Security Deposit which may be 1% of the contract value. The performance security will be in the form of Bank Guarantee of any scheduled bank.
4. **The payment:** to the vendor shall be made against achievement of targets achieved as stated under Section E I and II (given above) respectively based on submission of the proof of delivery of targets. . On successful verification of the same by any person duly authorized by the tendering authority, the payment will be made to the bidder. The payments shall be made initially at the end of 2nd, 5th and 8th month against an invoice duly raised.
5. In case the vendor fails to perform the scope as per the supply order, the tendering authority will be at liberty to take legal action which may include forfeiture of performance security and also blacklisting of vendor for further assignment.
6. The procurement committee reserves the right to negotiate the cost and can appoint more than one consultant/agency in case L2 and L3 are ready to match L1 rates.
7. The technical bid will be as per “**Annexure-I**”

H. **Quotations:** The bidders may therefore send quotations per enterprise against targets given under Para-E section I and II as stated above. The bid price must be comprehensive inclusive of all the costs including travel if any and taxes as applicable. The Performa for financial bid is as per “**Annexure-II**” is enclosed with document.

Annexure-I

Technical Bid format/ Index for the Technical Bid documents

Sr. No.	Name of the document	Status of submission (Yes/ No)	*Page Number as per numbering given to the technical bid documents uploaded on the portal
1	Self-Affidavit stating that the agency/consultant name of the firm is not blacklisted/debarred by any Govt or any other organization as on the date of submission of the bid in the present tender.	Yes/ No	
2	All the documents submitted by the bidder as part of its Technical Bid are attested by the signing authority of the bidder	Yes/ No	
3	The consultant/agency must have experience of on boarding enterprises on the GeM portal of the Government. (Documents to prove their eligibility to be attached)	Yes/ No	
4	An undertaking by the bidding consultant/ agency in reference to acceptance of all the terms & conditions of Tender	Yes/ No	
5	Legal Entity of the Bidder (Document say Udhyam Registration/ Certificate of Incorporation or any other relevant document issued by the competent authority in the Govt establishing the legal entity of the bidder. In case of consultant, relevant document established its identity)	Yes/ No	
6	Any other achievement in the tendered scope which the bidder would like to submit	Yes/ No	

Note:

- Please note that the technical bid must be submitted with signature and stamp on e-mail: eu.procurement@msmefoundation.org.

Date:

Place:

Signature of Vendor i.e. Agency / Partner / owner etc.

Name:

Seal:

Annexure-II

Performa for Financial Bid

Sr. No.	Name of Item/Particulars	Specifications	Estimated Requirement	Unit	Unit Price Quoted (Rs.)	GST (in Rs.)	Any other Tax/ Duty/ etc. (in Rs.)	Total Amount (Rs.)
A	B	C	D	E	F	G	H	I=(F+G+H)xD
1	On-boarding of Bamboo MSEs/Artisan s on GeM	On-boarding of Bamboo MSEs/Artisans from Project States and even some outside the Projects States on the GeM with minimum of 3 and maximum of 10 items of each MSEs/ Artisans. Linkage support will be provided by our local T.A. in the State wherever possible but other than that it will be responsibility of the Consultant/ Agency.	200 No.	Per Bamboo MSE/ Artisans				
2	Participation of firms/artisans in various public procurement tenders on the GeM	participation of firms/artisans in various public procurement tenders on the GeM. This can be done by the consultant/agency either on the behalf of the firms/artisans or helping the firms to do the same at their own level. The terms participation include uploading of technical/financial bids, reply to any clarification ensuring performance security, help in execution of orders, ensuring supplies and final payment to the firms.	25 No	Per Bamboo MSE/ Artisans				
Grand Total								



CEMCA



Note:

1. The bid amount shall include all taxes, cess and other charges, travel etc. No extra charge other than above shall be payable.
2. Item-wise price should be quoted, in case of bundled price, the offer shall be summarily rejected.
3. Please note that the financial quote must be submitted in original with signature with stamp and password protected.

Date:

Place:

Signature of Vendor i.e. Agency / Partner / owner etc.

Name:

Seal: