

ADDENDUM No. 01

To Request for Proposal (RFP) for Empanelment of Technical Consultants for Panipat (Haryana), Amroha & Bhojpur (Uttar Pradesh), and Ludhiana (Punjab) (Implementation Period: 3 Years)

This addendum forms an integral part of the above-mentioned RFP document.

1. Correction in Email ID for Bid Submission

It has been observed that an incorrect email ID was inadvertently mentioned in the RFP document for submission of proposals.

In supersession of the earlier communication, bidders are hereby requested to submit their proposals only at the following **correct email ID**: procurement@msmefoundation.org, accounts@msmefoundation.org, hr@msmefoundation.org

2. Extension of Bid Submission Deadline

In view of the above correction, the last date and time for submission of bids has been extended as follows:

- **Earlier Deadline:** [18th March 2026]
- **Revised Deadline:** 6th April 2026, [6 PM]

3. Resubmission Requirement for Existing Bidders

All bidders who have already submitted their proposals using the previously mentioned (incorrect/alternate) email ID are required to:

- Re-submit their complete proposal to the **correct email ID** mentioned above, within the revised deadline.

4. Participation of New Bidders

Prospective/new bidders are also encouraged to participate and submit their proposals as per the revised timeline and submission details provided in this addendum.

5. Other Terms & Conditions

All other terms and conditions of the RFP shall remain unchanged and continue to be applicable.

Terms of Reference (TOR) for hiring of firm/agency for the Empanelment of Technical Consultants for Panipat (Haryana), Amroha & Bhojpur (U.P.) and Ludhiana (Punjab) for the Implementation period (3 Years)

Tender No. FMC/EU/25-26/002

| Event Description | Date & Time Details |
|--|--|
| Date of issue of RFQ Notice | 23.02.2026 |
| Bid submission start date | 10.03.26 |
| Bid submission end date and time | 18.03.26 till 11.55 PM |
| Bid opening date and time | 18.03.26 at 12 PM. |
| Website/e-mail address for bid submission/Clarification | procurement@msmefoundation.org , CC to accounts@msmefoundation.org , hr@msmefoundation.org |

1. Background

The Foundation for MSME Clusters (FMC) invites proposals from eligible and experienced consulting firms / individual experts for **empanelment of technical consultants** to support MSMEs across textile and allied manufacturing clusters (especially in Panipat (Haryana), Amroha & Bhojpur (U.P.) and Ludhiana (Punjab)).

The empanelment is intended to support implementation of projects funded under **Green Threads_EU, Green Weaves_ DANIDA, HSBC and other international/domestic programs**, focusing on Sustainable Cluster Brand, Sustainable Production Practices, Energy Efficiency, Renewable Energy, Regulatory Compliance, Circularity, Traceability Mechanism of Textile Waste, Digital Product Passport, Green Financing and Resource Efficiency.

This RFP is intended solely for technical empanelment based on eligibility and evaluation criteria. Empanelment does not guarantee award of work.

The empanelment shall be valid for **three (3) years**.

The empanelment of consultants under this RFP will not be treated as a one-time exercise. FMC intends to undertake a structured review and refresh process at regular intervals — preferably every six months, and at minimum once annually — following the same

transparent selection methodology outlined in this RFP. This periodic process will enable the inclusion of additional qualified consultants based on emerging technical needs, geographic expansion, or thematic priorities. It will also allow the scope of empanelment to expand to additional clusters beyond the initially identified locations, ensuring that the consultant pool remains dynamic, competitive, and responsive to evolving programme requirements.

2. Nature of Empanelment

1. Consultants shall be empanelled purely on the basis of their technical eligibility, qualifications, and experience as per the prescribed evaluation criteria.
2. No financial proposal is required at the empanelment stage.
3. Empanelment only qualifies the consultant to participate in future assignment-specific financial quotation processes.
4. Work shall be awarded in future through a category-wise limited financial quotation process, invited only from empanelled consultants relevant to the specific scope of work and deliverables.

3. Scope of Empanelment

Empaneled consultants will be deployed cluster-wise and unit-wise for MSME handholding, diagnostics, implementation support, capacity building, and monitoring across India.

The scope includes (but is not limited to): - Preliminary diagnostics and baseline assessments - Unit-level audits and evaluations - Technology and process optimization advisory - Compliance and certification readiness support - Capacity building and on-site training - Vendor identification and techno-commercial support - Reporting, documentation, and donor compliance

Detailed Terms of Reference (ToR) shall be issued separately at the time of assignment.

4. Duration of Empanelment

- Initial Empanelment Period: 3 Years
- FMC reserves the right to review performance annually.
- Continuation in the empanelled list shall be subject to satisfactory performance.

5. Detail of Expert Categories, Minimum Education Qualification & Experience Required

Applications are invited from **Individual Consultants**. **Firms could also submit the proposal; however, firms need to propose CVs and credentials of the individual would be considered for evaluation.** Firm would not be allowed to change propose experts once empaneled. In case of firms, FMC would issue Reimbursable Loan Agreement in the name of firm specifying the services of empaneled expert, payment would be done to the firm only. Separate technical capability and financial quote must be provided for each expert category applied. Bidders may apply for **one or more expert categories** listed below.

| S. No. | Name of Expertise | Level of Expertise | Minimum Qualification | Minimum Experience | Scope of Work |
|--------|--|----------------------|---|--|---|
| 1 | Renewable Solar EPC Specialist (Solar) | a) Junior Consultant | B. Tech/BE (Electrical & Mechanical/ Electronics/ Energy or equivalent) | <ul style="list-style-type: none"> Minimum 5 years of relevant professional experience post qualification Completion of Minimum two similar assignment. | (Click here to open the scope of work for all categories) |
| | | b) Senior Consultant | M. Tech/ME (Electrical & Mechanical/ Electronics/ Energy or equivalent) | <ul style="list-style-type: none"> Minimum 10 years of relevant professional experience post qualification Completion of Minimum five similar assignments. | |
| 2. | Circular Textile Waste & Resource Efficiency Expert (Sorting/Grading & Recycling) | a) Junior Consultant | B. Tech in Textile Technology or equivalent | <ul style="list-style-type: none"> Minimum 5 years of relevant professional experience post qualification Completion of Minimum two similar assignment. | |
| | | b) Senior Consultant | M. Tech in Textile Technology or equivalent | <ul style="list-style-type: none"> Minimum 10 years of relevant professional experience post qualification Completion of Minimum five similar assignments. | |
| 3. | Textile Sustainability, | a) Junior Consultant | B. Tech in Supply Chain or equivalent | <ul style="list-style-type: none"> Minimum 5 years of relevant professional experience post qualification | |



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| | Traceability & Digital Compliance Expert (Digital Product Passport – DPP) | | | <ul style="list-style-type: none"> • Completion of Minimum two similar assignment. | <p>(Click here to open the scope of work for all categories)</p> |
| | | b) Senior Consultant | M. Tech in Supply Chain or equivalent | <ul style="list-style-type: none"> • Minimum 10 years of relevant professional experience post qualification • Completion of Minimum five similar assignments. | |
| 4 | Financial Consultant – Green Financing & Climate Finance Access | a) Junior Consultant | B. Com/BBA/Economics or equivalent | <ul style="list-style-type: none"> • Minimum 5 years of relevant professional experience post qualification • Completion of Minimum two similar assignment. | |
| | | b) Senior Consultant | M. Com/MBA/PGDBM/CA or equivalent | <ul style="list-style-type: none"> • Minimum 10 years of relevant professional experience post qualification • Completion of Minimum five similar assignments. | |
| 5. | Textile Dyeing Optimization Specialist / Digital Textile Printing & Chemical Recovery Expert | a) Junior Consultant | Textile/ Chemical/Mechanical, Engineering Graduate or equivalent | <ul style="list-style-type: none"> • Minimum 5 years of relevant professional experience post qualification • Completion of Minimum two similar assignment. | |
| | | b) Senior Consultant | Masters in Textile/ Chemical/Mechanical, Engineering Graduate or equivalent | <ul style="list-style-type: none"> • Minimum 5 years of relevant professional experience post qualification • Completion of Minimum two similar assignment. | |
| 6 | Industrial Water Treatment & SCADA Automation Expert (ETP / ZLD) | a) Junior Consultant | Engineering Graduate in Mechanical/Electrical/Chemical, Electronics or equivalent | <ul style="list-style-type: none"> • Minimum 5 years of relevant professional experience post qualification • Completion of Minimum two similar assignment. | |
| | | b) Senior Consultant | Engineering Post Graduate in Mechanical/Electrical/Chemical, Electronics or equivalent | <ul style="list-style-type: none"> • Minimum 10 years of relevant professional experience post qualification • Completion of Minimum five similar assignment. | |



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| 7 | Sustainability, EMS & Compliance Expert (Regulatory) | a) Junior Consultant | Engineering Graduate in Environmental/Chemical/Bio-Chemical/Bio Tech or equivalent | <ul style="list-style-type: none"> • Minimum 5 years of relevant professional experience post qualification • Completion of Minimum two similar assignment. | <p>(Click here to open the scope of work for all categories)</p> |
| | | b) Senior Consultant | Engineering Post Graduate in Environmental/Chemical/Bio-Chemical/Bio Tech/MBA in sustainability or equivalent | <ul style="list-style-type: none"> • Minimum 10 years of relevant professional experience post qualification • Completion of Minimum five similar assignment. | |
| 8 | Occupational Health & Safety (OHS) | a) Junior Consultant | Graduate with Diploma in Occupation Health & Safety/Industrial Safety/Fire Safety or equivalent | <ul style="list-style-type: none"> • Minimum 5 years of relevant professional experience post qualification • Completion of Minimum two similar assignment. | |
| | | b) Senior Consultant | Post Graduate with Diploma in Occupation Health & Safety/Industrial Safety/Fire Safety or equivalent | <ul style="list-style-type: none"> • Minimum 10 years of relevant professional experience post qualification • Completion of Minimum five similar assignment. | |
| 9 | Skill Development Consultant Recycled Textile Industries | a) Junior Consultant | Graduate with BA/BBA/BSW/Law or equivalent | <ul style="list-style-type: none"> • Minimum 5 years of relevant professional experience post qualification • Completion of Minimum two similar assignment. | |
| | | b) Senior Consultant | MBA/Post Graduate/LLM or equivalent | <ul style="list-style-type: none"> • Minimum 10 years of relevant professional experience post qualification • Completion of Minimum five similar assignment. | |
| 10 | Certified Energy Auditor / Energy Manager – Textile & | a) Junior Consultant | Engineering Graduate in electrical/electronic/mechanical/energy or equivalent | <ul style="list-style-type: none"> • Minimum 5 years of relevant professional experience post qualification • Completion of Minimum two similar assignment. | |



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| | Utilities Specialist | b) Senior Consultant | Engineering or Post Graduate in electrical/electronic/mechanical/energy or equivalent | <ul style="list-style-type: none"> • Minimum 10 years of relevant professional experience post qualification • Completion of Minimum five similar assignment. | <p>(Click here to open the scope of work for all categories)</p> |
| 11 | Social Compliance & EU Due Diligence Specialist | a) Junior Consultant | Graduate with BA/BBA/BSW/Law/ Engineering or equivalent | <ul style="list-style-type: none"> • Minimum 5 years of relevant professional experience post qualification • Completion of Minimum two similar assignment. | |
| | | b) Senior Consultant | Post Graduate with MA/MBA/ MSW/LLM/ Engineering or equivalent | <ul style="list-style-type: none"> • Minimum 10 years of relevant professional experience post qualification • Completion of Minimum five similar assignment. | |
| 12 | Decarbonisation Planning & GHG Reduction Expert | a) Junior Consultant | Graduate Degree environment/sustainability or equivalent | <ul style="list-style-type: none"> • Minimum 5 years of relevant professional experience post qualification • Completion of Minimum two similar assignment. | |
| | | b) Senior Consultant | Post Graduate Degree environment/sustainability or equivalent | <ul style="list-style-type: none"> • Minimum 10 years of relevant professional experience post qualification • Completion of Minimum five similar assignment. | |

6. Proposal Submission Requirements

- *Covering Letter*
- *Application indicating expert category/categories applied for*
- *Detailed CV(s) with relevant certifications*
- *Category-wise experience details*
- *List of similar assignments completed*
- *Supporting documentary evidence*
- *Acceptance of RFP terms and conditions*
- *Required declarations and undertakings*

No financial proposal is required at this stage.

7. Evaluation Methodology

7.1 Test of Responsiveness:

First all the proposals received will be evaluated against the minimum eligibility criteria as stipulated column 5- Detail of Expert Categories, Minimum Education Qualification & Experience Required

7.2 Detailed Technical Evaluation Criteria

Proposal meeting minimum criteria as per 7.1 will be further screened as given below:

| Sl. No. | Evaluation Parameter | Max Mark | Max. Marks |
|---------|--|----------|--|
| 1 | Relevant Experience (years of experience) | 30 | Meeting minimum- 20 2 additional marks for each additional year of experience maximum to 10 marks |
| | Experience in similar expert category / MSME clusters | | |
| 2 | Qualifications & Certifications | 30 | Meeting minimum- 20 2.5 additional mark for additional degree up to 5 marks 2.5 mark for each additional certificate maximum up to 5 marks |
| | Educational background and professional certifications | | |
| 3 | Relevant Project Experience | 40 | Meeting minimum- 30 |

| Sl. No. | Evaluation Parameter | Max Marks | Max. Marks |
|--------------|----------------------|-----------|---|
| | | | 2 additional marks for each similar assignment completed maximum up to 10 marks |
| Total | | | 100 |

7.3 Evaluation Methodology (Technical Evaluation Only)

Test of Responsiveness

All proposals will first be evaluated against the minimum eligibility criteria (education, experience, and number of similar assignments) as defined under Expert Categories.

Only proposals meeting the minimum eligibility criteria (70 Marks) shall proceed to detailed technical evaluation.

7.4 Future Assignment & Financial Quotation Mechanism

1. Whenever a requirement arises, FMC shall issue a specific Terms of Reference (ToR) to relevant empanelled consultants under the respective category.
2. The ToR shall clearly specify:
 - Scope of work
 - Deliverables
 - Timelines
 - Estimated working days/number of units
 - Travel requirements (if applicable)
3. Empanelled consultants shall submit an assignment-specific financial quotation in response to the ToR.
4. Work shall be awarded based on:
 - Financial competitiveness
 - Alignment with ToR requirements
 - Past performance (if applicable)



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5. Payment shall be processed in accordance with the payment terms specified in the ToR, which will be shared at the time of inviting financial quotations.

Annexure – 1

Final Checklist for Bidders

Bidders are requested to ensure that the following documents are submitted in the prescribed format. Incomplete submissions may be liable for rejection.

A. Common Documents (Applicable to Individuals & Firms)

- Covering Letter (signed)
- Application indicating expert category/categories applied for
- Acceptance of RFP terms & conditions

B. Technical Proposal Documents

- Organizational Profile (for firms) / Profile & Bio-data (for individuals)
- Detailed CV(s) of proposed expert(s)
- Details of Relevant qualification certificates and professional certifications
- Experience details and list of similar assignments completed with documentary proof

C. Mandatory Declarations & Undertakings

- Undertaking on CV Authenticity
- Declaration of Non-Blacklisting
- Declaration of Conflict of Interest
- Declaration of Non-Collusion / Price Integrity
- Confidentiality & Data Protection Undertaking

Annexure 2: Self-Assessment Form

| Sl. No . | Evaluation Parameter | Max Marks | Max. Marks | Marks Claimed | Documentary Evidence |
|----------|---|-----------|--|---------------|----------------------|
| 1 | <p>Relevant Experience (years of experience)</p> <p>Experience in similar expert category / MSME clusters</p> | 30 | <p>Meeting minimum-20</p> <p>2 additional marks for each additional year of experience maximum to 10 marks</p> | | |
| 2 | <p>Qualifications & Certifications</p> <p>Educational background and professional certifications</p> | 30 | <p>Meeting minimum-20</p> <p>2.5 additional mark for additional degree up to 5 marks</p> <p>2.5 mark for each additional certificate maximum up to 5 marks</p> | | |
| 3 | <p>Relevant Project Experience</p> | 40 | <p>Meeting minimum-30</p> <p>2 additional marks for each similar assignment completed maximum up to 10 marks</p> | | |