

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

**for**

**Selection of Agency for Onboarding of specialized Experts to conduct Capacity Building and Skill Development training of MSMEs in Jharkhand under RAMP (Raising and Accelerating MSME's Performance) Programme.**

**Tender Reference No.: JIIDCO/RAMP/RFP/11/2025-26**

**Date of Issue: 18.07.2025**

# Notice Inviting Tender

Date:

## Notice Inviting Tender

Jharkhand Industrial Infrastructure Development Corporation, Government of Jharkhand invites Technical and Financial proposals from the reputed and experienced Agencies for onboarding of specialized experts to conduct Capacity Building and Skill Development training of MSME's in Jharkhand under the Raising and Accelerating MSME Performance (RAMP) Program in the State of Jharkhand.

The RFP Document can be downloaded from the e-tender portal <https://jharkhandtenders.gov.in/>. The cost of the RFP document is Rs. 11800 inclusive of GST which is to be paid through NEFT, RTGS, and Net Banking in favor of the Jharkhand Industrial Infrastructure Development Corporation, Jharkhand.

The RFP document contains details about the scope of work, bidding procedure. Response to this RFP shall be deemed to have been done after careful study and examination of this document with a full understanding of its implications.

A pre-bid meeting shall be held on the date, time, and place mentioned in the Fact Sheet. The interested firms are requested to attend the meeting to clarify the RFP's requirements and conditions.

For further notice/corrigendum/addendum, the Bidders are advised to regularly visit the above - mentioned e-tender portal.

Issuer:

The Managing Director,  
Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO)  
(A Govt. of Jharkhand Undertaking)  
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Phone: 0651-3512851  
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## 1. Disclaimer

- I. The information contained in the RFP document or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO) or any of their employees or advisers, is provided to Bidders on the terms and conditions set out in this RFP.
- II. Though adequate care has been taken in the preparation of this RFP, the Bidder should satisfy himself that the document is complete in all respects. Intimation of discrepancy, if any, should be given to Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO) immediately before last date of purchase of RFP document.
- III. The RFP is not an agreement and is neither an offer by Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO) to the prospective Bidders or any other person. The purpose of this document is to provide interested parties with information that may be useful to them in the formulation of their proposal pursuant to this RFP. The RFP may include statements, which reflect various assumptions and assessments arrived at by Jharkhand Industrial Infrastructure Development Corporation Ltd (JIIDCO) in relation to the requirement. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require.
- IV. The RFP may not be appropriate for all person, and it is not possible for Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ), its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses the RFP. The assumptions, assessments, statements and information contained in the RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in the RFP and obtain independent advice from appropriate sources.
- V. Information provided in the RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- VI. Jharkhand Industrial Infrastructure Development Corporation Ltd (JIIDCO), Government of Jharkhand (GoJ) , its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rule or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in the RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of the RFP or arising in any way in this selection process.
- VII. Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) also accepts no liability of any nature whether resulting from negligence or otherwise arising from reliance of any Bidder upon the statements contained in the RFP.

- VIII. Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the RFP which shall be posted only on the website of [www.jiidco.co.in](http://www.jiidco.co.in) as well as in the Jharkhand e-tender portal. It shall be the responsibility of the interested Bidders to keep themselves informed about the same.
- IX. The issue of this RFP does not imply that Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) is bound to select a successful bidder for the project and Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.
- X. The bidder shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) or any other costs incurred in connection with or relating to its proposal. All such costs and expenses shall remain with the bidder and Jharkhand Industrial Infrastructure Development Corporation Ltd (JIIDCO), Government of Jharkhand (GoJ) shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation for submission of the proposal, regardless of the conduct or outcome of the selection process.

## 2. Schedule of Bidding Process

Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), would endeavor to adhere to the following schedule during the Bidding Process:

Sl. No	Particulars	Description
1.	Date of Publication of Tender Notice	18.07.2025
2.	Bid Submission Start Date	21.07.2025 from 11:00 A.M
3.	Date of Pre-bid meeting	<b>Date:</b> 29.07.2025 <b>Time:</b> 15:00 PM <b>Place:</b> 5th Floor, Udyog Bhawan, DIC Campus, Ratu Road, Ranchi, Jharkhand 834001 <a href="mailto:contact@jiidco.co.in">contact@jiidco.co.in</a> , <a href="mailto:md-office@jiidco.co.in">md-office@jiidco.co.in</a> Contact No.: 0651-3512851 <b>Link to join the pre bid meeting:</b> <a href="https://meet.google.com/yzd-rrcz-uiv">https://meet.google.com/yzd-rrcz-uiv</a>
4.	Bid Submission Closing Date	12.08.2025, Time 12:30 PM
5.	Opening of Technical Bids	13.08.2025, Time 14.30 PM
6.	Date of Technical Presentation (20 min presentation 10 min discussion)	to be communicated to bidders on a later date.
7.	Financial Bid Opening	To be informed
8.	Bid application Fee (Non-refundable) – payment mode needs to be described	INR 11800/ inclusive of GST through on-line mode.
9.	Bid security / Earnest Money Deposit (Refundable)	INR 10,00,000/- (Rupees Ten Lakh) only through on-line mode only. Bidders can use internet banking facility for faster processing of Tender fee Alternatively, Bidders can use NEFT/RTGS challan generated for the tender from <a href="http://jharkhandtenders.gov.in">http://jharkhandtenders.gov.in</a> portal. Refund will only be issued to Originated bank account used for the payment of EMD. So bidders are advised NOT to close the above Bank Account used for online payment NEFT/RTGS of EMD. Online EMD submitted by the H-1 bidder will be refunded in the same bank account and the Hard copy of the EMD submitted will be given back to the H-1 bidder before AOC process is started.
10.	Security Deposit as Performance Bank Guarantee	5% (five percent) of the total value of the contract in the form of Bank Guarantee
11.	Bid Validity	180 Days from the last date of bid submission.
12.	Evaluation Criteria	QCBS (70:30)
13.	Contact Details of Concerned	Managing Director, JIIDCO

### Note:

- JIIDCO reserves the right to change the above schedule of bidding process. Please visit the E-Tender Portal regularly for the same.
- Proposals must be received not later than time, date and venue mentioned in the Fact Sheet above. Proposals that are received after the deadline will not be considered in this procurement process.

### 3. Section- General Conditions

1. Definitions	<ul style="list-style-type: none"> <li>a) "Employer" means the agency with which the selected Agency signs the Contract for the Services. In this project, the "Employer" is the <b>Jharkhand Industrial Infrastructure Development Corporation Ltd (JIIDCO)</b>. (Herein referred to as the "RAMP Nodal Agency" or "The Client")</li> <li>b) "Agency" means any entity or person that may provide or provides the Services to the Employer under the Contract.</li> <li>c) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is the General Conditions (GC), the Special Conditions (SC), and the Appendices.</li> <li>d) "Data Sheet" means such part of the Instructions to Consultants used to reflect specific country and assignment conditions.</li> <li>e) "Day" means calendar day.</li> <li>f) "Government" means the Government of Jharkhand.</li> <li>g) "Instructions to Bidders" means the document which provides interested Bidders with all information needed to prepare their Proposals.</li> <li>h) "LOI" means the Letter of Invitation being sent by the Employer to the Consultants.</li> <li>i) "Personnel" means professionals and support staff provided by the Consultant and assigned to perform the Services or any part thereof.</li> <li>j) "Proposal" means the Pre-Qualification Proposal, Technical Proposal and the Financial Proposal.</li> <li>k) "RFP" means the Request for Proposal to be prepared by the Employer for the selection of consultants, based on the SRFP.</li> <li>l) "SRFP" means the Standard Request for Proposals, which must be used by the Employer as a guide for the preparation of the RFP.</li> <li>m) "Assignment/ job" means the work to be performed by the Consultant pursuant to the Contract.</li> <li>n) "Terms of Reference" (TOR) means the document included in the RFP as Section 6 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the assignment.</li> </ul>
2. Introduction	<ul style="list-style-type: none"> <li>a) Jharkhand Industrial Infrastructure Development Corporation Ltd (JIIDCO) will select an Agency (the Agency), in accordance with the method of selection specified in the Data Sheet.</li> <li>b) The name of the assignment/Job has been mentioned in Data Sheet. Detailed scope of the assignment/job has been described in the Terms of Reference.</li> <li>c) The date, time and address for submission of the proposals has been given in Section: SCHEDULE OF BIDDING PROCESS</li> <li>d) Interested Bidders are invited to submit a Pre-Qualification Proposal, Technical Proposal and a Financial Proposal, for services required for the assignment named in the Data Sheet. The Proposal, technical presentation, and any clarifications provided by the Bidder along with the Terms of Reference provided in the RFP will be the basis for contract negotiations and ultimately for a signed Contract with the selected Bidder.</li> <li>e) Bidders should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Bidders are encouraged to visit the Employer</li> </ul>

		<p>before submitting a proposal and to attend a pre-proposal conference.</p> <p>f) Attending the pre-proposal conference is optional. Bidders should contact the Employer's representative named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Bidders should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements</p> <p>g) The Employer will timely provide at no cost to the Bidders the inputs and facilities specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.</p> <p>h) Bidders shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Employer is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders.</p>
3.Conflict Interest	of	<p>a) Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) expects that the Agency provides professional, objective, and impartial advice and at all times hold Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) interest par amount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Agency shall not accept or engage in any assignment that would conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ).</p> <p>b) Agency shall not have a conflict of interest that may affect the selection process or the Agency (the "Conflict of Interest"). Any Agency found to have a conflict of interest shall be disqualified.</p> <p>c) Agency shall be deemed to have a conflict of interest affecting the selection process, if:</p> <ol style="list-style-type: none"> <li>a constituent of such Agency is also a constituent of another bidder; (or)</li> <li>such Agency receives or has received any direct or indirect subsidy or grant from any other bidder; (or)</li> <li>such Agency have the same legal representative for purposes of this application as any other bidder; (or)</li> <li>A firm is engaged by Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) to provide goods or works or services and if the associate/s of such firm is engaged for providing services for the same project and vice versa.</li> </ol>
4.Unfair Advantage		<p>If the Agency could derive a competitive advantage from having provided services related to the assignment in question, the Employer shall make available to all other Agencies together with this RFP all information that would in that respect give such Agency any competitive advantage over competing Agencies.</p>
5.Fraud Corruption	and	<p>a) It is required that Agencies participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract.</p> <p>b) The Employer defines, to this paragraph, the terms set forth below as follows:</p> <ol style="list-style-type: none"> <li>"Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly with a corrupt intent.</li> <li>"Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract.</li> </ol>



	<ul style="list-style-type: none"> <li>iii. “Collusive practices” means a scheme or arrangement between two or more agencies with or without the knowledge of the Employer, designed to establish prices at artificial, noncompetitive levels.</li> <li>iv. “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;</li> </ul>
6. Only one Proposal	An Agency may submit only one proposal. If an Agency submits or participates in more than one proposal, such proposals shall be disqualified.
7. Late Bid, Modification and Withdrawal of proposal	<ul style="list-style-type: none"> <li>(i) The last date for submitting bids electronically in the e-Tender portal on or before as mentioned in the e-Tender Portal.</li> <li>(ii) Late Bids are not allowed and will not be considered by the JIIDCO</li> <li>(iii) Original hard copy of RFP Document Fees and EMD received after the Proposal Due Date and the specified time (including the extended period if any) for any reason, whatsoever, shall not be entertained and shall be returned unopened by the JIIDCO.</li> <li>(iv) The Bids/Proposals submitted through hard copy shall not be considered. No correspondence will be entertained on this matter.</li> <li>(v) <b>Modification:</b> The Bidder can modify his Proposal only before the last date of submission of Proposals.</li> <li>(vi) <b>Withdrawal of Proposals:</b> The Bidder can withdraw his Proposal before the last date of submission of Proposals without forfeiting his EMD.</li> </ul>
8. Proposal Validity	Section 2 Data Sheet (Schedule of Bidding Process) to consultant indicates how long Bidders Proposals must remain valid after the submission date. During this period, Bidders shall maintain the availability of Professional staff nominated in the Proposal and fully commit to their financial proposal, unchanged. The Employer will make its best effort to complete negotiations within this period. Should the need arise; however, the Employer may request Bidders to extend the validity period of their proposals. Bidders who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and fully commit to their financial proposal, unchanged, or in their confirmation of extension of validity of the Proposal, Agency could submit new staff in replacement, who would be considered in the final evaluation for contract award. Agency who do not agree, have the right to refuse to extend the validity of their Proposals, under such circumstances, the Employer shall not consider such proposal for further evaluation.
9. Clarification and Amendment of the RFP Document	<ul style="list-style-type: none"> <li>a) Agency may request a clarification in the RFP document up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Employer’s address indicated in the Data Sheet. The Employer will respond in writing by standard electronic means of the response (including an explanation of the query but without identifying the source of inquiry) to all Agency. Should the Employer deem it necessary to amend the RFP because of a clarification, it shall do so following the procedure under next Para.</li> <li>b) Pre-bid queries should be submitted with subject: “Pre-bid queries for Selection of Agency for Onboarding of specialized Experts to conduct Capacity Building and Skill Development training of MSMEs in Jharkhand under RAMP (Raising and Accelerating MSME’s Performance) Programme”.</li> </ul>

	<p>c) At any time before the submission of Proposals, the Employer may amend the RFP by issuing an addendum/ corrigendum in writing or by standard electronic means. The addendum/corrigendum shall not be sent to any Agencies separately and will be uploaded in the e-tender portal and JIIDCO website. It is the responsibility of the bidders to update themselves from time to time and apply the proposal accordingly. To give Agency reasonable time in which to take an amendment into account in their Proposals, the Employer may, if the amendment is substantial, extend the deadline for the submission of Proposals.</p>
10. Preparation of Proposals	<p>a) While preparing their Proposal, Agencies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal. The Proposal consists of 3 parts</p> <ol style="list-style-type: none"> <li>i. Pre-Qualification Proposal</li> <li>ii. Technical Proposal and</li> <li>iii. Financial Proposal</li> </ol> <p>b) The Proposals shall be prepared as under:</p> <ol style="list-style-type: none"> <li>i. The Agency shall submit a digitally signed, encrypted and complete Proposal comprising the documents and forms in accordance with e-Procurement Portal guidelines. The submission can be done electronically through the website and in accordance with the procedures specified in this RFP. Proposals submitted by any other means will be rejected.</li> <li>ii. An authorized representative of the Agency shall digitally sign the proposal in the required format for both the Technical Proposal and, if applicable, the Financial Proposal. The authorization shall be in the form of a written power of attorney scanned and uploaded together with the Technical Proposal.</li> <li>iii. The Financial Proposal should contain financial quote for the services expected from Agency in the RFP document. This will be counted from the date of signing of contract.</li> <li>iv. The financial proposal shall be as per Form 11 of this RFP</li> <li>v. The expense related to deployment of team member with respective location should be budgeted within the fees to be given above.</li> <li>vi. Any expense incurred towards travel outside the State will be approved with conditions and reimbursed by Jharkhand Industrial Infrastructure Development Corporation (JIIDCO), Government of Jharkhand (GoJ)</li> <li>vii. Any condition at the financial bid stage would render the offer liable for rejection.</li> <li>viii. Agency should be aware that the electronic procurement system does not allow for any interlineations, erasures, or overwriting. Any modifications or revisions to the Proposal shall be done in accordance with procurement portal guidelines.</li> <li>ix. The Proposal or its modifications must be uploaded on the portal no later than the deadline indicated in this RFP, or any extension to this deadline. The electronic system will not accept any Proposal or its modification for uploading after the deadline.</li> <li>x. Once the Proposal is uploaded on the portal, the system will generate unique identification number with the stamped submission time. The unique identification number with the time stamp represents an acknowledgement of the Proposal submission. Any other system's functionality requirements are specified in this RFP.</li> </ol>

<p>11.Pre Qualification Proposal and Technical Proposal Format and Content</p>	<p>a) Agencies are required to submit the Pre-Qualification proposal, Technical and Financial Proposal. Submission of the wrong type of Proposal will result in the Proposal being deemed non-responsive.</p> <p>b) The Pre-Qualification Proposal shall provide the information as required in Evaluation criteria (Section 5.1) and shall provide all documentary evidence for the same.</p> <p>c) The Technical Proposal (TP) shall provide the information indicated in the following paras from (i) to (vii)</p> <ol style="list-style-type: none"> <li>i. For the Technical Proposal: A brief description of the Agency organization and an outline of recent experience of the Agencies are required in Form 2. For each assignment, the outline should indicate the names of Sub-Agencies/ Professional staff who participated, duration of the assignment, contract amount, and Agencies involvement. Information should be provided only for those assignments for which the Agency was legally contracted by the Employer as a corporation or as one of the major firms within a joint venture. Assignments completed by individual Professional staff working privately or through other agencies or firms cannot be claimed as the experience of the Agency, or that of the Agencies associates, but can be claimed by the Professional staff themselves in their CVs. Agencies should be prepared to substantiate the claimed experience if so, requested by the Employer.</li> <li>ii. For the TP: Agency should be able to substantiate the experience claimed in their proposal and must submit Letter of Award/ Work Order / Letter of Intent / Copy of Contract for all assignments mentioned in the proposal.</li> <li>iii. For the TP, a description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form 9. The work plan should be consistent with the Work Schedule which will show in the form of a bar chart the timing proposed for each activity.</li> <li>iv. The information on annual turnover from consultancy services are to be provided in Form 3</li> <li>v. CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form 10).</li> <li>vi. For the TP: a detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the assignment.</li> </ol> <p>d) The Pre-Qualification Proposal and Technical Proposal shall not include any financial information. A Pre- Qualification Proposal or Technical Proposal containing financial information shall be declared non-responsive.</p>
<p>12.Financial Proposals</p>	<p>a) The Financial Proposal shall be prepared using the attached Standard Forms 11. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be summarily rejected.</p>
<p>13. Taxes</p>	<p>a) The Consultant may be subject to local taxes (such as: value added or sales tax, social charges or income taxes on nonresident Foreign Personnel, duties, fees, levies) on amounts payable by the Employer under the Contract. Agencies shall include such taxes in the financial proposal.</p> <p>b) Agencies should provide the price of their services in Indian Rupees.</p> <p>c) Commissions and gratuities, if any, paid or to be paid by Agencies and related to the assignment will be listed in the financial Proposal.</p>

14. Earnest Money Deposit (EMD)	<p>a) Earnest Money Deposit An EMD of INR 10,00,000.00 (Rupees Ten lakh) only through on-line mode only. Bidders can use internet banking facility for faster processing of Tender fee Alternatively, Bidders can use NEFT/RTGS challan generated for the tender from <a href="http://jharkhandtenders.gov.in">http://jharkhandtenders.gov.in</a> portal.</p> <p>Refund will only be issued to Originated bank account used for the payment of EMD. So, bidders are advised NOT to close the above Bank Account used for online payment of NEFT/RTGS for EMD.</p> <p>Online EMD submitted by the H-1 bidder will be refunded in the same bank account and the Hard copy of the EMD submitted will be given back to the H-1 bidder before AOC process is started.</p> <ol style="list-style-type: none"> <li>Proposals not accompanied by EMD shall be rejected as non-responsive.</li> <li>No interest shall be payable by the Employer for the sum deposited as earnest money deposit.</li> <li>The EMD of the unsuccessful bidders would be returned within 60 days of signing of the contract.</li> </ol> <p>b) The EMD shall be forfeited by the Employer in the following events:</p> <ol style="list-style-type: none"> <li>If Proposal is withdrawn during the validity period or any extension agreed by the Agency thereof.</li> <li>If the Proposal is varied or modified in a manner not acceptable to the Employer after opening of Proposal during the validity period or any extension thereof.</li> <li>If the Agency tries to influence the evaluation process.</li> <li>If the First ranked Agency withdraws proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the Agency).</li> </ol>
15. Performance Guarantee	<p>a) The selected agency shall be required to furnish a Performance Bank Guarantee equivalent to 5 % of the contract amount rounded off to the nearest thousand Indian Rupees, in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favor of Jharkhand Industrial Infrastructure Development Corporation Ltd, (JIIDCO), Ranchi for the entire period of the Contract with an additional 180 days claim period. The bank guarantee must be submitted after Award of Contract but before signing of Contract.</p> <p>b) The successful bidder must renew the bank guarantee on same terms and conditions for the period up to Contract including extension period, if any. Performance Bank Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the Agency on any account under the Contract. On submission of this performance guarantee and after signing of the Contract, EMD of successful Agency shall be returned.</p>
16. Submission, receipt and opening of proposals	<p>a) Bid Opening shall take place through the <a href="https://jharkhandtenders.gov.in">https://jharkhandtenders.gov.in</a>. Online Proposals submitted along with the EMD and Tender Fee (Payable Online through the portal) shall be considered for Bid opening as per the timelines mentioned in the RFP.</p> <p>b) In case of EMD is not received as per the timeline mentioned in RFP, the bid submitted in e-Procurement Portal would be rejected.</p> <p>c) Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO) Government of Jharkhand (GoJ) will constitute a Bid Evaluation Committee (BEC) to carry out the entire evaluation process. BEC shall conduct the opening of the Technical Proposals online immediately after the Proposals' submission deadline</p>

	<p>and following the procedure described in the RFP. The folder with the Financial Proposal shall remain unopened, encrypted and shall be securely stored on the portal.</p> <p>d) During bid opening preliminary scrutiny of the bid documents will be made to determine whether they are complete, whether required bid security has been furnished and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected.</p> <p>e) At the opening of the Technical Proposals the bidder's name, whose proposal has been received, shall be read out and recorded online simultaneously</p> <p>f) After the technical evaluation is completed, Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO) Government of Jharkhand (GoJ) office shall notify those bidders whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score by sending a notification through the means indicated in the RFP. Financial Proposals of those bidders whose Technical Proposals did not meet the minimum qualifying score shall not be opened. In such case, a notification to that effect will be sent to the bidder. The Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO) Government of Jharkhand (GoJ) office shall simultaneously notify those bidders that have achieved the minimum overall technical score and inform them of the date, time and, if indicated in the RFP, location of technical presentations and online opening of the Financial Proposals. The bidder's attendance at the opening of the Financial Proposals (online, or in person, if such option is indicated in the RFP) is optional and is at the bidder's choice. If the RFP provides an option of attending in person, the opening date shall allow the bidders sufficient time to make arrangements for attending the opening.</p> <p>g) The Financial Proposals shall be opened online by the Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ), evaluation committee as described in the RFP. At the opening, the names of the bidders, and the overall technical scores, including the break-down by criterion, shall be read aloud first and recorded online simultaneously. The Financial Proposals shall be then opened, the total prices read aloud and recorded online simultaneously. The records of the opening shall remain on the portal for the information of the bidders who submitted Proposals unless the RFP provides for other means of sending notifications and the results of the financial opening.</p>
17. Evaluation of Pre-Qualification Proposal	<p>The BEC shall first evaluate the Pre-Qualification Proposal as per the Pre-Qualification Criteria detailed in Section 5.1. The BEC while evaluating the Pre-Qualification Proposals shall have no access to the Technical and Financial Proposals until the Pre-Qualification evaluation is concluded, and the competent authority accepts the recommendation.</p>
18. Evaluation of Technical Proposal	<p>a) The technical proposals of only those bidders, who qualify in the evaluation of the pre-qualification proposals, shall be opened. BEC while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded, and the competent authority accepts the recommendation.</p> <p>b) The BEC shall evaluate the Technical Proposals based on their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Section 5.2. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in the Data sheet for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of the technical proposal will be done and at this stage the financial bid (proposal) will remain unopened.</p>

	<p>c) The Technical Evaluation will be evaluated, and total marks will be given out of 100.</p>
<p>19. Public Opening And Evaluation of Financial Proposals – QCBS Selection Procedure</p>	<p>a) Only those Bidders whose Technical Proposals score at least 70 marks out of 100 shall qualify for further consideration and shall be ranked from highest to the lowest on the basis of their technical score ("Technically Qualified bidders").</p> <p>b) Financial proposals of only those firms who are technically qualified shall be opened publicly on the date &amp; time specified in the RFP, in the presence of the Agencies representatives who choose to attend. The name of the Agencies, their technical score (if required) and their financial proposal shall be read aloud.</p> <p>c) The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a part amount and the total amount, or between word and figures, the formers will prevail. In addition to the above corrections, the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. Incase an activity or line it quantified in the Financial Proposal differently from the Technical Proposal.</p> <p>d) JIIDCO has adopted a two-stage bidding process with a quality and cost-based method of selection comprising two steps of evaluation (collectively the "Selection Process") in evaluating the Proposals.</p> <p>e) The Bidder shall be selected on the basis of Quality and Cost Based Selection (QCBS), whereby the Technical Proposal will be allotted a weightage of 70% and the Financial Proposal will be allotted a weightage of 30%. The first-ranked Agency shall be selected while the second-ranked will be kept in reserve. The marking (upto 4 decimal points) will be based on the normalization process.</p> <p>➤ The minimum technical score required to pass is: 70 marks.</p> <p><b>Example:</b> If in response to this RFP, three proposals, Bidder A, Bidder B &amp; Bidder C were received. The technical marks awarded by the Tender Committee to them are 76, 80 and 87 marks respectively, all the three proposals would be technically suitable. The marking will be as shown as below:</p> <p>Relative Technical Score (RSTech)</p> $= T / T_{High} * 100 \text{ Where}$ <p>RSTech = Relative score for obtained by the Bidder</p> <p>T = Technical score obtained by Bidder</p> <p>T<sub>High</sub> = Highest Technical score secured among the Bidders Technical Marks of Bidder</p> <p>A: <math>76/87 \times 100 = 87.3563</math> points Technical Marks of Bidder B: <math>80/87 \times 100 = 91.9540</math> points</p> <p>Technical Marks of Bidder C: <math>87/87 \times 100 = 100.0000</math> points</p> <p>Further, if the quoted price in Financial Proposal (Annexure I) of Bidder A, Bidder B &amp; Bidder C were Rs.120, 100 &amp; 110 respectively, Relative Commercial Marking RSCom will be done based on following formula:</p> <p>RSCom</p> $= C_{Low} /$



	<p><math>C \times 100</math></p> <p>Where</p> <p>RSCom = Relative score for Commercial Bid of the Bidder</p> <p>C = Commercial bid value of the Bidder under consideration</p> <p>CLow = Lowest commercial bid value out of all the eligible commercial bids</p> <p>obtained Commercial Marks of Bidder A: <math>100/120 \times 100 = 83.3333</math> points</p> <p>Commercial Marks of Bidder B: <math>100/100 \times 100 = 100.0000</math> points</p> <p>Commercial Marks of Bidder C: <math>100/110 \times 100 = 90.9091</math> points</p> <p>Total Relative Score (RS) (upto 4 decimal points) obtained by each eligible Bidder will be calculated as follows:</p> <p><math>RS = RSTech \times 0.70 + RSCom \times 0.30</math></p> <p>Proposal Bidder A: <math>87.3563 \times 0.7 + 83.3333 \times 0.3 = 86.1494</math></p> <p>Proposal Bidder B: <math>91.9540 \times 0.7 + 100.0000 \times 0.3 = 94.3678</math></p> <p>Proposal Bidder C: <math>100.0000 \times 0.7 + 90.9091 \times 0.3 = 97.2727</math></p> <p>Proposal C would be considered the H1 and would be recommended for negotiations, if considered necessary for approval.</p>
20. Negotiations	<p>a) Negotiations will include a discussion of the Technical Negotiations Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Agency to improve the Terms of Reference. The Employer and the Agency will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Employer to ensure satisfactory implementation of the assignment. The Employer shall prepare minutes of negotiations which will be signed by the Employer and the Agency.</p> <p>b) Negotiations will conclude with the view of the draft Contract. To complete negotiations the Employer and the Agency will initial the agreed Contract. If negotiations fail, the Employer will invite the Agency whose Proposal received the second highest score to negotiate a Contract.</p>
21. Award of Contract	<p>a) After completing negotiations, the Employer shall issue a Letter of Intent to the selected Agency and promptly notify all Agencies who have submitted proposals about the decision taken.</p> <p>b) The Agency will submit the Performance Bank Guarantee (PBG) and send the letter of acceptance to the Employer</p> <p>c) Post submission of PBG, the Employer and the selected Agency shall sign the Contract after fulfilling all the formalities/pre-conditions as per the standard form of Contract in, within 15 days of submitting of the Letter of Acceptance.</p>
22. Contract Agreement	<p>a) The Successful Bidder shall execute an Agreement in Rs. 500/- non judicial stamp paper in the name of the Bidder bought in Jharkhand within 15 days from the date of Letter of Acceptance issued by Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ)</p> <p>b) The Successful Bidder shall not assign or make over the Contract, the benefit or burden thereof to any other person or persons or body corporate for the execution of the Contract or any part thereof without the prior written consent of Jharkhand</p>

	<p>Industrial Infrastructure Development Corporation Ltd. (JIIDCO) Government of Jharkhand (GoJ) reserves its right to cancel the order either in part or full, if this condition is violated.</p> <p>c) Special Condition for Awarding the Agreement:</p> <ol style="list-style-type: none"> <li>Client will sign the Agreement with Successful Bidder for a period as mentioned in 'Duration of Contract' in the document.</li> <li>Client may extend the Agreement for a time period beyond what has been specified in 'Duration of Contract' in the document.</li> <li>Client will also have the right to increase in the scope of work as per the mutually agreed terms and conditions between both the parties.</li> </ol>
23. Force Majeure	<p>a) The bidder shall not be liable for forfeiture of its Performance Bank Guarantee, liquidated damages, or termination for default if and to the extent that it's delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, Force Majeure means an event or situation beyond the control of the bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the bidder. Such events may include, but not be limited to, acts of Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p>b) If a Force Majeure situation arises, the bidder shall promptly notify Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) in writing of such condition and the cause thereof. Unless otherwise directed by Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) in writing, the bidder shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p>
24. Arbitration	<p>No case shall be filed on the terms and conditions of the RFP Document. No case shall be filed on the rights and prerogatives reserved by the Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ). State and the selected bidder(s) shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between the tenderer or in connection with the Contract. If, after 30 (thirty) days from the commencement of such informal negotiations, Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO), Government of Jharkhand (GoJ) and the selected Bidder have been unable to amicably resolve dispute, either party may require that the dispute be referred for resolution to the formal mechanisms, which may include, but are not restricted to, conciliation mediated by a third party acceptable to both, or in accordance with the Arbitration and Conciliation Act, 1996.</p>
25. Subcontracting	<p>Sub-contracting is <b>NOT</b> allowed for delivery of Services.</p>
26. Confidentiality	<p>Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Agencies who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Agency of confidential information related to the process may result in the rejection of its Proposal</p>



27. Limited Liability	<p>The Bidder's liability for direct losses or damages under this RFP and for all claims connected to it, in contract, tort (including negligence), and statutory liability or otherwise, shall be limited to the fees paid for the Services.</p> <p>Any claims related to loss or damage suffered as a result of, arising from or in connection with the RFP shall be made within one years from the date of cause of action arising. For the purposes of this clause, a claim shall be made when court or other dispute solution proceedings are commenced.</p>
28. Language	<p>The Proposal should be filled by the Bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.</p>
29. Indemnity	<p>Agency shall indemnify JIIDCO from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind how- so-ever suffered including patent, copyright, trademark, and trade secret, arising or incurred inter-alia during and after the contract period out of:</p> <ol style="list-style-type: none"> <li>Negligence or wrongful act or omission by the Selected Agency or its team or any Agency/ Third Party in connection with or incidental to this RfP and work orders issued hereunder; or</li> <li>Any breach of any of the terms the RFP, Agency's Proposal as agreed, the Work Order awarded to the Agency, its Team or any other Third Party to which work is subcontracted in compliance with the RFP/ Work Order(s).</li> </ol>
30. Insurance	<p>The Agency</p> <ol style="list-style-type: none"> <li>shall take out and maintain, and shall cause any Agents to take out and maintain, at their (or the Sub-Agencies', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage, valid during the entire period of the agreement and</li> <li>at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums have been paid.</li> </ol>
31. Penalty Terms	<p>If the Agency fails to complete service/rectification within the defined time limit, a penalty of 0.5% of the Contract Amount shall be charged as a penalty for each week of delay from the Agency. Agency can deposit the penalty with the Employer directly, else the Employer shall have a right to recover all such penalty amount from the Performance Security (PBG). The cumulative Penalty shall not exceed 10% of the total Contract amount, after which the Employer shall have the right to get the service/rectification done from alternate sources at the risk and cost of the Agency, besides forfeiture of PBG. Agency shall be liable to reimburse the cost of such service/rectification to the Employer.</p>
32. Termination	<ol style="list-style-type: none"> <li>JIIDCO may terminate the RFP process at any time, with or without assigning any reason. JIIDCO makes no commitments express or implied, that this process will result in a business transaction with anyone.</li> <li>This RFP does not constitute an offer by the JIIDCO. The Bidders' participation in this process may result in JIIDCO selecting the Bidder to engage towards execution of the Contract.</li> <li>JIIDCO may terminate the Work Order issued to an Agency in case of the occurrence of any of the events specified below: <ol style="list-style-type: none"> <li>If the Selected Agency becomes insolvent or goes into compulsory liquidation.</li> <li>If the Selected Agency, in the judgment of JIIDCO, has engaged in corrupt or fraudulent practices in competing for or in executing the</li> </ol> </li> </ol>

	<p>Work.</p> <p>c) If the Selected Agency submits to JIIDCO false statement which has a material effect on the rights, obligations or interests of JIIDCO.</p> <p>d) If the Selected Agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to JIIDCO.</p> <p>e) If the Selected Agency fails to deliver any or all of the Services within the time period(s) specified in the work order or any extension thereof granted by JIIDCO.</p> <p>f) If the Selected Agency deploys persons who are not carrying the skills / experience / expertise of the level they are reasonably expected to on the basis of the scope description set out in the RfP. If the Selected Agency deployed fails to perform any other obligation(s) under the Work order or Agreement</p> <p>g) If the Selected Agency, in either of the above circumstances, does not take remedial steps within a period of 30 (thirty) days after receipt of the default notice from JIIDCO (or takes longer period in spite of what JIIDCO may authorize in writing), JIIDCO may terminate the work order(s) in whole or in part. In addition to above, JIIDCO may at its discretion may transfer upon such terms and in such manner, as it deems appropriate work order for similar support service to other successful Agency and the defaulting Agency shall be liable to compensate JIIDCO for any extra expenditure involved towards support service to complete the scope of work.</p>
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#### 4. Section - Proposal Submission

Sl. No	Item	Details
1.	Financial proposal to be submitted along with the Technical Proposal	Yes
2.	Letter of Authorization / Power of Attorney to sign on behalf of the Agency	Yes
3.	Proposal Formats	<p>The formats for the Pre-Qualification Proposal and Technical Proposal to be submitted are</p> <ol style="list-style-type: none"> <li>Scanned copy of Tender Fees, EMD, and PoA</li> <li>Copy of Letter of Incorporation / Registration Certificate with competent authority</li> <li>Copies of Work Order/ LoA / Contract Agreement / Experience certificate</li> <li>Form 1: Letter of Submission of Proposal</li> <li>Form 2: Particulars of Bidders</li> <li>Form 3: Turnover and Net Worth</li> <li>Form 4: Pre-Qualification Proposal</li> <li>Form 5: Self Declaration of non-blacklisting</li> <li>Form 6: Technical Qualification Proposal</li> <li>Form 7: Current resource strength as of March 2025</li> <li>Form 8: Organization Project Experience</li> <li>Form 9: Approach and Methodology</li> <li>Form 10: Proposed Resources/ Professionals</li> </ol>

Sl. No	Item	Details
		<p>(individuals) CVs in World Bank Format (Not More than 10 Pages in total)</p> <p>xiv. Form 13: Power of Attorney</p> <p>xv. Form 14: Affirmative Statement for Conflict of Interest</p> <p>Financial Proposal</p> <p>i. Form 11: Financial Proposal Submission</p> <p>ii. Form 12: Format for Performance Bank Guarantee</p>

## 5. Section - Proposal Evaluation

### 5.1 Minimum Eligibility Criteria (Prequalification Criteria)

S.N.	Particulars	Criteria	Documents Required	Page No.
1.	Legal Entity	<p>The bidder must be a single legal entity registered in India under any of the following Acts:</p> <ul style="list-style-type: none"> <li>• The Companies Act</li> <li>• The Limited Liability Partnership (LLP) Act</li> <li>• The Societies Registration Act</li> <li>• The Indian Trusts Act</li> <li>• The Partnership Act</li> </ul> <p>Note: Participation as a consortium or sub-contracting of any part of the assignment is not allowed</p>	<p><b>Certificate of Incorporation or copy of Memorandum of Association (MoA) / Articles of Association (AoA) / Registration Certificate</b> under the applicable Act (such as the Companies Act, LLP Act, Societies Registration Act, Indian Trust Act, Partnership Act), or any equivalent document as proof of legal status and incorporation of the firm/company</p> <p>•Self-attested copies of valid PAN card and GST registration certificate</p>	
2.	Financial Capacity 1	Average turnover of business for last 3 financial years i.e., 2021-22, 2022-23 & 2023-24 should be INR 50.00 Crores (as per its audited financial statements).	Certificate from Chartered Accountant as per (Form No.3)	
3.	Financial Capacity 2	The Bidder should have positive net worth in each of the previous three financial years (FY 2021-22, 2022-23 & 2023-24)	Certificate from Chartered Accountant as per (Form No.3)	

S.N.	Particulars	Criteria	Documents Required	Page No.
4.	Prior MSME experience	Experience of working with Central/State Government/PSU or Multilateral Agencies/ Institutions in domains such as Industrial Development/MSMEs/ Cluster Development/ Industrial policy/MSME Policy Preparation/Policy Implementation/ etc. with minimum two projects of value of INR 10 crores each in the last three years.	Work Orders / Letter of Intent / Contract Agreement / Letter of Award/ Experience Letter  Experience to be shared as per (Form no.8)	
5.	Manpower	The Bidder should have more than 50 full-time individual employees working in India.	Self-certification from the HR Head or Authorized Signatory (Form 7)	
6.	Authorized Signatory	The bidder must submit letter of authorization by the Board/ Partnership firm/LLP, authorizing the signatory, for signing the Proposal	Board resolution / Power of Attorney authorizing the signatory to sign on behalf of the agency (Form no. 13)	
7.	Blacklisting	The bidder should not be blacklisted or declared ineligible by any Central/State Government Departments/Agency or any Multilateral agencies such as World Bank, ADB, IFAD, JICA etc. and/or have not been subject to sanctions or debarments under the laws or official regulations of India or not been subject to a debarment recognized under the agreement for Mutual Enforcement of Debarment Decision (or Cross-Debarment Agreement) at the time of bid submission.	Self-Declaration on company's / Firm's letterhead (Form no. 6)	

## 5.2. Technical Evaluation Criteria

The Technical Proposals of only those bidders who meet the pre-qualification criteria will be opened. Bidders failing to meet these criteria or not submitting requisite proof for supporting pre-qualification criteria are liable to be rejected summarily. The bidders needs to meet the below listed criterias and the technical evaluation will be made based on Form-6 of the RFP document.

S. No	Particulars	Criteria	Max. Marks	Page No.
1.	Average Annual turnover of business for last 3 financial years: 2023-24, 2022-23,2021-22 (INR Crores)	i. More than INR 50 – 100 Crores – 2 mark ii. More than INR 100 -150 Crores – 4 marks iii. More than INR 150 –6 marks	6	
2.	<b>Company/ Firm Experience</b>			

S. No	Particulars	Criteria	Max. Marks	Page No.
2.1	Numbers of Project working with central government/ state government on large scale transformation projects as Programme Management Unit/ Programme Management Consultant/ MSME ecosystem/ Skill Development Training and capacity building of MSMEs/ Industries / Self Help Groups / Livelihood / Start-Ups/ Rural and Cottage Industries /Cluster development/ Technology upgradation/ Marketing linkages/ Vendor development/ entrepreneurship acceleration/ Skill development/ Capacity Building/promotion of Business Development Services	i. 3-5 Projects: 3 marks ii. 6 -10 Projects: 6 marks iii. More than 10 projects: 10 marks	10	
3	<b>Evaluation of Key Resource &amp; Specialized Experts and Young Professionals:</b>			
3.1	<b>One (1) Specialized Experts/ Senior Consultant in the domains below:</b>	<ul style="list-style-type: none"> <li>Years of Experience- 2 Marks</li> <li>Educational Qualification- 1 Marks</li> <li>Exposure in different industry sectors experience preferably related to MSMEs. - 1 Marks</li> <li>CVs of the Experts needs to be submitted for evaluation as per the ToR</li> </ul>	<b>44</b>	
	a) Finance, Banking Credit and IPO Expert		4	
	b) Accounts and Taxation Expert		4	
	c) Product Design Expert		4	
	d) Quality Expert		4	
	e) Market Linkage Expert		4	
	f) Packaging and Branding Expert		4	
	g) Export & Trade Expert		4	
	h) E-commerce Expert		4	
	i) Regulatory Compliance Expert		4	
	j) Logistic & Supply chain Expert		4	
	k) Environment, Social and Governance Expert		4	
3.2	<b>One (1) Junior Consultant/ Young Professionals in the domains below:</b>	<ul style="list-style-type: none"> <li>Years of Experience- 0.5 Marks</li> <li>Educational Qualification- 0.5</li> </ul>	<b>22</b>	
	a) Finance, Banking Credit and IPO Expert		2	

S. No	Particulars	Criteria	Max. Marks	Page No.
	b) Accounts and Taxation Expert	<div>Marks</div> <div><ul style="list-style-type: none"><li>Exposure in different industry sectors experience preferably related to MSMEs. – 1 Marks</li><li>CVs of the Experts needs to be submitted for evaluation as per the ToR</li></ul></div>	2	
	c) Product Design Expert		2	
	d) Quality Expert		2	
	e) Market Linkage Expert		2	
	f) Packaging and Branding Expert		2	
	g) Export & Trade Expert		2	
	h) E-commerce Expert		2	
	i) Regulatory Compliance Expert		2	
	j) Logistic & Supply chain Expert		2	
	k) Environment, Social and Governance Expert		2	
4	Presentation			
	Presentation on Approach, Methodology and Work Plan	<div>1. Understanding of the Assignment and Issues/Challenges (5 Marks)</div> <div>2.Approach, Methodology and Work Plan (7 Marks)</div> <div>3.Case study of Similar Project (6 Marks)</div>	18	
	Total Marks		100	

**Note: -**

- For Sl. No 2.1 Letter of Award / Letter of Intent / Contract Agreement / Work Order and Completion Certificate need to be attached in the Technical Proposal
- Only those Bidders whose Technical Proposals score at least 70 marks out of 100 shall qualify for further consideration and shall be ranked from highest to the lowest on the basis of their technical score (ST) ("Technically Qualified bidders").
- Final ranking of all proposals shall be done with weighted average of 70:30. Weightage of 70% shall be given to technical competence and 30% to the financial proposal.

## **6. TERMS OF REFERENCE:**

### **6.1 Background:**

The Micro, Small, and Medium Enterprises (MSME) sector is a vital component of the Indian economy, contributing significantly to employment, innovation, and economic growth. Recognizing the importance of empowering this sector, the Capacity Development Programme for MSMEs in Jharkhand is a strategic initiative designed to empower entrepreneurs, enhance skills, and promote sustainable growth. By participating in this programme, MSMEs will gain the tools and knowledge needed to thrive in a competitive market, contributing to the overall economic development of the region.

JIIDCO envisages to engage an agency for conducting capacity building and skill development training and expert advisory to MSMEs on different sector specific domains and to provide support and handholding to businesses of the MSME sector across Jharkhand, helping them improve performance, access markets, compete effectively, often through services like mentoring, training, and business planning particularly with startups and SMEs, and improve their operations and growth. This agency will provide Subject matter experts/ specialised experts for the capacity building and skill development trainings of the MSMEs in Jharkhand state.

### **6.2 Objectives:**

The objective of this initiative is to engage the agency to play a pivotal role in strengthening the business ecosystem by providing targeted expertise and support to stakeholders, ensuring sustainable growth and impactful outcomes. The primary objective of this program is to foster a robust and dynamic MSME ecosystem by providing targeted training and support in the 24 districts of Jharkhand with the vision to benefit from targeted business development services, fostering growth and strengthening the local business ecosystem.

### **6.3 Scope of Work:**

#### **6.3.1 Overview:**

The Agency will be responsible for offering professional advice on various range of activities i.e,

- i. financial planning, cost optimization, resource mobilization to ensure businesses maintain robust financial health,
- ii. explore new markets and partnerships, helping MSMEs/entrepreneurs capitalize on trade opportunities and expand market reach,
- iii. bringing innovative and practical solutions to enhance product presentation, preserve quality, and meet industry standards,
- iv. provide guidance for navigating international markets, offering support on procedures, regulations, global trade opportunities and
- v. focus on crafting strategic branding initiatives, helping stakeholders improve visibility, competitive positioning, and reputation within their respective industries.

### 6.3.2 Resource Personnels & Specialized Experts:

The selected agency shall be responsible for the identification, deployment, and management of a dedicated professional team to support MSME development under the Raising and Accelerating MSME Performance (RAMP) Scheme in Jharkhand. The Selected agency must ensure successful monitoring and completion of the entire programmes under this RFP.

The need based sectoral experts has to be engaged by the Agency for smooth completion of all the events (Capacity Building & Skill Development trainings, Awareness cum Orientation Programme, Workshops, Campaign and Exposure Visits) as in Table No. 1 under this RFP.

These Specialised experts team to be deployed will comprise of two professionals in each Subject matters, including One Senior consultant/Subject Matter Expert and One Junior consultant/Young Professional, who will work in close coordination with JIDCO and the State Project Implementation Unit (SPIU), RAMP to provide specialized expertise and support in capacity building of the MSMEs and the Women Led Entrepreneurs, SHGs, entrepreneurs, and other stakeholders across all verticals. These experts will provide tailored, sector- specific interventions and ensure that MSMEs adopt modern practices, build skills, and grow sustainably.

The list of experts required to be deployed which should include One Senior consultant and One Junior consultant in each of the below mentioned domain as per qualification and experience criteria under the programme is as below:

#### Experts/Consultants:

SNo	Designation	Responsibilities	Education Qualification
1	<b>Finance, Banking Credit and IPO Expert</b>  <b>(Senior Consultant-1 &amp; Junior Consultant-1)</b>	<ul style="list-style-type: none"><li>• Develop financial strategies tailored to MSME needs, including resource mobilization and cost optimization.</li><li>• Assist MSMEs in preparing financial plans and financial modelling, budgets, and project cost estimates to forecast short-term and long-term growth.</li><li>• Guidance in financial audits and ensure compliance with MSME-specific financial regulations as per the government norms.</li><li>• Provide guidance and assist the MSMEs in accessing subsidies, loans, and government financial assistance schemes and managing cash flow effectively.</li><li>• Guide MSMEs in resource mobilization, including equity financing and public-private partnerships.</li><li>• Offer capacity-building workshops on financial literacy and fund management.</li><li>• Support preparation of detailed project reports (DPRs) and feasibility studies for projects.</li><li>• Help MSMEs with tax planning and improving overall financial health.</li><li>• Help in evaluating loan applications, assessing financial statements (P&amp;L, Balance Sheet, Cash Flow), and determining creditworthiness of MSMEs.</li><li>• Design and implement innovative financial products tailored to the needs of MSMEs, including term loans, working capital finance, and other specialized credit facilities.</li><li>• Assisting MSMEs in navigating the IPO process, including preparing necessary documentation (e.g., Draft Red Herring Prospectus), understanding regulatory requirements, and managing investor relations.</li></ul>	<p><b>Qualification:</b> Chartered Accountant (CA), MBA in Finance, or Master's degree in Finance, commerce, accounting, economics, or a related field.</p> <p><b>Experience: Minimum 5 years for Senior Consultant and 2 years for Junior Consultant</b> in financial management, project costing, resource mobilization, financial planning for development projects, financial analysis, credit risk assessment, and potentially IPO-related activities.</p>



		<ul style="list-style-type: none"> <li>Help MSMEs Identify and mitigate potential risks associated with MSME financing, including credit risk, market risk, and operational risk.</li> </ul>	
2	<b>Accounts and Taxation Expert</b>  <b>(Senior Consultant-1 &amp; Junior Consultant-1)</b>	<ul style="list-style-type: none"> <li>Help MSMEs maintain and manage the company's financial records, including general ledger, accounts payable, and accounts receivable.</li> <li>Assist MSMEs in Preparing and filing various tax returns (GST, Income Tax, TDS, etc.) accurately and on time. Ensure compliance with all relevant tax laws and regulations.</li> <li>Identify tax-saving opportunities and recommend strategies to minimize the tax burden for the MSME.</li> <li>Train MSMEs to prepare financial statements (balance sheet, income statement, cash flow statement) and analyze financial performance.</li> <li>Assist in financial planning, budgeting, and forecasting for the MSME.</li> <li>Provide support during internal and external audits, ensuring proper documentation and compliance.</li> <li>Offer financial and tax advice to management and other stakeholders.</li> <li>Utilize accounting software and other relevant tools for efficient workflow.</li> </ul>	<p><b>Qualification:</b> Masters in Accounting, Finance, or a related field. Relevant professional certifications (e.g., CPA, CMA) is preferred.</p> <p><b>Experience: Minimum 5 years for Senior Consultant and 2 Years for Junior Consultant</b> in accounting and taxation, preferably within the MSME sector. Strong understanding of accounting principles, tax regulations (GST, Income Tax, etc.), and financial reporting. Proficiency in accounting software (e.g., Tally, PFMS) and Microsoft Office Suite.</p>
3	<b>Product Design Expert</b>  <b>(Senior Consultant-1 &amp; Junior Consultant-1)</b>	<ul style="list-style-type: none"> <li>Assist MSMEs in the creation of innovative and user-friendly products that meet the needs of our customers.</li> <li>Work closely with cross-functional teams to understand user needs, define product requirements, create and test prototypes, and ensure that the final product meets the needs of both users and the business.</li> <li>Come up with thoughts for new features or products, then turn these into workable ideas and make prototypes to test your concepts and get user input.</li> <li>Must help MSMEs in creating low and high fidelity prototypes to test and refine product designs and wireframes to define the layout and structure of product interfaces</li> <li>Need to assist the MSMEs in product designing using software such as Figma, Sketch, and Adobe XD and using user interface (UI) and user experience (UX) principles.</li> <li>Train the MSMEs on product management methodologies.</li> </ul>	<p><b>Qualification:</b> Masters in Product Design or a related field.</p> <p><b>Experience: Minimum 5 years for Senior Consultant and 2 years for Junior Consultant</b> on experience as product Designer &amp; must be proficient in design software such as Figma, Sketch, and Adobe XD, understanding of UI and UX principles. Knowledge of front-end technologies such as HTML, CSS, and JavaScript is required.</p>
4	<b>Quality Expert</b>  <b>(Senior Consultant-1 &amp; Junior)</b>	<ul style="list-style-type: none"> <li>Ensures products meet specified standards through various quality checks, data analysis, and collaboration with production, engineering &amp; different teams to identify areas for improvement and implement corrective actions</li> <li>Develop and implement quality control procedures and standards and conduct quality assessments, inspections, and audits of products and processes to</li> </ul>	<p><b>Qualification:</b> Bachelor's or Master's degree in Engineering, Quality Management, or related fields.</p> <p><b>Experience: Minimum 5</b></p>

	<b>Consultant-1)</b>	<p>ensure compliance with industry standards and regulations.</p> <ul style="list-style-type: none"> <li>• Monitor product performance and metrics to maintain consistent quality.</li> <li>• Help MSMEs investigate product quality issues and implement root cause analysis with the aim of developing and maintaining quality products.</li> <li>• Participate in design reviews and risk assessments.</li> <li>• Training and mentoring staff on quality control processes.</li> </ul>	<p><b>years for Senior Consultant and 2 Years for Junior Consultant</b> in quality assurance or quality control, Strong understanding of quality management systems (e.g., ISO 9001), Proficiency in quality control methodologies and quality management software and tools.</p>
5	<b>Market Linkage Expert</b>  <b>(Senior Consultant-1 &amp; Junior Consultant-1)</b>	<ul style="list-style-type: none"> <li>• Identify market opportunities for MSMEs and establish connections with buyers, suppliers, and distributors.</li> <li>• Facilitate MSMEs' participation in trade fairs, exhibitions, and B2B meetings.</li> <li>• Conduct market research to understand demand trends, consumer preferences and untapped opportunities.</li> <li>• Develop strategies to integrate MSMEs into value chains and supply networks.</li> <li>• Provide training to MSMEs on market access and negotiation skills.</li> <li>• Provide mentorship on pricing strategies and competitive positioning in the market.</li> <li>• Establish online platforms or digital marketplaces for promoting MSME products.</li> <li>• Ensure sustainable market linkages that create long-term business opportunities.</li> </ul>	<p><b>Qualification:</b> MBA in Marketing, Master's in Business Development, or related fields.</p> <p><b>Experience: At least 5 years for Senior Consultant and 2 years for Junior consultant</b> in creating market opportunities, market linkage building institutional capacities, and facilitating partnerships for sustainable livelihoods.</p>
6	<b>Packaging and Branding Expert</b>  <b>(Senior Consultant-1 &amp; Junior Consultant-1)</b>	<ul style="list-style-type: none"> <li>• Design cost-effective and innovative packaging solutions suitable for MSME products and to enhance product appeal and functionality.</li> <li>• Ensure packaging complies with industry standards (with local and international packaging standards and certifications) and enhances product appeal.</li> <li>• Assist MSMEs in quality assurance and testing for packaged products.</li> <li>• Educate MSMEs on eco-friendly packaging techniques to meet environmental goals.</li> <li>• Collaborate with branding experts to integrate brand identity into packaging.</li> <li>• Train MSMEs on using modern packaging technologies and tools.</li> <li>• Enhance shelf-life of products through appropriate packaging innovations.</li> <li>• Support certification processes for packaging to access niche or global markets.</li> <li>• Conduct audits to improve packaging practices and reduce costs for MSMEs.</li> <li>• Develop branding strategies to enhance the visibility and market positioning of MSMEs.</li> <li>• Create marketing campaigns tailored to MSME products and services.</li> </ul>	<p><b>Qualification:</b> Bachelor's or Master's degree in Packaging Technology, Industrial Design, or related fields.</p> <p><b>Experience: Minimum 5 years for Senior Consultant and 2 years for Junior consultant</b> years in innovative packaging solutions, quality control, and compliance with industry, in strategic branding initiatives, competitive positioning, and reputation management.</p>

		<ul style="list-style-type: none"> <li>• Provide training on digital marketing, social media, and traditional advertising techniques.</li> <li>• Monitor market trends and consumer behavior to refine branding efforts.</li> <li>• Help MSMEs build a strong brand identity and reputation in competitive markets.</li> <li>• Develop and enhance MSMEs' visual identity, including logos, taglines, and packaging.</li> <li>• Develop brand reputation management plans to address challenges and build trust.</li> <li>• Provide insights on niche branding strategies for MSMEs to target specific customer segments.</li> </ul>	
7	<b>Export &amp; Trade Expert</b>  <b>(Senior Consultant-1 &amp; Junior Consultant-1)</b>	<ul style="list-style-type: none"> <li>• Assist MSMEs in understanding and complying with export procedures and trade regulations.</li> <li>• Develop export strategies to help MSMEs to enter and sustain themselves in international markets.</li> <li>• Provide guidance on trade documentation, tariffs, and logistics for export activities, customs processes, and export compliance.</li> <li>• Facilitate MSMEs' participation in global trade fairs and export promotion programs.</li> <li>• Support MSMEs in leveraging Free Trade Agreements and exploring cross-border opportunities.</li> <li>• Provide guidance on identifying international buyers and distributors.</li> <li>• Assist with logistics planning, supply chain management, and tariff-related issues.</li> <li>• Offer training on cross-border payment systems and currency risk management.</li> <li>• Support MSMEs in obtaining export licenses, certifications, and registrations.</li> <li>• Collaborate with government and export promotion agencies to strengthen MSME trade networks.</li> </ul>	<p><b>Qualification:</b> MBA in International Business, Master's in Trade and Export Management, or equivalent.</p> <p><b>Experience:</b> At least 5 years for Senior Consultant and 2 years for Junior Consultant in export procedures, trade regulations, and facilitating access to international markets.</p>
8	<b>E-commerce Expert</b>  <b>(Senior Consultant-1 &amp; Junior Consultant-1)</b>	<ul style="list-style-type: none"> <li>• Assist and train the MSMEs in developing and implementing the company's e-commerce activities and strategies</li> <li>• Assist in monitoring and analysing sales trends to identify new opportunities and challenges</li> <li>• Familiarize MSMEs with online marketing strategies and marketing channels</li> <li>• Help MSMEs to analyse data and sales statistics and translate results into better solutions</li> <li>• Support in managing product listings, including writing product descriptions, updating pricing information, and managing inventory</li> <li>• Train and assist in handling online marketing efforts, including email campaigns, social media outreach, and search engine optimization (SEO)</li> <li>• Testing website functionality and improving user interface and experience</li> <li>• Resolving any issues related to website performance, functionality, and customer experience</li> <li>• Collaborating with the marketing team to develop promotional initiatives and campaigns</li> </ul>	<p><b>Qualification:</b> MBA in Marketing, Master's in Business Development, International Business, Master's in Trade and Export Management, IT or equivalent</p> <p><b>Experience:</b> Minimum 5 years for Senior Consultant and 2 years for Junior Consultant as an E-commerce specialist (All reputed E-Commerce Platform) or Marketing head with excellency in SEO, PPC, Email marketing, and social media platforms.</p>

		<ul style="list-style-type: none"> <li>Coordinating with the customer service team to handle customer inquiries and resolve e-commerce related issues</li> <li>Help MSMEs stay up to date with technological advancements and e-commerce trends</li> <li>Ensuring the security of customer information and transactions</li> </ul>	
9	<b>Regulatory Compliance Expert</b>  <b>(Senior Consultant-1 &amp; Junior Consultant-1)</b>	<ul style="list-style-type: none"> <li>Ensure MSMEs adhere to local, national, and international regulations and standards.</li> <li>Assist in drafting and implementing policies and procedures for compliance.</li> <li>Conduct compliance audits and identify areas for improvement.</li> <li>Provide training to MSMEs on regulatory requirements and risk management.</li> <li>Support MSMEs in resolving legal and administrative challenges.</li> <li>Provide advisory support on regulatory challenges and resolve legal disputes.</li> <li>Help MSMEs obtain essential certifications, licenses, and permits.</li> <li>Train MSMEs on adhering to environmental, labor, and industry-specific standards.</li> <li>Support MSMEs in navigating public procurement and tendering processes.</li> <li>Develop risk management strategies to mitigate potential regulatory issues.</li> </ul>	<p><b>Qualification:</b> Masters or Bachelors' Degree in Law, Public Administration, or related fields.</p> <p><b>Experience:</b> Minimum 5 years for Senior Consultant and 2 years for Junior Consultant in ensuring adherence to local and international regulations, drafting policies, and compliance management.</p>
10	<b>Logistic &amp; Supply chain Expert</b>  <b>(Senior Consultant-1 &amp; Junior Consultant-1)</b>	<ul style="list-style-type: none"> <li>Develop and implement supply chain strategies to improve efficiency, reduce costs, and enhance service levels.</li> <li>Maintain optimal inventory levels to meet demand while minimizing holding costs.</li> <li>Train MSMEs to manage the movement of goods through various modes of transportation, ensuring timely and cost-effective delivery.</li> <li>Train MSMEs to Build and maintain strong relationships with suppliers to ensure reliable supply and favorable terms</li> <li>Monitor key performance indicators (KPIs) and identify areas for improvement within the supply chain.</li> <li>Identify and mitigate potential risks to the supply chain, such as disruptions in transportation or supplier issues.</li> <li>Train MSMEs in utilizing and optimizing supply chain software and tools to enhance visibility and control.</li> </ul>	<p><b>Qualification:</b> Master Degree in Supply Chain Management, Logistics, Business Administration, or a related field. An MBA or Master's degree can be beneficial.</p> <p><b>Experience:</b> At least 5 years for Senior Consultant and 2 years for Junior consultant in supply chain management, logistics, or a related field is essential. Proficiency in supply chain software, inventory management systems, and other relevant technologies.</p>
11	<b>Environment, Social and Governance Expert</b>  <b>(Senior Consultant-1)</b>	<ul style="list-style-type: none"> <li>Help train and provide MSMEs technical expertise on key issues related to environmental and social impact assessments and on sustainable risks in design preparation and implementation.</li> <li>Developing and Implementing ESG Strategies:</li> <li>Creating and executing plans to improve a company's ESG performance across environmental, social, and governance areas.</li> </ul>	<p><b>Qualification:</b> Master's degree in a relevant field, such as environmental science, sustainability, Social and Governance, engineering, environmental management,</p>

	<b>&amp; Junior Consultant-1)</b>	<ul style="list-style-type: none"> <li>• ESG Risk Assessment:</li> <li>• Identifying and evaluating potential ESG-related risks and opportunities for the organization.</li> <li>• ESG Reporting and Disclosure:</li> <li>• Preparing and managing ESG reports, ensuring compliance with relevant regulations and standards.</li> <li>• Stakeholder Engagement:</li> <li>• Building and maintaining relationships with investors, clients, employees, and other stakeholders on ESG matters.</li> <li>• Advising Management:</li> <li>• Providing expert guidance to senior management on ESG-related issues and opportunities.</li> <li>• Staying Updated:</li> <li>• Monitoring evolving ESG trends, regulations, and best practices.</li> </ul>	<p>environmental science or relevant fields.</p> <p><b>Experience: At least 5 years for Senior Consultant and 2 years for Junior Consultant</b> in Environment, Social and Governance, environmental risk analyst, ESG assurance</p>
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The above areas of expertise are indicative but not exhaustive. The Manpower proposed above is tentative and may increase or decrease as and when required by the authority. JIIDCO is open to work in new areas of MSME ecosystem. As per need basis, the agencies need to ensure availability of experts other than the above areas of expertise to strengthen the MSME sector development in the state of Jharkhand.

- The details of the schedule of training programs/events will be communicated to the agencies after successfully signing of the contract.
- The engagement of Experts must be a full-time engagement as per the requirement of the Client for a period of 20 months at JIIDCO, Ranchi. Office space with necessary facilities shall be provided by JIIDCO to the expert team. None of the team members should engage in any other engagement while being deployed at JIIDCO.
- In case JIIDCO needs any additional resources with specific expertise on part-time/ full-time basis for the assignment towards successful achievement of the desired outcomes, the same shall be deployed by the selected bidder as per mutually agreed terms and conditions.
- These experts will also provide services to JIIDCO in implementation and execution of the components approved by MoMSME on the projects assigned to JIIDCO, Govt. of Jharkhand under RAMP.
- Maximum monthly remuneration limit: For Sr. Consultant @ Rs/- 1,50,000.00 and for Jr. Consultant (YP) @ Rs/- 70,000.00

### 6.3.3 Replacement of Key Personnel

The key professionals to be deployed under this contract are expected to be dedicated for the entire contract period. However, the change will be allowed under following circumstances only after due approval:

#### 1. During team deployment/ start of engagement

- a) Due to any unavoidable circumstances, 25% of the CVs submitted for evaluation can be replaced by the selected Agency during team deployment, duly notifying the circumstances necessitating the replacements, subject to approval of proposed replacement CVs by the committee.
- b) If more than 25% of the CVs are replaced, a penalty of 1% of contract value per CV replaced maybe imposed on the selected Agency with approval of the tendering committee.
- c) If more than 75% of the CVs are replaced, then the contract with the selected Agency may be rescinded and the PBG amount may also be forfeited.



## 2. During the assignment

- a) In case of non-satisfactory performance of any of the assigned personnel, the client reserves the right to request for a replacement. Once a request is raised, the consultant must provide the CV and other qualification and details of the replacement personnel so as to permit evaluation within 14 days. On receipt of such CVs, the client must process the same within 7 days and communicate its approval / rejection. In case of failure to provide replacement personnel within 14 days of communication of the request for a change to the satisfaction of the client, the client reserves the right to not make payment for the resource and the resource may be treated as withdrawn after communication of such rejection.
- b) Under unavoidable circumstances of one or more key personnel becoming unavailable / leave the project for any reason there off, the consultant must notify the client at least 14 days in advance, explaining the circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. On being duly satisfied, the request for change may be approved / rejected by the client within 7 days of receipt of the same.
- c) Once the proposal for replacement is accepted, the consultant must replace the professional within 14 days of the communication of such approval. Client reserves the right to invoke the right to claim liquidated damages in case of failure of the Consultant to provide replacement personnel to the satisfaction of the Client after 2 such attempts.
- d) Further, acceptance of such replacement by the client shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Any change in key professionals without due approval by the Authority will lead to implication of liquidated damages of up to 10% of the contract value.

### 6.3.4 Expert Consultants Input:

The goal of this assignment is to improve the performance, standard value and growth of MSMEs in Jharkhand by placing specialized experts under the RAMP Scheme. These experts will focus on helping MSMEs in different sectors such as Handicrafts, Handlooms, Food Processing, Iron & Steel, Engineering, Automobiles, Plastic, Tourism and Forest based products and technologies. They will support MSMEs activities from planning to implementation, starting with research and base-line studies and ending with technologically sound and sustainable improvements. Under this initiative, the experts will focus on addressing district-specific needs, ensuring effective implementation of policies and impactful outcomes, mainly through:

- i. **Motivate and Educate Aspiring Entrepreneurs:** Through one-day Entrepreneurship Awareness Programs, we aim to inspire and equip individuals, including those from SC/ST and women communities, with the knowledge and confidence to start and grow their businesses.
- ii. **Develop Industry-Specific Expertise:** The agency needs to create tailored industry-specific training content and handholding support in organizing the workshops/seminars., aiming to address the unique needs of different industries and promote best practices.
- iii. **Support Technology and Quality Upgradation:** Access to credit linkages in collaboration with the different available sources for technology and quality improvements, including product certification, is to be provided to help MSMEs stay competitive and meet market standards.
- iv. **Entrepreneurship Awareness Programs:** One-day awareness programs is to be conducted for aspiring entrepreneurs, including SC/ST/Women.

- v. **Workshops on Export Procedures, GeM/TreDs and Opportunities:** Train nominated facilitation staff of District Industries Centre in all districts of Jharkhand.
- vi. **Technical Workshop Sessions:** to provide in-depth technical knowledge and hands-on training to MSME stakeholders, helping them to enhance their technical skills and stay updated with the latest industry trends and technologies.
- vii. **Sectoral Studies – From Planning to Implementation:** Detailed sectoral studies to assess the current landscape, market trends, export potential, skill gaps, new technologies, and policy requirements. Actionable roadmaps to be developed and implemented in collaboration with MSMEs, industry associations, and government departments for targeted Capacity development.
- viii. **Enhanced Technical Skills and Quality:** MSMEs to benefit from expert technical guidance and hands-on support, leading to improved production processes and product quality that meet both domestic and export standards.
- ix. **Improved MSME Capacity:** Focused training, mentoring, and technical support to build MSMEs' capacity in business planning, compliance, digital tools, and modern management practices.
- x. **Strengthened Value Chains:** Local clusters to benefit from sector-specific planning, training programs, and interventions to enhance value chain efficiency and competitiveness.
- xi. **Sustainable and Smart Practices:** Promotion of eco-friendly technologies and sustainable packaging solutions to improve environmental compliance and market appeal.
- xii. **Stronger Institutional Support:** Improved functioning of incubation centres and support institutions to provide consistent assistance to MSMEs at the local level.
- xiii. **Increased Market Linkages and Readiness:** MSMEs to gain improved access to markets through digital platforms, e-commerce adoption, GeM onboarding, and exposure visits. This will enhance their ability to connect with buyers, integrate into larger value chains, and build export capacity.
- xiv. **Promotion of GI Products:** Enhanced branding, packaging, and promotion of GI-tagged and potential GI products, enabling better visibility and market access for artisan and MSME clusters.
- xv. **Enhanced Access to Government Support:** Improved access of MSMEs, artisans, and clusters to Central Government schemes, leading to increased funding for market development, infrastructure, skill upgradation, and technology adoption. This will result in stronger enterprises, improved competitiveness, and sustainable growth across sectors.
- xvi. **Cluster Development:** Effective formation and strengthening of SPVs, preparation and approval of DPRs, and alignment with Central Government Cluster Development Schemes.
- xvii. **Structured Documentation:** Systematic reporting, maintenance of artisan and MSME directories, case studies, and final impact assessments to ensure transparency and support future planning.

### 6.3.5 The list of Proposed training

Below is the list of tables for the proposed Training to be undertaken during the 2 financial year (2025-26 and 2026-27) under RAMP programme:

Sl. No	Name of the trainings/Workshops/ Campaign/ Awareness cum Orientation Programs/ Exposure Visits	Min. No. of trainings/ events	Minimum Number of beneficiaries	To be Conducted at State/ Districts Level
<b>MSME Facilitation Cell</b>				
1.	Training Programs for MFC staff	8	120	District
<b>Export Facilitation Cell</b>				
2.	Workshop on export procedure, export opportunities.	10	200	District
<b>GeM Facilitation Cell</b>				
3.	Technical Workshop session and one on one consultation	10	700	District
4.	Comprehensive Campaign on GeM	10	1000	District
<b>Promotion of Women Led Entrepreneurship</b>				
5.	Awareness cum Orientation program at state level and district level	80	400	State/District
6.	Skill Development Program for women	45	450	State/District
7.	Training on marketing and packaging of products for women	5	125	State/District
8.	Training on Design/new product development, Quality Management, IPR, GI and related subjects	10	250	State/District
<b>Institutional Strengthening and Capacity Building of Jharkhand's MSMEs</b>				
9.	Capacity Development Programs on Corporate Governance, marketing, financial reporting & analysis, supply chain management, bill discounting system	25	625	State/District
10.	Exposure visits/Meeting industry leader/Benchmark unit visit	25	250	State/District
11.	Workshops	25	250	State/District
<b>Total</b>		<b>253</b>	<b>4370</b>	

**Note:**

- Above are the indicative list of training, workshops, awareness cum orientation programme, campaign, etc. The actual Number of trainings and others may be increased or decreased as per the project requirement and accordingly the selected Agency along with the experts/consultants must deliver the services as per the Scope of Work defined in the RFP documents.
- The Agency should ensure support in the end to end management of the Exposure visit /Meeting Industry Leader/Bench Mark Unit with consultation with JIIDCO; however the payment related to this said event will be directly made by JIIDCO to the end users/vendors. The Agency will not raise separate invoice for the conduction of the said activity.

### 6.3.6 Responsibilities of the Agency:

The selected agency will work closely with the JIIDCO, Jharkhand and industry associations. They will also connect with technical institutions and sustainability experts to ensure proper knowledge sharing and lasting impact. This teamwork will help MSMEs grow, innovate, and become part of national and global markets. Collaboration with technical institutions, industry associations, and sustainability experts will ensure effective knowledge transfer, technology adoption, and development of strong market linkages. These partnerships will empower MSMEs to scale operations, embrace innovation, and integrate into both national and global value chains.

Key activities to be undertaken and supporting handholding to be provided by the Agency in organizing the capacity building and skill development trainings under RAMP will include but not limited to:

- The Agency is to provide handholding support in the organization of more than 250 Capacity Building &



Skill Development trainings, Awareness cum Orientation Programme, Workshops, Campaign and Exposure Visits for knowledge transfer benefitting more than 4000 numbers of beneficiaries at major locations across different districts of Jharkhand by providing the necessary Subject Matter Experts in various sectors as per the ToR.

- b. The Agency should submit the detailed plan (Sector Wise , Month Wise , District wise) for conducting all the events as mentioned above and in Clause no. 6.3.5.
- c. The Agency along with the key experts needs to facilitate knowledge-sharing workshops on procurement, storage, and efficient, cost-effective, and resilient supply chains management. These workshops shall be organized with the participation of local dealers, distributors, sellers & traders in the specific district in consultation with all the local industrial associations.
- d. The Agency along with the Key Experts needs to design & develop the training schedule/plan and agenda, Interactive Training Modules, Approach & Methodology, Training Material, Presentations Handouts and others and deliver training programs aligned with current market trends and technological advancements. The approval to be taken in consultation with JIIDCO & submission of hard & soft copy of above documents is to be submitted to JIIDCO.
- e. The Agency along with Key Experts needs to provide support in conducting awareness and orientation sessions on best practices, packaging, quality standards, and market requirements for MSMEs and entrepreneurs and facilitate mentorship programs and stakeholder consultations to address industry-specific challenges.
- f. The Agency along with Key Experts needs to Support value chain analysis and identify interventions for sector strengthening and promote adoption of sustainable green packaging through demonstrations, expert handholding, and exposure visits.
- g. The agency along with the Key experts shall assist in identifying new GI products, facilitating their registration, and promoting them through awareness generation, improved and sustainable packaging and branding, establishing robust market linkages with organized retail chains, export markets/channels, large industries, PSUs, e-commerce and digital platforms, and institutional buyers to boost business growth and enhancing export readiness of artisan and MSME clusters.
- h. The agency along with the Key Experts shall assist the artisans and MSMEs and department in facilitating and leveraging fund from different schemes such as Market Development Assistance (MDA) Scheme, CHAMPIONS Scheme, PMEGP, SFURTI, MSE-CDP scheme, Procurement and Marketing Support Scheme (PMS), CGTMSE scheme, Technology and Quality Upgradation Support to MSMEs (TEQUP), ZED Certification Scheme, Design and IPR Schemes, Support for Incubation and Startups under MSME Innovative Scheme, etc.
- i. Agency will need to co-ordinate with JIIDCO and the district officials for all the necessary arrangement at specific training venue including IEC Materials, Training Aids and others. The approval of same to be taken from JIIDCO.
- j. Arrangement of speakers/experts i.e., Certified Consultants to be done by the agency.
- k. The Agency should also coordinate & invite District/State Officials, government departments, industry bodies, financial institutions, and other stakeholders in each workshop as feasible.
- l. Informing the participants regarding the training workshops through official letters, email, phone & social media platforms i.e., Facebook, Twitter, WhatsApp, LinkedIn & ensure the requisite participation of local dealers, distributors, sellers & traders for each workshop. The Agency needs to liaison with the Industry associations to have a wider reach of MSMEs in the events.
- m. The Agency needs to provide the detailed information like registration along with profile, email id, phone number & occupation, gender, caste, name and type of the organization, address etc. of all participants for each events, to be submitted in excel format.

- n. Creation of online repository (Google drive / One drive) of all documents to be submitted by Agency.
- o. The Agency shall maintain comprehensive documentation of all activities and outcomes and will submit detailed reports to JIIDCO (3 copies in hard and soft copy Colored Reports) of each workshop/events along-with all related documents i.e. Press Clippings, feedback report, pre and post assessment reports, etc.
- p. Submission of monthly progress reports, case studies, and a final impact assessment report after completion of all Workshops including date, time, location, speaker, success factor, challenges faced, area of improvement for future such workshops including graphical representation and learning outcomes.
- q. Maintain a consolidated MIS (Management Information System) Portal /Mobile Application to capture all data of the Capacity Building and Skill Development Training Programs like unique ID, Name, Age, Gender, Social Category, Address, Mobile No, E-Mail Id of Trainee, Name of the Training Course, Duration, Name of the Trainer, Type of MSME, Name of District/Block, Certification etc. The data captured through MIS Portal /Mobile application should have capabilities to share the real time data and to be integrated with the MSME One Portal developed by JIIDCO, Jharkhand. The agency shall provide the details to the JIIDCO, Jharkhand including Admin log-in (State and Districts level) within 45 days of the commencement of the services.
- r. All the trainings, workshops, campaigns and other activities needs to be conducted in physical mode. It is the responsibility of the Agency to complete all the events tabulated in Table No. 1 under clause no. 6.3.5 within the stipulated time as fixed by JIIDCO.
- s. The Agency need to regularly monitor and assess the progress of industry specific interventions and support activities to ensure alignment with project goals and timelines.
- t. The agency should compile periodic monitoring reports with KPIs, documenting key outcomes, success stories, and learnings from the field and provide feedback and insights to support policy formulation and future evidence-based decision-making and planning.
- u. Any other requirement for the successful completion of the workshops/events should be met by the Agency.
- v. The Lodging and boarding of the experts for visiting to different districts for conducting the entire activities will be borne by the Authority as per JIIDCO policy and rules during the entire contract period.

## 7. Key Deliverables, timeline and Payment schedule:

The selected agency will be responsible for timely delivery of the following key outputs and outcomes as part of the engagement under the RAMP Scheme:

- Total Duration of the Project: The project shall initially be valid for a period of March 2027, and shall be co-terminus with the RAMP programme. In the event of extension of RAMP programme, the engagement contract may be extended on mutual agreement and availability of funds from the Government of India.
- SLA and Timelines: The high-level deliverables, timelines and payment schedule shall be as follows:

Sl. No	Deliverable	Milestone	Timeline	Payment
1.	Team Deployment	• Mobilize and deploy a dedicated team comprising One Senior Consultant/Experts and One Junior	T + 15 Days	

		<p>Consultant/Young Professionals (YPs) as per the qualification and experience criteria defined.</p> <ul style="list-style-type: none"> <li>• Submit detailed profiles of deployed experts within 15 days of contract signing for authority's approval.</li> </ul>		10% of the Contract amount
2.	Inception report	<ul style="list-style-type: none"> <li>• Agency needs to submit the detailed Inception report including Capacity Building, Skill Development, Awareness cum Orientation Programme, Campaign, Exposure Visits, etc with Event Calender and timeline.</li> <li>• Conduct comprehensive industry-specific research covering offer detailed insights into the current situation, including identification of active clusters, existing cluster conditions, types of products being produced (especially local and unique ones), market trends, market demand, export opportunities, training needs of MSMEs, emerging technologies, and policy frameworks.</li> <li>• Submit detailed Inception reports recommending production diversification &amp; efficiency improvements with sector-specific roadmap development.</li> </ul>	T + 20 Days	10% of the Contract amount
3.	Monthly progress reports	<ul style="list-style-type: none"> <li>• Submit Monthly Progress Reports (MPRs) capturing achievements, key interventions, challenges faced, corrective actions taken, and plans for the upcoming period.</li> <li>○ Regularly monitor and assess the progress of industry specific interventions and support activities to ensure alignment with project goals and timelines.</li> <li>•</li> </ul>	On or before the 5 <sup>th</sup> day of the end of each month	80% of the monthly resource deployment (for a period of 20 months)
4.	Quarterly progress reports	<ul style="list-style-type: none"> <li>• Provide quarterly updates on MSMEs developments and training and workshop outcomes.</li> <li>• Prepare and submit an Impact Assessment Report evaluating improvements in MSMEs' productivity, quality, sustainability practices, digital adoption, and market integration.</li> </ul>	On or before the 7 <sup>th</sup> day of the end of each quarter	

**Note:**

- i. T= Signing of Contract
- ii. The reports of Events should include the detailed information on list of beneficiaries, detailed report of the training and events with photographic evidence, attendance sheets, certifications, etc.
- iii. For the smooth monitoring of the entire events and programs, the real time data should be available in web portals, dashboard, mobile applications which should be accessible to The Client at any given time.
- iv. The payment will be released only after due acceptance of the reports by The Client.
- v. It is pertinent to mention here that the quality of the deliverables and their delivery within prescribed timelines shall ultimately be the responsibility of the selected agency and not just of the team deployed on site.
- vi. All deliverables shall be submitted in both digital and printed formats. The agency must ensure timely completion and high-quality standards for each deliverable to support the overarching goals of the RAMP Scheme.

**Note:** The Scope of Work, Deliverables provided above is for indicative purpose and not exhaustive. JIIDCO may modify the Scope of Work and Deliverables.

## Annexure

### Form 1: Letter of Submission of Proposal

To,

The Managing Director  
Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO)  
(A Govt. of Jharkhand Undertaking)  
5th Floor, Udyog Bhawan, DIC Campus,  
Ratu Road, Ranchi, Jharkhand 834001  
Phone: 0651 351 2851  
Email: [contact@jiidco.co.in](mailto:contact@jiidco.co.in), [md-office@jiidco.co.in](mailto:md-office@jiidco.co.in)

**Subject:** Selection of Agency for Onboarding of specialized Experts to conduct Capacity Building and Skill Development training of MSMEs in Jharkhand under RAMP (Raising and Accelerating MSME's Performance) Programme

Dear Sir,

1. With reference to your RFP document dated ....., we, having examined the RFP documents and understood their contents, hereby submit our application for the aforesaid assignment. This application is unconditional.
2. All information provided in the proposal and in the appendices is true and correct.
3. This statement is made for the express purpose of showing interest as an applicant for undertaking the assignment.
4. We acknowledge that RFP is a process to identify the interested bidder to undertake the scope of work.
5. We understand that you may cancel the application process at any time and that you are neither bound to accept any application that you may receive nor to invite the applicants to apply for the assignment, without incurring any liability to the applicants, in accordance with the RFP document.
6. We declare that we are not a member of any other firm applying for this assignment.
7. We agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, we submit this application under and in accordance with the terms of the RFP document.

Yours sincerely,

<<Signature>>

Name of the Applicant  
Title of Signatory  
Email Address  
Telephone:

## **Form 2 – Particulars of Bidders**

1. Name of the Company/Firm:
2. Registered Office:
3. Date of Incorporation/ Firm Registration Date:
4. PAN Number:
5. GST Registration:
6. Constitution of the Bidder Company/Firm:
7. Core business activities:
8. Details of head office and branches:
9. Details of contact persons:
10. Any other details:

Name:

Designation:

Tel. No:

Mobile no.:

Email ID:

Postal address:

(Signature of Authorized signatory)

### Form 3: Turnover and Net Worth

<<To be submitted on the letterhead of Chartered Accountant>>

Turnover & Tangible Net Worth in India for the period from FY 2021-22, FY 2022-23, and FY 2023-24

Using the format below, provide information of the turnover of your firm, duly certified by the Chartered Accountant.

S. No.	Financial Year	Turnover (in INR Crores)	Net Worth
1.	2023-24 (a)		
2.	2022-23 (b)		
3.	2021-22 (c)		
Total (a) + (b) + (c)			
Average [(a) + (b) + (c)]/3			

**Note: Supporting documents to be attached:**

Audited financial statements of the Bidder from financial years 2021-22 to 2023-24. (Only main/relevant pages of Balance Sheet and P & L; without schedules; to be provided. Documents to have evidence of signing by Chartered Accountant).

Date:  
Signature and seal of the CA firm  
Place:

UDIN : .....

#### Form 4: Pre-Qualification Proposal

S.N.	Particulars	Criteria	Documents Required	Page No.
8.	Legal Entity	<p>The bidder must be a single legal entity registered in India under any of the following Acts:</p> <ul style="list-style-type: none"> <li>• The Companies Act</li> <li>• The Limited Liability Partnership (LLP) Act</li> <li>• The Societies Registration Act</li> <li>• The Indian Trusts Act</li> <li>• The Partnership Act</li> </ul> <p>Note: Participation as a consortium or sub-contracting of any part of the assignment is not allowed</p>	<p><b>Certificate of Incorporation or copy of Memorandum of Association (MoA) / Articles of Association (AoA) / Registration Certificate</b> under the applicable Act (such as the Companies Act, LLP Act, Societies Registration Act, Indian Trust Act, Partnership Act), or any equivalent document as proof of legal status and incorporation of the firm/company</p> <ul style="list-style-type: none"> <li>• Self-attested copies of valid PAN card and GST registration certificate</li> </ul>	
9.	Financial Capacity 1	Average turnover of business for last 3 financial years i.e., 2021-22, 2022-23 & 2023-24 should be INR 50.00 Crores (as per its audited financial statements).	Certificate from Chartered Accountant as per (Form No.3)	
10.	Financial Capacity 2	The Bidder should have positive net worth in each of the previous three financial years (FY 2021-22, 2022-23 & 2023-24)	Certificate from Chartered Accountant as per (Form No.3)	
11.	Prior MSME experience	Experience of working with Central/State Government/PSU or Multilateral Agencies/ Institutions in domains such as Industrial Development/MSMEs/ Cluster Development/ Industrial policy/MSME Policy Preparation/Policy Implementation/ etc. with minimum two projects of value of INR 10 crores each in the last three years.	<p>Work Orders / Letter of Intent / Contract Agreement / Letter of Award/ Experience Letter</p> <p>Experience to be shared as per (Form no.8)</p>	
12.	Manpower	The Bidder should have more than 50 full-time individual employees working in India.	Self-certification from the HR Head or Authorized Signatory (Form 7)	
13.	Authorized Signatory	The bidder must submit letter of authorization by the Board/ Partnership firm/LLP, authorizing the signatory, for signing the Proposal	Board resolution / Power of Attorney authorizing the signatory to sign on behalf of the agency (Form no. 13)	

S.N.	Particulars	Criteria	Documents Required	Page No.
14.	Blacklisting	The bidder should not be blacklisted or declared ineligible by any Central/State Government Departments/Agency or any Multilateral agencies such as World Bank, ADB, IFAD, JICA etc. and/or have not been subject to sanctions or debarments under the laws or official regulations of India or not been subject to a debarment recognized under the agreement for Mutual Enforcement of Debarment Decision (or Cross-Debarment Agreement) at the time of bid submission.	Self-Declaration on company's / Firm's letterhead (Form no. 6)	

Place:

Date:

Seal and signatur



## Form 5: Self Declaration of Non-blacklisting

We,

We, <<Firm Name>>, having its registered office at <<address>> have not been blacklisted or declared ineligible by any Central/State Government Departments/Agency or any Multilateral agencies such as World Bank, ADB, IFAD, JICA etc. and/or have not been subject to sanctions or debarments under the laws or official regulations of India or not been subject to a debarment recognized under the agreement for Mutual Enforcement of Debarment Decision (or Cross-Debarment Agreement) at the time of bid submission.

Signature            of            Authorized  
Representative Name: Seal:

## Form 6: Technical Qualification Proposal

S. No	Particulars	Criteria	Max. Marks	Page No.
1.	Average Annual turnover of business for last 3 financial years: 2023-24, 2022-23, 2021-22 (INR Crores)	iv. More than INR 50 – 100 Crores – 2 mark v. More than INR 100 -150 Crores – 4 marks vi. More than INR 150 – 6 marks	6	
2.	<b>Company/ Firm Experience</b>			
2.1	Numbers of Project working with central government/ state government on large scale transformation projects as Programme Management Unit/ Programme Management Consultant/ MSME ecosystem/ Skill Development Training and capacity building of MSMEs/ Industries / Self Help Groups / Livelihood / Start-Ups/ Rural and Cottage Industries /Cluster development/ Technology upgradation/ Marketing linkages/ Vendor development/ entrepreneurship acceleration/ Skill development/ Capacity Building/promotion of Business Development Services	iv. 3-5 Projects: 3 marks v. 6-10 Projects: 6 marks vi. More than 10 projects: 10 marks	10	
3	<b>Evaluation of Key Resource &amp; Specialized Experts and Young Professionals:</b>			
3.1	<b>One (1) Specialized Experts/ Senior Consultant in the domains below:</b>	<ul style="list-style-type: none"> <li>Years of Experience- 2 Marks</li> <li>Educational Qualification- 1 Marks</li> <li>Exposure in different industry sectors experience preferably related to MSMEs. - 1 Marks</li> <li>CVs of the Experts needs to be submitted for evaluation as per the ToR</li> </ul>	<b>44</b>	
	l) Finance, Banking Credit and IPO Expert		4	
	m) Accounts and Taxation Expert		4	
	n) Product Design Expert		4	
	o) Quality Expert		4	
	p) Market Linkage Expert		4	
	q) Packaging and Branding Expert		4	
	r) Export & Trade Expert		4	
	s) E-commerce Expert		4	
	t) Regulatory Compliance Expert		4	

S. No	Particulars	Criteria	Max. Marks	Page No.
	u) Logistic & Supply chain Expert		4	
	v) Environment, Social and Governance Expert		4	
3.2	<b>One (1) Junior Consultant/ Young Professionals in the domains below:</b>	<ul style="list-style-type: none"><li>Years of Experience- 0.5 Marks</li><li>Educational Qualification- 0.5 Marks</li><li>Exposure in different industry sectors experience preferably related to MSMEs. – 1 Marks</li><li>CVs of the Experts needs to be submitted for evaluation as per the ToR</li></ul>	<b>22</b>	
	l) Finance, Banking Credit and IPO Expert		2	
	m) Accounts and Taxation Expert		2	
	n) Product Design Expert		2	
	o) Quality Expert		2	
	p) Market Linkage Expert		2	
	q) Packaging and Branding Expert		2	
	r) Export & Trade Expert		2	
	s) E-commerce Expert		2	
	t) Regulatory Compliance Expert		2	
	u) Logistic & Supply chain Expert		2	
	v) Environment, Social and Governance Expert		2	
4	<b>Presentation</b>			
	Presentation on Approach, Methodology and Work Plan	1. Understanding of the Assignment and Issues/Challenges: (5 Marks) 2.Approach, Methodology and Work Plan: (7 Marks) 3.Case study of Similar Project: (6 Marks)	18	
	<b>Total Marks</b>		<b>100</b>	

## Form 7: Current resource strength as of 31st March 2025

(On Company's/Firm Letterhead)

(Current resource strength of the bidder in the bidder Companies' roles as on 31-March 2025)

To,

The Managing Director  
Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO)  
(A Govt. of Jharkhand Undertaking)  
5th Floor, Udyog Bhawan, DIC Campus,  
Ratu Road, Ranchi, Jharkhand 834001  
Phone: 0651 351 2851  
Email: [contact@jiidco.co.in](mailto:contact@jiidco.co.in), [md-office@jiidco.co.in](mailto:md-office@jiidco.co.in)

**Subject:** Selection of Agency for Onboarding of specialized Experts to conduct Capacity Building and Skill Development training of MSMEs in Jharkhand under RAMP (Raising and Accelerating MSME's Performance) Programme

Sir,

This is to confirm that <<company name>>, having its registered office at <<Company registered office>> as on 31 March 2025 had more than 50 professionals on its payroll.

Numbers (Numeric)

Number of professionals (in words)

## Form 8 – Organization Project Experience

<<Bidder to use this format for demonstrating their related experience, in carrying out, similar assignments>>

Assignment Name:		Country:
Project Location:		
Name of the Client		
Start Date	Completion Date	Approx. Value of Services
Narrative Description of the Project		
Detailed Description of Services Provided by the Firm/Company		
Supporting Documents		

## Form 9 – Approach & Methodology

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a. Technical Approach and Methodology
  - b. Work Plan, and
  - c. Organization and Staffing,
- a. Technical Approach and Methodology: In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach. The methodology should clearly define the strategy and action plan to achieve the desired output.
- b. Work Plan: In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate the into a feasible working plan.
- c. Organization and Staffing: In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical staff. The key personnel having relevant proper experience in doing such like jobs will be given weight age.

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory : \_\_\_\_\_

Name of Bidder : \_\_\_\_\_

Address : \_\_\_\_\_

## Form 10 – Curriculum Vitae (CV) of Proposed Experts (Senior & Junior Consultants)

1.	Name:			
2.	Proposed Position:			
3.	Date of Birth			
4.	Education			
	Name of Institution/University	Degree(s) or Diploma(s) obtained:	Year of Passing	
5.	Other Trainings			
6.	Countries of Work Experience:			
7.	Languages			
	Language	Reading	Speaking	Writing
8.	Employment Record:			
	From [Year]:	To [Year]:		
	Employer			
	Position/s Held			
	From [Year]:	To [Year]:		
	Employer			
	Position/s Held			
	From [Year]:	To [Year]:		
	Employer			
	Position/s Held			
9.	Work Undertaken that Best Illustrates Relevant Experience and Capacity to Handle the Tasks Assigned			
	Name of assignment or project:			
	Year:			
	Location:			
	Client:			
	Main Project Features			
	Position held			
	Activities Performed			



## Certification

I, the undersigned, certify to the best of my knowledge and belief that:

This CV correctly describes my qualifications and my experience.

I am not employed by the Executing /Implementing Agency.

I am committed to undertake the assignment within the validity of Proposal.

Name and Signature of Team Member Date:

Name & signature of the authorized signatory

## Form 11: Financial Proposal

### Financial Proposal

(To be submitted in Excel BOQ on <https://jharkhandtenders.gov.in> portal. The below format is for information only)

Required for Proposal ()	Form	Description
✓	Fin- 1	Financial Proposal Submission Form
✓	Fin- 2	BoQ

## FIN-1 Financial Proposal Submission Form

(To be submitted in Excel BOQ on <https://jharkhandtenders.gov.in/portal>. The below format is for information only)

To,

The Managing Director  
Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO)  
(A Govt. of Jharkhand Undertaking)  
5th Floor, Udyog Bhawan, DIC Campus,  
Ratu Road, Ranchi, Jharkhand 834001  
Phone: 0651 351 2851  
Email: [contact@jiidco.co.in](mailto:contact@jiidco.co.in), [md-office@jiidco.co.in](mailto:md-office@jiidco.co.in)

Subject: Selection of Agency for Onboarding of specialized Experts to conduct Capacity Building and Skill Development training of MSMEs in Jharkhand under RAMP (Raising and Accelerating MSME's Performance) Programme.

Dear Sir,

We, the undersigned, offer to provide the specialized experts for conducting capacity building and skill development trainings and related services for the above project in accordance with your Request for Proposal no. \_\_\_\_\_ dated \_\_\_\_\_. Our Financial Proposal (Grand Total) (In Figure) is for the sum of Rs. .... (In Words). The financial proposal is inclusive of GST.

1. The above quote is inclusive of GST
2. The TDS etc., if applicable, shall be deducted at source from the payment as per the law in force at the time of execution of contract. We further understand that if there would be any increase in any other applicable taxes, levies, duties, and fee etc. whatsoever, and other charges during tenure of contract, the financial burden of the same shall be borne by us.
3. Our Financial Proposal shall be binding upon us up to the expiration of the validity period of the Proposal.
4. We undertake that in competing for and, if the award is made to us, in executing the above services, we will strongly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
5. All taxes (direct/indirect/local), duties, levies etc. whatsoever will be charged at the time of invoicing.
6. We understand that you are not bound to accept any Proposal you receive and may reject any or all proposal without assigning any reason for the same.

Yours sincerely,

Authorized Signatory:

Name and Title of Signatory:

Name of Firm:

Location:

Date:

## FIN-2

## BoQ

## Price Bid for Onboarding of Experts/Consultants for Capacity Building &amp; Skill Development Training

Name of the Bidder/ Bidding Firm / Company:	
---	--

## PRICE

## SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )

NUMBER #	TEXT #	NUMB ER #	TEX T #		NUMB ER #	NUMB ER #	NUMB ER	NUMB ER #
Sl. No.	Item Description	Quantity	Units	Input requir ed for a period (In month s)	Fee Per Month	Total cost without taxes (in INR)	GST VALUE in INR	TOTAL AMOUN T With Taxes in INR
1	2	3	4		5		6	7
	<b>REMUNERATION</b>							
<b>Subject Matter Specialized Experts/ Sr. Consultants fee:</b>								
1.02	a) Finance, Banking Credit and IPO Expert	1	No.	20				
1.03	b) Accounts and Taxation Expert	1	No.	20				
1.04	c) Product Design Expert	1	No.	20				
1.05	d) Quality Expert	1	No.	20				
1.06	e) Market Linkage Expert	1	No.	20				
1.07	f) Packaging and Branding Expert	1	No.	20				
1.08	g) Export & Trade Expert	1	No.	20				
1.09	h) E-commerce Expert	1	No.	20				
1.10'	i)Regulatory Compliance Expert	1	No.	20				
1.11	j)Logistic & Supply chain Expert	1	No.	20				
1.12	k)Environment, Social and Governance Expert	1	No.	20				
<b>Subject Matter Jr. Consultants/ Young Professionals fee:</b>								
1.13	a) Finance, Banking Credit and IPO Expert	1	No.	20				
1.14	b) Accounts and Taxation Expert	1	No.	20				
1.15	c) Product Design Expert	1	No.	20				

1.16	d) Quality Expert	1	No.	20				
1.17	e) Market Linkage Expert	1	No.	20				
1.18	f) Packaging and Branding Expert	1	No.	20				
1.19	g) Export & Trade Expert	1	No.	20				
1.20	h) E-commerce Expert	1	No.	20				
1.21	i) Regulatory Compliance Expert	1	No.	20				
1.22	j) Logistic & Supply chain Expert	1	No.	20				
1.23	k) Environment, Social and Governance Expert	1	No.	20				
1.24	Fee for additional experts on per day basis	1	No.					
Total Amount in Words	Rupees							

**Note:**

1. Your quoted rate for each Consultants (Sr. & Jr. Consultants) shall not exceed the maximum rate provided in ToR Clause 6.3.2, failing which the financial bid of the concerned bidder will not be considered for further evaluation.
2. The fee quoted for additional expert on per day basis will be taken into consideration for the evaluation purpose only. Bidders are required to refer to ToR Clause 6.3.2.

Yours sincerely,  
Authorized Signatory:  
Name and Title of Signatory:

## Form 12: Format for Performance Bank Guarantee

(To be filled by Successful Bidder)

<Designation>  
<Address>  
<Phone Nos.>  
<Fax Nos.>  
<Email Id.>

Whereas <<name of the supplier and address>> (hereinafter called "the Bidder") has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date> to provide Implementation services for <<name of the assignment>> to Purchaser (hereinafter called "the beneficiary")

And whereas it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a scheduled commercial Bank for the sum specified therein as security for compliance with its obligations in accordance with the contract.

And whereas we, <Name of Bank> a banking company incorporated and having its head /registered office at <Address of Registered Office> and having one of its offices at <Address of Local Office> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of INR<Insert Value>(Rupees <Insert Value in Words> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of INR <Insert Value>(Rupees <Insert Value in Words> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<Insert Date>>)

Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed INR<Insert Value> (Rupees <Insert Value in Words> only).
- II. This bank guarantee shall be valid up to <Insert Expiry Date>)
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <Insert Expiry Date>) failing which our liability under the guarantee will automatically cease.

### Form 13: Power of Attorney

(To be provided in original as part of Technical Proposal on Rs. 100 non-judicial stamp paper)

We, \_\_\_\_\_ (name and registered office address of the Bidder), ("Company") do hereby authorize \_\_\_\_\_, to do all of the following things:

1. To sign, execute, forms, undertakings, affidavits, declarations, applications, documents, papers, and other related documents with **"Jharkhand Industrial Infrastructure Development Corporation Ltd.**
2. " in connection with response to "Selection of Agency for Onboarding of specialized Experts to conduct Capacity Building and Skill Development training of MSMEs in Jharkhand under RAMP (Raising and Accelerating MSME's Performance) Programme" vide Tender Ref. No.: \_\_\_\_\_ and Tender ID: \_\_\_\_\_ dated DD.MM.YYYY.
3. To represent the Company in all respects in connection with above matter.
4. To do all other incidental things for carrying out the action required under point No. 1 & 2.
5. We hereby agree to rectify the lawful actions in relation to the aforesaid proposal, which the person authorized herein above shall do, perform on our behalf.

This Specific Power of Attorney has been issued under the authority of \_\_\_\_\_ (Name and Designation), on this day of \_\_\_\_\_ 2025 at \_\_\_\_\_ and shall be valid for a period of two years from the date of its execution unless revoked earlier.

For \_\_\_\_\_ (name of the Bidder)

Accepted

Signature

(Name and Designation)

Signature

(Name and Designation)

Witness:

1. \_\_\_\_\_

2. \_\_\_\_\_



## Form 14: Affirmative Statement for Conflict of Interest

(To be provided on the official letterhead of the bidder)

To,

The Managing Director  
Jharkhand Industrial Infrastructure Development Corporation Ltd. (JIIDCO)  
(A Govt. of Jharkhand Undertaking)  
5th Floor, Udyog Bhawan, DIC Campus,  
Ratu Road, Ranchi, Jharkhand 834001  
Phone: 0651 351 2851  
Email: [contact@jiidco.co.in](mailto:contact@jiidco.co.in), [md-office@jiidco.co.in](mailto:md-office@jiidco.co.in)

**Subject:** Affirmative Statement for Conflict of Interest

Dear Sir/Madam,

We, the undersigned, hereby affirm that:

1. We have reviewed the Request for Proposal (RFP) for “**Selection of Agency for Onboarding of specialized Experts to conduct Capacity Building and Skill Development training of MSMEs in Jharkhand under RAMP (Raising and Accelerating MSME's Performance) Programme**” and confirm that there exists **no conflict of interest** between our firm and JIIDCO in relation to this assignment.
2. We further declare that there are **no prior, ongoing, or anticipated engagements, contracts, or affiliations** with JIIDCO that may directly or indirectly affect our ability to provide services as per the requirements outlined in the RFP.
3. In the event of any potential conflict of interest arising during the execution of the contract, we undertake to disclose the same immediately and comply with any instructions from JIIDCO to mitigate the impact.
4. We confirm that there are **no financial, personnel, or operational constraints** that would adversely affect our ability to deliver the services within the stipulated time frame and as per the defined scope of work.
5. If selected, we undertake that we will **not sublet the work activities** to any other organization.

We certify that the above information is true and accurate to the best of our knowledge.

Yours sincerely,

Dated            this Day of 2025

Signature)

Duly authorized to sign the RFP response for and on behalf of:

**(Name and Address of the Company/Organization)**

**Seal/Stamp of the Bidder**