



National Scheduled Castes Finance and Development Corporation (NSFDC)
(A CPSE of Ministry of Social Justice & Empowerment)
SCOPE Minar, 14th Floor, Core 1 & 2, Laxmi Nagar,
Delhi-110 092

Terms of Reference [ToR] for empanelment of Project Implementing Agency (PIA) for development & management of Scheduled Caste Artisans/Weavers Clusters PAN India under “Ambedkar Hastshilp Vikas Yojana” of O/o the Development Commissioner (Handicrafts) and National Handloom Development Programme (NHDP) of O/o the Development Commissioner (Handlooms) , Ministry of Textiles, Government of India

No.NSFDC/CDN./DC(H/HL)/191/2017-18/

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I. Background

National Scheduled Castes Finance and Development Corporation (NSFDC) is a fully owned Government of India Central Public Sector Enterprise (CPSE) under Ministry of Social Justice & Empowerment (MoSJ&E). NSFDC was incorporated in 1989 as a Section 25 Company (not-for-profit) of the Companies Act, 1956 [Now, a Section 8 Company of the Companies Act, 2013]. The broad objective of NSFDC is financing, facilitating and mobilizing funds for the economic empowerment of persons belonging to the scheduled caste communities living below Double the Poverty Line (DPL) limit [Presently, annual family income up to Rs.98,000/- per annum for rural areas and up to Rs.1,20,000/- per annum for urban areas].

NSFDC and the Office of Development Commissioner (Handicrafts and Handlooms), Ministry of Textiles have signed a Memorandum of Understanding (MoU). The objective of MoU is to increase earnings of Scheduled Caste Artisans/Weavers, their empowerment and welfare for sustainable development of Handicrafts/Handlooms Sector by implementing various development and

promotional schemes of Office of the Development Commissioner (Handicrafts and Handlooms), Ministry of Textiles.

The cost for development and management of a Cluster and number of artisans/weavers depends on the interventions required and size of the cluster. The timeframe for development of a cluster will be maximum 5 years in case of Handicrafts and 3 years in case of Handlooms.

The guiding principle underlying the development & management of Clusters would be to create modern infrastructure and to integrate the production chain in a holistic and foolproof manner that caters to requirements of the handicraft Artisans/handloom weavers in the Clusters. In brief, the main objective of setting up a Cluster is to assist the stakeholders in availing the facilities set up with modern infrastructure, latest technology and adequate training, Skill and Technology Upgradation and Human Resource Development (HRD) inputs along with appropriate market linkages enabling them to participate in the National/International Fairs and linking them with NSFDC loans and Banking Sector for easy credit facility and enrolling them for Aam Aadmi Bina Yojana/Mahatma Gandhi Bunkar Bima Yojana without taking any charges.

In order to ensure targeted, speedy and efficient implementation of the projects/scheme, the services of experienced, competent and professional agency is proposed to be engaged as Project Implementing Agency (PIA) by NSFDC.

Thus, Expression of Interest (EoI) are invited for selection of a PIA for development & management of Scheduled Caste Artisans/Weavers Clusters PAN India under “Ambedkar Hastshilp Vikas Yojana” of Development Commissioner (Handicrafts) and National Handloom Development Programme (NHDP) of O/o the Development Commissioner (Handlooms), Ministry of Textiles, Government of India.

The PIA will be empaneled based on the fulfillment of Technical Specifications.

II. Scope of Work

The Handicrafts Artisan/Handloom weavers, due to lack of education, lack of proper training, lack of exposure, inadequate working capital and lack of market facilities etc. are unable to meet the requirements of the ever-changing market demands. Coupled with this are cost affecting factors like low level of technical

know-how, poor marketing facilities, poor infrastructure facilities etc. To overcome these bottlenecks and enable institutional development, it would be essential to form a stakeholders' organization at the Cluster level.

Nature and level of assistance to the Clusters will be need based and would include the components that are necessary for meeting the objectives, such as; Skill Training, Design, Innovation & Product Development, Trade Facility Centre, Market Promotion Technology/Skill Upgradation & Facility Centre, Tool Kit for Artisans, Handloom to Weavers, Technology up-gradation, Product Diversification, Raw Material Bank, Interest Subvention, innovative ideas, etc.

A) Handicrafts Cluster

Some of the possible interventions for the development and management of a **Handicrafts Cluster** are given as under;

(i) Base Line Survey, Community Empowerment for mobilization of artisans into Self Help Groups (SHGs)/Societies

This activity shall include mobilizing the artisans into SHGs, thrift and credit, training of SHGs on various aspects of forming and running the community business enterprise. While undertaking mobilization, care should be taken to leverage upon the SHGs already formed under various programmes being implemented by Government. Only where it is not feasible to do so, new SHGs/Federation etc., should be formed.

(ii) Preparation of DPR/DSR

After formation of the SHGs/Society, the concerned PIA will prepare a Detailed Project Report (DPR) covering technical, financial, institutional and implementation aspects, based on the Diagnostic Study Report (DSR) and in consultation with the stakeholders and the local Marketing & Service Extension Centre for proposing further interventions in the cluster. The DPR should clearly establish the expected outcomes of each of the interventions, which are specific, measurable, achievable, realistic and time bound.

(iii) Design and Technology Development Workshop

The objective of the workshop is to develop new prototypes to suit the tastes and preference of contemporary market using the traditional skill of artisans and introduction of new techniques and technologies for enhanced production.

(iv) Integrated Design and Technology Development Project

The project has three essential components composing design development, technology development, techniques/process and formulation and publication of crafts design/craft technology to the large number of artisans for their skill upgradation.

(v) Assistance to exporters and entrepreneur for design prototype

The objective of the programme is to promote the organizations in export of Handicrafts for development of new and innovative items. The Financial Assistance is provided for development of design prototypes for exporters and entrepreneurs involving reputed designers from India and Abroad who will help in the development of a range of products suitable for particular market.

(vi) HRD – Handicrafts Training Programme (Skill Upgradation)

Technical Training: The objective of the Technical Training Programme is to provide qualified and trained workforce to the Handicrafts Sector leading to production of high quality products. The training aims to create human capital for the sector in terms of trained cadre of designers for the handicrafts by providing relevant inputs through its components and fill the gap of the skilled workforce.

The in-situ Technical Training can be imparted through;

- ❖ Vocational Training Institutions, Industrial Training Institute, Polytechnics, Technical and other Institutes recognized by Central Government/concerned State Government/Universities and such other affiliated bodies.
- ❖ Other Organizations which are imparting Vocational Trainings to Ministries of Central Government.

(vii) Direct benefit to artisans like

(a) Issue of identity cards and creation of Database

The identified artisans will be given Photo Identity card. An aadhar linked data-base of artisans will be developed to enable better targeting and monitoring.

(b) Distribution of Tool Kits to the Artisans of the Cluster

Tool kits will be distributed to Scheduled Caste artisans of SHGs for increasing productivity as deliverables.

(viii) Project Management Cost including wage compensation to Cluster Manager

PIA will be responsible for overall project management, implementation of various interventions in a time bound and effective manner with a view to facilitate bulk production and sourcing of goods. Towards this end, apart from other things, PIA will appoint a Cluster Manager, who should be a Graduate from Indian Institute of Carpet Technology (IICT), National Institute of Fashion Technology (NIFT), Indian Institute of Handloom Technology (IIHT), Bamboo and Cane Development Institute (BCDI), Institute of Rural Management Anand (IRMA) etc., will be preferred as Cluster Managers. PIA will have the liberty to appoint a Cluster Manager subject to the conditions of experience in cluster development & management and minimum educational qualification of graduation. Further, for day to day management of the Cluster, book-keeping etc. Project Consultant/Coordinator, Accounts Clerk, Data Entry Operator may also be engaged.

The guidelines of the Scheme are available on the website: www.handicrafts.nic.in.

B) Handlooms Cluster

Some of the possible interventions for the development and management of a **Handlooms Cluster** are given as under;

(i) Baseline Survey Diagnostic Study, formation of Self Help Groups (SHGs)/Joint Liability Groups (JLGs), Awareness Programmes

(a) Baseline Survey

The baseline survey would require visit to every weaver of the cluster for preparing the profile of the cluster i.e. number of active handlooms, type of handlooms, number of weavers (men/women-General/SC/ST/OBC/Minority etc.), type of yarn used, product range, average weaver income etc.

(b) Diagnostic Study

Diagnosis of the cluster is the first step towards taking any implementable action plan. It will help in identifying the strengths and weakness, environment that the cluster operates in and what strategic steps need to be undertaken for effective output. The diagnosis will provide strategic direction and likely outputs that the clusters should aspire to reach over a period of time. The exact action points will emerge largely out of the trust building and validation by the cluster actors. The objective of a diagnosis is to (i) understand and analyses the current scenario under which the handlooms are operating in the cluster i.e. analysis of business operations, nature of production activity, profiling of products, patterns of production and existing market potential for it.

(c) Formation of Consortium

The consortium would involve stake-holders from the Self Help Groups (SHGs), Co-operative Societies, Master weavers, Private Entrepreneurs, NGOs etc., who would be required to interact with the weavers and tie up linkages with the connected organization like; banks/financial institutions, market institutions/marketing experts, marketers, legal experts, Government machineries, weavers etc.

(d) Awareness Programmes

In order to generate awareness among the weavers about the Scheme, Weavers' Credit Cards, Yarn Pass books and other handloom schemes etc., awareness programmes will be conducted in the cluster.

(ii) Product Development

To innovate the handloom products with the time, there is a need to develop the product so as to stand in the market. Cost towards purchase of stationery for preparation of paper designs, purchase of raw material for development of prototypes, cost of transfer of paper design on the fabric will be met under this component.

(iii) Purchase of Computer Aided Textiles Design System (CATD) System

Financial assistance towards purchase of requisite hardware and software for Computer Aided Textile Design (CATD) System, colour forecast, trend forecast and other allied requirement will be provided to develop new designs. Single CATD system is permitted for purchase for the block level clusters in the State, which shall be installed in the premises of Weavers' Service Centre (WSC) concerned. Funds released by this office for the purpose will be transferred to WSC concerned for purchase of suitable CATD who in-turn shall provide new designs to the weavers.

(iv) Documentation of cluster activities

After the cluster development programme is over, it is necessary to document the activities undertaken so that a record is built up.

(v) Payment of Administrative cost of designated agency under HSS.

Administrative cost should be paid to designated agency for transfer of funds through DBT in beneficiaries account for purchase of looms, doobby, jacquards etc. as per the guidelines of "**Hathkargha Samvardhan Sahayata (HSS)**".

Designated agency i.e. NHDC etc., will be paid service charges @ 1.25% to 2% of the GoI Share on the lines of Yarn Supply Scheme.

(vi) **Hathkargha Samvardhan Sahayata (HSS).**

(a) **Introduction**

Hathkarda Samvardhan Sahayata introduced to meet the needs of handloom weavers for assistance on larger scale for looms and accessories.

(b) **Objective**

It aims to provide financial assistance for technological up-gradation to improve quality of the fabric and productivity.

(c) **Sharing of financial assistance**

Under HSS, financial assistance to the extent of 90% of cost of technological up-gradation items shall be borne by the Govt. of India while remaining 10% shall be borne by the beneficiary.

(d) The cost of the admissible items and other related conditions shall be as per the guidelines of HSS.

(vii) **Construction of Individual Workshed**

For Construction of workshed, financial assistance will be provided @ Rs.70,000/- per workshed ad-measuring 20 sq. mtrs. on the basis of norms for Indira Awas Yojana (IAY). Funds will be transferred directly in the bank account of the beneficiaries through PIA on the pattern of IAY.

Sharing pattern-For BPL/SC/ST/women-100% by GoI. Additional cost, if any will be borne by beneficiaries.

(viii) **Lighting Unit**

Cost of the lighting units, depending upon its model may be in the range of Rs.3,500/- per unit to Rs.14,500/- per unit.

(ix) **Engagement of Fashion Textiles Designer-cum-Marketing Executive**

Designs will be developed by the Weavers' Service Centre concerned. However, looking into the requirement of designs by the Cluster in Blocks,

the requirement of designs will be supplemented by engaging Fashion Designers passed out from reputed institutes, preferably with experience of working in handlooms. In case, such designers are not available, designers passed out in Textiles designing from reputed institutes may be engaged. A transparent selection process shall be follows. In order to make the role of such designers more effective in the cluster, they shall undergo 5 days orientation programme in the WSC concerned.

(x) Setting up of Common Facility Centre (CFC)

In a block the CFC will be set up, having an area of about 3,000 sq. ft. with administrative office, internet facility, facilitation room, storage room, dyeing unit, wrapping section, training center, yarn godown etc., with an estimated cost of not more than Rs.50.00 lakh (including a Common Service Centre), excluding land cost. Details are at **Annexure-IV** of the guidelines of Block Level Cluster of DC (Handloom). This facility may also be set up by gap filling in the existing infrastructure available in the identified Block.

(xi) Skill Upgradation

Financial assistance will be provided for Skill up-gradation for the Cluster in a Block for imparting training technical areas like weaving, dyeing, designing, managerial areas and IT. Within the approved cost norms for various components, training programmes to meet the special needs of a cluster would also be permissible. Details of illustrative programme are at **Annexure-II** of the guidelines of Block Level Cluster of DC (Handloom).

Training programmes should be carried out in the block and note in the premises of WSC. Detailed guidelines are at **Annexure-III** of the guidelines of Block Level Cluster of DC (Handloom).

(xii) Corpus fund for Setting up of Yarn Depot

Presently, weaver/agency is required to pay National Handloom Development Corporation (NHDC) an advance amount for purchase of yarn and the delivery of yarn is made by NHDC in a time frame of about 3-4 weeks. This delays the production process. Thus, in order to ensure regular availability of yarn of requisite counts, one-time financial assistance upto Rs.5.00 lakh per cluster will be provided as a Corpus's Fund to the NHDC

to enable it to ensure supply of yarn to the weavers through the yarn depot at the cluster. Yarn will be supplied to the weavers by the yarn depots against payment.

(xiii) Project Management Cost

PIA will be responsible for overall project management, implementation of various interventions in a time bound and effective manner with a view to facilitate bulk production and sourcing of goods. A full time Cluster Development Executive, who should not be the employee of implementing agency will be engaged, who should be Diploma in Handloom Technology (DHT), preferably with an experience of working of 2 years in Textile Unit/Cluster etc. He will be responsible to manage all activities, including CFC of the Cluster. Also, one Security-cum-Assistant, preferably ex-serviceman will be engaged after setting up of CFC (to support the CDE), who should be Computer friendly for maintaining accounts etc. Further, for day to day management of the Cluster, book-keeping etc. Project Consultant/Coordinator, Accounts Clerk, Data Entry Operator may also be engaged.

The guidelines of the Scheme are available on the website: www.handlooms.nic.in.

The above list is only indicative not exhaustive. There will be flexibility to suit the local requirements. The NSFDC will decide, on merit, the inclusion or otherwise of a component(s) in the project cost on Cluster to Cluster basis based on the Detailed Project Report (DPR).

III. Role of Project Implementing Agency (PIA)

The nature of the proposed project warrants proactive technical and managerial assistance on "concept" to "commissioning" basis, for which a PIA, having proven capability in terms of technical, managerial, financial, infrastructure and capacity building expertise that are required to design and execute Cluster oriented interventions shall be engaged.

PIA will proactively work with the Cluster stakeholders and the SPV in implementation of the interventions. The illustrative list of responsibilities of PIA is given below:

- ❖ Conducting Diagnostic Study Report (DSR).

- ❖ Preparing Detailed Project Report (DPR).
- ❖ Sensitizing and mobilizing the stakeholders to be part of the proposed project.
- ❖ Establishment and structuring of the SPV/Artisans Organization.
- ❖ Assisting NSFDC/SPV in releasing/mobilizing funds for the project. Such mobilization would involve preparation of proposals under relevant schemes of the Government apart from tying up loans from the Banks/NSFDC.
- ❖ Assisting the SPV in obtaining requisite statutory approvals/clearances.
- ❖ Providing interfacing support and linkages between the SPV and various other stakeholders, particularly the Government organizations, buyers and financial institutions.
- ❖ Providing Quarterly Progress Reports to NSFDC with respect to achievements of the stated outcomes.
- ❖ PIA will have its continuous presence in the Clusters by setting up offices in the Cluster with dedicated professionally qualified suitable manpower. The office should have at least 1 professional with requisite qualification (Graduation from reputed institute) & experience (minimum 2 years in Cluster Development, preferably in Handicrafts) & four supporting staff. The office should start functioning within 30 days of issue of sanction letter.
- ❖ PIA will not charge any fee from the SPV for providing any kind of support.
- ❖ Any other work assigned from time to time by NSFDC.

IV. Deliverables of the proposed Clusters

- ❖ Social
 - Employment Generation.
 - Better living standards for the existing Artisans.
- ❖ Economic
 - Increase in the business of small entrepreneurs.
 - Substantial increase in quality and value added production.
 - Savings in cost by manufacturers in the Cluster due to better infrastructure and Government induced benefits.
 - Revenue generation to local bodies and State & Central Governments.

- Growth of industry in an organized manner.
- Foreign Exchange earnings by export.

V. **Time Limit**

The PIA will carry out all the activities mentioned in the Scope of Work complete in all respect up to **five years** in case of DC (Handicrafts) and up to **three years** in case of DC (Handlooms) from the date of assignment of the job by NSFDC.

VI. **Cost for development and management of a cluster**

The cost for development and management of a Cluster shall vary from cluster to cluster based on the requirements of interventions. The actual cost for development and management of a cluster shall depend on the interventions and cost mentioned in the DPR and approval of the DPR by NSFDC and Office of the Development Commissioner (Handicrafts & Handlooms), Ministry of Textiles.

VII. **Empanelment Process**

The PIA will be empaneled based on fulfillment of Technical Specifications.

Stage-1: Technical Specification

Evaluation of Technical specifications refers to short listing of Agencies on the basis of their past experience, key personnel, financial strength etc., assigning weightage to each factor.

The evaluation of technical specification will involve two steps i.e. Step-1 and Step-2.

Step1:Pre-Qualification of Technical Specifications

Open/stapled/improperly sealed/received by fax/mail shall not be entertained. The Agencies shall be considered that fulfill all the eligibility criteria and provide required supporting documents including the Bid Security/Earnest Money Deposit (EMD). The Bid Security/EMD amount shall be refunded to unsuccessful agencies without interest by digital means i.e. NEFT/RTGS within three months from the date of receipt of EoI subject to empanelment of the PIA. **The Agencies must submit the details of their Bank, Branch, Account Number and IFSC Code.**

Step2: Evaluation of Technical Specifications;

The Technical Specifications shall be appraised and evaluated by a Committee constituted by NSFDC for the purpose. The Committee at its discretion might visit Agency's Office/Work place to check infrastructure/relevant documents as available with the Agency. The Technical Specifications will be evaluated as per the eligibility criteria specified in **Annexures** of this document.

Criteria to be followed in the Technical Evaluation are as follows:

Sl. No.	Criteria	Marks	Total Marks
1. (a)	Past experience of the Agency in Cluster Development or any other related Sector	25	40
	01 to 2 years	10	
	More than 2 years and up to 5 years	20	
	More than 5 years	25	
(b)	Experience in implementation of the Cluster Development Programme in Handicrafts/Handlooms	10	
(c)	Similar experience of working with Central/State Government/Central Public Sector Enterprises	05	
2.	Methodology and understanding of Terms of Reference (ToR)	10	10
3.	Number of Regular Employees	20	20
	Up to 05	05	
	More than 5 and up to 10	15	
	More than 10	20	
4.	Financial Strength	20	30
(a)	Average Turnover of last three financial years		
	Rs.0.25 crore and up to Rs.0.50 crore	10	
	More than Rs.0.50 crore	20	
(b)	Net Profit for last three years	10	
	Profit in last one year	03	
	Profit in last two years	05	
	Profit in last three years	10	
	TOTAL		100

The Agencies have to secure at least 60 marks in Technical specification to qualify for the second stage of the empanelment. Such Agencies will be required to give a power-point presentation on Technical Specifications w.r.t. Agency before

a Committee constituted by NSFDC. The date and time for presentation will be intimated to the eligible Agencies.

A copy of the power-point presentation, duly signed by the authorized signatory of the Agency will be submitted in advance or on the date of presentation, to NSFDC.

VIII. Letter of Empanelment

A Letter of Empanelment (LoE) shall be issued to the successful Agency after evaluation of Technical Specification and Technical presentation by the Agency. The LoE does not entail awarding of jobs/target. The empanelled agency has to sign Memorandum of Agreement (MoA) with NSFDC for rendering satisfactory services.

IX. Technical Specifications

The broad requirements to become eligible for PIA are as follows:

- (i) The Agency should be local statutory body or autonomous body registered under Companies Act or Societies Registration Act, Sector Skill Council and its affiliated body, Non-Governmental Organizations (Registered/empaneled with Ministry of Textiles/Tata Institute of Social Science) and other similar bodies. Central/State Handloom and Handicrafts Development Corporations and other Government Corporations/Agencies promoted by State Government or Organization promoted by Financial Institutions/Banks, University Departments. The Agency should have legal entity with at least 3 years standing. **(Please attach copy of Incorporation/Registration).**
- (ii) The Agency should have either PAN India presence or strong presence in the Cluster State/Area. **(Please attach the proof of presence)**
- (iii) The Agency should have proven and demonstrable experience, expertise and resources in providing consultancy/supervisory services for holistic and integrated development of clusters and have completed at least **two years** of operation in the specified field preferably in the handicrafts/handlooms segment(s) and carried out implementation of similar schemes of at least

one Government Agency/Central Public Sector Enterprises. **(Please attach the list of credentials and clientele along-with their work orders).**

- (iv) The Agency should have adequate, qualified and dedicated multi-disciplinary team to carry out the activities with gender balance preferably professionals with expertise in textiles, legal, company secretariat, project financing, infrastructure planning, capacity building, technology up-gradation, market development, institutional development, etc. **(Please attach list of regular employees).**
- (v) The Agency should furnish 3 years Balance Sheet, Audited Statement of Accounts and Income Tax Returns. The annual turnover of the Agency should not be less than Rs.50.00 lakh. **(Please attach documentary proof).**
- (vi) The Agency should be registered with the Department of GST/Service Tax/Works Tax/VAT/other Statutory Bodies, as applicable. The Agency should submit income tax deduction exemption letter, if any, **(Please attach documentary proof along with PAN, TAN, GST, Service Tax, Work Tax, VAT Numbers).**
- (vii) The Agency must be registered with ESI, PF/EPF etc. and other statutory bodies as required under various labour laws, as applicable. **(Please attach documentary proof).**
- (viii) The Agency will be required to deposit Rs.1.00 lakh as Bid Security/Earnest Money Deposit (refundable) along with the Expression of Interest. Agencies listed as Micro and Small Enterprises (MSEs) as per Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or Registered with the Central Purchase Organization or the concerned Ministry or Department are exempted from depositing of the Bid Security/Earnest Money Deposit (EMD).

The amount will be paid in favour of **National Scheduled Castes Finance and Development Corporation by digital means i.e. NEFT/RTGS.** The details of Bank & Branch, Account Number and IFSC Code are given as under:

Name of the Bank & Branch	Andhra Bank, 14 Community Centre, RajkamalSadan, PreetVihar Branch, Delhi- 110 092
Account Number	109210100029172
IFSC Code	ANDB0001092

The proof of payment made by NEFT/RTGS should be submitted along with EoI.

- (ix) The agency shall have published its latest Annual Report having a Chapter/Paragraphs on experience in implementing Cluster Development Programmes/Projects. **(Please attach a copy of latest Annual Report).**
- (x) The Agency should not have been blacklisted by any Department of Government of India or State Government. **(Please attach an affidavit signed by the authorized legal representative of the Agency).**
- (xi) Self-attested copies of all relevant certificates and documents supporting the information must be furnished with the application along with an **affidavit certifying the authenticity of these documents** and facts provided.

X. Terms and Conditions

- (i) The empaneled PIA has to sign Memorandum of Agreement (MoA) with NSFDC for rendering satisfactory services and completion of the projects in a time bound manner.
- (ii) The PIA shall maintain the register of assets in the prescribed form GFR No.12A. The assets acquired wholly or substantially out of the grants except those declared as obsolete and unserviceable or condemned as per the procedure laid down in the GFR shall not be disposed-off without the prior approval of the NSFDC.

- (iii) The PIA shall submit the utilization certificate in the prescribed form GFR 12A received for the purpose duly signed by the head of the PIA and audited by the Chartered Accountant before claiming the balance amount.
- (iv) The PIA shall maintain a separate Account for the Grant-in-Aid received for the project.
- (v) The deliverable of the interventions should aim the socio-economic stability, increase income level, self-sustainable entrepreneurship, etc. in a holistic manner.
- (vi) The Grant-in-Aid released to the PIA shall be opened to inspection by the NSFDC/Internal Audit Party of the CAG.
- (vii) The documentation of the Training Programmes (SkillUpgradation) should invariably include and incorporate all the relevant details on handholding support and post training.
- (viii) The PIA will upload the details of participants and videos of the events on daily basis on its own website and also provide a softcopy to NSFDC.
- (ix) During the selection of trainees, concerned Assistant Director (Handicrafts/Handlooms) of the field office or his/her representative may be co-opted as one of the members for the Selection Committee for selection of the trainees for the training programmes.
- (x) The balance admissible amount shall be released subject to actual audited statement of expenditure, whichever is less, on completion of the programme in all respects.
- (xi) Designer and Mastercraft person to whom the job is assigned, he/she should not be allowed to attend another assignment until project is complete in all respects.
- (xii) List of Artisans/Weavers with I-Card Number, Aadhaar Card Number, JandhanYojana Bank Account Number, Name and complete address alongwith SHG name may also be provided in soft copy/CD (in excel form) along with videography of the event.
- (xiii) Receipt of wage compensation to Artisans/Weavers, designer fee and master craft person made by NEFT/RTGS and date indicating individual Bank Account Number should be duly counter signed by the authorized signatory of PIA.

- (xiv) One group photo for each day of the entire duration of the programme shall be submitted along with the documentation report showing the faces of all trainees, instructor and designer.
- (xv) The designer shall be engaged from the empaneled list of designers of Development Commissioner (Handicrafts/Handlooms).
- (xvi) The income tax, if applicable, shall be deducted at source unless exempted by the Income Tax Department.
- (xvii) The statutory tax, GST/service charge, wherever applicable, shall be paid by NSFDC at applicable rates in addition to the professional cost.
- (xviii) **The selected PIA shall submit (and keep active for the life of the project) a Performance Security (by way of Bank Guarantee or Fixed Deposit Receipt in the name of “PIA A/c NSFDC” from a Commercial Bank) amounting to 5% of the sanctioned amount for successful implementation of the activities. The Performance Security will remain valid for a period of 60 days beyond the date of completion of all contractual obligations.**
- (xix) The Performance Security deposit will be released to the PIA after 60 days from the date of successful completion and handing over of the project on being satisfied about the proper execution of the project.
- (xx) A penalty @ 10% per month on the total project cost shall be levied in case the implementation of project is delayed beyond the scheduled mentioned in the DPR of the respective Cluster.
- (xxi) PIA not conforming to the prescribed requirements shall be rejected and no correspondence in this regard shall be entertained.
- (xxii) All documents attached with the EoI document shall be signed and stamped by an authorized signatory of the PIA.
- (xxiii) It is presumed that the PIA submitting the EoI have read and fully understood all the terms and conditions and instructions contained in the EoI document. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the EOI till the finalization of the EoI.
- (xxiv) Any Act on the part of the PIA to influence anybody in NSFDC shall be liable for rejection of the EoI.
- (xxv) The selectedPIA shall not transfer the job to any other PIA in any manner.

- (xxvi) The NSFDC reserves the right to cancel the EoI and forfeit the Bid Security amount in case the quality of the service is found to be of the unacceptable standard.
- (xxvii) In case of delayed and unsatisfactory service, NSFDC reserves the right to cancel the work order at any time and any amount released to the PIA shall be refunded to NSFDC.
- (xxviii) NSFDC reserves the right to postpone/recall/reject the full or part of the EoI without assigning any reasons thereof.
- (xxix) NSFDC shall not be responsible either for non-receipt of the EoI or its receipt after the stipulated date and time due to any reasons what so ever.
- (xxx) When deemed necessary, NSFDC may seek clarifications on any aspect from the PIA. However, that would not entitle the Agencies to change or cause any change in the substance of the EoI submitted.
- (xxxi) In case of any dispute, the decision of Chairman-cum-Managing Director of NSFDC shall be final and binding.
- (xxxii) The Delhi Courts shall have the sole and exclusive jurisdiction to decide the issue of any dispute.

XI. Mode of submission of Expression of Interest (EoI)

The EoI sent open/stapled/improperly sealed/by fax/e-mail shall not be accepted. The EoI should be sealed in an envelope superscribing the title of the project.

The EoI complete in all aspects should be submitted to **The General Manager, NSFDC, SCOPE Minar, 14th Floor, Core 1 & 2, Laxmi Nagar, Delhi -110 092.**

In case of any clarification, please contact **Shri Ratikanta Jena, Assistant General Manager (Coordination), Phone: 011-22042780** or send queries by e-mail to ratikantajena2005@yahoo.co.in.

PRESCRIBED FORMAT FOR TECHNICAL SPECIFICATIONS

Expression of Interest [EoI] for empanelment of Project Implementing Agency (PIA) for development & management of Scheduled Caste Artisans/Weavers Clusters PAN India under “Ambedkar Hastshilp Vikas Yojana” of O/o the Development Commissioner (Handicrafts) and National Handloom Development Programme (NHDP) of O/o the Development Commissioner (Handlooms) , Ministry of Textiles, Government of India

SECTION 1: Compliance with Minimum Eligibility Criteria

Sl. No.	Criteria	Whether minimum eligibility criteria fulfilled (Yes/No)	Details of Supporting documents attached. (Page No.)
1.	The Agency should be a registered legal entity with at least 3 years standing as per applicable law in India. (Please attach copy of Incorporation/Registration Certificate)		
2.	The Agency should have either PAN India presence or strong presence in a particular State/Area. (Please attach the proof of presence)		

3.	<p>The Agency should have completed atleast two years of operation in the specified field and carried out implementation of Ambedkar Hastshilp Vikas Yojana (AHVY) Scheme/National Handloom Development Programme (NHDP) of Office of the Development Commissioner (Handicrafts)/Development Commissioner (Handlooms) of atleast one Government Agency/Central Public Sector Enterprises or any other State Scheme for Handicrafts Artisan/Handloom Weavers.</p> <p>(Please attach work orders)</p>		
4.	<p>The Agency should have adequate, qualified and dedicated multi-disciplinary team with gender balance.</p> <p>(Please attach list of regular employees)</p>		
5.	<p>The annual turnover of the Agency should not be less than Rs.50.00 lakh and EOIOE of the Agency should be in positive trend.</p> <p>(Please attach copy of Annual Accounts of the last three financial years).</p>		
6.	<p>The Agency should furnish 3 years Balance Sheet, Audited Statement of Accounts and Income Returns (ITR).</p> <p>(Please attach audited Balance Sheets)</p>		
7.	<p>The Agency should be registered with the Department of GST, Service Tax/Work Tax/VAT/Other Statutory Bodies, as applicable.</p> <p>(Please attach documentary proof alongwith PAN, TAN, GST, Service Tax, Work Tax, VAT Numbers).</p>		
8.	<p>The Agency must be registered with ESI, PF/EPF, etc., and other statutory bodies, if applicable, as required under various labour laws.</p> <p>(Please attach documentary proof).</p>		

9.	Bid Security/Earnest Money Deposit (refundable) of Rs.1.00 lakh for development and management of a Cluster by digital means i.e. NEFT/RTGS (Please attach documentary proof)		
10.	The documentation experience of the Agency in implementing Cluster Development Projects/Programmes. (Please attach copy of latest printed Annual Report)		
11.	The Agency should not have been blacklisted by any Government Department in India. (Please attach an <u>affidavit</u> signed by the authorized signatory of the Agency)		
12.	The enclosed certificates and documents should be self-attested by the Agencies. The Agencies should submit an <u>Affidavit</u> certifying the authenticity of these documents.		

SECTION 2: Basic Information

2.1. Identity:

2.1.1	Name of the Organization (Legal Name along with Corporate Index Number[CIN])		
2.1.2	Acronym		
2.1.3	Registered Address: Contact Details : Phone/Fax with S.T.D. Code		
2.1.4	Postal Address (If Organization is not located in above address)		
2.1.5	Name of the Chief Functionary		
2.1.6	Operational area of Organization and Branch Offices		
2.1.7	Organization black listed by any Government Agency/ Donor (Tick)	Yes	No
2.2 Legal Status:			
2.2.1	Organization registered as: Society/ Trust / Section 8 Company (not-for-profit) / Any other (Please specify)		
	Registration Number		
	Date of Registration		
	Year of Establishment		

2.3 Other information:

Particulars	Reference Number/ AccountNumber	Registration/Valid till (DD/MM/YY)	Remarks
Permanent Account Number (PAN)			
Tax Deduction Account Number (TAN)			
Employee State Insurance (ESI) Number			
Provident Fund/EPF Number			
GST Number			
Others			

2.4 Management Structure (Pleaseattach Organogram):

SECTION 3: Background

3. Vision, Mission, Aims & Objectives and Achievements:

3.1. Brief introduction about the organization and its activities.

3.2 Vision and Mission Statement of the Organization.

Vision:

Mission:

3.3 Programs/activities performing/undertaken to achieve Vision and Mission:

SECTION 4: Governance

4.1 Does Organization have a Governing Body? Yes No

4.2 If yes, by what name is the Governing Body known?

4.3 Membership to the Governing Board is obtained through:

Nomination Election or Both

4.4 Are there any Board of Directors related to the CEO or other Board Members?
Yes No

4.5 Details of Governing Board members (Details to be provided in a separate sheet):

Sl. No.	Name	Address along with Contact Details	Age	Gender	Occupation	Position in the Board
(i)						
(ii)						

4.6 What is the quorum of Board meeting as stipulated in your Rules and Regulations?

4.7 Details of the Board Meetings held in the last financial year:

Sl. No.	Date of Board Meeting	Number of Members present	Quorum
(i)			
(ii)			
(iii)			

4.8 Does Board ensure the organization's compliance with applicable laws and regulations?

Yes No

If yes, please provide details of the compliances fulfilled in last three years:

Sl. No.	Particulars	2016-17	2015-16	2014-15

4.9 Award or recognition received:

Recognition and awards received till date	Source	Year	Relevant Activity / Work for which received

4.10 Give details about Agency's Infrastructure, office equipment, training center, vehicles, computers, etc.

SECTION 5: Experience of the last 2 years in the area of Cluster Development

Sl. No.	Core Areas	Nature of work Carried out	Value of the Project [Rs. in lakh]	Operational area [Name of the State(s) and District(s)]	Results/ Outcomes	Duration
(i)	Projects implemented					
(ii)	Experience of working in States Proposed for development of Cluster					
(iii)	Others					

Note: Please provide details in separate sheets and attach relevant Orders/Reports.

SECTION 6: Human Resource Capability

6.1Details of Staff:

Brief description about existence of HR policy, staff strength, professional staff with gender balance etc. (Provide list containing names, gender, age, designation, qualification, total number of years of experience).

Sl. No.	Name of Professional Staff	Qualification	Designation	Experience	Experience of Cluster Development

SECTION 7: Financial Details

7.1 Please provide details of Donors (including Government) alongwith funds received during last three years.

(Rs. in lakh)

Sl. No.	Donor/Agencies	2016-17	2015-16	2014-15

7.2 Audited financial statements for the last 3 years.

(Rs. in lakh)

Sl. No.	Financial Statement	2016-17	2015-16	2014-15
(i)	Expenditure			
(ii)	Income			
(iii)	Annual Turnover			

7.3 Bank Details of the Organization for financial transaction by digital means i.e. RTGS/NEFT.

Name of the Bank & Branch	
Account Number	
IFSC Code	

7.4 Does the Organization have any Corpus/Reserves? If yes, please specify.

Amount _____ as on _____

Purpose for which it was created _____

SECTION 8: Choice of PIA for Cluster Development

Particulars	Handicraft/ Handloom	PAN India	Any specific State (s)/UT(s)	Reasons
Development and management of Scheduled Caste Artisans/Weavers Cluster under “Ambedkar Hastshilp Vikas Yojana” of Office of the Development Commissioner (Handicrafts) and “National Handloom Development Programme” of Office of the Development Commissioner (Handlooms), Ministry of Textiles, Government of India				

CERTIFICATE

I _____ the Chairperson/President/Chief Executive Officer of the _____(Name of the Agency) hereby certify that the contents of the formats are true and factually correct.

Signature with Organization Seal

Place:

Date :

