

## **Request for Proposal (RFP)**

**For**

**Engagement of company/consultant for DSRs and  
Financial Gap Analysis in 30 clusters in different parts of  
India.**

**Tender reference no.: RFP No.- 01/FMC/20-21**

**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](mailto:info@msmefoundation.org)**

## About the Foundation for MSME Clusters

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.

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### Vision

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

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### Mission

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

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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 for Promoting Start-up Enterprises through MSME BMOs

### Tender information

1	Name of the work	Engagement of company/consultant for DSRs and Financial Gap Analysis in 30 clusters in different parts of India.
2	Period of Contract	<b>6 Months</b>
3	Date of publication of RFP	<b>10.07.2020</b>
4	Last date & time for receipt of offline bid	<b>17.7.2020</b> up to 06:00 PM
5	Technical & Financial Bid Opening Date	<b>17.07.2020</b> at 04:00 PM
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 consultant can be an individual or any legal entity incorporated in India. She/it should have experience of working with MSME for 5 years and must have done/supported in doing at least 3 DSRs. 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: Team Composition:
    - III. Annexure C: Financial Proposal (On Bidder's Letterhead)
    - IV. Signed copies of RFP

**Selection process:** It will be QCBS, with 70 percent weightage on Technical Proposal and 30 per cent on Commercial proposal.

## Scope of Work

### 1. Backdrop

India has 64 million MSMEs. One-third is in manufacturing. A guesstimated 70 per cent of them are situated in 5000 odd MSME and artisanal clusters. MSMEs in clusters do well because of their flexibility (omnipotent) and the economies of scale and scope they derive due to conglomeration. SIDBI and State Bank of and the then SIDO (now MSMEDI) recognized the importance of clusters way back in the 1980s when various Technology Upgradation Programmes (TUPs) were initiated in clusters across the nation by them.

Later Cluster Development Programme (CDP) was promoted in 1997 by UNIDO and it got accepted as a tool in the years that followed when DCMSME, SIDBI, a number of union ministries and state governments initiated CDPs across the country. CDP is also popular globally.

Success of a CDP hovers around the correctness of understanding of the real issues of a cluster, which is done through the Diagnostic Study Report (DSR) of a cluster. Over the years DSR has also evolved as a tool by including various issues that address objectives like poverty alleviation, sustainable development, innovation, financial linkage, etc.

**2. Objective:** Objective of this Assignment is to DSRs and Financial Gap Analysis in 30 clusters in different parts of India.

### 3. Job Description of Consultant

This task has been assigned to FMC and partners by a National level client. While FMC will have its team members get the data, do analysis and write the report and make PPTs for presentation for each cluster. Each cluster will have a data collector and a team of data collector will have a manager to manage each of the 10 clusters. Consultant will be in touch with the 3 managers and work will need to do the following:

- (a) Create a structure of an ideal DSR
- (b) Create a structure of an ideal financial analysis
- (c) Create a sample DSR and financial analysis of a cluster
- (d) Do a training of the team
- (e) Trouble shoot in data collection and provide secondary data wherever required
- (f) Finalize all the studies up to acceptance of the report by the Client
- (g) Finalize all the PPTs and make/support the team during presentation to the client

### Timeline

Duration of the project is for 3 months and extendable by 6 months with the following milestones which may be adjusted based on mutual discussion between consultant and FMC representative:

	Methodology finalized and team trained	By end of 2 <sup>nd</sup> Week
	Data collection completed	By end of 6 <sup>th</sup> Week
	First draft shared with client	By end of 8 <sup>th</sup> Week
	Presentation to Client	By end of 9 <sup>th</sup> Week
	Final DSRs shared with Client	By end of 12 <sup>th</sup> Week

## 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 businesslike 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 fulfil 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: Hiring of a Consultant/Company for DSRs and Financial Gap Analysis in 30 clusters in different parts of India.**

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:

**Annexure – B**  
**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 - C  
FINANCIAL BID**

**RFP No. 01/FMC/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 Hiring of a Consultant/Company for DSRs and Financial Gap Analysis in 30 clusters in different parts of India.**

S.no	Name of activity	Price quoted/Meeting (Amount in Figure)	Price quoted/ Meeting (Amount in words)
1	Hiring of a Consultant/Company for DSRs and Financial Gap Analysis in 30 clusters in different parts of India.		

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 Company seal)