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1 Request for Proposal

S.No.	Particulars	Details
1.	RFP Name	Request for Proposal for Selection of a State Programme Implementation Unit (SPIU) for Implementation and Monitoring of Strategic Investment Plan (SIP) under Raising and Accelerating MSME Performance (RAMP) Programme in the State of Sikkim
2.	Tender Publish Date	05.03.2024
3.	Pre Bid Queries Submission Date	18.03.2024 Email: directormsmecni@gmail.com
4.	Pre Bid Queries Clarification Publish Date	22.03.2024 All corrigendum issued by the MSME Division, Commerce & Industries Department, Govt. of Sikkim in this respect will be given without disclosing the name of interested bidders.
5.	Bid Submission Date	26.03.2024 (hard copy to be submitted)
6.	Technical Presentation	27.03.2024
7.	Earnest Money Deposit (EMD)	INR 5,00,000/- in the form a Demand Draft on any Nationalised/ Scheduled bank in favour of "The Secretary, Commerce & Industries Department", payable at Gangtok. The validity of the EMD is 90 days. Bid security shall be refunded to the successful bidder upon signing of contract/ agreement with client and submission of Performance Bank Guarantee. For unsuccessful bidders, the bid security shall be refunded after end of the overall bid process.
8.	Bid Security	5% of the contract amount by the successful Bidder in the form of Bank Guarantee
9.	Address of tendering authority	Secretary, Commerce and Industries Department, Government of Sikkim
10.	Assignment duration	Co-terminus to RAMP Program i.e., 4 years or before as per RAMP guidelines



11.	Bid validity	180 Days
12.	Selection Process	QCBS with quality to cost ratio 80:20
13.	Venue for opening of bid and Technical Presentation	Conference Hall, Udyog Bhawan, 5th Mile, Tadong – 737102, Sikkim
14.	Authority	Director, MSME, Commerce and Industries Department, Government of Sikkim

Note:

* No financial information should be submitted under technical bid.

*The bidder shall bear all costs associated with the presentation and submission of the tender hard copy and the Department will, in no case, be responsible or liable for those costs, regardless of the conduct or the outcome of the bidding process.



2 Disclaimer

This Request for Proposal (RFP) contains brief information about the project, qualification requirements and the selection process for the successful applicant (bidder). The purpose of this RFP document is to provide applicants (bidders) with information to assist the formulation of their bid application (the "application"). Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither the MSME Division, Commerce & Industries Department, Government of Sikkim ("Client") nor any of its officers or employees, nor any of their advisors nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of the information contained in the RFP, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed project, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed. The information ("Information") contained in this RFP document or subsequently provided to interested parties (the "applicant(s)"), in writing by or on behalf of the department is provided to applicant(s) on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided. Each applicant should perform their own due diligence to check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. Submission of bid application shall be deemed to have been done after careful study and examination of the RFP with full understanding of its implications. The response to this RFP should be full and complete in all respects. Incomplete or partial bids shall be rejected. The applicant must quote for all the items asked for in this tender. Intimation of discrepancies in the RFP, if any, should be given to the Client immediately by the applicants. If the Client receive no written communication, it shall be deemed that the applicants are satisfied that the RFP document is complete in all respects. This RFP document is not an agreement and is not an offer or invitation by the Client to any other party. The terms on which the project is to be developed and the right of the successful applicant shall be as set out in separate agreements. The Client reserves the right to accept or reject any or all applications without giving any reasons thereof. The Client will not entertain any claim for expenses in relation to the preparation of RFP submissions.



3 Background

Sikkim is the second smallest State located in the northeast region of India, known for having both a small population and geographic area compared to other Indian states. Its total area is more than 7096 sq km, but this only accounts for 0.2% of India's total area. It is strategically located with Nepal and Bhutan to its west, the Tibet Autonomous Region of China to its east, and the Darjeeling Gorkha Hill Council of West Bengal to its south.

Sikkim has become the eighth member of the Northeastern Council of States, which was established to support the balanced development of the northeast region of India. This demonstrates Sikkim's growing importance in the area's development and strategic planning. Languages spoken there are Nepali, Bhutia, Lepcha, Limboo, Magar, Rai, Hindi, and English. Sikkim is home to multiple snow-covered mountain peaks, including Kanchenjunga, which is the third-highest peak in the world. As a result, the state attracts a significant number of tourists from all around the world who come to see these peaks.

The State is incredibly rich in rare and exotic plant and animal life, including 5,000 types of blooming plants, 515 unique orchids, 60 species of primula, and 36 species of rhododendron. In terms of the production and supply of cut flowers to mainland consumer markets, this places it among the top Northeastern states. Over 424 of the 6,000 medicinal species growing in India (including the well-known *Artemisia vulgaris*, an antibacterial plant) are found in Sikkim. Sikkim is a significant producer of large cardamom in India and is known as a major global center for cardamom, contributing to approximately 80% of the country's total production. Sikkim is home to a variety of snow-capped peaks, notably Kanchenjunga, the third-highest mountain in the world and a popular tourist destination. Due to Sikkim's immense natural potential, tourism has become the new livelihood of the Sikkimese. The state's tourist industry has benefited from the promotion of rural tourism, homestay tourism, cultural tourism, trekking tourism, ecotourism, wellness tourism, flora tourism, and adventure tourism

3.1 MSME Landscape in Sikkim

MSMEs are an essential component of India's economy, contributing 37.5% to the GDP and accounting for over 45% of total industrial production. 9126 MSMEs are registered on Udyam Registration out of which 97.66% are micro enterprises. The sector is not formalized, and many businesses are not informed about the formalization initiative by Ministry of MSME and the State. Registered MSMEs are majorly looking forward for finance and marketing assistance markets.



4 ToR - State Programme Implementation Unit (SPIU)

4.1 Introduction

Raising and Accelerating MSME Performance (RAMP) is a World Bank supported Programme, supporting the Ministry of MoMSME's "Implementing MSME competitiveness Programme- post Covid Resilience and Recovery Programme (MCRRP)", which aims at strengthening schemes that focus on improving market access, access to credit, strengthening institutions and governance at the Centre and State, improving Centre-State linkages and partnerships, addressing issues of delayed payments, and greening of MSMEs.

RAMP supports this overall Programme and focuses primarily on building capacity of National and State level agencies, build platforms for provision of critical services to MSMEs and enhancing outcomes from competitiveness related schemes.

4.2 RAMP Programme development objective and result areas

The Programme development objective is to strengthen institutions and markets for MSMEs at the Central Government level and in States.

Implementation of key policies in Results Area I unlocks institutional capacity that makes possible the progress targeted under Results Area II. Results Area II supports the enhancement of quality and scalability of market-based support services to MSMEs, with a particular focus on results in the participating States.

4.2.1 RA#1: Strengthening Institutions and Governance of the MSME Programme

This will target results at the Central and State levels to address institutional capacity and coordination constraints. This RA aims to strengthen federal and State institutions to deliver on the MSME agenda through better Central Government (CG) level and Central Government -State coordination on the MSME sector; enhanced policy capacity of MoMSME to undertake evidence-based policy and Programme design; improved and interoperable portals to deliver online services to MSMEs at scale and in a cost-effective manner; and a more decentralized, flexible and cohesive MSME Programme led by States.



4.2.2 RA#2: Support to Firm Capabilities and Access to Markets, Access to Finance

The interventions will aim to use technology-driven solutions and leverage platform approaches to achieve economies of scale and better outreach of quality market-based private sector service provision in the areas of firm capabilities and access to finance. This RA aims to improve the quality, coverage and delivery of the existing Firm Capabilities schemes and strengthen the market for BDS; improve access to finance and working capital by strengthening receivable financing markets for MSMEs through well-functioning digital factoring platforms; improve access to finance for women entrepreneurs and greening investments through CGTMSE; and strengthen dispute resolution mechanisms for delayed payments to MSMEs by incorporating online dispute resolution and private sector provision of these services.

The following Key Performance Indicators (KPIs) are proposed to measure progress towards this Project Development Objectives (PDO):

- Improved Firm Capabilities from utilizing Schemes - measured by MSME Champions Scheme and linked schemes uptake.
- Increased access to finance for female-headed businesses - measured by the volume of credit guarantees.
- Increased access to finance for green investments - measured by the volume of credit guarantees.
- Increased MSME access to factoring – measured by the value of invoices placed on the TReDS platform.
- Increased resolution rate for delayed payments – measured by the number of MSMEs able to unblock payments via ODR platforms accessed via the MoMSME Samadhaan portal.

The principal beneficiaries of this operation are: MSMEs in the target States. The principal beneficiaries are formal MSMEs with the intention and potential to grow, invest in themselves and improve productivity.

- The Ministry of MSMEs. The primary CG agency supported by the operation.



- The focus State governments. The specific departments and agencies of the focus State governments who will be the primary beneficiaries of the operation will be identified as part of the State MSME SIPs.

4.3 Objectives of the Assignment

The Client intends to select an agency to who will be responsible to set up the Programme Implementation Unit to support the State in designing, planning, implementation and monitoring of the World Bank assisted Raising and Accelerating MSME Performance (“the Programme”). The hired SPIU will be deployed fulltime at the Client’s office in Tadong, Gangtok and assist them in the implementation and monitoring of RAMP Programme in the State.

4.4 Scope of Services

The scope of services of the SPIU will be to assist and support the State which, inter-alia includes, activities listed below:

- (i) Understand the interventions, budgeting, and mode of operations defined in the SIP
- (ii) Stakeholder consultation for better implementation and monitoring of the interventions under SIP
- (iii) Support the State in all matters relating to Programme implementation as defined in the Programme implementation manual
- (iv) Support the State department in implementation and monitoring of the State Strategic Investment Plan (SIP)
- (v) Facilitating convergence with other Central and State schemes and availing benefits of State incentives for MSME.
- (vi) Support strengthening existing government departments/service providers that support the last mile MSME ecosystem.
- (vii) Assist in structured interface/ workshop with stakeholders and related departments, financial Institutions, research and development institutions etc.
- (viii) Assist in compliance and in meeting various reporting requirements of



Government of India (GoI) and World Bank.

(ix) Monitoring the performance and results of other consultancies under RAMP at the State- level, during the duration of the Programme.

(x) Develop MIS report for the nodal agency on a monthly basis to capture the progress of implementation.

(xi) Assist in communication and dissemination of information, exchange of knowledge and experience.

(xii) Integration of MIS system and portal developed for the Programme, provide input on real time basis and retrieval of information from the system for use.

(xiii) Engagement with private players for empowerment and growth of MSMEs through investment / empanelment / apprenticeship or equivalent.

(xiv) Ensuring the budget expenditure according to the approved SIP

Review of SIP every quarter and modify the SIPs for resubmission to the centre every half yearly in case of any modifications / updates in the plans.

4.5 Strategic Review of Implementation Process

(i) Given the scale of project and various areas of intervention, reviewing of implementation process to keep in check project's development is very critical. This will be done via maintaining periodic checks in order to track progress on micro as well as macro level. The following will be done to ensure that implementation process is in track with the goals of SIP supporting the RAMP Program:

(ii) Review of progress made in every 3 months in a details manner via preparation of 'Review Report' highlighting trajectory of units in MSME sector and their role in pushing DLIs forward

5 Duration of the Assignment

The assignment period shall be co-terminus to the RAMP Program. However, the financial bid will be provided for 4 years by the Bidder for evaluation.



6 Sub-Contracting

Sub-Contracting of Subject Matter Expert (SME) is allowed for Sikkim. The cost for SME will form part of the contract but will not be part of the financial evaluation. Tentative list of SMEs and days are provided below:

S.No.	Subject Matter Expert	Tentative Requirement per year	Tentative Requirement for 4 years
1.	Food Processing Expert	36	144
2.	Tourism Expert	36	144
3.	Private Public Partnership Expert	36	144
4.	Apparel / Textile Expert	36	144
5.	Animal Husbandry / Livestock / Meat Processing Expert	36	144
6.	AVGC Expert	36	144

7 Instructions to Bidders

(i) It is the responsibility of the department to ensure that the selected Bidder has access to documentation owned by the department from the immediate beginning of the work and for the duration of that work.

(ii) It is the responsibility of the department to ensure that any member of their organization/ division can make themselves available for brief consultation on 1 weeks" notice. The department shall provide the Selected Bidder with contact details of all such organization/ division employees.

(iii) It is the Bidder's responsibility to ensure that the Team Lead (TL)/ or any other authorized person in full knowledge of the project and the matter under discussion is



available to meet with the department provided that the meeting relates to the work proposed and/or the objectives proposed.

(iv) It is the Bidder's responsibility to ensure that all objectives proposed and all deliverables proposed are achieved and disclosed prior to the agreed end-date of the project.

(v) It is the Bidder's responsibility to ensure any information it possesses relating to the department that is not available in the public domain be treated with the utmost confidentiality and discretion.

(vi) Where the Bidder feels the need to disclose confidential information to a third party, it is their responsibility to ensure that it does so with the explicit permission of the department.

8 Earnest Money Deposit

(i) An earnest money deposit (EMD) of INR 5,00,000/- (Rupees Five Lakhs only) in the form of Demand Draft in favour of "The Secretary, Commerce & Industries Department" payable at Gangtok shall have to be submitted by the bidders" along with the bid. The EMD shall be furnished in Indian National Rupees (INR) and should be valid for a period of minimum 90 days.

(ii) Any bid not secured in accordance with above mentioned clause, shall be rejected by the Purchaser as being non-responsive, without any further correspondence. Unsuccessful bidders" EMD will be discharged / returned after end of the overall bid process.

(iii) Earnest Money Deposit furnished by selected Bidder shall be refunded after signing of contract and submission of Performance Security Deposit. The EMD can be forfeited if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form or during the bid process, if a Bidder indulges in any such deliberate act that would jeopardize or unnecessarily delay the process of bid evaluation and finalization, or if any information is found wrong / manipulated / hidden in the bid.

(iv) The decision of the Client regarding forfeiture of the EMD shall be final & shall not be called upon question under any circumstances. No interest will be paid on the EMD.



9 Performance Security Deposit

(i) The successful bidder shall at his own expense deposit with the department, within fifteen (15) working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier in the form of Bank Guarantee from any Nationalised/Scheduled bank.

(ii) This Performance Security Deposit will be for an amount equivalent to 5% of contract value. All incidental charges whatsoever such as premium; commission etc. with respect to the performance security deposit shall be borne by the bidder. If the accepted Bidder fails to furnish the Performance Security Deposit within the above said period, the EMD remitted by him will be forfeited to the department and his tender will be held void. The Performance Security Deposit furnished by the Bidder in respect of his tender will be returned to him at the end of the contract period subject to submission of all reports to satisfaction.

(iii) If the Bidder failed to act up on to the tender conditions or backs out when his tender is accepted, his Performance Security Deposit mentioned above will also be forfeited to the department.

10 Procedure for submission of bids

(i) It is proposed to have a Four Cover for this tender:

- EMD and PoA – (2 copies) in one cover
- Pre-Qualification Bid – (2 copies) in one cover
- Technical Bid - (2 copies) in one cover
- Commercial Bid - (2 copies) in one cover

(ii) EMD and PoA, Pre-Qualification Bid, Technical Bid and Commercial Bid of the Tender shall be covered in separate sealed covers super-scribing “EMD and PoA”, “Pre-Qualification Bid”, “Technical Bid”, “Commercial Bid”. Each Bid shall also be marked as “Original” and “Copy”. Please Note that Prices shall be indicated only in the Commercial Bid. And if price will be indicated in the “EMD and PoA” or Pre-Qualification Bid or Technical Bid, that Bid is liable to be rejected.

(iii) The four envelopes containing EMD and PoA, Pre-qualification Bid, Technical Bid and Commercial Bid shall be put in another single sealed envelope clearly marked “Request for Proposal (RFP) for Selection of a State Programme Implementation Unit



(SPIU) for Implementation and Monitoring of Strategic Investment Plan (SIP) under RAMP Programme in the State of Sikkim” These envelopes are to be superscripted with Tender Number and the wordings “DO NOT OPEN BEFORE 11.00 AM on 27/03/2024”

(iv) The cover thus prepared shall also indicate clearly the name, address, telephone number, E-mail ID and mobile number of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".

(v) Each copy of the tender shall be a complete document and shall be bound as a volume. The document shall be page numbered and appropriately flagged and must contain the list of contents with page numbers. Different copies must be bound separately. Any deficiency in the documentation may result in the rejection of the Bid.

(vi) If the outer envelope is not sealed and marked as indicated above, State will assume no responsibility for the Bid’s misplacement or premature opening

(vii) The Tender should be signed on all the pages by the Bidder’s authorised signatory and should be affixed with the bidder's Seal.

11 Language of Bid

The bid as well as all correspondence and documents relating to the bid exchanged by the bidder and the Client shall be written in English language and printed literature that are the part of the bid may be in another language provided, they are accompanied by an accurate translation of the relevant passages duly accepted by the bidder in English, in which case, for purpose of interpretation of the bid, such translation shall govern.

12 Team Structure

S.No.	Position	Timeline	Number	Qualification and Experience	Roles and Responsibilities
1.	Team Lead	Full time deployment as per the duration of the contract	One	<ul style="list-style-type: none"> i. Post Graduate degree from recognized institutes ii. At least 8 years of overall experience with minimum 3 years of experience in MSME / Industries / Livelihood / SHGs / 	<ul style="list-style-type: none"> i. Overall management and establishing full functionality of SPIU as planned and ensuring Programme triggers are met. ii. Periodic reporting of the overall performance of Programme to the SPRC and Head, Nodal Agency. iii. Ensuring timely communication and



S.No.	Position	Timeline	Number	Qualification and Experience	Roles and Responsibilities
				rural and cottage industries in government set up like Central Government and State Government/ PSUs/ State Government Undertakings / SPVs with more than 51% central or state government share	<ul style="list-style-type: none"> iv. compliance with all agreed-upon financial and procurement procedures at State levels. iv. Establishing clear working relationship with district level agencies/key stakeholders and ensuring flow of information, discussions, and feedback among the various stakeholders of the Programme.
2.	Enterprise Development Manager	Full time deployment as per the duration of the contract	One	<ul style="list-style-type: none"> i. Post Graduate degree or equivalent from recognized institutes ii. At least 7 years of overall experience with minimum 2 years of experience in MSME / Industries / Livelihood / SHGs / rural and cottage industries in government set up like Central Government and State Government/ PSUs/ State Government Undertakings / SPVs with more than 51% central or state government share 	<ul style="list-style-type: none"> i. Increasing the reach and performance of Market access schemes under RAMP ii. Providing domain inputs in review of Strategic Investment Plans iii. Facilitation in preparation, timely submissions and implementing of SIP. iv. Convening meeting of the State Level Committees and putting forth issues to be decided upon from time to time during the implementation of the Programme.
3.	Capacity Building Expert	Full time deployment as per the duration of the contract	One	<ul style="list-style-type: none"> i. Post Graduate degree or equivalent from recognized institutes ii. At least 5 years of overall experience in Capacity Building or Skill Development 	<ul style="list-style-type: none"> i. Conducting advocacy and connect with industries, Industry Bodies/Associations in the States ii. Shortlisting of partners for conducting skill training of unit owners iii. Capacity building of agencies on time-to-time modifications in the scheme guidelines and



S.No.	Position	Timeline	Number	Qualification and Experience	Roles and Responsibilities
					Standard Operating Procedures (SOP) iv. Performance evaluation of Nodal & Technical Agencies.
4.	Procurement Expert	Full time deployment as per the duration of the contract	One	i. Post Graduate degree or equivalent from recognized institutes ii. At least 5 years of overall experience in Central or State Government Procurement, bid management, vendor onboarding. iii. Experience of GeM will be an added advantage	i. To gather client needs and liaise with the domain experts for preparation of bid documents-including EOI, RFPs, etc. ii. Maintenance of procurement related records and documentation for audit/review by the World Bank. iii. Handle procurement related complaints, if any, received as per the agreed procedure for the Programme. iv. Ensure all disclosure requirements relating to procurement are uploaded on the Programme website in a timely manner, including publication of contract award notices. v. Extend support on any procurement related activities under the Programme
5.	Consultant	Full time deployment as per the duration of the contract	One	i. Postgraduate in any stream	i. Managing the SPIU day to day needs ii. Maintaining database of buyers, OEMs, private partners for improvement in market linkages iii. Constant updating of web site, portal and other content related to the Programme from time to time



13 Eligibility Criteria, Key Personnel Requirement & Evaluation Criteria

13.1 Eligibility Criteria (Pre-Qualification Criteria)

S. No	Section	Specific Requirements	Supporting Documents required
1.	Legal Entity	The Bidder firm/entity must be a company registered in India under the Companies Act 1956, or a partnership firm registered under the Limited Liability Partnership Act of 2008, a society registered under the Societies Act or a Trust in India	Letter of Incorporation / Registration Certificate with competent authority
2.	Financial Capacity	The Bidder should have an average annual turnover from government operations in India of INR 100 Crores in the previous three financial years (FY 2020-21, 2021-22 & 2022-23)	Certificate from Chartered Accountant as per Form no. 3
3.	Prior experience	Experience of working with Central/State Government/ or their agencies/Institutions in domains such as Industrial Development/ MSMEs, Cluster Development, industrial/MSME Policy Preparation / Policy Implementation/ Social Welfare / Community Development / PMU / Scheme Implementation with minimum two projects value of INR 10 crores each in the last five years.	Work Orders / Letter of Intent / Contract Agreement / Letter of Award/ Experience Letter Experience to be shared as per Form no. 8
4.	Manpower	The Bidder should have more than 500 full-time individual employees working in India.	Self-certification from the HR Head or Authorized Signatory Form no. 7



5.	Authorized	The bidder must submit letter of authorization by the Board/ Partnership firm/LLP, authorizing the signatory, for signing the Proposal	Board resolution / Power of Attorney authorizing the signatory to sign on behalf of the agency
6.	Blacklisting	Must not have been debarred or blacklisted by any Central/state Govt. or Governmental agency as on date of submission of bid response	Self- Declaration on company's letterhead Form no. 6

Note:

The evaluation of Technical Proposal of only those Bidders who have qualified in the Pre- Qualification will be carried out.

If the Technical proposals are found to be inadequate and do not correspond to the scope of service and terms of reference, they shall be summarily rejected

13.2 Technical Evaluation Criteria

S.No.	Section	Technical Evaluation Criteria	Marks
1.	Financial Strength		10
a)	Financial Capacity	Average turnover of business from government consulting operations for last 3 financial years (FY 2020-21, 2021-22 & 2022-23) (INR Crores) i. < INR 100 Crores – 0 mark ii. >INR 100 - 125 Crores – 2 marks iii. >INR 125 - 150 Crores – 4 marks iv. >INR 150 - 175 Crores – 6 marks v. >INR 175 - 200 Crores – 8 marks vi. >INR 200 Crores – 10 marks	10
2.	Experience (as per Form no. 8: Organization Experience)		40



S.No.	Section	Technical Evaluation Criteria	Marks
a)	Experience - 1	<p>The Bidder must have experience of working with Central/State Government/ or their agencies/Institutions in domains such as Industrial Development/ MSMEs / Rural Industries / Artisans / Cluster Development/ Social Welfare / Community Development / PMU / Scheme Implementation consultancy fees equal to or more than Rs 10.00 Crore for each programme (comprising of completed or ongoing projects) in last five years</p> <p>i. < 2 projects: 0 marks ii. 2 – 3 projects: 5 marks iii. 4 - 5 projects:7 marks iv. More than 5 Projects: 10 marks</p> <p>Extra 5 marks for working as a SPIU for any State in India</p>	15
b)	Experience – 2	<p>The bidder must have experience of preparing SIP under RAMP programme:</p> <p>1 State – 5 marks 2 States – 7 marks 3 States – 10 marks</p>	10
c)	Experience – 3	<p>Bidder should have experience of working on World Bank/ ADB/ DFID / foreign and Commonwealth Office or other multilateral sponsored projects on MSME / Industries / Start-Up development / Environment / Social / Finance agenda in India</p> <p>i. < 2 projects: 0 marks ii. 2 – 3 projects: 5 marks iii. 4 - 5 projects:7 marks iv. More than 5 Projects: 10 marks</p>	10
d)	Experience – 4	<p>The bidder must have experience of working for MSME or Industries Domain in Sikkim – 5 marks</p>	5
3.	Team (as per Form no. 11 – CV Format)		25
a)	Team Lead (One)	<ul style="list-style-type: none"> • Post Graduate degree or equivalent from recognized institutes – 1 mark • At least 8 years of overall experience with minimum 3 years of experience in MSME / Industries / Livelihood / SHGs / rural and cottage industries in government set up like Central Government and State Government/ PSUs/ State Government Undertakings / SPVs with more than 51% central or state government share – 4 marks 	8



S.No.	Section	Technical Evaluation Criteria	Marks
		Interview of the candidate with the Technical Panel – 3 marks	
b)	Enterprise Development Manager (One)	<ul style="list-style-type: none"> • Post Graduate degree or equivalent from recognized institutes – 1 mark • At least 7 years of overall experience with minimum 2 years of experience in MSME / Industries / Livelihood / SHGs / rural and cottage industries in government set up like Central Government and State Government/ PSUs/ State Government Undertakings / SPVs with more than 51% central or state government share – 3 marks Interview of the candidate with the Technical Panel – 2 marks	6
c)	Capacity Building Expert (One)	<ul style="list-style-type: none"> • Post Graduate degree or equivalent from recognized institutes – 1 mark • At least 5 years of overall experience in Capacity Building or Skill Development– 3 marks Interview with the Technical Panel – 2 marks	6
d)	Procurement Expert (One)	<ul style="list-style-type: none"> • Post Graduate degree or equivalent from recognized institutes – 1 marks • At least 5 years of overall experience in Central or State Government Procurement, bid management, vendor onboarding. – 2 marks Experience of GeM will be an added advantage – 2 marks	5
4	Approach and Methodology + Technical Presentation	<ul style="list-style-type: none"> • Understanding of Terms of Reference (TOR) – 5 marks • Approach & Methodology – 10 marks • Team Deployment Structure and Work Plan – 5 marks Engagement of local Sikkim Agency for execution of the Project – 5 marks	25

Note:

1. The bidder is required to submit a copy of Work Orders / Letter of Intent / Contract Agreement / Letter of Award / Experience Letter.
2. The Authorized personnel of the Bidder should provide an undertaking that the projects listed in the CV of each candidate are true and valid

14 Method of Selection

- a) The Bidder shall be selected through bidding process on Quality Cum Cost Based System (QCBS)



- b) In the first stage, pre-qualification evaluation of the documents submitted will be carried out
- c) In the second stage, technical evaluation will be carried out for those Bidders who fulfill all the Pre-Qualification criteria.
- d) Technical proposals will be assessed based on a defined evaluation criterion at Section 13.2 and ranked as per the marks received in the technical evaluation (Technical Score). Only those Bidders whose technical proposals score is 70 marks or more out of 100 marks shall be eligible for opening of financial proposal.
- e) Financial evaluation will be carried out for the technically qualifying Bidders scoring more than 70% of the marks. Proposals will then finally be ranked according to their combined technical and financial scores as per the evaluation method given in Section 15.

15 Evaluation Method

80% weightage shall be given to technical proposal and 20% shall be given to financial proposal. The first ranked Consultant shall be selected while the second ranked will be kept in reserve. The marking (upto 4 decimal points) will be based on normalization process.

Technical Score (TS_{Tech}) = $T * 0.8$ Where

Relative Commercial Marking RS_{Com} will be done based on following formula:

$RS_{Com} = C_{Low} / C * 100$ Where

RS_{Com} = Relative score for Commercial Bid of the Bidder

C = Commercial bid value of the Bidder under consideration

Total Score (RS) (upto 4 decimal points) obtained by each eligible Bidder will be calculated as follows:

$RS = T * 0.80 + RS_{Com} * 0.20$

In the event that only a single Bid is received pursuant to the RFP process or if only one bid is found to satisfy the Minimum eligibility criteria stated in this RFP, rights are reserved for:

- Accepting the Bid for evaluation
- Rejecting the Bid
- Initiating a fresh RFP process



16 Award of Contract

16.1 Award Criteria

16.1.1 Client's Right to accept any Bid and to reject any or all Bids

The Client reserves the right to accept or reject any Bid, and to annul the bidding process and reject any or all Bids 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 the Client's action.

16.1.2 Letter of Intent

Prior to the expiration of the period of bid validity, the Client will notify the Successful Bidder(s) in writing or email, to be confirmed in writing by letter, that its bid has been accepted. The Letter of Intent will constitute the formation of the contract. Upon the Successful Bidder's furnishing of Security Deposit/ Performance Bank Guarantee within 15 days of issuance of Letter of Intent, the Client shall issue the Work Order to the successful Bidder.

16.1.3 Submission of Performance Bank Guarantee and Signing of Contract

The successful Bidder shall, within 15 (fifteen) days of the receipt of the Lol, submit Security Deposit / Performance Bank Guarantee and execute the Contract Agreement. Any delay in submission of Security deposit / Performance Bank Guarantee and execution of the contract agreement within the stipulated timelines, the Client may take necessary actions of forfeiting the EMD and invite the next eligible Bidder.

16.1.4 Issuance of Work Order

Post submission of security deposit and execution of contract agreement by the successful Bidder, the Client will issue the work order

16.1.5 Acceptance of Work Order

The successful Bidder shall give acceptance on its letterhead having authorized signatory within the stipulated timelines mentioned in the Work Order provided by the Client



16.1.6 Failure to agree with the Terms & Conditions of the RFP / Contract

Failure of the successful Bidder to agree with the Draft Legal Agreement and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event the Client may award the contract to the next best value Bidder or call for new proposals from the interested Bidders.

In such a case, the Client shall invoke the security deposit of the most responsive Bidder.

17 Deliverables and Payment Terms

Monthly Status Report to be shared and submitted by the SPIU to the Client. Payment shall be done on monthly basis. SPIU are also required to prepare Quarterly Progress Reports as per the RAMP Programme implementation manual. SPIU's Progress Reports should also contain information on meeting of various compliance requirements of Government of India (GoI) and World Bank and progress on KPIs related to implementation and monitoring of the RAMP Programme.

18 Penalty

Penalty @ Rs.5,000/- per day [in case of Team Lead] and Rs.2,000/- per day [for rest of the cases] shall be levied on the Bidder on account of delay, if any, in providing a suitable substitute staff meeting the specifications / criteria stipulated in this agreement / RFP for the period beyond 30 days. The replacement of resources has to be done within 30 days. Preference to local resources while replacement should be given.

19 Indemnity

The Selected Bidder shall indemnify Department from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind how-so-ever suffered including patent, copyright, trademark and trade secret, arising or incurred inter-alia during and after the Contract period out of:

- a) Negligence or wrongful act or omission by the Selected Bidder or it's team or any Agency/ Third Party in connection with or incidental to this Contract; or



b) Any breach of any of the terms the Selected Bidder's Proposal as agreed, the RFP and this Contract by the Selected Bidder, its Team or any Agency/ Third Party

20 Limited Liability

The Bidder's liability for direct losses or damages under this RFP and for all claims connected to it, in contract, tort (including negligence), statutory liability or otherwise, shall be limited to the fees paid for the Services.

Any claims related to loss or damage suffered as a result of, arising from or in connection with the RFP shall be made within three years from the date of cause of action arising. For the purposes of this clause, a claim shall be made when court or other dispute resolution proceedings are commenced.

21 Force Majeure

Force Majeure Event shall mean any event or circumstance, or combination of events and circumstances set out hereunder or the consequence (s) thereof which materially and adversely affect the party claiming force majeure ("Affected Party") from performing its obligations in whole or in part under this RFP.

- a) Acts of God/Nature, storm, cyclone, hurricane, flood, landslide, volcanic, eruption, or fire (to the extent originating from a source external to the project) affecting the construction of the project;
- b) Radioactive contamination, ionizing radiation;
- c) Epidemic, famine;
- d) Strikes, boycotts or other forms of labour unrest interrupting supplies and services (excluding strikes or boycotts by employees, agents or representatives of an Affected party or it's sub- consultant or attributable to any act or omission of any of them);
- e) An act of war (whether declared or undeclared) invasion, armed conflict, or act of a



foreign enemy, blockade, embargo, revolution, riot, rebellion, insurrection, terrorist or military action, nuclear blast/explosion, politically motivated sabotage, or civil commotion;

Notice of Force Majeure Event: The Affected party shall give notice to the other Party in writing of the occurrence of any of the Force Majeure Event (“the Notice”) as soon as the same arises or as soon as reasonably practicable and in any event within 7(seven) days of its occurrence and the adverse effect it has or is likely to have on the performance of its obligations under this Contract.

The Notice shall inter-alia include full particulars of:

- a) The nature, time of occurrence and extent of the Force Majeure Event with evidence in respect thereof;
- b) The duration of or estimated duration and the effect or probable effect which such Force majeure Event has or will have on the Affected Party's ability to perform its obligations or any of them under this Contract;

Termination due to Force Majeure Event: if a period of Force Majeure continues or in the reasonable judgment of the parties is likely to continue beyond a period of 180 days, the parties may mutually decide to terminate this Contract or continue this Contract on mutually agreed revised terms.

Due to COVID Pandemic, if the Consultant is not able to travel or remain physically present as per the Government orders then in such situation the Managing Director of the Client is empowered to relax the conditions, charge of penalty, damages arising out of the Contract and imposed on the Consultant. In such situation the Consultant shall inform the same in advance.

22 Arbitration and Law of Jurisdiction.

This Agreement and all disputes arising on any basis from, under or in connection to it shall be governed exclusively by Indian law and subject to the exclusive jurisdiction of the courts in Sikkim, India.



Settlement of Disputes : If any dispute or difference or claims of any kind arises between Consultant and The Client in connection with construction, interpretation, or application of any terms and conditions of the Contract or any matters or thing in any way connected with or in connection with or arising out of this Contract, or the rights, duties or liabilities of any party under this Contract, whether before or after the termination of this Contract, then the parties shall meet together promptly at the request of either party to amicably resolve such dispute, difference or claim by way of discussions between the parties.

Arbitration: Except where otherwise provided for in the Contract, all questions, claims, rights, and disputes relating to or arising out of the Contract or any matter directly or indirectly connected with this Contract shall be referred to a sole arbitrator to be appointed on the basis of mutual consent of both the parties. In case the Arbitrator so appointed is unable to act for any reason, then by mutual consent another sole arbitrator will be appointed who shall be entitled to proceed with the Reference from the stage at which it was left by his predecessor.

Subject as aforesaid, the provision of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the Rules made thereunder and for the time being in force shall apply to the arbitration proceeding under this clause. The Arbitration proceedings shall be conducted in English.

The arbitration expenses shall be borne by the parties equally. It is hereby clarified that the jurisdiction for all kinds of disputes, dispute resolution and the arbitration will be Sikkim.

23 Fraud and Corrupt Practices:

Consultant and its respective officers, employees, agents, and advisors shall observe the highest standard of ethics during the Bidding Process and after the issue of the LOI and during the subsistence of the Agreement. Notwithstanding anything to the contrary contained in the RFP, in the LOI, the Agreement, the Client may reject the bid, withdraw the LOI, or terminate the Agreement, without being liable in any manner whatsoever to the Consultant, if it determines that the Consultant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process. In such an event, the Client shall be



entitled to forfeit and appropriate the EMD and/or Performance Security, as the case may be, as liquidated damages, without prejudice to any other right or remedy that may be available to the Client under the RFP and/or the Agreement.

Without prejudice to the rights of the Client under the clause mentioned hereinabove and the rights and remedies which the Client may have under the LOI or the Agreement, or otherwise, if the Consultant is found by the Client to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, or after the issue of the LOI or the execution of the Agreement, Consultant shall not be eligible to participate in any tender or RFP issued by the Client during a period of 2 (two) years from the date the Consultant is found by the Client to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be.

For the purpose of this clause, the following terms shall have the meaning hereinafter respectively assigned to them:

- a) “**corrupt practice**” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence directly or indirectly the actions of any person connected with the Bidding Process (for the avoidance of doubt, the offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Client who is or has been associated in any manner, directly or indirectly with the Bidding Process or the LOI or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time before the expiry of 1 (one) year from the date such official resigns or retires from or otherwise ceases to be in the service of the Client, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) acting contrary to applicable anti-bribery or anti-corruption laws;
- b) “**fraudulent practice**” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, to influence the Bidding Process;
- c) “**coercive practice**” means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or



action in the Bidding Process;

d) “**undesirable practice**” means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and

e) “**restrictive practice**” means forming a cartel or arriving at any understanding or arrangement among Bidders to restrict or manipulate a full and fair competition in the Bidding Process.



24 Termination

The Client may terminate the Contract/Agreement executed with successful bidder in case of the occurrence of any of the events specified below:

- a) If the successful bidder becomes insolvent or goes into compulsory liquidation.
- b) If the successful bidder, in the judgment of The Client, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
- c) If the successful bidder submits to The Client false statement which has a material effect on the rights, obligations or interests of The Client.
- d) If the successful bidder places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to The Client.
- e) If the successful Bidder fails to deliver any or all of the Services within the time period(s) specified in the work order or any extension thereof granted by The Client.
- f) If the successful Bidder deploys persons who are not carrying the skills / experience / expertise of the level they are reasonably expected to on the basis of the scope description set out in this RFP.
- g) If the successful Bidder/consultant deployed fails to perform any other obligation(s) under the Contract / work order.
- h) If the successful Bidder, in either of the above circumstances, does not take remedial steps within a period of 30 (thirty) days after receipt of the default notice from The Client (or takes longer period in spite of what The Client may authorize in writing), The Client may terminate the Contract / work order in whole or in part. In addition to above, The Client may at its discretion may transfer upon such terms and in such manner, as it deems appropriate work order for similar support service to other successful Bidder and the defaulting Bidder shall be liable to compensate The Client for any extra expenditure involved towards support service to complete the scope of work.
- i) If the successful Bidder does not furnish the Performance Bank Guarantee or execute the Contract Agreement within stipulated time



25 Forms

25.1 Form 1: Letter of Submission of Application

To,

Director

MSME Division,

Commerce and Industries Department, Government of Sikkim

Udyog Bhawan, 5th mile, Tadong – 737102, Sikkim

Subject: Selection of a State Programme Implementation Unit (SPIU) for Implementation and Monitoring of Strategic Investment Plan (SIP) under Raising and Accelerating MSME Performance (RAMP) Programme in the State of Sikkim

Dear Sir,

1. With reference to your RFP document dated, we, having examined the RFP documents and understood their contents, hereby submit our application for the aforesaid assignment. This application is unconditional.

2. All information provided in the proposal and in the appendices is true and correct.

3. This statement is made for the express purpose of showing interest as an applicant for undertaking the assignment.

4. We acknowledge that RFP is a process to identify the interested bidder to undertake the scope of work.

5. We understand that you may cancel the application process at any time and that you are neither bound to accept any application that you may receive nor to invite the applicants to apply for the assignment, without incurring any liability to the applicants, in accordance with the RFP document.

6. We declare that we are not a member of any other firm applying for this assignment.

7. We agree and undertake to abide by all the terms and conditions of the RFP document.

In witness thereof, we submit this application under and in accordance with the terms of the RFP document.

Yours sincerely,

<<Signature>>

Name of the Applicant Title of Signatory: Email Address Telephone:



25.2 Form 2: Particulars of Bidders

8. Name of the Bidder: _____

9. Office address: _____

10. Constitution of the Bidder: _____

11. PAN number: _____

12. Company registration: _____

13. GSTIN: _____

Details of contact Persons

14. Name of authorized person/ head: _____

15. Designation: _____

16. Mobile no.: _____

17. Email ID: _____

(The information shared on the registered email, will be considered to have been received by the developer)

18. Postal Address: _____

(Signature of Authorized signatory)

Name and Title of Signatory:



25.3 Form 3: Turnover

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

Turnover from government operations in India for the period from FY 2020-21, FY 2021-22, and FY 2022-23

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

S.No.	Financial Year	Turnover from government operations in India (in INR Crore)
1.	2020-21 (a)	
2.	2021-22 (b)	
3.	2022-23 (c)	
Total (a) + (b) + (c)		
Average [(a) + (b) + (c)]/3		

Note : Supporting documents to be attached:

- Audited financial statements of the Bidder from financial years FY 2020-21, FY 2021-22, and FY 2022-23. (Only main/relevant pages of Balance Sheet and P & L; without schedules; to be provided. Documents to have evidence of signing by Auditors).

Place:

Date:
signature

Seal and



25.4 Form 4: Pre-Qualification Proposal

S. No	Section	Specific Requirements	Supporting Documents required	Page No.
1.	Legal Entity	The Bidder firm/entity must be a company registered in India under the Companies Act 1956, or a partnership firm registered under the Limited Liability Partnership Act of 2008, a society registered under the Societies Act or a Trust in India	Letter of Incorporation / Registration Certificate with competent authority	
2.	Financial Capacity	The Bidder should have an average annual turnover from government operations in India of INR 100 Crores in the previous three financial years (FY 2020-21, 2021-22 & 2022-23)	Certificate from Chartered Accountant as per Form no. 3	
3.	Prior experience	Experience of working with Central/State Government/ or their agencies/Institutions in domains such as Industrial Development/ MSMEs, Cluster Development, industrial/MSME Policy Preparation / Policy Implementation/ Social Welfare / Community Development / PMU / Scheme Implementation with minimum two projects value of INR 10 crores each in the last five years.	Work Orders / Letter of Intent / Contract Agreement / Letter of Award/ Experience Letter Experience to be shared as per Form no. 8	
4.	Manpower	The Bidder should have more than 500 full-time individual employees working in India.	Self-certification from the HR Head or Authorized Signatory	



			Form no. 7	
5.	Authorized	The bidder must submit letter of authorization by the Board/ Partnership firm/LLP, authorizing the signatory, for signing the Proposal	Board resolution / Power of Attorney authorizing the signatory to sign on behalf of the agency	
6.	Blacklisting	Must not have been debarred or blacklisted by any Central/state Govt. or Governmental agency as on date of submission of bid response	Self- Declaration on company's letterhead Form no. 6	

Place:

Date:

Seal and signature



25.5 Form 5: Pre-Bid Query Format

S.No.	Page No.	Section	RFP Clause / Provision no.	Existing text of clause / provision in the tender	Remarks/Query



25.6 Form 6: Self Declaration of non-blacklisting

We, <<Company Name>>, having its registered office at <<>> declare that:

- We have not been barred by any court of law from participating in any such activity. We have not been blacklisted by and Centre\State government or their agencies. All information provided by me in this proposal is true to best of my knowledge as on date of submission of this bid.

Signature of Authorized
Representative Name:

Seal:



25.7 Form 7: Current resource strength as of March'2023

(On Company's Letterhead)

(Current resource strength of the bidder for consulting professionals in the bidder companies' roles as on 31-March-2023)

To,

Director
MSME Division,
Commerce and Industries Department, Government of Sikkim
Udyog Bhawan, 5th mile, Tadong – 737102, Sikkim

Subject: Selection of a State Programme Implementation Unit (SPIU) for Implementation and Monitoring of Strategic Investment Plan (SIP) under Raising and Accelerating MSME Performance (RAMP) Programme in the State of Sikkim

Sir,

This is to confirm that <<company name>>, having its registered office at <<company registered office>> as on 31 March 2023 had more than 500 professionals on its payroll.

Current resource strength of the bidder organization for consulting / advisory services on the company's payroll as on 31.03.2023

Numbers (Numeric)

Number of professional staff (in words)



25.8 Form 8: Organization Project Experience

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

1. Assignment Name:	
2. Name of the Client:	
3. Approx. Value of the Contract:	
4. Start Date (Month/Year):	5. Completion Date (Month/Year):
6. Location & Address:	7. Duration of Assignment (months):
8. Narrative description of Project:	



25.9 Form 9: Technical Proposal

S.No.	Section	Technical Evaluation Criteria	Page No.
1.	Financial Capacity	<p>Average turnover of business from government consulting operations for last 3 financial years: 2019-20, 2020-21, 2021-22 (INR Crores)</p> <ul style="list-style-type: none"> i. < INR 100 Crores – 0 mark ii. >INR 100 - 125 Crores – 1 mark iii. >INR 125 - 150 Crores – 2 marks iv. >INR 150 - 175 Crores – 3 marks v. >INR 175 - 200 Crores – 4 marks vi. >INR 200 Crores – 5 marks 	
2.	Experience		
a)	Experience - 1	<p>The Bidder must have experience of working with Central/State Government/ or their agencies/Institutions in domains such as Industrial Development/ MSMEs / Rural Industries / Artisans / Cluster Development/ Social Welfare / Community Development / PMU / Scheme Implementation consultancy fees equal to or more than Rs 10.00 Crore for each programme (comprising of completed or ongoing projects) in last five years</p> <ul style="list-style-type: none"> v. < 2 projects: 0 marks vi. 2 – 3 projects: 5 marks vii. 4 - 5 projects:7 marks viii. More than 5 Projects: 10 marks <p>Extra 5 marks for working as a SPIU for any State in India</p>	
b)	Experience – 2	<p>The bidder must have experience of preparing SIP under RAMP programme:</p> <ul style="list-style-type: none"> 1 State – 5 marks 2 States – 7 marks 3 States – 10 marks 	
c)	Experience – 3	<p>Bidder should have experience of working on World Bank/ ADB/ DFID / foreign and Commonwealth Office or other multilateral sponsored projects on MSME / Industries / Start-Up development / Environment /</p>	



S.No.	Section	Technical Evaluation Criteria	Page No.
		Social / Finance agenda in India v. < 2 projects: 0 marks vi. 2 – 3 projects: 5 marks vii. 4 - 5 projects:7 marks More than 5 Projects: 10 marks	
d)	Experience – 4	The bidder must have experience of working for MSME or Industries Domain in Sikkim – 5 marks	
3	Team (as per Form no. 11 – CV Format)		20
a)	Team Lead (One)	<ul style="list-style-type: none"> • Post Graduate degree or equivalent from recognized institutes – 1 mark • At least 8 years of overall experience with minimum 3 years of experience in MSME / Industries / Livelihood / SHGs / rural and cottage industries in government set up like Central Government and State Government/ PSUs/ State Government Undertakings/ SPVs with more than 51% central or state government share – 4 marks • Interview of the candidate with the Technical Panel – 3 marks 	
b)	Enterprise Development Manager (One)	<ul style="list-style-type: none"> • Post Graduate degree or equivalent from recognized institutes – 1 mark • At least 7 years of overall experience with minimum 2 years of experience in MSME / Industries / Livelihood / SHGs / rural and cottage industries in government set up like Central Government and State Government/ PSUs/ State Government Undertakings/ SPVs with more than 51% central or state government share – 3 marks • Interview of the candidate with the Technical Panel – 2 marks 	
c)	Capacity Building Expert (One)	<ul style="list-style-type: none"> • Post Graduate degree or equivalent from recognized institutes – 1 mark • At least 5 years of overall experience in Capacity Building or Skill Development– 3 marks • Interview of the candidate with the Technical Panel – 2 marks 	
d)	Procurement Expert (One)	<ul style="list-style-type: none"> • Post Graduate degree or equivalent from recognized institutes – 1 mark • At least 5 years of overall experience in Central or State Government Procurement, bid management, vendor 	



S.No.	Section	Technical Evaluation Criteria	Page No.
		onboarding. – 2 marks • Experience of GeM will be an added advantage – 2 marks	
4	Approach and Methodology + Technical Presentation	• Understanding of Terms of Reference (TOR) – 5 marks • Approach & Methodology – 10 marks • Team Deployment Structure and Work Plan – 5 marks • Engagement of local Sikkim Agency for execution of the Project – 5 marks	



25.10 Form 10: Approach and Methodology

Approach and Methodology limited to 10 pages

[Understanding of the Terms of Reference and Approach & Methodology are key components of the Technical Proposal]

- Understanding of Terms of Reference (TOR)
- Approach & Methodology
- Team Deployment Structure
- Engagement of local Sikkim Agency for execution of the Project
- Work Plan



25.11 Form 11: Format of CVs of proposed Professionals (individuals)

1	Proposed Position:			
2	Name of Expert:			
4	Complete personal contact details: Email Id – Phone No. –			
5	Education:			
	Name of Institute	Degree	Year	
6	Membership in Professional Associations: ▪			
7	Other Training: ▪			
8	Countries of Work Experience:			
9	Languages:			
	Language	Speaking	Reading	Writing
	Employment Record:			
	From:		To:	
	Employer:			
	Position Held:			
	From:		To:	



10	Employer: Position Held: From: To: Employer: Position Held:	
	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned	
	Name of assignment or project: Month / Year: Client:	Main project features: Activities performed:
	Name of assignment or project: Month / Year: Client:	Main project features: Activities performed:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to the disqualification or disqualification of the Bidder, from the assignment.

Place: Date:

(Signature of Proposed Individual)

(Signature of the bidder's authorized representative)



25.12 Form 12: Financial Proposal

We, <name of the agency>, offer to provide the services and deliver the envisaged scope as per defined in this RFP. The mammoth rate includes the out-of-pocket expense. The total cost of the project is excluding GST.

A. Fees for the resource-based deployment:

S.No.	Personnel	Month Rate	Duration (months)	Total Cost of Project
(i)	(ii)	(iii)	(iv)	(v) = (iii) x (iv)
1.	Team Lead		48	
2.	Enterprise Development Manager		48	
3.	Capacity Building Expert		48	
4.	Procurement Expert		48	
5.	Consultant		48	
Total including OPE				
GST @ 18%				
Grand Total including OPE and GST				



25.13 Form 13: Performance Bank Guarantee Format

(to be filled by Successful Bidder)

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<Email Id.>

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

And whereas it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a scheduled commercial Bank for the sum specified therein as security for compliance with its obligations in accordance with the contract after adjusting the EMD amount of Rs. 15,00,000/- (Fifteen Lakhs Rupees);

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

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

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

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between



you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

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

Notwithstanding anything contained herein:

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