Tender for appointing an Agency/Firm/Individual for the Study and Develop a Customized Implementation Plan for Panipat Cluster-Specific Traceability Mechanism for Textile Waste (TMTW) and Digital Product Passport (DPP)

Tender No. FMC/EU/26-27/004

Under EU SWITCH-Asia – Green Threads Project

Last date for submission of bids:

Critical Timelines		
S. No.	**Description**	**Date & Time**
1	Date of Issue of RFQ Notice	23.10.2026
2	Bid Submission Start Date	23.10.2026
3	Bid Submission End Date	13.11.2026
4	Technical Bid Opening Date	16.11.2026
5	Financial Bid Opening Date	21.11.2026
6	Final Selection Process	23.11.2026

Submission Mode

The tender submission should be done Electronically (email), with subject line: **Submission of Bid- Study and Develop a Customized Implementation Plan for Panipat Cluster-Specific Traceability Mechanism for Textile Waste (TMTW) and Digital Product Passport (DPP)**

To: procurement@msmefoundation.org

CC: accounts@msmefoundation.org and hr@msmefoundation.org

You may also write for any queries to above mentioned email IDs mentioning word “Querry” in the subject line.

Background

The Foundation for MSME Clusters (FMC) is implementing the EU SWITCH-Asia – Green Threads Project, which aims to support the transition of recycling textile MSMEs towards more sustainable, circular, resource-efficient and globally competitive production practices.

Panipat is a major textile recycling and home-furnishing cluster with a diverse ecosystem of recyclers, sorters, manufacturers, spinners, dyers, traders, exporters, waste aggregators, processors and other value-chain stakeholders. The proposed TMTW and DPP approach needs to be practical, scalable and suitable for adoption by MSMEs across different levels of technological and organisational readiness.

As part of the project, there is a need to develop a Panipat cluster-specific implementation plan for a Traceability Mechanism for Textile Waste (TMTW) integrated with Digital Product Passport (DPP).

Objective of the Assignment

The overall objective is to develop a practical and implementable Panipat cluster-specific TMTW & DPP framework and implementation plan, which can subsequently be adopted and progressively strengthened by MSMEs and cluster stakeholders.

The assignment shall:

1. Identify and map the existing pathways through which textile waste enters the Panipat cluster and moves through various stages of processing to the manufacture of the final product. Document the complete value chain, including the percentage of recycled textile waste or material used in the final product and the markets to which the products are exported.

2. Document and assess the existing product information management practices within the Panipat recycled textile cluster, including the collection, maintenance, and sharing of information related to material composition, recycled content, origin, resource uses, carbon footprint, waste generated and other necessary indicators related to textile waste traceability. This has to be done by working in close coordination with MSMEs and identify different levels of preparedness, gaps, and techno-financial support required for the adoption of the proposed criteria.

3. Based on the Above Studies, Develop cluster-specific TMTW framework and criteria, unique to the cluster, incorporating current practices and building on top of it. The TMTW criteria will further form the basis of DPP criteria in which all pertinent and traceable information is present at par with the EU Green Deal and other evolving Export Market.

4. The overall goal of the assignment is to map textile waste flows, assess MSMEs' readiness to adopt TMTW and DPP, develop an implementable TMTW and DPP framework & roadmap for adoption, all these is to be done with close consultations and consensus sessions with one to one interaction and as well as workshop sessions with MSMEs.

5. The solution developed must be practical and scalable, covering responsibilities, timelines, resources, costs, verification, and recognition mechanisms. It must also align with and support the Sustainable Cluster Branding (SCB) Criteria developed by FMC.

Scope of Work

The selected consultant/agency shall undertake the following activities:

#	Activity Head	Activity Description	Activity Result
1	Assessment of Existing Textile Waste Traceability Practices	Study the existing flow of textile waste entering the cluster and moving across existing value chain of the cluster to final product and practices followed in the cluster to monitor the same by different value chain actors.	Study to map the value chain and Textile waste flow quantified
2	Stakeholder Consultations and Workshops	Conduct stakeholder consultations and workshops with BMOs, MSMEs, and other relevant stakeholders to understand their requirements, constraints and recommendations for developing the TMTW and DPP frameworks. Identify relevant products which will require TMTW and DPP. (100 One to One Discussions, and 250 through Workshops)	Engagement of 5 BMOs and 250 MSMEs through 8 workshops and 100 One to One Discussions. Document stakeholder feedback and incorporate relevant findings into the frameworks. 10 Products Identified.
3	Development of the TMTW Framework	Develop a cluster-specific TMTW framework based on the study findings and stakeholder consultations. Define the proposed traceability processes, material-flow checkpoints, data and documentation requirements, stakeholder readiness, roles and responsibilities, and verification arrangements for tracing textile waste across the targeted value chains.	TMTW Framework developed
4	Technical Support	The consultant shall provide technical support to create a TMTW platform which is cluster specific in nature.	
5	Assessment of DPP Requirements and Regulatory Context	Assess the information requirements for developing DPPs for relevant recycled textile products, including material origin, recycled content where verifiable, processing stages and relevant product and sustainability information. Examine the relationship between textile waste traceability data and product-level information requirements, considering transparency, consumer confidence, greenwashing concerns and relevant market and policy developments, including concerns regarding European textile waste export restrictions.	Defined DPP Regulatory requirements
6	Development of the DPP Framework	Develop a DPP framework defining the proposed passport structure, product information fields including resource efficiency practices, data sources, linkages with TMTW records, data validation requirements, information access and disclosure principles, and proposed governance arrangements for relevant recycled textile products.	DPP Framework Developed in integration with TMTW

7	Validation and Finalisation of Framework Documents	Present the draft TMTW and DPP frameworks to the project team and relevant stakeholders for review. Consolidate feedback, incorporate agreed revisions and submit the final TMTW and DPP Framework Documents in editable and PDF formats. The final documents shall provide a cluster-specific, technically grounded basis for subsequent implementation and support the broader project objective of strengthening traceability, transparency and the credibility of the targeted textile recycling clusters.	Validated recommendations through MSME consultations and finalized framework.
8	Identify and Engage a cohort of MSMEs who are TMTW and DPP ready	Identify and Engage 100 MSMEs for TMTW and 40 MSMEs for DPP adoption, assess their readiness, compile available information and readiness checkpoints.	100 MSMEs for TMTW and 40 MSMEs for DPP identified.

Assignment Timeline: The total timeline for the completion of the assignment is 4 Months.

Deliverables:

1. Inception report with timelines.
2. Organize 8 Workshops to outreach to 5 BMOs and 250 MSMEs and 100 One to One Discussions.
3. Validated TMTW framework developed.
4. Validated DPP framework developed.
5. Technical support for development of TMTW platform.
6. 100 MSMEs for TMTW and 40 MSMEs for DPP identified.

Coordination and Reporting

The selected consultant/agency shall work closely with FMC's designated project team.

The consultant shall:

- Participate in regular review meetings with FMC;
- Share interim findings and draft outputs;
- Incorporate consolidated comments from FMC;
- Maintain and Submit reports, attendance records, photographs and other relevant evidence of workshops/events/consultations;
- Conduct all the consultations sessions in close coordination with the project team.

All data, consultation records and outputs generated under the assignment shall be shared with FMC in agreed formats.

Submission of Proposal

Proposals must be submitted in accordance with the proposal submission guidelines set out in the Annexure- I. Proposals that do not comply with these guidelines may be treated as non-responsive and may not be evaluated.

NOTE: THIS TOR IS A PART OF TWO STAGED IMPLEMENTATION PROCESS OF STUDYING, DEVELOPING AND IMPLEMENTING CLUSTER SPECIFIC TRACEABILITY MECHANISM FOR TEXTILE WASTE AND DIGITAL PRODUCT PASSPORT. ONCE THE STUDY IS DONE AND CUSTOMIZED IMPLEMENTATION PLAN IS DEVELOPED, DEPENDING UPON THE PERFORMANCE, THE ALLOTTED CONSULTANT MAY BE ASKED TO SUBMIT ANOTHER QUOTE FOR IMPLEMENTING THE SAME IN THE TARGETED INDUSTRIES, SOLELY AT THE DISCRETION OF THE FMC. HOWEVER, THE CONSULTANT HAS TO DEVELOP A PLAN AND MECHANISM WHICH IS OPEN IN NATURE AND CAN BE IMPLEMENTED BY ANYONE.

ANNEXURE- I

Conditions for the Submitting the Bid

Analysis of Proposal

FMC shall use a Quality and Cost Based System (QCBS) having three stages of evaluation (collectively the "Selection Process") in evaluating the Proposals. Pre - qualification stage will be the first stage to check conformance to the bidder's eligibility criteria. Technical Evaluation will be the second stage and based on that the applicants will be shortlisted and a financial evaluation will be carried out as information provided in the document

FMC may, at its discretion, call for additional information from the bidder(s) at any stage of evaluation. Such information has to be supplied within the set-out time frame, otherwise FMC is at discretion to reject/ accept/ extend the date for receiving such information. Seeking clarifications cannot be treated as acceptance of the proposal. FMC may waive any minor informality, non-conformity or irregularity in bid which does not constitute material deviation, provided such waiver does not affect the relative ranking of bidder.

Proposals will finally be ranked according to their combined technical and financial scores as specified in following clause.

Preliminary Scrutiny: Preliminary scrutiny of the bid for eligibility will be done to determine whether the bids are in order and complete, whether the documents have been properly signed, whether any computational errors have been made. Proposals not conforming to such preliminary requirements are subject for being rejected.

Technical Qualification: The Technical Proposals will be evaluated against the requirements specified in the RFP and the Technical Evaluation Criteria. Consequent upon the evaluation as per technical evaluation criteria, each technical bid will be assigned a Technical Score (TS) out of a maximum of 100 marks. **Bidders who score 70% or more will qualify for the evaluation of their financial bid.**

Financial Bid:

a) Financial Bids will be opened for those bidders who have qualified the technical bids.
b) The Financial bids will be scrutinized by the FMC.
c) The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services ("Bid Price").
d) Omissions, if any, in costing any item shall not entitle the bidder to be compensated and the liability to fulfil its obligations as per the Scope of Work within the total quoted price shall be that of the bidder.
e) Any conditionality included in the financial proposal will lead to disqualification of the entire bid.
f) The Proposal with lowest financial quote will be awarded a financial score of 100.
g) Financial Scores for other technically qualified bidders will be evaluated using the following formula- Financial Score of Bidder (FS) = (Least Financial Bid / Financial Bid of the Bidder) X100 (rounded off to 2 decimal places).

Final Evaluation:

Final evaluation shall be done on "Quality & Cost Based Selection" method (QCBS). The weight age for the composite evaluation shall be awarded as below: -

- Technical – 70%
- Financial – 30%

Bids shall be ranked according to their combined scores, calculated using the technical score and financial score and the weights as follows:

Final Score = (St × 0.70) + (Sf × 0.30)

St = technical score out of 100

Sf = financial score out of 100

Bidder with the highest combined score shall be awarded the contract. In case of a tie in the final score, the bidder having highest technical score will be selected.

Evaluation to be Confidential: Information relating to the Applications, their evaluation and result shall be confidential and will not be disclosed to Applicants or any other person(s) not officially concerned with the empanelment process until the official notification of empanelment results is made. From the date of submission of applications to the time of notification of the results of the empanelment in, any Applicant who wishes to contact the FMC on any matter related to the empanelment process may do so only in writing. Canvassing in any form will be grounds for disqualification.

Right to Accept or Reject Applications: The FMC reserves the right to accept or reject any Application, and to annul the empanelment process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

Award of Contract

The FMC will notify the successful bidder in writing that its proposal has been accepted. On receipt of notification the bidder shall furnish acceptance of award within 3 days of its issuance from FMC. The bidder shall sign Contract Agreement with FMC. After signing of the Contract Agreement, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

Failure of the successful bidder to sign the contract or willful violation of the bid process shall constitute sufficient grounds for the annulment of the award, in which event the client may choose to award the work to next most responsive bidder or call the fresh bids. In such a scenario FMC may blacklist the concerned bidder for participation in future projects.

General Eligibility Criteria for Preliminary Check

The agency has to submit following documents for preliminary fit check:

a) **Registration and Legal Status:** The applicant entity is duly registered as a legal entity with the relevant authority under the law and valid as of the date of this declaration. All required legal and regulatory registrations are valid and properly maintained (Registration Details/ Certificate).
b) **Tax Compliance:** The applicant is compliant with all requirements under the Income Tax Act, and all annual tax returns are filed in a timely manner where ever applicable. That the applicant maintains valid section registration relating to taxation issues. That where ever applicable, the applicant complies with requirements of applicable sections related receipt of donations and also FCRA compliance (Last 2 Year Income Tax Fillings, in case of Startup for whom such details are not available, a declaration on Stamp Paper of INR 100 can be given).
c) **Financial Compliance:** That the applicant accounts and financial records are properly maintained in accordance with applicable accounting standards and statutory guidelines. Further, its financial statements are audited annually, and audited accounts are filed with the relevant authorities on time (Declaration on Letter Head Signed by Power of Attorney/ Head of the Agency).
d) **Governance Compliance:** That the applicant where ever applicable adhere to their bylaws/memorandum of association and act in accordance with our stated objectives. Further, where ever applicable, their governing body/board is properly constituted, and all required meetings (board meetings, general body meetings, etc.) are conducted in accordance with the regulatory framework (Declaration on Letter Head Signed by Power of Attorney/ Head of the Agency).
e) **Regulatory Filings:** That where ever applicable, the all required annual returns and filings have been submitted to the competent authority in Govt as applicable, within the stipulated timelines (Declaration on Letter Head Signed by Power of Attorney/ Head of the Agency).
f) **Operational Compliance:** That the applicant all activities undertaken are in alignment with its stated objectives, and funds received are utilized solely for those purposes. Further, it will adhere to any specific sectoral regulations applicable to its operations (Declaration on Letter Head Signed by Power of Attorney/ Head of the Agency).
g) **Labor Law Compliance:** The applicant complies with all applicable labour laws and regulations for their employed staff members (Declaration on Letter Head Signed by Power of Attorney/ Head of the Agency).
h) **GST Compliance (If applicable):** The applicant is (are) duly registered for GST, and all GST returns and filings are completed on time as required.
i) **Specific Declaration:** That the applicant declares that on the date of signing of this declaration, there are no pending notices or unresolved penalties from any regulatory or statutory authority against him(her) or their legal entity. Further, there are no ongoing investigations or legal proceedings against the applicant (Declaration on INR 100 Stamp Paper).

The relevant documents/ declarations for above mentioned points must be done in the same order as mentioned above.

Bid Submission

The necessary proposal must be submitted in One email two folders format. The first folders should contain the technical proposal and the second password protected folder must contain financial quote, the financial quote will only be opened if the agency qualified technically and the financial quotation opening date will be conveyed through email for selected proposals. The password will be asked while opening the financial bids on a designated date.

Joint Venture/ Consortium

Two or three experts' organizations may jointly undertake contract/ contracts. Each entity will be jointly and severally responsible for completing the task as per the contract. The JV/ Consortium has to submit a declaration on INR 100 Stamp, mentioning type of association and lead partner details who will be coordinating on behalf of the association.

Joint Venture / Consortium details:

Name of all partners of a Joint Venture / Consortium (not more than 3):

1. Lead partner
2. Partner
3. Partner

Note - The participating share of JV Partners shall be as below;

1. Lead Partner shall have at least 50% participating share in JV.
2. Other partner(s) shall have at least 20% participating share in JV.

Further the JV must meet the following conditions otherwise they deemed to be disqualified at any stage of the contract award/ execution:

a) The formation of joint venture / Consortium or change in the Joint Venture /Consortium character/ partners after submission of the bid and any change in the bidding regarding Joint Venture/Consortium will not be permitted.
b) The JV / Consortium Agreement must provide that the Lead Partner shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the Joint Venture /Consortium and the entire execution of the contract shall be done with active participation of the Lead Partner.
c) An entity can be a partner in only one Joint Venture /Consortium. Bid submitted by Joint Venture /Consortiums including the same entity as partner will be rejected.
d) The JV / Consortium agreement must specifically state that it is valid for the project for which bidding is done.
e) If JV/Consortium breaks up midway before award of work and during bid validity period bid will be rejected.
f) If JV/ Consortium breaks up midway before award of work and during bid validity/after award of work/during pendency of contract, in addition to normal penalties as per provision of bid document, all the partners of the JV/Consortium shall be debarred from participating in future bids for a minimum period of 24 months.

Intellectual Property Rights

Ownership of data, reports, and other intellectual property generated during the project will be shared by FMC and the selected bidder. Conditions of the ownership will be decided on the basis of mutual consent at the time awarding the final contract.

Technical Proposal Criteria

The technical proposal must clearly address the following two key aspects:

Approach and Methodology: The proposal must present a clear and detailed approach, methodology, and work plan for delivering all seven activities in the Scope of Work and the six deliverables, within the four-month assignment period. It should cover:

- **Key activities:** the main tasks and sub-tasks under each scope activity, and how each links to its activity result and to the relevant deliverable.

- **Stakeholder engagement:** the strategy for reaching 5 BMOs and 250 MSMEs and 100 one-to-one discussions, for organizing the 8 workshops, and for identifying the 10 products that require TMTW and DPP. The strategy should also reflect the varying levels of MSME readiness in the Panipat cluster.

- **Implementation strategy:** How the work will be organized, coordinated with FMC's designated project team, and quality-assured. This includes how consultation records, attendance sheets, and photographs will be documented, how the frameworks will align with FMC's Sustainable Cluster Branding (SCB) Criteria, and how the solution will remain practical, scalable, and open for adoption by others.

- **Technical support for the TMTW platform:** the proposed approach to supporting the creation of a cluster-specific TMTW platform.

- **Timeline:** a phased work plan covering the full four months, with milestones and delivery dates aligned to the four payment milestones (Inception Report, TMTW Framework, DPP Framework, and Validation and Finalisation).

Team Composition and Resource Deployment: The proposal must describe the proposed team, including each member's role, responsibilities, and level of effort (in person-days), along with an overall resource deployment plan. The deployment plan will be finalized in the Inception Report.

Dedicated Project Team: *The consultant/agency must deploy a dedicated team of minimum 4 personals for the entire duration of the assignment, to ensure continuity, timely coordination, and effective delivery. Note: Additional resources may be deployed if required.*

#	Resource/Position	Expertise	Location	Minimum Person Days
1	Lead Technical Expert (TMTW and DPP)	Experience in textile waste management, circular economy, textile recycling, Digital Product Passports (DPP), product traceability, supply-chain management and EU sustainability requirements.	Remote and field based	90 Days (Including 60 days in Panipat)
2	Technology and Traceability Expert	Experience in digital traceability systems, DPP tools/platforms, product information systems, data architecture, waste traceability and assessment of technology solutions.	Remote and field based	90 Days (Including 30 days in Panipat)
3	Field Research and Stakeholder Engagement Expert	Experience in MSME/cluster-level assessments, stakeholder consultations, field research, data collection and analysis, preferably in textile and recycling clusters.	Panipat	105 Days
4	Field Data Management and Documentation Expert	Experience in database management, data validation, traceability records, technical documentation, reporting and compilation of information required for TMTW and DPP implementation.	Panipat	105 Days

Technical Score Sheet

#	Criterion	Max	Remarks (basis for scoring)	Marks
	A. Approach and Methodology	**50**		
A1	Understanding of the assignment, objectives, and Panipat cluster context	8	Shows clear understanding of the TMTW and DPP objectives. Avoids generic content.	
A2	Methodology for mapping textile waste flows and assessing MSME readiness and information practices (Activities 1, 2)	8	Clear method to map waste entry points, value chain stages, recycled content percentage, and export markets.	
A3	Stakeholder engagement strategy (Activity 2, 8)	10	Realistic plan to reach 5 BMOs and 250 MSMEs through 8 workshops and 100 one-to-one. Covers mobilization, workshop design, consensus-building, feedback documentation, and the method for identifying 10 products. Plan to engage with 100 MSMEs for TMTW and 40 MSMEs for DPP	
A4	Approach to developing the TMTW and DPP frameworks (Activities 3, 5, 6)	10	Covers traceability processes, material-flow checkpoints, data and documentation requirements, verification, roles, and governance.	
A5	Approach to technical support for the TMTW platform (Activity 4)	4	Explains what support will be provided, such as functional requirements, data structure, and specifications.	
A6	Work plan and timeline	6	Phased 4-month plan with milestones and delivery dates. Aligned to the four payment milestones. Dependencies and risks identified, with mitigation measures.	

A7	Quality assurance, coordination with FMC, reporting and documentation	4	Describes review meetings, sharing of interim drafts, incorporation of FMC comments, and quality checks.	
	Subtotal A	**50**		
	B. Team Composition and Resource Deployment	**50**		
B1	Team structure, roles, and responsibilities	10	Dedicated personnel for the full duration. Roles are clearly defined and mapped to scope activities. Reporting lines and coordination with FMC's project team are clear.	
B2	Resource deployment plan	10	Person-day level of effort per member. This should include deputation of all the team as specified in ToR, with a month-wise staffing schedule showing no gaps.	
B3	Qualifications and experience of team lead and key experts	20	Relevant education and experience in traceability systems, DPP or EU textile regulation, textile recycling or circular economy, and MSME cluster development. Evidence of comparable assignments.	
B4	Experience of field-level personnel	10	Demonstrated experience in MSME consultations, workshops, and field assessments, preferably in textile or cluster settings. Local language ability and familiarity with Panipat are an advantage.	
	Subtotal B	**50**		
	TOTAL TECHNICAL SCORE (A + B)	**100**		**____ / 100**

Financial Quotation

Consultants/agencies are requested to submit their technical & financial quotation for the professional/consultancy services required to complete the above assignment for a period of four months.

The financial quotation shall be based on the resource deployed at the field level (Minimum 2 Resources) during the execution along with the other necessary resources. The consultant/agency may deploy additional resources, wherever required, for effective completion of the assignment.

Financial Quotation Format

The financial quotation should clearly indicate:

Particular	Amount (INR)
Total Professional/**Consultancy** Fee (Break up with professional fees, person-days, field deployment, travel and other assignment-related expenses, and total quoted cost)	
Applicable GST	
Total Quotation including GST	

The bid will have a ceiling of INR 46.34 Lakhs and bids of over this amount including GST will be automatically rejected.

The above payments shall be inclusive of all professional fees and consultancy-related expenses quoted by the selected consultant/agency and shall be subject to applicable GST and statutory deductions, as applicable.

Payment Terms

Milestone	Deliverable / Output	Payment (%)
1	Submission of Inception Report with Detailed Work Plan and Deployment of Resources.	**20%**
2	Development of TMTW Framework and DPP Framework	**30%**
3	Validation and Finalisation of Framework Documents with Implementation Plan and Technical support provided for TMTW platform creation.	**30%**
4	100 MSMEs for TMTW and 40 MSMEs for DPP adoption identified	**20%**
	Total	**100%**

Payment shall be released only after FMC's review and acceptance of the respective deliverable. Submission of a deliverable alone shall not constitute automatic entitlement to payment. FMC may seek reasonable revisions/clarifications before acceptance of the deliverable.

The Workshop and Event Related Costs

The assignment includes 8 workshops, with an indicative allocation of EUR 1,000 per workshop. The workshop/event costs shall be in addition to the consultant's financial quotation for professional/consultancy services.

The selected consultant/agency shall be responsible for the planning, coordination, conduct and logistical management (If any) for the workshops, in coordination with FMC.

FMC will provide the finalised list of venues/vendors and, where applicable, the contracted/approved rates.

The event-related expenditure shall be handled as follows:

- The selected consultant/agency shall coordinate with the approved vendors and ensure timely arrangements for the workshops/events.
- Where the consultant/agency makes payments directly to vendors, it shall submit the relevant invoices, bills and supporting documents to FMC for reimbursement, subject to the approved project budget and applicable rates.
- Where FMC makes payments directly to vendors, the consultant/agency shall provide the required coordination and supporting documentation to facilitate such payments.
- All event-related expenditure shall be incurred only with prior approval/confirmation from FMC.
- The workshop/event budget shall not be treated as part of the consultant's professional fee quotation.

The consultant shall include no professional fee/mark-up on the approved workshop/event expenditure unless specifically approved by FMC.

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