

Request for Proposal (RFP)

For

Engagement of consultant/company to organize interaction with stakeholders of the start-up ecosystem.

Tender reference no.: RFP No. FMC/FNF/2020-21/03

Foundation for MSME Clusters (FMC)



Corporate office: USO House, 2nd Floor,
USO Road, Off Shaheed Jeet Singh Marg,
6, Special Institutional Area, New Delhi-110067
Ph no- 011-41034881
E-mail- info@msmefoundation.org

INTRODUCTION

Foundation for MSME Clusters (FMC) is a pioneering organisation specialising in promoting of MSMEs through cluster and value chain led development. Established as a trust in June 2005, FMC has experience of working directly and indirectly with over 100,000 MSMEs in around 200 clusters in over 15 other countries across the globe. FMC has its corporate office in Delhi and branch/representative offices in the states of Andhra Pradesh/Telangana, Karnataka, Punjab, Rajasthan and West Bengal.

Vision

To economically progressive, socially connected, environmentally sustainable world that is spiritually rooted and composed of interconnected yet diverse local socio-economic systems.

Mission

To assist institutions, undertake effective and inclusive cluster based local area development in developing and transition economies.

Logo

The 3 blocks of the logo promote us towards addressing Social, Economic, Environmental aspects of MSMEs, glued together for promoting a spiritually rooted world.

LETTER INVITING TENDER

Dear Sir/Madam,

Foundation for MSME clusters (FMC) is looking for engagement of consultant/company to organize interaction with stakeholders of the start-up ecosystem.

Tender information: -

| | | |
|---|---|--|
| 1 | Name of the work | Engagement of consultant/company to organize interaction with stakeholders of the start-up ecosystem. |
| 2 | Period of Contract | 7 Months |
| 3 | Date of publication of RFP | 22.04.21 |
| 4 | Last date & time for receipt of offline bid | 12.05.21 |
| 5 | Technical & Financial Bid Opening Date | 13.05.21 |
| 6 | Name & address of office inviting tender | Foundation for MSME Clusters Corporate office: USO House, 2nd Floor, USO Road, Off Shaheed Jeet Singh Marg, 6, Special Institutional Area, New Delhi-110067 |
| 7 | Contact no. of procurement officer | 011-41034881 |

Eligibility Criteria

The Bidder must meet the following eligibility criteria:

Experience: The Company/consultant having an expert with at least 7 years of prior experience in organizing focused group discussions and individual stakeholder discussions in the MSME space.

. Details of documents to be furnished at the time of submission of bid

- GST certificate if applicable
 - PAN Card
 - Firm's registration certificate if applicable
 - Cancelled Cheque
1. Scanned Copies of the Annexure as per the enclosed formats should be submitted at the time of submission of Bid.
 - I. Annexure-A: Covering Letter (On Bidder's Letterhead)
 - II. Annexure B: Technical Proposal
 - III. Annexure C: Team Composition:
 - IV. Annexure D: Financial Proposal (On Bidder's Letterhead)
 - V. Signed copies of RFP

Terms of Reference for Hiring of individual consultant

Project: Empower Start-ups/SMEs to grow their business post pandemic

Backdrop

COVID19 has taken a big toll on the global as well as the Indian economy. Some of the most affected are the MSMEs, especially the household and micro enterprises including start-ups. Their major challenges are lack of relevant information, access to finance as well as physical market places which have closed down to a great extent. With the uncertainty continuing one is not sure when things will normalize. Simultaneously a new world of e-marketing has opened up with lots of promises. However access to such opportunities is limited. With the support of FnF, FMC has created an E-portal - Let'sStartup to create one to one linkage between MSEs and their service providers.

Project Objective

1. Enrolment of start-ups/MSMEs (including women enterprises) into LETSSTARTUP website
2. Create dynamic buyer seller meet avenues at the LETSSTARTUP website created by the FnF Project in 2020.
3. Do e-exhibitions with MSMEs/Start-ups and Business Member Organizations (BMOs) and Buyers
4. Promote joint enterprises of women start-ups/MSMEs
5. Create business link for start-ups/MSMEs (including women entrepreneurs)

Deliverables

1. Create a list of 1000 MSMEs by interacting with DIC, MSMEDI, banks, FINTECHs
2. Create a database of 100 start-ups (at least 20 women start-ups) by linking with incubators
3. Organize 200 business interactions directory and through the website and provide regulatory knowledge
4. Promotion of MSMEs and Start-ups through the e-exhibition platform LETSSTARTUP.net

Terms & Conditions of RFP: -

Conflict of interest: Consultant or his personnel shall not engage in any personal, business or professional activities, either during the course of or after the termination of this Contract, which conflict with or could potentially conflict with the services.

Performance Standards: Consultant agrees to provide the services required hereunder in accordance with the requirements set forth in the RFP. Consultant undertakes to perform the services hereunder in accordance with the highest standards of professional and ethical competence and integrity in Consultant's industry, having due regard for the nature and purposes of the FMC as a not for profit organization and ensure a conduct in a manner consistent therewith. The Services will be rendered by the Consultant in (i) an efficient, safe, courteous, and business-like manner; (ii) in accordance with any specific instructions issued from time to time by the FMC Nominee; and (iii) to the extent consistent with above as economically as sound business judgment warrants. Consultant shall comply with all the applicable local laws of the country and jurisdiction in which the services shall be performed. The Consultant's employees shall not act as an agent or employees of the FMC.

Confidentiality: The Consultant shall keep all work and services carried out hereunder for the FMC entirely confidential, and not use, publish, or make known, without written approval of the FMC, any information, developed by the Consultant or by the FMC, to any persons other than personnel of the parties to this Contract. However, the forgoing obligations shall not apply to any information that was in the Consultant's possession prior to commencement of work under this Contract, or which is or shall become available to the general public in a printed publication, but not by the Consultant, and provided further that this obligation shall in no way limit Consultant's internal use of such work. Any public representation regarding the FMC shall be made by the FMC or the client of the FMC for this particular assignment.

Tax: Consultant will be solely responsible for paying all duties, taxes and other levies payable as per the law of India in respect of any amount or anything having money value to be paid/payable/provided to him by the FMC.

Consequential Damages: In no event shall either of the Parties hereto be liable to the other for the payment of any consequential damages even if the possibility of such damages is known at the time of the execution of this Contract.

Disputes: Any dispute of difference arising out of, or in connection with, this Contract, or the breach thereof, which cannot be amicably settled between the Parties will be settled through an arbitrator appointed by the Executive Director of the Foundation for MSME Clusters.

Rights in Data: The deliverables report(s) and other creative work of Consultants called for this Contract, including all written, graphics, audio, visual and any other materials, contributions, applicable work product and production elements contain therein, whether on paper, disk, tape, digital file or any other media, (the "Deliverable Work") is being specially commissioned as work made for hire in accordance with the applicable copyright laws. The FMC is the proprietor of the Deliverable Work from the time of its creation and owns all right, title, and interest therein throughout the world including, without limitation, the copyrights and all related rights. To the extent that it is determined that the Deliverable Work does not qualify as a work made for hire within the meaning of the applicable copyright laws, then the Consultant hereby irrevocably transfers and assigns to the FMC all of its right, title and interest in copyright and related rights free of any claim by Consultants or any other person or entity.

Severability: Any provision of the Contract prohibited by the laws of any jurisdiction shall as to such jurisdiction, be ineffective to the extent of such prohibition, without invalidating the remaining provisions of the Contract.

Contract Amendment: The Contract may be amended for any part thereof upon written agreement of both parties; such amendment will be deemed to be effective from such date as may be stipulated in the amendment.

Termination: The FMC may terminate this contract:(a) FOR DEFAULT IN PART OR WHOLE If (1) Consultant fails to deliver any or all services within the time period(s) specified in this contract or any work order issued there under, and/or if the contract work does not conform, in all respects, to the requirements listed in the contract, the FMC will give the Consultant written notice describing the reasons for default and an opportunity to cure. In addition to any other remedy available to the FMC, if the FMC is required, due to this default, to re-procure all or part of the contract work from others similar to that terminated, Consultant shall be liable to the FMC for costs in excess of this contract price. If the Consultant does not cure the default to the satisfaction of the FMC within the period specified, FMC may terminate the contract for default by written notice, specifying the reason for the default, the portion(s) of the contract defaulted and the effective date of default.

Force Majeure: The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under this Contract insofar as such failure arises from an event of Force Majeure, provided that the Party affected by such an event takes all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract. "Force Majeure" is an event beyond the reasonable control of a Party which makes that Party's performance impossible or so impractical as reasonably to be considered impossible and includes, but is not limited to war, riot, civil disorder, earthquake, fire, explosion, flood or other adverse weather conditions, strikes, or confiscation or any other action by governments.

Annexure – A
Format for Covering Letter (On Respondent's Letter Head)

Date:

To,
Procurement Officer
Foundation for MSME clusters
Corporate office: USO House, 2nd Floor,
USO Road, Off Shaheed Jeet Singh Marg,
6, Special Institutional Area, New Delhi-110067

Sir,

Sub: Engagement of consultant/company to organize interaction with stakeholders of the start-up ecosystem.

1. I/We, the undersigned, having read and examined in detail the RFP documents in respect of consultancy to FMC, do hereby express our interest to provide the services as specified in the RFP.
2. I/We have read the provisions of RFP and confirm that these are acceptable to us and further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. Until the formal final Contract is prepared and executed between us, this Proposal shall constitute a binding contract between us.
4. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
5. We understand you are not bound to accept any proposal you receive.
6. The Agency has not indulged in any corrupt or fraudulent practices in preparing this proposal.
7. The person signing the cover letter and the proposal has due authorization.
8. I/We shall bear all costs incurred in connection with the preparation and submission of the proposal and to bear any further pre-contract costs
9. Our correspondence details are:

| | | |
|---|--|--|
| 1 | Name of the Agency/Consultant | |
| 2 | Address of the Agency/Consultant | |
| 3 | Name of the contact person to whom all references shall be made regarding this RFP | |
| 4 | Designation of the person to whom all references shall be made regarding this RFP | |
| 5 | Address of the person to whom all references shall be made regarding this tender | |
| 6 | Telephone (with STD code) | |

| | | |
|---|------------------------------|--|
| | | |
| 7 | E-Mail of the contact person | |

10. We also understand that any decision taken by Procurement Officer, FMC shall be final and binding on both the parties.

Thanking you,
Yours faithfully
(Signature of Authorized Person for this Application)
Name:
Designation:
Stamp of Company/Firm:
Date:
Place:

Technical Proposal

| Part One General Details of the Bidder | | | | |
|--|--|---------|---------|---------|
| 1 | Name of the Bidder | | | |
| 2 | Address of the Bidder | | | |
| 3 | Legal Status of the Agency | | | |
| 4 | Details of Incorporation of the Agency | Date: | | |
| | | Ref.# | | |
| 5 | Details of Commencement of Business/ Service | Date: | | |
| | | Ref.# | | |
| i. | Permanent Account Number (PAN) | | | |
| ii. | GST Number | | | |
| 13 | Name & Designation of the contact person to whom all references shall be made regarding this tender and in whose name the power of attorney has been issued. | | | |
| | Telephone No. (with STD Code)& E-Mail of the contact person | | | |
| | Fax No. (with STD Code) | | | |
| 14 | Company website | | | |
| 15 | Financial Details (as per audited Balance Sheets) (in Rupees Cr) | | | |
| 16 | Year | 2018-19 | 2017-18 | 2016-17 |
| 17 | Turn Over | | | |

Date

Place

Signature of Authorised Signatory ...

Name of the Authorised Signatory ...

Designation ...

Name of the Organisation ...

Seal ...

Part Two: Technical Proposal

- A. **Executive Summary:** This should be a brief overview of your tender covering how you intend to achieve the outputs and your assessment of the resources required.
- B. Brief description of the Bidder
- C. Brief description about relevant competencies and experience relevant to the ToR.

Please use the following table to cite the relevant project experiences (Maximum 10 most relevant ones and enclose the support documents (e.g. Contract/ Work Order, Project Completion report, etc):

| Title of assignment | Duration (From – To) | Country, State | Value (In Rupees) | Details of Client | Lead Firm/Organization | Short Description about assignment |
|---------------------|----------------------|----------------|-------------------|-------------------|------------------------|------------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

- D. Technical Response:
 - a. Understanding of the assignment;
 - b. Proposed approach & methodology of the study;
 - c. work plan in the form of a Gantt chart showing activities, milestones, deliverables etc. against time)

Annexure – C
TEAM COMPOSITION

| S. No | Name | Position | Qualification | Area of Expertise |
|-------|------|----------|---------------|-------------------|
| | | | | |
| | | | | |
| | | | | |

Note:

Please attach CV of each personnel

(Signature of Authorized Person for this Application)

Name:

Designation:

Stamp of Company/Firm:

Date:

**Annexure - D
FINANCIAL BID**

RFP No.- 04/EE/20-21

Name of the Firm/Consultant:

To
Foundation for MSME Clusters,
USO House, 2nd Floor, USO Road,
6 Special Institutional Area,
Off Shaheed Jeet Singh Marg, New Delhi - 110067

Financial Proposal Engagement of consultant/company to organize interaction with stakeholders of the start-up ecosystem.

| S.no | Name of activity | Price quoted/Meeting (Amount in Figure) | Price quoted/ Meeting (Amount in words) |
|------|---|--|--|
| 1 | Engagement of consultant/company to organize interaction with stakeholders of the start-up ecosystem. | | |

Notes: -

- The rates quoted for carrying out the activities are inclusive of all the charges, taxes, Transportation, TA/DA and any other expenses whatsoever.

- We hereby provide consent to FMC to deduct the applicable taxes, as per rules.

(Signature of Bidder With seal)