



**Apparel Training & Design Centre**

**Request for Proposal (RFP)**

from

**GOVT. AGENCIES/TISS/IICA EMPANELLED AGENCIES**

for

**“CONDUCTING BASELINE SURVEY TO ASCERTAIN POTENTIAL OF  
SKILL DEVELOPMENT AND EMPLOYMENT IN APPAREL SECTOR IN  
9 STATES OF INDIA”.**

**Issued on: 19.06.2017**

**Apparel Training & Design Centre,**

**Paridhan Vikas Bhawan, P-50, Institutional Area, Sec-44, Gurgaon-122003.**

**Phone no. 0124-4659501**

**Deadline for Proposal Submission: 06.07.2017 (16:00 hours)**

**PROPOSAL SUBMISSION LETTER**

(To be on Proposer's letterhead)

To:

Head (CSR),

ATDC, NHO, Gurgaon.

Sub: **Submission of Proposal for** “CONDUCTING BASELINE SURVEY TO ASCERTAIN POTENTIAL OF SKILL DEVELOPMENT AND EMPLOYMENT IN APPAREL SECTOR IN 9 STATES OF INDIA”.

We, the undersigned, as Proposer, having examined the complete RFP document do hereby offer to work with ATDC on “CONDUCTING BASELINE SURVEY TO ASCERTAIN POTENTIAL OF SKILL DEVELOPMENT AND EMPLOYMENT IN APPAREL SECTOR IN 9 STATES OF INDIA” in full conformity of ATDC requirements as elaborated in RFP for the amounts mentioned by us in the Financial bid or such other sums as may be agreed to between us.

We hereby agree to all the terms and conditions stipulated in the RFP and submit herewith our proposal for the said Project.

Yours faithfully,

(Authorized Signatory)

In the capacity of duly authorized to sign the proposal for and on behalf of Principal Proposer.

(Name & Designation, seal of the firm)

**DECLARATION**

1. I, -----Son /Daughter of Shri ----  
-----

Proprietor / Partner / Director / Authorized Signatory of -----  
competent to sign this Declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information / documents furnished along with above declaration are true and authentic to the best of my knowledge and belief. I/we am / are well aware of the fact that furnishing of any vague / false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name:\_\_\_\_\_

Company's Seal:\_\_\_\_\_

**RFP information**

Name of organization	Apparel Training & Design Centre		
Location	Apparel Training & Designing Centre, NHO Paridhan Vikas Bhavan, P-50,Sec-44,Institutional Area, Gurgaon(Haryana)-122003		
Scope of Work	RFP for CONDUCTING BASELINE STUDY FOR SKILL DEVELOPMENT PROJECT AT ATDC CENTRES IN 9 STATES ACROSS INDIA		
RFP reference	ATDC/NHO/CSR/2017/ Date:17.06.2017		
RFP Value	Estimated Value	Performance Security	EMD
	Rs. 2 Lakh (Inclusive of all)	10 % of Contract Value	Rs.5000/-
RFP Type	Limited		
Type of bid	Limited,Two Bid (Technical & Financial In 2 separate Envelopes)		
Pre-RFP submission meeting	28.06.2017 (14:30 hours) at SAMEEKSHA, ATDC NHO GURGAON.		
Closing Date/Time	06.07.2017 (16:00 hours)		
Opening Date/Time	06.07.2017 (16:30 hours)		
Name of Person in Contact	Dr.R.A.Lal		
Designation	HOD(CSR)		
Address	Apparel Training & Designing Centre, Paridhan Vikas Bhavan, P-50,Sec-44,Institutional Area, Gurgaon(Haryana)-122003		
Email	lal@atdcindia.co.in		
Phone	0124-4659-511		
Fax	0124-4659-500		

(Dr.R.A.Lal)  
HOD (CSR)

1. Application money :(i) **Rs.500.00** (Non Refundable) and EMD(ii) **Rs 5000/-** (Refundable)

a) Bank Draft /Pay Order No. :---(i)------(ii)-----

b) Date of issue of DD/PO :---(i)------(ii)-----

c) Name of the issuing authority :-(i)------(ii)-----

2. Name, complete address of the Firm/Agency and Telephone No.,

Fax No., with Agency profile if any -----  
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3. Name, Designation, Address and Telephone Number of Authorized person of Firm / Agency to deal with Fax number and Email address: -----  
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4. Name of the Bank(s) where the agency has account(s):

Address of the Bank: -----

Telephone number; -----

Fax number):-----

5. Please specify as to whether Tenderer is a sole Proprietor /partnership firm Name, address and Telephone No. of Director/ partners should be specified-----

6. Service Tax Registration No.:-----

7. PAN/GIR No.:-----

8. Whether a government agency/TISS,IICA empanelled agency -Details with valid certificate of empanelment.

Authorized Signatory

Seal of company

## 1. APPAREL TRAINING & DESIGN CENTRE - AN INTRODUCTION

Apparel Training and Design Centre (ATDC), registered as a society under Societies Registration Act, 1860, on February 15, 1991, has completed 25 years of yeomen service in skill training. With over 200 centers spread over 23 states, 86 cities and 150 districts Pan-India, ATDC has emerged as the largest quality vocational training institute network for training of skilled workforce for shop floor and junior to middle level technical professionals for different tiers of Apparel Manufacturing Companies. Out of over 200 centers Pan-India. 30 are recognized as Skill Knowledge Provider (SKPs) aligned to All India Council of Technical Education (AICTE) and 65 are ATDC Vocational Institutes, recognized as Vocational Training Providers (VTPs) from Directorate General of Training (DGT) Ministry of Skill Development and Entrepreneurship (MSD&E), Govt. of India.

ATDC through its various training centres, conducts skill training programs for Apparel Sector, the courses ranging from 270 hours short term courses to 3000 hours degree courses, B.Voc., affiliated to Rajiv Gandhi National Institute of Youth Development (RGNIYD) Govt. of India. It has since its inception trained over 3 lakh candidates under various schemes, of which over 2 lakh have been trained under Integrated Skill Development Scheme (ISDS) of Ministry of Textiles (MOT) alone, since inception of scheme in Oct, 2010, achieving about 22% of the trainees volume of 89 ISDS Implementing Agencies registered with MOT.

## 2. THE PROJECT:

ATDC under CSR initiative of Rural Electrification Corporation Ltd (RECL), a Govt. of India Enterprise, has been allotted a project to provide employment oriented skill training to develop the capacity and capability of academically challenged and underprivileged, intermediate or graduate youths for shop floor level employment in garment industry and also to develop professionally qualified/proficient entrepreneurs through self-employment. 540 youths belonging to SC/ST/OBC/Minority/ Economically weaker and other segment of the society have to be trained in ATDC centres located in Chandigarh, Punjab, Himachal Pradesh, Odisha, Gujarat, West Bengal, Haryana, Jharkhand and Bihar (**Annexure-V**) and any other location as per the choice of REC in any other state of India and mutually convenient for REC and ATDC.

### **3. SCOPE OF WORK:**

ATDC has been assigned to undertake under CSR initiative of RECL, 6 months Employment Linked Vocational Training in Apparel Sector for 540 candidates in 9 States and as advised by RECL, ATDC has to conduct a baseline survey to ascertain the potential of conducting such training including willingness and availability of targeted youths (12<sup>th</sup> Standard/Graduate) to undertake such training and work in apparel sector. The baseline survey may broadly cover the following:

- i Demographics and socio-economic analysis of the selected locations including average family income of youths belonging to targeted group mentioned at para- 2 (“The Project”) above.
- ii Education Infrastructure in selected locations and it’s efficacy to generate sustainable employment for the targeted youths.
- iii Availability of Vocational Skilling Infrastructure within the states and potential gap.
- iv Needs assessment viz supply and demand scenario of trained workforce in Apparel Industry in the region, connectivity to cities is proximity and scope for employment (wage/self-employment) of trained workforce in Apparel Sector within the state and outside.
- v Women/Other Self-Help Groups available in the identified locations to absorb trained candidates and scope to undertake self-employment projects.
- vi Parameters for Impact Analysis after completion of the project.
- vii Any other information relevant to Skill Development Projects in the region.

### **4. DELIVERABLES:**

- i Submission of input documents including feedback forms, photographs, videos/case studies etc. in hard and soft copies.
- ii Presentation on overall findings to the ATDC /REC senior management
- iii “Baseline Survey Report” including all the points mentioned in the Scope of Work and also the discussions held with different stakeholders during the process and also the following:
  - a. Social and Economic strata of the society being targeted

- b. Assessment of economic and social vulnerability and exclusion
- c. Quality of infrastructure at ATDC centres, trainers, safety and security, capacity utilization, mobilization etc. and competency to undertake given project:
- d. Quality of pre and post training counseling and support
- e. Scope of employment after training in the given locations or nearby areas with supply – gap analysis.
- f. How the project is expected to help the women empowerment, improve economic level of the target group and their family's sustainability.

The above are some of the key areas, but the report should not be limited to above only.

**5. TIMELINES:**

S. No.	Event	Target Date
1	Issue of RFP	19.06.2017
2	Pre RFP Submission Meeting	28.06.2017 (14:30 hours)
3	Last date for submission of Proposal	06.07.2017 (16:00 hours)
4	Opening of Technical Bids	06.07.2017 (16:30 hours)
5	Completion of Study	30 days from the date of award of contract
6	Budgetary Provision	Rs. 2 Lakh-Maximum-Inclusive of all expenses

**6. GUIDELINES FOR SUBMISSION OF BIDS:**

- i The bidder has to submit two separate bids, namely:



- a. Technical Bid with all prescribed documents, Application Fee of Rs. 500/-and EMD of Rs 5000/- by way of demand draft/pay order drawn in favor of Apparel Training & Design Centre payable at Gurgaon.
- b. Financial Bid
- ii The bidder shall seal both the bids in two separate envelopes and place in one outer envelope. Inner and outer envelope shall be appropriately superscripted with the type of bid (Technical/Financial) and details of company on all envelopes.
- iii Technical bids will be opened prior to financial bids
- iv Bidders qualifying mandatory requirement prescribed in technical bid, will make presentation before the committee, on various parameters of technical bid **(Annexure-I)**.
- v A minimum technical score of 60% in the technical evaluation will be considered as qualifying criteria for opening of financial bids.
- vi The decision of the Committee in the evaluation of responses to the RFP shall be final.
- vii The contract will be awarded to the agency securing the highest score in overall evaluation based on weighted average method (70% Technical and 30% Financial), to be calculated under the below mentioned formula:

<b>A= Financial Score of proposal under consideration</b>
<b>B= Price of Lowest financial proposal</b>
<b>C= Price of the proposal under consideration</b>
<b>Final Score, (S=0.7* T+ 0.3* A), where</b>
<b>T= Technical Score</b>

## 7. **Financial Bid:**

The Bidder shall submit the financial quote inclusive of all taxes and other expenses. ATDC will not bear any additional cost towards the job. Format for submission of financial bids is at **Annexure-II**.

Financial quote in the financial bid should be written in words and figures. In case of dispute the cost given in words will be considered.

## 8. **GENERAL GUIDELINES:**

- i Bidding agencies are advised to study this RFP document carefully before submitting their proposals. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
- ii EMD of Rs 5000/- by way of Demand Draft in favor of Apparel Training and Design Center, Payable at Gurgaon. EMD is refundable in respect of bidders not selected and may be replaced with Performance Guarantee in respect of bidder selected for award of contract. If the selected bidder declines to accept the award of work, EMD will be forfeited. No interest will be paid on EMD or Performance Guarantee amount.
- iii At the time of award of contract, the awardee will be required to submit performance guarantee @ 10% of contract value by way of Demand draft/FD (For 3 months) /BG (4 months) from a scheduled bank, in favor of Apparel Training & Design Centre, Gurgaon. In the event of the firm not meeting its commitment, the performance guarantee will be forfeited.
- iv All the pages including attachments to be signed by the authorized signatory of the bidder, with the seal of company affixed at last page.
- v Quote should be valid for 60 days.

- vi For delay in submission of “Baseline Survey Report” for the reason attributed to the vendor, a penalty @ 0.5% of value of contract for each week or part thereof subject to maximum of 5% of the contract value may be levied from the vendor. LD can be recovered from any dues of the vendor. Should the delay be more than two months, ATDC may exercise the right to cancel the contract.
- vii The firm/vendor blacklisted by any government organization is not eligible to participate in the tendering process.
- viii **Arbitration:** In case of any dispute the same will be solved by means of arbitration, within New Delhi jurisdiction only.

## 9. RIGHT OF ATDC

- Bids submitted by any agency other than government agency, TISS/IICA empanelled agency will not be considered. A valid proof to substantiate the firm falling under the above category is mandatory.
- At any time, ATDC may, for any reason, modify the RFP Document by an amendment.
- In order to accord prospective Bidders reasonable time to take the amendment into account, ATDC may, at its discretion, extend the last date for the receipt of Bids
- The Bidders are allowed to resubmit their bid, if required, after such amendments
- If ATDC deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP
- ATDC may, at its discretion, extend the deadline for submission of proposals by issuing a corrigendum through email to all confirmed proposers, in which case all

rights and obligations of the project and the Bidders previously subject to the original deadline will thereafter be subject to the deadline as extended

- ATDC may terminate the RFP process at any time without assigning my reason
- ATDC reserves the right to accept or reject any proposal, and to annul the short listing process and reject all responses at any time 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 ATDC action
- The payment will be made within 2 weeks of acceptance of the baseline report by ATDC Committee/RECL.

#### 10. **BIDDERS' QUERIES AND ATDC RESPONSES**

- All enquiries/clarifications from the Bidders related to this RFP, must be directed in writing exclusively to [lal@atdcindia.co.in](mailto:lal@atdcindia.co.in) or at phone 0124-4659511.
- Bids may be sent by post at vendor's own risk or may be dropped in the Tender Box available at Reception of ATDC Gurgaon at the following address, within the prescribed time limit.
- Late bids, for any reason, will not be accepted.

Apparel Training & Design Centre,  
Paridhan Vikas Bhawan, P-50,  
Institutional Area, Sec-44,  
Gurgaon-122003.  
Phone no. 0124-4659501

Dr. R.A. Lal  
HOD (CSR)

**ANNEXURE I: LETTER FOR SUBMISSION OF TECHNICAL BID**

(To be on Proposer's letterhead)

To:

Head (CSR),

ATDC, NHO, Gurgaon.

Sub: **RFP for** "CONDUCTING BASELINE SURVEY TO ASCERTAIN POTENTIAL OF SKILL DEVELOPMENT AND EMPLOYMENT IN APPAREL SECTOR IN 9 STATES OF INDIA". – Submission of Technical Bid.

With reference to the above RFP, having examined and understood the instructions, terms and conditions, we hereby enclose our offer. We also the information as required under Technical Bid (Attached).

We certify that all statements made with regard to the education and the experience of individuals proposed for completing the subject work are accurate and factual. We are aware that the ATDC reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared non-responsive or in any other action which ATDC may consider appropriate. We understand that ATDC has the right to reject the offer without assigning any reasons whatsoever.

Yours faithfully,

(Authorized Signatory)

(Name & Designation, seal of the firm)

**Proforma for Technical Bid:****(To be filled and submitted by the Agency)****(All columns should be filled. If not Applicable 'NA' may be written)****(Please enclose separate sheet wherever required)**

<b>S. No.</b>	<b>Details</b>	<b>Remarks</b>
1.	<b>Part A: (Mandatory Details)</b>	
i	Name of the organization, Address, Contact no., Contact person and email for correspondence	
ii	Status of the entity (Company/Partnership firm/NGO/Society/College/Institution/Others)	
iii	Whether a Govt. Agency or TISS/IICA Empanelled Agency (Please submit Evidence of Empanelment with its validity)	
iv	Registration details Act under which registered; date of registration and valid up to (Please enclose valid Registration Certificate)	
v	Annual Turnover (2012-13,2013-14, 2014-15, 2015-16,) - in Rs. Lakh (Please attach C-A certificate on turnover) Average annual turnover during the last 4 years should be atleast 70% of the estimated value of the contract.	
2.	<b>Part B: Experience</b>	
i	Experience in conducting Baseline Survey and Impact Study (Enclose minimum three Work Orders successfully completed)	15
ii	Has the work of your organization been evaluated by any independent agency. If yes, please attach the Evaluation Report.	10
2	<b>Part C: Understanding of Project Proposal,</b>	

	<b>Scope of Work for Baseline Survey</b>	
i	What do you understand, ATDC wants form you	05
ii	What would be your approach to meet the requirement	05
iii	What would be the Sample Size for study	05
3	<b>Part D: Methodology</b>	
i	Approach Paper with details on methodology	05
ii	Operational Plan with timeline for each operation	05
4	<b>Part E: A note on the facility, competency and infrastructure of the organization for Baseline Survey</b>	05
5	<b>Part F: Profile of Staff with their one page CVs</b>	20
6	<b>Part G: Competency of the firm to undertake the job- Personal discussion and presentation before the committee</b>	25

Minimum Qualifying marks under technical evaluation – 60%.

Place:

Date:

Signature of Authorized dignitary

**ANNEXURE II: LETTER FOR SUBMISSION OF FINANCIAL BID**

(To be on Proposer's letterhead)

To:

Head (CSR),

ATDC, NHO, Gurgaon.

Sub: **RFP for** "CONDUCTING BASELINE SURVEY TO ASCERTAIN POTENTIAL OF SKILL DEVELOPMENT AND EMPLOYMENT IN APPAREL SECTOR IN 9 STATES OF INDIA". – SUBMISSION OF FINANCIAL BID.

Dear Sir/Madam,

We, the undersigned, as Proposal having examined and understood the complete RFP document (Along with its annexure, forms etc.) do hereby offer to work with ATDC on "CONDUCTING BASELINE SURVEY TO ASCERTAIN POTENTIAL OF SKILL DEVELOPMENT AND EMPLOYMENT IN APPAREL SECTOR IN 9 STATES OF INDIA" in conformity of your requirements as elaborated in the above said RFP for the amounts mentioned by us in the Financial Bid (**Attached**) or such other sums as may be agreed between us.

We undertake, if our proposal is accepted, to deliver in accordance with the delivery schedule specified in the RFP. Until a formal contract is prepared and executed, this proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We hereby agree to all the terms and conditions stipulated in the RFP and submit herewith our proposal for the said project.

Yours faithfully,

(Signature)

(Name) (In the capacity of), seal of firm duly authorized to sign proposal for and on behalf of the Proposer



**Proforma for Financial Bid:**  
**(To be kept in separate envelope marked “Financial Bid”)**

- Name of Organization \_\_\_\_\_
  
- Reference: Financial Bid for Baseline Survey for ATDC Vocational Training Project.

<b>Description of Work</b>	<b>Quoted Price Inclusive of all taxes and other charges (INR) – In figure and words</b>
Conducting Baseline Survey to Ascertain Potential of Skill Development and Employment in Apparel Sector in 3 State of India.	

Validity – 60 days from the date of closure.

Place:

Date:

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact No: \_\_\_\_\_

Email ID: \_\_\_\_\_

**ANNEXURE III: FORMAT FOR RESOURCE PROFILE**

Please use the format provided below, to provide summary information on the team you propose for the project.

**Resource Summary**

S. No.	Proposed Role	Number of Resource	Area of Expertise	Key Responsibilities	Experience

**Format for the Curriculum Vitae (CV)**

*(The CV should not exceed 1 page)\**

S. No.	Item	Description
1	Name	
2	Designation	
3	Role proposed for	
4	Current responsibility in the responding firm	
5	Total years of relevant experience	
6	Years of experience with the responding firm	
7	Education qualification: <ul style="list-style-type: none"> <li>• Degree</li> <li>• Name of Graduation institute</li> <li>• Year of Graduation</li> <li>• Specialization (if any)</li> <li>• Professional Certificate (if any)</li> </ul>	

\*CVs attached

Yours Faithfully

(Authorized Signatory)

(Name & Designation, seal of the firm)

**ANNEXURE IV: FORMAT FOR PROJECT EXPERIENCE**

## Project Experience Summary of the Bidder

For each of the projects cited above, provide a brief project profile using the format given below. The profile for each project must be provided in less than 1 page.

<b>S. No.</b>	<b>Name of Project/Engagement</b>	<b>Client Name</b>	<b>Duration (Period)</b>	<b>Fees</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				

Yours faithfully,

(Signature)

(Name) (In the capacity of), seal of firm duly authorized to sign proposal for and on behalf of the Proposer

**ANNEXURE V: PROPOSED PROJECT LOCATIONS**

<b>State</b>	<b>Nos. of Locations Proposed</b>	<b>Proposed Locations *</b>
Jharkhand	1	Ranchi
Bihar	1	Patna
West Bengal	3	Kolkata, Santoshpur, Jalpaiguri
Haryana	3	Faridabad, Sirsa, Mewat
Himachal Pradesh	1	Ghumarvin
Punjab	1	Ludhiana
Gujarat	1	Surat
Odisha	2	Bhubneshwar, Cuttack
Chandigarh	1	Chandigarh

**\* Addresses of ATDC centres given at Annexure-VI.**

**Annexure-VI- Address of Proposed Centres**

<b>Name of the ATDC Centres.</b>	<b>Address of the Centres</b>
<b>01. ATDC-Ludhiana</b>	<b>B-XX-2597/570, Noble Enclave, Ist &amp; IInd Floor, Bhaiwala Chowk, Ferozpur Road Ludhiana-141001, Punjab, Ph. 0161-2402605</b>
<b>02. ATDC-Chandigarh</b>	<b>Regional Campus Rajiv Gandhi National Institute of Youth Development PEC Campus, Sector-12, Chandigarh Contact Person:- Mr. Stanzin Dawa, Mob. 09988902204</b>
<b>03. ATDC-Ghumarwin</b>	<b>Ward No.-2, NH-103, Near Bridge, Ghumarwin, Distt.- Bilaspur, Himachal Pradesh</b>
<b>04. ATDC- Bhubaneshwar</b>	<b>A/33, Rasulgarh Industrial Estate, Bhubaneswar - 751010, Orissa Ph. 0674-2586537</b>
<b>05. ATDC-Surat</b>	<b>7th Floor, Resham Bhawan, Lal Darwaja, Surat - 395003, Ph. 0261-6457712</b>
<b>06. ATDC-Kolkata</b>	<b>Plot No.- 3B, Block - LA, Sector - III, Salt Lake City Kolkata – 700098(W.B), Ph.033-23359994</b>
<b>07. ATDC-Santoshpur</b>	<b>Modern Integrated Readymade Garment Complex, Santoshpur Industrial Area, Kalinagar, Santoshpur, Kolkata – 700066 West Bengal, Ph. 033-64504426</b>
<b>08. ATDC-Jalpaiguri</b>	<b>P.E.T.C. Building, 2nd Floor, Shivaji Road Hakimpara, Jalpaiguri-735101, Ph. 03561-225019</b>
<b>09. ATDC-Faridabad</b>	<b>Apparel Training &amp; Design Centre, Plot No.-21, Sec.-20B Faridabad-121001</b>
<b>10. ATDC-Mewat</b>	<b>Community Centre MDA, Kherdla, Delhi-Alwar Road (Near Petrol Pump), Nuh Mewat, Haryana-122107 Ph.01267-203742</b>
<b>11. ATDC-Sirsa</b>	<b>Village-Phulkan, Hissar Road, District -Sirsa, Haryana-125055</b>
<b>12. ATDC-Ranchi</b>	<b>C/O Riada Bhawan, Ground Floor, Namkum Industrial Area Lowadih, Nmkum-834010, Ranchi, Jharkhand Ph. 0651-6571796</b>
<b>13. ATDC-Patna</b>	<b>ATDC VOCATIONAL INSTITUTE, SMART Bhawan, Plot No:E-5 (PHED), Near Pani Tanki, Patliputra Industrial Area, Patna-13, New Tel.no.: 0612-2270064</b>