


Government eProcurement System		eProcurement System Government of India							
		Tender Details							
		Date : 20-Nov-2023 12:21 PM							
		 Print							
Basic Details									
Organisation Chain	National Institute for Micro Small and Medium Enterprises								
Tender Reference Number	nimsme/RFP/SKM/PET/2023/02								
Tender ID	2023_NIMSM_781757_1	Withdrawal Allowed	Yes						
Tender Type	Open Tender	Form of contract	Works						
Tender Category	Services	No. of Covers	2						
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No						
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No						
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No						
Payment Instruments			Cover Details, No. Of Covers - 2						
Offline	S.No	Instrument Type	Cover No	Cover	Document Type	Description			
	1	R-T-G-S	1	Fee/PreQual/Technical	.pdf	TECHNICAL DOC ATTACHED			
	2	NEFT	2	Finance	.xls	BOQ ATTACHED			
Tender Fee Details, [Total Fee in ₹ * - 2,000]			EMD Fee Details						
Tender Fee in ₹	2,000	Fee Payable To	NIMSME	Fee Payable At	HYDERABAD	EMD Amount in ₹	2,00,000	EMD through BG/ST or EMD Exemption Allowed	Yes
Tender Fee Exemption Allowed	Yes					EMD Fee Type	fixed	EMD Percentage	NA
						EMD Payable To	NIMSME	EMD Payable At	HYDERABAD
Click to view modification history									
Work / Item(s)									
Title	SELECTION OF AGENCY								
Work Description	Selection of Agency to provide Project Execution Team PET for Project Evaluation Execution of Vocational Skill Development and Development of MSME in the State of Sikkim								
Pre Qualification Details	Please refer Tender documents.								
Independent External Monitor/Remarks	NA								
Show Tender Value in Public Domain	No								
Tender Value in ₹	0.00	Product Category	Miscellaneous Services	Sub category	NA				
Contract Type	Rate Contract	Bid Validity(Days)	90	Period Of Work (Days)	15				
Location	NIMSME	Pincode	500045	Pre Bid Meeting Place	NA				
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	NIMSME				
Should Allow NDA Tender	No	Allow Preferential Bidder	No						

Critical Dates			
Publish Date	20-Nov-2023 01:00 PM	Bid Opening Date	04-Dec-2023 11:21 PM
Document Download / Sale Start Date	20-Nov-2023 01:00 PM	Document Download / Sale End Date	30-Nov-2023 05:30 PM
Clarification Start Date	21-Nov-2023 10:00 AM	Clarification End Date	23-Nov-2023 11:00 AM
Bid Submission Start Date	21-Nov-2023 10:00 AM	Bid Submission End Date	30-Nov-2023 05:30 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
		1	Tendernotice_1.pdf	TECHNICAL DOC ATTACHED

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
		1	BOQ	BOQ_821762.xls	BOQ ATTACHED

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	evijaya@nimsme.org	E Vijaya	VIJAYA
2.	ar@nimsme.org	PRADEEP KUMAR	PRADEEP KUMAR BETHAPUDI
3.	swapnaipfc@nimsme.org	SWAPNA VANAMALA	SWAPNA VANAMALA

GeMARPTS Details

Reason for non availability of GeMARPTS ID	Urgent nature of Procurement
Remarks	doc attached
Document Name	tender.pdf
Document Size (in KB)	133.93

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Show Bids Details	No
BoQ Comparative Chart model	Normal	BoQ Compartive chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No
Show Bid Details in Public Domain stage	Technical Bid Opening		

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Not Applicable	Because of Selection of Agency
2	MSEs Order 2012	Not Applicable	Because of Selection of Agency

Tender Inviting Authority

Name	DIRECTOR GENERAL
Address	NIMSME HYDERABAD

Tender Creator Details

Created By	PRADEEP KUMAR
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Designation	ASSISTANT REGISTRAR
Created Date	20-Nov-2023 12:02 PM

REQUEST FOR PROPOSAL (RFP)

for

**Selection of Service Provider to Deploy Project Execution Team (PET) for
Development of MSME Sector in the State of Sikkim**



**National Institute for Micro, Small and Medium Enterprises (ni-msme)
Yusufguda, Hyderabad - 500045**

TENDER NOTICE

Selection of Service Provider to Deploy Project Execution Team (PET) for Development of MSME Sector in the State of Sikkim

Issued by:

National Institute for Micro, Small and Medium Enterprises (ni-msme)
Yusufguda, Hyderabad -500045
Phone no 040-23633242, 23633213

Email: dibchoudhury@nimsme.org / nimsme-admn@nimsme.org

Tender Ref No. nimsme/RFP/SKM/PET/2023/02

Date: 20.11. 2023

1. National Institute for Micro, Small and Medium Enterprises (**ni-msme**) invites Technical Proposal from eligible service provider to deliver the services as Project Execution Team (PET) to the Project Management Unit (PMU) established by **ni-msme**. The Project Execution Team must have expertise in promotion and development of MSME sector. It is expected that the team have to undertake research, training and consultancy such as conducting Entrepreneurship Development Programs, Survey of Micro & Small enterprises, project feasibility and preparation of Detailed Project Report (DPR). Further, the team is expected to coordinate with State & Union Government Departments.

The prior working experience on Research based Projects with **ni-msme** for the MSME Entrepreneurs and physical units, Clusters and designing need-based interventions based upon innovation, MSME promotion, IPR will be given more weightage.

2. The Service Providers must fulfill the following pre-requisites:

- i) The Service Provider should be an empaneled agency with **ni-msme**
- ii) The Service Provider shall be a reputed Agency with a good track record in the relevant areas of MSME Development and Promotion
- iii) The Service Provider should furnish the Certificate of Incorporation of the organization which should at least be of 7 years older.
- iv) The Service Provider should have a valid ISO 9001:2015 Certification in Quality Management System & ISO 14001:2015 Certification in Vocational Education & Training; Entrepreneurship Development & Livelihood, as on date of publication of this RFP.
- v) The Service Provider shall be registered with GST and should furnish the documentation of ITR for last 3 Years (FY2019-20, 2020-21 and 2021-22)
- vi) The Service Provider shall submit their audited copy of the financial statements and should have minimum average turnover of Rs. 12 Cr. for the last five years (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23).
- vii) The Service Provider should not have been blacklisted by Central Government / State Government / Public Sector Undertaking / statutory corporations / Autonomous bodies under State or Central Governments as on the date of RFP; and declaration in this regard to furnish along with bid document.
- viii) The Service Provider under Indian Partnership Act, 1932 or Registered Companies under Companies Act 1956/2013 or under Indian Societies Registration Act 1860, are only eligible to participate in this RFP.

- ix) The Service Provider may associate with other agencies as per the requirement of the Project.
- x) The Service Provider should have a proven track record of Industry collaboration as partner for Capacity Building, Employment and Livelihood Generation (documentary evidence in the form of MoU, LoI to be provided).
- xi) The Service Provider must have executed entrepreneurship development projects with Certification in line with Govt. of India / State Government/ PSUs schemes/ programmes and also should have proven track record of executing Skill Development / Capacity Building projects awarded by Govt. of India/ State Govt./ PSUs.
- xii) The Service Provider should understand that the Projects are being executed for the Govt of Sikkim for the development and growth of MSME Sector in various Districts and Sectors in Sikkim and this designated Project Execution Team (PET) must be comprised with members who are having prior experience of similar activities elsewhere.

The Service Provider shall take a note of the above pre-requisites and shall submit the relevant support documents, failing which their bid will be rejected.

- 4. As the Bids are to be submitted online, the Service Provider are advised to obtain Digital Signature Certificate (DSC; Class-III type) from any suitable authorized agency.
- 5. The physical copy of the documents should reach “**Director General, ni-msme, Yousufguda, Hyderabad-500045**” by the stipulated time on the date of submission of documents.
- 6. Interested Service Provider may submit their proposals along with a non-refundable amount of **Rs.2,000/- (Rupees two thousand only) as cost of RFP and an EMD of Rs.2,00,000/- (Rupees Two lakhs only) as prescribed in the RFP document (refundable in respect of non-selected agencies)**. No proposals shall be accepted without the Bid cost and EMD. The proof of such payment shall be uploaded along with the Bid documents.

The Bid Cost and the EMD can be paid in the form of RTGS / NEFT/BC/DD through any commercial bank.

- i) The BC/ DD shall be paid in favour of **National Institute for Micro, Small and Medium Enterprises (ni-msme), Yousufguda, Hyderabad**” on any schedule bank payable at Hyderabad.
- ii) The details of Account for payment through NEFT/RTGS is given below:
 - a) Saving Bank Account, No : 30760656383
 - b) Bank : State Bank of India
 - c) Branch : Balkampet Branch
 - d) IFSC Code : SBIN0003607
- 7. Proposal received without cost of RFP document & EMD/ Bid security deposit is ineligible.
- 8. The last date for submitting the online bids is **up to 17.30 hrs on 30.11.2023**.
- 9. The Service Provider are required to upload & submit their e-bid for the above proposal online on CPPP <https://eprocure.gov.in/eprocure/app>.
- 10 The Service Provider shall have to sign a contract with the **ni-msme**. The contract period will be for a period of one year, which can be further extended for one additional year on the basis of performance and requirement.

- 11 All amendments, time extension, clarifications, corrigendum etc. if any, will be uploaded on the central public procurement portal and **ni-msme** website only and will not be published in newspapers. The Service Provider are advised to visit the website regularly to keep themselves updated.
12. The RFP conditions are governed by GFR 2017 provisions as applicable and amended from time to time.

Key Dates:

Sr. No	Details	Tentative Dates
1.	Issuance of RFP	20.11.2023 at 1500 hours
2.	Last date for receiving queries	23.11.2023 at 1100 hours
3.	Last date for submission of Proposals (Proposal Due Date)	30.11.2023 at 1730 hours
4.	Last date of submission of Hard Copy of proposals as uploaded on/before 30.11.2023 up to 1730 hrs	04.12.2023 till 1730 hours
5.	Opening of Technical Proposal	05.12.2023 at 1100 hours
6.	Declaration of Selected Bidder	06.12.2023 at 1100 hours
7.	Signing of Contract	To be confirmed later
8.	On boarding of Project Execution Team	Within seven days from signing of the Contract.

NOTE: The Service Provider can raise their queries on the terms and conditions of the RFP on or before the due date mentioned above by mailing at dibchoudhury@nimsme.org with a copy to nimsme-admn@nimsme.org or can call at 040-23633221/ 23633213. Any request for clarification must be sent in writing, including by standard electronic means, to the above mail and the address. The **ni-msme** will respond by standard electronic / self means within the period specified in the RFP, and will email the response (including an explanation of the query, without identifying the source of inquiry) to all bidders who have formally indicated that they intend to submit their proposal.

13. **ni-msme** reserves the right to shortlist any or all of the bidders (Institutions/Organizations/NGOs), or reject any or all applicants, without assigning any reason whatsoever.
14. **ni-msme** reserves the right to postpone or cancel the Request for Proposal and subsequent procurement process at its sole discretion at any stage and without assigning any reason before award of contract.
15. Bids received after the due date and time will be treated as late submission and will not be considered for evaluation.

Authorized Signatory



National Institute for Micro, Small and Medium Enterprises (ni-msme)

Yusufguda, Hyderabad - 500045

**Request for Proposal (RFP) for
Selection of Service Provider to Deploy Project Execution Team (PET) for
Development of MSME Sector in the State of Sikkim**

1. Back ground

The Government of Sikkim has entered into an MoU with **ni-msme** for carrying out Survey / Research / Training and Consultancy activities for development of MSME Sector in the state of Sikkim.

The various Sectors of Business across the State of Sikkim will be explored to carry out Survey based Research, Development Detailed Project Reports, establishing Capacity Development Programmes for MSME units / Clusters.

The **ni-msme** proposes to hire a Project Execution Team (PET) through a Service Provider for the purpose of carrying out all the work as and when needed for the various segments and sectors in the State of Sikkim.

The said Project Execution Team will consist of minimum Three Members who should have relevant experience.

The bidders may contact 040-23633242 and 040- 23633213 for any query.

2. Project Methodology

The Service Provider is expected to undertake all the activities of the PMU established by **ni-msme** and execute the projects at the ground level at Sikkim. Liaison with Govt. of Sikkim and different Govt. departments as and when needed under the direction, supervision and guidance of **ni-msme** subject to the approval of the Government of Sikkim.

3. Project Objectives

- To prepare proposals for undertaking research, training and consultancy
- To conduct survey/ studies related to MSME development
- To prepare Detailed Project Reports (DPRs)
- To liaison with different Departments of Govt. of Sikkim & Union Ministries
- To establish office at Gangtok, Sikkim with experienced project team
- To provide mentoring & handholding services to micro enterprises
- To design and implement cluster interventions

The entire activities will be under the direction, supervision and control of Project Management Unit (PMU) of **ni-msme** in coordination with Directorate of Commerce and Industries, Govt. of Sikkim.

4. Scope of Work

The Service Provider shall make available the Services of PET from the date of signing agreement. The PET shall be responsible for undertaking Projects/Research/ Survey/ Training/ Capacity Building/Skilling as per the Project assigned by the PMU of the **ni-msme** which will enable **PMU** to suggest interventions located across the State of Sikkim apropos to the priority

Sectors of MSMEs by the Govt. of Sikkim.

The PET shall report the progress of different activities to Project Management Unit, based at **ni-msme**, Hyderabad on regular basis for the suggestions and changes towards improvement and deviations corrected if any forthwith. The scope of work include:

- a. **Survey:** The Survey of MSMEs is to be carried out for preparation of proposals; Detailed Project Report (DPR) on regular basis
- b. **Capacity Building:** Based on the survey and data analysis, the capacity building programs for the residents, entrepreneurs and beneficiaries are to be designed and executed in different Skill Sectors.
- c. **Cluster Development:** Conduction of cluster diagnosis and preparation of Detailed Project Reports (DPRs) for cluster interventions as well as development of individual MSME Enterprises in the State of Sikkim by the Government of Sikkim
- d. Liaison with different Departments of Government of Sikkim & Union Ministries
- e. Establishment of **Centre of Excellence (CoE)** in Skill Development in the State of Sikkim for Career Guidance and 360 degree Sustainable Livelihood.
- f. **Design suitable interventions in the following identified potential areas:**

S. No.	Project Name
1	Development of Meat Processing Unit
2	Fruits and Vegetables Processing Unit
3	Bamboo Processing Unit
4	Potato Processing Unit
5	Spices Processing Unit (Ginger, Turmeric, Cardamum, Dalley, Chilly & Paste, etc.,
6	Setting up of Tea Processing Unit
7	Setting up of Packing material manufacturing Unit
8	Noodles Manufacturing Unit
9	Cold Storage Unit
10	Traditional Furniture making Unit
11	Herbal Cosmetic Manufacturing Unit
12	Finished Leather Goods Manufacturing Unit
13	Dairy Processing Unit
14	Homestay Development
15	Organic Medicinal Plants
16	Organic Farming
17	Livestock Cultivation
18	Setting up of Flatted Factory Complex (including, Plant & Machinery)
19	Sikkim Souvenir Making Cluster
20	Apparel and Handloom Cluster
21	Cutting and Tailoring Cluster for Self Help Groups (SHGs)
22	Handicrafts making cluster
23	Water Sports Development Projects
24	Amusement Park at New Gangtok

5. Instruction to the Bidders

Please note that while all the information and data regarding this RFP is to the best of the **ni- msme**'s knowledge, accurate within the considerations of scoping the proposed RFP / Tender, the **ni-msme** holds no responsibility for the accuracy of this information and it is the responsibility of the Agency to check the validity of data included in this document.

- i) Interested service provider is invited to submit the technical and financial proposals.
- ii) Interested service provider may submit their RFP with all the necessary documents in English as specified in formats provided in the RFP under Bid Submission Formats. The response submitted to this RFP and all correspondence shall be in English and shall conform to the forms attached. Any interlineations, erasures or over writings shall be valid only if they are initialed by the Authorized Person signing the RFP.
- iii) Service provider is advised to study all instructions, forms, the eligibility criteria and evaluation criteria and other information in the RFP documents carefully. Submission of proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- iv) **ni-msme** reserves the right to withdraw this RFP, without assigning any reasons for the same, if **ni-msme** determines that such action is required in the best interest of the organization, Government of Sikkim and the Government of India.
- v) **ni-msme** undertakes that all the information shared by the applicant will be held in strict confidence and will not be made public unless directed by law.
- vi) The RFP submitted should be concise and contain only relevant information as required under this document.
- vii) All amendments, time extension, clarifications, corrigendum etc., will be uploaded on the central public procurement portal/ **ni-msme** website only and will not be published in newspapers. Any information furnished therein shall be deemed to have been communicated to the Agency and hence the selected service provider shall regularly visit the **ni- msme** website to keep themselves updated.
- viii) At any time prior to deadline for submission of Bid of RFP, **ni-msme** may modify the terms and conditions of the RFP document. The amended document shall be notified through website and such amendments shall be binding on the Bidders. There may be an extension in the last date of submission of RFP in case of necessity.
- ix) The response to this RFP should be complete in all respects. Failure to furnish all information required by RFP along with relevant documents, bid cost and EMD/ Bid security will be at service provider's risk and may result in rejection of its submission.
- x) The service provider can only submit one proposal. If a bidder submits or participates in more than one proposal, all such proposals shall be disqualified.
- xi) The service provider shall bear all costs associated with the preparation and submission of its proposal. **ni-msme** shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- xii) All material submitted by bidder /Agency shall become the property of **ni-msme**.
- xiii) The hard copy of Technical Proposal submitted shall be same as that uploaded online.
- xiv) **ni-msme** may at its sole discretion and at any time during the evaluation of RFP, disqualify any applicant, if the applicant has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements as mentioned below:

- Submitted an RFP that is not accompanied by required documentation.
- Use of modified formats for submission.
- Failed to provide timely clarification related thereto, when sought.

- Been declared ineligible/blacklisted by State/UT/Central Government or any Public Sector Undertaking under them.
- Been in litigation with any Government agencies/institutions in India
- Bid cost and EMD are not attached with the proposal.

Note: If any of the bidder is found to have submitted misleading or false representations in the forms, statements, and attached documents, during the stage of RFP or in the stage of Technical Proposal and in ANY subsequent stage, their EMD will be forfeited and the claim of the bidder for refund of the same will not be entertained.

- xv) The Service Provider shall engage PET as required by **ni-msme**. The said team engaged by the Service Provider shall be their employees and the Service Provider has to pay their salary every month. There is no relationship between the employees of the Service Provider and the **ni-msme** and further the said team of the service provider shall not claim any employment, engagement or absorption in future.
- xvi) The Team shall not claim any Benefit / compensation / absorption / regularization of service from/in **ni-msme** under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
- xvii) The persons deputed shall not be below the age of 25 years.
- xviii) The **ni-msme** may require the service provider to dismiss or remove from the services any person or persons employed by the agency who may be incompetent or for his/her/their misconduct and the agency shall forthwith comply with such requirements. The agency shall replace immediately (within 15 days) any of its personnel if they are unacceptable to this **ni-msme** because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this **ni-msme** .
- xix) The Service Provider will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act, etc. and the **ni-msme** shall not incur any liability for any expenditure whatsoever on the persons employed by the Agency on account of any obligation. The agency will be required to provide particulars of PF, Group Insurance of its employees engaged in this Department.
- xx) The attendance will be monitored by the Executive Officer of the Team and copy of the same shall be sent to the Service Provider on every month end of the format mutually decided. The Executive Officer shall maintain attendance of the PET.
- xxi) The Service Provider shall arrange a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider. The substitute resource has to match the qualifications and can only be on-boarded after **due approval** of the **ni-msme**.
- xxii) All information gained by the Service Provider during the period of the contract cannot be shared / used by the Service Provider, without the consent of the **ni-msme**.
- xxiii) The Service Provider shall not assign, transfer, pledge or sub-contract the performance of service without the prior consent of **ni-msme**. However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement, then any amount due to the agency from **ni-msme** shall be forfeited by the **ni-msme**.
- xxiv) Contract between the **ni-msme** and the successful Service Provider containing the terms and conditions in the RFP will be entered into, as necessary, after the award of the work.
- xxv) The documents/ reports/ data generated/ prepared as part of this assignment would be the intellectual property of **ni-msme**.

xxvi) The raw data/processed data/findings should not be disclosed by the team to any third party.

6. Selection criteria

The selection of service provider to provide Project Execution Team will be done through **Single stage in Two Bid System** in which the bidders will be shortlisted based on their satisfactory meeting of the minimum eligibility criteria.

The evaluation of the technical proposal shall be done for the bids which are ideally consist of the following documents:

- RFP document fee of **Rs.2,000/- (Rupees two thousand only)**
- Earnest Money Deposit / Bid Security of **Rs 2,00,000/- (Rupees Two lakhs only)**
- Certificate of Registration / Incorporation with appropriate authority.
- ITR of last three years
- Certificate of Registration with GST
- Audited copies of financials
- Undertaking by the bidder in prescribed format stating not black listed by any agency
- The Empanelment notification issued by **ni-msme**
- The Previous projects undertaken and completed successfully by the bidder in the past five years at least (Copies of Certificate/ Work orders/ MoUs).
- Qualification and Experience of Project Team including one Executive Officer and two Executive Staff Members for execution of field work, preparation of proposals for existing MSME units and Clusters, and liaison with State and Union Government Departments/ Ministries and other MSME stakeholders
- Copies of ISO 9001:2015 Certificate in Quality Management System & ISO 14001:2015 Certificate in Vocational Education & Training; Entrepreneurship Development and Livelihood Promotion

Bidders satisfying the above conditions will be considered for Technical evaluation. The bidder has to submit the relevant documents as mentioned in evaluation criteria for consideration of Technical Proposal.

Technical proposal shall be assessed based on the past experience in MSME promotion & development and profile & experience of proposed PET members. The bids scored more than 60% of the total marks will be considered as successful in Technical Bid evaluation.

Original DD/ BC of EMD and Bid cost of RFP shall also be submitted physically as per schedule, in addition to the scanned copy uploading on the CPP portal.

The below mentioned documents should be uploaded and submitted in hard copy, to be perused for Evaluation criteria:

7. Bid Evaluation Process

The objective of the bid evaluation process is to evaluate the bids to select an effective and best fit Service Provider at a competitive price. The bid evaluation will be undertaken by Committee approved by the Competent Authority of **ni-msme** based on the following criteria and evaluation thereof. The decision of **ni-msme** in this matter shall be final.

The competitive bids shall be evaluated in the following stages:

Stage 1 -	Eligibility Criteria (Pre- Qualification)
Stage 2 -	Technical Bid Evaluation
Stage 3 -	Financial Bid Evaluation

8. Eligibility Criteria (Pre- Qualification)

The evaluation will involve validating the documents submitted in the prescribed format. Documents without a valid proof will be treated as invalid and will not be considered for eligibility. **ni-msme** reserves the right to accept or reject proof of credentials at its sole discretion. Only those bidders meeting the eligibility criteria will be considered for further stages of evaluation. Offers received from the bidders who do not fulfill any of the following eligibility criteria are liable to be rejected.

Sr. No.	Eligibility Criteria	Supporting Document required
1	The Bidder should be a Government Organization/PSU/Public/ Private limited company / Partnership firm or subsidiary thereof.	Certificate of Incorporation and Partnership Deed in case of Partnership Firm
2	The Bidder should have been in operation for at least Seven (07) years as on date of RFP. In case the current Bidder Company is the result of a merger / acquisition, at least one of the merging companies should have been in operation for at least Seven years as on date of RFP.	Certificate of Incorporation
3	The Bidder should have a minimum average annual turnover of Rs.12.0 Crore per annum each in last five financial years (FY 2022-23, FY2021-2022, FY 2020-21, FY 2019-20, FY 2018-19)	Certificate from the Chartered Accountant (CA)
4	The bidder should not have been blacklisted by any Government or PSU enterprise in India as on the date of the RFP	Self-Declaration certified by authorized signatory of the bidder as per Form-11
5	The Bidder should have completed at least 3 projects which ensure the outcome with sustainable livelihood of beneficiaries along with survey report generation pertaining to tracking of beneficiaries that establishes the fact of livelihood thereof.	WO copy/ies and Project completion certificate from the authorized signatory.
6	Confirm details registration furnished of GST.	GST Registration Certificate.

***Note:** Bidders need to ensure compliance to all the eligibility criteria.

The Service Provider need to comply with all the eligibility criteria mentioned above. Non-compliance to any of these criteria would result in outright rejection of the proposal. The Service Provider is required to provide proof for each of the points for eligibility evaluation. Technical bid not accompanied by relevant documents of proof will not be considered for evaluation.

ni-msme will examine the proposals to determine whether they are complete and documents are duly signed by authorized signatory. Any proposal found to be non-responsive for any reason

or not meeting any criteria specified in the RFP, will be rejected by **ni-msme** and shall not be included for further consideration.

Initial Proposal scrutiny will be held and incomplete documents will be treated as ineligibility of the bidder, if Proposals:

- Are not submitted as specified in the RFP document and as per the required format along with valid proofs
- Received without the Letter of Authorization (Power of Attorney)
- Are found with suppression of details with incomplete information, subjective, conditional offers and partial offer submitted
- Have non-compliance of any of the clauses stipulated in the RFP

Any assumptions made by the bidders in response to this RFP will be at their own risk and costs. **ni-msme** will not be liable for any such assumptions/representations made by the bidders. **ni-msme**'s decision will be final. **ni-msme** reserves the right to disqualify the bidder who does not submit sufficient proof of their credentials as prescribed in eligibility criteria.

9. Technical Bid Evaluation

The Service Provider shall have to enclose documentary evidence in support of below mentioned parameters. In the absence of such supporting documents as detailed in relevant Forms and annexures of the RFP, the bid will be rejected summarily.

Technical bids will be opened as per the schedule stipulated by **ni-msme** in the RFP and will be evaluated as per the following score matrix:

#	Technical Criteria	Evaluation Criteria	Max. Marks
A	Experience of the Organization		60
1	Experience of handling Govt. Mandates	The Service Provider (agency) should have wide experience of handling Govt. mandates. This mandates may vary from typical skill enhancement training resulting into Self-employment generation; up to conventional training resulting into establishment of Micro/Small Scale Manufacturing Units. The Service Provider should have handled Govt. Assignments, for (Yrs.) i) If 10.0 Yrs. Above --- 20 marks ii) If 7.1 yrs to 10.0 Yrs ---- 10 marks iii) If 5.1 Yrs. To 7 Yrs -- 5 marks iv) If upto 5 Yrs--- 3 marks	20
2	No. of Assignments resulting to Establishments of Micro/ Small Entrepreneurships	The Service Provider should possess the track record of such Govt. projects that resulted into establishments of MSMEs: i) 5 Projects or more---20 marks ii) Upto 4 projects---10 marks iii) 2 projects--- 5 marks	20

3	No. of Beneficiaries covered under such projects resulted into establishments of MSMEs	The project/s should cover a large number of beneficiaries under the positive outcome with sustainable livelihood generation: Evaluation criteria: No. of Beneficiaries covered under different projects in last 10 years- 20,001 – 25,000 -----20 marks 15,001- 20,000----- 15 marks 10,001- 15,000-----10 marks 5001 – 10,000----5 marks Below 5000 -----0 marks	20
B	Team Expertise Score (Project Execution Team) Proposed		40
	Executive Officer	Executive Officer <ul style="list-style-type: none"> • Should have Post Graduate Degree in Management/ Economics / International Development / Sociology/ Entrepreneurship or equivalent or Ph. D degree • Should have more than 10 years of overall experience with good exposure to IT knowledge • Should have more than 05 years of experience in conducting evaluation studies / review for government organizations 	25
	Two Field Executives /Support team member	Two Field Executives /Support team member designated for the study <ul style="list-style-type: none"> • Should have minimum 5 years of overall experience with IT knowledge • Should have 2-3 years of experience in conducting project evaluation studies/review for government organizations • Consultant engaged by any Govt. 	15
	TOTAL MARKS		100

The bidders who secure a minimum of 60 marks will qualify in the technical bid.

10. Financial Bid Evaluation

The Service Providers, who are technically qualified in the technical evaluation, shall become eligible for evaluation of Financial Bid. The Service Provider shall quote Service charges for Deployment of Project Execution Team in terms of “Percentage (%) on the approved cost of each Project by Government of Sikkim”.

The bidder will be selected on the basis of L1 System (Lowest Cost Basis).

11. Right to modify scope of contract at the time of award

ni-msme may at any time, by a written order given to the bidder, make changes within the general scope of the contract.

12. Right to accept any offer and reject any or all offer

ni-msme reserves the right to accept any offer, and to annul the Tender process and reject any or all offers at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for **ni-msme**'s action.

13. Canvassing / Contracting

Any effort by a Service Provider to influence **ni-msme** in its decisions on offer evaluation, offer comparison or Award of Contract may result in the rejection of the Bidder's Offer. No Bidder shall contact **ni-msme** on any matter relating to its offer, from the time of opening of technical bid to the time the Contract is awarded.

14. Duration of the assignment

The Tentative duration of the assignment is of 12 months from the date of award of the contract. It may be extended based on performance of the team deployed by the service provider.

15. Time Frame and Deliverables

The Project team deployed by the service provider has to undertake various activities mentioned in the scope of work. The team is expected to adhere to the timelines defined for each and every assignment undertaken from time to time as per the need and requirement of the stakeholders. **ni-msme**, State Government and MSMEs may provide requisite information and support for smooth completion of work. Non-compliance to these timelines by the Service Provider would lead to cancellation of contract. The proposed time lines for various activities are mentioned below:

S. No.	Deliverable	Time line
1	Preparation of proposal	5-10 days
2	Field Survey for Individual projects/ clusters	10-20 days
3	Preparation of Survey Report/ Cluster Diagnostic Study Reports	30 days
4	Preparation of Detailed Project Report (DPR)	90 days

However, it may be revised based on scope and significance of each project/ assignment in consultation with ni-msme and State Government.

16. Payment Terms

The selected agency shall make a note that the cost of engaging PET and the relevant costs shall only be made after successful completion of each assignment and approved/ accepted by the Govt. of Sikkim and paid by the relevant authorities.

The Payment of Service charges to the selected bidder shall be made only after completion of all Deliverables of the project assignment and the bidder shall be solely responsible for supporting the PMU of ni-msme to fulfil the objectives as per project Deliverables in all respects.

17. Penalties

ni-msme shall not pay any extra amount for any escalation in the cost of the assignment within the entire engagement period.

If the performance of the awarded agency during the occurrence of the project is not found to be satisfactory, the award of the assignment can be terminated and the amount already paid to the agency (if any) will be recovered with interest of 1.5 % per month.

18. Force Majeure

The term "Force Majeure" shall include, without limitation, acts of nature, fire, explosion, storm, or another similar occurrence; order or acts of the military or civil authority; national emergencies, insurrections, riots, wars, strikes, work stoppages, or other labour disputes, supplier failures, shortages, breach, delays or raw water resource not being available/ getting defunct/altered/non-usable or any act beyond the control of human being.

19. Bid Submission

- a) The Service Providers are expected to carefully review the terms and references attached in the RFP before preparation of their proposals and submission.
- b) The Service Providers shall submit Proposals using the appropriate submission sheets provided in prescribed proforma annexed with this RFP. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.
- c) For online submission, the documents pertaining to technical proposal shall be uploaded separately as two files. The hard copies of the same shall be submitted in an envelope and must reach the office on the scheduled time and date as mentioned in this RFP, failing which their bid will be summarily rejected. The Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the agency. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorization must be typed or printed below the signature. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the proposal.

20. Proposal Validity

Proposals shall remain valid for a period of three (3) months from the date of submission of proposal online. The proposal valid for a shorter period than above shall be considered non-responsive and will be rejected by **ni-msme**.

In exceptional circumstances, prior to the expiration of the proposal validity period, **ni-msme** may request the bidder to extend the period of validity of their proposals. The request and the responses shall be made in writing. The Service Providers may accept or refuse the request for extension of validity. However, the Service Providers shall not be required or permitted to modify their proposal.

20. Opening of Bid

The Bid evaluation committee will download the files attached with the bid technical proposal.

The Bid evaluation committee evaluates the Technical Proposals on the basis of the documents submitted by the bidders and using the evaluation criteria system specified in the RFP.

A Technical Proposal may not be considered for evaluation in any of the following cases:

- i) If the bids do not have notified documents as mentioned in Instructions to bidders.
- ii) The Technical Proposal was submitted in the wrong format

21. Award of Project

ni-msme will issue Letter of Intent (LoI) in favour of bidder who has qualified in technical bid and quoted lowest price (L1) in financial bids. A Letter of Award (the "LOA") shall be issued, in duplicate, by **ni-msme** to the Selected Agency and the Selected Agency shall, within 5 (five) working days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

22. Execution of Agreement

After acknowledgement of the LOA as aforesaid by the Selected Agency, it shall execute the agreement within the period of 14 days from the date of issuance of LOA.

23. Proprietary on Data

All documents and other information provided by **ni-msme** or submitted by a bidder to **ni-msme** shall remain or become the proprietary of **ni-msme**. All information collected, analyzed, processed or in whatever manner provided by the agency to **ni-msme** in relation to the services provided shall be the proprietary of **ni-msme**.

24. Settlement of Disputes:

a) Amicable Settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof through MSME facilitation council, Hyderabad.

b) Dispute settlement

Any dispute between the Parties as to matters arising pursuant to this agreement, which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted by either Party for settlement. If the dispute(s) is not resolved amicably then it shall be referred to Arbitration and shall be dealt as per the provisions of the Arbitration & Conciliation Act 1996. For all purposes, the Hon'ble High Court of Telangana shall have jurisdiction only, in exclusion to any other jurisdiction specified under any other Act. The place of Arbitration shall be at Hyderabad only.

Technical Proposal Forms

Form-1: Pre-Bid Query Format

Tender Ref No. nimsme/RFP/SKM/PET/2023/01

Pre-bid queries to be

e-mail: nimsme-admn@nimsme.org

Contact No.: 040-23633242/213

Sr. No.	Page No.	Section and point No.	RFP Clause	Remarks/query

Place: Date:

Seal and signature of the Bidder

Form-2: Cover Letter (On the Letterhead of the Bidder)

To
Director General
National Institute for MSME (**ni-msme**)
Yousufguda, Hyderabad – 500045

Sub: Request for Proposal (RFP) for Selection of Service Provider to Deploy Project Execution Team (PET) for Development of MSME Sector in the State of Sikkim –reg.

Madam,

Having examined the RFP documents including all Annexures the receipt of which is hereby duly acknowledged, we, the undersigned, offer to conduct all the work as guided by the Project Management Unit (PMU) established by ni-msme in the State of Sikkim as mentioned in RFP document in conformity with the said RFP documents in accordance with the Financial Bid and made part of this RFP.

We understand that the RFP provides generic scope of work and it has not been prepared by keeping in view of any specific bidder.

We have read, understood and accepted the Terms/Conditions/Rules mentioned in the RFP.

Until a formal contract is prepared and executed, this RFP offer, together with **ni-msme**'s written acceptance thereof and **ni-msme**'s notification of award, shall constitute a binding contract between us.

We undertake that in competing for and if the award is made to us, in executing the subject Contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We have never been barred / black-listed by any Regulatory/ Statutory Authority /PSU/ Government undertaking in India.

We also understand that the whole bidding exercise may be scrapped without assigning any reason and it is acceptable to us.

This Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We certify that we have provided all the information requested by **ni-msme** in the format requested for. We also understand that **ni-msme** has the exclusive right to reject this offer incase **ni-msme** is of the opinion that the required information is not provided or is provided in a different format. It is also confirmed that the information submitted is true to our knowledge and **ni-msme** reserves the right to reject the offer if anything is found incorrect.

Place:

Date:

(Authorized Signatory)

Seal and signature of the Bidder

Form-3: Confirmation of Eligibility Criteria (On the Letterhead of the Bidder)

To

Director General

National Institute for MSME (ni-msme)

Yousufguda, Hyderabad – 500045

Madam

Sub: Request for Proposal (RFP) for Selection of Service Provider to Deploy Project Execution Team (PET) for Development of MSME Sector in the State of Sikkim –reg.

Sr. No.	Eligibility Criteria	Supporting Document required	Remarks
1	The Bidder should be a Government Organization/PSU/Public/Private limited company /Partnership firm or subsidiary thereof.	Certificate of Incorporation and Partnership Deed in case of Partnership Firm	
2	The Bidder should have been in operation for at least Seven (07) years as on date of RFP. In case the current Bidder Company is the result of a merger /acquisition, at least one of the merging companies should have been in operation for at least seven years as on date of RFP.	Certificate of Incorporation	
3	The Bidder should have a minimum average annual turnover of Rs.12.0 Crore per annum each in last five financial years (FY 2022-23, FY 2021- 2022, FY 2020-21, FY 2019-20, FY 2018-19)	Certificate from the Chartered Accountant(CA)	
4	The bidder should not have been blacklisted by any Government or PSU enterprise in India as on the date of the RFP	Self-Declaration certified by authorized signatory of the bidder as per Form-11	
5	The Bidder should have completed at least 3 projects which ensure the outcome with sustainable livelihood of beneficiaries along with survey report generation pertaining to tracking of beneficiaries that establishes the fact of livelihood thereof.	WO copy/ies and Project completion certificate from the authorized signatory.	
	Confirm details registration furnished of GST.	GST Registration Certificate.	

*All documents should be on company's letter head and sealed & signed by authorised signatory.

Place:

Date:

Seal and signature of the Bidder

Form-4: Technical Bid format

To
Director General
National Institute for MSME (**ni-msme**)
Yousufguda, Hyderabad-500045

Sub: Request for Proposal (RFP) for Selection of Service Provider to Deploy Project Execution Team (PET) for Development of MSME Sector in the State of Sikkim –reg.

Madam,

Sr. No	Particulars	Details to be furnished by the bidder
1	Name of the bidder	
2	Location of Registered office/Corporate office and address	
3	Mailing address & Company website of the bidder	
4	Names and designations of the persons authorised to make commitments to ni-msme (copy of Power of Attorney (POA) should be provided)	
5	Telephone and fax numbers of contact persons	
6	e-mail addresses of contact persons	
7	Description of business and business background Service Profile & client profile Domestic & International presence Alliance and joint ventures	

Declaration:

We confirm that we will abide by all the Terms and Conditions contained in the RFP.

We hereby unconditionally accept that **ni-msme** can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the RFP, in short listing of bidders.

All the details mentioned by us are true and correct and if **ni-msme** observes any misrepresentation of facts on any matter at any stage, **ni-msme** has the absolute right to reject the proposal and disqualify us from the selection process.

We confirm that this response, for the purpose of short-listing, is valid for a period of **180 days**, from the date of expiry of the last date for submission of response to RFP.

We confirm that we have noted the contents of the RFP and have ensured that there is no deviation in filing our response to the RFP and that **ni-msme** will have the right to disqualify us in case of any such deviations.

Place:

Seal and Signature of the Bidder

Date:

Form-5 - About the organization and relevant experience

About the organization

[Provide here a brief (two pages) description/profile of your organization for this assignment]

Experience:

Using the format below, provide information on **each assignment** for which your consultancy firm

/agency/company, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out research services similar to the ones requested under this assignment. [The format should be signed by authorized signatory for each assignment]

Assignment name:	Approx. value of the contract (in Rs.):
Country: Location within country: (Name of the Cities/States)	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment:
Address:	Approx. value of the services provided by your consultancy firm/ agency/ company under the contract (in Rs.):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated Consultants (if any):
Name of associated Consultants, if any:	Name of senior professional staff of your consultancy firm/agency/company involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Note: Valid documentary proof should be enclosed as evidence to support the claimed experience.

Form-5: Approach and Methodology

- Understanding of the scope of work
- Approach to assignment & Methodology
- Value proposition
- Organisation & staffing
- Work plan (as per below format)

Work Plan													
Sr. No.	Activity	Weeks											
		1	2	3	4	5	6	7	8	9	10	11	12

Form-6: Team Deployment Structure and CVs

The composition of the project team should be reflective of the required skills and experience as per the scope and areas of the study. The team should have professionals who have experience of conducting impact assessment surveys/studies at national level.

Sr.No.	Name of Staff	Experience (Years)	Area of Expertise	Position Assigned

* Enclose resume of individual staff

Form-7: Resume of Individual Team Member

1	Proposed Position	
2	Name of Company [Insert name of company proposing the staff]:	
3	Name of Staff [Insert full name]:	
4	Date of Birth: Nationality:	
5	Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:	
6	Membership of Professional Associations:	
7	Other Training [Indicate significant training obtained]:	
8	Countries of Work Experience:	
9	Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:	
10	Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below):	
11	Detailed Task Assigned [List all tasks to be performed under this assignment]	
12	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability.]	

Place:

Date:

Seal and signature of the bidder

Form-8: Commercial Compliance Certificate

(On letterhead of the Bidder)

To
Director General
National Institute for MSME (ni-msme)
Yousufguda – 500045
Hyderabad

Sub: Request for Proposal (RFP) for Selection of Service Provider to Deploy Project Execution Team (PET) for Development of MSME Sector in the State of Sikkim –reg.

Madam,

Having examined the Bidding Documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide services as bidder as mentioned in the RFP document & in conformity with the said bidding documents for the same.

I/We undertake that the prices are in conformity with the specifications prescribed.

I/We agree to abide by this bid for a period of 180 days after the date fixed for bid opening and it shall remain binding upon us and may be accepted by **ni-msme**, any time before the expiry of this period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I/We understand that you are not bound to accept the lowest or any bid you may receive. I/ We agree to the Terms & Conditions mentioned in the RFP document. Further, we confirm that we will abide by all the terms and conditions mentioned in the Request for Proposal document.

Place:

Date:

Seal and Signature of the Bidder

Form-9: Financial Proposal

(On letterhead of the Bidder)

To
Director General
National Institute for MSME (ni-msme)
Yousufguda – 500045
Hyderabad

Request for Proposal (RFP) for Selection of Service Provider to Deploy Project Execution Team (PET) for Development of MSME Sector in the State of Sikkim –reg.

Madam,

These costs indicated below are final and we, the Service Provider agree to provide services as detailed in the RFP

Service Charges for deployment of Project Execution Team	-----% of approved Project Cost.
--	----------------------------------

Note: No separate payment towards overheads, equipment, accommodation, procurement of primary and/or secondary data, necessary travel (if any), etc., shall be allowed

Yours faithfully,

Authorised Signatory
Name:
Designation:

Company's stamp/seal

Form-10: Performance Bank Guarantee (To be stamped in accordance with stamp act)

Request for Proposal (RFP) for Selection of Service Provider to Deploy Project Execution Team (PET) for Development of MSME Sector in the State of Sikkim –reg.

Bank Guarantee number:

In consideration of **ni-msme**, acting through _____ (hereinafter referred to as **ni-msme** which expression shall include his successor and assignees) having awarded to <name> (hereinafter referred to as “the Agency” which expression, wherever the subject or context permits, includes its successors and assignees) a contract for <name of the project> in terms of inter-alia **ni-msme** ‘s letter No _____ Date (hereinafter called “the Contract.”) and other General Terms and Conditions and upon the condition of the Agency furnishing Security for the Agency liability under and in connection with the said contract up to a sum of Rs _____ amounting to 10% of the total cost.

We __ (hereinafter referred to as the Bank or the said bank) and having our registered office atdo hereby jointly and severally undertake to guarantee the payment to **ni-msme** in rupees forthwith on demand in writing and without any protest or demur any or all dues payable by the Agency to **ni-msme** in respect of or in connection with the said contract inclusive of all **ni-msme** losses and damages and costs. (Inclusive between attorney and client) charges, and expenses and other moneys anyway payable in respect of the above as specified in the notice of demand made by **ni-msme** to the Bank with reference to this guarantee up to an aggregate limit of Rs_.

We _ further agree that **ni-msme** shall be the sole judge of and as to whether the said Agency has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damages, charges and expenses caused to or suffered by or that may be caused to or suffered by **ni-msme** on account thereof and the decision of **ni-msme** that the Agency has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by **ni-msme** from time to time shall be final and binding on us.

ni-msme shall have the fullest liberty without reference to the bank and without effecting in any way the liability of the said Bank under this guarantee to take any other security in respect of the obligation and liabilities hereunder or to vary the contract/work to be done there under vis-à-vis the Agency or to vary the prices of the total contract value or to release or forbear from enforcement of all or any other security or any other securities now or anytime held by **ni-msme** and such arrangements with the Agency or release or forbearance whatsoever shall absolve the bank of the full liability to **ni-msme** hereunder or prejudice the rights of **ni-msme** against the bank.

The guarantee shall not be determined or affected by the liquidation or winding up of, dissolution or change in constitution or insolvency of the bank and or Agency but shall in all respect and for all purposes be binding and operative until payment of all moneys payable to Agency in terms thereof.

The bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the bank in terms hereof shall not be in anywise affected or suspended by reasons of any dispute or disputes having been raised by the Agency (whether or not pending before any arbitrator, Tribunal or court) or purporting to stop or prevent any payment by the bank

to **ni-msme** in terms thereof. The Bank's liability under these presents being absolute and unequivocal.

The amount stated in any notice of demand addressed by **ni-msme** to the bank as liable to be paid to MSME by the Agency or as suffered or incurred by **ni-msme** on account of any losses, damages, costs, charges and expenses shall be conclusive evidence of the amount so liable to be paid to **ni-msme** or suffered or incurred by Agency as the case may be and in terms hereof.

This guarantee/undertaking shall be in a continuing guarantee/undertaking and shall remain valid and irrevocable for all claims of **ni-msme** and liabilities of the Agency arising up to and until midnight of

This guarantee/undertaking shall be in addition to any other guarantee or security whatsoever that **ni-msme** may now or any time anywise may have in relation to the Agency obligations or liabilities under and/or in connection with the said contract, and **ni-msme** shall have full authority to have recourse to or enforce this security in preference to any other guarantee or security which **ni-msme** may have or obtain and not forbearance on the part of **ni-msme** in enforcing or requiring enforcement of any other security shall have the effect of releasing the bank from its full liability hereunder.

It shall not be necessary for **ni-msme** to proceed against the said Agency before proceeding against the Bank and the guarantee herein contained shall be enforceable against the bank notwithstanding that any security which **ni-msme** may have obtained or obtain from the Agency shall at the time when proceedings are taken against the said bank hereunder be outstanding or unreleased.

We the said bank undertake not to revoke this guarantee during this currency except with the consent of **ni-msme** in writing and agree that any change in the constitution of the said bank shall not discharge our liability hereunder.

Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs. _____ and this guarantee shall remain in full force till and unless a claim is made on us within __ months from the date i.e., before all the claims under this guarantee shall be forfeited and we shall be relieved of and discharged from our liabilities hereunder.

Dated..... Day of Name of Bank: -----

Address: _____

Date: _____

The bank guarantee shall be effective only when the bank guarantee message is transmitted by the issuing bank through Structured Financial Messaging System (SFMS) to bank. (address of **ni-msme's** bank) having IFSC _____ Account No. _____ through SFMS and authenticated by the said **ni-msme's** bank.

Further, the amount of invocation of the BG shall be remitted to **ni-msme's** account no. with (name & address of **ni-msme's** bank, IFSC) under written intimation to **ni-msme**.

Signature of authorised bank official with bank seal

Form-11: Declaration for not being blacklisted

(To be submitted on the letter head of the Bidder)

To
Director General
National Institute for MSME (ni-msme)
Yousufguda – 500045
Hyderabad

Request for Proposal (RFP) for Selection of Service Provider to Deploy Project Execution Team (PET) for Development of MSME Sector in the State of Sikkim –reg.

Madam,

With reference to the RFP No.

We.....
hereby declared and confirmed that we have not been blacklisted by any Government Department (Central/State/Autonomous/PSU) in India.

Signature of the Bidder with stamp

Name :

Designation:

Date :

Form-12: Documentary evidence in favour of Authorised signatory

Documentary evidence demonstrating that the representative is an Authorised signatory of the bidding agency and is duly authorised to sign.

The authorisation shall be in the form of a written power of attorney or copy of board resolution or in any other form demonstrating that the representative has been duly authorised to sign.

It is certified that M/s. _____ (name of the Bidder) or its subsidiary or company resulting out of the merger/acquisition of such agency or its subsidiary, associated with RAMP Scheme, directly or indirectly not related to the implementation of the scheme till the day of submission of bid.

Signature of the Bidder with stamp

Name :.....

Designation:.....

Date :

List of Forms to accompany Bid documents for participation in the RFP with ni-msme

Form-1: Pre-Bid Query Format Tender Ref No. nimsme/RFP/SKM/PET/2023/01

Form-2: Cover Letter (On the Letterhead of the Bidder)

Form-3: Confirmation of Eligibility Criteria (*On the Letterhead of the Bidder*)

Form-4: Technical Bid format

Form-5: Approach and Methodology

Form-6: Team Deployment Structure and CVs

Form-7: Resume of Individual Team Member

Form-8: Commercial Compliance Certificate

Form-9: Financial Proposal

Form-10: Performance Bank Guarantee (To be stamped in accordance with stamp act)

Form-11: Declaration for not being blacklisted

Form-12: Documentary evidence in favour of Authorised signatory

**PRADEEP
KUMAR
BETHAPUDI** Digitally signed by
PRADEEP KUMAR
BETHAPUDI
Date: 2023.11.20
11:32:01 +05'30'